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THE ARMY MEDICAL LIBRARY

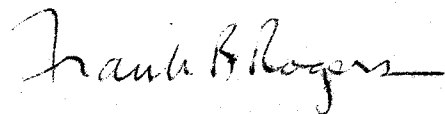
Washington 25, D. C.

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A B R I D G E M E N T S
O F
A N N A L R E P O R T S

Fiscal Year 1949-50

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FRANK B. ROGERS
Major, Medical Corps
Director

ABRIDGEMENTS OF ANNUAL REPORTS

Fiscal Year 1949-50

ORGANIZATIONAL CHANGES

Colonel Joseph H. McNinch, M. C., who had been Director of the Library for three years, was reassigned as Editor, History of the Medical Department in World War II, Office of the Surgeon General, and was succeeded by Major Frank B. Rogers, M. C., on 21 October 1949. At the same time, certain organizational changes were made. The Office of the Librarian was abolished, and Mr. Scott Adams, who had been Acting the Librarian, filled the new post of Assistant to the Director. There was established an Administrative Division, with Mr. Sam Roberts as Chief. The Photoduplication Section, previously a part of the Office of the Librarian, was assigned as a section of the Reference Division. The Current List Section, which had been a part of the Office of the Librarian, and which for the previous six months had been temporarily assigned to the Catalog Division, now became a part of the Office of the Director.

PERSONNEL

Joseph C. Tucker, Personnel Officer

Authorized strength for the Army Medical Library remained the same throughout the fiscal year, that is, 229 civilians and 17 military. Of the civilians, 27 were allotted to the Historical Division in the Main Navy Building. The History of Medicine Division (Cleveland Branch) received a separate authorization not included in the above figure which stood at 14 positions at the beginning of the fiscal year, and 13 at the end; one position in the Binding Studio was lost.

Recruitment continued to account for the majority of the time of the Personnel Officer and his assistant. A continuing effort was made to build a full staff for the Library. Turnover of personnel remained high, with 58 accessions and 54 separations during the year.

Training activities took various forms. Routinely, each new employee upon entry on duty was given an orientation in the Library's policies, facilities, and services. Supervisor training was carried out through the medium of films shown to the Supervisor Discussion Group on alternate Wednesday afternoons. In addition, in conjunction with the Staff Association, a series of medical films on various subjects was shown on alternate Thursday afternoons for the first four months of the calendar year 1950.

Classification surveys of all divisions of the Library were made by the Classification and Wage Administration Branch, S.G.O., during the year.

Portinent statistics may be tabulated as follows:

TABLE I

a.	Personnel on duty at end of FY 1949	238
b.	Personnel on duty at end of FY 1950 (Includes 13 from History of Medicine Division [Cleveland] and 27 for Historical Division [S.G.O.]. It also includes 2 employees on extended leave without pay status.)	242
c.	Turnover	
	1. Accessions	58
	2. Separations	54
	3. Accessions during FY 1950, on duty 30 June 1950	48
d.	Conversions to probational or classified status	10
e.	Promotions	25
f.	Reallocations as a result of classification surveys	7
	1. At higher grade	4
	2. At lower grade	3
g.	New positions established	20
h.	Pay increases for superior accomplishment	2
i.	Meritorious service award	1
j.	Absences	
	1. Annual leave (man hours)	28,972
	2. Sick leave (man hours)	19,793
	3. Other leave (man hours)	4,933
	4. Percentage of effectiveness	86.5%
k.	Average personnel employed during FY 1950	189

(The above figures indicate a loss for the fiscal year of 25.7 man years for leave [13.9 man years for annual leave; 9.5 man years for sick leave; and 2.3 man years for other leave]. The percentage of effectiveness dropped slightly, from 87.4% in 1949 to 86.5% in 1950.)

ADMINISTRATIVE DIVISION

Sam W. Roberts, Chief

Library Order No. 18, 24 October 1949, brought the Administrative Division into being. The Division has charge of Supply and Service, Mail and Records, and Fiscal activities.

Fiscal. Allotted funds in the following amount were obligated during FY 1950:

TABLE II

<u>Purpose</u>	<u>Allotted</u>	<u>Obligated</u>
Rentals	\$150.00	\$139.53
Field Contract Binding	2,500.00	2,500.00
Repairs & Alt.	1,800.00	1,800.00
Subscriptions	12,500.00	12,451.69
Supplies	28,000.00	25,877.63
Equipment	13,000.00	9,738.34
Books	56,500.00	56,445.90
Transportation	100.00	61.88
Travel	5,772.00	5,751.28
Postage	2,640.00	2,640.00
History Contract	11,000.00	10,932.60
Edgar Bequest	1,399.28	131.31

Obligations listed above total \$128,470.16. The Army cost of operating the Army Medical Library can be estimated as follows:

TABLE III

Allotted Funds (Actual as listed above)	\$128,470.00
Civilian Personnel (Med. Dept. - estimated)	947,465.00
Printing and Binding (estimated)	76,500.00
Real Estate Rental (Engineers)	9,000.00
Signal Supplies and Equipment	39,400.00
Military Pay	66,500.00
Quartermaster Supplies and Equipment	22,200.00
Transportation Service	2,000.00
Estimated Total Cost to Army	<u>\$1,291,535.00</u>

Collections for photoduplication services for FY 1950 amounted to \$19,090.00.

Supply. The necessity for extensive procurement through devious Army channels has occupied much of the time of the Section. The Library could operate more efficiently if it were exempted from supply procedures designed for military field installations. The Library's property accounting procedures were thoroughly examined during the fiscal year, and corrective action has been initiated where necessary.

Service. This Section has handled an average of 30,000 pounds of receipts and shipments each month, and an average of 21,000 pieces of incoming and outgoing mail. It has duplicated by mimeograph approximately 26,000 sheets each month and, acting as a central labor pool, has provided miscellaneous services such as moving and repairing for all divisions of the Library.

Mail and Records. The central files of the Library were reorganized. The records administration program has been expanded. Security procedures have been revised and improved.

Building. Some improvements in the building have been made. Stack lights were installed in the Document Section; a contract for construction of additional toilet facilities was let; additional fans were supplied; lighting in Room 208 was improved; and the outside trim of the building was painted. Several shifts of space allotments were made, most of them precipitated by the need for providing for the expanded Current List Section.

Work Measurement. A system of continual work measurement was adopted by the Library in January 1950, and all divisions were reporting work measurement data by May 1950. It is too soon to evaluate the worth of this program, but it is felt that it will provide more adequate information on activities than has been available previously. The system is based upon that developed in the old ASF Control Manual M 703-5.

ACQUISITION DIVISION

Joseph Groesbeck, Chief

General. The years 1949 and 1950 are notable in the history of bibliography as marking the date at which librarians and others concerned with the documentation of scholarship acknowledged that their conventional controls were inadequate to a startlingly proliferative literature in every field of human knowledge. One after another learned specialists and committees reported, first, that their libraries lacked alarming portions of the world's knowledge as recorded by contemporary research in many fields, and second, that much of the literature available in libraries was practically inaccessible because its volume had overtaxed the bibliographical apparatus necessary to uncover it.

It is a sign of the Library's vitality in the scholarly community that, sharing in general recognition of the large bibliographical problem, it stepped forward decisively along the surest path toward improvement of bibliographical control: the path of delimitation, which seeks to define the objective within obtainable boundaries, trusting that mastery of immediate objectives will permit eventual mastery of the whole, as the capture of successive towns in a planned military campaign must result in final control of the country.

Fundamental to all other delimiting decisions, the policy and procedures of the Acquisition Division were reviewed and revised. In October 1949, the Director appointed a Committee on Scope and Coverage, made up of the Assistant to the Director, the Chief of the Reference Division, and the Chief of the Acquisition Division. The Committee was instructed to define the fields of collecting proper to the responsibilities of the Army Medical Library and the degree of coverage of each field necessary to adequate fulfillment of those responsibilities. That Committee has not

yet (July 1950) made its final full recommendations, but already it is apparent that this attempt at definition is a positive forward step toward the ultimate goal of bibliographical control, and is the most important acquisition news of the period covered by this report.

The deliberations of the Scope Committee, even prior to that Committee's tentative recommendations, dictated a closer scrutiny of works admitted into the Library. For example, it was clearly obvious that the Library had long admitted without question much material in the fields of sociology, anthropology, and public sanitation which were of only peripheral medical interest, and which were in fact much more appropriately and more comprehensively collected by other Federal libraries. Selection policy accordingly showed a tightening up. Incoming materials in these and other borderline areas were examined in terms of a more precise concept of what constitutes "medicine" in this Library. These beginnings presage a definite and specific selection guide to be expected from the final recommendations of the Scope Committee and the policy directives ensuing therefrom.

This is not to say that the clarification of appropriate fields of collecting is necessarily restrictive in effect. On the contrary, as it has become apparent that we have been collecting too widely and loosely in some fields, so also it is clear that some fields which should have been our concern have been neglected. These areas, as they are disclosed, present new challenges and opportunities for service. As an example, concentrated attention was paid to the Library's responsibility to the Army for materials in the new field of "human engineering" and in military psychology, and it was concluded that we must serve Army research in these fields by making as broad as possible our definition of human physiology and by reaching out freely into psychology where the material in question plainly serves this type of research.

The work of each section of the Acquisition Division reflected the emergent policy of closer selection and increased concentration on defined areas. Deliberately, increased effort was exerted to acquire the current medical output of the whole world's presses, and less effort was made to acquire older materials which were missed during the first half of the twentieth century. Current periodical literature was assigned top acquisition priority, and within that large field about 1300 journals were designated as our primary target. Selection, searching, ordering, claiming, recording, routing, all of these activities of the Division were modified to attain the goal of sure, prompt receipt and processing of 1300 journals. In the few months since this particular objective was defined we can report gratifying success. By the end of the calendar year 1950 we shall be able to say with confidence that we have the most important current journal literature of medicine under control. From that point we can proceed confidently to encompass more and get more of the minor literature as staff and budget and circumstances permit, secure in the knowledge that we have not missed the core literature in indiscriminating pursuit of the chimera of "total coverage."

The implications of this planned attack on the journal literature may be seen in newly adopted acquisition procedures in the several sections of the Division. The Serials Section has devised means of flagging in the Serial Record those journals which are routed for indexing; they are processed without delay, and they are claimed on a strict monthly schedule; new titles are referred to the Editor of the Current List for consideration; second, "insurance" subscriptions are placed for journals of particular interest whose acquisition is problematical (e.g., Russian journals); information about upwards of 2000 journals has been furnished to the IBM Project undertaken by the Welch Medical Library for the Surgeon General; strong support has been lent to the Union List of Serials in preparation of its second supplement; vigilant watch is kept for new journals; in short, the entire staff of the Section is increasingly alert to the large challenge of discovering, evaluating, obtaining, and controlling the journal literature of medicine, and flexibly adjusts its work procedures to meet that challenge.

The Selection and Searching Section plays its role by reviewing new journals for scope, by searching national bibliographies for new or overlooked titles, by screening series of only occasional medical interest, by searching for missed issues which are out of print. One selection device adopted during the past year illustrates at once recognition of the new philosophy of delimitation, and the necessity for it. A list of Latin American serials was compiled for use in the preparation of a want-list; when completed it numbered about 1600 titles. Instead of trying routinely to acquire every issue of each of the 1600 serials without consideration of the relative importance of specific titles, the list was sent to a jury of ten Latin ^{medical} American librarians, research workers, and teachers with a request that they evaluate each title known to them. When their opinions were tabulated, it was clear that only half of the titles are of more than the slightest value, and that of the several hundred useful titles they were reasonably agreed that 65 are outstanding, another 175 are fairly important and four or five hundred are minor. Accordingly, our first concern will be to acquire and index "A" group, then to acquire the "B's," then "C's," and finally to try for the several hundred "D" titles only as we can afford to give the effort to the task without neglecting more important materials. The same device was used on a smaller scale with a list of 178 Japanese journals, with the result that we now have reliable evidence that 95 of them contain original contributions and may be considered "solid" journals; 67 of them are of only slight importance; and 16 are, in the words of one judge, "nuisance in any library." To repeat this pattern of journal evaluation in one language area after another will contribute substantially to attainment of that bibliographic control which is our aim.

The policy of increased selectivity has extended to the Gift and Exchange Section. There the necessity of contracting storage space in Tampa Hall to make room for the Current List forced a ruthless sifting of the stock of duplicates then on hand. Non-medical and non-exchangeable duplicates were given away in wholesale lots or salvaged, and the duplicate stock was reduced to a better integrated collection of live exchange material. Moreover, procedures were established to screen incoming duplicates

and to divert certain classes of material without sorting, shelving, listing, etc. Thus, duplicate documents of a general non-medical nature are transferred to the Library of Congress; Japanese journals go directly to the University of California; Russian books and journals go to the Boston Medical Library; medical books published between 1825 and 1925, after review by the Head of the Section, are salvaged. The Duplicate Exchange stock is thus a live working collection, and no longer a dumping ground for everything which proves duplicate or outside the scope of the Library.

Acquisition techniques of the Gift and Exchange Section exhibit another example of selecting specific objectives and concentrating on them. Want-lists are prepared by country or region, and are circulated within the countries concerned. When the direct approach has been exhausted, the lists are revised and submitted to the U. S. Book Exchange, which has access to sources other than ours. Finally, after the U. S. Book Exchange has done its best, the lists are again revised and are submitted to a dealer or are advertised in the second-hand book trade. Following this pattern we have filled many gaps in our British, German, Italian, Czech, Portuguese and other journal sets. A French list running to 80 pages was completed in June 1950 and will begin its travels in July. A Latin American list has been begun and will be circulated later in the calendar year.

Compilation of these lists is an exacting and expensive operation, but their effectiveness in pinpointing our needs and in approaching productive sources is undeniable. They have brought in a very large amount of needed material while keeping out the unwanted. The device was commended by Laurence Kipp in the course of his recent survey of exchange practices of Federal libraries, and has found an imitator in the New York Academy of Medicine.

In the Order Section revised procedures and a system of priorities recognized the overall Library policy of discriminating between materials of greater or less importance. In particular, precise arrangements were worked out for the promptest possible delivery and subsequent processing of current American and British books. After careful study over a period of eighteen months, the Order Section declared for continued participation in the Association of Research Libraries' Farmington Plan for acquisition of the current publication of France, Italy, Switzerland, Denmark, Norway, Belgium, the Netherlands, Sweden, and Mexico. In other countries commercial agents have blanket orders and specific instructions for prompt delivery. Wherever necessary, notably in Germany and Russia, State Department facilities are used for payment, and in part for procurement.

One other facet of the Library's general strategy of delimitation requires comment. That is the matter of withdrawing books from the collections. At best, it is a cheerless task to remove any book once part of a library. At worst, errors of judgment or ignorance may undo the good work of earlier generations and hamper the work of future. But for better or for worse, some weeding of the collections must be done, if they are to be integrated in a classified whole of maximal usefulness.

During the year past withdrawal on a fairly large scale was begun in certain areas where there can be little question of the wisdom of so doing. Future weeding of the collections must be guided by the definitions anticipated from the Scope Committee's final recommendations. At present one can only remark that the technique of withdrawal has been worked out cooperatively by the Reference, Catalog, and Acquisition Divisions, and that in essence it is one more cheerful sign of the Library's increasing determination to be of the greatest possible present and future service to the community of the medical sciences.

Personnel. Turnover was less than in the previous year, with all permanent positions filled substantially the whole year. There were two retirements during the year, that of Mr. Matthew Barbour who concluded 25 years of service to the Library in February 1950, and that of Mrs. Elizabeth Page Valliere who was forced by failing eyesight to retire in November 1949.

Notable Acquisitions. Notable acquisitions of the year include 100 Italian books of the 17th Century, an adventitious purchase at very favorable exchange rate, a collection of about 1000 bound volumes of journals transferred from Percy Jones Hospital, an ALS of George Washington referring to the organization of the Medical Department, 200 Fielding H. Garrison letters and 1000 slides illustrative of the history of medicine, both from the Victor Robinson estate.

Budget. Increased spending for periodicals reflects the decision to stress that literature which has influenced all of the Library's operations. Reduced spending for out-of-print and rare books likewise was in accord with policy decisions of 1948 and 1949.

Statistical summaries:

TABLE IV

Receipts by Source and Class

	<u>1950</u>	<u>1949</u>	<u>1948</u>
BOOKS			
Purchases			
Current	6,894	4,335	6,869
Out of print	2,844	2,008	1,606
Old and rare	876	1,919	404
TOTALS	10,614	8,262	8,879
Transfers	983	1,376	665
Gifts	2,114	5,763	3,578
Backlog	247	104	
GRAND TOTALS	13,958	15,505	13,122

SERIALS	<u>1950</u>	<u>1949</u>	<u>1948</u>
Purchases			
Current	20,819	15,869	11,658
Out of print	5,143	3,831	8,865
TOTALS	<u>25,962</u>	<u>19,703</u>	<u>20,523</u>
Transfers	5,618	6,011	5,179
Exchange			
Current List	12,548	9,918	8,159
MLA	1,701	3,799	1,902
Other	8,897	2,668	
TOTALS	<u>23,146</u>	<u>16,385</u>	<u>10,061</u>
Gifts	20,191	33,668	21,585
Backlog	157	33,315	26,027
GRAND TOTALS	75,074	109,082	83,375

[It should be noted that the total number of pieces added is lower than in 1949, principally by reason of the absence of the enormous backlog which was eliminated in that year. Figures before considering backlog: FY 1949 - 75,767; FY 1950 - 74,917.]

	<u>1950</u>	<u>1949</u>
Percent of books purchased	76	53
Percent of serials purchased	31	26
Percent of all pieces purchased	37	31

TABLE V
Obligations by Class

	<u>1950</u>	<u>1949</u>	<u>1948</u>
BOOKS			
Current	\$31,014.83	\$19,222.17	\$22,893.84
Out of print	3,528.46	5,117.60	8,920.48
Old and rare	9,044.13	12,147.67	9,379.15
TOTALS	<u>43,587.42</u>	<u>36,487.44</u>	<u>41,193.47</u>
SERIALS			
Current	19,207.82	17,999.92	13,408.00
Out of print	4,435.24	4,876.33	3,697.88
TOTALS	<u>23,643.06</u>	<u>22,876.25</u>	<u>17,105.88</u>
Microfilm and his- torical prints	<u>2,846.82</u>	<u>2,595.17</u>	<u>1,701.39</u>
GRAND TOTALS	70,077.30	61,958.86	60,000.74

TABLE VI
Major Expenditures by Country

BOOKS AND SERIALS	<u>F Y 1950</u>	<u>F Y 1949</u>
United States	\$24,858.39	\$18,715.42
Germany	6,000.00	2,102.35
Japan	4,500.00	353.49
Great Britain	2,503.53	3,197.21
Italy	2,051.47	1,194.81
France	1,930.61	1,827.15
Belgium and Netherlands	1,778.67	2,283.18
Russia	1,550.00	615.79
Switzerland	976.85	514.60

TABLE VII
Activities

SEARCHING	<u>1950</u>	<u>1949</u>	<u>1948</u>
Prospects NIL	16,483	20,198	23,974
Prospects LH	7,670	11,407	11,036
TOTALS	<u>24,153</u>	<u>31,605</u>	<u>35,010</u>

SERIAL RECORD

New titles added	881	1,377	1,785
Current List Exchange	2,108	2,395	2,377

DUPLICATE EXCHANGE

Shipments made	738	606	578
Shipments received	217	54	73
Pieces shipped	96,008	62,621	109,218
Pieces received	150,001	84,500	33,323

ORDERS

Purchase orders written	1,812	2,002	2,248
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CATALOG DIVISION

M. Ruth MacDonald, Chief

TABLE VIII

Personnel

Staff as of 30 June 1949 - - - - 46

Personnel changes	<u>F Y 1950</u>	<u>F Y 1949</u>
Accessions		
Appointments	17	23
Transfers	1	4
TOTAL	<u>18</u>	<u>27</u>
Separations		
Transfers	2	2
Resignations	10	13
TOTAL	<u>12</u>	<u>15</u>
Leaves of absence	2	1
TOTAL CHANGES	32	43

Staff as of 30 June 1950 - - - - 50

Combined Cataloging Section. Following the resignation of Miss M. Irene Jones as head of the Subject Cataloging Section, it seemed impossible to obtain a qualified replacement. On 1 April 1950, the former Subject Cataloging Section and the Descriptive Cataloging Section were combined into a single section with Miss Winifred A. Johnson as Head. By 30 June 1950, all cataloging assignments covered both descriptive and subject cataloging. The reorganization has worked out satisfactorily; some very real benefits have already been realized, and additional benefits, both to AML and to the catalogers, are expected.

Library Cooperation. The Army Medical Library Author Catalog 1949 was published in April 1950. It contains 607 pages and approximately 23,000 entries. This volume was prepared from cards copied from AML mimeographed cards. The copying was done at the Library of Congress, with AML supplying some typing help.

Negotiations for the re-establishment of a cooperative cataloging agreement with the Library of Congress were conducted during the fall and winter months. The new agreement became effective 15 February 1950. Under the plan established, AML, using its simpler cataloging, prepares copy for titles cataloged without LC cards. LC reproduces from this copy multilithed cards suitable as 1) cards for AML catalogs; 2) cards for subscribers to the AML Card Series; and 3) cards for reproduction in the annual printed Army Medical Library Author Catalog. The plan was widely announced both by LC and AML, and exhibits illustrating the cooperative procedure were prepared for the March meeting of the Indexing Committee and for the Medical Library Association convention in Boston in June.

AML Classification

All available copies of the Preliminary Edition (1948) of the Classification had been distributed by 12 January 1950.

The work of simplifying and revising the schedules had been under way for a year, and duplication of the revised schedules began on 28 September 1949; the schedules were ready for use within the Library by 28 October 1949, at which time the new schedules were put into effect. During the remaining months of the year classification changes were indicated on the shelflists by the catalogers; card records were revised by the Processing Section; and call numbers were corrected on the books by the Binding Section. It is estimated that 2,090 call numbers have been changed on 12,183 cards and 5,678 volumes. As of 30 June 1950, all changes of classification had been indicated by the catalogers, but there still remained cards and volumes to be corrected for about 5,500 titles.

It is hoped that the revised schedules will be published in January 1951, because a steady stream of correspondence indicates a need for, and a lively interest in, the AML Classification.

Recataloging 1949/50. More recataloging was accomplished this year than during the previous three years. (This was due in part to the fact that 1,927 fewer new titles were cataloged this year than last.)

<u>year</u>	<u>new t. cat.</u>	<u>t. recat.</u>	<u>total</u>	<u>% recat.</u>
1946/47 (9)	10,234	631	10,865	6
1947/48	9,533	1,287	10,820	8
1948/49	11,972	3,115	15,087	20
1949/50	10,045	9,573	19,618	48

Recataloging was drawn from various collections. When the Bio-Bibliography Collection was completed (February 1950) recataloging of monographs in current stacks was begun. In November the recataloging of Annex books was undertaken as a special project by the Descriptive Cataloging Section. Under this project complete cataloging was done by the descriptive cataloger and the work was not revised. The recataloging of Annex books is not as urgent as the recataloging of current titles, but was undertaken this year in order to make the best use of our staff and at the same time prevent piling up revision backlogs.

Art Section. The Armed Forces Institute of Pathology turned over to AML 10,460 pictures. A large number of duplicate portraits were also received from the New York Academy of Medicine.

The solicitation of portraits of contemporary physicians has been resumed. Portraits of Fellows of the American College of Surgeons and of the Fellows and Masters of the American College of Physicians are the first objective. In January 1950, 916 letters were mailed to the 1949 Initiates of the American College of Surgeons; 176 portraits were received in response to these letters by 30 June.

Binding. Because of the failure to secure adequate binding funds, as many unbound monographs as possible were stitched into temporary binders. The number of temporary bindings in FY 1950 was 2,537, in

comparison with 1,279 temporary bindings during the previous three years. The Section was in full operation only during the first four months of the year, by which time the \$23,000 allotted had been obligated. Some members of the staff were detailed to work in other sections of the Division and the Library; the remainder engaged in lettering books, in mending, and in temporary binding. The Section prepared 47,652 pieces for shelving by lettering call numbers. During the previous three years, a total of 54,340 volumes and pieces were marked.

TABLE IX
Statistical Report, Catalog Division

	1949/50	1948/49
Titles cataloged - Monographs	8,783	10,601
Titles cataloged - Serials	1,262	1,371
Titles recataloged - Monographs	8,934	2,570
Titles recataloged - Serials	639	545
TOTALS	19,618	15,087
Titles classified	19,869	7,294
Titles subject headed	16,147	7,919
Cards made, revised, and distributed	291,202	299,191
Cards filed		
New Catalog	89,184	78,388
Official Shelflist	20,721	13,182
Art Section	20,454	12,351
Binding Section	9,447 (4)*	31,714
Other filing	39,470	27,012
TOTALS	179,276	162,647
Copies and volumes added		
New Collection	2,516	2,161
Old Collection	3	88
Total volumes shelflisted	21,189	14,555
Volumes sent to GPO	4,269 (4)	14,140
Volumes returned from GPO	7,875	21,630
Volumes put in temporary binders	2,537	623
Volumes mended	4,716	2,452
Volumes lettered	47,652	24,482

* When figure represents less than one year, the number of months is given in curves.

INDEX-CATALOGUE DIVISION

Claudius F. Mayer, Chief

The narrative report submitted by Dr. Mayer is here quoted in toto:

"Owing to an administrative decision of the Director, the traditional program of the Army Medical Library was suddenly changed during the second half of the 1949-50 fiscal year and the long-established service of over-all analysis and indexing of the whole medical literature by means of the Index-Catalogue was abandoned.

"The Director's decision resulted in various modifications of the division's work and future program. It brought on not only a material change whereby the so-called 'current' acquisition was deviated from the division, but also a spiritual change since the excommunication of the Index-Catalogue from the daily struggles of the library lifted the division's work into a historically and scientifically more important higher sphere of bibliography.

"The Director removed 7 members of the division's staff in April, 1950. There were also other factors (retirement, resignation, death) which contributed to the attrition of the staff from 29 (under a ceiling of 35) to 14. Needless to say that -- considering all tasks and duties of the Index-Catalogue Division -- the staff is now wholly inadequate. These changes and reductions affected also the staff morale in an undesirable direction. On the other hand, lack of appropriate personnel made the work of the remainder of the staff much harder.

"In spite of all the tribulations and hardship the production of the Index-Catalogue Division did not lessen. Yet, comparisons with the production of previous years would be completely misleading without the full knowledge of changes in the library's policy and program as well as without the complete understanding of the havoc suffered by the Index-Catalogue Division during the past fiscal year. The statistical figures for the annual production of the division are here attached."

TABLE X
Index-Catalogue Division Statistics

	<u>1950</u>	<u>1949</u>
Periodical issues received	39,434	56,363
Periodical articles indexed	256,409	215,669
Books cataloged	11,906	10,679
Items headed	135,352	159,641
New cards filed-subject index	99,252	157,792
Cards filed and refiled (total)	562,817	414,936

	<u>1950</u>	<u>1949</u>
Backlog		
Journals awaiting analysis	33,500	73,478
Polygraphs awaiting analysis	913	1,082
Monographs awaiting cataloging	19,400	20,000
Journals analyzed awaiting revision	13,000	1,363
Articles cataloged awaiting revision	78,000	7,298
Journals analyzed awaiting heading	9,000	5,400
Cards revised awaiting heading	58,000	46,685

HISTORY OF MEDICINE DIVISION

William Jerome Wilson, Chief

quarters. A new lease was signed with the Cleveland Medical Library Association, to run for five years beginning 1 July 1950.

Cataloging. After much vacillation throughout the period of years that the History of Medicine Division has been in existence, a definitive cataloging program was finally being decided upon. As the fiscal year closed, after much preliminary discussion, details of the program remained to be worked out between Washington and Cleveland. Developments of the next few months should allow an early statement of what the policy is to be. Briefly, the direction the policy will take will be based on the premise that the History of Medicine Division will prepare catalog cards that can stand as a permanent record and will not need to be done over again. The era of "checklists" in various forms is over.

Acquisitions. The acquisitions in book form show the following totals for the fiscal year ending 30 June 1950: European material, 41 editions of the 16th century, 105 of the 17th, and 291 of the 18th; Orientalia, 173 editions of the 17th-20th centuries; and Americana, 2 editions through 1820.

As has been indicated in previous reports, the Division also has developed an ambitious program for acquiring microfilm copies of early medical books that are owned by other libraries but are not in ours. For such copying there are two possible methods, both of which are being employed. One is to borrow the books, if the owning library will lend them, and to have the microfilming done with our own camera. The other is to have a microfilm copy made for us, naturally at our expense, by the library that owns the book.

The borrowing process is best adapted to libraries within the United States, and even here it is likely to be authorized principally by medical libraries or other institutions with which we have common interests and generally cordial relations. Toward the end of the past fiscal year a

systematic borrowing arrangement was made with the New York Academy of Medicine, which agreed to send us some 300 of its 16th century books in lots of ten or twelve. Shipments were by insured express, the books while in Cleveland were accorded the highest degree of protection, and no injury or loss occurred either there or in transit. The texts, except for one item which proved to be out of scope, were all satisfactorily microfilmed in the usual manner, two pages at a time. This was possible because these volumes had been selected in advance as having flexible bindings and normal margins and therefore were capable of being opened out flat under the camera.

When the program of microfilm acquisitions was first started, the difficulty of copying tightly bound and narrow-margined books was hardly foreseen at all. The difficulty has proved to be considerable. Out of nearly 500 16th century editions which the New York Academy of Medicine has and we do not have, and which we would therefore like to borrow and copy, approximately one-third were found unsuitable for photographing by double spread. To meet this situation Mr. Christopher L. Dunnigan, Head of the Photoduplication Section in Washington, has devised a special bookholder and lighting arrangement for our camera, so that we are able to photograph a tightly bound book one page at a time.

Security Filming Program. The microfilming of our own holdings for security purposes began long before the program of microfilming for acquisition purposes. In time the two operations will more or less coalesce, since the microfilms, when once made, may be used equally well for storage, for reference study, or for any other desired purpose. During the fiscal year the Oriental manuscripts in the Division were filmed for security reasons, and these films, along with those previously made for the other books and manuscripts described in the Schullian-Sommer catalog, were sent to Washington for copying. Duplicate negative films are being made from these by the Ozalid process, after which the master negatives are placed in storage in a mid-continental depository. For convenience of reference each item bears on the film reel a record of its number in the printed catalog.

Security microfilming is proceeding systematically also on the 16th century books, having thus far gone through all the letter A in the checklist. Some filming is also being done on the 17th century books, but not in a systematic manner, since the 17th century checklist is still somewhat defective. In general, for that century we are filming only new acquisitions and such older acquisitions as are picked out for rebinding. Such filming is not at present being attempted for the 18th century.

During the year the total number of 100-foot reels filmed has been 213, of which 31 contained Oriental manuscripts and 182 contained 16th and 17th century books.

Binding Program. The special hand-binding program of the Binding Studio continues, although the number of personnel engaged in this activity has been curtailed. Some machine binding is also being done, this being handled by contract with an outside bindery.

Reference Service. The purchasing, repairing, cataloging, and copying programs exist, as everyone on the staff recognizes, in order to make the books available to users. The kind of use made of them ranges all the way from that of the casual sight-seer to that of the technical bibliographer or historian. The intolligent visitor who comes for a brief glance at a museum of literary rarities is welcome in the Division, which feels that he has a right to an explanation of some of its main points of interest. But it feels an even greater obligation to the bibliographical or historical expert who writes or calls in person to obtain special information. He has a right to find someone in the Division who can, as it were, speak his language. This means, in effect, that the reference service should be rendered by a person experienced in medical bibliography and history.

In recognition of this fact an effort has been made during the past year to see that the Curator of Rare Books, who has charge of all grades of our reference service, should have some official time for the pursuit of historical research. Dr. Dorothy M. Schullian has therefore been reclassified with the Civil Service as Historian and asked, insofar as the ordinary reference work will allow, to spend about half her time on the scholarly exploitation of materials belonging to the Library.

The Catalogue of Incunabula and Manuscripts in the Army Medical Library, by Dorothy M. Schullian and Francis E. Sommer, finally appeared in print just as the fiscal year came to a close. Completion of editorial work on the Catalogue was reported in the fifth annual report of the History of Medicine Division, for the year ending 30 June 1947. The volume lists and describes fully the Army Medical Library's holdings of three classes of books: The first and largest part lists the incunabula; the second part lists "Early Western Manuscripts" (Latin, German, Italian and English); while the last lists Oriental manuscripts (Arabic, Persian, Turkish, Singhalese and Hebrew). The sections on incunabula and early Western manuscripts were compiled by Dr. Schullian; the part on Oriental manuscripts was compiled by Mr. Sommer. The preface was written by Dr. Max H. Fisch, formerly Chief of the History of Medicine Division and now Professor of Philosophy at the University of Illinois. The authors' skill, the enterprize of the Honorary Consultants whose sponsorship made possible this publication, and the taste and craftsmanship of Henry Schuman and the Anthoensen Press have here combined to produce a truly remarkable book.

Statistical summary:

TABLE XI

	<u>FY 1950</u>	<u>FY 1949</u>
Books and ISS. added	915	907
Titles cataloged (checklisting)	780	1,474
Complete cataloging	185	-
Volumes bound (contract)	420	562
Volumes bound (Studio)	952	958
Microfilming (pages)	303,104	
HMD books filmed for security (pages)	(291,016)	
NY Acad Med books filmed for acquisition (pages)	(5,717)	
HMD books filmed for out-side orders (pages)	(6,371)	
Personnel employed 30 June 1950:		
Administrative (Chief, secretary, laborer)	3	
Acquisition officer	1	
Cataloging	4	
Binding	4	
Reference historian	1	
	TOTAL	13

REFERENCE DIVISION

Estelle Brodman, Chief

Public Relations. In an attempt to make better public service available, the regular hours of opening were extended during the course of the year, on several different plans. In some cases the response did not seem to justify the effort, and new arrangements were made. As the year closed, the Library was remaining open an extra night a week (total of two nights). Further study is being given to the problem.

The Division took charge of exhibits beginning in October 1949. The following exhibits were shown at the Library during the year:

<u>Date</u>	<u>Title of Exhibit</u>
October-November 1949	Former Directors of Army Medical Library
December	Monsters
January 1950	Discovery of antibiotics
February	Sir Patrick Manson
March	Psychosurgery
April	Mary Tofts, Rabbit Woman
May	Morgan-Rush-Shippen Controversy
June	Music and Medicine

In addition, arrangements were made with the Medical Illustration Service of the Armed Forces Institute of Pathology for construction of a travelling exhibit on the services offered by the Army Medical Library. This exhibit was shown at several national medical, nursing, and library association meetings. Two smaller exhibits, on minor indexes and abstracting tools, and on national medical indexes were also prepared and shown at the meeting of the Medical Library Association.

Circulation and Stack Section. A new interlibrary loan form was devised which made possible provision for shelf-charges, overdue notices, charge cards, and reply letters -- all with a single typing operation. The use of these forms has cut the routine clerical work of interlibrary loans by a half-time person, and has allowed the Library to give speedier service without the piling up of backlogs.

To speed up stack service, a system of red signal-lights has been installed. These lights are turned on when readers' slips are deposited at the stack points, and only when these lights are on need a stack attendant leave his other work. In order to get some control on the speed with which material is obtained from the stacks, a time clock has been put in use at the circulation desk. First surveys show that it takes 11 minutes, on an average, to get a book into the hands of the reader; this includes bringing in items from the Annex, or retrieving volumes from Photoduplication Section, as the case may be.

A modification of the method for sending out overdue notices first developed by the library of the Department of Agriculture has been worked out for the Army Medical Library. Now all slips representing overdue books and journals are filmed on a continuous microfilm machine and then automatically enlarged to approximately three-fourths of their original size. These paper prints become the overdue slips, saving the time of manual transcriptions.

Photoduplication Section. The Section became a part of the Reference Division on 7 September 1949. Mr. Christopher Dunnigan took over the job as Head of Section on 28 November 1949.

Efforts to improve photoduplication service have been made along several lines. Tests made on several kinds of photostat paper showed that a cheaper grade of paper would give just as accurate results as the standard paper which had been used; an estimated \$4,500 a year will be saved by the substitution. Rearrangement of equipment and personnel between the two sub-sections of the Photoduplication Section, on either side of Independence Avenue, were made; this eliminated one round trip across the street in the operation. A book holder for the filming of tightly bound books was designed and put into operation, as described elsewhere in this report. The file of unpublished Index-Catalogue cards was filmed for security purposes.

Branch Libraries. The Army Surgeon General's Reference Library, located in the Main Navy Building, was inventoried, and simpler procedures for permanent loan to SGO offices were adopted. Throughout the late winter and spring, discussions were carried on with the Office of the Surgeon General, U. S. Air Force (Pentagon) looking toward rehabilitation of the small collection of miscellaneous books on hand there. Now books were acquired, arrangements for equipment and supplies were made, and a librarian (Miss M. Krajeovic, formerly of Wright-Patterson Air Force Base) was appointed on 19 June 1950. Both of these libraries function as branches of the Army Medical Library; they offer on-the-spot services where they are needed most.

Reference and Document Sections. The Reference Section inaugurated a service of publishing reviews of important reference works at irregular intervals in the Army Medical Library Bulletin. The Section also moved into the area of larger scale bibliographical projects by planning and beginning to compile an extensive bibliography on ACTH, which will be published in the fall of 1950. Aid was given to the Army Medical Library's Research Project at the Welch Medical Library, Johns Hopkins University, on the coding of medical journals by subject and type. A course of 10 classes on the literature of medicine was given to 17 students from all sections of the Library. Members of the Reference Section participated in the work of the Committee on Scope and Coverage, of which the Chief, Reference Division, was Chairman. A preliminary report of this Committee was submitted in the spring of 1950; the final report was scheduled for October 1950.

Statistics.

TABLE XII

Use and Circulation

	<u>FY 1950</u>	<u>FY 1949</u>	1948
<u>Outside use</u>			
Interlibrary loans	13,947	11,825	
Individual loans	15,994	17,248	
<i>TOTAL LOANS</i>	29,941	29,073	
<u>Use in building</u>			
Readers' requests	58,826	58,429	
Photoduplication requests	41,205	43,552	
<i>TOTAL</i>	100,031	101,981	
GRAND TOTAL, ITEMS USED	<u>129,972</u>	<u>131,054</u>	

TABLE XIII

	<u>Reference Section Workload</u>		
	<u>Bibliographies Compiled</u>	<u>Questions Answered</u>	<u>Photodupli- cation Requests Identified</u>
July, 1949	17	503	285
August	20	767	20
September	26	927	169
October	17	873	86
November	34	888	103
December	31	864	211
January, 1950	32	933	229
February	37	442	228
March	38	1043	144
April	20	403	306
May	30	483	130
June	<u>32</u>	<u>481</u>	<u>285</u>
TOTAL	334	8607	2196

TABLE XIV

Photoduplication Section

Orders received (Circulation; film-file; administrative)	51,012
Pages, negative film	1,499,134
Photostats	320,713
Photoprints	157,999
Glossy prints	1,515
Pages, positive film	85,127

CURRENT LIST OF MEDICAL LITERATURE

Seymour Taino, Editor

Old Current List. The Current List began publication in 1941, but it was not until 1945 that it became an official publication of the Library. By early in 1948, weekly issues and monthly subject indexes were no longer on a current basis. Sporadic attempts were made to remedy the situation and some progress was made, but at the time (7 January 1949) of the death of Miss Mildred Kueh, then Editor of the Current List, the subject indexes were again falling behind. The situation did not improve until April 1949. In that month the Medical Library Association met in Galveston, and partly as a result of an overwhelming insistence on the part of that body, the Army Medical Library administration returned to

Washington with an all-out determination to eradicate the backlog and have the Current List appear on schedule.

During the last week of April, 1949, the Current List Section was placed under the administration of the Catalog Division and the direct supervision of Miss M. Ruth MacDonald. The situation as of 1 May 1949 was that the weekly issues were a month behind, and the monthly indexes were a year behind, the last completed index being that for April, 1948. Miss MacDonald detailed Miss Anita Wolge as Acting Editor of the Current List; subject headers were detailed from the entire Library, additional funds were made available, and new personnel temporarily hired to liquidate the backlog. Two indexes were "farmed out", one (May 1948) to Miss Helen Bayne of New York University-Bellevue Medical School, and the other (June 1948) to Miss Mary Louise Marshall of Tulane University School of Medicine. The staff was augmented from the 7 people normally employed in the Section to about 18. By 1 July 1949 the situation was as follows: The weekly issues were again current, and work was progressing in two directions on the indexes -- backward on the backlog, and forward to keep up with current indexes. April through June 1949 of the current indexes, and May through November 1948 of the backlog yet remained to be published.

By the end of October 1949, after six months' administration by the Catalog Division, the Current List was again current. (Indexes for May, 1948, and September and October, 1949, were actually published in November, 1949.) On 24 October 1949 the Current List Section was transferred from the Catalog Division to the Office of the Director. Mr. Seymour Taine, who had been Acting Editor since 19 August 1949, remained in this capacity. By December, 1949, the decks were clear and planning the rehabilitation of the Current List began in earnest.

The story of the discontinuance of the Index-Catalogue and the decision to build a new publication program for the Library has been told in detail elsewhere (Rogers, F.B., and Adams, S., "The Army Medical Library's Publication Program", Texas Reports on Biology and Medicine, 8:271-300 [Summer 1950]; a reprint of this article is appended to this report). The problem of getting out the old publication while planning for the new was a large one. All issues under the old plan were published by June 1950; there remained only three indexes (April, May, June, 1950) which were complete in manuscript form, but which had to await publication until fall of 1950 -- they will have been published by the time this report reaches print.

The New Current List. On 20 March 1950 the Current List Section moved across Independence Avenue into larger quarters in Tampa Hall, a temporary building used by the Library. Beginning 1 April 1950, on a prearranged staggered basis, seven people were transferred from the Index-Catalogue Division to the Current List Section. Other personnel were acquired from the outside, and by 30 June 1950 the total staff numbered 20. The list of journal titles to be indexed was begun.

Ten major medical libraries were requested to submit for examination and comparison the lists of their periodical holdings; other indexing services were examined for their periodical coverage; suggestions and advice were forthcoming from many sides on the inclusion or exclusion of journal titles. Finally a basic list of 1225 titles was arrived at, with the aim of adding 20 or 25 additional titles per month, if possible. In May the first group of journals earmarked for Current List indexing began coming in from the Acquisition Division, and the actual work was in progress.

A great deal of experimentation was involved prior to the successful resolution of the countless problems which arose. What was the most desirable page size? What was the most suitable paper stock? Could a satisfactory numbering device be acquired? Could proper mounting tape be obtained? How many electric typewriters, rolls of paper, cabinets, desks, square feet of space, people, would be required to index "X" number of periodicals containing "Y" articles on "Z" slips per article? While the questions were being answered - by a business machines manufacturer in New Jersey, by a reluctant consultant in a federal office, by over-enthusiastic salesmen, by a gummed tape manufacturer in Minnesota - the work progressed.

The July 1950 issue of the new Current List of Medical Literature (Volume 19, Number 1) was accepted for publication on 10 July 1950.

COMMITTEE OF CONSULTANTS ON MEDICAL INDEXING

The membership of the Committee as of the end of the Fiscal Year 1950 is as follows:

Dr. Chauncey D. Leake, Chairman
Dr. John F. Fulton
Dr. Sanford V. Larkoy
Dr. Ebbe C. Hoff
Dr. Eugene W. Scott
Dr. Mortimer Taube
Miss Janet Doe
Dr. Morris Fishbein
Colonel J. H. McNinch
Dr. Basil G. Bibby
Mr. Verner W. Clapp
Dr. David E. Price

The Committee held three meetings during the year - in October and December 1949, and in March 1950. The important rôle of the Committee in formulating the new direction of the Library's indexing activities is outlined in the Rogers and Adams paper, "The Army Medical Library's Publication Program."

The Research Project on Medical Indexing at Johns Hopkins University, under the direction of Dr. Sanford V. Larkoy, is continuing.

ADDENDA AND SUMMARY

Office of the Director. As the fiscal year came to a close, Mr. Scott Adams left the Army Medical Library to become Librarian of the National Institutes of Health. Mr. Adams had been at the library since March 1945, first as Chief of the Acquisition Division, and then as Acting Librarian. He occupied this post for three years, becoming, at the time of Major Rogers' installation, Assistant to the Director.

Building. The prospect of moving ahead with building plans, which had looked so hopeful as the year began, faded rapidly as the weeks passed. Proposals to transfer the Library out of the Department of Defense, first raised in May of 1948, became more frequent and persistent. A member of the Department of Defense Management Committee was detailed to give special study to this question. The Cooper Committee was also cognizant of the problem. It seemed likely that no positive step toward obtaining a new building could be taken until the more fundamental question of the place of the Library in the governmental structure had been decided.

Summary: The statistical tables above give some idea of the volume, variety, and intensity of the Library's traditional activities; they augur well for the Library's continuing vitality. The major accomplishments of the year which are not so well encompassed in tables of figures may be listed in the following random order:

1. Establishment of the AML Classification on a firm footing.
2. Resumption of a cooperative cataloging agreement with the Library of Congress, making available the AML cataloging product to the medical libraries of the nation.
3. Complete reorientation of the indexing and publication program of the Library: the discontinuance of the Index-Catalogue, the publication of the first annual volume of the Army Medical Library Author Catalog, and the rehabilitation of the Current List of Medical Literature.
4. The beginnings of a large scale effort to define the scope and coverage of the Library's collections.
5. The development of a new branch library which would adequately serve the Office of the Surgeon General, U. S. Air Force.
6. The increased emphasis on exhibits, the inception of work on larger scale and more extensive bibliographies on special subjects, and a major though only partially successful attempt to undertake a continuing training program for the staff.

All of these accomplishments were not conceived and brought to fruition within the limits of the Fiscal Year 1950, by any means. In most of the outright successes, indeed, the seed had been planted long before, and only the full flowering occurred in this period. It was a hectic year in many respects, with many new plans and new people making the test run together. In spite of many difficulties, and in the face of occasional glaring exceptions, the Library staff took the measure of the enormous tasks which confronted it, and was not found wanting.

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