

THE ARMY MEDICAL LIBRARY

Washington 25, D. C.

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A B R I D G M E N T S

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A N N A L R E P O R T S

Fiscal Year 1947-48

ABRIDGMENTS OF ANNUAL REPORTS

ACQUISITION DIVISION

Joseph A. Groesbeck, Chief

	<u>1948</u>	<u>1947</u>
Total monographs received.	13,122	13,823
Total original serial pieces ,	<u>57,478</u>	<u>58,470</u>
Grand Total, pieces	70,600	72,293

Total monographic purchases: 8,879, or 67% of total monographs.

Total serial pieces purchased: 20,553, or 24% of total serial pieces.

30% of all pieces were purchased; 70% came by exchange, transfer or gift.

Obligations:

For current books	\$ 22,893.84
For out-of-print.	8,920.48
For old and rare.	9,379.15
For current serials ,	13,408.00
For non-current serials	3,697.88
For miscellaneous	<u>1,701.39</u>
	\$ 60,000.74

More attention was given to purchases of current books and expansion of the exchange program. Receipts of currently published material from central European areas were especially outstanding.

A check of the medical section of Deutsche Bücher, 1939-45, a selective bibliography prepared by Dr. Hans Eppelsheimer of Frankfurt, discloses that 85 percent of important German war-year medical books are in the Library.

Periodical want lists have been prepared for British, Spanish and Portuguese publications needed to fill gaps in the collections. The response from overseas libraries has been highly satisfactory and the project will be carried forward during the next fiscal year.

At the end of the fiscal year the Library received the files of Japanese medical journals from the Office of Technical Services, Department of Commerce.

The Library's purchasing program for microfilms includes acquisition of 16th Century texts on film for the History of Medicine Division, and dissertations from the Faculty of Medicine, University of Paris. The latter are unpublished, and available only in microfilm copies.

Of the 35,010 prospects searched, 23,974 or 68 percent proved to be new to the Library. The 1,785 new serial titles added to the Library compares with 1,302 for 1947.

The Current List of Medical Literature was sent as an exchange item to 2,377 addresses.

A total of 33,323 pieces were received in Duplicate Exchange, and 109,218 were shipped out in 578 lots. Of these, 159 were to institutions in 45 foreign countries; 182 were domestic shipments through the Medical Library Exchange.

The Library received its first allocations under the Farmington Plan. This is a cooperative enterprise of American research libraries designed to guarantee the existence in this country of at least one copy of any trade book published abroad. The Library received 46 books in the field of medicine from the three countries currently involved: Sweden, Switzerland, and France.

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CATALOG DIVISION

M. Ruth MacDonald, Chief

	<u>1948</u>	<u>1947</u>
Total titles cataloged	10,820	10,234 (9 months)
Total titles classified	5,760	3,173 (9 months)
Total titles subject-headed.	8,729	3,126 (9 months)
Total titles re-cataloged.	1,287	631 (9 months)
Total titles re-classified	653	548 (9 months)
 Total titles withdrawn	 50	 4,421

Total cards made, revised, and distributed for all purposes was 337,535 over 173,623 in 1947. Of these 137,242 were filed in permanent catalogs.

An additional 731 volumes were "shelflisted" for the emergency shelf-list, making a total of 170,212 titles located to date.

25,895 volumes were sent out for binding; 3,420 portraits were sent to the History of Medicine Division for mounting.

The Division's backlog of incomplete work increased slightly from 11,575 pieces to 12,743. Of this, 6,993 were in the Descriptive Cataloging Section, and represent languages which the present staff is unable to handle (e.g., Dutch, Hungarian, Czech, Japanese, etc.), and 4,925 were in the Subject Cataloging Section.

Classification

Preparation of the "W" classification schedule for printing was subject to many interruptions occasioned by re-definition of policy. Major Frank B. Rogers, M. C., examined the classification in detail and submitted a simplified schedule for consideration. The Library of Congress announced that it could not use the "W" classification, but that it would instead revise "R". At the end of the year it appeared that the "W" schedule would be reproduced for Library use only.

Descriptive Cataloging

A careful study of the Library of Congress Rules for Descriptive Cataloging was made and copies of the Rules, annotated with Army Medical Library deviations, were established as official practice for the Army Medical Library.

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Members of the Catalog Division participated in the Symposium on Medical Subject Headings held on 12-13 December 1947. Papers presented were published in the Bulletin of the Medical Library Association for April 1948, and the Library issued a supplementary "Minutes" outlining the discussion and the points of agreement.

A fluid duplicating machine was installed to reproduce preliminary catalog cards. Distribution of these cards is limited to certain government agencies. The Library's Selected List of Recent Acquisitions is based on this preliminary card copy.

Binding operations and specifications were carefully studied. Through the Adjutant General's Office, the Library secured a new scale of Government Printing Office prices representing charges for work actually done. This resulted in fiscal savings to the Library but increased the amount of preparation time.

The most significant development in the Art Section was the transfer of 2,200 portrait negatives from the Army Medical Illustration Service. The Army Medical Library will have responsibility for servicing all medical portraits. The Union Catalog of Portraits was increased in both size and value by the addition of 3,000 cards representing 5,000 portraits located in the Medical College Library of Northwestern University.

As a special detail the Subject Cataloging Section indexed the August-October 1947 issues of the Current List of Medical Literature, using approximately 1,366 man-hours.

The Subject Heading Authority File has doubled in size since 30 June 1947. It now contains 13,500 headings as compared with 6,400 a year ago.

Progress on recataloging was interrupted by personnel shortages. Considerable progress was made on the Biobibliographical Collection, the books on Library Hall open shelves, and on titles for which new editions have been received.

Cooperative Cataloging

During the first part of the year conferences were held with the Library of Congress officials in an effort to improve procedures for cooperative cataloging. It became apparent that the Library could not carry on a program of cataloging as closely integrated with that of the Library of Congress as the agreement called for, and at the same time make any progress on the cataloging of its own collections. By agreement with the Librarian of Congress, on 1 April 1948 the cooperative cataloging agreement was suspended. It is hoped that cooperative cataloging may be resumed after the Army Medical Library's collections have been organized. In the meantime the cataloging product of the Army Medical Library is being made available to other libraries to a limited degree. The Library of Congress is receiving two copies of all AML final cataloging -- one is to be filed in the National Union Catalog, and the second to be published in a supplement to the Library of Congress Cumulative Catalog of Printed Cards. The Veterans Administration Medical Library is also currently receiving one copy of each AML catalog card.

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INDEX-CATALOGUE DIVISION

Claudius F. Mayer, M. D.
Chief

154,527 articles were indexed in 20,023 issues, an increase of 102 percent over the 76,271 in 1947. 6,187 titles were cataloged, an increase of 45 percent over the 4,261 in 1947. Total cards filed was 265,325, including 90,725 refiled. 111,716 cards were added to the Subject Index, and 20,400 to the author-biography file. 4,937 cards were made for the portrait collection.

New subjects made for the Subject Index totaled 1,147.

There were 3,254 visitors to the Subject Index, an increase of 80 percent over the 1,783 in 1947.

At the end of the year, the backlog of journal issues received for indexing totaled 56,214, representing a potential 337,250 subject entries. In addition, the number of articles indexed awaiting heading was approximately 17,000.

The tenth volume of the Fourth Series, M-LEZ, is scheduled for publication this Fall. No copy for the next volume was sent to the printer during the fiscal year 1948.

The personnel in the Division increased from an average of 8 during fiscal year 1947 to 16.

REFERENCE DIVISION

Eleanor M. Coffyn, Chief

	<u>1948</u>	<u>1947</u>	<u>1946</u>
Readers registered	10,345	6,559	5,498
Reader requests filled . .	57,114	35,233	31,445
Inter-library loans. . . .	13,426	(No separate count made)	
Items shelved.	380,333	162,477	122,847

The total items used were 127,885, or 140 percent more than the 53,242 used in fiscal year 1947. Only 6 percent of this phenomenal increase can be attributed to circulation from the Pentagon Branch; the balance testifies to a greatly increased reader use in the Library proper. According to all available records, the collections were more heavily consulted than at any time in the Library's history.

Approximately 110,000 volumes, representing titles published prior to 1921, are now housed in Fisheries Annex. A revision of the Annex shelves was begun. Congresses were moved to Room 209, the Bio-Bibliographical Collection rearranged, and the thesis collection was revised and cleaned, as was the pamphlet volume collection.

A new form of call slip which provides the reader with a duplicate was installed, and the charge file at Circulation Desk weeded, revised, and made more effective. Visible file end panels, guiding the pages to the shelving of the serial collection, were developed.

Considerable progress was made on the re-classification of positions, with the position of Head, Circulation and Book Custody raised from P-3 to P-4; the Head, Document Section from P-2 to P-3; the Head, Reference Section from P-3 to P-4, and corresponding changes in the staff.

The Pentagon Branch, under a P-2 librarian, was successfully integrated into the Library system, and provided an effective service to the Office of the Surgeon General. Use of the Branch tripled during the year.

The Reference Section compiled 207 lists of references, supplied 1,924 reference requests (99 percent over the 967 of 1947), answered 2,877 telephone reference requests, and 712 letters. Reference service supplied through the Pentagon Branch is included in these figures.

The Division took over the publication of the Library's Selected List of Recent Acquisitions, and published in addition lists of Recent Books on Tropical Medicine; Journals on Tropical Medicine and Related Subjects; Outstanding Medical Books of 1947.

Visits were made by the staff to the following Medical Department libraries:

Walter Reed General Hospital
School of Aviation Medicine, Randolph Field
Brooke General Hospital
Fitzsimmons General Hospital
Letterman General Hospital

The Document Section assumed responsibility for the housing of classified material, and developed its holdings of government reports. Nearly complete files of the OSRD's Committee on Medical Research, and the NRC's Division of Medical Sciences were added during the year.

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HISTORY OF MEDICINE DIVISION

William Jerome Wilson, Ph.D., Chief

	<u>1948</u>	<u>1947</u>
Volumes checklisted	1,344	4,920
Volumes bound (by contract)	232	3,900
Volumes bound (in studio)	1,115	1,633

Of the studio bound volumes, 211 were bound in full leather, 402 in half leather, and 377 were restored.

3,854 prints and photographs were mounted for the portrait collection.

A Cataloging Section began final cataloging on 22 September 1947, starting with reference books. This effort proved to be premature, and was discontinued. 503 titles were cataloged with Library of Congress cards, and 181 without, for a total of 684.

Groundwork for an extensive program of microfilm acquisition was laid. Sources checked for 16th century acquisition included the Short Title Catalogue, and the Bibliothèque Nationale's Catalogue des Sciences Médicales. Orders for some 200 microfilms have been placed, and preparatory work for many more has been completed. The Library will make film copies available to other users.

Dr. Dorothy M. Schullian's Catalogue of the Incunabula and Oriental Manuscripts is still in press.

At the end of the year the Binding Studio was moved from rented quarters in the National Library Bindery to space with the Division in the Allen Memorial Library Building, Cleveland, Ohio.

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CURRENT LIST OF MEDICAL LITERATURE

Mr. Ignatius McGuire resigned as Editor in November 1947, and Miss Mildred C. Kuch succeeded to the Editorship. Considerable difficulties were experienced from the beginning, owing to the lack of skilled personnel, office equipment, and to the absence of any formulation of established procedures. A staff has now been organized; the procedures have been revised, and publication schedules maintained. The Editor assumed her duties with the monthly subject indexes six months in arrears. Preparation of indexes for August-October 1947 was assigned to the Subject Catalog Section, and for November-December 1947 to the Editor of the Index-Catalogue. Indexes are still in arrears, but a position of Assistant Editor has been established, to free the Editor for preparation of the indexes.

The Library is now distributing 3,900 copies of the Current List of Medical Literature, exclusive of the paid subscriptions distributed by the Superintendent of Documents.

With a greatly increased flow of cards from the Index-Catalogue Division, the general policy of inclusion was changed to include material published during the six months prior to the date of listing. Changes in the subject groupings were planned during the Spring, and were put into effect with the first issue of Volume 15. A list of standard abbreviations for subject sub-divisions was first published with the January 1948 index.

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PHOTODUPLICATION

	<u>1948</u>	<u>1947</u>
Items ordered.	47,458	44,802
Pages, negative film	809,066	1,119,739
Photostats	457,934	275,337
Photoprints.	51,675	9,724
Picture prints	577	
Color transparencies	64	
Mimeograph - cards	49,610	95,794
- sheets.	114,173	94,029

Although the total number of orders for microfilm increased, the number of pages filmed decreased 28 percent. Paper print reproductions increased 63 percent, with more copies made in the last six months of the fiscal year than in the entire fiscal year 1947.

After making a film record of Publication Board Reports, the Reports themselves were delivered to the Library of Congress for servicing, at the request of the Office of Technical Services.

The Section has undertaken a project of filming serial runs printed on paper too poor for binding. Paper prints of these volumes will be shelved with the sets.

With the suspension of the cooperative cataloging agreement, the Section acquired the responsibility of reproducing Army Medical Library catalog cards by mimeograph.

This section is seriously handicapped by lack of space for equipment and personnel. A move to the basement was considered but could not be accomplished.

PERSONNEL

Recruitment visits to library schools were made by representatives of various divisions in the Library. A long-term result of advertising the needs of the Army Medical Library is looked for.

The Personnel Section assumed many duties heretofore performed by the Employee Utilization Section, SGO, establishing written procedures for the relationship of the two units. Procedures were also established for library promotion policy, inter-divisional transfers, promotions and reassignments.

Shortage of available qualified librarians, both through registers established by the Civil Service Commission and from independent sources, continues to be a major problem.

Classification surveys of positions in the Library were undertaken with varying degrees of success. Positions were allocated in Reference and History of Medicine Divisions; action in the Index-Catalogue and Catalog Divisions met with a series of delays.

A series of supervisors' meetings designed to encourage staff participation was inaugurated with the assistance of the Employee Utilization Section, SGO. A staff committee discussed orientation courses and one lecture on "Medical Organization and its Relationship to Medical Research and Medical Literature" was given by Dr. Sanford V. Larkey of Johns Hopkins University.

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BUDGET AND FISCAL

Collections for microfilm service totaled \$24,067.75.

The Library's files were weeded and reorganized. Much attention was paid to requirements for additional space during the year.

FISCAL REPORT

	<u>Allotted</u>	<u>Obligated</u>
Books	\$ 50,000.00	\$ 49,664.26
Textbooks	2,800.00	2,183.55
Equipment	14,000.00	13,882.31
Periodicals	10,000.00	9,901.03
Non-Standard Supplies	19,000.00	18,994.25
Other Contractual Services	1,400.00	1,374.48
Rentals	95.00	95.00
Edgar Bequest	1,396.98	72.10
Transportation	245.00	147.08
Postage	2,100.00	2,100.00

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