

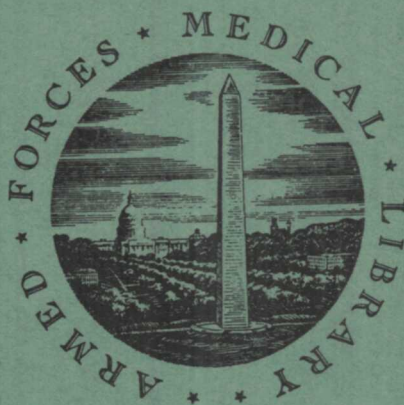
1952

ARMED FORCES MEDICAL LIBRARY

ANNUAL REPORT

For the Calendar Year Ending

31 December 1952



WASHINGTON, D. C.

1953

LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY

Armed Forces Medical Library
Washington 25, D. C.

Major General George E. Armstrong
The Surgeon General, U. S. Army

General:

I have the honor to submit my report as Director of the Armed Forces Medical Library for the calendar year 1952. The statistics exhibited in this report cover, except when otherwise stated, the fiscal year ending 30 June 1952.

FRANK B. ROGERS
Lt Col, MC
Director

1 March 1953

CONTENTS

Officers of the Armed Forces Medical Library.	Page 5
Introduction.	7
Chapter I - Acquisitions	15
Chapter II - Cataloging	23
Chapter III - Reference Services	35
Chapter IV - History of Medicine.	41
Chapter V - Current List of Medical Literature	45
Chapter VI - Index-Catalogue.	51
Chapter VII - Administration - Finance - Personnel	55

APPENDICES

I - Books and Serials Added, by Source and Class
II - Book Expenditures, by Class and Country
III - Acquisition Activities
IV - Cataloging Statistics
V - Binding Statistics
VI - Use and Circulation Statistics
VII - History of Medicine Division
VIII - Current List of Medical Literature
IX - Index-Catalogue Division
X - Personnel Statistics
XI - Financial Statistics
XII - Organization Chart

OFFICERS OF THE ARMED FORCES MEDICAL LIBRARY

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

OFFICE OF THE DIRECTOR

Chief Librarian	Kanardy L. Taylor
Adjutant	(Vacant)
Administrative Assistant	Ethel M. Chase
Secretary	Alice M. Luethy

ADMINISTRATIVE DIVISION

Chief	Joseph Tucker
Office Service Section, Head	George B. Hall
Mail and Records Unit, Head	Toni Mancini
Supply Unit, Head	Joseph McGroarty
Services Unit, Head	Enas Broadway
Fiscal Section, Head	Aldine D. Mudd
Personnel Section, Personnel Officer	Martha S. Dietrich

ACQUISITION DIVISION

Chief (Assistant Librarian)	Samuel Lazerow
Order Section, Head	Joseph B. Runey
Gift and Exchange Section, Head	Marion H. Holdowsky
Selection and Searching Section, Head	Leslie K. Falk
Serials Section, Head	I. Nathaniel Markfield

CATALOG DIVISION

Chief (Assistant Librarian)	M. Ruth MacDonald
Processing Section, Head	Eleanor R. Hasting
Cataloging Section, Head	Winifred A. Johnson
Binding Section, Head	Helen Turnbull
Art Section, Head	Helen H. Cambell

CURRENT LIST DIVISION

Chief (Editor)	Seymour I. Taine
Subject Heading Section	
Acting Head (May-August)	Gertrude M. Butler
Acting Head (September-December)	Robert L. Hayne
Composition Section, Head	Harold Wolfe
Assembly Unit, Head	Harold Wolfe
Typing and Proofreading Unit, Head	Lillian Washington

HISTORY OF MEDICINE DIVISION*

Chief	William Jerome Wilson
Reference Section, Head	Dorothy M. Schullian
Cataloging Section, Head	Harriet C. Jameson
Binding Studio, Head	Jean C. Eschmann

INDEX-CATALOGUE DIVISION

Chief (Editor; Medical Officer)	Claudius F. Mayer
Assistant to the Chief	Edward A. Miller
Synthesis Section, Head	Galina V. Zarechnak
Analysis Section, Head	Harold F. Koehler
Files Section, Head	Hertha E. Bishop

REFERENCE DIVISION

Chief (Assistant Librarian)	Estelle Brodman
Assistant Chief; Circulation and Book Custody Section, Head	Robert B. Austin
Reference Section, Head	Mary E. Grinnell
Document Section, Head	Charles A. Roos
Photoduplication Section, Head	Raymond H. Eckenbach

BRANCH LIBRARIES

U. S. Army Surgeon General's
Reference Library
Main Navy Building
Washington 25, D. C.
Jacqueline L. Chambers, Librarian

U. S. Air Force Surgeon
General's Library
Temporary Building 8
Washington 25, D. C.
Madelyn K. Purcell, Librarian

*Located in Cleveland, Ohio

INTRODUCTION

"The proper charge of the library keeper ... is to keep the public stock of learning, which is in books and manuscripts; to increase it; and to propose it to others in the way which may be most useful unto all. His work then is to be a factor and trader for helps to learning, and a treasurer to keep them, and a dispenser to apply them to use or to see them well used ..."

---John Dury, Reformed Library Keeper (1650).

This has been a year of transition; the place of the Library in the governmental structure has been redefined. Known for 86 years as the Library of the Surgeon General's Office, and for 30 more as the Army Medical Library, this institution has now become the Armed Forces Medical Library. While administrative relationships have changed, mission and function have not; the Library is now, as it has always been, the National Medical Library.

On 4 March 1952 the Secretary of Defense issued a directive outlining the new organization, and this directive was implemented by a Department of the Army General Order issued on 9 May 1952. The Armed Forces Medical Library was established as a joint agency of the Army, the Navy, and the Air Force, under the management control of the Secretary of the Army (delegated to the Surgeon General of the Army).

ADVISORY GROUP

A "library committee" officially known as the Armed Forces Medical Library Advisory Group was established. The three services were represented, along with distinguished members of the medical and library professions, as follows:

Colonel Clement F. St. John, MC
Chief, Medical Plans and Operations Division
Office of the Surgeon General, U. S. Army
Washington, D. C.

Captain Wilbur E. Kellum (MC) USN
Commanding Officer
U. S. Naval Medical Research Institute
National Naval Medical Center
Bethesda, Maryland

Colonel Fratis L. Duff, USAF (MC)
Chief, Preventive Medicine Division
Office of the Surgeon General, U. S. Air Force
Washington, D. C.

Dr. Wilburt C. Davison
Dean, School of Medicine
Duke University
Durham, North Carolina

Dr. Richard H. Shryock
Director, Institute of the History of Medicine
Johns Hopkins University
Baltimore, Maryland

Dr. Basil G. Bibby
Director, Eastman Dental Dispensary
Rochester, New York

Miss Janet Doe
Librarian, The New York Academy of Medicine
New York, New York

Dr. Karl F. Meyer
Director, Hooper Foundation for Medical Research
University of California Medical Center
San Francisco, California

The Advisory Group held its first meeting on 10 October 1952, and planned to meet quarterly thereafter.

HONORARY CONSULTANTS

Because of the change in the Library's status, it became impracticable to continue the Association of Honorary Consultants to the Army Medical Library, Inc. At the Eighth Annual Meeting of the

Honorary Consultants, on 26 October 1951, a resolution of the membership was passed empowering the Executive Committee to take such action as might be necessary to terminate the corporate existence of the Association. At a meeting of the Board of Trustees (Executive Committee), on 21 May 1952, steps leading toward dissolution of the Association were initiated. Finally, after all legal requirements had been fulfilled, the United States District Court for the District of Columbia issued a decree on 9 December 1952 dissolving the Association.

FRIENDS

In September Dr. Wilburt C. Davison, retiring president of the Honorary Consultants, informed members of that group of the imminent dissolution of the Association, and simultaneously invited them to join in the formation of a group to be known as the Friends of the Armed Forces Medical Library. The purpose of the Friends would be to promote knowledge of, and interest in, the functions, resources, and services of the Armed Forces Medical Library, and to support programs for its development.

As a result, an organization meeting was held at the Willard Hotel in Washington, D. C., on 24 October 1952, and the FRIENDS was officially born, with officers elected as follows:

Chairman	- Dr. Henry R. Viets
Secretary-Treasurer	- Dr. Robert M. Stecher
Executive Committee	- Dr. Edward H. Cushing
	Dr. E. B. Krumbhaar
	Dr. Atherton Seidell

As of the last week in December 1952 the Friends had 125 members.

COMMITTEE ON INDEXES

The twelfth and final meeting of the Committee of Consultants for the Study of the Indexes to Medical Literature Published by the Army Medical Library was held at the Library on 1 May. Dr. Sanford V. Larkey, Director of the Research Project at the Welch Medical Library, summarized recent developments and indicated the direction the remaining work of the Project will take. The greater part of the meeting was devoted to the drafting of a final report. As the meeting closed, Major General George E. Armstrong, Surgeon General of the Army, expressed his appreciation for the contributions the Committee had made.

The final report of the Committee has been submitted, and will be published in an appropriate library journal.

RESEARCH PROJECT

The contract for the Research Project at the Welch Medical Library was extended for a final year. During the illness of Dr. Sanford V. Larkey, Director of the Project, in the latter half of the year, the work was carried on by Mr. Eugene Garfield and other members of the staff, in consultation with Dr. Larkey. The Project has demonstrated a method of compiling a periodical index using sorting and tabulating machines.

BUILDING PROBLEMS

Continuing problems with building maintenance and space are detailed elsewhere in this report.

A major problem will face the Library in 1955, when the lease of the History of Medicine Division in Cleveland will expire. It seems probable that at least the stack space in Cleveland will not be available to the division beyond that date. Some relief may be in view because of the plans of the Armed Forces Institute of Pathology to move out to its new building at the Walter Reed Army Medical Center in the summer of 1954. The Office of Space Management in the Department of Defense has assured the Library that it will be allotted the entire space in the main building at that time. All of it will be needed.

EDUCATION

A basic in-service training course for clerical employees, consisting of ten lectures, was given over a period of several weeks in February and March.

The Annual Staff Association Lecture was delivered on 8 January by Dr. Owsel Tenkin, Associate Professor of the Institute of the History of Medicine, Johns Hopkins University, whose topic was "Motives in the Rise of Renaissance Anatomy." The lecture was illustrated by lantern slides from the works of Leonardo da Vinci, Vesalius, Fallopius, and others.

The five hundredth anniversary of the birth of Leonardo da Vinci, celebrated Renaissance artist-scientist, was observed at the Library by an exhibit displayed during the month of April. The exhibit emphasized his achievements in the fields of anatomy and physiology and attempted to show his proper place in medical history. In addition, on 15 April, the day of da Vinci's birth, the staff enjoyed a lecture by Dr. Chauncey D. Leake, Vice-President of the University of Texas.

It is encouraging to note the ambition of many of the staff members as evidenced by the enrollments in a great variety of subject courses in schools and universities of the area.

OFFICE OF THE DIRECTOR

Mr. Francis R. St. John, Librarian of the Brooklyn Public Library, spent four days at the AFML in April, surveying the central administration of the Library at the invitation of the Director. Mr. St. John was singularly well equipped for the task; besides his deservedly high reputation as an administrator, he is thoroughly familiar with the Library and its background through his service as Acting Librarian here for several years during the last war, a period in which the fundamental reorganization of the Library was undertaken. In his verbal report to the Director Mr. St. John offered many cogent criticisms, with recommendations for remedial action.

Mrs. Ethel M. Chase, Administrative Assistant in the Office of the Director, this year marked completion of 30 years of service at the Library and in the Office of the Surgeon General by compiling a small pamphlet entitled AFML Portraits. A Series of Sketches. This is a collection of brief, descriptive sketches of portraits hanging in Library Hall and elsewhere.

The Director attended or participated in the following meetings during the year:

Conference on Traumatic Injury
University of Virginia, Charlottesville, Virginia
Symposium on Treatment of Trauma in the Armed Forces
Washington, D. C.
First Meeting of Medical Librarians from Mid-Atlantic States
Washington, D. C.
Medical Library Association, Annual Meeting
Lake Placid, New York
Institute for Subject Analysis, Columbia University, New York, N.Y.
Association of Research Libraries, Princeton University
Princeton, New Jersey
American Library Association, Annual Conference, New York, N.Y.
Medical Library Association, Regional Meeting, Indianapolis, Ind.
Society of United States Medical Consultants in World War II
Washington, D. C.
Association of Military Surgeons, Washington, D. C.
Medical Library Association, Regional Meeting, Philadelphia, Pa.
History of Science Society, Washington, D. C.

In addition, the Director surveyed the Medical Field Service School, Fort Sam Houston, Texas, and spoke to members of the Library Committee of the Technical Library, Camp Detrick, Frederick, Maryland.

The Chief Librarian attended or participated in the following meetings during the year:

American Library Association, Midwinter Meeting, Chicago, Illinois
American Documentation Institute, Washington, D. C.
Institute on Technical Research Reports, New York, New York
Medical Library Association, Annual Meeting, Lake Placid, New York
Institute for Subject Analysis, Columbia University, New York, N. Y.
Institute on Documentation, University of Chicago, Chicago, Illinois
Regional Group of Catalogers and Classifiers, Williamsburg, Virginia
History of Science Society, Washington, D. C.

COMMITTEE WORK

The following Library committees were active during the year:

Committee on Scope and Coverage. For many months in a state of suspended animation, this Committee has been reconstituted and directed to review the present statement of the Library's policy on scope and coverage, and to revise it in a form suitable for publication in the Library Manual.

Committee on Subject Headings. Established late in the year to consider the problem of bringing the Library's two subject heading authority lists closer together.

AFML Binding Committee. Established to study policy on binding advertisements; on treatment of books issued in parts; on binding serials containing special issues, parts, or supplements; on lettering.

Committee on Staff Education. To make recommendations on, and draw up schedules for, in-service training of staff personnel.

Committee on Security. To study those problems bearing on the security of the Library's personnel and collections.

Committee for Special Exhibit. To plan the Library's exhibit to be shown at the First International Congress on Medical Librarianship to be held in London in July 1953.

Committee on Charity Collections. A permanent committee to administer and coordinate charity collections.

Committee on Biobibliography Collection. To study ways and means of weeding and relocating the Biobibliography Collection.

Committee on Indefinite Loans to Departmental Offices. To study the fiscal, legal, and practical aspects of AFML's obligations to provide long term loans of library materials to various offices in the Department of Defense.

In addition, the three Assistant Librarians met regularly with the Chief Librarian to consider Library-wide problems. And it must be remembered that none of the "extra curricular" activities such as the Staff Association and the Credit Union, with their numerous committees all filled by Library personnel, are here considered.

PERSONNEL

For various reasons a considerable loss of time at the top level of management was experienced during the year. Mr. Joseph Tucker, Chief of the Administrative Division, was away from the Library for several months on sick leave.

The position of Chief, Acquisition Division, left vacant in October 1951, was not filled until May 1952 when Mr. Samuel Lazerow joined the staff. Mr. Lazerow was formerly with the U. S. Department of Agriculture Library.

Miss M. Ruth MacDonald, Chief of the Catalog Division and Assistant Librarian for Cataloging, spent three months in Germany by invitation of the Educational Exchange Service of the State Department to serve as consultant in organizing processing procedures at the new American Memorial Library in Berlin.

Mr. George B. Hall, Mr. Leslie K. Falk, and Miss Eleanor R. Hasting served as Acting Chiefs of the Administrative, Acquisition, and Catalog Divisions respectively during the absences and vacancies noted above.

The position of Adjutant in the Office of the Director has remained vacant since May 1952 when Captain Harold W. Tucker, MSC, finished his tour of active duty and his period of service as a special assistant to the Director, and returned to his position as Head Librarian of the Gary (Indiana) Public Library. Before leaving, Captain Tucker completed a monumental report entitled Medical Libraries of the Army Medical Service: a survey of services and facilities of fixed field installations in the Continental United States, which has been submitted to the Office of the Surgeon General.

CHAPTER I

ACQUISITIONS

GENERAL

During 1952 the basic mission of the Acquisition Division -- the location and procurement of all medical publications -- was carried out with very few policy changes, and at approximately the same quantitative and qualitative levels as during preceding years. Major emphasis, however, was placed on making studies to serve as a basis for a sound management program. During the last half of the calendar year, the organizational structure, the basic procedures, and the personnel factors contributing to the morale atmosphere of the Division were thoroughly examined. Some of the changes dictated by these studies have already been made and are described in this report. Additional changes will be put into effect as early as possible.

Application of Photography. In May the Division began to study the possibility of using photographic techniques in its routine acquisition procedures. Since specially designed cameras for this type of work were not yet commercially available, it became necessary to improvise with equipment already available in the Library. After several weeks of experimentation the Head of the Photoduplication Section of the Reference Division designed a quite satisfactory piece of equipment -- a microfilm camera with a unique fixed focus glass stage mounted on a low desk. The end product is a 3 x 5 card which can be produced for a material cost of about 1.5 cents and which can be used advantageously for searching and ordering. The entire ordering process, except for the placing of subscriptions, was thereupon converted from typing to photography, at an estimated annual saving of about \$3,000.

Space Management. For a long time the Acquisition Division has carried on its activities in a very crowded area, with resulting violence to every principle of proper work flow and good desk arrangement. In August other divisions of the Library agreed to the relocation of a large portion of the Biobibliography Collection so additional space could be added to the working area of the Acquisition Division. This made possible a complete physical realignment of all sections of the Division, resulting in better work flow, more space between the desks,

and a better coat-storage area. A central receiving, sorting, and dispatch area was established for all publications coming into the Division. In December the situation was further improved by the decision to reduce the size of the offices of the Chiefs of the Acquisition and Catalog Divisions, thus freeing more space for other desks.

Personnel. On 12 May 1952 Mr. Samuel Laserow entered on duty as Chief of the Acquisition Division and Assistant Librarian for Acquisitions.

Mrs. Deborah Hannon retired on 31 October after 45 years of government employment, 34 of which were spent in the service of the Library.

SELECTION AND SEARCHING SECTION

Photographic Method. The introduction of the photographic method of preparing prospects rather profoundly affected the work of the Selection and Searching Section. The use of the photoprint prospect card has greatly facilitated the work of searching items taken from national bibliographies. However, the statistical records, while reflecting this, do not furnish a clear picture because the addition of an easier method of serial-issue searching accounts for part of the increase in the production of prospects found not to be in the Library (January to June, inclusive: 8,407; July to December, inclusive: 8,753). The increase in the proportion of prospects found to be already in the Library (January to June, inclusive: 35%; July to December, inclusive: 44.6%) may be ascribed in part to the new type of serial searching, but also to the clearing up of large searching backlogs among the national bibliographies; the latter was greatly expedited by use of the camera.

Prospect Source Coverage. In June the decision was made to give up all blanket orders except those negotiated with the State Department for a few countries and with one agent for Japan.

The national bibliographies as sources of prospects immediately assumed prime importance. The prominent bibliographical journals had always been used as sources, but during the period of the blanket-order agreements this had been done selectively for certain publishers or for certain types of publications as governed by the terms of those agreements or by our confidence in the dealers. Many sources were then worked thoroughly as a dragnet operation months after the blanket-order dealers had had their opportunity to supply, an operation invariably disclosing numerous dealers' oversights. Some 50 bibliographical serials are now being currently worked. Of these, 17 were added during the year.

The Library's selection policies for Germany and Great Britain point up some of the problems presented by its efforts to obtain complete coverage. Until July 1951 German books were supplied on a blanket order agreement with a German dealer. Under this arrangement, as demonstrated by generous sampling, about 80% of the product of German medical publishing was received. Since July 1951 the Frankfurt Bibliographie has been worked as a current source. In the fall of 1951 all items in the 1949 and 1950 issues of Reihe A of the Deutsche Nationalbibliographie were picked up; in the last half of 1952 coverage of this source was brought up to date. Although a systematic study of the relative coverage of these two bibliographies has not yet been made, the results of searching have demonstrated the profit of working both; each lists a number of items not found in the other.

Prior to this year Publishers' Circular and Books of the Month had been used as the chief sources for British commercial items. During the year the British National Bibliography was worked from its beginning in 1950 through the current year. The yield of prospects not in the Library was fairly high, and the bibliography itself is so superior in typography and editing that it is now the principal prospect source for this area.

In the case of any country or language area the policy has been to work parallel prospect-sources if there seems to be any possibility of missing items by not doing so. Such parallel-source working invariably leads to some duplicate ordering and the forwarding of unintentional duplicate copies. This problem is especially critical in the English-language field, because 1) many of the books are published on both sides of the Atlantic; 2) it is necessary to capture, and promptly, all English-language prospects as of primary importance to the Library's readers; and 3) while any book classified in the Library of Congress R Class may be expected from the Copyright Office as a transfer, it is known that some either come late or not at all.

Exchange Offers. The searching of serial issues offered on exchange was assumed as a regular duty by the Section at the end of October. In previous years the Section had searched back issues of serials only as offered by dealers.

Backlog. No measurement in terms of piece counts of the searching backlog of actual material has been made during the year. It is apparent that there has been some net increase. As in previous years, the searching backlog consists mostly of old material, acquired as gifts or by exchange, except for substantial groups of Oriental items acquired by lot purchase.

ORDER SECTION

Photographic Method. This technique applied to routine ordering brought about the adoption of the multiple card system of ordering and the discontinuance of the cumbersome and expensive letter of authorization procedure. From the original photoprinted prospect card, edited by the Selection and Searching Section, two copies are now made, a supplier's copy and a control copy. The supplier's copy is mailed with a mimeographed sheet of instructions. The control copy replaces the carbon copy of the letter of authorization. Under the new method all typing has been eliminated except for addressing the envelope and putting the dealer's name on the order card.

Records Management. By the end of the year substantial progress had been made in the reduction of the number of records required in the operation of the ordering system. In January 1952 the Order Section maintained four separate files: the Action File, containing outstanding orders; the Process File, containing cards for books recently received; the Acquisition Record, containing cards for books received during the past several years; and the Hold File, containing carbon copies of authorizing letters, arranged by agent. All of the first three files were searched routinely. By the end of 1952 the four files had been replaced by two basic files: the Orders and Receipts File, a card record of books ordered, whether received or not, which displaced the Action, Process, and Acquisition Record files; the Control File, a card record of orders still outstanding, arranged chronologically under agent, which replaced the Hold File.

The discontinuance of the record of parcels received in the Order Section is another example of this Section's emphasis on the elimination of unnecessary record-keeping. Until September the Receiving Assistant recorded the source and (from April to September) the author and short title of each item contained in all parcels. Use of this record was so infrequent as to be negligible.

History of Medicine Division Orders. Until September all books ordered for the History of Medicine Division were received and processed in Washington and then forwarded to Cleveland for cataloging and custody. This system inevitably developed extensive duplication of records and procedures, and provided opportunities for loss or mutilation of rare medical books. Under new procedures, dealers are now instructed to make their shipments directly to Cleveland. The Acquisition Division approves payments for suppliers' invoices upon notification of receipt of material by the History of Medicine Division.

Follow-up. Continuous follow-up of orders is an integral part of the ordering process. After the introduction of the photographic system of ordering, all the old letter size "hold" copies of orders were converted to 3 x 5 cards. These were then photographed with a claim mask, and the resulting prints sent to suppliers as follow-up. At the end of 1952 plans were being made for the installation of a schedule under which domestic orders will be claimed automatically every month and foreign orders every two months.

Personnel. As a result of the new procedures and the elimination of duplicated effort it became possible to combine the position of Processing Assistant with that of Receiving Assistant. One person was therefore transferred to the Serials Section as a checker to help cope with that Section's increased workload.

SERIALS SECTION

Changes. Removal of most of the Bibliography Collection made possible a major improvement in the working conditions of this Section. The Kardex units were taken off stationary tables and placed on turn-tables providing access to the serial records from both sides; this gives the checkers greater freedom of movement and additional personnel can be used during peak load emergencies. Another change was the assignment of one person to the task of opening and alphabetizing the serial mail; formerly this had been done on a casual basis by all the checkers.

Two important projects pertaining to the Section's records were completed during the year. For a long time nothing had been done to weed the subscription list of titles no longer being published. This year the entire file was scanned prior to the placing of renewals; out of 4,300 titles, over 1,300 were discarded as having ceased publication. The other project involved the discontinuance of the Geographical File of serials, which was found to be taking more time to maintain than was warranted by its value.

Claiming. The problem of follow-up of missing serial issues, particularly of those journals indexed in the Current List of Medical Literature, received considerable attention during the year. It is hoped that adherence to the present claiming schedule will keep at a minimum the number of gaps in the Library's periodical collection. Under this schedule all entries for journals indexed in the Current List are examined monthly for claiming; all other entries are examined quarterly.

Workload. There were substantial increases in the major activities of this Section. Some 91,000 serial pieces were entered in the calendar year 1952, as compared with about 76,000 pieces in 1951; almost 2,500 new titles were added to the serial records in the year, as compared with only 1,500 new serial titles added in 1951.

GIFT AND EXCHANGE SECTION

Management Improvement. During 1952 the sending of transmittal lists was discontinued. Where title and author of monographs, and title, volume, and issue of serials formerly had been noted in our shipping announcements, now only the quantitative amount in each category is recorded. Rubber stamps are now used in the acknowledging of surplus material from government installations instead of formal indorsements or letters. A new form for recording incoming shipments in Tampa Hall has been devised which combines the features of two forms formerly in use.

In November a start was made on weeding Gift and Exchange correspondence from the general Acquisition file. This project is not yet completed, but great convenience and saving of time are already apparent as a result of this project.

Exchange of Duplicates. In May duplicate monographs were moved from the Fisheries Annex to Escanaba Hall. Shortly after this move was accomplished it was decided to keep no more than five copies of any monographic title, these titles to bear imprint date within the past ten years and to be of standard category likely to be received in multiple copies. This collection forms the monographic stock which is included in our annual list of duplicate offerings. A special group of monographs is kept in Tampa Hall for quick distribution. This group consists of duplicate titles not likely to accumulate in multiple copies and is distributed in lots of 50 to 100 titles as gift shipments to libraries in special need or to institutions which have been exceptionally cooperative in exchange matters.

Surplus publications continue to come in from government installations; material has been sent to those government libraries submitting desiderata lists. Requests from domestic non-governmental libraries, outside of regular Medical Library Association exchange activity, have been discouraged.

Four lists of foreign serials were submitted to the Medical Library Association Exchange in 1952. In February, April, and November large shipments of Japanese language duplicates were sent to Stanford University; in April and November large shipments of Russian language duplicates and foreign theses were sent to the Boston Medical Library.

In June 1952 distribution of 22 different periodical want lists was made to 742 addresses in South and Central America. Each institution received one list pertaining to its own national periodical literature in the medical, dental, and pharmaceutical sciences. As a result of this activity, 3,152 unbound serial issues, 22 bound serial volumes, 107 monographs, and 14 pamphlets have been received.

Also in June the list of French periodical needs (originally distributed in July 1950) was revised, set up on 3 x 5 cards and submitted to the United States Book Exchange for checking under their "Special Request" system. This means the cards will be checked against their existing and incoming stock for a period of one year.

In December a 59-page list of currently available duplicates was distributed to 480 addresses in 75 countries. This list was accompanied by a letter inviting offerings of materials in exchange. At the time of listing serial titles for our offerings inconsequential titles of no permanent value were weeded. It is hoped that by means of a card file only substantial medical serials will be retained in our duplicate stock from now on, and these only in limited multiple copies.

Current List Exchanges. At the end of the year 2,083 non-purchased subscriptions to the Current List of Medical Literature were being distributed; of this group 1,538 copies were being sent on an exchange basis to libraries, societies, and publishers, and 545 copies went to various governmental installations. This represents an increase of 109 over 1951 when a total of 1,974 non-purchased subscriptions was distributed — 1,602 copies on exchange and 372 copies to governmental installations.

Beginning with the July issue the foreign exchange copies of the Current List were distributed via the International Exchange Service of the Smithsonian Institution, thereby effecting considerable savings for the Library's postage fund. Delivery of the Current List is slower by this method and the Gift and Exchange Section has received a number of complaints from institutions whose copies have been delayed or have never been received. Most of the complaints have come from Great Britain. This matter has been brought to the attention of the Chief of the International Exchange Service, who promised to communicate with the Exchange representative in London.

In October approximately 160 medical installations of the U. S. Air Force were added to the Current List mailing list. A circular letter was distributed advising the installation of this action. It is planned to ascertain which of those offices desire to continue receiving the Current List and which of them find no need for the publication.

MAJOR TARGETS FOR 1953

Coverage. One of the most important projects scheduled for the early part of 1953 is a complete reevaluation of the list of sources regularly checked for acquisition purposes. It is planned to investigate the bibliographical situation in every country of the world; to examine the adequacy of present coverage; and to make changes in the Acquisition Division's list of selection sources wherever such changes are indicated.

Management. It is hoped that a number of the Division's problems will be substantially resolved by the results of management studies made in 1952 and new studies to be made in 1953. Priority for 1953 has been assigned to investigations in the following areas:

1. Establishment of effective production standards covering all measurable operations in the Division.
2. Revision of all Library Manual procedures for the Division.
3. Refinement of the photographic technique and its extension to as many procedures as possible.
4. Further simplification of the ordering process, particularly as it pertains to the ordering of serials.
5. Reexamination of the whole form of the Serial Record and its cards.

CHAPTER II

CATALOGING

GENERAL

In 1952 the Catalog Division was able to point with pride to the progress of its work when, in mid-year, it processed the one hundred thousandth title since cataloging was begun in October 1946 as a result of the reorganization of the Library. At that time the Division was assigned the task of setting up procedures and policies and cataloging all current acquisitions, as well as recataloging the entire existing collection, in conformance to those procedures and policies.

The following report indicates not only how the above was accomplished but also how the Division has been able to prepare over \$90,000 worth of binding, publish the Armed Forces Medical Library Catalog and do the many other duties involved in the daily routines of a large catalog division.

ORGANIZATIONAL CHANGES IN 1952

By 1952 the organizational set-up was functioning very smoothly. Two minor changes were made, both of which have direct bearing on the publishing activities of the Division.

Processing Section. The publishing of the AFML Catalogs revealed the necessity for a position wherein the incumbent would be able to review all entries going into the printed catalogs. This position of "Card Editor" was assigned to the Processing Section. The incumbent is charged with reviewing all completed cataloging for consistency in entries, notes, headings, or any other cataloging detail. In addition the Card Editor, with the cooperation of the Heads of the Processing and Cataloging Sections, is responsible for planning the annual printed catalogs, editing the Subject section, and acting as liaison with the Library of Congress in this project.

Cataloging Section. The other minor change was effected in the Cataloging Section with the establishment of two Senior Reviser positions. The incumbents in these positions (one in the area of descriptive cataloging, the other in subject headings and classification)

are responsible for interpreting rules and policies, suggesting changes in policies and procedures, and for relieving the Head of the Section of the responsibility for details of cataloging. The Head of the Section thus has more time for administrative work, including review of the Subject Heading Authority List with a view to publication as soon as feasible.

CATALOGING POLICIES AND PRACTICES

Catalog Division Manual. The Division's manual was completely rewritten in 1951 so in 1952 it was necessary to rewrite or revise only 16 manual procedures. The end of 1952 finds the Library Manual of Operations for the Catalog Division completely up to date with the exception of one procedure for the Binding Section; this procedure will be rewritten after the recommendations of the AFML Binding Committee have been studied.

Backlogs. The Division was able to make some real progress during 1952 in certain areas of the language backlog. All Russian and Bulgarian monographs published 1946-1952 have been cataloged and work was begun on the Serbo-Croatian material. The Turkish titles have also been cataloged and all new monographs in Hungarian have been completed.

Preliminary cataloging has been started on the Chinese and Japanese titles; in 1953 work on completing the cataloging will be started. This will be done with the help of a Translator who will indicate the subject content, draw the Oriental characters and transliterate the title pages, in addition to doing the preliminary cataloging.

The entire language backlog amounts to 155 shelves, or an estimated total of 8,525 volumes. This estimate is based on 55 titles per shelf.

The backlog of pamphlet material which had been descriptively cataloged before 1950 and was awaiting subject cataloging has been cleared. In clearing this, the descriptive cataloging had to be reviewed because of changes in rules and procedures made since the work was originally done. This eliminates one of the most troublesome areas in the Division.

Japanese and Chinese Transliteration. In order to standardize the transliteration of Chinese and Japanese titles the following rules were adopted: The modified Hepburn system, as used in the American edition of the Kenkyusha Japanese-English Dictionary,

will be used as a basis for transliterating Japanese; the Wado-Giles system, based on Giles' Dictionary, will be used for transliteration of Chinese. Place names will be used in the forms adopted by the Department of the Interior Board on Geographic Names.

Work Simplification. The Division is constantly on the alert for new and more economical methods or procedures. In line with this policy a suggestion was made in June that tests be made to see if a more economical method of cataloging theses could be devised. The Chief Librarian and the Assistant Librarians agreed that since the subject cataloging was the expensive part of the theses cataloging operations, tests would be made to see if a time-saving procedure could be evolved in assigning subject headings. Two plans in addition to the usual procedure were worked out, and one hundred representative theses were assigned to three comparable catalogers, each of whom followed one of the plans. The results of the tests were analyzed by the Reference Division, and the entire problem was then given to the Chief Librarian for review with the Assistant Librarians. It was decided that not enough time was saved by either of the alternate plans to warrant their adoption.

Standing Orders for LC Cards. Beginning 1 August all standing orders for the Library of Congress cards for periodical analytics were canceled. This simplified considerably the serial routine in the Processing Section. In addition, it enabled the Library to include these entries in the printed Catalog and to place permanent cards in the public catalogs much sooner.

Card Distribution. The number of permanent cards for serial titles was reduced by one when the Serials Section of the Acquisition Division discontinued its Geographical File.

Two additional cards were added to the number of preliminary cards reproduced; one is sent to the History of Medicine Division and the other to an outside agency.

In addition to the preliminary cards distributed by this Library, the Library of Congress reported that it has sold through subscriptions 240,435 AFML catalog cards during the year.

Micro-cards. In 1952 the Library received its first titles on micro-card. This necessitated the writing of a new manual procedure for handling this material. Micro-cards are not classed by subject but are numbered as received, given descriptive cataloging, and filed in a designated place in the Reference Division.

Document Classification. A series of conferences was held between members of the Reference Division staff and the Catalog Division on the problem of material to be classified as documents. Various types of documents representing questionable points were examined and discussed, and criteria were established for the care of this and of further similar material. A basic policy for document classification was agreed upon to the mutual satisfaction of both divisions.

History of Medicine Cataloging. The Cataloging Section of the History of Medicine Division continues to work very closely with the Catalog Division. Miss Jameson visited AFML in July and spent considerable time with the Chief of the Catalog Division in the discussion of cataloging policies. Miss Comins of the Cataloging Section, Catalog Division, visited the History of Medicine Division in September to review the work on the Oriental material which had been done by a consultant in Cleveland. As a result of this visit it was decided to discontinue work in Cleveland on the Oriental material; the material which had not been cataloged would be returned to Washington. The Turkish titles which had also been cataloged were to be returned to Washington with cataloging work records; temporary cards would be completed in Washington. At the close of 1952 neither of these projects had been completed.

CLASSIFICATION

The publication in 1951 of the first edition of the AML Classification resulted in making 1952 the first year the Catalog Division has been able to operate under a stable classification scheme. The scheme has proved adequate for the Library's needs. A few changes, additions, and corrections were found to be necessary; the first list of Additions and Changes to the first edition was prepared in January by the Head of the Cataloging Section. It is planned to issue such lists as changes accumulate; the second list of Additions and Changes was in process at the end of the year.

RECATALOGING

The number of titles recataloged in 1952 was 11,235. The recataloging program was adjusted several times to take care of the terrific shelving problems arising in the stack service.

At the end of 1952 all the alphabetical subjects shelved on the second tier of the main stacks had been completed, and some progress made in the subjects shelved on the Balcony, Room 208. Only about nine subjects remain in the alphabetical arrangement — from Medicine, History, through Occupational Diseases.

Some special groups have not been recataloged for various reasons; those include Congresses, Dissertations, Documents, Serials, and all office collections except those in Reference Division.

During 1953 it is expected that all of the recataloging in the main building will be completed with the exception of the serial collections which would include Documents, Dissertations, Journals, and possibly Congresses.

SUBJECT HEADINGS

The systematic study of subject heading policies and forms begun in 1950 was continued in 1952 with renewed vigor. The editing of the 1951 Subject Catalog brought to light the need for a complete review of the Subject Authority List.

The revision was begun in March. The Johns Hopkins Research Project supplied the Division with a copy of their list of subjects divided into broad categories. Working from this list, the field of psychology was selected as a starting point because it was felt there was a great need for revision in this area. All headings in this category were withdrawn from the Subject Authority File and studied very closely. Because drastic changes were needed in the psychiatry headings, involving the reexamination of several hundred titles, work progressed very slowly.

By the end of 1952 all revisions had been made in the psychiatry headings, plus some headings in related fields. Headings under Sex and some of the headings under Children have been examined, usage defined, headings reassigned, and card changes made.

Another major change was made in the subject headings for Neoplasms. This meant changing all entries under Cancer and Tumors, plus all entries which used these terms as subject subdivisions.

This project has not progressed as rapidly as was anticipated due to a number of reasons. However, in 1953 an effort will be made to do as much as possible on this work.

In addition to the review of subject headings, another goal for 1953 in this same area is a clarification of our policy on subject subdivisions, especially in the field of place subdivisions.

CARD CATALOGS

Public Catalogs. The Processing Section made a major shift in all of the Library's public catalogs in 1952. The recataloging program had progressed to the point where two sections of the Old Catalog could be released. These two sections were moved to the opposite end of the corridor and the Subject Catalog was moved into the space they had occupied. This provided the necessary room for the expansion of the Author Catalog. The following are some statistics showing the magnitude of this shift:

Number of cabinets involved	19
Number of trays involved	1,525
Approximate number of inches of cards	15,255

Subject Authority File. This cabinet was shifted from the center of Room 208 to the rear of the Cataloging Section. Security filming of the file has continued.

Series Decision File. This file was shifted from trays in the Official Shelflist to the cabinet housing the Subject Authority File.

1952 AFML CATALOG

Cooperative Cataloging. The cooperative cataloging agreement with the Library of Congress continued during 1952, making possible the publishing of another yearly Catalog. A total of 26,349 mats was sent to the Library of Congress for reproduction. These were divided as follows: 21,243 mats were for medical entries for the 1952 Catalog; 3,968 were AFML unnumbered mats; 1,138 were History of Medicine Division mats.

1952 Catalog. The scope of the 1952 Catalog was redefined in June. From then on all work followed the new scope limitations and all unnumbered mats prepared from January through May were reviewed in order to include all those falling within the newly defined scope in the 1952 Catalog.

The Processing Section also applied the same screening to unnumbered entries prepared in 1951 in order that the broadened scope would be applied beginning with the first Subject Catalog.

AFML Card Forms. With the decision to reproduce the entire catalog card again in the printed Subject Catalog, the form of the AFML card was changed several times in order to find one best suited for mounting. On the form finally adopted the classification number

is at the end of the card information, as in the 1951 series, and author-title identification for extension cards appears at the bottom of the card where it can be covered for mounting.

The Processing Section spent considerable time experimenting with type fonts on the varityper machine. The experiments were made to find a type to match the type on the IBM machines as closely as possible for use in typing mats in various non-Roman alphabets. In addition, a search is being made for a good contrasting type to use for the subject headings in the Subject Catalog. If such a type is selected, all headings in the 1953 Catalog will be retyped.

MISCELLANEOUS

Cyrillic Union Catalog. The Library has been willing to cooperate in every way possible with the Library of Congress in the establishment of the Cyrillic Union Catalog. The Chief of the Catalog Division visited the Cyrillic Union Catalog Section in May to see if the Library's responsibility in this matter was being fulfilled. The Chief of the Cyrillic Union Catalog Section expressed satisfaction with the records received but requested more prompt reporting. A preliminary card for each pertinent title is now made; these cards are sent to the Library of Congress each Friday.

1801-1850 Titles. Rarely is a move made in the Library which does not affect the Catalog Division. When the decision was made to transfer all 1801-1850 titles to Cleveland the Catalog Division was responsible for seeing that a check-list card accompanied each title. More than five hundred titles were shelf-listed when the transfer was made. In addition, procedures were set up to take care of additional titles as they are added to the collection.

BINDING SECTION

The year 1952 began with the allotment of \$15,000 for binding in addition to \$15,000 that had been received the previous August. Before these allotments were expended the Library received an additional allotment of \$96,000 to be expended between March and the end of June.

The Section added two temporary positions to its staff and curtailed all annual leave for a period of fifteen weeks in an effort to use the amount allotted. Although it proved physically impossible to expend more than \$76,000, by 26 June the staff had completed all work on 16,000 volumes and had forwarded them to the Government Printing Office for binding.

The failure to use all of the \$96,000 binding fund was due to a number of circumstances. Material from the Index-Catalogue backlog was difficult to prepare because of the many obscure titles. In addition, binding information was scattered throughout the Library and many trips to the stacks for researching were necessary. This pointed up a need for a review of binding policies and was one of the reasons for the establishment of a Binding Committee mentioned elsewhere in this report.

During this same period the Armed Forces Institute of Pathology received its first allotment of funds for binding. Since their work was charged to AFPM's open binding requisition all preparation for their binding was done in the Binding Section. The Section prepared 866 volumes and forwarded them to the Government Printing Office; in addition the Section spent 203 hours in repairing "old and valuable" books of the Institute's Medical Museum.

The binding allotment for fiscal year 1952-53 is \$75,000; by the end of 1952 five thousand volumes had been forwarded for binding. The Armed Forces Institute of Pathology again received an allotment of binding funds and 101 volumes were forwarded for them. In order to use the funds allotted the Circulation and Book Custody Section must furnish a minimum of 200 current serials weekly.

The Head of the Binding Section and the Head of the Circulation and Book Custody Section are planning a survey of the stacks; from this survey rebinds and "poor paper" material will be selected for handling.

ART SECTION

The Art Section continued to be operated as a Section of the Catalog Division. It is supposed that eventually, after the collection is fully organized, this Section will be transferred to the History of Medicine Division. Therefore the emphasis in this Section continues to be upon the organization of the material.

Cataloging and Indexing. The current additions to the collection of the Section have been cataloged or indexed. This included 4,350 pictures cataloged and 750 negatives indexed during 1952.

The organization of hospital pictures was completed and subject work on this collection was begun. A cataloger was assigned to help with this phase of the Section's work. This is the beginning of a large subject index which will eventually cover the medical subject aspects of caricatures, bookplates, miscellaneous prints, and other pictures.

As time permits, the large group of hospital and other pictures transferred from the Armed Forces Institute of Pathology is being cataloged and indexed.

Acquisition Activities. Prior to this year the Catalog Division had assumed responsibility for solicitation of pictures from medical men and from various medical installations; this function has now been transferred to the Acquisition Division, where it normally belongs.

The largest acquisition during 1952 was received from the Office of the Surgeon General, including 560 pictures and over 350 prints of hospitals, both here and abroad.

The Current List Division supplied about 2,000 entries for the Union Catalog of Portraits.

Reference Activities. The largest order for portraits yet handled in the Art Section was received from the editorial office of a large publisher in Houston, Texas. The firm is preparing a lay medical encyclopedia and requested nearly a thousand portraits from the AFML collection. The material was supplied through the able assistance of the Current List Division and the Photoduplication Section.

The White House was supplied with portraits of 21 physicians who had attended the Presidents of the United States. This collection was subsequently used in a special Library exhibit.

The Technical Information Office of the Surgeon General's Office was supplied with portraits of the 28 Surgeons General; 20 copies of each were made, or a total of 560 prints.

Various other agencies and departments of the government borrowed material from the Art Section.

The Union Catalog of Portraits continued to demonstrate its value; it would have been almost impossible to fulfill some of the requests without this Catalog.

PERSONNEL

The Division's job descriptions were finally completed with some pleasant and some very disappointing results. The Cataloging Section obtained three reclassifications; there were no reclassifications in the Binding and Processing Sections although it had been hoped that several would be made. In spite of these disappointments the Division's staff was more stable than in the past several years.

The language abilities of those who were added to the staff during the year, combined with the language qualifications of those already on the staff, gave the Division a wider coverage of languages than it has had during any time in the Division's history.

Activities. The Division participated heavily in the recruitment program for the Library; one member of the staff devoted two weeks to a recruiting trip. Letters, samples of publications, and card forms were sent to 11 library schools and two teachers of cataloging in an effort to interest students in positions in AFML.

The Division had representatives on a number of the Library's working committees, including the newly formed Committee on Subject Headings, the AFML Binding Committee, the committee responsible for preparing an exhibit for the First International Congress on Medical Librarianship, and the Committee on Scope and Coverage.

The staff continues to be well represented in outside activities as well as activities within the Library. Many are taking courses in languages, library science, medical terminology, and related subjects. As usual, the staff is well represented in professional associations and activities.

WORK QUARTERS

Room 208. There were no major changes in the work space in Room 208. One greatly needed improvement was made in the lighting of the room by the installation of desk lamps on each desk.

Tampa Hall. With the removal of the Current List Division from Tampa Hall the Art Section was able to expand into the quarters which had been occupied by that division. In conjunction with this expansion a direct telephone connection was installed in the Section.

Chairs. Practically every chair in the Catalog Division needs to be replaced; if the full staff is present there are not enough chairs to seat all personnel without the use of straight-back pull-up chairs. It is sincerely hoped that during the next year adequate seating at least may be provided for the staff.

Biobibliography Collection. No report on work quarters would be complete without some indication of the inconvenience caused by the moving of the Biobibliography Collection. It is time consuming to go to another floor to consult books; those books left in the former location are compressed into a space where it is difficult to use them. A recommendation for relieving this situation has been made.

PUBLICATIONS

Army Medical Library Catalog, 1951. This record in book form of all the Division's 1951 cataloging was published in May, through the Library of Congress Cumulative Catalog Division and the Government Printing Office. The 1951 Catalog contained a Subject section for the first time. The editing of the Subject section was done by the Catalog Division, although the mounting of the cards, preparatory to photographing and printing, was done at the Library of Congress. The entire Catalog contained 866 pages; it was sold for \$17.50 per copy.

List of Additions and Changes to the Army Medical Library Classification. The first list of additions and changes was prepared and distributed to 111 libraries and institutions.

Miscellaneous. In addition to the publications mentioned above the Division submitted a number of articles for publication in the AFML News, the AFML Bulletin, and for publicity purposes. The Division also distributed upon request 19 copies of the AML Classification and 96 copies of Organizing Small Medical Libraries in Military Installations.

CHAPTER III

REFERENCE SERVICES

GENERAL

The learning process has been characterized as consisting of strides forward followed by plateaus of learning in which the new information is assimilated into the body of the old. In much the same way a dynamically evolving organization like a library may take on a number of new duties one after the other; then it must pause and consolidate the new activities with old ones. In the Reference Division last year a number of strides were taken in different directions, as a reading of the 1951 Annual Report shows; during 1952 the consolidation of the advances occurred.

In the 1952 monthly reports of the Reference Division repeated discussions of the questions of space, increasing photoduplication orders, preparation of long bibliographies, Medical Research and Development Board requests, and responsibility of the Library for service to local groups reflect the matters of most concern during the year. Because the monthly reports present the small details in a chronological order, however, they may not give a total picture nor a truly objective one. This report therefore will try to integrate the information found in the monthly reports.

Because so much time and energy have been spent in attempting to solve the problems of the mechanical portions of the work, it might appear that the means to the ends have been placed above the ends themselves. However, the setting up of worthy ends is only the first in a long chain of events; the concrete steps necessary to bring about the desired ends often take as much thought and careful planning as the original decision.

While the purpose of the Reference Division is to provide information from the Library's collection, it can do so only when its behind-the-scenes operations are in good working order,

PHOTODUPLICATION

Workload. Perhaps the most often repeated monthly theme has been the increase in the workload of the Photoduplication Section. So far as photoduplication orders are concerned, we appear to be in an expanding economy; and this expansion has had effects on, and was itself affected by, conditions in other parts of the Library, notably in the Circulation and Reference Sections of the Reference Division, the Binding Section of the Catalog Division, and the Current List Division. The increase in photoduplication orders in the past few years is shown in Table 1. During this period there was no increase in the staff of the section.

Table 1. Photoduplication Orders, 1949-1952

	<u>Number of orders</u>	<u>Percent of increase over previous year</u>
Fiscal year 1949	52,676	--
Fiscal year 1950	51,012	-3.1
Fiscal year 1951	55,738	9.3
Fiscal year 1952	88,009	72.7
Calendar year 1952	99,100	--

As a result of this increase in the demands placed upon the Photoduplication Section the stack service was forced to make a number of adjustments to keep the material flowing to Photoduplication Section and back again to the shelves. Even so, it is felt that the service has not been up to the Library's previous standards, and much thought is being given to this.

How to cope with so great an influx of photoduplication orders has been a difficult problem. Since it is unlikely that we will be able to add more staff, and since we do not wish to cut down on legitimate orders, the problem has seemed all but insoluble. Although at the end of the year an attempt was being made to screen the orders of the Armed Forces through command channels, the final solution can lie only in the hands of those who determine the purpose and mission of the Armed Forces Medical Library and make personnel allotments in accordance with these decisions.

New Devices. From a study of the requests received it was found that the largest proportion of articles requested were in a comparatively small group of journal titles (about 150). As a result, a beginning was made to film the contents of those journals published in the last ten years, and at the same time to design

a machine capable of enlarging on paper any selected portion of a given reel of film. The machine was designed and a company found which would build it; at the end of the year approval for its purchase was still being awaited from higher authority.

Another photoduplication device was designed and put into operation in the Acquisition Division, where the problem was to obtain photographic copies of citations from bibliographies and catalogs suitable for use as searching and ordering slips. The machine was designed after consideration of the Photo-Clerk; it varies from the latter in the use of black on white microprints made from microfilm rather than white on black photostats, and in the use of glass plates for fixed focus rather than mechanical stages. Because of its employment of cheaper paper and its speedier operation, the Armed Forces Medical Library machine can turn out its prints at about the same cost as the Photo-Clerk does.

SPACE MANAGEMENT

Books. A second problem which came up frequently was that of space, especially in the shifts of the collection to provide extra space where needed. During the calendar year 1952 the Armed Forces Medical Library moved approximately 120,000 volumes from building to building; this was accomplished in two large moves. Approximately 100,000 volumes were sent from the Fisheries Annex to Escanaba Hall, a temporary building two blocks from the main building. Another 20,000 or so volumes of serials were moved from the main building to Escanaba Hall to make room for the bound volumes being returned from the bindery in large quantities. Because it was desirable to make all volumes available for use, detailed plans were laid down long in advance of the actual moves. In addition to the work at the Washington end, it was necessary to send one staff member to Cleveland for several weeks to put in order the volumes received there late in 1951. Still to be accomplished at the end of the year was the shift of the remaining volumes within the main stacks to equalize the books in various areas. The disadvantages of storing part of the collection so far from the main stack area where only daily or twice-daily service is possible (and no regular evening and weekend service) are obvious.

Photoduplication. When the Library received space in Escanaba Hall it became possible to "swap" some of that space with the Armed Forces Institute of Pathology so that the formerly separate Order Unit of the Photoduplication Section in Tampa Hall could be returned to the Section in the main building. It was almost the end of the year before this move was completed.

Surgeon General's Reference Library. During the year the Army Surgeon General's Reference Library, in the Main Navy Building, was moved to another floor and to another wing of that building. Although the Reference Library obtained more space by the move, it did not get so convenient a layout and found itself some distance from the offices of divisions in the Surgeon General's Office.

REFERENCE WORK

Large-scale turnover in personnel may be due to poor morale, bad economic situations, bad working conditions, personal emergencies, or an over-demand and under-supply of workers. To some extent all of those factors were responsible for the fact that the Reference Section was obliged to perform its duties for six months with a staff only 75% of its authorized strength, while other sections had fewer, but still too many, personnel vacancies.

As a result of this situation it became necessary to suspend all but the most necessary tasks, and to spread the staff thin to man the Library during all the hours it was open. In order to keep up with the Medical Research and Development Board requests, started on the initiative of the Library last year, it was necessary to go slow and finally to abandon temporarily the compiling of long-term bibliographies. The bibliography on the Pathology and Physiology of Burns, 1942-51, an annotated bibliography compiled by Karl A. Baer (611 citations; 107 p.) published in June 1952 is thus the only large-scale bibliography published this year. As soon as the Reference staff is up to normal strength and all new staff members have been indoctrinated in the ways of this Library, it is hoped that the Library can return to the plan of compiling and publishing long bibliographies. In anticipation of this a pin-feed platen and continuous rolls of paper had been added to the electric typewriter in the Reference Division; it had previously been equipped with a modified book-face type for more pleasing photo-offset reproduction.

A number of short bibliographies and lists were produced, including the following:

Spencer, Marjory C., comp.	<u>Fat Embolism, 1940-1950.</u>
Roos, Charles A., comp.	<u>Foreign Military Medical Serials, 1945-1950.</u>
Kenton, Charlotte, comp.	<u>A Selected List of Reference Aids in Medicine and Allied Fields in English, 1950-1952.</u>
Caldwell, Anne B., comp.	<u>Psychopathology of Aging, 1948-1952.</u>

Miss Spencer also collaborated with Mrs. Irene Strioby of Lilly Research Laboratories, Indianapolis, on National and International Pharmacopoeias; a Checklist, which was published in the April 1952 Bulletin of the Medical Library Association.

Although the staff was fewer in number than desirable, it was felt that certain gains would result to scholarship in general from withdrawing members of the staff for special tasks for limited periods of time. Mr. Austin continued to spend one day a week working on his Bibliography of Medical Americana. Miss Grinnell was given three weeks of official leave to attend courses in the summer session of Columbia University; she was relieved of most of her regular duties for approximately ten days to work with Mrs. Eileen R. Cunningham as co-author of a chapter on reference work in the second edition of the Handbook of Medical Library Practice. The value of such details is unquestioned; the only problem lies in fitting such schedules into the routine work of the Division.

EXHIBITS

In accordance with previous custom the Reference Division again superintended the Library exhibits for 1952. These consisted of the monthly displays at the entrance to the second floor in the main building and the exhibits shown at scientific meetings and other non-library functions. The Library continued to obtain much help in the preparation of its exhibits from the Medical Illustration Service, the Medical Museum, and the Smithsonian Institution. Two exhibits were shown first in the Library and later at the Medical Museum. The traveling exhibit, constructed for the Library last year by the Medical Illustration Service, was sent to several national and local scientific group meetings; it received an Honorable Mention Award at the meeting of the American Medical Association. The exhibit on Physicians to the Presidents was displayed at the Medical Museum and at the Annual Scientific Assembly of the Medical Society of the District of Columbia, as well as at the Library. It received newspaper and radio publicity and attracted much attention.

In the spring of 1952 it was decided that it would be desirable to have an exhibit at the First International Congress on Medical Librarianship in July 1953, and a Library Committee was appointed to plan the exhibit. Working with Mr. Herman Van Cott of the Medical Illustration Service, the committee had settled the general outlines of the exhibit by the end of the year. Since this would be an exhibit in a foreign country, many details never previously encountered by the Library, such as shipping and lighting of the exhibit, had to be considered.

Table 2. Exhibits at AFML During 1952

<u>Month</u>	<u>Subject</u>	<u>Exhibitor</u>
January	Development of Stethoscope	Estelle Brodman
February-March	Development of Pharmacopoeias	Marjory C. Spencer
April-May	Leonardo da Vinci	Karl A. Baer
June	George Urdang	Morris C. Leikind (Medical Museum)
July-August	Medicine in the Talmud	Charlotte Kenton
September	Physicians to the Presidents	Charles A. Ross
October	Rudolf Virchow	Elizabeth Koenig
November	Stereoscopy in Medical Illustration	Elizabeth Martinsen
December	George Sarton	William J. Wilson (History of Medicine Division)

CHAPTER IV

HISTORY OF MEDICINE

GENERAL

Administrative policy in 1952 with respect to the History of Medicine Division has tended toward retrenchment in some areas and expansion in others. Retrenchment is indicated in the Binding Studio, in the cataloging of Japanese and Chinese books, and in work on the Picture Collection. Expansion of a moderate sort is indicated in the work of the regular Cataloging Section and in the effort to acquire additional old and rare books. The reference function seems destined to proceed without change at its accustomed rate, attempting to handle adequately all inquiries as they come in.

With an eye to the future some long range planning was begun during the year. A number of factors may lead to eventual change in the organization or location of the Division. The present lease of space in Cleveland will expire in 1955 and it is probable, though not certain, that the Cleveland Medical Library Association may not wish to renew it. It is possible that at least those collections which were moved to Cleveland only for storage purposes may be returned to Washington.

BINDING

The Binding Studio's total record has been impressive. From its inception in September 1943 to the end of December 1952, or a period of a little over nine years, it has handled a total of 8,422 volumes, or an average of over 900 a year. These have been comprised of manuscripts from the 11th to the 19th centuries and printed books from the 15th to the 17th. The separate operations, sometimes more than one to a volume, had reached the following totals by the end of the calendar year 1952:

Restorations (repair of existing bindings)	3,571
Full-leather bindings	1,873
Half-leather bindings	2,327
Cloth (Buckram) bindings	430
Slipcases and portfolios	784

The costs, with no allowance for overhead or equipment, have been approximately as follows to the end of the calendar year 1952:

Salaries	\$ 143,000
Supplies	5,100
Rent	<u>8,550</u>

Total. . \$ 156,650

Average cost per volume. \$18.60

The work done by the Studio on the older and rarer books has been supplemented by contracts with commercial binderies for work to be done by machine on later books. To the end of December 1952 these binderies have handled 24,136 volumes dating from the 18th to the 20th centuries. These volumes have been bound in buckram or placed in slip-cases or portfolios, at a cost of \$82,718, or about \$3.43 a volume.

For a collection of this size the number of volumes bound, rebound, or repaired has been extremely large, but it should be recognized that this has been an attempt to make up in a few years for a period of neglect covering several decades.

CATALOGING

The cataloging program is in no such advanced stage. From the inception of the full cataloging program down to the end of 1952 only 1,888 editions had been cataloged. This takes no account, however, of the so-called checklisting (really a preliminary cataloging) done in the Division prior to November 1950. This had covered some 4,000 items of the 16th century, some 6,000 of the 17th, and some 12,000 of the 18th, or a total of approximately 22,000. This figure is an indication of the quantity of rare book cataloging which must be completed before the Cataloging Section will have finished its task.

The urgency of the cataloging program has been recognized recently by an increase of staff. One additional position, vacated in the Binding Studio, was made available to the Cataloging Section in the fall of 1952. At that time it seemed best to appoint a clerk-typist who would assist the Division in catching up with the mimeographing of catalog cards, with the typing of card sets, and with the security microfilming.

ACQUISITION

Another field in which considerable urgency exists is that of acquisition. The recent economic dislocations in Europe have had the effect, as is common after major wars, of bringing large numbers of rare books onto the market. The Italian market is particularly active and is apparently supplying much of the material offered to the Division by British, French, Dutch, Swiss, and Scandinavian dealers. The situation in Germany and Austria is not clear; it has proved difficult to obtain reliable information.

Under the circumstances the Library might do well to send a representative to Europe, particularly to Italy, Germany, and perhaps Austria, to buy early medical books. Some planning has already been done for such a possibility. The indispensable first tool will be a portable catalog. It was decided to prepare such a catalog on film strips for ease of carrying. The card images, on strips rather than on rolls of film, will be consulted by means of a pocket lens. About 18,000 checklist entries and 2,000 mimeographed catalog cards will be alphabetized and microfilmed.

For the 16th century a want list is in existence, comprising about 3,000 editions out of an estimated 10,000 or 12,000 medical items printed in that period. Assuming 11,000 for the total, and noting that our list of 16th century holdings is about 4,000 and our known want list about 3,000, it appears that some 4,000 items must be added before the want list will approach completeness. A recent search of the letter A in the Union Catalog at the Library of Congress showed surprising results. Starting with 200 cards for 16th century editions entered under A, and examining the Union Catalog for added editions of the same works as well as for added medical works by the same authors, it was possible to expand the original 200 to 300. For each of these additions the location of copies in one or more American libraries was recorded. Furthermore, the Union Catalog seemed to contain no records at all for one of the largest of the American medical libraries. Apparently, therefore, the resources of this country for the first-hand study of 16th century medicine are considerably greater than has been supposed.

If the want list could be expanded from about 3,000 to about 4,500 by exhaustive search of the Union Catalog, it would be an additional acquisition tool of some importance. Stated in its simplest form, its value would be this: if an item offered to the Library were known to exist already in several American libraries, the urge to purchase it would be lessened; whereas, if the item were unrecorded for any American library, the urge to purchase would be considerably increased. Unfortunately, the expansion of the list by search in the Union Catalog proves to be decidedly time-consuming.

CHAPTER V

CURRENT LIST OF MEDICAL LITERATURE

GENERAL

The past year proved to be a turning point for the Current List Division in several respects. In general, 1952 was a year of stabilization and relief from tensions which, when viewed in the perspective of the short and hectic history of this Division, were remarkable in their degree.

For the third consecutive year major changes in procedures and format of the Current List were introduced. This is, of course, one of the necessary evils in the production of an experimental publication like the Current List, but we are very happy to report a moratorium on change, for the present at least, which will be in effect for 1953.

This year brought indications also of appreciation of the existence and value of the Current List. We have by no means reached a point where we may rest on our laurels; these encomia do serve, however, as inspirations in our day-to-day attempts to improve the services rendered by the Current List.

CHANGES

Subject Heading Authority List. The new Subject Heading Authority List developed last year in cooperation with the Johns Hopkins Research Project has now been in use a full year. After utilizing the List in the subject heading of more than 100,000 articles we are pleased with the results obtained as well as with comments made by the Current List public. During the first half of the year many changes were made in the headings and cross references in the original list. At the end of the year a full scale revision was started, one purpose of which was to prepare the List itself for publication and public sale. We hope to see this project completed by the summer of 1953. Another development indirectly connected with the Authority List was the establishment of the Library's Committee on Subject Headings, with representatives from the Reference, Catalog, and Current List Divisions.

Typography and Layout. The second purpose for the revision of the Subject Heading Authority List was in conjunction with a plan to improve the overall appearance of the Current List. The basic typography is the book-face type of the IBM electric typewriter, and since there is no immediate prospect of a change, any improvement must be built around it. The most noticeable deficiency is in the Subject Index, where this one type face is made to serve for both main heading and the modification; a fine lined lower cased face -- the only one readily available to us at the time it was introduced -- is utilized for the subheadings. The result is far from ideal. To correct this and other typographic shortcomings a detailed order for the printing on 3 x 5 cards of the various elements that are used in the mounting of Current List pages was submitted in October through the Publication Section of the Surgeon General's Office to the Adjutant General's Office. It was originally intended for these changes to be used for the first time in the January 1953 issue of the Current List but there has been no word yet on the action on this request. It is now hoped that this change can be made in time for use in the July 1953 issue which begins the next volume of the Current List.

In 1952 the Current List was changed from annual to semi-annual volume numbering and index cumulation; new volumes begin in January and July, and the June and December issues are the cumulated indexes for the preceding five months.

Other Changes. Simultaneously with the formulation of the Subject Heading Authority List provision was made for two more levels of subject breakdown: The subheading, and the tertiary level, or "modification." The subheadings are standard words or phrases, whereas the modification is devised from the periodical article in hand, with more rigidly applied rules of syntax than heretofore employed. A greatly augmented cross reference service has been utilized in 1952; future volumes of the Current List will probably reflect more and more an elaboration of this aspect of the subject heading approach to the items indexed. An explanation of the indexing policies and practices was printed in the January 1952 issue and repeated in subsequent numbers. A revised version of this statement is being prepared for use in 1953.

In addition, the following changes were made in the 1952 Current List:

1. The author and subject indexes were separated. To gain the optimum utilization of page space the author index, consisting of short entries, appeared in 6-column format; the subject index, with its longer entries, appeared in three columns.

2. These indexes were cumulated semi-annually. The first cumulation was published in the June 1952 issue covering the five issues of January through May; the December 1952 Index is likewise a cumulation of the issues from July through November.

3. References to foreign language articles are now noted in the subject index by an asterisk preceding the modification.

4. Two minor changes were made in the Register Section: (a) following the journal title the editorial office or place of publication appears in lower case within parentheses; (b) The left margins of the entries are shifted farther to the left to utilize more of the space under the entry numbers.

5. During the year the subscription price of the Current List was raised by the Government Printing Office to \$12 for domestic and \$15.50 for foreign subscriptions.

ORGANIZATION AND PERSONNEL

At the beginning of the year the personnel ceiling for the Current List Division was raised to 36. At full strength this is adequate to perform the functions of the Division; rarely, however, in the past year has the Division had its full complement. In fact, 23 persons were separated from the Division for one reason or another during the year, and with the usual "normal" delay in making personnel replacements, the effective ceiling was considerably lower than the maximum. The long training periods for new staff members lowered considerably the overall effectiveness of the Division.

Subject Heading Section. Lacking a permanent Head of the Subject Heading Section, a partial solution was found by rotating the Revisers as Section Heads on a detail basis. Mrs. Butler was Acting Head from May through August, and Mr. Hayne served from September through December. The results of this experiment were eminently successful; the chief benefit accrued to the Section and to the Division Chief from the presence of a supervisor in the Section for the first time.

Composition Section. Due to ill health the Head of the Composition Section resigned in December after more than four years with the Library.

Classification Survey. The long-drawn-out and vexing classification survey was finally completed early this year. The Division was left with several basic personnel and organizational problems; perhaps the next survey will bring these to a more satisfactory conclusion.

ATOMIC ENERGY COMMISSION SCANNING PROJECT

The scanning project for the Atomic Energy Commission got under way at the beginning of 1952. For the first two months only those journals having an issue date of 1952 were scanned to locate articles meeting the rather loose subject criteria set up by the Commission for this project. From March to the end of the year everything received in the Current List Division was scanned, regardless of date. The following is the quantitative result for the year:

Volume 21, January-June 1952	381 articles
Volume 22, July-December 1952	<u>528</u> articles
Total	909 articles

The Commission seems to be pleased with our execution of this project.

JOURNAL TITLES INDEXED

A thorough revision of the journal titles indexed in the Current List was completed early in 1952. Many titles were dropped and others added with the final total remaining about the same -- around 1,375. The most sweeping change was due to a decision to eliminate all but four of the English language dental journals; this was based on the desire to avoid duplicating the work already done in that area by the Index to Dental Literature. Instead, the Current List has shifted its emphasis in the field of dentistry to the foreign language journals, with the result that 50 of these titles now indexed probably are indexed in no other major indexing tool.

In October another thorough revision of the journal list was completed and the resultant list of full titles and abbreviations was duplicated. Although this list of about 50 pages was intended as a desk tool in the Division, extra copies were printed to accommodate the anticipated external demand.

The first supplement to this list was produced in December; thereafter monthly supplements probably will be issued to keep up with the changes. The number of titles as of 31 December 1952 are in categories as follows:

Regular titles	1,324
Supplements	44
Journals issued within another regular title	13
Medical project report sources	<u>31</u>
Total	1,412

NEW QUARTERS

The space originally provided for the Current List Division in Tampa Hall became inadequate as the staff gradually grew numerically. The shortage of space was best exemplified by the fact that the entire staff of 36 persons was working in an area of about 1,300 square feet. As part of a Library-wide shift of personnel and materials, space became available for the Current List Division in Escambia Hall. When the move was actually made, on 12 September, it was a hurried job to establish "squatters' rights," as it were, in the space allotted.

For the next two months, in spite of the usual confusion and discomfort caused by moving plus carpenters, electricians, and painters, the Division continued its work with little interruption in the production schedule. For the first time the Current List Division now has adequate working space for its activities.

PORTRAITS

The Division delivered 2,076 portrait cards to the Art Section in conformity with the arrangement effected early in 1951.

CHAPTER VI

INDEX-CATALOGUE

GENERAL

The Index-Catalogue Division was reorganized toward the end of the year into three sections: Analysis, Files, and Synthesis. The Analysis Section includes the former Indexing and Cataloging Sections; the Files Section was previously the Subject File Section, and the Synthesis Section is the former Editorial Section.

Along with the reorganization a survey and rewriting of job descriptions was completed by the Personnel Division of the Office of the Surgeon General, and a management survey was made by the Director of the Library. Partly because of the reorganization and surveys and partly because of the time spent by the Division in planning the techniques and methods to be employed in the preparation of the Supplementary Series, production on the regular work was somewhat reduced.

Complete or partial sets of the Index-Catalogue were furnished to the following institutions during the year:

American Cancer Society, New York, New York
Percy Jones Army Hospital, Battle Creek, Michigan
Library, Faculty of Medicine, University of Antioquia,
Medellin, Colombia
Centro de documentación científica y técnica, Mexico City, D. F.
Clinica chirurgica, Università di Napoli, Italy
Central Intelligence Agency, Washington, D. C.
U. S. Army Hospital, U. S. Military Academy, West Point, N. Y.
University of Berlin, Berlin, Germany
Mahatma Ghandi Medical College, Indore, India
Library, Camp Detrick, Frederick, Maryland

A number of articles by the Chief of the Division were published in prominent medical journals including the Military Surgeon, Lancet, Laboratory Investigation, and Acta Genetica Medica. The Chief also compiled or aided in the compilation of several historico-bibliographical chapters for George Sarton's Horus; a Guide to the History of Science, published by the Chronica Botanica Company in 1952.

ANALYSIS SECTION

Card production (92,873 units) during the fiscal year was somewhat greater than that of the previous year; however, a decline can be expected during the coming year since the completion of the work on the Oriental language backlog. Work is now in process toward elimination of the other portions of the backlog journal material.

The problem of a backlog of 300,000 unheaded cards still remains. They are presently stored without arrangement in filing cases and boxes. When present exigencies of the work situation have been overcome these cards must be headed and placed in an alphabetical subject arrangement similar to the other files.

Works cataloged during the fiscal year totaled 5,511 items. This was a decline from the previous year. Several factors contributing to the reduced rate of production were elimination of most of the easy-to-do material from the backlog, difficulties in connection with the arrangement and location of the Biobibliography Collection, and the scattering of the Library's collection in four buildings and two cities. Production is expected to pick up considerably after the present training program of new and reassigned personnel has been completed.

After the planning of procedures, actual work on the Supplementary Series of the Index-Catalogue (Monographic catalog) began in November 1952. Approximately 2,000 of an expected 30,000 temporary author or added entries have been made and filed. This operation is necessary in order to assure orderly printing schedules of the five-volume alphabetical supplement.

FILES SECTION

The report for the fiscal year shows a total of 3,632 users of the Subject and Author-Biography files. The figure is based upon a non-continuous personal count of a single observer. No figures are included for evening, Saturday or Sunday use.

Approximately 15,000 cards from the files were reproduced by the Photoduplication Section of the Reference Division for the Armed Forces, other government agencies, and private investigators. Some of the subjects furnished through these means were: Thoracic injuries; Gas gangrene; Psychiatric examination of military recruits; Burns; Shock; Brain - Chemistry; Urea; Electronic medicine; Debridement of war wounds.

The continuing exploitation of these resources, and the furnishing of duplicate cards from the Subject File at the low rate of one and a half cents per item on film, or five cents per item on photostat, is cause for considerable satisfaction.

SYNTHESIS SECTION

The Editorial Section assumed its new name toward the end of the year. At the beginning of the year, besides the Editor himself there was only one experienced and trained employee in the Section; in the middle of July she resigned to accept a position in the State Department. While a new Editorial Assistant undergoes initial indoctrination and basic training, most of the work load (including ordinary routine) falls upon the Editor. At the time of the survey of the Division representation of the need for qualified personnel in the Synthesis Section was brought to the attention of the Director, and a request was made by the Chief to lift the divisional personnel ceiling in order to recruit additional qualified people. This request was denied. At the end of the year, by reassignment of work, the Section was brought to a strength of three employees classified as translators, none of whom previously had any practical experience with editorial work.

The printing of the current (11th) volume of the Index-Catalogue progressed to the group of military subjects. In view of the policy to discontinue the Fourth Series after the publication of this volume, and to start a Supplementary Series for authors and subject monographs, it seemed timely and important to gather as much military material as feasible from the hundreds of thousands of unprinted references available in the Subject File and, with a thorough reevaluation and with new arrangement under the most useful contemporary categories of military sciences and military medicine, to publish the material in the last volume of the Fourth Series for the immediate benefit of the Armed Forces and in the interest of national preparedness. The separation of such military material from the huge Subject File, the creation of adequate new categories for this material which includes reports and experiences of both the first and second World Wars, and the rearrangement of the more than 30,000 military references is entirely in the hands of the Editor.

Most of this collected material has now been roughly screened, several hundred subject categories have been created, and many thousands of references are ready for further editorial preparation. It is hoped that this portion of the Index-Catalogue may be also separately reprinted.

Planning the Supplementary Series as a whole, and its first volume, and introducing suitable working procedures tested by trial runs, were the achievements of the last four months of the year. This phase of the work caused interruptions in the preparation of the final volume of the Fourth Series. Preparation of the first portion of the first volume of the Supplementary Series goes on concurrently, so that by July 1953 a new jacket for the Supplement can be opened at the Government Printing Office.

CHAPTER VII

ADMINISTRATION - FINANCE - PERSONNEL

GENERAL

The Administrative Division continued in 1952 the close scrutiny of its own operations which had begun in the previous year, in an effort to bring together many loose ends in supply and records administration which still remained. In this we have encountered many stubborn problems, some of them inherent in the Library's orientation in the Defense Establishment, but none of them, we hope, beyond the reach of our perseverance. As a part of this review, it has been our desire to create a closely-knit group of well-trained technicians, capable not only of discharging the day-to-day routines, but also of planning future progress in the various fields falling within our jurisdiction. Where manpower is limited, each individual employee must fit into the fabric of the whole. Obstacles have been met in the process of developing such a work force, mostly in the realm of personnel classification, but at the year's end we feel some progress has been made.

OFFICE OF THE CHIEF

Building Management. The Public Buildings Service for the most part was more cooperative during 1952 than in the previous year in effecting improvements to the Library buildings, although most of the work was done on a pay-as-you-go basis. Economy measures within the Service forced the curtailing of many services such as cleaning, guard service, etc., and reductions within the maintenance crews caused reimbursable work to be delayed considerably. The greatest single improvement to the main building was the redecoration of the first and second floor halls and main stairwell, which had been in a really scandalous condition. The Acquisition Division and the Reference Division continued to be disrupted by leaks from the clerestory windows despite efforts made by PBS to caulk them. New leaks developed as the year progressed affecting the Catalog and Index-Catalogue Divisions. Further effort was made by PBS to correct the situation but permanent relief must wait until new sash can be installed.

Lighting. Following a survey made by lighting engineers and the Inspector General for the Armed Forces Medical Library and the Armed Forces Institute of Pathology, the Administrative Division ordered installation of individual desk lamps for all personnel in Acquisition, Catalog, and Index-Catalogue Divisions not already equipped with them. Additional lighting facilities were installed in the basement of Tampa Hall and on the Balcony of Room 208 where the Reference Collection is shelved. In an effort to conserve electricity all lights in Room 208, with the exception of the larger overhead fixtures, were converted from control-box switches to individual switches.

Air Conditioning. Four window-type air conditioning units were given to the Library in the summer of 1951 by the Office of Space Management, Department of the Army. Because of several factors, including necessary building changes, it was autumn of 1952 before two of the units were installed in the Typing Unit of the Current List Division in Escanaba Hall, and the other two units were delivered to the main building for installation in the Binding Section, Room 209.

Parking Facilities. It was decided by PBS to enlarge the parking lot behind the main building in order to provide facilities for the Office of Price Stabilization (housed in Temporary Building E) as well as for the AFML and the AFIP. After negotiations between AFIP, PBS, and the Library, three additional parking spaces were granted to the Library, raising the number of spaces available to us to 23. Besides enlarging the parking lot, the area was greatly improved by repaving, marking, and numbering. It was necessary, while these improvements were in progress, to exclude all cars from the parking area for several weeks.

Other Improvements. Other improvements to the physical plant (made by PBS on a strictly reimbursable basis) included replacing the sink in the east end, and the installation (at the request of the Staff Association) of a drinking fountain in place of the sink at the west end of the second floor corridor; laying of linoleum over the stack grills in the Reference Division in an effort to prevent the falling of dirt from the upper docks upon personnel stationed below; the installation of new double-doors at the third floor entrance to the balcony of Room 208. Room 208 may now be closed off entirely from the rest of the building during off-duty hours. As the year closed alteration of the offices of the Chiefs of the Acquisition and Catalog Divisions was under way; the offices will be smaller, but more space will be available immediately outside. These alterations will also eliminate a hazard; on at least two occasions building guards had fallen through the old ceiling which protruded beyond the balcony.

A work order was executed for installation of an exhaust fan in the "rose" window in the north end of Room 208, but action on this has been much delayed because of the difficulty of obtaining the equipment. At least ten additional electric fans of the conventional type were obtained from EBS last summer during the very hot weather to cover dead spots and increase air circulation generally.

Escanaba Hall. The year 1952 brought an additional 9,013 square feet of floor space to the Library through a move of the Fisheries Annex Collection to Escanaba Hall. Much of this space could not be utilized, however, because of its unsuitability for the shelving of large quantities of books, due to weight factors. Alterations were made and moving of the books was completed in June 1952.

The Current List Division also was moved into Escanaba Hall, where it now occupies a comfortable area on the first floor of the east wing. Much of the alteration and redecoration in this space was accomplished after the Current List Division moved in, causing some disruption to its activities, but the additional space gained by this move was sufficient recompense for the inconveniences involved; altogether, the Current List Division gained a total of 2,500 square feet.

Besides the space mentioned above the Library obtained 1,410 square feet in the basement of Escanaba Hall. To this area was moved a portion of the Reference Collection, the stock of the Index-Catalogue, the monograph collection of the Gift and Exchange Section, and backlogged material which had overtaxed the storage facilities of the main building for many years. In addition to suitable stacks, this area was equipped with stack lights.

Main Building. Through negotiations with the AFIP, 800 square feet in Room 123 were transferred to the Library in exchange for space in Tampa and Escanaba Halls. This arrangement made it possible to bring all of the Photoduplication Section together in one place. New partitions were erected in Room 123 and additional electrical facilities were installed to allow for overhead spot-lighting in connection with microfilming operations.

In July the Administrative Division took over Room B-3 which had been occupied by Acquisition Division as a receiving station. Acquisition material in this room and from the Acquisition Division itself was moved into Room B-9, which was relinquished by the Reference Division. Room B-3 is now utilized for packing of outgoing, and unpacking of incoming, exchange material -- operations which had heretofore been carried on in the basement corridor. Room B-3 is also used to store certain Library publications which the Service Unit distributes.

Work Measurement. No major changes in the Library's work measurement program were made during 1952. Effective 1 July 1952 the statistical report of the Administrative Division was modified in certain particulars; standards were changed here and there to bring them into a more realistic relationship with experience; the activities of the Service Unit, with the exception of mimeograph and multilith reproduction, were exempt from measurement altogether. Further study must be given to the units of measurement now in use; it is hoped that this can be done during the coming year.

Administrative Publications Program. Library Manual A-la assigns to the Chief, Administrative Division, responsibility for review of the previous year's administrative publications for the purpose of eliminating obsolete matter and republishing in the appropriate sections of the Library Manual those which, because of their content, should be continued in force. This program got under way by the issuance of Administrative Memorandum Number 1 on 21 January 1952, and Library Order Number 1 on 18 February 1952. The content of some eight Administrative Memoranda and four Library Orders were later included in the administrative sections of the Manual. A total of 91 Manual sheets were prepared and published during 1952.

The distribution and custody of all military publications (regulations, circulars, bulletins, manual, etc.) within the Library was taken over by the Chief, Administrative Division, in November.

Budget. Request for preparation and submission of the Library's budget estimates for the Fiscal Year 1954 was not released by the Comptroller of the Surgeon General's Office until 26 May 1952. A much more detailed format was required than for the previous year and many overtime hours on the part of the Budget Officer and his assistant were necessary in order to meet the deadline of 10 June. Also, as in previous years, confusion was caused by the fact that the Library does not control its own payroll activities where much of the data on personnel estimates must originate.

Estimates were also submitted late in May 1952 on printing and binding fund requirements for the Library. This includes such items of cost as the printing of the Index-Catalogue and the Current List of Medical Literature, letterheads, blank forms, punched cards, etc., and also binding. Much improvement in the budgeting of binding funds has been brought about by the adoption of the performance-type budget; while the funds are still held by the AGO, those available for the Library's binding program are now clearly identified as such, and information as to the amount allotted is forthcoming at the beginning of each fiscal year.

FISCAL SECTION

In connection with the classification survey of the Fiscal Section in December, the additional duties of Fiscal Officer for the Library were assigned to the Head of the Section.

Photoduplication Account. During the last quarter of the year the Army Audit Agency conducted, for the first time since the beginning of the charge system, a comprehensive audit of the photoduplication sales and services account. As a result of this audit several significant changes were made in procedure; internal controls were improved with respect to requisitioning, storing, and issuing of coupons. As of 31 December the total amount of outstanding unredeemed coupons stood at \$12,461 (\$5,747 for white coupons, now no longer sold, and \$6,714 for yellow coupons). This represents 63% of the total number of white coupons that were outstanding on 1 July 1951, the date sale was discontinued, and 34% of total sales of yellow coupons. Only 15% of the total outstanding white coupons were redeemed during 1952.

Other Fiscal Matters. The Director having agreed to the final extension of the contract with the Medical College of Virginia (on behalf of the Historical Unit in the Surgeon General's Office), the Fiscal Section continued to give technical certification to vouchers submitted by the College under the contract. No additional funds were necessary for this last modification as a rather large surplus remained on the books as of 1 July. The contract with Johns Hopkins University was again modified to extend it through Fiscal Year 1953. The Fiscal Section processed a total of 1,908 vouchers for all purposes during 1952.

OFFICE SERVICE SECTION

Supply. The peculiar position of the Library in the military establishment will always create supply difficulties. But other troubles which have dogged our footsteps issue from causes less fundamental and therefore do not necessarily lie outside the range of corrective action. One of these is the present parent-satellite arrangement with the Armed Forces Institute of Pathology. Following a recommendation by the Inspector General that the Library be based directly on a Quartermaster depot for Quartermaster supplies, petition was made to the head of G-4, Military District of Washington, for relief. Our appeal received very little sympathy; however, G-4 did agree to give further consideration to our petition upon the removal of the AFIP to the Walter Reed Army Medical Center. Besides the problems attendant upon the present parent-satellite relationship, there remains a body of supply records, inherited from an earlier day,

which must be integrated with our other records. Some progress was made in 1952 in this, but the fact that the nomenclature was written for articles of furniture and equipment without reference to the articles themselves (the personnel who prepared the descriptions being no longer with the Library) requires a time-consuming and often maddening search through the Library's entire accumulation of property to relate card record to object.

Study of, and experimentation with, a pin-feed platen failed to solve the peculiar problems which the Current List Division has with its typing procedures. The Reference Division, however, did adopt the method and a pin-feed platen was procured for their use in the preparation of bibliographies.

An additional IBM typewriter was procured for use by the Processing Section, Catalog Division. The initial request for this machine was denied by the Office of the Adjutant General and it was not until we had paid a personal call on the Pentagon authorities and had prepared a detailed analysis of the Library's production that approval was granted. Some eight or nine months elapsed between the original requisition and the receipt of the machine. The Catalog Division's old varityper was also rebuilt in a manner to make it more adaptable.

The Repair Shop at Fort Myer, Virginia, rehabilitated three cabinets for the Index-Catalogue Division. After being resurfaced and reconditioned with the most modern fixtures, they are almost as good as new. Three additional cabinets were also obtained during the year to provide for the growth of the Public Card Catalog.

Request was made in December for the complete inspection and overhaul of the three Model D cameras now in use by the Photoduplication Section. Also, request was made of the Chief Signal Officer for authority to purchase from funds available to the Library a special piece of equipment known as an "Enlarger-Base-Reader," to supplement the present processing equipment of the Photoduplication Section.

Standard Quartermaster office furniture such as desks and chairs remained difficult to obtain in 1952. After a long delay in filling our order for desks for the Current List Division, unusable substitutions were made by the depot and, to make matters worse, the AFIP was refused authority by the Office of the Quartermaster General to purchase the needed type of desks for the Library in the open market. Consequently, additional months must elapse before the proper equipment can be obtained.

Mail and Records. In the field of records administration we are faced with several problems which have snowballed over the years. Gross errors were discovered in the original record control schedules submitted in 1951. This situation, coupled with a complete revision of the regulations governing the administration and retirement of records, means that the establishment of a comprehensive records administration program throughout the Library has become mandatory. The first step in this direction has been to abolish the old position of Head, Mail and Records Section, and to create a new position of Records Administrator. The second step will be the selection and installation of a formal classification control system over the Library's record files.

Improvement was noted in the messenger service provided for the Library but this was mostly due to more efficient personnel. Some changes, however, were made in pick-up and delivery routines between the main building and Tampa Hall to eliminate the possibility of losing material. A reorganization of the equipment in the mail room relieved congestion and provided better working conditions in that area.

Service. In February the Service Unit took over the distribution of the exchange list of the Current List of Medical Literature following notification from the Government Printing Office, which had been making the distribution, that it could no longer do so. At first this new assignment nearly swamped the Unit, particularly when several issues of the publication were received from the printer at almost the same time; however, the operation soon became routinized.

Improvement was brought about in the Service Unit's use of the motor truck assigned to the AFIP and AFML. Through the cooperation of the AFIP a definite schedule was established, making the truck available daily. This has resulted in a quicker dispatch of outgoing material and a lessening of the need for storage space in the basement.

Mimeograph reproduction continued as before and improved in quality over the previous year; 884,471 sheets were produced on two machines during the year. Although this figure is considerably lower than the 1,637,000 of 1951, it is an increase of 100% over 1950.

PERSONNEL SECTION

As in previous years, recruitment of well qualified staff constituted the major problem of the Personnel Section in 1952. Efforts continued, in the face of a very large turnover, to bring the staff strength into register with authorization.

Personnel Authorization. On 21 January 1952 the number of authorized civilian positions for the Library's Washington divisions was increased from 216 to 227. This increase included five positions formerly authorized but "frozen" by an order issued by the Department of the Army in the fall of 1951. The authorized strength of the Library which remained constant thereafter is shown by the following table:

	<u>Military</u>	<u>Civilian</u>	<u>Total</u>
Washington	2	227	229
Cleveland (HMD)	<u>0</u>	<u>13</u>	<u>13</u>
Total	2	240	242

Manpower Survey. In June a representative of the Personnel Authorization Board, SGO, conducted a survey of the Library to determine proper staffing requirements as related to work load. The analyst's report issued subsequent to this survey upheld the Library's authorization as shown above.

Recruitment. The increase in the number of authorized positions in January gave impetus to a recruiting drive and many vacancy announcements were prepared and distributed. Applicants for stenographic and typist positions held up well despite the rather large number who failed on tests. Success also crowned our efforts in the procurement of subject headers and indexers. But professional librarians meeting the special qualifications demanded of a large technical library such as the AFML remained difficult to find. The Civil Service Commission was unable to provide suitable candidates and authority was extended the Library to do its own recruiting. Even entrance examination requirements were waived (a decision later rescinded) to facilitate the appointment of out-of-town applicants. In March and April Miss Emilie Wiggins of the Catalog Division made recruiting trips to the library schools of Columbia University and the Universities of Michigan, Wisconsin, and Illinois.

Altogether, the Personnel Section in cooperation with the Civilian Personnel Branch, SGO, made 85 appointments to positions in the Library during 1952. This is an average of seven appointments per month, or about 38% of the Library's total Washington civilian personnel authorization.

Classification Surveys. A classification survey of the History of Medicine Division which had been pending for several months was completed in April. As a result of the survey the grade structure of that division underwent several changes. Later in the year surveys were made of the Catalog, Index-Catalogue, and Reference

Divisions and parts of the Current List and Administrative Divisions. These surveys were conducted by analysts of the Civilian Personnel Branch, SGO, and were a great improvement over the work of the previous year when it was very difficult to get action even on individual cases.

Training. The Personnel Officer served on a Committee on In-Service Training created in 1951 by the Chief Librarian. The Committee recommended a lecture course for clerical employees in such subjects as care and maintenance of the typewriter, indexing techniques, supply administration, cost consciousness, etc., which was given in February and March by staff members and outside technical personnel invited for the purpose. Twenty-four employees received certificates upon the successful completion of the course. The Personnel Officer also participated in the regular orientation of new employees by giving a lecture on the historical development of the Library as well as instruction in the rules of the Civil Service Commission and the Library itself concerning hours of work, leave, rest periods, use of the emergency room, etc.

Heat Dismissal Policy. The summer of 1952 proved to be one of the hottest on record for this area. This was a cause of much concern to the administration of the Library because of the poor quality of housing for employees, and the lack of air conditioning or even proper ventilation in many areas. The Federal Personnel Council upheld a policy it had issued the previous year for government agencies to follow in the dismissal of their employees due to heat and humidity. Personnel were dismissed under this policy from time to time as the weather demanded during the remainder of the summer. As mentioned under "Other Improvements" (page 57) several additional electric fans were installed to improve ventilation and a large exhaust fan was ordered for installation in the north end of Room 208.

Credit Union. In response to many requests from the staff for the establishment of a Credit Union at AFML, the Director assigned to the Personnel Officer the task of making inquiries and collecting the necessary data toward this end. Offices of the Bureau of Federal Credit Unions were consulted and on 12 November a group of the staff met with a representative of the Bureau and application was made for a charter. The charter was promptly approved as of 19 November.

Staff Association. During an inspection by the Inspector General of the Surgeon General's Office in August it was discovered that the organization of AFML employees known as the "Staff Association" in existence for several years had never received official recognition under Army regulations. A study of the pertinent regulations was made by a staff committee and the Constitution and By-laws were rewritten to conform therewith. Following acceptance by the membership of the Association, copies of the Constitution and By-laws

were forwarded to Headquarters, Military District of Washington, with a request that the appropriate office be assigned to audit the accounts of the Association.

Payroll Procedure. Effective 13 September 1952 the Department of the Army adopted the machine records system of payroll preparation and thereafter the Library was required to submit time and attendance data on individual IBM cards. No doubt this new procedure eliminates some steps in payroll accounting for other payroll offices; nevertheless, the result for the Library has been to increase, rather than decrease, the number of man hours spent on the activity. It is hoped that, as experience with the system increases, the amount of time required to prepare the payroll data will be reduced.

A P P E N D I C E S

**Statistics in these appendices
cover the fiscal year ending
30 June 1952 unless otherwise
noted.**

BOOKS AND SERIALS ADDED, BY SOURCE AND CLASS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
<u>BOOKS</u> - Purchases			
Current	7,343	9,387	6,894
Out of print	674	1,904	2,844
Old and rare	<u>883</u>	<u>1,688</u>	<u>876</u>
Total Purchases	<u>8,900</u>	<u>12,979</u>	<u>10,614</u>
- Non-Purchases			
Transfers	1,654	1,742	983
Gifts	2,225	2,509	2,114
Backlog	<u>70</u>	<u>100</u>	<u>247</u>
Total Non-Purchases	<u>3,949</u>	<u>4,351</u>	<u>3,344</u>
Total Books Added	<u>12,849</u>	<u>17,330</u>	<u>13,958</u>
<u>SERIALS</u> - Purchases			
Current	23,166	24,275	20,819
Out of print	<u>4,047</u>	<u>4,089</u>	<u>5,143</u>
Total Purchases	<u>27,213</u>	<u>28,364</u>	<u>25,962</u>
- Non-Purchases			
Transfers	5,472	3,968	5,618
Exchange			
Current List	12,503	12,332	12,548
Medical Library Association	1,339	2,142	1,701
Other	10,061	13,435	8,897
Gifts	22,419	20,056	20,191
Backlog	<u>2,374</u>	<u>1,481</u>	<u>157</u>
Total Non-Purchases	<u>54,168</u>	<u>53,414</u>	<u>49,112</u>
Total Serials Added	<u>81,381</u>	<u>81,778</u>	<u>75,074</u>
GRAND TOTAL ALL ITEMS ADDED	<u>94,230</u>	<u>99,108</u>	<u>89,032</u>
<u>PURCHASE PERCENTAGES</u>	<u>1952</u>	<u>1951</u>	<u>1950</u>
Percent of books purchased	69	75	76
Percent of serials purchased	33	35	31
Percent of all pieces purchased	38	42	37

BOOK EXPENDITURES, BY CLASS AND COUNTRY

Expenditures by Class

	<u>1952</u>	<u>1951</u>	<u>1950</u>
<u>BOOKS</u>			
Current	\$ 28,693.83	\$ 34,066.47	\$ 31,014.83
Out of print	4,505.64	3,598.35	3,528.46
Old and rare	<u>6,456.03</u>	<u>6,317.78</u>	<u>9,044.13</u>
Total for books	<u>\$ 39,655.50</u>	<u>\$ 43,982.60</u>	<u>\$ 43,587.42</u>
 <u>SERIALS</u>			
Current	\$ 20,978.87	\$ 19,465.19	\$ 19,207.82
Out of print	<u>310.46</u>	<u>4,000.77</u>	<u>4,435.24</u>
Total for serials	<u>\$ 21,289.33</u>	<u>\$ 23,465.96</u>	<u>\$ 23,643.06</u>
 <u>MICROFILM AND</u> <u>HISTORICAL PRINTS</u>	<u>\$ 1,781.77</u>	<u>\$ 525.80</u>	<u>\$ 2,846.82</u>
 GRAND TOTAL	<u>\$ 62,726.60</u>	<u>\$ 67,974.36</u>	<u>\$ 70,077.30</u>

MAJOR EXPENDITURES BY COUNTRY

	<u>1952</u>	<u>1951</u>	<u>1950</u>
<u>BOOKS AND SERIALS</u>			
United States	\$ 31,101.60	\$ 28,807.37	\$ 24,858.39
Great Britain	4,917.47	2,557.28	2,505.53
France	3,064.98	2,093.40	1,930.61
Italy	3,009.05	2,792.03	2,051.47
Germany	2,351.48	8,019.34	6,000.00
Belgium and Netherlands	1,474.31	1,250.32	1,778.67
Switzerland	1,065.78	1,560.68	976.85
Japan	1,001.88	4,794.37	4,500.00

ACQUISITION ACTIVITIES

	<u>1952</u>	<u>1951</u>	<u>1950</u>
<u>SEARCHING</u>			
Prospects considered for acquisition, not in Library	14,626	14,500	16,483
Prospects considered for acquisition, Library had	<u>7,466</u>	<u>6,905</u>	<u>7,670</u>
Total	<u>22,092</u>	<u>21,405</u>	<u>24,153</u>
<u>SERIAL RECORD</u>			
New titles added	2,287	995	881
Titles received in exchange for <u>Current List</u>	1,551	1,698	2,108
<u>DUPLICATE EXCHANGE</u>			
Shipments made	765	835	738
Shipments received	383	317	217
Pieces shipped	114,779	144,232	96,008
Pieces received	170,504	184,293	150,001
<u>ORDERS</u>			
Purchase Orders written	1,445	2,059	1,812

CATALOGING STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
<u>PRELIMINARY CATALOGING</u>			
New titles	10,592	11,200	(1)
Recataloged titles	<u>12,180</u>	<u>12,940</u>	<u>(1)</u>
Total	<u>22,772</u>	<u>24,140</u>	<u>(1)</u>
<u>COMPLETED CATALOGING</u>			
New titles	9,320	8,584	10,045
Recataloged titles	<u>11,653</u>	<u>13,710</u>	<u>9,573</u>
Total	<u>20,973</u>	<u>22,294</u>	<u>19,618</u>
Titles reclassified	2,209	6,071	2,090
Catalog cards made, revised, and distributed	208,881	293,013	291,202
Catalog cards filed	173,712	191,313	179,276
Volumes shelflisted	30,272	29,994	23,708
Copies and volumes withdrawn	2,070	1,539	(1)
Work in process (pieces)*			
Awaiting preliminary cataloging	637	225	975
Awaiting cataloging	<u>13,950</u>	<u>10,224</u>	<u>10,575</u>
Total	14,587	10,449	11,550
Cataloged, awaiting revision	<u>3,450</u>	<u>3,250</u>	<u>2,775</u>
Total of work in process	<u>18,037</u>	<u>13,699</u>	<u>14,325</u>

(1) Not available

* Estimate 75 pieces per shelf

BINDING STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Volumes sent to Government Printing Office	18,470	8,758	4,269*
Volumes returned from Government Printing Office, processed	6,317	5,300	7,875
Volumes placed in AFML bindings	4,716	3,402	2,537
"Poor Paper" volumes wrapped	334	1,498	603
Volumes repaired	2,094	2,341	4,716
Volumes lettered	43,058	52,877	47,652

ART SECTION STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Pictures added to Art Section			
Portrait solicitation	1,473	1,387	176
Hospital solicitation	934	257	0
AFIP transfers	704	158	6,210
Miscellaneous	<u>140</u>	<u>286</u>	<u>851</u>
Total pictures added	<u>3,251</u>	<u>2,088</u>	<u>7,237</u>
Pictures cataloged/indexed	3,902	4,606	(1)
Reference use of pictures	2,613	1,829	(1)

(1) Not available

* Figure represents four months

USE AND CIRCULATION STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Readers registered	<u>9,208</u>	<u>8,249</u>	<u>7,587</u>
Loans - Government libraries	27,459	24,103	23,778
Non-Government libraries	<u>5,233</u>	<u>5,690</u>	<u>5,777</u>
Total loans	32,692	29,793	29,555
Requests from readers	55,015	55,929	53,340
Requests from Photoduplication Section	<u>84,000</u>	<u>52,560</u>	<u>48,553</u>
Total items used	<u>171,707</u>	<u>138,282</u>	<u>131,448</u>

REFERENCE SERVICE STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Reference questions answered	11,453	11,307	8,638
Bibliographies prepared	426	226	334

PHOTODUPLICATION STATISTICS

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Orders received	88,009	55,738	51,012
Pages, negative film	1,431,622	1,210,125	1,499,134
Pages, positive film	161,947*	4,707	85,127
Photostats	655,006	247,709	320,713
Photoprints	509,225	141,880	157,999
Glossy prints	2,435	2,582	1,515

* The increase in positive film images was due to the requests for and the sale of positive microfilm copies of a selected list of Russian medical journals.

HISTORY OF MEDICINE DIVISION

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Items added to collection			
Editions in book form	589	931	915
Microfilm copies	41	70	28
Portraits	<u>175</u>	<u>62</u>	<u>4</u>
Total items added	<u>805</u>	<u>1,063</u>	<u>947</u>
Editions cataloged	934	385	(1)
Inquiries answered (including loans and photoduplication orders)	729	725	540
Books bound at commercial bindery	613	175	420
Books bound at HMD Binding Studio	<u>658</u>	<u>665</u>	<u>952</u>
Total books bound	<u>1,271</u>	<u>840</u>	<u>1,372</u>
Prints and photographs mounted	1,295	1,899	116
Pages microfilmed	216,041	417,844	303,104

(1) Not available

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Free or Exchange Distribution			
United States	408	410	1,709
Foreign	<u>1,517</u>	<u>1,663</u>	<u>1,748</u>
Total distribution	<u>1,925</u>	<u>2,073</u>	<u>3,457</u>
Paid subscriptions			
United States	1,748	1,835	1,041
Foreign	<u>563</u>	<u>320</u>	<u>157</u>
Total subscriptions	<u>2,311</u>	<u>2,155</u>	<u>1,198</u>
Armed Forces Medical Library internal use and stock	<u>259</u>	<u>110</u>	<u>(1)</u>
GRAND TOTAL	<u>4,495</u>	<u>4,338</u>	<u>4,655</u>
Journal titles being indexed	1,353	1,242	(1)
Items indexed	95,878	85,204	(1)

(1) Not available

Appendix IX

INDEX-CATALOGUE DIVISION

	<u>1952</u>	<u>1951</u>	<u>1950</u>
Periodical articles indexed	92,873	85,217	256,409
Books cataloged	5,511	6,372	11,906
Articles classified	21,905	38,028	135,352
New cards filed	19,001	35,840	99,252
Total cards filed	260,060	367,670	562,817
Cards sent to printer	6,773	12,448	5,073
Backlog			
Journals and books awaiting analysis or cataloging	22,137	30,762	53,813
Articles cataloged, awaiting revision	0	8,100	78,000
Cards revised, awaiting heading	276,915	200,000	46,685
Visitors to Subject File (excluding staff members)	1,311	1,684	1,407

PERSONNEL STATISTICS

	As of 30 June 1952	As of 30 June 1951	As of 31 Dec. 1950
Personnel authorized			
Civilian	240	225	213
Special Temporary	0	3	0
Military	<u>2</u>	<u>6</u>	<u>11</u>
Total personnel authorized.	<u>242</u>	<u>234</u>	<u>224</u>
Personnel on duty			
Civilian	235	228	209
Military	<u>1</u>	<u>9</u>	<u>11</u>
Total personnel on duty . . .	<u>236</u>	<u>237</u>	<u>220</u>
Personnel on duty, by Divisions			
Office of the Director	4	7	26
Acquisition Division	34	38	33
Administrative Division	21	22	22
Catalog Division	52	48	51
Current List Division	33	30	--*
History of Medicine Division	13	15	14
Index-Catalogue Division	12	12	12
Reference Division	<u>67</u>	<u>65</u>	<u>62</u>
	<u>236</u>	<u>237</u>	<u>220</u>
Average number of persons employed	229	222	203
Personnel actions			
Accessions	97	104	58
Separations	86	80	54
Accessions during year, on duty	62	69	48
Conversions to probational or classified status**	0	10	10
Promotions	55	23	25
Reallocations to higher grade	17	2	4
Reallocations to lower grade	0	0	3
New positions established	10	7	20
Pay increases for superior accomplishment	0	0	2
Meritorious civilian service awards	1	0	1
Absences: Annual leave (man-hours)	34,380	35,032	28,972
Sick leave (man-hours)	22,529	21,436	19,793
Other leave (man-hours)	5,220	5,462	4,933
Percentage of effectiveness	85.9	84.9	86.5

* Included under Office of the Director

** This action not authorized by Civil Service Commission after 1 September 1950.

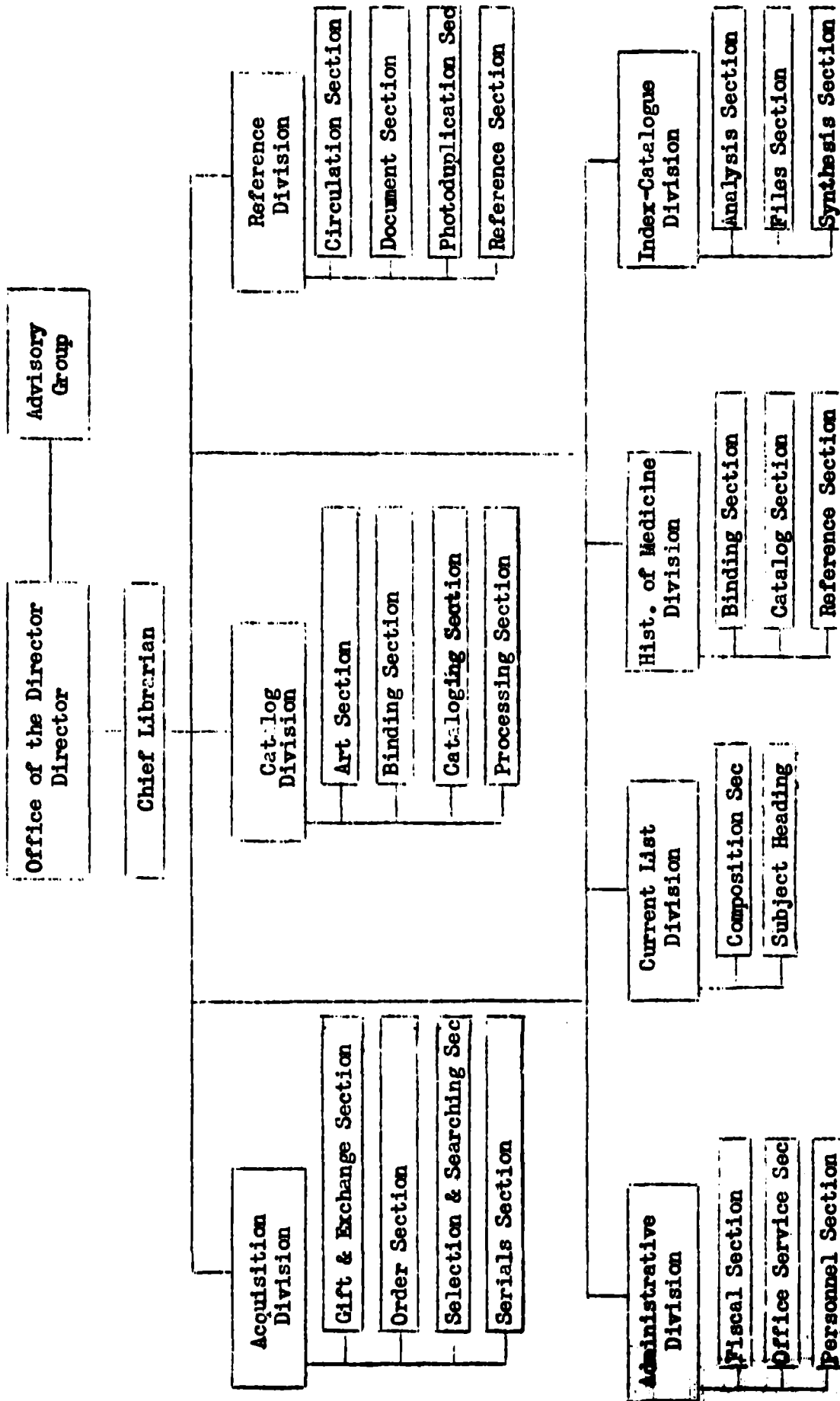
FINANCIAL STATISTICS

<u>Allotted Funds</u>	1952 <u>Obligated</u>	1951 <u>Obligated</u>
Rentals	\$ 115.00	\$ 93.21
Repairs and Alterations	3,890.00	1,755.63
Subscriptions and Books	62,567.66	67,760.83
Supplies	32,950.21	25,406.38
Equipment	6,380.56	7,453.37
Transportation	26.90	28.96
Travel	7,700.45	7,848.64*
Postage	3,640.00	1,853.29
Car Tokens	174.80	44.00
Indexing Contract	32,000.00	14,000.00
Edgar Bequest	38.67	23.04
	<u>\$ 149,484.25</u>	<u>\$ 126,267.35</u>

Estimated Cost of Operation of
Armed Forces Medical Library

Allotted Funds (Actual, as above)	\$ 149,484.25	\$ 126,267.35
Civilian Personnel Salaries	958,571.00	876,316.00
Military Personnel Salaries	28,132.00	57,065.00
Printing	38,334.00	15,929.00
Binding	105,624.00	50,571.00
Real Estate Rental (Engineers)	10,320.00	9,000.00
Signal Corps Supplies and Equipment	15,334.00	10,208.00
Quartermaster Supplies and Equipment	5,018.00	4,500.00
Transportation Service	3,000.00	1,500.00
Contract Field Binding (HMD)	2,000.00	2,000.00
Estimated Total Operating Cost ...	<u>\$ 1,315,817.25</u>	<u>\$ 1,153,356.35</u>
Collections from photoduplication services		\$ 20,567.77

* Includes Historical Division, SGO



ARMED FORCES MEDICAL LIBRARY ORGANIZATION CHART

31 December 1952