

NATIONAL LIBRARY OF MEDICINE

ANNUAL REPORT

Fiscal Year 1958

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ANNUAL REPORT

for the

FISCAL YEAR 1958

September 15, 1958

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CHAPTER I

OFFICE OF THE DIRECTOR

Fiscal Year 1958 marked the Library's first full year of operations under the stewardship of the Public Health Service. During the year a formal library intern training program was launched, major changes in photoduplication and loan policies and procedures were instituted, and a grant of funds from the Council on Library Resources was accepted for the purpose of undertaking bold improvements in indexing mechanisms. In addition to the regular publication program, a Guide to Russian Medical Literature, a Russian-English Medical Dictionary, and a Bibliography of Space Medicine were sent to press, although only the latter had appeared at year's end. To accommodate the burgeoning collections, which passed the one million mark early in the year, large areas of the basement were cleared of dilapidated wood and supply-style shelves, uneconomical in book capacity for the amount of space occupied, and new steel stacks were installed, providing sufficient space for three years' growth. Plans for the new building were carried through the tentative stage by the architect's submission of new drawings on June 30; working drawings were scheduled for December 1958, insuring that construction can commence in the spring of 1959. And in June the Senate Appropriations Committee recommended the appropriation of \$6,950,000, in addition to the \$350,000 already made available, for the construction and equipment of a new National Library of Medicine. (After going to Conference with the House, the bill was to pass on July 18 and was to be signed by the President as Public Law 85-580 on August 1.)

BOARD OF REGENTS

The Board of Regents of the National Library of Medicine was active during the year in guiding the new building program, in reviewing Library policies, and in considering new Library programs. Dr. I. S. Ravdin served as Chairman of the Board during the year.

New members. An opinion of the Office of the General Counsel, Department of Health, Education, and Welfare, established that the date of enactment of the National Library of Medicine Act (August 3, 1956) determines the date of the beginning and ending of the terms of members of the Board of Regents. To fill the vacancies created by the expiration of the terms of Dr. Worth B. Daniels and Dr. Benjamin Spector the White House on June 27 announced the appointment of Dr. William B. Bean, Professor of Medicine, State University of Iowa College of Medicine, and Dr. William W. Stadel, Director, San Diego County Department of Medical Institutions.

Meeting of September 23, 1957. The Board reviewed the record for FY 1957, and commended the Library's officers for the work accomplished. The Library's current policy on scope and coverage of the collections was discussed and approved. Major attention was given to building plans.

Meeting of December 9, 1957. The Library's architects, Mr. O'Connor and Mr. Kilham, were present and reviewed preliminary plans for the building, scheduled for submission to Public Buildings Service on December 31. The Board approved the fundamental design.

Meeting of May 9, 1958. The Director outlined the Library's budget for FY 1960, with special attention to the details of the new indexing mechanisms for the Current List. The Board passed a formal resolution endorsing the soundness of these budget plans. There was a lengthy discussion of Russian medical literature, following a preview presentation of the Library's forthcoming Guide. The Library's architects, along with the liaison architect from Public Buildings Service, were again present and showed models of several floor plans, of roof design, and of treatment of fenestration on the first floor. The Board approved these details, and urged that the exterior of the building be finished in limestone if this could be done within budgetary limitations.

NEW BUILDING PROGRAM

Mr. Robert W. Severance, who served as Special Assistant for Building Plans on the NLM staff for the previous year, left in October 1957 to assume his new duties as Director of the Air University Library in Montgomery, Alabama. His duties were assumed by the Director and the Executive Officer.

Contract for architectural services. A contract for full architectural services, including design, completed drawings, and supervision of construction was awarded by Public Buildings Service, General Services Administration, to O'Connor and Kilham of New York City on June 27, 1957; planning was delayed until Bureau of the Budget questions regarding the site for the building, its size, and the need for lunchroom space were resolved. On August 2 the architects were instructed to proceed with plans for a building of some 230,000 gross square feet, including a lunchroom facility, on the site originally selected by the Board of Regents. The delay in settling these issues made it impossible for the architects to complete the diagrammatic plans on September 15, as originally scheduled.

Construction budget. In the meantime a construction budget request was prepared for \$7,300,000 to be appropriated in Fiscal Year 1959. On November 29, 1957, this request was disallowed by the Bureau of the Budget. Consultation between the architects and the Library staff had continued throughout this period, and by November 15, 1957, the architects had progressed to Scheme H-13. With minor refinements this scheme was approved by the Board of Regents at its meeting on December 9. On December 31st the first-stage drawings (diagrammatic plans) for the new building were submitted to the Public Buildings Service, GSA.

Construction Schedule and Funds. The Public Buildings Service approved the diagrammatics on January 30, 1958, but advised the architects later to proceed no further until the Bureau of the Budget had reviewed and approved the plans. On March 17, 1958, the Bureau of the Budget approved the plans and authorized gross space of 232,200 square feet for the building. The architects were then instructed to proceed accordingly, and second-stage (tentative) drawings were submitted to the Public Buildings Service on June 30, 1958. Barring further delays the third-stage drawings (intermediate) will be completed by October 17, and the final plans and specifications for the new building will be in hand December 19, 1958.

Although construction funds were not carried in the 1959 budget request to Congress, the Senate included an item of \$6,950,000 when it acted on H. R. 11645, making appropriations for the Department of Labor and the Department of Health, Education, and Welfare. As the fiscal year closed the appropriation bill was in conference. (The item was agreed to by the House, was passed by House and Senate on July 18, and became Public Law 85-580 on August 1. It should be possible to award a construction contract in March 1959; the new building should be completed by 1961, in time for the celebration of the Library's 125th anniversary.)

BUDGET AND FISCAL ACTIVITIES

Fiscal Year 1958 was the first year for which the Library presented its own separate budget request to the Congress. The amount requested and appropriated was \$1,450,000, an increase of \$135,000 over the amount available in the previous year. (This amount was swelled at the end of the year by passage of retroactive pay increases for Civil Service employees.) The increase provided funds for maintaining evening and weekend hours of opening, for reclassification of librarian series positions, for new and replacement equipment, and for retirement contributions.

The budget request for FY 1959 was \$1,415,000, a decrease of \$35,000, and was allowed by the Congress. The decrease reflected mainly the abolishment of the position last held by Mr. Severance, and a further lengthening of the publication schedule of the Supplementary Series of the Index-Catalogue.

Phasing out of the photoduplication accounting procedures, no longer required under the new loan policy, was completed during the year and the one position involved was transferred to the Photographic Services program.

PERSONNEL PROGRAM

Recruiting. The Reference Division was assigned the task of carrying out this year's recruiting program. With joint sponsorship of the Sub-Committee on Recruitment of the Medical Library Association, a series of talks was presented at library schools and library meetings. An attempt was made to cover most of the schools east of the Mississippi which had 100 or more students. In October visits were made to the universities of Wisconsin, Chicago, and Illinois, and to the Mid-West Regional Group meeting of the Medical Library Association. In November visits were made to Simmons College, Boston; Drexel Institute, Philadelphia; Pratt Institute, Brooklyn; Catholic University, Washington.

Intern Program. The program for the first group of interns commenced on September 3 with a week of orientation in PHS and NLM operations. After completing their work-training in the Acquisition Division, the interns moved on to the Catalog Division on November 18, where their first project involved participation in the preparation of the printed Catalog. On February 24 the interns proceeded to the Reference Division for a period of 13 weeks, and then spent a week in the Office of the Director, where they received an overview of the Library's management activities, photographic services, and new building plans. During the first week of June the interns visited the History of Medicine Division in Cleveland and attended the Medical Library Association meeting at Rochester, Minnesota. Returning to headquarters, the interns reported to the Index Division, where they will remain during the rest of the summer.

Seminars were held monthly in each division where the interns were assigned; the seminars were attended not only by the interns but also by selected new members of the regular staff. One seminar (on April 4) was conducted by Miss Gertrude Annan, Librarian of the New York Academy of Medicine, on the topic of rare books. Tours were arranged to the Library of Congress; the Department of Agriculture Library; Howard University Medical-Dental Library; National Institutes of Health Library; Walter Reed Medical Center libraries; Welch Medical Library, Waverly Press, and Library of the Medical and Chirurgical Faculty of the State of Maryland, all in Baltimore; the new Washington Hospital Center Library.

The interns, as well as several other staff members, successfully completed two semesters of the Russian language course offered at the Department of Agriculture Graduate School.

Employee Awards. Six awards were presented to employees during the fiscal year:

Mrs. Lenore S. Gribbin - cash award for a work suggestion submitted sometime earlier, December 20, 1957.

Miss Ellen G. Mayeux - cash award with citation for special services rendered during the six months' absence of the Head of the Reference Section, December 20, 1957.

Mr. James W. Barry and Mr. Charles H. Jones - cash awards with citations for special services performed in closing procurement records under Department of the Army procedures and in planning and operating a new system of procurement in the transition to procedures of the Department of Health, Education, and Welfare, March 21, 1958.

Mr. Joseph McGroarty - cash award with citation for superior work performance in the Library's transfer from Department of the Army to the Public Health Service and for his outstanding performance of duties in connection with building maintenance, May 29, 1958.

Mr. Hubert Turner - cash award with citation for superior work performance during the transition period in the Library's loan policy, May 29, 1958.

MAINTAINING THE OLD BUILDING

A chronically leaky roof above the Reading Room and a score of emergency situations caused by other physical defects of the old building were continuing problems. Especially serious were accidents due to faulty drainage facilities, and accompanying heavy rain or snow storms. In the past year there were two instances of water damage to books. Quick work on the part of stack assistants and Binding Section personnel prevented more serious damage to the collection.

Re-stacking of Basement Rooms. The last area for growth in the present building, the west basement sector, was being restacked with modern shelving as the year closed. Considerable progress has been made during the past year in cleaning and repairing stack areas, and in providing pest control measures to safeguard the collection.

With the constant flow of new acquisitions, shifting continues to be a problem. An active binding and rebinding program has contributed greatly to the improvement noted in the general appearance of the stacks; more progress along this line is expected with the increasing emphasis on preservation of poor paper items by means of microfilming.

Other renovations. Other improvements to the building were made, including remodeling of the photographic dark rooms, installation of exterior down-spouts on the west side of the building, and additional alterations due to the realignment of work stations in various divisions of the Library.

OTHER ACTIVITIES

In September the Director presented an address at the dedication of the new library of the University of Kansas Medical Center; in October he talked to the student assembly of the Columbia University School of Library Service; in November he spoke before the Maryland, Virginia, and District of Columbia Regional Group of Catalogers and Classifiers; in March he gave the Trumbull Lecture at Yale University.

The Director and the Executive Officer visited the following institutions during the year in connection with planning the new building: Rutgers University Library; Connecticut General Life Insurance Company, Bloomfield; University of Michigan Libraries; General Motors Technical Center, Detroit.

FISCAL YEAR 1958 PUBLICATIONS

- National Library of Medicine Catalog, 1957
Washington, Library of Congress, 1958. 617 p. \$17.50.
- Current List of Medical Literature. (Monthly) Volume 32, 1957; Volume 33, 1958. (GPO; annual subscription, \$13.50).
- Bibliography of Medical Reviews, Volume 2.
Washington, 1957. 111 p. (GPO; 60 cents).
- National Library of Medicine News. (Monthly) Volume 12, nos. 7-12, 1957; Volume 13, nos. 1-6, 1958.
- Military Medical Serials Received in the National Library of Medicine, 1950-1957. August 1957. 8 p.
- Selected Oil Portraits in the National Library of Medicine. A Series of Sketches. January 1958. 24 l.
- Biological Effects of Non-Ionizing Radiation on Humans and Higher Animals. Selected References in English, 1916-1957. February 1958. 10 p.
- A Guide to the Art Collection. (Brochure) [February 1958]. 2 l.
- Bibliography of Space Medicine. (Preliminary Edition) March 1958. 34 p.
- Card Form Publications in Medicine and Related Fields. April 1958. 53 p.
- Sources of Information Regarding Current Medical Serials (Rev.).
May 1958. 5 p.
- Staphylococcal Infection; a bibliography, covering literature of 1952 through May 1958. June 1958. 43 p.

ARTICLES

- Brodman, E. Hail and Farewell [Editorial]
Bulletin of the Medical Library Association 45:426-8, 1957.
- Brodman, E. Changing Concepts in the Role of the Medical Librarian in the 20th Century.
Bulletin of the Medical Library Association 45:480-5, 1957.

- Johnson, W. A. Basic Cataloging Tools: Medical and Dental Supplement.
Library Resources and Technical Services 2:64-6, 1958.
- MacDonald, M. R. Entry of Corporate Body under Successor Names.
Stanford University Institute on Catalog Code Revision.
Working Paper IV, 1-17, 1958.
- Rogers, F. B. Management Improvement in the Library.
Bulletin of the Medical Library Association 45:404-9, 1957.
- Schullian, D. M. A Decade of Medical Historiography.
Bulletin of the Medical Library Association 45:285-90, 1957
- Schullian, D. M., and Rogers, F. B. The National Library of Medicine.
The Library Quarterly 28:1-17; 95-121, 1958.

CHAPTER II

A C Q U I S I T I O N S

The Acquisition Division devoted considerable attention during the past year to the stabilization of two major procedures changed during the Library's first nine months under the Public Health Service. The Area Specialist system of allocation of selection responsibility, instituted in February 1957, has paid dividends, particularly in areas where the national bibliographic apparatus is either complex or non-existent. The simple fiscal procedure developed by the Service for handling the Library's obligations for medical literature proved fully adequate throughout its first complete fiscal year of operation; it seems likely to be used as a model by other large government libraries. Another area of concentration, of special interest this year, was the continued emphasis on the acquisition of medical literature published in the Soviet Union.

PROGRAM

Statistics. There were increases over FY 1957 in all areas of the Library's acquisition program. About 36,000 prospects were screened for the collection this year, as compared with 32,000 prospects screened during the preceding year. Over 15,000 separate orders for books and periodicals were placed during FY 1958, as compared with 14,000 orders placed in FY 1957. Some 13,000 monographs were admitted to the collections in FY 1958, while the comparable figure for FY 1957 was 12,000 monographs. The number of serial issues checked into the serial records increased slightly, from 73,000 to 75,000. There was, however, a decrease of \$2,200 in funds available for the purchase of medical literature: from \$84,400 in 1957 to \$82,200 in 1958.

Scope and Coverage. A revision of Library Manual B-5, the Library's basic policy statement on scope and coverage, was issued in January. The changes were minor and represent clarifications of reasons and shifts in emphases rather than fundamental changes in the Library's collecting policy. The most important areas affected were anthropology, chemistry, biochemistry, sanitary engineering, human engineering, and the social sciences.

Selection Assignments by Geographic Area. Since Spring 1957, assignment to selectors has been made on the basis of well-defined geographic areas, with each selector responsible for the location of all medical literature within his area. It is apparent, after more than a full year of operation under this system, that this broad delegation of the responsibility for discovery is the best system so far devised. Where unfamiliar languages present difficulties, assignment by area is without question the only way of doing the job.

But even where the languages are familiar, there is a gap between what the accepted bibliographies present and what exists. The steadily increasing rate of receipts indicates that this gap is constantly being narrowed and that substantial progress is being made toward the goal of the Library's collecting policy - the complete coverage of all medical literature published in all countries of the world.

Selection Apparatus. One important result of the intensive bibliographic investigations carried out by the area specialists was the addition of 23 new titles to the list of bibliographies used regularly for selection purposes. The complete list of bibliographic sources now used by the Library for the location of medical literature includes 146 titles from 41 countries.

Of the 23 new sources added this year, 14 come from Eastern Europe and five from such parts of the world as South Africa, Southern Asia, and the Levant. The remaining four are from Latin America, Spain, and Norway. This apparent imbalance of new sources between areas reflects the difference between the long familiar and accessible (hence, previously well worked) on the one hand and the unfamiliar and inaccessible on the other.

RUSSIAN LITERATURE

Soviet Publications. It was decided at the beginning of the year that a thorough knowledge of the publishing situation in the field of medicine in the Soviet Union was essential in order to evaluate properly the achievements of the Russian acquisition program, as well as to set up bench marks for future guidance. For this purpose a special study was conducted which included analysis of the Library's current receipts and a search of the recent literature concerning Soviet bibliography and library economy. One finding of this study was that the National Library of Medicine currently receives and catalogs 75-80% of the substantive medical publications of the USSR, and indexes all of the most important medical periodicals.

The study also helped to isolate elements which influence the Russian acquisition program. An important factor which has handicapped this program in previous years has been the lack of adequate selection sources. One objective of the Russian Area Specialist this year was to fill in the Library's holdings of sources already known and to widen the possibility of selection through new sources. The first task was to complete as far as possible the Russian national bibliography, Knizhnaiia letopia'. Through various channels, a large number of back issues of Knizhnaiia letopia' were obtained; current issues of this most important tool have been received regularly since 1956.

Several other important bibliographies were acquired by the Library. In cases where originals were no longer available, microfilm copies were ordered. In this way microfilm copies were received from the Library of Congress of lacking volumes of Bibliografiia Sovetskoi Bibliografii and of Letopis periodicheskikh izdani SSSR.

Seven new prospect sources were added to the list of titles checked regularly for the Soviet area. Some of these are received on exchange directly from the USSR, as for instance the bibliographies of the Latvian, Lithuanian, and Armenian Republics, and of the Academy of Sciences of the Kazakh SSR.

The Russian exchange program of the National Library of Medicine, resumed in 1956, developed considerable activity this year. At present the Library has exchange arrangements with some 20 libraries in the Soviet Union. The most successful exchanges are conducted with the State Central Medical Library in Moscow and the Saltykov-Shchedrin Public Library in Leningrad. A more limited, but very active exchange is carried out with the State Public Library of the Academy of Sciences in Kiev (Ukrainian Republic), the Central Library of the Academy of Sciences in Vilnius (Lithuanian SSR), and the Central Scientific Library of the Academy of Sciences in Alma-Ata (Kazakh SSR), where the extent of publishing activity is remarkable.

The exchange of catalog cards with the State Central Medical Library in Moscow was continued. Cards for about 1,400 American medical imprints were sent to the Central Medical Library in exchange for 2,000 cards for titles of medical interest registered in the All-Union Book Chamber.

Priced-Exchange Arrangements. During the past year, four libraries in the Soviet bloc offered to send monographs published in the countries concerned in exchange for selected American titles. The Library accepted these exchange proposals because all represented areas in which material was unobtainable or procurement through usual channels had become quite difficult in recent years. During FY 1958 the Library received 216 titles from these libraries and has furnished in exchange either its own duplicates or copies purchased especially for this purpose. Complete records of each title received and sent out are kept and the value of these titles is recorded in order to assure a reasonable monetary balance.

SOURCES OF PROCUREMENT

For three areas of difficult procurement the needs of the Library are now well served by blanket purchases arranged through official State Department channels. Publications Procurement Officers for the Moscow and Hong Kong offices visited the library and received orientation in the scope and coverage policy before leaving to take up their tours of duty.

Service from the Arab League States and several other countries in the Middle East was established when a Publications Procurement Officer was assigned during the year to the Cairo Embassy. This Officer likewise visited the Library before leaving the country.

Arrangements were made with new commercial dealers in two other distant areas - with Bunkodo in Japan and with Popular Book Depot in India. Receipt of large quantities of Japanese and Indian publications is an indication that these arrangements are working well.

A remarkable quantitative increase in Japanese journal publishing poses a new problem, particularly pertinent to this discussion of the competence of suppliers. It seems likely that next year the monetary value of Japanese medical periodicals will exceed the limitation set for open-market procurement. A waiver, or other official exemption from bid requirements, appears to be the only solution which will permit effective procurement. The work of years spent in locating competent dealers can be undone in the splintering of awards among mediocre or untried suppliers whose promises exceed their ability to fulfill their contracts.

MANAGEMENT

Fiscal Procedures. The fiscal procedure installed when the Library was transferred to the Public Health Service in October 1956 was designed to provide compatibility between controlling regulations and the several factors unique to the acquisition of published materials. The first full year under the new system has shown that the procedure is also simple and flexible. This is reflected in the even work flow maintained throughout the year and in the general pattern of increase in statistics pertaining to the ordering process.

One major problem which remains to be solved is that of payment for book materials in advance of receipt. Current regulations prohibiting such advance payment prevent the Library from taking advantage of money-saving pre-publication offers; sometimes books cannot even be acquired for the collections because they are available only upon advance payment. It is understood that this problem is under study on a Department-wide basis and that efforts will be made to insert authorizing language into the DHEW appropriation.

Serial Records. At the end of the year the time span covered by the Serials Kardex File, the receipt record of current serials, had been narrowed by the withdrawal of all cards covering 1951 through 1954. These cards were transferred to the Serials Holdings File, which now becomes the record of non-current serial issues for the period up to and including 1954.

During this withdrawal process some 3,000 titles were withdrawn completely from the Serials Kardex File because no issues had been received subsequent to 1954 and the titles must therefore be presumed dead. On June 30 the number of serial titles being received currently by the National Library of Medicine stood at 11,700.

Procedural Microfilming. Since 1952 the Acquisition Division has employed photographic techniques in its procedural work. The equipment used consists of a Model E Recordak microfilm camera coupled with a fixed focus 3" x 5" glass stage mounted on a low desk. Bibliographic citations and order documents are reproduced on microfilm, which is then enlarged and printed on the Xerography CopyFlo reproducer in Photographic Services Section.

The basic principle underlying this procedure is that which is applied to all Integrated Data Processing equipment: the automatic perpetuation of repetitive data. During the past year the Acquisition Division has investigated the possibility that the phenomenal development of IDP equipment during the last few years might provide a superior method for the perpetuation of its own data. Several leading manufacturers were called in to survey the procedures involved; all have categorically stated that they have nothing to offer. It appears that the photographic method carries the basic IDP principle one step farther by repeating data in the form prepared by an outside editorial operation, in this case the national bibliography from which the citation is taken.

The Division has therefore concluded that the solution to its paperwork problems lies in further refinement of its microfilming procedures. It plans to move ahead in two areas: further adaptation of camera equipment and conversion of additional procedures to the photographic method.

PUBLICATIONS DISTRIBUTION

Exchange System. For a number of years the Library offered its own publications, particularly the Current List of Medical Literature, in exchange for the medical publications of other institutions. During the past year the Library has concluded agreements under which it may offer the publications of several other agencies of the Public Health Service under this exchange system. Such agreements have been made for Public Health Reports, Vital Statistics of the United States, and the Journal of the National Cancer Institute. The Office of Vital Statistics has also agreed to refer to the Library all statistical material received directly from other countries. Titles which are selected for the Library's collection are considered as exchange material. The Office of Vital Statistics then sends out letters asking the publishers of these titles to send future issues directly to the Library.

At the end of FY 1958 there were 1,649 exchange and gift subscriptions to the Current List of Medical Literature, as compared to 1,402 in June 1957. The number of gift subscriptions (all to Government agencies) rose from 401 in June 1957 to 660 in June 1958. This increase was due to the change in distribution policy approved by the Board of Regents at the end of the last fiscal year. Under the new policy all Federal Government agencies which have need of the Library's publications may receive them free of charge.

Other Publications. Volume 2 of the Bibliography of Medical Reviews was published in August 1957, and 1,000 copies were received for distribution to U. S. Government agencies. The non-governmental institutions (899) which had requested the previous issue were notified that Volume 2 is ready for sale by the Superintendent of Documents. Other publications distributed included the 1957 Annual Report, the 1957 Catalog, the Index-Catalogue, and bibliographies prepared by the Library staff.

DISPOSAL OF DUPLICATES

During the calendar year 1956 the Library subjected its duplicates disposal program to a very searching analysis, with the results as described in the annual report for Fiscal Year 1957. The decision to contract this program was based on the meager yield to the collections in relation to the large expenditure of personnel time and badly needed shelf-space.

Since July 1, 1957, the Library has been handling its duplicates under procedures designed to adjust the program to the actualities of its situation. The area devoted to the storage of duplicates has been reduced to 200 square feet, and a much smaller number of man hours is being utilized. As a consequence only a relatively small amount of material can be reserved for listing and held for later disposition.

Duplicates are sorted as they are detected in the acquisition process. Russian materials are sent to the Library of the New York Academy of Medicine, and Oriental materials to the Lane Medical Library. Only two categories of materials are stored for future listing. A small number of English-language monographs are set aside for use in the priced-exchange arrangements described above, and a manageable quantity of journal duplicates are reserved for later listing in fulfillment of the Library's obligation as a member of the Medical Library Association Exchange.

The remainder is sent to the United States Book Exchange, the only organization presently equipped to receive and reallocate large quantities of duplicates. The Library thus builds up exchange credit with USBE, and by special arrangement is permitting medical libraries which are not members of USBE to order materials against this credit.

CHAPTER III

C A T A L O G I N G

The central theme of the fiscal year 1958 may be summed up in the time-honored phrase "cooperative cataloging." Although the cooperative aspects of the Catalog Division's work are as old as the Division, they are at the same time as new as today. The Division seeks to make the results of its labors as widely available as possible and the cooperative use of its work products both inside and outside the Library provides good means to extend the area of usefulness. Evidence of such cooperative effort will be noted in various sections of this report.

PUBLICATIONS

Catalog Cards. The major uses of the catalog cards issued by the Catalog Division are in the Library's card catalogs and printed catalog. In addition, all of the records become a part of the card National Union Catalog, and those representing titles published after 1955 appear also in the published National Union Catalog. Selective NLM catalog records are included in the Union List of Microfilms, New Serial Titles, the Cyrillic Union Catalog, the Monthly Index of Russian Accessions, the "Recent United States Publications" section of the Current List of Medical Literature, and in Vital Notes on Medical Periodicals issued by the Medical Library Association. The cards also are sold to six subscribers and used by the Acquisition Division in one of its foreign exchange agreements. During the past year card contributions to the East European Accessions Index were begun.

NLM Catalog. Two issues of the National Library of Medicine Catalog were published during this year. The 1956 volume, originally scheduled for publication during the summer of 1957, was distributed in October. The delay was occasioned, in part, by pressure of other publications (with similar deadlines) at the Library of Congress. To ease this pressure it was mutually agreed to advance the closing date of the NLM Catalog to October 15. This decision was applied to the volume for 1957, which contains, as a consequence, the records for ten months' work; published in April 1958, it is smaller than previous annual volumes. It is expected, however, that the larger 1958 volume will more than make up for the small size of the 1957 Catalog.

In previous issues of the NLM Catalog it has been the policy to make each volume complete within itself. This year that policy was modified to provide substitution of a general added entry cross reference for separate added entries under the names of editors and translators of multiple editions of early medical titles from the History of Medicine Division. The general reference, it was agreed, could be used even though the editions referred to might appear in earlier or later issues of the Catalog.

The Library has increased the amount of editorial assistance it provides in preparing the NLM Catalog for publication. This year additional help was provided in editing Part One-Authors. Besides the usual editorial preparation of Part Two-Subjects at NLM, a staff member from the NLM spent five days at LC to help with final details such as typing guide words for each page, typing and interfiling continuation cards, and numbering pages.

The delay in the publication of the 1956 volume combined with the early closing of the 1957 volume made it necessary to prepare a completely new set of subject heading cards. This seemed like a hardship at the time, but later proved to have a beneficial aspect; when a representative group of NLM subject headings and cross references was needed for a comparative study of subject headings used in medical indexing and cataloging, a ready-made set was provided by dismounting the boards for Part Two-Subjects of the 1956 NLM Catalog.

NLM Classification. In February the first list of Additions and Changes was issued, representing revisions made in the second edition of the NLM Classification. The list included three numbers added to the schedules, three numbers which were modified, two "Table G" additions, and a number of index entries.

CATALOGING PRACTICES

Congressional Reports. The policy in regard to the cataloging of Congressional hearings, reports, bills, etc., has been changed. Under the new treatment each item will be cataloged and bound as a separate title, whereas formerly all material pertinent to a particular bill was collected, cataloged, and bound as a unit. While the changed policy increases the amount of cataloging and the number of records and physical volumes, it also makes the separate items available more quickly and provides entries which are uniform with entries for similar items in the National Union Catalog.

Acta Supplements. Another elaboration in cataloging concerned the decision to bind each Acta Supplement as a separate volume. Each new Acta Supplement is now cataloged, shelved, and bound immediately after its receipt in the Library, whereas formerly these publications were analyzed immediately after receipt, but shelved only after a volume containing several issues was bound.

Name Establishing and Searching. As a result of a detailed study of NLM cards for 1956 imprints published in the new National Union Catalog, a modification of the Library's policy of restricting the determination of "no conflict" to names appearing in its own catalogs was made. This

policy is now modified as follows:

1. The NLM catalogs plus the published Library of Congress catalogs including the published issues of the National Union Catalog will provide the "no conflict" basis for NLM name entries for titles published after 1955.

2. A reasonable search will be made to find one forename for each personal name entry, regardless of the date of publication of the title being cataloged.

It should be noted that this change in policy does not mean that the Library is changing its rules for entries where its policy on choice of entry is stated as being different from Library of Congress policy. Also, in instances where NLM has fuller name information than LC, this will not be considered a conflict.

Card Catalogs. The first weeding of the Subject Catalog to remove cards for pre-1930 imprints, except for stated categories, was completed in October. Approximately 7,200 cards were removed. Because cards for certain subjects are to remain in the file indefinitely, a small square symbol was added to these cards during the weeding process. As new material is cataloged the Card Editor indicates, by placing the same symbol after subject tracing on the master card, which of the newly prepared cards will be retained permanently in the Subject Catalog. The excepted cards are those with subject subdivisions such as BIBLIOGRAPHY, HISTORY, STATISTICS, and DIRECTORIES, as well as cards for dictionaries, reference tools, etc.

To provide ready access to the most recent material under the major topics in the Subject Catalog, a plan for rearranging the cards on the basis of date is under consideration. Several large subjects such as MENTAL HYGIENE, NURSING, and TUBERCULOSIS have been rearranged by various date groupings for study prior to the final establishment of the pattern to be used.

Recataloging. At times this year it seemed that the current problems in handling the recataloging of old materials were greater than at any time during the history of the project. The largest single problem actually consists of many problems; "poor paper" materials complicate all phases of the recataloging operations because they require extra handling and extra record work.

As of January 1, 1958, the Catalog Division estimated that 20,800 nineteenth century titles remained to be recataloged (including oversize volumes). As of the same date the Circulation Section (Reference Division) measured the shelving occupied by the cataloged and the uncataloged nineteenth century monographs. The former required 4,138 linear

feet and the latter, 2,221 feet. This measurement indicated 22,200 volumes remaining (excluding oversize).

In June 1956 it was estimated the number of serial titles in the Library was 27,604. Since then 3,300 serial titles have been added, making a total of 30,904 titles. Approximately 17,000 titles, or 55%, have been cataloged. In comparison, the Acquisition Division tabulated the serials in its Holdings File in March 1958 and reported 18,421 cataloged titles and 18,314 uncataloged titles, a total of 36,735 serial titles, with 50% cataloged.

Analysis of Russian cataloging procedures. A project of special interest was an analysis of Russian cataloging procedures, based on a study of Russian catalog cards received by the Library in exchange for NLM catalog cards. The study covered the more detailed practices used in Russian cataloging; the greater elaboration of subject heading terms suggests an uncontrolled list of headings, whereas U. S. libraries generally use a controlled list.

Backlogs. Two cataloging backlogs were cleared this year. The Russian-language backlog, which was on "poor paper," was microfilmed and then cataloged; then the doctoral dissertations were cleared, except for approximately one shelf of "poor paper" titles.

Cataloging of the Japanese monographs was resumed in October when a Japanese cataloger was added to the staff.

A catalog card backlog developed early in the year when multilith mats became temporarily unavailable. As a consequence of the chain operation of the procedures for preparing and filing catalog cards, this backlog was followed by others which were almost cleared as the year ended.

BINDING

Commercial Binding. Since it is not feasible for the Library to have its own binding contract, a separate section (section 3) was inserted in the DHEW contract to cover the special provisions required for NLM serials, such as the use of printed endpapers, extra binding specifications, and a limitation of binding time to 30 days (as against 45 days for other materials). On the whole the Library has had satisfactory binding operations under this contract. The somewhat erratic pickup schedule experienced early in the year was corrected by the use of a local transfer company.

Binding Funds. During fiscal year 1958, a total of \$26,200 was obligated for binding 13,116 volumes. This represents increases of \$2,600 and 2,116 volumes over the 1957 figures.

Bookplate and Printed Endpaper. The redesigned National Library of Medicine bookplate was received in April. It shows the Library building as the central motif, printed in black ink on white paper. The plate is so designed that the lettering at the top, comprising the name of the Library, may be cut off and used as an identification label in small books.

NLM Binding and Repair. The Library continues to enjoy the convenience and speed of various binding and repair operations performed in the Binding Section. This year the Binding Section's equipment and know-how was put to effective emergency use on several occasions to curtail the effects of damage to books caused by flooding in various areas of the stacks.

Work was completed on the sorting and arranging of the college catalogs. This job required the making of several hundred new tie binders.

Portraits. The Binding Section mounted, matted, or framed 637 portraits for the Art Collection and for Library exhibits. It is hoped that the dry mounting press acquired in May will not only speed this work but also will remedy, at least in part, the problem of buckling in the mounts and pictures mounted.

Work space. Last year the Binding Section extended its work space into the north end of the east corridor on the first floor. In February of this year the use of the east corridor had to be further extended, up to the entrance to the Art Section. Outgoing shipments are stacked along the wall next to the Conference Room; this provides space for five sections of steel shelves, supplementary to the wooden shelves already in use, for sorting material to be prepared for binding. The Kardex binding records were also moved into the corridor, freeing needed desk space. The large paper cutter was moved to the basement; this move has improved the arrangements in the storeroom, and the accessibility of supplies.

CHAPTER IV

REFERENCE SERVICES

On September 1, 1957, the NLM inaugurated a new policy on inter-library loans after much careful deliberation and discussion. In examining here the effects of this new policy during the fiscal year 1958 it seems appropriate to present the history of the previous policies of the Library and to show what purposes the Library had in mind when it developed the new system.

It is not known when the Library of the Surgeon General's Office first began the process of loaning material from its collection, but a note in the March 6, 1892, issue of the Boston Post mentions loans from "The National Medical Library at Washington," and a letter to the editor by the librarian of the Free Public Library in Worcester, Massachusetts, in the April 1893 issue of Library Journal gives the rules set up by the Surgeon General's Library for interlibrary loans, and adds, "We borrow constantly from this library." Since the same librarian had suggested a scheme of mutual interlibrary lending on September 4, 1876, we might assume that the Surgeon General's Library developed its system only between 1876 and 1892. Actually, however, the archives and letter books of the Library give evidence of loans to individual physicians (especially Army medical officers stationed at western posts) earlier than this date. Because of the dearth of libraries in these areas such loans had to be made directly to individuals.

Whenever interlibrary lending came into being here, however, it was very early in the history of American library lending. This was in line with Billings' three-fold goal for the Surgeon General's Library: to acquire the medical literature, to make its contents known to users through catalogs and indexes, and to make the actual volumes available to those who needed them. It is instructive, in the search for perspective in the Library, to realize that Billings tended more and more, as libraries became more widespread, to stress interlibrary cooperation and lending and to prefer direct lending only when this was not feasible. This is fundamentally the attitude he presented when he delivered the dedicatory address at the Library of the Medical and Chirurgical Faculty of the State of Maryland (1883); namely, that the Faculty library should serve the local physician with current medical literature and the Library of the Surgeon General's Office should supplement it with the more unusual publications.

This concept of expecting the user of the Library to exhaust his local facilities first before calling on the Washington Library for help, which then made unusual works available through other libraries, has therefore had a long and honorable career in the history of the NLM. It was side-tracked for a period (1939 to 1957), partially as a result of war and the stationing of medical

officers in remote areas again, in favor of emphasis on direct service to individuals, without the mediation of another library. At the same time, and rather inconsistently, the Library performed reference services only for those who had exhausted their local collections, as stated in leaflets and the Library Manual.

It was partly to put the services of both sections of the Library on the same basis, partly to gain administrative control over the many free services provided by the Library, and partly to protect certain common journals from the wear and tear of repeated filming that led the NLM to present a new policy on loans and photocopies to the Board of Regents for approval in April 1957. From that date to September 1957, details of the program were worked out and wide publicity given to the change-over.

Briefly, under the old system the Library had developed its photoduplication service as an adjunct to its other services some 20 years earlier, and was filling about 85,000 orders a year for photoduplicates, in addition to furnishing over 15,000 interlibrary loans annually. Photocopies were furnished to individuals and to libraries at a small fee, and interlibrary loans were furnished to other libraries; carriage charges in both directions were borne by the borrowing library.

Under the new plan no requests for loans of original works or orders for photocopies received from individuals are honored; all requests must be channeled through other libraries. In response to these requests the National Library of Medicine furnishes photocopies in lieu of the loan of the original works whenever possible, taking into account copyright restrictions, length of the item requested, costs, and other pertinent factors. All loans under the new system are entirely free to the borrowing library except for the cost of returning original volumes; photocopies may be retained permanently by the borrowing library. The new policy was adopted in the belief that it would enable the National Library of Medicine to fulfill its obligations to serve its public impartially, to make its collections available to all who need them and for most efficient reference use, to preserve the collections, and to strengthen other medical libraries of the nation. Incidentally the new system would reduce the cost of borrowing, would minimize the need for expensive record-keeping at the NLM, and would enable the Library to serve more truly as a library rather than as a cheap and convenient reprint service.

When the new policy went into effect, it was anticipated that there would be a sizable but temporary decrease in the number of requests received by the Library.

In Fiscal Year 1958 almost 112,000 requests were filled as compared with 125,000 in Fiscal Year 1957 (89%). Of these 60,000 were interlibrary loans. But if one examines the figures for the last few months of the year, when the system had had time to become widely known, it will be evident that the Library is now receiving requests at the rate of approximately 75,000 items a year, or almost as much as in previous years.

Whereas formerly there were 125 American journal titles which were requested consistently at the rate of twice each working day for each title, accounting for over half of the total orders received, under the new system only 26 journal titles are requested with such frequency; only half of these titles are American, and these requests account for only one in seven of the total requests received. This tends to indicate that the NLM has succeeded in broadening the base of its service in the manner desired, and in closer consonance with the real needs of the community which it strives to serve.

The costs of this service have been watched very closely. For the greatest part of the orders photocopies are furnished as paper copies through the use of a continuous xerographic process. For the photographic service alone the average order costs \$1.01; 43% for personnel costs, 24% for equipment costs, 24% for supplies, and 9% for postage. For those costs not directly connected with the photographic services (receiving and identifying requests, searching, shelving and reshelving, etc.) several surveys have been made which indicate that the costs for this part of the service lie somewhere between 53 cents and 79 cents per order. If an average of two thirds of a dollar is presumed to be the cost for this part of the activity and one dollar for the photographic part, then the average cost of filling an interlibrary loan request is less than two dollars. At 75,000 requests annually, this means that NLM is putting 10% of its total budget directly into interlibrary loan service.

Two other statistics will be of interest.

Under the old system the largest single reason for failure to fill requests rested on the fact that the item requested was already on loan. Under the new system the number of items requested which are already on loan (or "in the pipeline") is only 1/2 of the former figure.

Two-thirds of all requests received are now completely processed within five working days; all are processed within twenty working days. This is a much better record than that which obtained under the old system, but it is primarily due to internal organization, equipment, and management changes rather than to the overall change in policy.

We are left with many problems. We have had to re-examine binding (particularly "bound with") policies; we are still plagued with inadequate citations, although to a somewhat lesser extent than formerly; we are haunted by copyright questions; we are still bedeviled with the occasional outrageous request for garden-variety material of recent vintage; the number of foreign requests tends to increase to the point where it may soon have to be reckoned with separately. But on the whole, we believe we are justified in thinking that the new system "works" - works to the benefit of the medical people we serve, and at a greater efficiency of library operations than under our old system.

PUBLICATIONS

Bibliographic activity continued at a rate high in man-hours, if not in absolute number of compilations. Dr. Caldwell read galley proof of her extensive bibliography on psychopharmacology; the printing schedule has been abominably slow, and strongly suggests that NLM should abjure this particular method of publication in the future. Mr. Roos brought in his bibliography on Space Medicine successfully, despite a tough schedule. Dr. Bocker brought out a timely bibliography on staphylococcal infections, the demands for which have been heavy and widespread. Mr. Austin continued work on his checklist of medical Americana, scheduled for publication in 1961; the preliminary list for checking is nearly ready for distribution to selected libraries. In concert with other divisions of the Library, contributions to the forthcoming Guide to Russian Medical Literature were made.

OUTSIDE ACTIVITIES

During the year special presentations on the Library's service and medical bibliography generally were made to student nurses at Sibley Hospital and at Alexandria Hospital, to Basic Science students at the Walter Reed Army Institute of Research, to library students at Catholic University, to the Conference of State and Territorial Health Officers, and to first year medical students at Georgetown University.

EXHIBITS

The William Harvey Exhibit was prepared by the Reference and History of Medicine Divisions, the Visual Aids Branch of the Division of General Services, DHEW, and the National Heart Institute for exhibition at the Harvey Tercentenary Commemoration program held at NIH on September 17, 1957. A descriptive catalog of the exhibit was compiled and published, and the exhibit was later transferred to the Library where it was on view during October and November. In December the exhibit was divided; one part went to the Smithsonian Institution and the other part to Georgetown University Medical School.

Two panels on "Professional Literature Aids to the Dentist" were prepared as a traveling exhibit for dental school and dental society meetings by arrangement with the Division of Dental Public Health, PHS. The exhibit was also on display during the Dental Writing Conference of the Northeastern Association of Dental Editors, New York City, December 4, 1957.

"The Evolution of Hospitals," a pictorial exhibit prepared in April 1956, continues to be on semi-permanent display at the Gallery of Medical History, Smithsonian Institution.

Intramural Exhibits

<u>Period of Exhibition</u>	<u>Subject</u>	<u>Exhibitor</u>
August-September 1957	Nobel Prize Winners in Medicine and Physiology	Art Section
October-November 1957	William Harvey and Man's Knowledge of the Circulation of the Blood	NIH/NLM
December 1957-February 1958	The Monros of Edinburgh and the Origins of American Medical Schools	Mrs. Randers-Pehrson
	NLM Building Plans (1887-1957)	Art Section
March-April 1958	Richard Bright (1789-1858); his Contribution to the Study of Renal Disease	Miss Moseley
	Library Service to Medicine	Art Section
May-June 1958	Max Brödel; Master Medical Illustrator	Miss Buggs Mr. Wiedman
May 19-28, 1958	Preliminary Scheme: National Library of Medicine Building	
May 28, 1958	The Doctor in Medical Satire	Art Section

Extramural Exhibits. The Art Section had three special exhibits at the Smithsonian Institution during the year: July-September 1958, Vaccination - from Jenner to Salk; October 1957 - April 1958, Nobel Prize Winners; May 1958 - July 1958, Women Physicians and Their Hospitals.

CHAPTER V

PHOTOGRAPHIC SERVICES

The adoption of the new loan policy, coupled with the introduction of a radically different method of paper reproduction, was responsible for major physical and administrative changes during the year.

PHOTODUPLICATION

Impact of Loan Policy. The implementation of the new loan policy changed photoduplication at NLM from a paid service to individuals to a free service in lieu of interlibrary loan of the original. Handling of correspondence regarding services shifted to the Reference Division.

New Equipment. The CopyFlo machine has been in operation at NLM since May 1, 1957. This xerographic printer, operating from an intermediate microfilm and performing in full daylight, turns out positive copy at the rate of twenty feet of paper per minute. The most important feature of its value in a library, however, is its use of non-photographic paper with an image as permanent as the paper itself. The single deficiency of the process seems to be poor reproduction of half-tone plates. The copy supplied in lieu of interlibrary loan has been exceedingly well received by library users. The full potential of this new process has not been fully explored during its first year of operation, particularly in the field of replacement of lost or damaged volumes from the collection. A few volumes have been reproduced and bound, but the major use of xerography for the preservation of the collection has hardly begun.

Remodeling of the Photographic Services Area. The remodeling begun in FY 1957 with the concentration of the microfilm cameras in one light-controlled, air-conditioned room was completed in FY 1958 after the acquisition of the CopyFlo. The comparatively small area required for the new machine and its daylight operation made two darkrooms unnecessary. They were dismantled, and wet-processing equipment was declared surplus. The area was converted to office space, and the clerical operations of the Section - editing, mailing, and administration - were brought together for the first time. The remodeling of the photostat darkroom, necessitated by unsafe plumbing, completed the physical reconstruction of the photographic laboratory. Surplus space resulting from these changes was released to the Reference Division for additional stacks.

POOR PAPER PROGRAM

The technical and administrative changes in the photographic laboratory released staff time which could be devoted to the task of microfilming material from the collection for permanent preservation.

The reproduction of 577,000 pages represents a 320% increase over the previous year. This increase, although statistically impressive, is merely a token attack on the virtually unlimited backlog of material which must be microfilmed if it is to be preserved. The terrifying number of items, especially in the serial collection, which must be microfilmed as quickly as possible before complete disintegration occurs, lends a particular sense of urgency in view of necessary shifts of the collection in this building and a total move in a few years. A good deal of this material should make only one move, and that to the cameras.

Filming is only half the answer to the problem, since the integration of the film into the cataloged collections of the Library is equally important to avoid accumulation of a tangle of miscellaneous microfilm comparable to the old collection which has taken so long to unravel. Much progress was made during the year in this area, but much remains to be done. An orderly flow of film is being channeled to the Catalog Division, and makeshift files have been set up to handle material in process. Plans have been made for the establishment of filming priorities under the supervision of a professional librarian. Altogether, it is the poor paper problem which will receive the major portion of the attention of the Photographic Services Section during the next year.

MEDICAL MOTION PICTURES

Although major emphasis during the year was placed elsewhere, some small progress was made in the collection of medical motion pictures. The most notable acquisition during the year was the new color version of Harvey and the Circulation of the Blood, made in England. This film had its first American showing at the National Institutes of Health as part of the Harvey Tercentenary Commemoration in September 1957.

CHAPTER VI
INDEXING

For the first time since the new Current List of Medical Literature was created in 1950, the planning of major changes in format again emerged as the dominant orientation of the Index Division's activities. Significant progress also was achieved in the preparation of the three publications whose publication constitutes the mission of this Division. Largely as a result of the efforts expended in the last few years on the improvement and expansion of the perhaps unique battery of staff indexing aids, the Current List showed evidence of further improvement in the quality of its indexing; an enlarged Bibliography of Medical Reviews went to press containing material which, for the first time, was not restricted to the Current List journals; despite setbacks at the end of the year, the Supplementary Series of the Index-Catalogue was brought a giant's step closer to completion with the copy for one section entirely in the hands of the printer and the editing of the other section underway.

COUNCIL ON LIBRARY RESOURCES GRANT

On April 16, 1958, the Library was awarded a grant of \$73,800 from the Council on Library Resources, Inc., for the purpose of setting up a research project to study methods of improving the bibliographical services of the Current List.

Early in 1957 a comprehensive plan to overhaul the Current List began to take shape. An integrated bibliographic processing system was envisioned, with the Eastman Kodak "Listomatic" Camera at the core, along with other mechanical and electronic equipment.

The project has as its primary goal the fabrication of a bibliographic system which will facilitate publication of a more current, comprehensive, and convenient general medical periodical index. A secondary aim is to make possible the ready listing of selected portions of the total file of references along various single or coordinated general subject axes. To accomplish these objectives, new composition methods will be studied. Punched cards and tabulating equipment will be tested in concert with various tape-activated typewriters and other mechanical and photographic equipment.

The basic format of the Current List will probably be modified from the present three-section arrangement by eliminating the "Register of Articles" section; the size of the Subject Section will be greatly enlarged by the use of a unit entry which will be repeated under each appropriate subject heading. The Author Index will remain essentially the same, with some form of numerical address referring to the location of the complete citation in the Subject Section. Frequency of issue will probably become strictly

monthly, with a separate annual cumulation of all the material appearing in the twelve monthly issues. As a result of these physical changes, as well as a direct increase in the total number of indexed articles, the number of pages required will rise sharply beyond the present limitation of 5,000 pages set by the Bureau of the Budget two years ago. Provision for the publication of the cumulation as a separate venture is being explored. The target date for the operational change-over is January 1960.

The project will also study methods of encoding the entries used in the publication of the printed index along broader lines, such as subject and specialty fields, as a rapid and economical means of preparing generic listings. This phase of the project's activities will probably receive major attention in the second year, after the technical problems attendant upon setting up the initial issue of the 1960 volume have been satisfactorily resolved.

CURRENT LIST OF MEDICAL LITERATURE

Items Indexed. A record-breaking number of items was indexed by the staff of the Subject Analysis Section in this fiscal year. Although the two volumes (Vols. 32 and 33) published during this interval contained 106,513 items, more than 115,000 items were actually indexed. Due to the normal lag between indexing and publication, the first volume for the next fiscal year will be unusually large. By the time the Current List of Medical Literature completes nine and one half years of service as a monthly index, in December 1959, it will have recorded nearly a million periodical articles and project reports.

Journals Indexed. As of June 1958, the "List of Journals Indexed" contained 1,594 titles. Fifty-nine new journal titles were added (eight titles were deleted for various reasons). The United States and Germany each contributed eight new titles; Guatemala, Indonesia, and Luxembourg had the distinction of being represented in the Current List for the first time.

The number of East European journals indexed in the Current List remained fairly static, with a net gain of only four titles, one of which was the reinstatement of a previously dropped title. The total number of items indexed, however, rose to nearly 15,000, divided about equally between the Soviet Union and its satellite nations; percentage-wise, the 13% of all material indexed in the Current List which this total represents is rather high.

Distribution. The number of paid subscriptions to the Current List continues to increase, reaching a total of almost 3,000 copies. This year, however, the increase is due entirely to the phenomenal rise in domestic subscriptions, even after the transfer of 250 subscriptions for the Veterans' Administration from "paid" to "gift" status.

Indexing Aids. The Subject Heading Authority List, prepared in 1951 and revised in 1954, 1956, and 1957, normally would have been scheduled for another revision this year. Following the decision to attempt the compilation of a "List of Subject Headings" for the NLM, the plans for revising the Subject Heading Authority List were temporarily suspended.

At the end of the year the 20,000-card mark was passed in the Indexers' Authority File. Although the recently procured tub files have a storage capacity of about 45,000 cards, the size of this priceless tool is becoming the source of some concern. But if the growth of the file continues at 3,000 cards annually, the increment rate of the past two years, it will be some years before this becomes a critical problem.

Considerable effort was expended on the Subject Heading Policy Manual early in the year; these activities were suspended temporarily due to the pressures from more urgent projects. With the assistance of the senior members of the Subject Analysis Section, work has been completed on 53 topics, with many more in various stages of completion. This work will be resumed at the earliest opportunity and an attempt will be made to continue until approximately 100 subjects have been incorporated into the Policy Manual.

BIBLIOGRAPHY OF MEDICAL REVIEWS

On August 3, 1957, Volume Two of the Bibliography of Medical Reviews, in its new green Current List companion cover, made its appearance; since then approximately 1,000 copies have been sold at the Government Printing Office.

The collection of material for Volume Three was begun in March 1957 and was cut off at the end of January 1958 when the gathering of items for Volume Four commenced. The decision to include references to review articles from non-Current List journals in Volume Three and subsequent volumes caused a considerable increase in the size of this volume. Of the 2,889 review articles cited, 587, or about 20%, were gathered from journals not indexed in the parent Current List. Another change in Volume Three was the inclusion of an Author Index, made necessary by the absence of the approach through the Current List to one-fifth of the material. Publication was scheduled for June, but due to the regrettable and unforeseen necessity of repeating the cover art work, this volume is now expected to be ready in August.

Volume Four will be similar except for size; it will probably be about 50% larger, judging from the number of entries already gathered. To insure an earlier publication date the cut-off date will probably be moved up to the end of the calendar year.

SUPPLEMENTARY SERIES

The end of the long road to completion of the Supplementary Series came into view this year. The answers to a number of questions which have haunted the editors ever since they assumed the responsibility for its

publication at the beginning of 1955 have finally been found. The number of entries in each section are now known; the format and form of entry have been adopted; fiscal needs have been budgeted, and tentative schedules for all remaining phases of the operation have been set up.

Author-Title Section. The remaining 30,593 author-title cards were edited and 52,521 cards were sent to the printer during the first seven months of the fiscal year. There will be 82,777 entries in the Author-Title Section; this figure is not far from the estimated total made several years ago.

It is hoped that the galley proofreading may be completed early in 1959 and the page proofreading soon thereafter. If all goes well, the published book may appear by the end of 1959.

Subject Section. With the subject heading of an additional 28,765 cards, this phase of the preparation of material for publication as the Subject Section was concluded in January. From the tremendous mass of cards with which this project started, 82,095 items remain, and about 125,000 individual subject entries have resulted. Again the figures after completion of the work turned out to be close to the earlier estimates.

COOPERATIVE PROFESSIONAL ACTIVITIES

Russian Neurochemistry Review Project. About 100 articles were flagged and duplicated for transmittal to Dr. W. A. Himwich at the Galesburg State Research Hospital, Galesburg, Illinois.

"American Documentation" Project. The location and abstracting of periodical articles of interest to the readers of American Documentation, the official organ of the American Documentation Institute, was started in June 1957. About 50 abstracts, culled from journals indexed in the Current List, have been prepared during the year.

International Conference on Scientific Information. Upon completion of the compilation of data last year, it was decided, after consultation with the assisting statisticians, that further counting of articles could be dispensed with. The figures which emerged from this study were thoroughly digested and became the subject of a paper for the International Conference on Scientific Information submitted under the joint authorship of the Chiefs of the Reference and Index Divisions. The paper, entitled "Current Medical Literature: a Quantitative Survey of Articles and Journals," has been accepted; pre-print copy will be sent to all participants of the Conference. In addition to the benefit to the Bibliography of Medical Reviews from this project, on which comments were included in last year's report, this information has been put to good use in planning the future course of the Library's indexing program.

Public Health Service Projects. A short-lived project was set up a year ago to assist the National Institutes of Health in procuring information regarding published articles by members of their own staffs. After a brief trial it was mutually agreed to halt this endeavor.

Another Public Health Service project has been an arrangement to send duplicate indexing slips of the articles appearing in Public Health Reports to the editorial office of that journal. The editors of Public Health Reports are experimenting with these subject headings for use in their index.

Portraits. Cards for 1,328 portraits were delivered to the Art Section during 1958.

National Federation of Scientific Abstracting and Indexing Services. A conference of some of the leading indexing and abstracting services in the United States was held in January under the joint sponsorship of the National Science Foundation and Biological Abstracts. The Chief and the Assistant Chief of the Index Division attended this three-day meeting in Philadelphia and participated in the working groups and plenary sessions which resulted in the creation of a National Federation of Scientific Abstracting and Indexing Services. The Director is the National Library of Medicine's representative to the new organization, and a member of its Board of Directors.

CHAPTER VII

HISTORY OF MEDICINE

The History of Medicine Division moved on a comparatively even keel throughout the year. Constant attention has been directed toward building up the collection and making it available for the purpose of historical research. Scholars have been aided in its use and have been provided with the means of consulting original materials, usually through interlibrary loans. Work has proceeded on the History of the National Library of Medicine and on the Americana cataloging.

ACQUISITION

The proportion between the number of items in dealers' catalogs which are checked and searched and the number of items finally recommended for purchase remains fairly constant at about 10 per cent. While some prospects are rejected because of price, or condition, or dubious scope, or similarity to other editions in the Library, the fact remains that between 75 and 85 per cent of all prospects turn out to be already in the collection. The saturation point for new items has by no means been reached and the files of desiderata cards are full, but acquisition work under these circumstances means much labor for small results. As in the past few years, major interest was focused on the 16th century, Hippocrates, and Americana.

Hippocrates. Eight editions of Hippocratic texts printed before 1801 were acquired - seven by purchase and one by transfer from Washington. Two of these were not on the original Hippocrates Want List. In all, 79 editions, or about 22 per cent of the desiderata, have been obtained since the middle of 1954. Copies of the Want List are now in the hands of 102 American and 211 foreign bookdealers, and more are being mailed out as names of new dealers come to our notice. Aside from an occasional letter of encouragement to an individual dealer, no concerted effort was made this year to stir up the Hippocrates market in spite of the meager offerings. Most of the dealers are keeping the Want List on file and will submit quotations as the books are found.

Notable Acquisitions. Landmarks of medical history, works of solid but lesser significance, obscure bits of the past, curious medical lore, volumes once possessed by famous men, all these have been added to the History of Medicine collection during the past year. Surgical works are represented by the Operationes chirurgicae of Fabricius ab Aquapendente, printed in Venice in 1619; anatomical, by Verheyen's Corporis humani anatomia, Louvain, 1693. Among the books on medical botany is Dioscorides' De materia medica, Florence, 1518, the first edition of the Latin translation by Marcellus Vergilius. Von allerhandt Apotekischen Confectionen

by Otto Brunfels, Frankfurt, 1552, sets forth early pharmaceutical recipes. Typical of the plague tractates is Nicolas Houel's Traite de la peste, Paris, 1573, and of the classics of medical psychology, Kant's Anthropologie in pragmatischer Hinsicht, Konigsberg, 1798. The compendia of medical knowledge are exemplified in Jean Fernel's Universae medicinae, Geneva, 1578.

English imprints are seen in Thomas Johnson's edition of Gerard's Herball, London, 1633; German, in Rummelin's Kleiner Welt-Spiegel, Ulm, 1720; French, in Fuchs' De historia stirpium, Paris, 1546, and in five small volumes of Galen, all printed at Lyons by Guillaume Roville between 1546 and 1570. Among the books printed in Italy should be mentioned Malpighi's De externo tactus organo anatomica observatio, Naples, 1665; in Spain, Pedro Vaez' Commentarius medicus multa rei medicae subobscura lucidans, Madrid, 1576. An Americanum of unusual interest is a 35-page pamphlet, The history of inoculation, translated from the French of Charles Marie de La Condamine, and printed in New Haven, Connecticut, in 1773. Although his name does not appear in the printed book, John Osborn, the Middletown physician who was largely instrumental in introducing the practice of inoculation into Connecticut, published and circulated this tract.

Many of the new acquisitions bear marks of ownership left by bibliophiles or men prominent in medicine or other disciplines. A group of over thirty volumes had once been in the fine 18th-century library of the Benedictine monastery at Lambach, Upper Austria, where the abbot, Maximilian Pagl (1668-1725) had had many of them specially bound in vellum with his coat-of-arms or initials on the covers.

Acquisition by Transfer. Many items in the Library which fall within the time period of the History of Medicine Division have nevertheless remained in Washington because they were theses or documents or in pamphlet volumes, all of which have been kept together by type regardless of date. But now, spurred by emphasis on cataloging of Americana, the decision has been taken to transfer the Americana, and eventually all pre-1801 imprints, from these collections to Cleveland. The move was not started until the spring of 1958; at present it is concentrated on the pamphlet volumes, about 50 of which have been received in Cleveland. These volumes are being broken up unless there is some strong reason for keeping the material together, such as a special binding or association interest or common subject matter. If the volume is broken up, the items which are not pre-1801 will be returned to Washington. If the volume is kept intact, the whole volume will stay in Cleveland, even though pamphlets with later imprint dates may be included. Only the items for the History of Medicine Collection will be cataloged, the approach through the Index-Catalogue being deemed sufficient for locating other items in the volume.

Duplicate and out-of-scope Americana. Before the Americana are cataloged they are scrutinized for scope and all copies of the same edition are carefully compared. Out-of-scope titles and duplicate copies are

withdrawn from the collection and kept together in a separate group in the expectation that they will be exchanged with other libraries for medical titles. Over thirty Americana have thus far been declared out of scope, and the pamphlet volumes especially are yielding many duplicates.

Reference Collection. Consistent efforts have been made to strengthen the reference collection, particularly in the areas relating to American medicine. Alumni registers of the older American universities, biographical dictionaries, library catalogues, and histories of medicine in various states and cities have been recommended for purchase or obtained from Washington by transfer.

Desiderata Files. The files of desiderata cards have been increased slowly but steadily with the assistance of the catalogers, who in the course of their work frequently come upon the record of significant editions not held by the Library and who then write brief cards for these editions with a note of the source in which they are cited. Eventually the desiderata files will furnish the material for compiling want lists; at present they are useful in curtailing the searching process and in recording the decision to acquire a particular edition.

CATALOGING

For two-thirds of the year the staff of the Catalog Section was at its full strength of five, a circumstance which has enabled it to make its best production record since FY 1955. The three catalogers have devoted their time to the cataloging of Americana, and other imprints have been described only when it was necessary to include them in order to complete the run of a certain title or of an author's works.

Americana Cataloging. After several conferences with Mr. Robert B. Austin regarding the needs of his projected Checklist of Medical Americana, the rules for procedure were clarified and the work has proceeded steadily. Mr. Austin agreed to accept without change, as the basis for his entries in the Checklist, the descriptive cataloging done in the History of Medicine Division. On its part, the Division ceased to make Americana entries in its Printers' File, since there will be no index by printers or publishers in the Checklist. One copy of the catalog card for each Americanum cataloged prior to May of 1957 and the Division's participation in the Checklist has been pulled from the stock file, edited for conformity to present practice, and forwarded to Mr. Austin. As cards are printed for the newly-cataloged Americana, one copy of each card and of all necessary name cross references is also sent to him. All these cards will be used, with very little further editing, as the copy for the printer. Some of the entries in the Checklist will, of course, be for editions not in the National Library of Medicine; it was originally planned that film copies of these editions would be secured and the film cataloged but this plan has now been abandoned, and Mr. Austin expects to obtain descriptions of these entries from the libraries which hold the books.

The results of the Americana cataloging have thus far been encouraging; the work has proved interesting, and it will be no small satisfaction to have one segment of the History of Medicine Collection fully described. Authors have been discovered for numerous works entered anonymously in the Index-Catalogue, and several bibliographical "ghosts" in Evans's American bibliography have been laid. Dr. Walton B. McDaniel, 2d, of the College of Physicians of Philadelphia, and Dr. Clifford Shipton of the American Antiquarian Society have generously given assistance on difficult problems.

Contributions to the Checklist. The catalogers have suggested a number of new entries to Mr. Austin as they found references to other Americana editions or titles in the course of their work. They expect to do this more efficiently and effectively when the preliminary edition of the Checklist has been issued and they can check their findings against its contents.

HMD Entries in the NLM Catalog. A decision of much importance for HMD cataloging was taken in December. The Library's policy of acquiring long runs of editions of significant titles has led to the development of a method of cataloging at HMD which describes fully a key edition and produces a shortened card for all other editions of the same title, with a reference to the full description. Added entry cards (i.e., references from editors, translators, joint authors, etc.) are eliminated for all except the key edition. This system works admirably in the card catalogs by greatly reducing the number of cards without sacrificing necessary information, but it is not so satisfactory for the needs of the printed Catalog where an annual volume may contain a single brief card with incomplete information. Any adjustment which would serve both types of catalog equally well would require immense labor, and it was decided that this is not necessary; HMD cataloging will continue to be slanted toward the needs of the card catalogs only. A statement in the Introduction of each edition of the printed Catalog will explain HMD cataloging procedures and will warn all readers interested in early printed works to consult the full sequence of editions of the Catalog for complete information.

REFERENCE

Although all the activities of the History of Medicine Division are aimed at increasing the Library's usefulness in the sphere of its special service, reference work is the heart of the matter and the means of opening up the resources which are latent in the collection. Here special competence is of the highest importance, and the reference librarian serves not only as a librarian but also as an historian of medicine, aiding fellow scholars in the consultation of the primary sources. Most of this assistance is given through correspondence and interlibrary loans, but the list of those who came in person to observe or use the collection during the past year included visitors from six foreign countries and indicated the breadth of the Library's influence.

Examples of Reference Service. The following examples selected from the year's reference work are typical:

1. Assistance was given to a physician who planned to produce a program of medieval music composed to cure diseases.
2. Early medical works were scanned for information on poisonous marine animals at the request of a physician writing under a Department of Defense contract.
3. A search was made for a supposedly unrecorded translation of Harvey's De motu cordis which was announced in the first issue of Medical Classics, 1887. Unfortunately, the translation could not be found and is undoubtedly non-existent.
4. The Osler Medal winner for 1955 was given help in his historical research by means of the filming of several Arabic manuscripts.
5. The Associate Curator of the Division of Medical Sciences, U. S. National Museum, Smithsonian Institution, was aided in finding illustrations of medical instruments and scenes depicting medical and dental treatment.

Cooperation in Special Projects. Descriptions were prepared for more of the Library's manuscripts which were not included in the De Ricci-Wilson Census of Medieval and Renaissance Manuscripts in the United States and Canada, 1935-40, and sent to Dr. William Bond of Harvard, who is editing the forthcoming supplement to the Census. The Library has also complied with the requests of the American Antiquarian Society for film of those Americana of which the Library holds the only recorded copy. The editor of Incunabula in American Libraries; a third census, Mr. Frederick Goff of the Library of Congress, has been supplied with a record of all HMD incunabula which were not represented in the Second Census of 1940. Information about the Library's manuscripts which are available in film form and about the finding aids for them will appear in the Guide to photographed historical materials in Canada and the United States which will be published under the sponsorship of the American Historical Association.

Interlibrary Loans. Since in most cases it is possible to comply with requests by sending the original volume, and since special orders for photocopying are few, the most noticeable effect of the new policy on interlibrary loans has been the marked decrease of filming done for Library patrons. In general, the number of requests for interlibrary loans has risen slightly.

Exhibitions. Books were loaned for display in four exhibits. One was the 1957 Harvey exhibit at the National Institutes of Health and elsewhere in Washington in connection with the Harvey Tercentenary Commemoration. Books by Maimonides and other Jewish scholars were sent to The Temple in Cleveland which arranged a showing of the works of Sephardic Jewry. Two groups of books, one featuring the Alexander Monros of Edinburgh, and the other, materials from Southern Asia, went to the Library in Washington for exhibition there.

HISTORY OF THE LIBRARY

Throughout the year Dr. Dorothy M. Schullian worked steadily on the History in the time available for it. The carding and calendaring of the thousands of letters in the Library's archives is a time-consuming process, but good progress can be seen. Two trips were made to Washington (September 1957 and March 1958) to consult materials in the National Archives. Most of the work there has now been finished. Extensive travel notes accumulated over a period of three years have been provided with a much-needed index to their hundreds of proper names. Additional persons having intimate knowledge of the history of the Library have been interviewed, notably Miss Janet Doe, Librarian Emerita of the New York Academy of Medicine, who took part in the survey of the Library in 1943-44.

MICROFILMING

Security Filming. The number of pages filmed for security decreased again in 1958, being about eight per cent below the total for FY 1957. Most of the books filmed were Americana, many of which are thin pamphlets, and it takes more time to set up the film target than it does to film the few pages, in most cases. Other factors contributing to the smaller total were the repeated absences of the microphotographer, and the other duties assigned to him.

Acquisition Filming. In March a small group of books was borrowed from the New York Academy of Medicine for study and comparison in connection with various cataloging problems. Several of these books were later filmed and the film added to the permanent collection. This constitutes the first acquisition filming since the program was halted in 1954. Although there can be no thought at present of returning to a regular program of acquisition filming, small amounts may be done in a similar manner.

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All in all, it was a busy year. The trips from Cleveland to Washington were many, and the trips from Washington to the architect's office in New York City were many more. It may be hoped that this scurrying about the country, added to the thousands of miles of intramural trudging between desks, files, catalogs, and reading rooms, is in partial fulfillment of the prophecy of Daniel (12:4): "Many shall run to and fro, and knowledge shall be increased."

ACQUISITION ACTIVITIES

	<u>1956</u>	<u>1957</u>	<u>1958</u>
SEARCHING			
Prospects considered for acquisition, not in Library	15,743	16,364	18,885
Prospects considered for acquisition, Library has	<u>16,457</u>	<u>15,806</u>	<u>17,877</u>
TOTAL	<u>32,200</u>	<u>32,170</u>	<u>36,762</u>
 ORDERS			
Orders Placed	13,159	14,066	15,649
 SERIAL RECORD			
New titles added	1,130	1,193	1,157
Titles currently received * (as of June 30)	---	---	11,700
 PUBLICATIONS ADDED			
Serial pieces	69,367	73,053	75,028
Other	9,420	12,022	13,447
 OBLIGATIONS FOR PUBLICATIONS	\$69,946	\$84,396	\$82,200
(Includes for rare books	5,232	11,854	10,679)

* Titles of which at least one issue has been received since
January 1955.

GROWTH OF COLLECTIONS

	<u>CURRENT YEAR</u>			<u>COLLECTION TOTALS</u>		
	<u>Added</u>	<u>With- drawn</u>	<u>Net Gain</u>	<u>On Hand 30 June 56</u>	<u>On Hand 30 June 57</u>	<u>On Hand 30 June 58</u>
BOOK MATERIAL						
1. Bound Monographs						
a. HMD	471	68	403	31,726	32,266	32,669
b. 1801-1913	17	2,346	-2,329	101,483	97,945	95,616
c. 1914-	<u>6,535</u>	<u>778</u>	<u>5,757</u>	<u>119,111</u>	<u>124,410</u>	<u>130,167</u>
Subtotal (1)	7,023	3,192	3,831	252,320	254,621	258,452
2. Bound Serials	<u>8,406</u>	-	<u>8,406</u>	<u>223,991</u>	<u>233,543</u>	<u>241,949</u>
Total Bound Vols.(1-2)	<u>15,429</u>	<u>3,192</u>	<u>12,437</u>	<u>476,311</u>	<u>488,164</u>	<u>500,401</u>
3. Theses	3,560	-	3,560	274,197	276,793	280,353
4. Pamphlets	<u>1,000</u>	<u>108</u>	<u>892</u>	<u>155,570</u>	<u>157,122</u>	<u>158,014</u>
Subtotal (3-4)	<u>4,560</u>	108	<u>4,452</u>	<u>429,767</u>	<u>433,915</u>	<u>438,367</u>
TOTAL BOOK MATERIAL	<u>19,989</u>	<u>3,300</u>	<u>16,689</u>	<u>906,078</u>	<u>922,079</u>	<u>938,768</u>
NON-BOOK MATERIAL						
1. Microfilms	592	-	592	2,127	1,061	1,653
2. Portraits & Pictures	<u>1,492</u>	651	841	58,328	58,033	58,874
TOTAL NON-BOOK MATERIAL	<u>2,084</u>	651	1,433	60,455	59,094	60,527
BD. VOLUME EQUIVALENTS *	-	-	-	15,000	15,000	15,000
GRAND TOTAL	<u>22,073</u>	<u>3,951</u>	<u>18,122</u>	<u>981,533</u>	<u>996,173</u>	<u>1,014,295</u>

* Material in pipeline

CATALOGING STATISTICS

	<u>1956</u>	<u>1957</u>	<u>1958</u>
PRELIMINARY CATALOGING			
New titles	13,309	11,063	11,713
Recataloged titles	<u>7,512</u>	<u>9,327</u>	<u>7,516</u>
TOTAL	<u>20,821</u>	<u>20,390</u>	<u>19,229</u>
COMPLETED CATALOGING			
New titles	11,773	11,958	15,005
Recataloged titles	<u>8,068</u>	<u>10,862</u>	<u>8,590</u>
TOTAL	<u>19,841</u>	<u>22,820</u>	<u>23,595</u>
Volumes reclassified and/or transferred	4,083	989	1,208
Catalog cards made, revised and distributed	453,504	359,560	472,126
Catalog cards filed	182,771	156,370	151,332
Volumes shelved	24,220	36,259	33,141
Volumes withdrawn	<u>3,973</u>	<u>2,288</u>	<u>3,015</u>
WORK IN PROCESS			
Pieces	<u>6,648</u>	<u>3,878</u>	<u>3,471</u>

BINDING STATISTICS

	1956	1957	1958
Volumes sent to binder	9,221	11,005	13,676*
Volumes returned from binder and processed	9,227	11,348	13,293
New volumes	(7,446)	(8,643)	(8,690)
Rebinds	(1,781)	(2,705)	(4,603)
Volumes bound at NLM	3,479	3,377	3,640
Volumes repaired at NLM	3,948	3,980	3,604
Volumes and pieces lettered	38,824	31,042	39,825
Pictures mounted	973	1,220	736

NATIONAL LIBRARY OF MEDICINE CATALOG (Annual)

	1955 Volume	1956 Volume	1957 Volume
Number of Entries:			
Main	19,332	15,794	12,199
Added	4,850	3,610	2,966
Name x-references	4,207	3,631	2,439

*Includes volumes sent in FY 1958 to be returned in FY 1959

CIRCULATION STATISTICS

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Request received	141,981	148,337	128,666
Requests filled	117,026	125,383	111,594
Requests unfilled	24,955	22,954	17,072
Rejected (since September 1957)		4,252	
Unavailable		12,820	
Percentage of requests filled	82.4	84.5	86.7
<u>Items used, by major category</u>			
Readers' requests in Library	28,169	32,975	40,121
Loans to individuals	909	944	154*
Photoduplication	67,102	73,029	11,373
Interlibrary loans	17,313	18,435	59,946
Photocopy		53,048	
Original-Government		4,284	
Original-Non-government		2,614	

*For July and August 1957 only

<u>UNAVAILABLES</u>	<u>By percentage of total unavailables</u>			<u>By percentage of total requests accepted</u>
	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1958</u>
Already on loan	34.3	33.3	18	1.8
Not in collection	21.9	23.6	31.7	3.3
At bindery	21.4	18.3	22.8	2.4
Missing	10.4	3.2	6.6	0.7
Does not circulate	4.6	10.7	4.2	0.4
Not identified	5.6	8.6	13.1	1.4
In process	1.2	1.3	2.4	0.3
At HMD	<u>0.6</u>	<u>0.8</u>	<u>1.0</u>	<u>0.1</u>
Total	100.0	99.8	99.8	10.4

REFERENCE SERVICES

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Requests by telephone	3,935	5,375	4,217
Government			3,101
Non-government			1,116
Requests by mail	851	911	1,075
Government			137
Non-government			938
Readers assisted	1,936	3,013	2,913
Government			928
Non-government			1,985
 	<hr/>	<hr/>	<hr/>
TOTAL	6,722	9,299	8,205
Government			4,166
Non-government			4,039
Bibliographies prepared	506	435	334
Government			98
Non-government			236
Readers registered	5,367	5,841	7,049

ART SECTION STATISTICS

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Materials added to collection	2,417	1,993	2,378
Pictures			1,492
Other (e.g., lantern slides)			986
Pictures cataloged/indexed	2,972	3,578	1,659
Reference use of material (i.e., total pictures supplied)	1,415	914	1,003

PHOTOGRAPHIC SERVICES

TABLE I - EXTERNAL ORDERS

	<u>1957</u>	<u>1958</u>
EXTERNAL ORDERS COMPLETED	69,340	64,421
By type of order:		
As interlibrary loan		(53,048)
Coupon, paid, and special		(11,373)
By type of service		
Microfilm		(4,752)
Xerox CopyFlo		(57,106)
Photostat		(2,254)
Photograph & slides		(309)
PAGES DUPLICATED FOR ORDERS		
Microfilm	1,129,788	1,360,997
For CopyFlo orders		(1,075,843)
For microfilm orders		(285,154)
Photostat		21,456
Photograph and slides		336
TOTAL		<u>1,382,789</u>

TABLE II - ORDERS COMPLETED AS INTERLIBRARY LOANS

	1958		
	<u>Government</u>	<u>Non-government</u>	<u>Total</u>
Metropolitan Washington	10,507	2,138	12,645
Outside Washington (U.S.A.)	11,099	17,057	28,156
Overseas	3,540	8,707	12,247
TOTAL	<u>25,146</u>	<u>27,902</u>	<u>53,048</u>

PHOTOGRAPHIC SERVICES

TABLE III - INTERNAL ORDERS

	<u>1957</u>	<u>1958</u>
Microfilm pages		784,048
for film file	242,092	(157,970)
for Poor Paper project	179,630	(577,039)
for interoffice orders		(49,039)
Paper reproduction pages		112,757
Photostat		(6,259)
CopyFlo		(106,498)
Photographs and slides		2,333
Cards		
Microfilm		120,930
CopyFlo		233,533
Photostat		197

TABLE IV - TOTAL PRODUCTION

	<u>1957</u>	<u>1958</u>
Microfilm pages	1,605,568	2,145,045
Photoprint CopyFlo pages	757,624	1,182,341
Photostat pages	163,302	27,715
Photograph and slides		2,669
Paper cards		233,730

PHOTOGRAPHIC SERVICES

TABLE V - AVERAGES AND COSTS

	<u>1958</u>
Average number pages per microfilm order	60
Average number pages per CopyFlo order	19
Average number pages per photostat order	9
Average cost per microfilm page	.0265
Average cost per CopyFlo page (paper)	.0267
Average cost per photographic interlibrary loan order*	\$1.01
(Personnel	43%
Supplies	24%
Equipment	24%
Postage	9%)

*before June 1958 increase in Federal salary scale

USE OF LIBRARY

		<u>1958</u>	
	<u>Federal Government</u>	<u>Other</u>	<u>Total</u>
Interlibrary loans - PD	25,146	27,902	53,048
Interlibrary loans - Original	<u>4,284</u>	<u>2,614</u>	<u>6,898</u>
TOTAL	29,430	30,516	59,946
Reference services	4,166	4,039	8,205
Bibliographies prepared	98	236	334

HISTORY OF MEDICINE

	1956	1957	1958
<u>Acquisition</u>			
Prospects searched	4,187	7,320	6,121
Prospects recommended for purchase		748	622
Editions acquired	309	528	469
<u>Cataloging</u>			
Editions cataloged	601	641	773
Card mats produced	2,044	1,459	1,687
Catalog cards filed	9,465	6,863	11,944
<u>Binding</u>			
At commercial bindery	68	128	116
At hand bindery	50	225	446
TOTAL books bound	118	353	562
<u>Reference</u>			
Reference questions	270	247	191
Visitors	94	197	198
Interlibrary loan and PD orders	351	300	356
Filled as original loan	(244)	(198)	(238)
Filled by PD	(107)	(102)	(118)
TOTAL inquiries	715	744	745
<u>Pages filmed</u>			
For acquisition	0	0	1,106
For security	107,077	90,479	83,368
For loan and PD	11,990	6,448	4,700
TOTAL	119,067	96,927	89,174

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>1956</u>	<u>1957</u>	<u>1958</u>
<u>Paid Subscriptions</u>			
United States	1,610	1,715	1,816
Foreign	<u>941</u>	<u>1,189</u>	<u>1,136</u>
Total	2,551	2,904	2,952
<u>Free or Exchange</u>			
United States (Government)	465	408	658
Foreign	<u>887</u>	<u>930</u>	<u>951</u>
Total	1,352	1,338	1,609
GPO Single Copy Sales and Stock	220	225	220
Depository Libraries	256	256	256
NLM Internal Use and Stock	148	162	191
<hr/>			
Journal titles indexed	1,505	1,547	1,594
Articles indexed	104,113	111,317	110,708

PERSONNEL STATISTICS

	<u>1956</u>	<u>1957</u>	<u>1958</u>
PERSONNEL AUTHORIZED	223	223	225
PERSONNEL ON DUTY (at end of year)	214	211	217
AVERAGE NUMBER OF PERSONS EMPLOYED	<u>209</u>	<u>210</u>	<u>217</u>
PERSONNEL ON DUTY			
Office of the Director	39	40	40
Photographic Services		(17)	(17)
Acquisition Division	30	28	29
Catalog Division	48	48	49
History of Medicine Division	9	9	9
Index Division	41	41	44
Reference Division	<u>46</u>	<u>45</u>	<u>46</u>
 TOTAL	 <u>213</u>	 <u>211</u>	 <u>217</u>
Total productive man-hours*	366,266	372,472	378,664.5
Total non-productive man-hours*	59,437	65,051	74,518.5
PERSONNEL ACTIONS			
Accessions	41	40	47
Separations	46	39	37
Accessions during year, on duty	34	31	35
Promotions	49	39	31
Reclassification:			
To higher grade	13	22	13
To same grade	4	4	34
Reassignment to lower grade	1	1	1
Reassignments	4	2	4
New positions established	9	12	3
Meritorious Civilian Service Awards	1	0	0
Monetary Awards (Superior Work Performance)	6	3	3
Special Service Awards	1	0	3
Approved adopted suggestions (Work Simplification Program - no monetary award)	1	3	1

*Non-productive man-hours are considered to be those hours expended on annual and sick leave, paid holidays, jury duty, off-the-job training, administrative leave, and excused time; i. e., weather conditions, visiting dignitaries, etc. All other man-hours, including paid overtime, are considered to be productive. Leave without pay and maternity leave are not reported in either category.

FINANCIAL STATISTICS

	<u>1956</u> <u>Obligated</u>	<u>1957</u> <u>Obligated</u>	<u>1958</u> <u>Obligated</u>
OBJECT CLASSES			
01 - Personal Services	\$ 970,916	\$ 986,874	\$1,070,547*
02 - Travel	3,363	9,129	9,251
03 - Transportation of Things	3,500	315	395
04 - Communications	7,149	7,498	11,486
05 - Rents and Utility Services	7,900	10,480	23,040
06 - Printing, Binding and Reproduction	60,278	94,567	91,543
07 - Other Contractual Services	19,756	31,636	42,891
08 - Supplies and Materials	42,117	51,697	44,936
09 - Equipment	100,054	103,158	137,053
Books	(69,946)	(84,396)	(82,200)
11 - Contribution to Retirement	-	-	62,317
13 - Awards	-	220	1,125
15 - FICA	-	1,639	1,120
Edgar Bequest	241	-	-
ESTIMATED TOTAL OPERATING COST	<u>\$1,215,274</u>	<u>\$1,297,213</u>	<u>\$1,495,704*</u>
COLLECTIONS FROM PHOTODUPLICATION SERVICE	\$ 16,962	\$ 22,744	\$ 6,122
OBLIGATIONS for Construction of new library	-	319,334	12,500

*Includes retroactive pay raise authorized June 1958

ADMINISTRATIVE ORGANIZATION OF THE NATIONAL LIBRARY OF MEDICINE

DIRECTOR - Frank B. Rogers, Lieutenant Colonel, M. C.

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