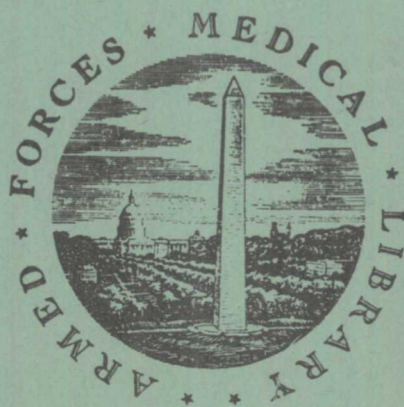


Armed Forces Medical Library

Annual Report
for the Calendar Year 1955



FOUNDED 1836

Washington : 1956

LETTER OF TRANSMITTAL

ARMED FORCES MEDICAL LIBRARY
Washington 25, D. C.

Major General S. B. Hays
The Surgeon General, United States Army

General:

I have the honor to submit my report for the calendar year 1955 as Director of the Armed Forces Medical Library.

Except when otherwise stated, the statistics exhibited in this report cover the fiscal year ending 30 June 1955.

FRANK B. ROGERS
Lt. Colonel, MC
Director

1 March 1956

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Organization Chart AFML as of 31 December 1955

ADMINISTRATIVE ORGANIZATION OF THE ARMED FORCES MEDICAL LIBRARY

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

OFFICE OF THE DIRECTOR

Chief Librarian	Kanardy L. Taylor
Film Curator	Muriel Weins
Secretarial Assistant	Alice E. Luethy
Clerk Stenographer	Vacancy

ACQUISITION DIVISION

Chief (Assistant Librarian)	Samuel Lazerow
Gift and Exchange Section, Head	I. Nathaniel Markfield
Order Section, Head	James W. Barry
Selection and Searching Section, Head	Leslie K. Falk
Serials Section, Head	Edmond P. Cahalane

ADMINISTRATIVE DIVISION

Chief	Raymond H. Eckenbach
Duplicating Section, Head	Nellie R. Markham
Fiscal Section, Head	Aldine D. Mudd
Mail and Records Section, Head	William A. Wormley
Service Section, Head	Joseph McGroarty

CATALOG DIVISION

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

HISTORY OF MEDICINE DIVISION (located in Cleveland, Ohio)

Chief	Harriet C. Jameson
Catalog Section, Head	May G. Hardy
Reference Section, Head	Dorothy M. Schullian

INDEX DIVISION

Chief (Editor)

Assistant to Chief; Subject
Analysis Section, Head
Editorial Section, Head
Monograph Section, Head

Seymour I. Taine

Edward A. Miller
Galina V. Zarechnak
Harold F. Koehler

REFERENCE DIVISION

Chief (Assistant Librarian)

Assistant Chief; Circulation
Section, Head
Document Section, Head
Reference Section, Head
Bibliography Section, Head

Estelle Brodman

Robert B. Austin
Charles A. Roos
Mary E. Grinnell
Marjory C. Spencer

BRANCH LIBRARY

U. S. Army Surgeon General's Reference Library
Main Navy Building, Washington 25, D. C.
Mary Alice Jackson, Librarian

Air Raid and Fire Marshal	- Harold Wolfe
Comptroller	- Raymond H. Eckenbach
Contracting Officer	- Raymond H. Eckenbach
Director of Supply and Maintenance	- Raymond H. Eckenbach
Fiscal Officer	- Aldine D. Mudd
Assistant Fiscal Officer	- Lee E. Dean
Forms Management Officer	- William A. Wormley
Mail Clerk	- Herbert Smith
Alternate Mail Clerk	- Enas Broadway
Person-in-Charge, Emergency Room	- Wanda Smith
Postal Officer	- William A. Wormley
Post Publications Officer	- Joseph McGroarty
Records Management Officer	- William A. Wormley
Records Management Officer--HMD	- Mae J. Surtz
Reports Control Officer	- William A. Wormley
Responsible Officer, Photoduplication Account	- Aldine D. Mudd
Responsible Officer, Technical Service Equip.	- Joseph McGroarty
Safety Director	- Raymond H. Eckenbach
Savings Bond Officer	- Margaret T. Reese
Security Officer	- Lt.Col. Frank B. Rogers,MC
Security Control Officer	- Alice E. Luethy
Supply and Accountable Property Officer	- Joseph McGroarty
Supply Coordinator	- Joseph McGroarty
Transportation Officer	- Margaret T. Reese

CHAPTER I

THE FRONT OFFICE

ADMINISTRATION

Divisional Reorganization. During the year a number of changes were made in divisional organization.

The Binding Section of the History of Medicine Division was closed out, the huge task of restoration of our rare books having been virtually completed after some thirteen years of painstaking and meticulous labor under the direction of Mr. Jean Eschmann.

A new unit, the Bibliography Section, was established in the Reference Division. The chief function of the new section will be to continue the preparation of long subject bibliographies, begun as an added activity by the Reference Division several years ago.

In the Administrative Division the Office Services Section was discontinued and the Service Section established to embrace the functions of the former Supply and Service Units; the Mail and Records Section replaced the Mail and Records Unit.

The Index Division was realigned to comprise the Editorial Section, the Monograph Section, and the Subject Analysis Section.

Army Integrated Program. Toward the end of the year the Library, with the assistance of OTSG personnel, began to study and prepare for its role in the Army Integrated Program, a plan which will attempt to rationalize and relate all of the Library's activities, including fiscal, budget, personnel, production, reporting, as parts of one program related to the overall objectives and purposes of the Library and the Army. This will eventually have considerable effect in such areas as work measurement, budget preparation and personnel requirements. It will also eventually give greater freedom to the Director in the use and control of the various allocated funds now so strictly circumscribed and controlled at higher echelons.

Work Simplification. As a part of the overall Army Program, the Library launched a Work Simplification Program in November. Initially a brief course of instruction on the basic principles and reporting methods was given to the supervisory personnel. They in turn carried the instruction and implementation of the Program to their respective divisions and sections. Before the end of the year some fruit of this Program was borne in the shape of several good and useful suggestions.

ADVISORY GROUP

The Armed Forces Medical Library Advisory Group met three times during the calendar year.

Meeting of 21 January 1955. Dr. Worth B. Daniels, President of the Society of Medical Consultants to the Armed Forces, attended this meeting as a guest and described the activities of a small ad hoc committee representing some half dozen national medical associations in support of the new building program of the AFML. The Group reviewed some advanced schematic drawings of the proposed building.

The Group also considered the Library's documentary medical motion film program, the publication of special bibliographies and certain divisional reorganization plans.

Meeting of 29 April 1955. At a session concerned primarily with the new building program guests included Dr. Worth B. Daniels; Dr. Alan Gregg, Vice President of the Rockefeller Foundation; Dr. Benjamin Spector, Chairman of the Friends of the Armed Forces Medical Library; Colonel Harold W. Jones (ret.), Director of the Army Medical Library 1936-1945.

In addition to considering several items of old business the Group made an inspection tour of the Library building.

Meeting of 28 October 1955. This meeting was devoted chiefly to a review of the plans for the proposed new building and a discussion of the implications of bills pending in Congress which would implement the Hoover Commission recommendations.

The Group also reviewed a statement of the year's activities presented by the Director.

Composition of the Advisory Group at the close of the year was:

Austin Smith, M.D.

Editor, Journal of the American Medical Association

(Term expires 30 June 1956)

Colonel Joseph H. McNinch, MC

Chief, Personnel Division, Office of The Surgeon General

(Term expires 30 June 1956)

Saul Jarcho, M.D.

145 Central Park West, New York 23, N.Y. (Term expires 30 June 1957)

Robert M. Stephan, D D S.

National Institute of Dental Research, National Institutes of Health

(Term expires 30 June 1957)

Captain William L. Engelman, MC, USN

Bureau of Medicine and Surgery, Navy Department

(Term expires 30 June 1957)

Worth B. Daniels, M.D.
Clinical Professor of Medicine, George Washington University
(Term expires 30 June 1958)

Mary Louise Marshall
Professor of Bibliography, Tulane University of Louisiana, and
Librarian, Rudolph Matas Medical Library (Term expires 30 June 1958)

Colonel Russell S. Leone, USAF (MC)
Directorate of Professional Services
Office of The Surgeon General, U. S. Air Force
(Term expires 30 June 1958)

Lt. Colonel Frank B. Rogers, MC
Director, Armed Forces Medical Library, Chairman

FRIENDS OF THE ARMED FORCES MEDICAL LIBRARY

The fourth annual meeting of the Friends of the Armed Forces Medical Library was held on 28 October 1955 at the Officers' Club of the National Naval Medical Center, Bethesda, Maryland. Dr. Benjamin Spector, of Tufts University School of Medicine, presided.

Mr. Keyes D. Metcalf, Librarian emeritus of Harvard University, presented a very interesting address on "Research Libraries in 1955."

RENOVATION AND MOVING

1955 will long be remembered by the staff as the year when the Armed Forces Institute of Pathology moved into its own new building and the Library inherited all of the space in the old main building. It was a year of great upheaval resulting from the renovation of the entire building and the tremendous task involved in the rearrangement of people and books as, once again after many years, the various administrative units and collections of the AFML were reunited under one roof --- all, that is, except the History of Medicine Division in Cleveland. And even that Division bore the brunt of much hard labor in the preparation and shipment of some 50,000 volumes from Cleveland back to Washington.

During the year new book stacks of some 220,000 volumes capacity were installed in the basement and first floor of the west wing. New fluorescent lighting fixtures were installed in a majority of the offices and work space. Many rooms and offices had new flooring laid or old floors repaired; wholesale painting and redecorating was completed; new lunchroom and snack bar facilities were set up. A long felt need was met by establishing an exhibit room and by segregating therein a new collection to be known as "Monuments of Medicine", selected from titles of the 19th and 20th centuries as important because of their "milestone" character. Morton, Koch, Drake, and Lister are representative of the authors to be found there.

Besides the books returned from Cleveland, the move included more than 130,000 volumes from Escanaba Hall and Tampa Hall (buildings located across the street from the Library) where they had been shelved for several years, as well as shifting of tens of thousands of books in the regular stacks.

The details of moving virtually every person, desk, and book in the entire Library are reflected in some of the following chapters. Grateful as we are for the improved and more comfortable quarters, we know our respite will be short lived; we can expect to accommodate our collection only for the next two years. Beyond that we can only hope --- hope that somehow, some way, a new home for this country's national medical library will be assured before bursting bookshelves will again force us to find costly and discouraging palliatives.

LEGISLATION AND THE NEW BUILDING

Set forth here for the record is a chronology of the more important events relating to legislation concerning the Library and actions taken on funding for a new building.

On 28 February 1955 the Commission on Organization of the Executive Branch of the Government (Hoover Commission) released its Task Force Report on Federal Medical Services. Chapter III of the Report is entitled "A National Library of Medicine". After a brief description of the Armed Forces Medical Library and its creation and maintenance by the Office of The Surgeon General of the Army, its problems and needs, the Report says that "the needs of a National Library of Medicine are neither in theory nor practice familiar to, or a natural concern of, the Department of Defense." The Report then makes a recommendation to the Commission which is incorporated into the Commission's report to Congress, released simultaneously with the report of the Task Force. The Commission's Recommendation No. 23 is as follows:

"That legislation be enacted to establish a National Library of Medicine as a Division of the Smithsonian Institution, with a board of trustees to be selected by the Board of Regents of the Smithsonian Institution; and that the board of trustees be responsible for directing the policy of the National Library of Medicine. The medical collections, staff and activities of the Armed Forces Medical Library should be transferred to these trustees. Housing and a budget adequate for the National Library of Medicine should be provided."

In March a request for appropriation of \$350,000, to cover the cost of architectural and engineering services for the proposed new building, was included in the Navy Department's fiscal year 1956 Public Works Program budget, which was approved by the Department of Defense.

On 20 April two bills (HR 5700 and S.1765) were sent to the Congress seeking authority for military base construction; contained in these bills was an item for \$350,000 for "plans and specifications for the Armed Forces Medical Library .". The segment of the bills pertaining to the Library was presented before a subcommittee of the Armed Services Committee of the Senate on 11 May, before the House Armed Services Committee on 25 May 1955, before a subcommittee of the House Committee on Appropriations on 27 June 1955, and before the Senate Committee on Appropriations on 8 July 1955.

Public Law 161, 84th Congress, signed by the President on 15 July 1955, included authority for plans and specifications for the new building. However, in reporting out the Supplemental Appropriations Bill for 1956, which embraced those items authorized by Public Law 161, the Senate Appropriations Committee "did not approve the request for \$350,000. . . The Committee did this without prejudice and suggests that this item may be again considered next year."

On 29 July a conference committee on the disagreeing votes of the two Houses on the Supplemental Appropriation Act of 1956 recommended restoration of the \$350,000 for building plans. On 30 July the two Houses accepted this recommendation; on 4 August the President signed the bill as Public Law 219, 84th Congress.

Meanwhile, five identical bills were introduced which would implement the recommendation of the Hoover Commission to transfer the Library to the Smithsonian Institution: HR 6915, on 20 June; S. 2408, on 5 July; S. 2482, on 11 July; HR 7344, on 13 July; and HR 7528, on 21 July 1955

In December information was received that the Department of Defense had decided not to include construction funds for the Armed Forces Medical Library building in its Fiscal Year 1957 budget program to be submitted to the Congress in the spring of 1956. On the basis of this decision the Navy's Bureau of Yards and Docks was advised not to ask for apportionment of funds (\$350,000) appropriated by the Congress in Public Law 219 for architect's plans for the new building. As the year ended, the Library's building program had come to a standstill.

DOCUMENTARY MEDICAL FILM COLLECTION

Last year the establishment of a documentary medical motion film program was announced. During 1955 the transition of the program from the study and planning phase to the beginning of a working collection was accomplished. Publicity and problems of acquisition, however, claimed much of the time spent on this project.

A response of 37 percent to the 704 letters sent during the year to individuals, companies, and associations known to be connected in various capacities with medical motion pictures would seem to indicate a healthy interest on the part of the medical community in the establishment of such a national repository of medical films.

During the year 311 film titles were added to the 200 previously on hand, bringing the total for the collection to 511. The largest single donation, 76 titles, was that of the Wyeth Laboratories.

Routines were established for the receipt, accessioning and storage of the films; adequate space was made available for work with the collection by providing a film vault in the basement and an office for the Film Curator on the first floor. The Library of Congress has generously permitted storage of all of our nitrate films in its vaults in Suitland, Maryland; all other films are stored in the basement vault. Equipment has been acquired to enable the library to show films to groups and individuals, although to date the reference use of the collection has been chiefly by letter and telephone. No cataloging codes or routines have been established.

A Prospect File, consisting of titles of all medical motion pictures known to the Library, has been formed and now lists some 4,300 titles.

HISTORY OF THE ARMED FORCES MEDICAL LIBRARY

Early in the year plans were laid for a long-term project envisioning the production of a thorough and scholarly history of the Armed Forces Medical Library. Dr. Dorothy M. Schullian of the History of Medicine Division was assigned the task of writing the history, which will be based on the Library's own archives and records plus those of institutions or individuals closely or personally connected with the Library or its staff over the years. This, of course, entails travel to numerous places to review correspondence files and records and to confer with those still living who may remember much of the early and middle period of the Library's history. This project was well on its way by the close of the year.

STAFF ASSOCIATION

The AFML Staff Association held an open meeting on 17 March 1955 and voted to take steps to disband. Preliminary steps to the dissolution required an inventory of assets including the books on the Staff Library. All assets and property were disposed of in accordance with Army Regulations and the Staff Association was finally dissolved as of 30 June 1955, although the Report of Terminal Audit, dated 9 August, was not received until 25 August 1955.

There were several reasons leading to the Association's action. Membership had dropped considerably over the last few years, and attendance at the social functions sponsored by the Association, such as the annual picnic and the Christmas party, had steadily declined. Possibly the deciding factor, however, was the regulation requiring a complicated system of accounting for funds; the work and time involved, for a fund so small, hardly seemed worth the candle to those officers and members on whose shoulders the burden fell.

PERSONNEL

Changes Commander John A. Oley (MSC) USN, Special Assistant to the Director since April 1953, retired from active service on 30 September 1955 after more than 33 years of active duty.

Captain Charles I. Harper (MSC) USA, Special Assistant to the Director since October 1954, was reassigned to duty at the Army Chemical Center, Maryland, leaving AFML on 5 July 1955.

Mr. James W. Barry was appointed Head of the Order Section, Acquisition Division, effective 20 September 1955, replacing Mr. Richard Dier who resigned on 1 July 1955.

Mr. Joseph McGroarty was appointed Head of the newly established Service Section, Administrative Division, effective 22 July 1955.

Mr. William A. Wormley was designated Head of the new Mail and Records Section, Administrative Division, effective 22 July 1955.

Mr. and Mrs. Jean S. Eschmann of the Binding Section, History of Medicine Division, left the employ of the Library as of 30 June 1955. The program of rehabilitation of the old and rare books, completed on that date, is described elsewhere in this Report.

Miss Edna L. Frick, who served at The Surgeon General's Reference Library in the Main Navy Building, retired on 30 September 1955 after completing 38 years of federal service, of which nearly 32 years were spent in the Office of The Surgeon General and the AFML.

Miss Marjory C. Spencer was designated Head of the newly established Bibliography Section of the Reference Division, effective 1 July 1955.

Awards Mr. Bela Balassa of the Catalog Division received a cash award for a suggestion regarding the public catalogs.

Miss Etta E. Christiansen of the Catalog Division received an outstanding performance rating for her work during the year as well as an award for sustained superior work performance.

Mr. Edwin N. Herndon received a cash award for a suggested revision of the charge card used at the Circulation Desk.

Mr. David Merrell of the Index Division received two cash awards during the year for two separate suggestions in connection with the preparation of the Current List.

Mr. Robert Womble of the Reference Division received a cash award for a suggestion on copying references from the Current List.

STAFF ACTIVITIES

In addition to his regular activities the Director participated in several meetings in other countries. In April he attended a one-day meeting of the Board of Curators of the Osler Library at McGill University, Montreal, of which he is a member.

In September the Director attended the Brussels meeting of the International Congress of Libraries and Documentation Centres. Following the Brussels meeting he addressed a meeting of the Medical Section of the (British) Library Association in London.

In November the Director was in London to participate, as a member, in a meeting of UNESCO's International Advisory Committee on Documentation and Terminology in Pure and Applied Science.

Mr. Kanardy L. Taylor, Chief Librarian, served for a period of approximately six weeks during the summer as a technical consultant to the Post Office Department in the planning of its library facilities. He also participated as chairman of a committee which surveyed the library needs of the newly established Army Supply Management Course at Fort Lee, Virginia.

COMMITTEE WORK

Committee on Documentary Medical Films. As a last formal action this committee, meeting in February, reviewed a report with recommendations on the film program which had been prepared by the Film Curator. Having fulfilled its advisory function on the beginning of the film program, the Committee was officially disbanded on 27 July 1955.

Internal Audit Committee Members of the Internal Audit Committee met informally on several occasions to review various aspects of the Library's fiscal and financial affairs.

Committee on Charity Collections. This Committee supervised the collection of funds for the following:

American-Korean Foundation
American Red Cross
Arthritis-Rheumatism Foundation
CARE
Community Chest Federation

Crusade for Freedom
G.A.R. Memorial
Washington Heart Assoc.
March of Dimes

Committee on Scope and Coverage. The great accomplishment of the Committee during the year was to review the Library's general acquisition policy as expressed in the old Library Order No. 3, 1951, and to prepare two new Library Manuals (B-5 and B-5a) to supersede the older policy statement; following publication of the new directives, on 20 and 27 December, the Committee was disbanded, and its functions reverted to the Office of the Chief, Acquisition Division.

1955 PUBLICATIONS

Armed Forces Medical Library Catalog, 1950-1954. 6 volumes. A five-year cumulative author and subject catalog of works represented by AFML cards. For sale by J. W. Edwards, Publisher, Inc., Ann Arbor, Michigan. \$64.00 f.o.b. Grand Rapids.

Index-Catalogue of the Library of The Surgeon General's Office, U.S. Army. Fourth Series, Volume XI, MI-MN. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C. \$9.00.

Current List of Medical Literature. Volumes 27 and 28. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D. C. Annual subscription (12 issues) \$13.50 domestic; \$17.00 foreign.

Military Medicine. A reprint of the military medicine section of Volume XI, Fourth Series, Index-Catalogue of the Library of The Surgeon General's Office, U.S. Army. p.289-1226.

Supplementary List of Abbreviations for Serial Publications Referred to in the Fourth Series of the Index-Catalogue. A reprint from Volume XI, Fourth Series, Index-Catalogue of the Library of The Surgeon General's Office, U.S. Army. 79p.

The Structure, Composition, and Growth of Bone, 1930-1953; a bibliography. Comp. by Marjory C. Spencer and Katherine Uhler. Washington, Armed Forces Medical Library, 1955. 190p.

Slavic Medical Bibliographies, 1945-1954. Comp. by Stanley Jablonski. Washington, Armed Forces Medical Library, 1955. 57p.

A Bibliography of Military Medicine, United States and Foreign, 1950-1955. Comp. by Charles Roos. Washington, Armed Forces Medical Library, 1955. 43p.

CHAPTER II

ACQUISITIONS

Collecting Policy. The Armed Forces Medical Library, in company with other major research libraries, has for many years been waging unequal combat with the increasing mass of published literature. The Library has sought to establish a set of scope and coverage policies broad enough to enable it to discharge its responsibilities as the national medical library, and yet rational enough to enable it to cope with the continuing increase in modern medical publishing.

The Library's present collecting policy is based on the 1944 Survey Committee's recommendation that the "Library should acquire... all publications, in all languages, directly relating to the science of medicine." In the practical day-by-day implementation of this policy we find ourselves on the horns of a dilemma; on the one hand, there is the necessity for a comprehensive record, and on the other hand, there is the awful burden of cost involved in processing institutional reports, school catalogs, leaflets, broadsides, notices, etc.-whether printed, near-printed, typewritten, or in manuscript, in all languages, of all time, and in all editions.

Discussions within the Library during 1955 made plain the need for yet another general and intensive review of this problem. By the end of the year, program plans had been completed for a symposium on acquisition policy to be held in the spring of 1956 which it is hoped will help to point the way to better and more rational collecting policies.

Bibliographical coverage. Two conspicuous bibliographical gaps were repaired by completion of selection from the Magyar Nemzeti Bibliográfia for 1951-1954 and from Bibliografija Jugoslavije for 1951-1955. This activity closed almost the last remaining lacunae in bibliographical coverage of European sources.

Several new titles were added to the list of sources used for selection. Among them were the Monthly List of Additions of the National Library of India, Kiriath Sepher (Israel), and Buku Kita (Indonesia).

Source of procurement. During 1955 the Library changed dealers in two countries, France and Japan, in the belief that the new dealers would provide better service and greater coverage. Substantial consignments of material from new commercial sources in Korea, Turkey and Hungary were received.

A marked increase in our Russian receipts reflects a more intensive collecting activity (on the Library's behalf) by the Department of State's Publications Procurement Officer in Moscow

Congress Project During 1955 the Acquisition Division continued to gather information about forthcoming congresses and to ask in advance for their publications. Three fruitful sources of news were added to those reviewed routinely: Forthcoming medical conferences (published quarterly by the British Medical Association), Forthcoming Inter-American conferences and meetings (published twice a year by the Pan American Union), and Programme des conférences et reunion interessant les hommes de sciences en Afrique (published twice a year by the Scientific Council for Africa South of the Sahara) The Library continues to exchange data with the New York Academy of Medicine.

Letters were sent to the organizers of 46 congresses and 27 replies, for the most part very generous, were received. In some instances unordered material has arrived in apparent response to our request, although not accompanied or preceded by a written reply. In addition, a commercial dealer filled in a number of gaps in the Library's holdings of older congresses. More than 100 congress publications were purchased from this dealer

New Exchanges. Three new institutions were added to the list of exchange sources: the Fundacion Médica FACEP in Havana, Cuba; the Makerere College Medical Library in Kampala, Uganda; and the Higijenski Institut N R Srbije in Belgrade. In addition, an exchange offer was received late in the year from the Director of the State Central Medical Library in Moscow

MANAGEMENT

Space Management As a part of the general movement of the Library into space vacated by the Armed Forces Institute of Pathology, the Acquisition Division was relocated in the south end of Room 208. Resulting advantages include more space, better internal communication, and improved layout.

Order System After a series of conferences with representatives of the Office of The Surgeon General and of other agencies interested in procurement activities, a new ordering system was installed at the beginning of October. A number of problems have materialized; in operation three months, the system has developed cumbersome problem areas where necessary interim files and duplication of records are a real encumbrance encroaching upon productive time and efficiency. Cover-slips, the work sheet used in preparation of Purchase Orders, were filed by dealer in the former system and served a variety of analytic purposes. Now cover-slips must remain with the Purchase Order until all transactions are completed. This has necessitated an

interim book record to show currently the balance between funds obligated and liquidated. A chart of Purchase Orders must be kept to maintain itemized control of the five payment limitation, to reveal the month in which funds are liquidated, as well as to which library budget charged. With the completion of the fifth or a final payment the cover-slip replaces such interim records. The cancellation procedure has been complicated in the necessary handling of Purchase Orders and interim records for deletion of items and restoration of obligated funds for use. Invoice clearance presents the most delays. Where billing relates to a single Purchase Order the only judgment required is in the number of invoices to accumulate before making a payment. However, most invoices involve material on two or more Purchase Orders. There has developed constant re-handling of accumulating invoices and the numerous purchase orders which they affect. When a payment can be approved detailed "referencing" must be made between the invoice and each Purchase Order concerned, as well as recording the fund liquidation on one or both of the interim control records. Supplying currency conversion rates and Purchase Order numbers plus corrections of addresses require constant editing of invoices and all copies of the pre-delivery Purchase Orders. Aside from increasing desk work in the Library, agents are waiting longer for payment on their bills with a resultant increase in arrearage statements that makes wasteful time demands. While the new system brings the ordering activities into line with Army procurement directives, it adds burdens of detail to the Order Section. It is hoped that refinements in handling of these details can soon be made to obviate the need for additional personnel.

Backlog. All bound monographs in the unsolicited gift backlog, which has been in existence for ten to twenty years, were screened, searched and disposed of. The unbound portion, running to over a hundred linear feet, is being handled at a slower pace. It is planned, however, to make a concentrated attack on this material early in 1956.

Application of Photography. Considerable progress was made in extending the use of photography in acquisition procedures. A comparison of this photographic method with the office management technique known as integrated data processing (IDP) reveals some significant similarities. IDP's basic principle is the automatic perpetuation of repetitive data. This is precisely the same result as that achieved by the Bibliofax method of placing orders, as now done by AFML. The primary difference between the two lies in the fact that the prevailing mechanism used in IDP is punched tape; the Bibliofax mechanism uses the photographic image.

The principal new application of photography was the searching of unsolicited gifts from a photoprint of the title page, rather than from the piece itself. It was found that reference to the publication for additional searching information was necessary in only a few cases. A study of relative time costs demonstrated net savings sufficient to justify adoption of the method.

Several additions and refinements were made in the Order Section's regular use of photographic techniques. Additional photocopies of order cards are routinely made for internal use in the Reference Section, the OTSG Reference Library, and the Cataloging Section. Also, all cards required for the large subscription contract were reproduced directly from the typed bid list. In the Serials Section an important new development was a photographic method of claiming missing issues of journals.

At the beginning of December, Room 210 was converted into a camera room given over entirely to equipment used in the photoclerical process. Centralization of this equipment should facilitate experimentation in the application of the photographic method to other areas.

Kardex Conversion Project. The major project during 1955 in the Serials Section was the conversion of the Kardex from a file of 4 x 6 cards to one of 3 x 5 cards. This project was begun in August 1954 and completed in December 1955. This conversion was required in order to adapt the serial cards to the photographic process. As a consequence claiming was brought up to date for all titles in the current serial record. An incidental benefit was the concurrent review by the head of the Section of all new cards for completeness and consistency.

Claiming. The problem of gaps in the receipt of journal titles indexed by the Current List of Medical Literature has been a matter of considerable concern. Several devices designed to hold such gaps to a minimum have been developed but all too often there occur cases of missed but unclaimed issues of important journals. During 1955 all English language journal titles indexed by the Current List (about 400 titles) were subjected to a weekly check. The success of this new approach may be judged from the fact that the weekly gap lists now submitted by the Index Division are much shorter.

Distribution of Library Publications. A major shift of responsibility occurred in June when custody and distribution of all Library publications were transferred to the Acquisition Division.

At the beginning of the year an analysis of the GPO paid subscription list revealed that 48 military installations were purchasing the Current List of Medical Literature. A letter was sent to these installations informing them of the availability of gift subscriptions. At least half of the paid subscriptions were thereby converted to gift subscriptions.

At the end of the year there were 1,414 non-paid subscriptions to the Current List of Medical Literature. Exchanges had increased from 950 to 967, but gift subscriptions (all to military installations) had dropped from 463 to 447, giving an over-all increase of one subscription.

PERSONNEL

At the beginning of the year the Acquisition Division's ceiling was increased from 29 to 30 positions. There was only one major personnel change during 1955: Mr. Richard Dier resigned as Head, Order Section, to become Librarian of the American Pharmaceutical Association. Mr. James W. Barry, who had come to the Library in March as a selector-searcher, was promoted to Mr. Dier's position.

CHAPTER III

CATALOGING

The year just completed in the Catalog Division includes one very high point with a number of related high points which together overshadow and involve every aspect of the year's work. The accomplishment referred to was, of course, the preparation and publication of the first quinquennial cumulated edition of the Armed Forces Medical Library Catalog which placed the entire year on a level above that of any previous year.

PUBLICATIONS

1950-1954 Catalog. The Armed Forces Medical Library Catalog; a Cumulative List of Works Represented by Armed Forces Medical Library Cards 1950-1954, 1955. 6 volumes.

The first three months of the year saw concentrated effort expended on the details of assembling, arranging, typing headings and cross references and the final editing of the more than 100,000 cards which constituted Part Two Subjects of the 1950-1954 AFML Catalog. The basic file of 80,000 subject cards was composed of subject entries from the 1950-1953 annual volumes, subject entries for books and pamphlets cataloged at AFML in 1954, and cards for some of the early publications cataloged in the History of Medicine Division during the preceding five years; these last two groups of cards had not been previously published. The editing of Part Two Subjects was completed in March and the cards were returned to the Library of Congress for mounting.

At the Library of Congress one member of our staff helped with the editing of Part One Authors while another typed captions and guide words for the top of each page. Mounting was completed by the end of May and the copy immediately shipped to the publisher; the completed job was off the press and in the hands of subscribers by the end of November.

1955 Catalog. Concurrent with the preparation of the quinquennial edition, plans were being made for the 1955 annual Catalog. Just as each of the previously published annual volumes had presented problems which required special planning, so did the volume for 1955. The major problem concerned the integration and adaptation of HMD cataloging forms and requirements for use in the printed catalog. Specific problems concerned treatment of multiple entries

under names of editors and translators, entries for persons erroneously credited with authorship in earlier bibliographical records, and the utilization of standard title procedures for early authors with voluminous titles, editions, printings, etc., to their credit.

The 1955 AFML Catalog, to be published in 1956, will include 28,389 author entries (1,100 of which are cards prepared in the History of Medicine Division in 1955) and approximately 29,000 subject entries.

AFML Classification. When the first edition of the Army Medical Library Classification was published in 1951 there was no thought that a second edition would be needed for many years. Therefore a plan was made to distribute periodically lists of the additions and changes made in it by the catalogers during the course of its use. Four such lists have been issued, the last dated September 1955. However, as the Classification has been out-of-print for more than a year and the Library continually receives requests for it, publication of a new edition has been planned for the spring of 1956.

CATALOGING IN GENERAL

Card Catalogs. The emphasis on the published catalog is not intended to de-emphasize the Library's card catalogs, which are the major bibliographic tools for all current Library operations.

The size of the Name Catalog continues to increase imperceptibly day by day. Occasionally a major shifting operation is required, such as this year's expansion of the Name Catalog from 330 trays to 420 trays. Such an expansion reflects the increase in cataloged and classified Library holdings. The expansion of the Official Shelflist from 176 to 205 card trays is further evidence of the same growth.

The Subject Catalog was also expanded, from 219 to 279 trays, during the year, but here the expansion does not necessarily mean a net gain to the Library due to the fact that the Subject Catalog still contains cards for pre-1930 publications which are not of historical importance and which are therefore outside its defined 25-year scope. Late in 1955 the desirability and feasibility of weeding this file was once more under consideration, using the plan submitted in March 1952 as a starting point.

Special Collections. During the year two additional special book collections were established and defined, one collection was eliminated entirely, two collections were combined, and one other was drastically weeded and reshelfed.

One of the new collections was the Archival Collection which was established in May (Library Manual R-D-1 (Revised)). The other was the Monuments of Medicine Collection which was established in November.

Early in 1956 the Monuments of Medicine titles will be assimilated into the recataloging program. The Head of the Circulation Section, Reference Division, will determine the order in which the titles will be forwarded to the Catalog Division.

The Annex Collection was eliminated when the books from Escanaba Hall were returned to the Library.

Records for titles previously held by the Index-Catalogue Division and the Current List Division were combined to form the Index Division Collection when the two former divisions were consolidated.

As one phase of the general shifting within the AFML last spring the Biobibliography Collection was relocated next to the Catalog Division in Room 208. Before this could be done the collection was screened in order to remove less-used volumes and thereby cut the collection down to fit the shelving available. As the result of the screening done by Cataloging Section staff, 4,299 volumes were transferred to the regular stack collection necessitating the altering of book markings and card records for all volumes transferred. As a further result of the screening the Catalog Division has assumed the responsibility for deciding on additions to and deletions from the collection.

Recataloging. A total of 66,116 titles from the old collections have been recataloged to date. This is 39 percent of the total number of titles cataloged (168,417) since the beginning of the cataloging operation in October 1946. In 1955 fewer titles were recataloged than in any year since 1949, due to a number of conditions: 1) vacant positions on the staff, the chief deterrent to recataloging; 2) work congestion caused by multiple withdrawals from the old collections and transfers within the new collections; 3) special assignments; and 4) the effort and time needed to process new acquisitions.

The recataloging program for 1956 includes plans to work away at the nineteenth century monographs, to get on with the Document Collection titles, to continue with the History of Medicine Division reference collection books on a "rush" basis, and to complete the college catalogs. In addition, as mentioned elsewhere in this Report, the Monuments of Medicine Collection will be recataloged. Finally the Catalog Division will attempt to recatalog more serial titles as changes of titles occur; this modification of the recataloging program was instituted because of the problems resulting from the reshelving of the serial collection in one alphabet.

Concurrent with the recataloging of the old collections is the problem of handling the withdrawal of duplicates and out-of-scope titles. This problem was being given careful consideration at the end of the year with the expectation that the recording of such withdrawals can be simplified.

Backlogs. The overall situation as regards Catalog Division arrearages was improved in 1955, particularly in the various "language" areas. For example the Czech, Polish, and Dutch backlogs were eliminated and the uncataloged Oriental material has been reduced from the 75 shelves to only 35 shelves. The backlog of medical dissertations on the other hand continues to grow in size. At the end of the year print copies filled 29½ shelves, 5½ more than last year, and the number of reels of microfilm copies increased from 248 to 428 reels.

BINDING SECTION

Commercial Contract. Binding was done in the Government Printing Office during the first half of the year. Aside from the high cost the work, in general, was handled satisfactorily.

The Library's two-year-old request for a commercial binding contract, to enable it to have its work done at considerably less cost, was granted and became effective at the beginning of fiscal year 1956 (1 July 1955). The contract was negotiated by the Office of The Adjutant General. Unfortunately the services of the company winning the bid proved to be completely unsatisfactory. Pickup of material was done sporadically by the binder from 15 July to 30 September, as of which date the binder had 1,768 AFML volumes for binding. No further AFML shipments were permitted because of the binder's failure to meet pickup and delivery schedules. By 1 December only 1,020 bound volumes had been delivered to AFML. As a result the commercial binding contract was terminated at the Library's request on 9 December with the understanding that work begun on 338 volumes would be completed and the remaining volumes would be returned unbound. As of 30 December, 1,307 bound volumes had been received, 410 volumes were returned unbound, and 51 volumes were not accounted for. At the end of the year 1,960 volumes, prepared for binding, were stored in boxes in the first floor corridor. These volumes will be bound under a single bid contract which is expected to be awarded early in January as the bids were opened on 30 December.

Binding Funds. Although the amount and availability of binding funds were sufficient for binding needs and satisfactory for planning operations, it was possible in calendar year 1955, because of the inadequacies of the commercial binder mentioned above, for the Library to use only about 70 percent of the funds available.

AFML Binding and Repair. In addition to the volumes bound by the Government Printing Office and the commercial bindery, more than 7,000 volumes were bound and/or repaired in the Library's own Binding Section.

Space and Equipment. The greatly increased space and improved quarters now occupied by the Section are of considerable help and comfort to the staff. The new quarters on the first floor contain nearly

twice as much space as was available previously on the second floor. The three different major work operations are now separated and the supplies can be kept out of the way in the store room.

The local binding operations were benefited also by the transfer of binding equipment formerly used in the Binding Section of the History of Medicine Division. The large paper cutter acquired makes it possible for the Section to do cutting for all Library needs. Other useful items are the large board cutter, the book presses, and the knife sharpener.

ART SECTION

Acquisitions. A special inquiry letter was sent, in January 1955, to art museums, art dealers, and pharmaceutical firms. The response from 20 of the 40 museums, 10 of the 16 pharmaceutical firms, and 2 of the 21 dealers, brought some welcome additions to the picture collection.

Among the portraits received were twelve by famous artists, including copies of work in the Detroit Institute of Art (portraits of Samuel Bemis, Horatio Wood, and "The Surgeon" by Diego Rivera), and in the Newark Museum (Joseph Leidy, Abraham Coles and William S. Disbrow). Some of the museums sent helpful suggestions as to further sources, and the Memorial Art Gallery in Rochester offered to make an appeal through its membership and at meetings. The Section is now preparing a list of 15 additional names for a follow-up solicitation, as the value of such special letters is quite evident.

More than 132 pictures were received from the pharmaceutical firms, including Eli Lilly and Company (medical botany and miscellaneous pictures in color); E. R. Squibb and Son (portrait of E. R. Squibb, founder, and assistant surgeon in the Navy, 1847); Lederle Laboratories (prints in color); Upjohn Company (posters); Parke, Davis and Company (History of Pharmacy in Pictures); Ethicon Suture Laboratories (portraits of Great American Surgeons); Davis and Geck, and Ciba Pharmaceutical Products (color series of medical subjects).

Another source for picture material that proved to be a valuable one was the Bureau of Medicine and Surgery, Department of the Navy. Through the good offices of Commander Oley, Special Assistant to Director, AFML, the atlases of 28 naval hospitals were loaned to the Art Section in August. The atlases were carefully examined and a form letter sent to each hospital requesting the specific pictures of interest to the Art Section. Replies have been received from 20 of these hospitals, and through their help 232 pictures have been added to the naval hospital group.

During a trip to London in the summer of 1955 the Head of the Art Section acquired about fifty old prints of both subject and portrait interest as well as a collection of photos of Middlesex Hospital. The two days' official leave in London also allowed time for visits to six hospitals and three medical libraries.

Picture acquisitions for 1955 comprised 272 portraits, 627 miscellaneous pictures, and 347 negatives, a total of 1,246.

Organization of Collection. The great improvement in the Section's work space made it possible to unwrap, examine, arrange, and prepare records for the framed pictures previously wrapped and stored in inaccessible space. This change has converted an unsightly storage collection to one which is now proudly shown to visitors.

The return of thousands of pictures from Cleveland storage necessitated the correction of location notations on the card records. This was a large and tedious job which was more than compensated for by having the pictures readily available for use. The remainder of the time available was devoted to the cataloging of new acquisitions and to continuing the indexing of the medical subject pictures.

Use of Picture Collection. In this review of the year's work mention is made of some of the special picture requests in order to indicate the various ways in which the collection is used.

The Library sent 560 copies of selected AFML pictures to the newly established Army Medical Museum, Brooke Army Medical Center, Fort Sam Houston, for use in constructing exhibits. In addition, eighteen framed portraits of medical officers, and five medical art objects, including medals and decorations earned by medical officers, were presented to the new museum as a gift from the Library.

In April a rush request was received through the U. S. Information Agency, ICS Exhibits Branch, for pictures of American dental equipment and services to be exhibited at a dental conference in Berlin. With the cooperation of the Medical Illustration Service of the Armed Forces Institute of Pathology, 22 pictures were made and delivered in time for the exhibit.

A number of requests were received for pictures of Dr. Walter Reed and work on yellow fever for use in television programs and for the British Broadcasting Company. Among other requests was one from the Pan American Sanitary Bureau for an exhibit to be held at the Jefferson Medical College in Philadelphia, one for portraits to be used in a motion picture setting, and one for an exhibit at an international conference next summer.

Mention should also be made of the four exhibits which the Head of the Art Section will prepare for showing during 1956 in the Hall of Medicine of the Smithsonian Institution.

WORK QUARTERS

The added space and improved appearance of all work areas, which resulted from the building changes accomplished in 1955, were welcomed by the staff.

In addition to the improvements already mentioned in the Binding and Art Sections, the appearance of Room 208 is greatly improved and the staff greatly benefited by the installation of new linoleum over the old concrete floor. This improvement rates with the Catalog Division as the greatest single benefit it has received during the nine years it has operated in Room 208. The new fluorescent lights installed in 208, which contribute to the improved appearance of the room, have proved to be inadequate for the close work required of the staff but adjustments in the lighting system are scheduled for early 1956.

One other result of shifting the Division's work area in Room 208 should be mentioned as it affects and will continue to affect the staff and the work produced; namely, the increase in the distance between the staff and the public catalogs and book collections to which the staff must refer constantly.

As in other aspects of life the space available for a Catalog Division office was sometimes scarce and sometimes plentiful during the past months. From May 1954 to April 1955 there was no Division office. This lack of a quiet and secluded place in which to edit the 1950-1954 AFML Catalog was so serious that the Chief Librarian loaned his office for the period required for the editing. For a period in the fall two offices were available to the Chief of the Division. At the end of October the Chief's office was established in Room 207 and the former office, Room 208B, was assigned as an office for the Head of the Processing Section and as the AFML Catalog editorial office.

All in all the Division is now about as well off, space-wise, as it can be until more economical and conveniently arranged space is provided in a new building. Therefore all the time and effort spent on the planning, moving, and adjusting of operations in the 1955 space assignments have been well worth while.

WORK SIMPLIFICATION

The Division instituted its own work simplification study before, during, and after the major shifting of work areas. The study was designed to provide the changes which would capitalize on improved work

conditions and which would help to compensate for drawbacks in the new situations. As a result a number of work suggestions were put into effect, although no major changes were made.

With the inauguration of the Library-wide work simplification program in November, the Division again turned its attention to time and work saving methods. By the end of the year six formal work change proposals had been received, commented on, and forwarded. Four of them were wholly or partially adopted. At the end of the year the program was suspended temporarily to be resumed when the preparation of the 1955 AFML Catalog is completed, in late February or early March.

PERSONNEL

Staff. The staff changes and positions vacant at the end of the year reflect the short supply of librarians in general and of catalogers in particular. AFML's requirement of two modern foreign languages and some knowledge of the biological sciences, when added to the Civil Service requirements and regulations, further limit the recruiting area open to the Division. The year ended with six professional vacancies out of the total complement of thirty professional positions.

Vacant positions translated into equivalent hours of work provide a more meaningful measure to use in a review of the past year's work. The Division, with a full staff in 1955, would have had 105,664 man-hours available; instead the monthly reports disclose a total of 95,911 hours. The Division was therefore short 9,753 hours which would be equivalent to 1,219 workdays or 4.8 man years. A further comparison shows that the effective hours available in 1955 totaled 1,748 fewer hours than in 1954.

As the vacancies in the Cataloging Section are crucial to all Division operations a separate analysis of the situation in that Section has been made. The Section has a ceiling of 20 positions, all in the Librarian series. The total of the hours which could have been available under that ceiling was 40,640; the actual number of hours available was 35,070. This Section's loss of 5,570 potential work hours (2½ man years) is 57 percent of the overall Division loss.

Classification Survey. The classification survey of Catalog Division positions commenced in December 1954 was not completed until May 1955. While some job descriptions were rewritten, most of them remained substantially the same as before. As a result of the survey two Processing Section positions were upgraded (one GS-9 to GS-10, and one GS-4 to GS-5) and one Cataloging Section position was changed from the Translator to the Librarian series.

CHAPTER IV

REFERENCE SERVICES

MOVING

The most important event which took place in the Reference Division this year was the relocation of the entire collection in the main building of the Library. The magnitude of this undertaking can be envisaged when the statistics are inspected. For example, a total of 4.9 shelving miles of serials were shifted; approximately 135,000 volumes in three separate arrays were brought back from Escanabe Hall, across the street from the main building, and interfiled with the material already in the main stacks. Other groups of books scattered throughout the main building were incorporated with the incoming collections. Some 20,000 volumes from the material returned from Cleveland were shelved in the new stacks. Collections of congresses and college catalogs were shifted and interfiled, a total of about 5,000 volumes. The entire bound thesis collection, numbering some 50,000 volumes, was re-shelved. In order to accommodate the document material returned from storage in Cleveland, all 20,000 volumes of the Document Section collection had to be shifted. Special shelving had to be arranged for works, of unusual size, such as folios or box items.

All may be summed up by saying that every book and journal in the Library's collections, probably 800,000 pieces, were handled between May and December, with the planning for the shift going back for a year and a half preceding the actual move. Moving this many books is in itself no mean feat, especially when it is desired to keep public services running simultaneously. But it is even more difficult when repair of the building to which they are being moved, and interfiling of two or more collections, are also parts of the picture. Planning must be done to the level of small details, yet flexibility must be maintained to allow for changes when unexpected events occur.

Preliminary to all planning, the entire group of serials was measured title by title in inches, and the final location of each title in the stacks worked out. Meanwhile the space vacated by the Armed Forces Institute of Pathology was cleared, a number of air ducts were removed, new linoleum was laid, and the erection of new stacks with modern stack lighting begun. Because the Institute vacated the space later than had been anticipated, it was necessary to double up on some of the work to be done, with several groups of workers engaged simultaneously.

When the stacks and their lighting had been officially approved, two people from the Washington staff went to Cleveland to aid in the packing and marking of the boxes containing the collection being returned to Washington. The actual packing of this group of books was done on contract by a professional moving company, as was the unpacking in Washington. Five van loads of boxes were packed, moved, and unpacked. As the boxes arrived in Washington they were placed in aisles near where they were to be shelved, following a master plan worked out earlier. Under staff supervision the books were then shelved by the commercial movers. Some of the books went into each floor of the lower stacks, into the northeast stacks, into Room 116, and a few into other portions of the collection.

While this was going on the late (1919 to date) monographs were shifted from the second deck of the old stacks to the stacks on the first floor, a portion of this group shelved in the basement was reunited with it, and the congresses were moved from the east balcony to their permanent location with the monographs. A portion of the old biobibliography collection was interfiled with this group. Finally, part of the serials were shelved in the remaining new first floor stacks, while the Russian collection was placed in the new basement stacks.

While the material was being packed and shipped from Cleveland, the process of fanning out the serials in the old stacks to provide room for intercalating the serials being returned from Escanaba began. As the books were shifted from where they had been resting for years, however, the changing moment of forces caused buckling of the old cast-iron stacks to such a degree that it was felt to be dangerous to proceed with the move. All work, therefore, was stopped, first until the engineers could decide how best to brace the sagging structure, then to let bids, then to do the job. The work on this portion of the shift was at a standstill from the end of June to mid-October, during which time several make-shifts had to be devised in order that the Library might relinquish the space in Escanaba to its next occupants. Later, with the aid of an overtime detail, the fanning out and the interfiling were continued, and were not quite finished by the end of the year.

The Head of the Document Section, with aid from the Acquisition Division, screened the document material returned from Cleveland and marked a large percentage of it for withdrawal as out of scope. This provided more room when needed. Also at this time the contents of the main reading room, both monographic and serial, were examined to make sure the most useful material was being displayed, whereupon a wholesale shift ensued. During the entire time of the shift offices, telephones, lights, and other usually fixed objects were changing position daily. Workmen swarmed over the entire building, left some jobs half finished for long periods of time, made errors which could be corrected only by doing the work over, and when the money was gone and while additional funds were being requested, they left to perform

other jobs. For at least three weeks electric drills cutting through steel interrupted work in the main reading room. After assembling the various collections in the main building, immediate steps were taken to lock off the stack areas in order to give better security control over the books than was possible formerly.

It took days of planning of many people, weeks of backbreaking physical labor, months of delaying and fighting delays--but it is almost finished. And yet, through the weariness and triumph comes the sobering thought, "To what end? For what purpose?" With all the books on our shelves in their rightful place we believe the collection has space to grow for about two more years. Then what? Do we go through the whole heartbreaking and backbreaking experience all over again? Do we seek other storage places? Do we start all over again to figure out which books can be put in remote storage with the least impact on medical research? Do we spend our time once again on the means to the end while the end is kept waiting? We are under no illusion that the return of our collection to one building is an end in itself. We have longed for it and we have worked hard at bringing it about not because of any belief in the magic of a collection together under one roof, but because we hold that the proper end of a library collection is its use, that anything which stands in the way of its best and most fruitful use is wrong and must be changed. To look into the future and see the very dragon we have just slain rising up to fight us again is to be denied the victory for which we strove.

SERVICES

At least three-quarters of a century ago the then Surgeon General's Library began to consider itself the national medical library, and this claim has come down to us as a legacy. But what is a national library and how well does the Armed Forces Medical Library live up to it? In a thoughtful and provocative essay in the July 1955 issue of Library Trends, Mr. David C. Mearns has outlined some of the things which make a library a national library. He lays emphasis on the fact that it is primarily a library's library, and second he points out how a national library uses the printing press to share its treasures and its more-expert staff with its colleagues.

The AFML can look back with pride to some of its pioneering attempts to extend itself beyond the confines of its building. It is one of the earliest, if not the earliest American library to work out the details of interlibrary loans. It early made its wares known to the professional public by printing and distributing its Index-Catalogue. In its early days and again lately it has taken its place with others in library groups to bring about needed changes in librarianship, with the aim of helping all those who work with literature. And throughout it has tried to supplement, not supplant, other libraries.

In its attempt to help equally those who come to it individually and those who come through other libraries, the AFML has not only published bibliographies, lists, catalogs, and indexes, but it has accepted the responsibility of directly answering the legitimate questions of individuals. Part of this followed from its position as medical library for the Army (later for the Department of Defense), but some must be ascribed to the desire of all librarians to have their collections put to good use whenever possible. However, the question can be raised as to whether the emphasis on service to the individual user has not gone to the extreme, particularly in reference questions answered and photoduplicates supplied. The question remains whether it might not be better to place more emphasis on services to the profession as a whole, for example, through publications.

In line with the increased emphasis on publication of bibliographies and extended lists, a new Bibliography Section was established with the Head reporting directly to the Chief of the Division. Perhaps even more important, a method of paying for extensive bibliographic work beyond the fiscal abilities of the AFML was worked out with the National Institutes of Health in connection with an annotated bibliography on cancer chemotherapy.

Two major bibliographies were produced during the year. One, "The Structure, Composition, and Growth of Bone, 1930-1953," contained approximately 3,000 references, and was compiled by the Bibliography Section under the advisory direction of Dr. Lent C. Johnson of the Armed Forces Institute of Pathology, Dr. William B. Savchuck of the National Institute of Dental Research, and Captain C. R. Carr of the Naval Medical Center, who served as consultants. The other, entitled, "Slavic Medical Bibliographies," was compiled by a member of the Index Division, and published with the technical assistance of the Reference Division. A few mimeographed bibliographies were also prepared, chief among them being a bibliography on the history of military medicine compiled by the Document Section.

PERSONNEL

In a large staff it is to be expected that there will be changes in personnel; but even so, the magnitude of the changes in the professional staff during the year 1955 was surprising. In a group of about 16 professional positions, no less than seven resignations took place, five of them in a period of somewhat more than a month. Looking over the resignations and the reasons for them, one can only conclude that there is no pattern. Some people left for personal or family reasons; some left for better positions; some left because of dissatisfaction with the profession and their place in it. Although so many positions were vacated, the Division was fortunate to be able to attract other librarians who have capably stepped into these duties, and we philosophically put down the time needed to train the new assistants as a contribution to the profession of medical librarianship.

EXHIBITS

When the Library acquired the entire building, it was possible to refurbish Room 117 as an exhibit room, and beginning with May 1955 all exhibits have been housed there. (A list of exhibits shown in 1955 is given below.) By the end of the year a location with more space for exhibits was being considered.

Exhibit Schedule

Month	Subject of Exhibit	Exhibitor
January	Albert Neisser	Mr. Kronick
February	Physiology of Bone	Mrs. Uhler
March	Albert Schweitzer	Miss Parker
April	J. E. von Purkinje	Mrs. Randers-Pehrson
May	Hospitals of U. S. Government and D. C.	(Miss Grinnell (Miss Cambell (Miss Corrigan
June	Caricatures of 19th Century Physicians	(Miss Chambers (Mrs. Moreland
July	Thomas Wakley	Miss Vatshaug
August) September) October)	John Shaw Billings	Miss Brodman
November	Space Medicine	Miss Moseley
December	Physicians to Kings	Mr. Roos

PRESERVATION

The problem of the physical preservation of collections has beset librarians ever since there were libraries. Indeed, at some periods of history it would appear that the main interest of the librarian was to preserve the materials entrusted to him, rather than to see them well used. And while we may deplore such tactics, it is only too true that we would give much for the Sapphic verses that have come down to us only in fragments in other writings, or the apocryphal Book of the Physician lost except for vague allusions in

other writers. A librarian of a scholarly library, even more so the librarian of a national library, must give grave thought to this problem. And while, perhaps, we face no Mongol invaders, no Saracens attempting again to wipe out infidel writings, perhaps, even, no self-appointed censors, we do face the destruction of our modern books by their intrinsic defects of wood pulp paper and their extrinsic defects of harsh usage in photoduplication processes and in interlibrary loans.

In an attempt to probe into this, the Director of the AFML requested all the Division Chiefs to investigate certain aspects of the problem and certain proposed remedies; then, after making some investigations of his own and coming to some conclusions, he asked the Chief of the Reference Division, working with the Film Curator, and with the aid of other Division Chiefs, to plan and carry into effect certain steps to preserve the collection. This work was undertaken in the last quarter of the year and is a project which will require attention for some time to come; full discussion of it must await a subsequent report.

As the staff of the Reference Division has gone about its daily tasks, it has sometimes seemed that every step forward has been overdue in coming and many of them have been followed by a step backward. Looking over the larger perspective of a year, however, we can discern real progress as well as hard blows. It was a Victorian poet (Richard Monckton-Milnes) who pronounced the epitaph of all of us engaged in this work: "Oh glory, that we wrestle so valiantly with Time."

CHAPTER V

HISTORY OF MEDICINE

In 1955 the History of Medicine Division experienced a three-fold decrease: in the number of its personnel, in the quantity of its collections, and in the amount of space it occupies. Although the scope of the Division's operations was narrowed, its true mission remains unmodified. Because the work of restoration of the collection had been in large measure completed, the Binding Section with its two positions was abolished on 30 June, and the HMD personnel ceiling lowered from 12 to 10. The decrease in the size of its collection and its quarters resulted from the return to Washington of approximately 50,000 volumes of post-1800 materials which had been only provisionally committed to HMD's care. This had the salutary effect of allowing the Division, for almost the first time in its history, to concentrate all its efforts on developing and servicing its own materials. The most serious handicap under which the Division labored was the loss of some 3,150 effective man-hours due to vacancies, extended leave, and an unusual amount of illness.

PERSONNEL

The Head of the Reference Section returned on 3 January after an absence of 17 months, most of which time was spent in Italy on a Fulbright appointment. Her resumption of the acquisition and reference functions greatly facilitated the work of the Division.

In February, with the accession of a cataloger and a clerk-typist, the staff of the Division stood at 12 persons, its full quota, for the first time in approximately 19 months. Although the reduction in force at the close of June lowered this number to 10, a full staff was maintained for about 5 months. In September one of the catalogers resigned; since August when it became known that the position would be vacant, approximately one hundred letters have been written in search of a new cataloger with no appointment in sight at the close of the year.

A review of all History of Medicine Division job descriptions was accomplished during September and October. In addition to the micro-photography position, two others were rewritten, those of the Office Secretary and of the Head, Reference Section. The latter was reclassified from GS-9 to GS-10 to reflect a change in work assignment.

RETURN OF MATERIALS TO WASHINGTON

Items returned. By a transfer back to Washington of materials which had been temporarily stored in Cleveland, the Division was relieved of the custody of all items not part of its permanent collection with the exception of the elephantine folios. Sent back in five vans were the 19th and 20th century monographs, all documents, the 1801-1850 collection, the Orientalia with the exception of the manuscripts, the Prudential collection, medical school catalogs, the surplus stock of the Index-Catalogue, and all Art Section property. Since the move coincided with the closing of the History of Medicine Division Binding Studio, binding machinery, equipment, and supplies were also returned, together with various other pieces of excess furniture and smaller items. The actual move which took place during the week 20-25 June was preceded by months of preparation. Working from annotated lists two staff members culled out the items to be returned to Washington, and packed them in boxes which were then stored in the aisles until time for the move.

Survey of Collections. The Head of the Reference Section surveyed carefully all of the 19th and 20th century materials, and the Prudential collection, selecting for retention at HMD all reprints of works originally published prior to 1801, and all works having value as reference tools. She also withdrew 19th and 20th century publications forming important landmarks in the history of medicine, which were packed as a special group and returned to Washington to become the nucleus for a "Monuments of Medicine" collection.

SPACE

Lease. The move of materials back to Washington made possible the relinquishment of the 9th tier of stacks to the Cleveland Medical Library Association and the cancellation, as of 30 June, of the lease for the space in the Ward Storage Co. The new lease with the Cleveland Medical Library Association runs until 1960, and stipulates the payment of \$7,980 yearly in consideration of services rendered.

Rearrangement of Collections. In order to accommodate the collections being moved down from the 9th tier, the large central room underwent certain adjustments and rearrangement after it had been cleared of the material being returned to Washington. Bookcases were moved into the space formerly occupied by the Binding Section, fluorescent lighting fixtures reallocated, shelves removed to make room for folio volumes, and shelves, chairs, tables, and other furniture cleaned and rearranged. The room now houses the reference collection, reprints of pre-1801 publications, periodicals, new acquisitions, cataloged books awaiting revision, 18th century folios, manuscripts 18th-20th century

and undated, elephantine folios, the manuscript archives, and the files of the Records Holding Area. The 8th tier stack contains as before the 16th and 17th century books, 18th century books of regular size, and Americana. The installation of a stack closing for security purposes between the 8th and 9th tiers completed the readjustments.

Laffer Room Redecorated. The W. B. Laffer Room which houses the incunabula, the early Western, and the Oriental manuscripts was renovated and redeccorated in August by the Cleveland Medical Library Association.

ACQUISITION

Notable Acquisitions. Probably the most outstanding purchase of the year was a magnificent copy of the Canon of Avicenna, published in four folio volumes in Pavia, 1510-1512. The existence of a perfect copy of this work in any other library is not known to us. Other important purchases include the first edition of Lancisi's De motu cordis et aneurysmatibus, 1728, and Benedetto Vittori's Opus theoricæ latitudinum medicina, 1516. Eighteen Americana were required, among them Salgado's Cursus medicus Mexicanus, 1727, the first and for a long time the only book on physiology in the Americas. A number of valuable reference works were added to the reference collection.

Hippocrates Want List. Since 1954, a total of 294 copies of the Hippocrates Want List have been mailed. Of the 361 items on the List, a total of 52 had been purchased by the end of 1955, or about 15 percent of the desiderata. Six offers were refused for various reasons, 4 were lost because of previous sales, and 3 editions are on order. Just under 20 percent, then, of the known editions of Hippocrates prior to 1801 have been located for purchase by means of the publication of the List. The preparation of the Hippocrates Want List has greatly increased our over-all knowledge of the subject, has stimulated dealers to search for obscure items, has resulted in some valuable additions to the Library, and has been an important step in the Division's long-term project of producing a complete bibliography of the works of Hippocrates.

Desiderata. No new want lists were produced in 1955. Instead it seems more practical for the present to concentrate on building up the Desiderata File on cards by means of a by-product of the cataloging process. When the catalogers, as they catalog the complete run of an author's works, discover that significant editions are wanting in the Library, they can easily pass on this information to be incorporated into the Desiderata File.

Decrease in Procurement Funds. In October word was received that HMD purchases for FY 1956 would be strictly limited to the prescribed 10 percent of the Library's total procurement funds, or \$6,500. Since purchases for the last two years have averaged over \$9,000 yearly, this is a decided cut-back.

CATALOGING

Cataloging proceeded as usual during the year, although the fact that one of the three cataloging positions was vacant for 22 weeks seriously detracted from the amount of work accomplished. Time spent on special projects and on policy-making has also resulted in a revision backlog. The Catalog Section was without any typing assistance for 15 weeks during which no catalog cards were produced. On the credit side is the use of a new fanfold which cuts typing time by allowing the production of five temporary records by one operation.

Cataloging Policies. Three trips between Cleveland and Washington served to clarify and settle by personal conferences several complex problems. The two most important decisions taken probably were: one which authorized the use of a single rather than multiple added entry cross references for runs of editions of the same title, and one which established a system of filing titles for use with voluminous authors.

Hippocrates Entries. A project which demanded much time and attention at the close of the year was the review of all Hippocrates entries which had been prepared for printing. Early in November the file was sent to the History of Medicine Division where it was reviewed for the addition of filing titles, some entries revised, and the rest returned to the Catalog Division for minor corrections and a change of card numbers.

Retyping Project Completed. In November the review of HMD pre-1954 cataloging was finally finished, and the cards released to the Catalog Division for retyping in AFML Catalog format. This completed a project begun in May of 1954.

Oriental Manuscripts Cataloged. Mr. Francis E. Sommer of the Cleveland Public Library was granted ten days time as a Special Consultant to be used in cataloging the Oriental manuscripts which had arrived at HMD since the publication in 1950 of A Catalogue of Incunabula and Manuscripts in the Army Medical Library. Mr. Sommer spent a total of six days on this task during the period March-June, examining and preparing descriptions for 19 manuscripts.

Cataloging Reference Collection. For years HMD's reference collection has existed part cataloged and part uncataloged. In February the Catalog Division agreed to finish the cataloging if the books were sent in small lots to Washington where they would be handled on a RUSH

basis. Thirteen such lots were dispatched in 1955. In the case of those books for which there were LC cards, the AFML catalogers worked from notes supplied by HMD without actually seeing the books themselves. This project is not finished, but is expected to continue in 1956.

REFERENCE

During the period 1951-1955 there has been a steady increase from year to year in the use of the Division's resources, including requests both by mail and in person, for both loans and photoduplication.

Reference Projects. The Division cooperated with libraries, medical groups, and individual scholars on various projects, among which were the following:

A number of Harvey editions were sent to the John Crerar Library for display during April in a special Harvey exhibition.

Various rare editions were exhibited at four seminar meetings on the history of medicine held under the auspices of the Cleveland Medical Library Association. At several of these seminars staff members from the History of Medicine Division participated by giving brief talks about the works displayed.

Two meetings of the Handerson Medical History Society, a local group, featured material from HMD. On one occasion Miss Dorothy Schullian, Head, Reference Section, was the chief speaker, her topic being "Early Medical Illustrations."

Mr. George Griffenhagen of the Division of Medicine and Public Health, Smithsonian Institution, visited HMD in October to discuss medical illustrations for use in the New Hall of Health at the U. S. National Museum.

A group of local orthopedic surgeons held their October meeting in the Division's Laffer Room where early editions of works bearing on the history of sciatica were displayed and discussed.

HMD's editions of the Edinburgh Pharmacopoeia were checked at the request of Professor David L. Cowen of Rutgers University who is preparing a list of library holdings of this work.

The revised edition of A Catalogue of Incipits of Mediaeval Scientific Writings in Latin took further shape in the Laffer Room where for three weeks in October one of its authors, Dr. Pearl Kibre of Hunter College, checked the Library's incunabula and manuscripts.

Information on the Library's collection of manuscripts and the manuscript archives was prepared for inclusion in the forthcoming Guide to Depositories of Archives and Manuscripts, published by the National Archives and Records Service.

Reference Subject File. A new subject file for reference work was started in January. This file records the results of the more important reference searches, and is designed to make information once gained available for use in answering similar questions.

COMMERCIAL BINDING

Only 95 volumes were bound in 1955 on the field binding contract with the General Bookbinding Company of Cleveland. These were largely reference works and some 18th century material.

MICROFILMING

Security Filming. During the first half of the year security filming, while never actually suspended, was seriously hampered because the microphotographer was frequently called from his duties to assist in the many extra tasks occasioned by the move of materials. From 16 September to 5 December the position was vacant, and filming at the History of Medicine Division was confined to the filling of photoduplication orders.

Acquisition Filming. Lack of a microphotographer also contributed to the failure to resume the acquisition filming program which had been temporarily halted in the summer of 1954. It had been impractical to reactivate it in the first half of 1955 because the Catalog Section, which must catalog the borrowed books before they are filmed, was concentrating on those of the Library's books which required binding. With these difficulties no longer obtaining, it should be possible to return to acquisition filming in 1956.

THE BINDING PROGRAM -- A REVIEW

On 30 June 1955 the Binding Section at the History of Medicine Division in Cleveland was discontinued, and one of the most extensive and ambitious programs of book restoration ever undertaken by any library was declared finished.

At such a time it is well to sum up and evaluate what has been accomplished in the way of book care during the thirteen years since the Library moved its oldest and most valuable books into the quiet and scholarly atmosphere afforded in the Allen Memorial Library Building near Western Reserve University in Cleveland. Crowded together for over fifty years in unsuitable quarters with dust, dirt, alternately excessive heat and humidity, insects, and various other forms of neglect taking a heavy toll, the volumes were in every state of disrepair, soiled both inside and out, with many covers warped and split, backs

broken, leather cracked or even pulverized, and countless pages loose or torn. One report estimated that about 80 percent of the rare books needed binding or repair. Obviously something had to be done, and quickly, or a priceless collection would soon be beyond restoration.

This was fully realized by Colonel Harold W. Jones, then Librarian, and by those in charge of the newly formed Cleveland Branch. Active planning was begun for a program of restoration and, after due thought and consideration, early decisions were taken on the principles that were to govern the work.

It was agreed that since the books were to serve a research library and were not to be treasured as museum pieces only, every effort should be made to put each volume into a state where it could be easily and safely handled. If the original binding were not so far gone but that it could be repaired, it was preferred to preserve it. On the other hand, if the binding were not worth salvaging, no compunction was to be felt in putting the book into a modern covering. Neither was it thought necessary to create a pseudo-contemporary appearance by rebinding each volume in the style of the period when it was first produced. Instead a simple but dignified modern binding was designed with its only decoration a few lines of tooling. Where the binding was being repaired, it was considered impractical to attempt to match the old leather in kind; for both rebinding and restoration only the best English Oasis morocco was to be used. This leather is exceedingly durable, especially when treated with a solution of potassium lactate which restores to the leather certain salts removed during the tanning process. Metal clasps were to be restored or, for the most valuable books, replaced if missing. Slipcases were to be made for volumes with metal clasps or projections that might damage the bindings next to them on the shelves, and for especially delicate or easily soiled bindings. All these procedures were carefully planned and discussed with qualified and discriminating experts before work was begun.

Obviously not all books, no matter what their condition, are deserving of the same type of binding or of the same degree of attention. A sliding scale of values had to be determined to govern what could properly be expended on each book, and the following principles were therefore laid down:

1. All books of the sixteenth century or earlier were to be rebound in full leather.
2. Seventeenth century imprints and Americana were to be rebound in half leather.
3. Eighteenth century books, except for the most valuable which might be rebound in half leather, were to be sent to a commercial bindery and rebound in library buckram.

Another scale of criteria was set up to regulate the degree of care given each book. It was decided to grade each volume as "A", "B", or "C", this letter to be placed on the binding instructions for the guidance of the binders. "A" indicated the rarest or most important items on which very careful and painstaking work was in order, "B" called for a lesser quality of treatment, and "C" meant that the book should be repaired as economically as possible.

Within the first year after the books arrived in Cleveland a commercial contract was negotiated with a Cleveland bindery. This firm was chosen chiefly because of the fact that on its staff was an expert rare book craftsman, Mr. Jean C. Eschmann, a native of Switzerland, whose work had received medals and citations both here and abroad. Mr. Eschmann was trained in his profession at the Arts and Crafts School in Zurich and by work with eminent European binders. In 1931 he was recognized as a Master Craftsman by the Society of Arts and Crafts in Boston. The AFML was thus fortunate in contacting a man who could bring to this exacting task not only the mature skill imparted by long years of practice, but also the sense of artistry that no amount of training can bestow. He was in charge of the technical side of the restoration program at Cleveland from its beginning, and, in the words of a recent tribute, "has been the personal physician for hundreds of the great monuments of medical history."⁽¹⁾

Believing it would be advantageous if the Library could have its own group of hand binders on its staff, arrangements were made and on 16 September 1943 Mr. Eschmann entered the employment of the Library and the HMD Binding Section was born. Other skilled workers were hired to assist him until the strength of the Section stood at five.

From 1943 to 1948 the Section worked in rented quarters in another building. In August 1948 space was made in the Allen Memorial Library Building on the same floor as the rest of the History of Medicine Division, and personnel and equipment moved. As the major portion of the task began to near completion, the size of the binding staff was gradually decreased. After September of 1952 Mr. and Mrs. Eschmann were the sole members of the Section.

Hand bookbinding is a painstaking task, and each volume must be treated as if it had a personality of its own. For one thing, modern books are square-cut which makes the fitting of endpapers and boards a relatively simple matter. But books of the sixteenth and seventeenth centuries were not trimmed on any such accurate machines and are usually

(1) Lawrence S. Thompson, "Hand bookbinding in the United States since the Civil War." In *Libri* 5(1954)114.

out of square, making it necessary that every piece of material applied be hand-cut. Modern assembly line methods are therefore out of place, although hand binders, the main elements of whose craft come from past centuries, are not averse to performing some operations by means of labor-saving devices. The books that were turned over to the Binding Section had been ravaged not only by time, fire, water, grime, and bookworms, but also by the more insidious and often more deadly enemies of books: careless bookbinders who trimmed away margins unmercifully and sank false cords too deeply into the spine, amateur menders who darkened the pages with glue or attached mending paper so heavy it tore the original leaves, botanists who used their books as presses, and readers who picked up whatever was handy to mark a place or who dog-eared the corners. Some of this damage could never be repaired, but wherever the value of the book warranted it, Mr. Eschmann was able to develop means that were often simple but always effective in meeting the problem. A few examples may be of interest.

One particularly rare edition of Galen's works, a large folio printed in 1490, was in distressingly bad condition with great portions of the lower page corners so rotted by damp stains as to crumble away. The corners could not be repaired; they must be replaced. It was wartime, and impossible to secure heavy rag paper of a color to match the original leaves. Instead the expedient was hit upon of soaking white paper in coffee until an approximate match was secured. Another difficulty lay in attaching the new corners to the old leaves. If the pasted edges were to overlap, the volume would be of double thickness at the points of juncture. It was therefore necessary to pare away carefully the excess paper at the points where the two pieces overlapped until the thickness was uniform with the rest of the leaf. The result was a strong and smooth leaf that could be handled with perfect safety.

Mr. Eschmann replaced missing parts of sixteenth century wooden covers by cutting pieces from discarded covers of the same period, gluing the edges together, and reinforcing the juncture with invisible metal pins. The warped covers so often seen on old vellum bindings where the vellum has shrunk presented another difficult problem. Either the heavy paper board beneath the vellum cover could be cut down to size, or the vellum could be moistened and stretched. In the first case, the cover must be at least partly removed, often a slow and delicate operation; in the second, the vellum soon shrinks back to its former size. Mr. Eschmann developed the highly ingenious method of making a large Y-shaped cut through the cardboard inner cover, holding the knife at an oblique angle, and gluing and sliding the two edges together in much the same way as an orthopedic surgeon operates on a bowleg. Any resulting double thickness along the cut could then easily be sandpapered down.

Bent and broken corners were another casualty of many an otherwise serviceable binding. Here a hypodermic needle was used to inject animal glue which, when dried and set under pressure, made the corner even stronger than before. Books printed on very poor paper continually break at the inner edges as the pages are turned. If such a book was valuable enough it was taken apart and each leaf attached at the inner edge to a stub of thin but strong paper which then absorbed the full strain of sewing and page turning.

Row after row of handsome and thoroughly utilitarian volumes stand on the shelves at the HMD as a monument to the work of the Binding Section. Its record is also impressive in a numerical sense. Completed totals of the work it performed stand as follows:

Books bound in full leather.....	2,012
Books bound in half leather.....	2,689
Books restored.....	4,246
Books bound in buckram.....	543
Slipcasses made in half leather.....	3
Slipcasses made in buckram.....	824

Total operations.....	10,317
Total volumes (some having two operations).....	9,717

The cost of this entire program exclusive of equipment and overhead is estimated as below, the figures for salaries and supplies being rounded off:

Salaries.....	\$168,700
Rent (at the commercial bindery, 1943-1948).....	4,425
Supplies.....	<u>5,200</u>
Total.....	\$178,325
Average per volume.....	\$18.35
Average per operation.....	\$17.28

To those who may feel that the cost of the restoration program has been great, it can be said that without it a collection whose value no one has dared to estimate would soon have passed beyond use. To those who saw the books in their state of disrepair and who can see them now, the change is almost unbelievable.

CHAPTER VI

INDEX DIVISION

The first year of the Index Division passed in a relatively tranquil manner, the additional functions from the old Index-Catalogue Division being readily absorbed. The result was a year of peaceful productivity for both the long established projects of the Armed Forces Medical Library, such as the Current List of Medical Literature and the Index-Catalogue, and some more recent bibliographic enterprises as well.

CURRENT LIST OF MEDICAL LITERATURE

Publication. The record figure of 109,331 items indexed in Current List in calendar year 1954 was surpassed this year with a total of 111,159 items. The Bureau of the Budget's limitation of 4,100 pages to be used in the Current List in a single fiscal year remains as a major obstacle in the optimal execution of our mission. We succeeded in keeping the number of pages down to 4,093 for the fiscal year 1955 by limiting the total number of published items to 104,091. Barring any changes in present format, it is clear we must level off with a maximum of 100,000 to 105,000 items in order not to exceed our page quota. This will be accomplished next year by means of a drastic cut (discussed later) in the number of East European items indexed and, secondly, through further tightening of controls on the selection of material within the journals presently indexed.

After years of futile attempts to procure a local printer for the Current List, our efforts were finally successful beginning with the March 1955 issue this year. However, the improvement in service which we anticipated did not materialize; last year's printer, 500 miles away, met the delivery schedules better than the local printer. The present contract is due to expire in January 1956; perhaps we will be more fortunate in the choice of a local printer for the next year.

Currency. Last year a new procedure was inaugurated to enable us to ascertain the degree of currency of each issue individually and each entire volume of the Current List. From currency reports which were continued throughout 1955, it was heartening to learn that overall, in Volume 28, 54% of all issues indexed were less than 6 months old, that only 26% were more than 6 months old, with 15% unmeasurable because only the year of publication appears on the journal

piece. The picture is even better when we note that for English language journals 84% were less than 6 months old, only 9% more than 6 months old, with 7% unmeasurable. It is thus apparent, as would be expected, that the foreign language journals account for the bulk of the issues tardily received and indexed. Little control can be exercised by anyone other than the publisher over the late receipt of journals in the Library. We feel reasonably sure, however, that with Volume 28 we have come quite close to achieving the optimum currency of publication possible within the framework of the known difficulties. Publication backlogs resulting from the page limitation will preclude the attainment of this goal next year.

Distribution. The steady upward trend in the number of paid subscriptions to the Current List over the past five years continued again this year. In the light of the substantial increase in paid subscriptions reported by the Government Printing Office for calendar year 1955 it is difficult to believe that this trend can continue much further; it is highly probable that the leveling off point may already have been reached. At the end of the year the total paid subscriptions stood at 2,444; total distribution was 4,335.

Towards the end of the year a start was made on bringing up-to-date (in accordance with the latest information furnished by the Superintendent of Documents), the group of maps showing the world-wide distribution of Current List, which forms a permanent Division exhibit.

The Division files of Current List recipients were also overhauled with the resultant setting up of two files, one arranged geographically and the other arranged by medical subject fields. The first file, arranged by country (by state in the United States) contains the names and addresses of all recipients of the Current List either by purchase or on a gift or exchange basis; in addition, the journals indexed in the Current List are included under the heading for the particular country from which they emanate. The second file consists of a complete list of the journals indexed in Current List arranged under broad subjects derived, in the main, from those used in the WHO-UNESCO "World Medical Periodicals".

Journals Indexed. In order to fulfill the needs of a number of interested agencies the Current List has been indexing a considerable number of East European journals. To maintain a proper balance with other journals the policy has been to allow such titles not to exceed 10% of all titles indexed. During the last year, however, new East European titles were added to such an extent that for the year these titles comprised more than 13% of the total, far more than is desirable. In all, the East European Project yielded 15,947 articles in 1,398 journal pieces; 9,718 articles in 940 journals went to the East European Accessions List and 6,769 articles in 458 journals went to the Monthly List of Russian Accessions, both publications which are issued

by the Library of Congress. Toward the close of the year conferences were held with personnel of the interested agencies and an agreement reached which will permit a reduction in these titles and still allow the needs of the agencies to be met.

The number of changes made in the List of Journals Indexed in the Current List of Medical Literature reached the new high of 221, about one quarter of which were attributable to the East European Project. Another minor policy change this year also significantly affected this total. Our practice in the past had been to process and count supplements as separate from the parent publications but this was amended in accordance with prevalent practices in other indexing and abstracting services. The result was a sharp drop in the category listed as "Regular Journal Titles"; better than half of the deletions on the list are the result of this policy change.

The continued rise in the number of Medical Project Report Sources prompted the taking of a count of the actual number of items derived from these technical reports. The two volumes of the Current List for 1955 contained 676 Medical Project Report items or 0.6% of the material indexed.

Research and Development. In the vital area of what might be termed "research and development", work was concentrated on two phases of our operation. First, the studies reported in the previous annual report, undertaken originally in connection with journal coverage in Quarterly Cumulative Index Medicus, were expanded. Considerable work was done on study of the journals not indexed in the Current List which culminated in a paper presented by the Division Chief at the Special Libraries Association Convention in Detroit in June.

The second line of investigation pertained to the modification of the format of the Current List. Since the July 1950 changes in the Current List, we have never entirely ceased our research on format improvement, including the desirability and feasibility of listing complete references directly under subject and author headings as is done in the Quarterly Cumulative Index Medicus. Discussions and correspondence on this topic were initiated by the Director of the Library and other library representatives at professional conferences both here and abroad. For the present, we have temporarily shelved further consideration of format changes which the Bureau of the Budget limitations have made virtually impossible without serious curtailment or elimination of other important services of the Current List.

Subject Heading Authority List. Almost two years have now elapsed since the Subject Heading Authority List was prepared for publication. In that time the volume of use to which the List has been subjected has confirmed the impression of its general suitability for the purpose

for which it was intended. The first major revision of the List was begun at the end of this year and will probably be concluded in the spring of 1956. The major emphasis in this revision is being placed on the expansion of the present limited cross reference structure and the inadequate facilities furnished by the List for the efficient indexing and location of drugs and chemicals.

Since publication of the List, 1,115 copies have been sold by the Superintendent of Documents. Book reviews and press releases, generally reflecting a favorable reception by the public, have appeared in leading medical and library periodicals throughout the world.

Indexing Authority File. The Indexing Authority File has now been in use one year and is used constantly, not only by members of this Division, but also by other library staff members interested in procuring information not, to our knowledge, available elsewhere. Having received ample confirmation of its usefulness, we are planning to devote further attention to the improvement in quality and increase in quantity of the items going into the File.

INDEX-CATALOGUE

On 31 December 1954 the functions of the Index-Catalogue Division were assumed by the newly designated Index Division. At that time the following situation prevailed:

Galley and page proof for Volume 11 of the Index-Catalogue was in process of being proofread with almost all of the galleys and some 285 pages of proof already in hand. Approximately five to six thousand monographic titles still remained in a cataloging backlog; several hundred thousand unheaded cards for periodical articles were in process of being filed first, chronologically, and finally, alphabetically, by journal title within each year. Some random sampling of the subject files had been undertaken in an attempt to estimate the total quantity of monographic cards which would result from a screening for the Supplementary Series; administrative aspects of the Division's affairs required immediate attention with personnel and procedural reforms most urgently needed.

During the past year, the following progress was made towards the publication of Volume 11 of the Index-Catalogue and the Supplementary Series:

The entire cataloging backlog was eliminated; all of the galley and page proof for Volume 11 of the Index-Catalogue was completed and returned to Government Printing Office. The unheaded index cards were filed chronologically and a decision reached to terminate the operation at that point. As the first step in the distillation of raw material for the Supplementary Series, all of the desired monographic

cards were extracted from the subject file; about half of the approximately 113,300 cards thus selected were refiled by author before the end of the year. About 10% of all of the cards were checked for possible duplication against the Armed Forces Medical Library Catalog (quinquennial cumulation 1950-1954) in November. Preliminary revision of the Subject Heading Authority List, which will be used in the subject heading of the Supplementary Series, had been completed; and the future steps in the publication of the Supplementary Series were more firmly established. Administrative aspects of the Index-Catalogue operation received a complete overhauling with gratifying results which were evident throughout the year.

The following areas will require our attention next year:

1. The determination of the exact format of the Supplementary Series;
2. Beginning the editorial work in preparation for publication of the Supplementary Series;
3. Completion of the revision of the Subject Heading Authority List;
4. Working out various fiscal aspects of the publication of the Supplementary Series.

If it is not possible at this time to hazard any predictions regarding the future schedule of the Supplementary Series. Volume 11 of the Index-Catalogue and the Military Medicine and Journal Abbreviation reprints are expected back from the printer early in 1956 thereby winding up the first large phase of this operation.

OTHER PROJECTS

Bibliography of Medical Reviews. On several occasions in the past the Library has been invited to cooperate in the publication of a bibliography of medical review articles. In September the Library formulated plans for the compilation of a Bibliography of Medical Reviews for 1955 as a by-product of the Current List of Medical Literature operation. Beginning in October, material for the bibliography was selected from the articles regularly processed for the Current List; simultaneously, a retrospective search of the earlier 1955 issues of the Current List was inaugurated. The bibliography, listing approximately 1,000 references to review articles, will be arranged by subject utilizing the same headings employed in the Current List. It is anticipated that the manuscript will be sent to the printer some time early in 1956 with the publication itself due to appear in late spring. The response to its appearance will determine in large measure whether the continued publication of the Bibliography of Medical Reviews is warranted.

Slavic Medical Bibliography. Mr. Stanley Jablonski of the Subject Analysis Section, on his own initiative, compiled a bibliography of East European medical bibliographies covering the period from 1950 to 1954. In April, the Library, recognizing the value of this material, decided to issue the bibliography as an official publication and the Reference Division, in cooperation with the Index Division, proceeded to edit and assemble the manuscript for offset printing. When it appeared in August, more than 100 copies were sent to medical installations within the Department of Defense.

Bibliography of International Medical Congresses. Photographic copies of approximately 3,700 cards selected from the Index-Catalogue file of medical congresses were sent to Dr. Delafresnaye of the Council for International Organizations of Medical Science in May. These cards were to be used for compilation of a comprehensive list of international medical congresses.

Dorland Medical Dictionary. The Index Division cooperated with the W. B. Saunders Company of Philadelphia in furnishing their editorial staff with new medical terms for the forthcoming 23d edition of the Dorland Medical Dictionary. Approximately 1,000 terms were selected from the Indexing Authority File, photographed, and sent to the Saunders Company.

Portrait Cards. 1,832 portrait cards were delivered to the Art Section, Catalog Division, during 1955, as compared with 1,414 cards delivered in 1954.

ADMINISTRATIVE

Organization and Personnel. As a sequel to the personnel classification survey of March 1955, the two Staff Assistant positions were abolished and the following key personnel changes were made:

Mr. Edward Miller was made Assistant to the Chief and from February to April doubled as Head of the Monograph Section; from April to the end of the year, Mr. Miller served as Head of the Subject Analysis Section. Mr. Harold Koehler assumed the duties of Head of the Monograph Section in April; Dr. Galina Zarechnak became Head of the Editorial Section.

From several points of view, such as turnover and training, the personnel picture continued to show improvement; however, no progress was made in other important areas of serious concern to us. Recruiting continues to be a vexing problem. The lowest point in our recruiting negotiations was reached several months ago when, three months after their initial interviews, two applicants were still waiting for appointments. Further attempts will be made next year to improve this situation by rewriting the standards for indexers more realistically; the

reclassification of present positions should also assist in easing future recruiting.

Several training programs initiated in 1954 were continued and improved upon during this past year. The greatest need now is for the training of professional personnel at the higher levels of the Subject Analysis Section.

Work Simplification Program. Following a preliminary indoctrination of supervisory personnel of the entire Library in conjunction with the Work Simplification Program, instruction and discussion at the Section level was started in November. In all, about 310 hours were devoted to the program in 1955, the fruits of which will be harvested next year.

Space. A major and a minor move of the Division during the past year has assisted in effecting a general improvement in the space situation. The major move occurred from 15 to 22 April, at which time the Editorial and Subject Analysis Sections were brought from Escanaba Hall to the third floor of the Main Building. This marked the return of the Current List to the Main Building after five years of a quasi-nomadic existence in the neighboring temporary structures. Though this move resulted in an actual loss of more than 1,000 square feet, the advantages of the new layout -- still far from ideal -- outweighed the deficiencies.

The minor move, made on 28-29 December, effected a more equitable space apportionment between the expanding Subject Analysis Section and the dwindling Monograph Section. Approximately half of the Subject Analysis Section personnel are located in Room 209, with the remainder of the Section in Rooms 304 and 306; the files and personnel of the Monograph Section are in Rooms 304 and 306.

CHAPTER VII

ADMINISTRATION

In February and March 1955 the Armed Forces Institute of Pathology vacated their portion of the Main Building, thereby enabling the Armed Forces Medical Library to start its building renovation program. This large task, which continued throughout the year, overshadowed all other efforts of the Administrative Division, which may be proud of the part it played in directing and carrying through the work.

ORGANIZATION

Excellent support from the Defense Supply Service reduced Library effort required in the supply area to the extent of making it possible to combine the Supply Unit and the Service Unit into a single new section, the Service Section. The Mail and Records Unit was redesignated the Mail and Records Section.

MANAGEMENT

Management Improvement. Two new fiscal procedures were installed. One resulted in substantial man-hours saved; conversely, the other will require additional personnel to operate it. This latter procedure, prescribed by regulations, changed our method of procuring books, which had formerly been the subject of criticism in Inspector General reports. The new method provides for obligating funds for approximately 12,000 individual medical publications annually in advance of their receipt; it has not been in operation long enough to evaluate fully the additional man-hours required to operate it.

The other newly-installed procedure involves our Photoduplication Account. A specially designed cash register-type machine was purchased, installed, and is now being used as a mechanical accounting device. All photoduplication orders received with payments are now routed to the Fiscal Section for recording through the machine and the action is overprinted on each order showing the amount received with it. Subsequent actions are also recorded in the machine and overprinted on each order. The machine eliminates the need for manual ledger posting. A ready report is available at any time which shows the total amount of money received, the amounts involved in each order, the total orders in process, together with amount of monies, and the additional amounts due the government for work completed.

A Work Simplification Program was introduced to all divisions, sections, and units of the Library in the last quarter of the year. At year's end it can be reported that at least two of the program's basic tools have been applied to every working procedure in the Library.

Records Management Program. All records were evaluated and a revised Records Control Schedule of the Armed Forces Medical Library was approved in August 1955. The revised schedule reflects changes required by the AR 345-200 series. The Records Holding Area was moved from Escanaba Hall to the Main Building in June 1955. As the result of screening material in both the Central Files and the Records Holding Area, 1 linear foot of records was retired to the Department Records Branch, 10 linear feet transferred to the Records Holding Area, 15 linear feet destroyed in the Current Files Area and 26 feet destroyed in the Records Holding Area. The file classification system of 1953 was completely revised. This revised system is being installed as a basic system for all divisions of the Library. The use of this system as the basic pattern will align the division files with those maintained by the Central Files.

Forms Management Program. In order to acquaint operating offices with the proper procedure for requesting new and revised forms, Library Order No. 16, dated 23 August 1955, was issued. It brought immediate results and all forms that had previously bypassed the Forms Control Officer are being routed to him for assignment of form number and final approval. At the beginning of the year there were 230 forms considered to be currently in use. At the end of the year, as a result of Forms Management, this total was reduced to 170 forms.

Reports Control Program. A current Reports Control Register was prepared for all of the internal reports required. This register contains detailed information describing the title and form number, frequency of submission, requiring directive, preparing division, receiving division, and the reports control symbol.

ADMINISTRATIVE SERVICES

Personnel. Vacancies over the last year have averaged 11.5 positions unfilled; recruiting has not been satisfactory. Responsibility for the maintenance of Leave Records and Quarterly Statements of Leave Account were transferred to the Library from the Civilian Personnel Branch, OTSG. In general, the Library remains dissatisfied with the arrangement whereby employee utilization responsibilities are split between it and OTSG; the Library continues to believe that this program has and must have an inherent identity with the Library management proper.

Fiscal. The implementation of the Army's Financial Management Plan, scheduled for 1 July 1956, will probably affect every element of the Library's administration. It certainly will completely change the present accounting methods performed by the Fiscal Officer and the fiscal assistants. A committee headed by the Comptroller, OTSG, is presently studying this plan.

Supply. Early in 1954 the Library had submitted its requirements for FY 1956 to the Office of the Chief Signal Officer, through the Military District of Washington, for the supplies and equipment needed to operate the photoduplication service. Due to differing interpretations of command responsibility under AR 10-50, it was not until October that funds were programmed to OTSG to pay for these supplies and equipment.

Photoduplication Service. The average number of requests received during the calendar year 1955 for photoduplication was 7,762 per month. The request for this service shows a steady decline of 9% for the past two calendar years. As the result of reduced workload, the reduction of one position was made in the operating staff.

A Facsimile Scanner on loan from the Atomic Energy Commission has been installed in the Duplicating Section. This scanner is linked by leased telephone cable to the National Institutes of Health Library where a recorder prints page copy of the material requested. Although some actual copy has already been transmitted, a few minor adjustments and further training of personnel must be accomplished before routine transmission can begin. Interest has been shown by the National Naval Medical Research Institute and the Armed Forces Institute of Pathology. Installation of receivers at these two installations may be considered if the NIH hook-up proves successful.

A P P E N D I C E S

Statistics in these appendices
cover the fiscal year ending
30 June 1955 unless otherwise
noted.

ACQUISITION ACTIVITIES

SEARCHING	<u>1953</u>	<u>1954</u>	<u>1955</u>
Prospects considered for acquisition, not in Library	15,913	15,967	19,656
Prospects considered for acquisition, Library has	<u>13,305</u>	<u>12,124</u>	<u>14,114</u>
TOTAL	<u>29,218</u>	<u>28,091</u>	<u>33,770</u>

ORDERS

Purchase Orders written	808	1,144	1,293
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SERIAL RECORD

New titles added	2,208	1,687	1,182
Titles received on <u>Current List</u> exchange (as of end of fiscal year)	<u>1,439</u>	<u>973</u>	<u>967</u>

PUBLICATIONS ADDED

Books	13,773	11,486	14,018
Serials (pieces)	<u>89,904</u>	<u>76,645</u>	<u>77,089</u>
TOTAL	<u>103,677</u>	<u>88,131</u>	<u>91,107</u>

ACQUISITION ACTIVITIES (Cont'd.)

DUPLICATE EXCHANGE	<u>1953</u>	<u>1954</u>	<u>1955</u>
Shipments made	1,214	949	1,012
Shipments received	408	261	184
Pieces shipped	173,739	179,204	98,488
Pieces received	196,780	107,635	72,996

EXPENDITURES FOR BOOKS AND SERIALS

Serials	\$ 25,626.33	\$ 32,410.33	\$ 29,488.26
Books	<u>22,848.41</u>	<u>33,974.29</u>	<u>28,343.59</u>
Sub-Total	\$ 48,474.74	\$ 66,384.62	\$ 57,831.85
Books, rare	14,940.03	9,843.13	9,379.34
Books for branches and other agencies	<u>2,726.65</u>	<u>4,238.42</u>	<u>3,319.25</u>
TOTAL	\$ <u>66,141.42</u>	\$ <u>80,466.17</u>	\$ <u>70,530.44</u>

GROWTH OF COLLECTIONS

	<u>CURRENT YEAR</u>			<u>COLLECTION TOTALS</u>	
	<u>Added</u>	<u>With- drawn</u>	<u>Net Gain</u>	<u>On Hand 30 June 54</u>	<u>On Hand 30 June 55</u>
1. BOOK MATERIAL					
a. Bound Monographs					
(1) HMD	367	37	330	31,069	31,399
(2) 1801-1913	0	1,489	0	104,576	103,087
(3) 1914-	<u>7,255</u>	<u>879</u>	<u>6,376</u>	<u>104,576</u>	<u>110,952</u>
Subtotal (a)	7,622	2,405	5,217	240,221	245,438
b. Bound Serials	<u>5,858</u>	0	5,858	211,178	217,036
Total Bound Vols. (a-b)	<u>13,480</u>	<u>2,405</u>	<u>11,075</u>	<u>451,399</u>	<u>462,474</u>
c. Theses	2,040	0	2,040	270,486	272,526
d. Pamphlets	<u>1,320</u>	<u>0</u>	<u>1,320</u>	<u>152,198</u>	<u>153,518</u>
Subtotal (c-d)	<u>3,360</u>	0	3,360	<u>422,684</u>	<u>426,044</u>
TOTAL BOOK MATERIAL	<u>16,840</u>	<u>2,405</u>	<u>14,435</u>	<u>874,083</u>	<u>888,518</u>
2. NON-BOOK MATERIAL					
a. Microfilms	63	0	63	1,881	1,944
b. Portraits & Pictures	<u>928</u>	<u>18</u>	<u>910</u>	<u>55,001</u>	<u>55,911</u> *
TOTAL NON-BOOK MATERIAL	<u>991</u>	<u>18</u>	<u>973</u>	<u>56,882</u>	<u>57,855</u>
3. BD. VOLUME EQUIVALENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,258</u>	<u>15,258</u>
GRAND TOTAL	<u>17,831</u>	<u>2,423</u>	<u>15,408</u>	<u>946,223</u>	<u>961,631</u>

CATALOGING STATISTICS

	<u>1953</u>	<u>1954</u>	<u>1955</u>
PRELIMINARY CATALOGING			
New titles	16,648	15,127	13,696
Recataloged titles	<u>10,521</u>	<u>9,979</u>	<u>6,697</u>
TOTAL	<u>27,169</u>	<u>25,106</u>	<u>20,393</u>
COMPLETED CATALOGING			
New titles	14,044	15,400	13,169
Recataloged titles	<u>10,596</u>	<u>9,274</u>	<u>6,277</u>
TOTAL	<u>24,640</u>	<u>24,674</u>	<u>19,446</u>
Copies and volumes reclassified and/or transferred	995	530	2,258
Catalog cards made, revised and distributed	321,763	290,192	293,482
Catalog cards filed	186,761	177,138	163,255
Volumes shelved	32,650	31,407	19,494
Copies and volumes withdrawn	<u>1,982</u>	<u>4,902</u>	<u>2,368</u>
WORK IN PROCESS (Pieces)⁽¹⁾			
Awaiting preliminary cataloging	450	56	38
Awaiting cataloging	<u>11,925</u>	<u>11,175</u>	<u>9,116</u>
Sub-Total	12,375	11,231	9,154
Cataloged, awaiting revision	337	375	750
TOTAL	<u>12,712</u>	<u>11,606</u>	<u>9,904</u>

(1) Estimate 75 pieces per shelf

BINDING STATISTICS

	<u>1953</u>	<u>1954</u>	<u>1955</u>
Volumes sent to binder	12,944	8,898	10,549 ⁽¹⁾
Volumes returned from binder and processed	16,073	19,495	9,621
Volumes bound at AFML	5,111	3,704	3,355
Volumes repaired at AFML	2,624	4,114	4,045
Volumes and pieces lettered	61,738	43,304	63,057
Pictures mounted ⁽²⁾	0	228	90

ART SECTION STATISTICS

Pictures added	2,328	<u>1,818</u>	<u>928</u>
Pictures cataloged/indexed	7,783	6,320	4,286
Reference use of pictures	2,221	2,153	4,424

ARMED FORCES MEDICAL LIBRARY CATALOG (Annual)

	<u>1952 Volume</u>	<u>1953 Volume</u>	<u>1954 Volume</u>
Number of Entries: Main	12,120	16,032	17,985
Added	3,209	3,226	4,639
Name x-references	3,687	4,604	4,005

- (1) Includes work sent in Fiscal 1955 to be returned in 1956.
 (2) This function transferred from HMD in 1954.
 (3) The 1954 entries were not published separately, but were included in the 1950-1954 cumulated edition.

CIRCULATION STATISTICS

	<u>1953</u>	<u>1954</u>	<u>1955</u>
Readers registered	<u>7,641</u>	<u>6,248</u>	<u>6,187</u>
Library loan requests	29,609	33,706	37,265
Reader requests	54,175	55,317	38,002
Photoduplication requests	<u>105,709</u>	<u>97,316</u>	<u>92,858</u>
TOTAL ITEMS REQUESTED	<u>189,493</u>	<u>186,339</u>	<u>168,125</u>

REFERENCE SERVICE STATISTICS

Reference questions answered	11,036	10,993	10,310
Bibliographies prepared	<u>412</u>	<u>474</u>	<u>405</u>

PHOTODUPLICATION STATISTICS

Orders received	105,709	97,316	93,138
Pages filmed	1,716,678	1,553,371	1,640,732
Photostats and Photoprints	801,621	666,503	704,785
Glossy prints	1,065	419	2,340

HISTORY OF MEDICINE DIVISION

	<u>1953</u>	<u>1954</u>	<u>1955</u>
Items added to collection:			
Editions in book form	577	850	297
Editions in microfilm	47	42	4
Portraits	<u>4</u>	<u>86</u>	<u>0</u>
TOTAL ITEMS ADDED	<u>628</u>	<u>978</u>	<u>301</u>
Editions cataloged	1,318	1,044	794
Inquiries answered (including loans, visitors, photoduplication orders)	<u>867</u>	<u>892</u>	<u>1,196</u>
Books bound at commercial bindery	540	151	95
Books bound at HMD Binding Studio	<u>568</u>	<u>467</u>	<u>540</u>
TOTAL BOOKS BOUND	<u>1,108</u>	<u>618</u>	<u>635</u>
Pages filmed for acquisition	16,042	11,984	512
Pages filmed for security	234,443	140,309	119,138
Pages filmed for photoduplication orders	<u>15,076</u>	<u>13,743</u>	<u>13,885</u>
TOTAL	<u>265,561</u>	<u>166,036</u>	<u>133,535</u>

CURRENT LIST OF MEDICAL LITERATURE

	<u>1953</u>	<u>1954</u>	<u>1955</u>
DISTRIBUTION			
<u>Free or Exchange Copies</u>			
United States	646	491	480
Foreign	<u>1,326</u>	<u>921</u>	<u>911</u>
Sub-Total	1,972	1,412	1,391
<u>Paid Subscriptions</u> ⁽¹⁾			
United States	1,316	1,465	1,524
Foreign	<u>609</u>	<u>622</u>	<u>706</u>
Sub-Total	1,925	2,087	2,230
GPO Single Copy Sales and Stock	153	170	270
Depository Libraries	256	256	253
AFML Internal Use and Stock	<u>128</u>	<u>88</u>	<u>109</u>
GRAND TOTAL	<u>4,434</u>	<u>4,013</u>	<u>4,253</u>
JOURNAL TITLES BEING INDEXED	1,432	1,498	1,560
ITEMS INDEXED	100,816	107,897	102,645

(1) Annual subscriptions only; includes 250 copies for Veterans Administration.

INDEX-CATALOGUE

	<u>1953</u>	<u>1954</u>	<u>1955</u>
Books cataloged	5,028	7,441	5,392
Items subject-headed	12,447	10,216	9,313
New cards filed	11,518	11,166	20,123
Total cards filed	79,248	73,815	328,020 ⁽¹⁾
Cards sent to printer	0	85,028	26,509
 Backlog:			
Items awaiting analysis or cataloging	24,492	11,584	1,530
Unheaded cards	317,989	340,390	344,168

(1) Includes 307,897 previously processed, unheaded journal articles, now arranged chronologically and by journal title.

PERSONNEL STATISTICS

	<u>1953</u>	<u>1954</u>	<u>1955</u>
PERSONNEL AUTHORIZED			
Civilian	229	222	222
Military	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL PERSONNEL AUTHORIZED	<u>231</u>	<u>224</u>	<u>224</u>
PERSONNEL ON DUTY			
Civilian	221	215	216
Military	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL PERSONNEL ON DUTY	<u>223</u>	<u>217</u>	<u>218</u>
CIVILIAN PERSONNEL ON DUTY, BY DIVISIONS			
Office of the Director	3	3	3
Acquisition Division	29	28	29
Administrative Division	20	20(1)	35(1)
Catalog Division	48	48	49
Current List Division (2)	36	34	0
History of Medicine Division	12	11	10
Index Division	0	0	42
Index-Catalogue Division (2)	11	11	0
Reference Division	<u>62</u>	<u>60(1)</u>	<u>47(1)</u>
TOTAL	<u>221</u>	<u>215</u>	<u>215</u>
Average number of persons employed	230	216	216
Total Man-hours available			357,602
Absences: Annual Leave (man-hours)	33,552	28,084	30,393
Sick Leave (man-hours)	24,867	18,253	17,042
Other Leave (man-hours)	3,883	10,888	7,393
PERSONNEL ACTIONS			
Accessions	58	47	50
Separations	71	51	48
Accessions during year, on duty	42	12	28
Promotions	42	35	36
Reallocations to higher grade	13	6	8
Reallocations to lower grade	1	1	3
New positions established	7	3	1
Pay increase for superior accomplishment	1	2	2
Meritorious Civilian Service Awards	0	0	0
Monetary Awards	0	2	1

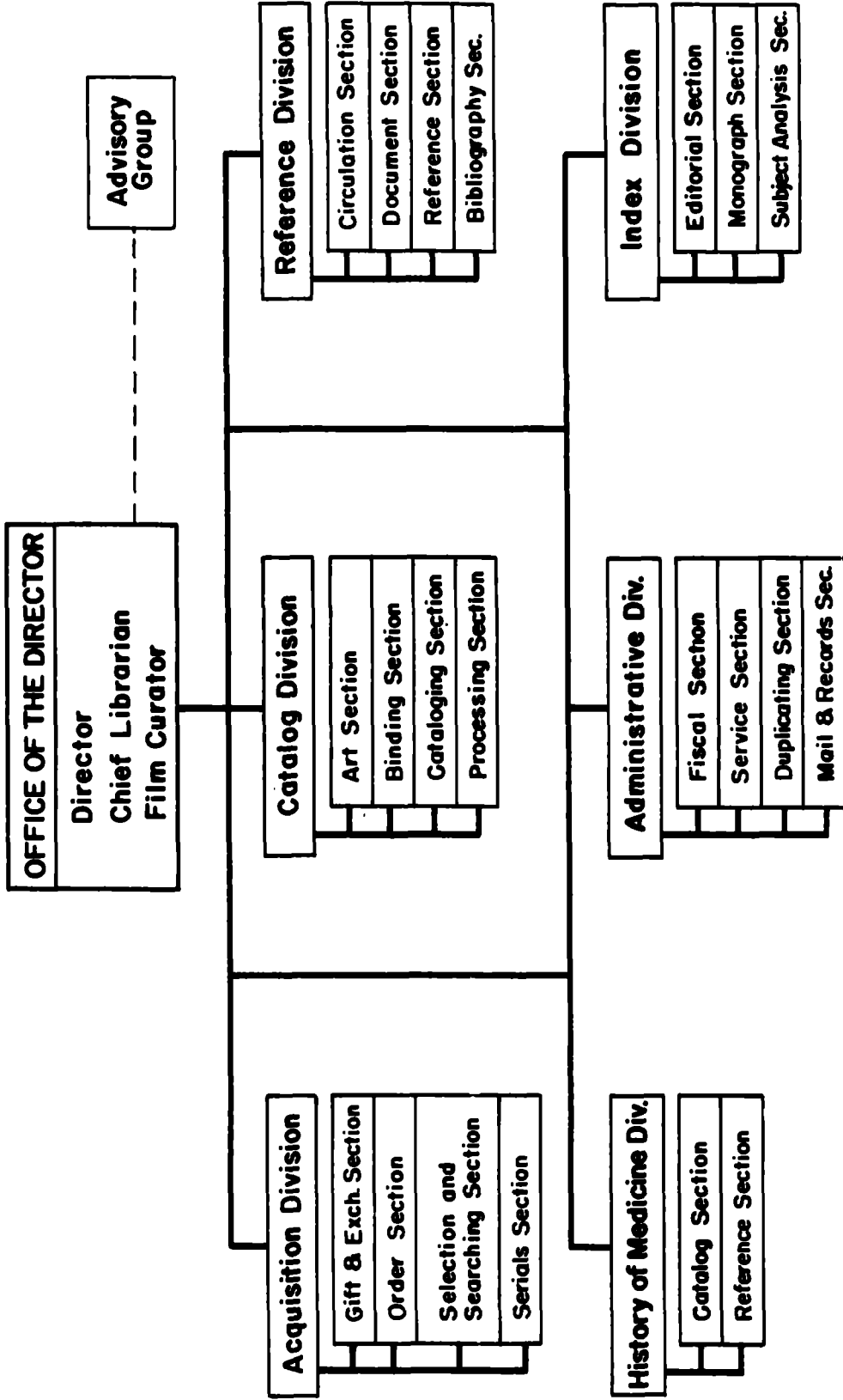
- (1) Organizational shift of Duplicating Section from Reference to Administrative Division
- (2) Index-Catalogue Division and Current List Division have been combined to create the Index Division

FINANCIAL STATISTICS

	1953 <u>Obligated</u>	1954 <u>Obligated</u>	1955 <u>Obligated</u>
ALLOTTED FUNDS			
Rentals (Postage Meter)	\$ 120	\$ 159	\$ 159
Repairs and Alterations	2,977	2,346	4,970
Indexing Contract	25,000	16,465	0
Subscriptions and Books	65,076	80,776	70,530
Supplies	35,336	18,326	1,333
Equipment	5,032	42,193	2,910
Transportation	75	0	0
Travel	4,328	3,632	2,624
Postage	2,949	7,818	7,962
Car Tokens	175	205	144
Edgar Bequest	45	860	0
Gilmore Bequest	0	0	0
Sub-Total	\$ <u>141,113</u>	\$ <u>172,780</u>	\$ <u>90,632</u>
IN ADDITION MDW OBLIGATED FOR AFML:			
Supplies	\$13,899.02		
Equipment	9,450.98		
Repairs	2,550.00		
	<u>0</u>	<u>0</u>	<u>25,900</u>
TOTAL	\$ 141,113	\$ 172,780	\$ 116,532
ESTIMATED COST OF OPERATION OF AFML			
Allotted Funds (from above)	\$ 141,113	\$ 172,780	\$ 116,532
Civilian Personnel Salaries	931,723	906,303	931,094
Military Personnel Salaries	10,621	9,285	15,683
Printing	44,738	40,650	40,852
Binding	69,636	68,387	52,966
Real Estate Rental	10,320	10,320	10,320
Supplies and Equipment			
Signal Corps	12,307	15,774	29,554
Quartermaster	6,938	21,980	0
Medical	112	202	55
Transportation Service (Cameron Sta.)	3,000	3,000	3,000
Contract Field Binding (HMD)	2,000	2,000	900
ESTIMATED TOTAL OPERATING COST	<u>\$1,232,508</u>	<u>\$1,250,681</u>	<u>\$1,200,956</u>
COLLECTIONS FROM			
PHOTODUPLICATION SERVICE	\$ 20,632	\$ 19,384	\$ 18,019

ARMED FORCES MEDICAL LIBRARY ORGANIZATION CHART

31 DECEMBER 1955



Approved *Frank B. Rogers*

Frank B. Rogers
Lt. Col., M.C., Director

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