

THE ARMY MEDICAL LIBRARY

Washington 25, D. C.

22 September 1947

MEMORANDUM FOR THE STAFF, ARMY MEDICAL LIBRARY

SUBJECT: Abridgments of Annual Reports 1946/47

1. Since the Library does not plan to publish an Annual Report for the fiscal year 1947, the attached abridgments taken from the Annual Reports submitted by the Division Chiefs have been prepared for the information and use of the staff.

2. At best, statistics are an inadequate measure of the Library's activities. They provide a yardstick for certain measurable activities only. Certainly they cannot show that element of sacrifice and cooperation for which the Director and the Acting Librarian wish to express their appreciation.

J. H. McMinch

J. H. McMINCH
Colonel, Medical Corps
Director

Scott Adams

SCOTT ADAMS
Acting The Librarian

Attachment
Abridgments of
Annual Reports

ABRIDGMENTS OF ANNUAL REPORTS

ACQUISITION DIVISION

Total monographs received . . . 13,823
Total original serial pieces
 received. . . 58,470

Grand Total, pieces . . . 72,293 or 19% over 60,734 received in
fiscal year 1946.

Total monographic purchases . . 6,749 or 49% of total monographs.

Total serial pieces purchased . 16,356 or 28% of total serial pieces.

32% of all pieces were purchased; 68% came by transfer or gift.

Obligations:

For current books	\$ 16,287.22 - (28%)
For out-of-print.	8,682.25 - (15%)
For old and rare.	14,913.09 - (26%)
For current serials	9,636.67 - (17%)
For non-current serials	3,713.37 - (7%)
For L.C. Cooperative Acquisitions Project (European).	4,000.00 - (7%)
For miscellaneous prints, charts, cards, etc.	<u>263.78</u>
	\$ 57,496.38 (100%)

\$11,662 was obligated for purchases in 32 foreign countries;
90% of this was spent according to the following ratios:

The Netherlands	21%
Great Britain.	18%
France.	12%
Switzerland	10%
Denmark	10%
Brazil.	6.5%
Argentina	5%
Italy.	5%

Decline in out-of-print purchasing from 25% in Fiscal Year 1946 to 15% in Fiscal Year 1947 was deliberate, reflecting greater attention to the current production of a revived world book trade.

Searching hours available declined 25%, placing a heavy load on the staff and adding to the backlog of unprocessed material.

State Department assistance, through Publications Procurement Officers, proved to be of great assistance in Spain, Portugal, Italy, France. "211" material from the Library of Congress Cooperative Acquisition Program, at \$1.00 per unit, is of considerable assistance in filling

ACQUISITION DIVISION (Continued)

the Library's needs for German war-year publications. Medical Intelligence and other War Department agencies transferred a total of 886 items.

Of 44,245 prospects searched, 29,921 or 67% proved to be new to the Library.

Serial Section added 1,302 new serial titles. An American Medical Association gift of some 27,000 pieces of the year 1934 yielded 3,000 original issues (11%). In addition to the 58,470 original pieces added, 75,277 duplicates were processed through the Serial Record, a total of 133,747 pieces handled.

A total of 113,471 pieces were received in Duplicate Exchange, and 77,913 pieces were shipped out. The latter went to 93 agencies in 40 countries. International Exchange was resumed, with lists of duplicates going to 159 foreign institutions in 1946, and 202 in 1947. The Library made 215 shipments to other libraries through the Medical Library Association Exchange, and received 79.

The Current List of Medical Literature is being sent on subscription exchange to 1,756 addresses, 650 of which are in Latin America.

Russian acquisitions received considerable attention through the assistance of the Publications Procurement Officer stationed in Moscow. Duplicating channels were used; Dr. Basias of the State Central Medical Library remains the best source.

In order to assure coverage commensurate with the needs of the Library, added searching personnel is imperative.

CATALOG DIVISION

The Division was in process of changing over from interim procedures (July-Sept. 1946) to permanent procedures (October 1946-June 1947). Statistics were submitted on these two bases.

3,112 titles were cataloged under interim procedures (3 months).
4,009 titles received the old classification (12 months).

10,234 titles were cataloged under permanent procedures (9 months).
3,173 titles were classified (9 months).
3,126 titles were subject-headed (9 months).

631 titles were re-cataloged (9 months).
548 titles were re-classified (9 months).

Total cataloged titles 13,977
Total classified titles 7,730

CATALOG DIVISION (Continued)

Total cards made, revised, and distributed for all purposes: 173,623.

Total cards filed: 136,308, including 12,364 in the name catalog, 8,609 in the subject catalog, 14,580 preliminary cards, 3,022 in the official shelflist, 10,885 in the Art Section, and 86,848 for other filing.

Total titles withdrawn: 4,421.

727 volumes were "shelflisted" for the old shelflist, making a total of 169,481 located and shelflisted to date.

10,751 volumes were sent out for binding; 2,796 portraits were sent to Cleveland for mounting.

The Division's total backlog increased from 2,612 pieces reported on 30 June 1946 to 11,575 pieces. Descriptive Cataloging Section's backlog was 6,025 over 809; Subject Cataloging's, 3,450 over none.

Highspots in the year's work:

Agreement with the Library of Congress in September 1946. AML's simplified forms accepted; MED series of cards to replace SGO series.

First call number used in October 1946.

Plans for Veterans Administration cataloging project begun in November.

Re-cataloging of bibliographical collection started in November, suspended in January 1947 due to pressure of current work.

Plans for cataloging History of Medicine collection started in January.

Veterans Administration Informational Outline of AML Classification prepared and distributed by the Veterans Administration in March 1947.

Permission received from Civil Service Commission to recruit P-2 and P-3 Catalogers in April 1947.

Fluid process duplicator added for preliminary card duplication in May 1947.

Division moved to Museum space in June, 1947.

Pentagon Branch inventoried in June 1947.

A number of goals to be attained are planned for fiscal year 1948. Policy statements on public service plans, and scope of the collections, are needed to coordinate better the Division's work. Adequate staff remains a problem.

CATALOG DIVISION (Continued)

Elimination of backlogs of current work, a resumption of re-cataloging, completion of the subject heading file, preparation of the Classification for publication, attention to the plans and development of the Art Section, in-service training on an inter-divisional basis, a survey of the effectiveness of the procedures, use of Consultant advice, solution of the lighting and heating problems of the Division are among the Division's projects for the next year.

INDEX-CATALOGUE DIVISION

76,271 articles were indexed in 10,602 issues, a decrease of 29% over the 107,844 for Fiscal Year 1946. 4,261 titles were cataloged, a decrease of 39% over the 7,040 for Fiscal Year 1946. Total filing was 243,613, an increase of 13% of which 64,888 were added to the subject file and 21,041 to the author-biography file, an increase of 1% over Fiscal Year 1946. 8,157 cards were made for portraits and biographies. 81,948 cards have been sent to the Government Printing Office for the M volume.

1,783 visitors were among the 2,757 users of the Subject File.

Decrease in production reflects a critical shortage of personnel, despite the transfer of the Translating Section in May 1947.

24,799 issues, representing a potential 150,000 cards, were added to the backlog.

The tenth volume of the Fourth Series, M - MEZ, is now in the hands of the Government Printer and is scheduled for publication in December 1947. It will contain 90,000 entries. A list of abbreviations of some 6,500 titles will be included, and reprinted for distribution.

126,318 old cards were revised and reheaded editorially for the M-MEZ volume; 59,788 articles and 4,199 monographs were classified for the volume.

REFERENCE DIVISION

The Reference Division entered on a new service schedule 16 April 1947, opening Wednesday evenings. Service was maintained on compensatory leave basis, reducing man-hours available for weekday service.

6,559 readers registered (19% over the 5,498 in Fiscal Year 1946), and submitted 35,233 call slips (12% over the 31,445 in Fiscal Year 1946).

Inter-Library Loans were 20,360 (14% over the 17,876 in Fiscal Year 1946).

REFERENCE DIVISION (Continued)

Total loans were 60,971 (6% over the 57,090 in Fiscal Year 1946).

Items shelved were 162,477 (32% over the 122,847 in Fiscal Year 1946).
(This figure is exclusive of moves.)

Moves

All serials were moved in one alphabet (except A-D of discontinued serials in balcony). Pre-1920 material in 26 subject classes was weeded and moved to the Annex.

Identification and servicing of Photoduplication Requests is a continuous challenge.

Despite insufficient personnel (one Bibliographer and one Reference Assistant since December 1946), the Reference Section answered 4,106 questions, an increase of 140% over 1,709 questions for Fiscal Year 1946. 83% of these were of civilian origin, as compared to 66% for Fiscal Year 1946. 279 bibliographies and lists were prepared, a decrease of 14% over the 324 of Fiscal Year 1946. 56% of these were for civilian users compared with 30% in Fiscal Year 1946.

Current Periodicals Section prepared 1,703 volumes of current serials for binding, and produced a list of new titles for the Bulletin of the Medical Library Association.

Document Section expanded considerably during the year, absorbing many volumes returned from the History of Medicine Division in Cleveland.

The Pentagon Branch was taken over on 26 January 1947. Questionnaires were circulated among SGO Divisions and procedures were written.

Projects for Fiscal Year 1948 include:

- Provision for space, shelving.
- Addition of personnel.
- Writing of policies and procedures.
- Increase in number of bibliographies.
- Orientation lectures to be provided for medical school students.
- Theses to be rearranged.
- Evening opening to be planned.

HISTORY OF MEDICINE DIVISION

4,920 volumes were checklisted.
3,900 volumes were commercially bound.
1,633 volumes were studio bound, of which
 286 were in full leather,
 233 were in half leather,
 410 were restored.

HISTORY OF MEDICINE DIVISION (Continued)

796 volumes were purchased.
2,167 volumes were searched.
11,490 pages were microfilmed.
104 inter-library loans.

Missing pages and restoration is complete for manuscripts and 15th Century books; 16th Century books are complete except for folios.

The title page form of name is now used for binding.

The Catalogue of Incunabula and Manuscripts in the Army Medical Library is now ready for publication by Schumann. The Army Medical Library now has 533 incunabula.

The checklist of holdings is practically completed; the cards have been duplicated for the Army Medical Library.

BUDGET AND FINANCE

Local purchasing of supplies, equipment and services increased 17% over Fiscal Year 1946.

Microfilm collections, dating from 1 February 1947, totalled \$10,555. This money is deposited to the credit of SGO appropriations.

PHOTODUPLICATION SECTION

Demand for photostats increased 98% over Fiscal Year 1946; microfilm decreased 5%.

486,702 pages of Publication Board Reports were copied for the Office of Technical Services, Department of Commerce.

Production:

1,119,739 pages of negative microfilm.
275,337 pages of photostats.
9,724 photoprints.
16,750 pages of positive film.
191,365 cards photographed and enlarged.

PERSONNEL OFFICE

During the year the Civil Service Commission gave examinations in professional and sub-professional fields, certifying eligibles so that they might secure status. 26 eligibles were given status. Where the Commission had

PERSONNEL OFFICE (Continued)

no eligibles, the Library received special authority to recruit.

Sixty persons were added by new appointments, transfers, or return from military furlough. Forty-seven (47) persons were separated by resignation, transfer, retirement, termination, removal, reduction-in-force, and leave without pay. Thirteen (13) promotions were made within the Library as against twelve (12) new appointments. Ten new positions were established.

Annual leave totalled 22,665 hours, the equivalent of full earned leave of 108 persons. Sick leave totalled 12,576 hours, and other leave 3,303 hours, making a percentage of effectiveness of 82.7%.

<u>Date</u>	<u>Civilian</u>	<u>C e i l i n g</u>	
		<u>Officers</u>	<u>EM</u>
17 July 1946	132	1	2
26 January 1947	158*	5	1
21 February 1947	161*	5	1
24 March 1947	161*	5	11
9 May 1947	141*	5	24
20 June 1947	145*	5	24

*Including the Historical Division

Net decrease in ceiling, Army Medical Library proper - 7 positions.
The ceiling was divided into four categories according to the "Royall" plan on 9 May 1947.

OFFICE OF THE LIBRARIAN

Space

The Art Collection expanded into the former Translating Section space.

Documents Section was moved from the Annex to the balcony.

Duplicate Exchange was moved to the first floor of the Annex.

Acquisition, Catalog and Index-Catalogue Divisions were moved to the former Museum Space.

Pre-1920 books were moved to the Annex.

The Reference Division was replanned; public catalogs were moved to the hall.

The Museum space and the hall were painted.
