

NATIONAL LIBRARY OF MEDICINE

ANNUAL REPORT

Fiscal Year 1957

Washington: 1957

U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

NATIONAL LIBRARY OF MEDICINE
ANNUAL REPORT
for the
FISCAL YEAR 1957

September 15, 1957

Annual Reports of the Library have been issued separately as follows:

Army Medical Library Abridgements of Annual Reports
For FY 1947, 1948, 1949, 1950

Army Medical Library Annual Report for the Calendar
Year 1950, 1951

Armed Forces Medical Library Annual Report for the
Calendar Year 1952, 1953, 1954, 1955, 1956
(1953 has title: Summary of Activities)
(1956 covers: January 1 - September 30)

National Library of Medicine Annual Report for the
Fiscal Year 1957

Reports previous to 1950, as well as those for 1953 and 1955, are out-of-print.

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Organization Chart NLM as of September 15, 1957.

ADMINISTRATIVE ORGANIZATION OF THE NATIONAL LIBRARY OF MEDICINE

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

OFFICE OF THE DIRECTOR

Executive Officer
Special Assistant to Director
Head, Photographic Services

Ray W. Grim
Robert W. Severance
Muriel C. Weins

ACQUISITION DIVISION

Chief (Assistant Librarian)
Assistant Chief

Samuel Lazerow
Leslie K. Falk

CATALOG DIVISION

Chief (Assistant Librarian)
Assistant Chief

M. Ruth MacDonald
Eleanor R. Hasting

HISTORY OF MEDICINE DIVISION (located in Cleveland, Ohio)

Chief
Assistant Chief

Harriet C. Jameson
Dorothy M. Schullian

INDEX DIVISION

Chief (Editor) (Assistant Librarian)
Assistant Chief

Seymour I. Taine
Edward A. Miller

REFERENCE DIVISION

Chief (Assistant Librarian)
Assistant Chief

Estelle Brodman
Robert B. Austin

CHAPTER I

OFFICE OF THE DIRECTOR

As Fiscal Year 1957 came to a close, the National Library of Medicine's holdings stood just short of the million mark. Only an unprecedented withdrawal rate (details may be found in an accompanying table in the appendix) held down the total; long before NLM completes its first year of operation at the end of September the mark will have been passed. This will be the second time around, for in 1940 the passing of the million-item point had been announced, but wholesale discarding of reprints, duplicates, and out-of-scope materials, as well as a healthy skepticism concerning earlier record keeping have long since prompted recounts on a basis which has more direct relevance to the problem of dealing with disastrously dwindling shelf space. We take a deep breath as we begin the task of processing--and of housing--the second million items.

A NEW BEGINNING

The National Library of Medicine Act was signed into law by the President (on August 3, 1956, as Public Law 941, 84th Congress (70 Stat. 960)). On October 1, 1956, the old Armed Forces Medical Library, its personnel, equipment, collections, records, and funds, were transferred to the National Library of Medicine. (A transfer ceremony was held at the Library, with Dr. E. H. Cushing representing the Department of Defense, Dr. Lowell T. Coggeshall representing the Department of Health, Education, and Welfare, and Dr. Leroy E. Burney representing the Public Health Service.) Lieutenant Colonel Frank B. Rogers, MC, USA, was detailed by the Army to the Public Health Service, and was appointed Director. On November 5, Mr. Ray W. Grim, who has been connected with the Public Health Service in various capacities since 1934, joined the NLM staff in the capacity of Executive Officer.

BOARD OF REGENTS

Appointment and membership. On February 18, 1957, President Eisenhower announced his nominations to the Board of Regents of the National Library of Medicine. The nominations were confirmed by the Senate on February 22. The members of the Board are as follows:

Ex officio members:

Dr. Leroy E. Burney
Surgeon General, Public Health Service
Major General S. B. Hays
Surgeon General, U. S. Army
Rear Admiral B. W. Hogan
Surgeon General, U. S. Navy
Major General D. C. Ogle
Surgeon General, U. S. Air Force
Dr. William S. Middleton
Chief Medical Director, Veterans Administration
Dr. John T. Wilson
Assistant Director for Biological and Medical Sciences
National Science Foundation
Dr. L. Quincy Mumford
Librarian of Congress

Appointed members:

Term expiring 1958:

Dr. Worth B. Daniels
Professor of Medicine, Georgetown University
Dr. Benjamin Spector
Professor of Bioanatomy, Tufts University

Term expiring 1959:

Dr. I. S. Ravdin
Professor of Surgery, University of Pennsylvania
Miss Mary Louise Marshall
Professor of Medical Bibliography
Tulane University

Term expiring 1960:

Dr. Basil G. Bibby
Professor of Dentistry, University of Rochester
Dr. Jean A. Curran
William Bingham, 2nd, Trust for Charity, Boston
Dr. Champ Lyons
Professor of Surgery, Medical College of Alabama

Term expiring 1961:

Dr. Michael E. DeBakey
Professor of Surgery, Baylor University
Dr. Thomas Francis, Jr.
Professor of Epidemiology, University of Michigan
Dr. Ernest H. Volwiler
President, Abbott Laboratories

At the first meeting of the Board, Dr. Worth B. Daniels was elected Chairman and Dr. Champ Lyons was elected Vice-Chairman. Lt. Colonel Rogers was appointed Secretary to the Board.

Meeting of March 20, 1957. The Board elected its officers, heard a report from the Director of the Library on the state of the Library and its Fiscal Year 1958 operating requirements, and considered the problems connected with obtaining construction funds for the new building. The balance of the meeting was given over to consideration of the problem of site selection.

Meeting of April 29, 1957. The Board spent the morning on an inspection trip to various areas of Washington and Bethesda. In the afternoon the Board continued its discussion of site selection, and finally unanimously recommended a site in the southeast sector of the National Institutes of Health reservation in Bethesda, Maryland. The Board also approved changes in the NLM photoduplication and interlibrary loan policy along lines recommended by the Library administration.

Meeting of June 7, 1957. The Board approved adjustments in the distribution patterns of Library publications to agencies of the federal government. The Board heard reports on developments concerning the new building, and reaffirmed its decision on the site.

NEW BUILDING

Active planning for the new building was resumed on August 13, 1956, when Mr. Robert W. Severance, formerly librarian of Baylor University and deputy director of the Army Library, joined the NLM staff as Special Assistant for Building Plans. Following apportionment by the Bureau of the Budget of a part of the planning funds, the Public Buildings Service of the General Services Administration negotiated a contract with the firm of R. B. O'Connor and W. H. Kilham, Jr., New York City, for a preliminary study of NLM requirements.

The architects' study was submitted on May 13, and a hearing on their findings was held at the Bureau of the Budget on June 7, following which the remainder of the planning funds were apportioned on June 19. During the last week in June a second contract was negotiated with O'Connor and Kilham, calling for design of the building and preparation of working drawings and specifications.

FRIENDS OF THE AFML

Believing that the outstanding objectives of the Friends of the Armed Forces Medical Library had been achieved, and that the change in administrative jurisdiction over the Library made action appropriate, the Executive Committee of the Friends, with the approval of the membership, decided to disband the organization. In taking this step, funds to the amount of \$767.35 remaining in the Friends' treasury were presented as a gift to the National Library of Medicine, to be used "in providing some of the amenities of institutional living with which an institution of the stature of the National Library of Medicine ought to be provided". In

receiving the gift, the Library in its turn acknowledged its "great debt to the Friends, individually and collectively, who have given... such unfailing support over the critical period of the last four years".

MANAGEMENT ACTIVITIES

Reorganization of the Office of the Director. Transfer of the Library to the Public Health Service was accompanied by changes in Library organization and operation. On November 5, 1956, the Administrative Division was abolished and its staff and facilities transferred to the Office of the Director and placed under the supervision of the Executive Officer. The Photographic Services Section was established in the Office of the Director November 20, 1956, combining the functions of Photoduplication, Film Projects, and Poor Paper Preservation activities. Miscellaneous duplicating activities including mimeographing and multilithing were transferred to the Service Section.

Program Management. During August and September 1956 discussions were held with the Public Health Service to consider fiscal methods to be used beginning October 1, 1956. As a result of these meetings, detailed methods and procedures were established covering the fiscal and accounting activities to be conducted in the Library.

A new Budget Estimate for FY 1958 was prepared using PHS guide lines. Upon Bureau of the Budget review \$1,450,000 was allowed in the President's budget and approved by both Houses of Congress.

The National Library of Medicine Program Document for FY 1957, prepared in July 1956, was retained. The Program Document, the guide for all NLM operations, is reviewed quarterly and revised in the light of current obligation experience, operations, and plans.

Property and Supply. An inventory of all personal property under the control of the Director, National Library of Medicine, was made during the month of July in conformance with Army directives. This inventory, adjusted to reflect the acquisition and disposal of property between July 1 and September 30, 1956, became the basic list of property transferred to the Public Health Service. Supply procedures, storekeeper operations, and property accounting procedures were developed in the period following the transfer.

Health and Safety Survey. A Public Health Service survey team conducted a general health and safety survey of the Library on January 23, 1957. Periodic follow-ups were made on the deficiencies noted in the survey report and corrective measures were taken wherever possible to bring the building up to required standards.

Old Building-renovation. Improvements in the physical plant included: construction of an air-conditioned microfilm camera station; construction of a darkroom in the first floor annex for use of the pictorial activity; complete renovation of the first floor passageway to the annex; redecoration of the Conference Room; and painting and installation of new lighting and tile flooring in two basement rooms.

PERS ONNEL

Training. Considerable emphasis was concentrated on activities designed to improve the proficiency of the professional staff. Seventy staff members were enrolled in a series of twenty lecture-hours on Medical Nomenclature presented by the Director. The Library sponsored the training of seven employees in a full semester graduate level course in Medical Bibliography at Catholic University; Dr. Estelle Brodman, Assistant Librarian for Reference Services, conducted the course.

An Intern Training Program was developed for activation in September 1957. Three recent graduates from Schools of Library Science were selected for appointment. The training course is designed to provide participants with a broadly based work experience in medical library operations and is scheduled to run for a full twelve month period commencing September 3, 1957.

Orientation. Thirty members of the staff of the Library attended orientation sessions conducted by the Training Unit, Division of Personnel, PHS.

Awards. One Superior Service award and three cash awards of \$75 each for valuable suggestions put into use by the Library were presented to four employees.

The first annual presentation of length-of-service awards was held in the Library on May 1, 1957. Colonel Rogers presented four 30-year, eleven 20-year, and eighty-one 10-year awards to Library employees.

OTHER ACTIVITIES

During the year the Director served as a member of the Planning Committee for the International Conference on Scientific Information, to be held in Washington in 1958; as a member of the NRC Committee on the Chemical-Biological Coordination Center; as a consultant on Veterans Administration Library Services; as a member of the Board of Directors of the Medical Library Association; as a member of the Joint Committee on the Union List of Serials; and as a member of the NRC Committee on the Cardiovascular Literature Project. The Director gave talks before the Reference Department of the Library of Congress, the Alumni Club of the Catholic University Department of Library Science, the meeting of the MLA regional group at Frederick, the annual meeting of the MLA in New York, and the History of Medicine Society at Tulane University. Colonel Rogers visited libraries of the College of Physicians, and Smith, Kline, and French Laboratories, in Philadelphia; the Texas Medical Center, Rice Institute, and University of Houston, in Houston; the Texas Medical Association, and University of Texas, in Austin; the Tulane University School of Medicine, Louisiana State University School of Medicine, and New Orleans Public, in New Orleans. Also the Cincinnati Public Library; the libraries of the University of Louisville and the School of Medicine Library in Louisville; the Linda Hall Library in Kansas City. Mr. Severance visited Western Reserve, in Cleveland; Wayne University and Detroit Public, Detroit; Midwest Inter-library Center, Chicago; the Universities of Georgia, North Carolina, Louisville, and Michigan; Oklahoma A & M College; Florida State University; Georgia Institute of Technology; North Carolina State College; Princeton, Harvard and Rutgers Universities; and the Massachusetts Institute of Technology.

FISCAL YEAR 1957 PUBLICATIONS

- National Library of Medicine. Classification; a scheme for the shelf arrangement of books in the field of medicine and its related sciences. 2d ed. Washington, Government Printing Office, 1956. 314 p. \$2.00.
- Armed Forces Medical Library Catalog, 1955.
Washington, Library of Congress, 1956. 986 p. \$17.50.
- Current List of Medical Literature. (Monthly) Volumes 30 and 31.
Annual Subscription \$13.50 domestic; \$17.00 foreign (Superintendent of Documents).
- Bibliography of Medical Reviews, 1955.
Washington, 1956. 74 p.
- Cancer Chemotherapy; a bibliography of agents, 1946-1954. 267 p.
Published as Supplement No. 4 to Cancer Research (Volume 16, No. 10, Pt II, November 1956).
- Acquisition Policy of the National Medical Library; proceedings of a symposium held 12 April 1956. Washington, 1957. 82 p.
- National Library of Medicine. Card Catalogs: Keys to the Library's Collections. 1957. 15 p.
- National Library of Medicine. Card Catalogs: Keys to the Library's Collections. Supplement: Files Maintained for Staff Operations. 1957. 21 p.
- National Library of Medicine News. Vol. 11, no. 7-12; vol. 12, no. 1-6.
- Scientific Translations; a preliminary guide to sources and services. Washington, Government Printing Office, 1957. 12 p. 15 cents. (Public Health Service Publication no. 514.)
- A Bibliography of Military Medicine Relating to the Korean War, 1950-1956. Washington, 1957. 56ℓ.
- Effects of Jet Aircraft Noise on Hearing. 1956. 7ℓ.
- Military Medical Serials Received in the National Library of Medicine. 1956. 8ℓ.
- Sources for Health Instruction Material... 1956. 8ℓ.

Articles

- Brodman, E. Trends in medical abstracting and indexing tools; a symposium. Bulletin of the Medical Library Association 44: 397-8 (1956).
- Jablonski, S. Russian-English medical dictionaries. Bulletin of the Medical Library Association 45: 149-54 (1957).
- MacDonald, M. R. Application of Lubetzky principles to serials at the Armed Forces Medical Library. Serial Slants 7: 114-7, 145-8 (1956).
- Moseley, E. G. Publications and services useful to the medical librarian. Special Libraries 48: 210-3 (1957).
- Rogers, F. B. Current List of Medical Literature. Bulletin of the Medical Library Association 44: 399-404 (1956).

CHAPTER II

PHOTOGRAPHIC SERVICES

In November 1956 Miss Muriel Weins was placed in charge of the Photographic Services Section (Office of the Director), which was reorganized to include the poor paper preservation program and the documentary medical motion picture collection, as well as the major photocopying services.

PHOTODUPLICATION

The dominant activity of the year in the photoduplication area was the search for new methods and equipment to improve microfilm and paper reproductions provided to Library users. After surveys and experiments it was decided that CopyFlo, a xerographic process which prints from microfilm, was promising enough to try for a test period. The machine was rented for the last two months of the fiscal year. The speed of the machine, its provision of positive copy on non-photographic paper, and its daylight operation provided better copy and quicker service. After inspection of the operation of CopyFlo in the Library, the Congressional Joint Committee on Printing and Binding approved its retention on a permanent rental basis.

Just as the CopyFlo has improved the quality of the paper copy, a readjustment in the lights on the microfilm cameras resulted in a better microfilm usage. The change has eliminated an important source of retakes, those due to improper illumination.

A management study of the whole area of photoduplication was initiated and some changes in procedures have already taken place. The handling of the incoming orders and correspondence has been concentrated in one position. Orders are dated when they are received, making possible an accurate determination of the length of processing time. Orders are transmitted to the Circulation Section on the date following their receipt, and concentrated attempts are being made to provide an even flow of work.

The technical changes effected during the year have already lessened the time required to fill current orders, and it is believed that more experience with the new machinery and a further simplification of procedure will further reduce the time required to provide photographic reproductions.

POOR PAPER PROGRAM

The Film Projects Section had been established in May 1956 to untangle and reintegrate the miscellaneous microfilm collection, and to incorporate selected portions of it into the general cataloged collections of the Library. In November this section was designated the central point for the handling of material on poor paper which must be microfilmed in order to preserve it; shortly thereafter the unit was incorporated in the Photographic Services Section.

The monographic portion of the miscellaneous microfilm collection has been segregated and transmitted to the Catalog Division. Work on the largest portion of this collection, the serial titles, continues; the rate of liquidation depends on the number of such titles which the Catalog Division can readily accommodate within the limits of its other tasks.

Policies have been agreed to and routines have been established for the processing of poor paper material received from the various divisions of the Library. This material is screened for scope, identified and prepared for filming, filmed and edited, and the microfilm product is sent to the Catalog Division for the cataloging of the microfilm and the discarding of the original. The establishment of routines for this complicated handling has been largely a matter of trial and error, since the Library has had relatively little experience in the treatment of poor paper material. There were 179,630 pages of poor paper material filmed during the year, and this figure should grow much larger hereafter, since the new equipment in the photographic laboratory will release operator time for this purpose.

Another phase of the preservation of the collection which received intensive study during the year was the consideration of methods and costs of reducing the bulk of the thesis collection to microfilm. The study phase of the problem has been completed and a pilot operation will be conducted during the next fiscal year.

MOTION PICTURE COLLECTION

The emphasis in Photographic Services during the year was almost entirely on microfilm rather than motion pictures, although the number of reference questions on medical films greatly increased. The accumulation of information concerning medical motion pictures and the addition of titles to the prospect file continued routinely and these files made it possible to provide the reference service. All of the films previously acquired have been accessioned and inspected for condition. The solicitation of films for the collection and publicity for the program will be given greater attention in the coming year.

CHAPTER III

ACQUISITIONS

During the past year simple and satisfactory procedural methods for obligating funds for book purchases have finally been instituted, and as a result the Acquisition Division has been able to perform its functions and to carry out its mission at a higher level than has been the case in preceding years.

PROGRAM

Statistical Survey. The changed procedural situation is reflected in the sharp increase in orders placed and claimed, and in the number of publications received for the Library's collections. Over 14,000 orders were placed in Fiscal Year 1957 as compared with only 12,000 in Fiscal Year 1956, or an increase of 17 per cent. More than 11,000 claims were sent to suppliers in Fiscal Year 1957 as against only 5,500 sent in 1956, an increase of one hundred per cent. This heavy volume of ordering and claiming resulted in the receipt for the collections of about 6,000 ordered monographic pieces as compared with 4,600 pieces received in Fiscal Year 1956. The number of serial pieces received by the Library increased from 69,000 in Fiscal Year 1956 to almost 73,000 in 1957. At the end of June 1957 there were 12,800 serial titles currently being received by the Library as opposed to 11,600 current titles at the end of June 1956.

Selection Program. It has for sometime been apparent that our program of locating medical publications throughout the world has been handicapped by an undesirably narrow and passive concept, one that stresses selection of citations at the expense of investigation of publishing sources. In February, therefore, approval was secured for a new type of job to replace the Selector-Searcher job. The name "Area Specialist" was considered appropriate since under the new concept the basic responsibility is shifted from assigned serial prospect sources (mostly national bibliographies) to assigned countries and groups of countries, or subject fields. From this broader delegation of responsibility we expect to derive such advantages as a fuller and more fruitful application of language and bibliographical skills and the development of expertness in matters of medical literature sources.

Six areas were marked out, as follows:

1. English-language countries, and the subject of international congresses;

2. Western continental Europe excepting Spain and Portugal but including French, Dutch, and Belgian world-wide possessions;
3. Eastern-European countries having non-cyrillic languages;
4. Soviet Union, Bulgaria, Yugoslavia;
5. Spain, Portugal, Latin America;
6. Remaining countries.

Area Six has little meaning, including as it does countries difficult to match with the requisite language skills. Fortunately, from the most important of this unassigned group, Japan, we are getting books from a dealer on blanket order.

Soviet Bloc. The increased procurement activity vis-à-vis the Soviet bloc continued at an even higher level during Fiscal Year 1957. By the end of the year we had established exchange relationships with a majority of the provincial Academies of Sciences and with a substantial number of medical institutions throughout the Soviet Union. Our exchange relationship with the State Central Medical Library in Moscow, resumed in December 1955, has been expanded to include a large number of Soviet medical journals. A valuable part of this exchange arrangement is our agreement with the State Central Medical Library to exchange our own printed catalog cards for similar cards covering all current Soviet medical books. Almost 1,000 catalog cards from each country have been involved in this exchange since January 1957.

Existing exchange arrangements with medical institutions in the Soviet bloc countries have been enlarged and new agreements reached with additional institutions, notably in Czechoslovakia, Poland and Bulgaria. One of the most interesting of these exchange arrangements is that made in June with the National Library in Sofia, under which that library has agreed to send to us a copy of every medical book published in Bulgaria in exchange for their selection of American medical books.

Portrait Solicitation Project. In July 1956 the Acquisition Division completed a major acquisition effort involving solicitation of photographs of medical men holding the rank of associate professor and above in American medical schools. Of the 6,500 photographs solicited, more than 1,500 were received. This constitutes a significant enlargement of the Library's reference resources in this area. In June 1957 it was decided to continue this program with letters addressed to those men who had not sent in their portraits on the earlier solicitation. By the end of the year this project was well under way and during the next year large numbers of photographs of this type will be added to the Library's collections.

MANAGEMENT

Book Purchase Procedure. In the analysis made in September of the Library's book purchase procedure a great deal of consideration was given to the practices unique to the book trade. The fiscal pattern chosen is known as the "miscellaneous obligation system" and in nine months of use it has provided the Library with a continuity of ordering and a flexibility in the use of funds which it has never known.

The miscellaneous document used for obligation purposes under this system provides for a monthly adjustment of the total authorized fund by taking into consideration expenditures made and orders outstanding. Under the system in force until September, funds involved in cancelled orders were not released until the final liquidation of the grouped purchase order; the new system permits the immediate reobligation of funds involved in such items. A new efficiency in the processing of invoices has reduced payment time, with consequent improvement in our dealer relationships, and has freed personnel time for accelerated order and claiming programs. The net result has been a substantial increase in the number of publications received for the collections.

Name Reporting. In December representatives of the Acquisition and Catalog Divisions discussed the possibility of so standardizing and perfecting methods of reporting names found in the Name Catalog in the course of searching as to relieve the catalogers of a corresponding amount of Name Catalog consulting. The reporting in itself is a function natural to the searching operation, and had been part of the routine for bibliographical prospect searching since 1953, but not in the unvarying manner and with the attention to exactitude required for Catalog Division use. No name-reporting method had been devised for the photoprints of title pages, which since 1955 had been routinely used to transmit the results of searching unsolicited gift material.

The discussions resulted in an inter-divisional agreement, effective January 2, 1957. The understanding calls for the recording and transmission of information in specific forms required for Catalog Division operations.

Backlogs. During the year almost all the backlogs which have plagued the Acquisition Division in previous years were liquidated. Selection from a large collection of unsolicited monographs received over the last twenty or twenty-five years was completed in April; a large part of this material went through the searching process. The entire backlog of non-current serial publications was entered in the serial record. Moreover, a substantial backlog of bibliographical citations of serials remaining at the end of the last fiscal year was completely liquidated by January. For this activity the Serials Section searched more than 7,000 bibliographical prospects, compared

with only 3,000 searched in 1956. The Acquisition Division therefore enters the new fiscal year with only a small searching backlog of unsolicited monographs and it is expected that this backlog will be eliminated early in the new year.

Geographical File of Serials. A geographical approach to the Library's current serials, set up experimentally, proved so valuable during the year that it was decided to establish the file as a permanent tool. In April, therefore, all the cards in the current serials file were filmed; it is planned to print these cards by the xerographic process on index stock and to arrange them geographically. To keep the file up to date, a card for each new current serial title acquired will be added.

PUBLICATIONS DISTRIBUTION

Interim Policy on Governmental Distribution. In June the Board of Regents approved an interim policy intended to rationalize the distribution of the Library's publications to offices of the Federal Government. Heretofore, the Library's policy has been to make its publications available on a free basis to Department of Defense installations and to charge other government agencies. Under the new policy the Library will provide all of its publications free to all government agencies which have need of them, on as equitable and proportional a basis as can be devised within the financial and regulatory limitations on each publication.

Publications Distributed. Among the publications of the Library distributed by the Acquisition Division were the Bibliography of Medical Reviews, the 1956 Annual Report, the second edition of the National Library of Medicine Classification, and several bibliographies prepared by the Reference Division. The Proceedings of the Symposium on Acquisitions Policy of the National Medical Library, held at the Library in April 1956, was edited and published. Copies were distributed to American medical libraries and to member institutions of the Association of Research Libraries.

DISPOSAL OF DUPLICATES

Since 1942 the Library has operated a duplicates disposal program of considerable magnitude. Under this program large quantities of the Library's duplicates have been used to restock war-devastated libraries throughout the world and to form the nucleus of new medical libraries. They have also been used as currency in the exchange of publications with other medical libraries, both American and foreign. About \$20,000 yearly in personnel costs have been committed to this program; some 4,000 linear feet of shelving have been needed to house the stock of approximately 75,000 duplicates.

Studies made by the Acquisition Division in 1956 indicated that the program had ceased to pay the dividends to be expected from the large personnel and space investment, especially in view of the Library's urgent need for stack space. It was found that the amount of materials received for the Library's reference collections was but a small fraction of that shipped to other institutions, and that the volume of requests received from other libraries has been decreasing each year. It has also long been apparent that the rehabilitation needs of war-devastated libraries have been largely met. Another factor in the situation is the existence of the United States Book Exchange, a non-profit organization which supplies books and journals to member libraries.

It was decided in March that the Library would continue to operate a duplicates exchange program but at a substantially reduced inventory level. In order to achieve the necessary stock reduction and at the same time provide the greatest possible utility to other libraries, representatives of the United States Book Exchange and of several new medical schools were invited to select materials for their collections. Libraries assisted in this fashion were those of the Albert Einstein College of Medicine, West Virginia Medical School, University of Kentucky Medical School, University of Mississippi Medical School and the Seton Hall College of Medicine. Previously benefitting from this distribution were the University of Florida and the University of Miami.

CHAPTER IV

CATALOGING

At this time last year there was general recognition that this would be a memorable year for the Library and that the months ahead would bring many changes. A backward look corroborates the fact that this has been a momentous year for the Catalog Division, as it has been for the Library, largely due to the establishment of the National Library of Medicine. One is amazed at the number of changes which have occurred and at the same time reassured by the good solid work accomplished in the midst of the changes.

PUBLICATIONS

National Library of Medicine Catalog. The 1956 volume, the first to bear the name of the National Library of Medicine, was forwarded to the publisher on May 16 and scheduled for publication some time in July. It contains approximately 39,500 author and subject entries; recent volumes have increased in size because they include History of Medicine Division card records not published in the 1950 - 1953 issues of the Catalog.

National Library of Medicine Classification. The publication of the second edition of the National Library of Medicine Classification was another milestone in the work of the Division. The first 500 copies, unbound issues, were received on September 28, and the bound volumes were received October 26, 1956. Copies were distributed to domestic depository libraries by the Superintendent of Documents and to foreign depositories through the Library of Congress. As of June 3, the GPO reports 577 copies sold and 459 copies in stock.

The changes made in the schedules of necessity involved a certain amount of reclassification. The shelflist cards in the places where changes were made were examined during October and November and those requiring reclassification were annotated with the new number and flagged for correction. A total of 1,479 titles were thus designated for change.

Card Catalogs: Keys to the Library's Collections. This 15-page descriptive list was prepared by the Catalog Division with the help of other divisions in the hope of making the information contained in the Library's collections more accessible. The pamphlet describes the Library's major card files, and copies are available for both public and staff use. A 21-page Supplement describes additional card files maintained for staff operations, and is for staff distribution only.

Catalog Cards. The Library's catalog cards are utilized in so many ways they qualify for Annual Report listing under PUBLICATIONS.

Besides the continuing distribution of NLM catalog cards to:
1) The Library of Congress for inclusion in the National Union Catalog card file (pre-1956 publications) or for publication in the NUC (current publications); 2) Subscribers in the United States and abroad (8 in 1956); and 3) University of Pennsylvania for inclusion in the Union Catalog of Microfilm (2,000 cards, this past year); two additional uses have been made in 1956/57. Specifically:

One card for each current United States publication is sent to the Index Division to be used as copy for reproduction in the Current List of Medical Literature monthly issues in a section entitled "Recent United States Publications".

One copy of each card prepared in the numbered series is sent to the Acquisition Division for use in one of its Russian exchange agreements.

Sets of preliminary catalog cards continue to be distributed weekly to 4 agencies outside the Library. In addition, 562 preliminary cards for Russian language books were sent to the Cyrillic Union Catalog at the Library of Congress.

Serials Cataloging and Corporate Authors. This report, prepared by Miss M. Ruth MacDonald for the 1956 American Library Association Conference, was published in Serial Slants, vol. 7, no. 3, July 1956, under the title: "Application of the Lubetzky Principles to Serials at the Armed Forces Medicine Library."

CATALOGING IN GENERAL

Subject Headings. The revision of the "see also" references used in the Subject Catalog and recorded in the Subject Authority File was completed in August. As a result of the changes a pattern for such references has been established, which, it is believed, will enhance the usefulness of the Catalog and will be more economical to maintain. The effects of this revision were felt in the editing of the 1956 volume of the printed Catalog.

Establishing Name Entries. Recent studies on library recruiting and personnel shortages show that the fields of cataloging and special libraries are "disaster areas". Changes made this year in the searching, reporting, and establishing of name entries can be traced directly to the scarcity of cataloging personnel.

In October the amount of searching required for establishing names to be used in the Library's catalogs was drastically curtailed in order to save the catalogers' time. As of January 1 the responsibility for name entries was transferred from the Cataloging Section to the Processing Section because this phase of cataloging could be completed by librarians without the subject knowledge required of the catalogers. The transfer would therefore save time for work which only the catalogers could handle. In February all names relating to new monographs were being established as part of the preliminary cataloging operation. Also, name information reported by the Acquisition Division since January 1, as a by-product of its searching of prospective purchases in the Name Catalog is being accepted for use in connection with the new procedure for establishing names.

Card Catalogs. The locations of the Name Catalog and the Subject Catalog in the second floor corridor were reversed in order that two new 60-tray cabinets could be added to the former. The Name Catalog is now contained in 532 trays which should provide enough space to contain the cards prepared during the next two years.

The first weeding of the Subject Catalog to remove cards for material published before 1930 was completed in June. With this accomplished it is possible to state that the Subject Catalog is actually a 25-year file. The weeding was done by librarians in the Processing Section on an overtime (compensatory time) basis because of the constant use of the trays during the hours the Library is open. As a part of this year's weeding cards which for historical, bibliographical, or other reasons, are to be retained permanently, are being marked with a stamped symbol. New cards added to the Subject Catalog are being routinely identified, under the direction of the Card Editor, if they are to be retained permanently. This means that the next weeding of the Subject Catalog, tentatively scheduled for 1961/62, can be done by non-professional members of the staff.

Time Study. A time study to determine cataloging and card preparation time for representative groups of titles was completed in May. The study covered 5,413 titles cataloged and the card sets prepared and filed for 5,300 titles. All the titles involved were received in the Catalog Division during the six months period, January 1 - June 30, 1956. The report of the study showed that 77% of the 1956 English language titles received were cataloged within one week of receipt and 88% within one month. Comparable figures for 1956 foreign (roman) language titles are 31% and 69%; for foreign (non-roman) language titles, 52% and 95%; and for all titles studied, 19% and 55%.

Recataloging. The recataloging of nineteenth century monographs, college catalogs, reference books in the History of Medicine Division, serial documents, and old serial titles related to new serial titles, has continued during the year, with the following progress.

The college catalog collection titles and the HMD reference books have been completed. The recataloging of the document material was given a new impetus when one member of the Processing Section and one member of the Cataloging Section were assigned the task of handling serial document material, and this and the cooperation of the Head of the Document Section has resulted in a fairly regular flow of work. The Monuments of Medicine Collection was completely recataloged during the past year and a dictionary catalog of the collection was established in the Exhibit Room. The recataloging of the 19th century material has progressed slowly but steadily and all material shelved under subjects A through Hygiene have been completed. Two other groups of material falling elsewhere in the 19th century group were also processed during the year: 1) the collection of Medical Anecdotes completed in October; and 2) the residue of the Prudential Collection.

Withdrawals. The procedures for withdrawing titles from the Library's collection were simplified during the year and certain types of withdrawals may now bypass the Catalog Division. The number of such withdrawals is reported for the monthly and annual Growth of Collections report.

Backlogs. With the procedures established for taking care of material on paper too poor to be bound, the way was cleared for the elimination of about three shelves of Russian titles. This work was begun in March and is expected to be completed by next October. The remnant of the old Hungarian backlog was cataloged during the spring. Remaining in the backlog are titles in little known languages such as Icelandic, Arabian, Swahali and Finnish (5 shelves of serials, $\frac{1}{2}$ shelf of monographs), titles in Oriental languages (28 shelves) and foreign dissertations (22 shelves). The dissertations are cataloged as time permits; the material in languages unknown to staff members must wait.

BINDING SECTION

Commercial Contract Binding. The Library's binding from July 1 to September 1956 was done under the Department of the Army binding contract, which was awarded to the DeNol Binding Company. The Public Health Service asked for and received permission from the Department of the Army and the binder for the Library to "ride" the DA binding contract for the balance of the fiscal year. The

work of the binder has been consistently good. Deliveries of bound volumes have been made on a 30-day basis with pickups of material for binding every two weeks. To clear up the prompt deliveries of bound volumes, overtime has been necessary during the last five months.

For fiscal year 1958 a request has been made for a separate National Library of Medicine binding contract for serials. To save shelving preparation time, another request has been made to require, in the serial binding contract, the use of NLM printed end papers. A 30-day delivery for serial volumes is a third consideration.

NLM Binding. The binding of those new titles which the Section's staff can handle and the recasing and mending of old materials continues to speed the preparation of new titles and to make old materials quickly available while protecting their physical condition. The Section also mounted 1,017 portraits and framed eight pictures for the Art Section.

Bookplate and Printed End Paper. Designs for the NLM bookplate and printed end paper were prepared by the Visual Aids Branch, DHEW. Before the new bookplates were received the stock of Armed Forces Medical Library plates was exhausted and the Library was reduced to using old Army Medical Library bookplates.

ART SECTION

The Art Section was transferred to the Reference Division on February 1, just two months before Miss Helen H. Cambell, Head of the Section 1945-57, retired. On January 31 Miss Cambell submitted a special detailed report entitled: "History of the Art Section 1945-1956". The coverage of the Section's work in this report is therefore in the nature of an obituary for a departed section of the Catalog Division, rather than a report of the last year's activities. After almost twelve years of working daily with the Art Section, followed by five months of separation, the impressions which remain are general in character. First, there is the appreciation of the many fine items in the collection and of their potential usefulness. Second, the appreciation and enjoyment of the opportunity to participate in building the collection (from 15,000 items to one containing 60,000 items), to plan and carry through its organization and indexing, and to assist in making the pictorial source materials available for use. The Section's problems of space and equipment which continually affected all parts of its work, and which at times in years past seemed almost overwhelming, are now erased. In their place is a pleasant realization of the fine contribution Miss Cambell made during the years she served as Section Head.

RECRUITING

In November the Catalog Division was assigned responsibility for planning and carrying out this year's recruiting program for the Library. Careful consideration of the overall recruiting situation and the Library's need for additional personnel pointed up the three aspects of the program to be developed: 1) Preparation of an informational recruiting pamphlet; 2) establishment of an intern program; and 3) visits to as many five-year schools as possible. Through cooperation from all parts of the Library and from several divisions of the Office of the Surgeon General, PHS, the program was organized and carried out.

In December a first letter was sent to each of the sixteen schools selected for a personal visit. During the latter part of February and the first part of March the Chief or Assistant Chief of the Catalog Division visited fourteen of these schools. In thirteen schools one or more talks on the National Library of Medicine were made and in all the schools interested students were individually interviewed. As a direct result of these visits three interns have been selected for the 1957-58 intern program. A number of candidates for 1958 consideration were located in addition to the 1957 candidates. On their return the Library's representatives had the names of 73 students they had interviewed. Of these, 29 were good 1957 prospects, 9 were good 1958 prospects, and 13 were good prospects for referral to other agencies. To give some idea of what this has meant in correspondence it can be noted that 161 individual letters were written (including 70 to individual prospects), 74 letters were received (including 40 from individual prospects) and packets of informational material were assembled and mailed to 29 library schools.

On April 10 the Division submitted an experience report on its recruiting activities, including a number of recommendations, designed to be of assistance in future programs.

WORK QUARTERS

The work space used by the Catalog Division is as comfortable and convenient as can be provided considering the limitations of the 1887 building. The linoleum installed in Room 208 in 1955 and the additional lights provided in 1956 are appreciated daily by those staff members who remember the earlier conditions of flooring and lighting. For the record it should be noted that the roof over the Catalog Division half of Room 208 has leaked occasionally during the year, requiring that desks and books be protected by tarpaulins. When the roof was repaired in April, the drilling loosened plaster which fell into the work area and endangered staff members. On another occasion staff members were jeopardized when, during a hard wind storm, pieces of window putty or some other hard substance were blown down into the center of the room.

The Binding Section's operations have outgrown the work space which in the spring of 1955 appeared to be adequate and quite ideal in comparison with the old quarters in Room 209. Therefore, permission was granted this spring for the Section to use the north half of the east corridor as storage and work space.

PERSONNEL

The most difficult situation the Division has faced this year is the continuing problem of securing and retaining qualified staff members. The knowledge that this situation is both current and urgent in many other libraries brings no comfort. Rather, the knowledge serves to emphasize the seriousness of the shortage of librarians with the qualifications required for NLM cataloging. As of the end of the year the Division has 25 of its 29 professional positions filled. Because catalogers with the necessary knowledge of foreign languages and a background in the field of medicine or the allied sciences are very difficult to find, a new job description was written for serials cataloging, omitting the subject knowledge requirement, in the hope of filling two of the vacancies. As a result of the recruiting done at ALA Midwinter Conference, one candidate was found who entered on duty on June 24.

During the year there were twelve promotions in the Division, four of which resulted from position reclassifications.

CHAPTER V

HISTORY OF MEDICINE

In sharp contrast with some earlier years no major adjustments in program or environment shaped the course of the History of Medicine Division during the period covered by this report. Within the limitations imposed by its isolation from the rest of the Library and by the constant struggle to keep its staff at full strength, the Division was free to carry on its mission of organizing, augmenting, and servicing the historical source materials of the National Library of Medicine. This it has endeavored to do, consistently and faithfully, if not spectacularly.

ACQUISITIONS

Searching. Statistics for the number of items searched and the number of editions added to the collection show an increase of roughly 70 per cent over the figures for the previous fiscal year. The explanation lies in the fact that there was no illness or extended leave to detract from available time, and moreover, unusual acquisition opportunities demanded concentrated effort. An illustration of the latter is the massive Catalogue no. 91 from Wm. Dawson & Sons of London, a list of 610 pages and over 7,000 items, entitled Medicine and Science, a Bibliographical Catalogue of Historical and Rare Books From the 15th to the 20th Century. Searching of this catalogue continued for four months. There were also other cases of extensive catalogues and of whole libraries offered for sale.

Hippocrates. Only eight editions of works by Hippocrates printed before 1801 were added to the collection during the period October-June. One of these had not appeared on the Hippocrates Want List. All together 71 editions or about 20 per cent of the desiderata have been acquired since the List was first mailed out in May of 1954. Most of the recent purchases were obtained as the result of special offers from dealers who have our List on file and who continue to search for items on it. Evidently we may expect offers to dribble in indefinitely, especially if we stimulate the dealers with a reminder from time to time. Meanwhile more copies of the List are sent out as new dealers come to our attention.

Other Notable Acquisitions. One incunable was purchased, the first in several years: Pandulphus Collenucius, Pliniana defensio adversus Nicolai Leonicoeni accusationem, Ferrara [1492]. The Library now owns all the parts of this famous 15th century controversy on Pliny's accuracy in medical matters. About 75 items from the 16th

century were added to the collection, including three editions of Galen, his De differentiis februm, Paris, 1519, his Libri anatomici, Bologna, 1529, and his Introductio in pulsus, Paris, 1537. Other important acquisitions were an edition of the works of Arnaldus de Villanova printed at Lyon in 1532, Tommaso del Garbo's Commentaria in libros Galeni de februm differentiis, Lyon, 1515, and a landmark in the history of dentistry, A.L.B.B. Jourdain's Traité des maladies chirurgicales de la bouche, Paris, 1778. About 17 Americana were acquired, a few of which were replacements for Library copies in poor condition. A number of valuable works in biography and bibliography were added to the reference collection.

CATALOGING

Problems. After the almost seven years since the History of Medicine Division began the full cataloging of its collection, most of the difficulties of technique and style have been ironed out, and only the occasional special problem brings the need for policy making. Processing details and the inevitable coordination with cataloging at the National Library of Medicine in Washington continue to absorb an inordinate amount of time but these will continue to be with us until the Library is united in one building. The chief hope of the HMD Catalog Section for the present is to keep its staff at full strength and to be as nearly free as possible to concentrate on its main objective of cataloging the historical materials. In FY 1957 personnel factors again played a major role in slowing production; e. g., the serious accident suffered by the Head of the Section, the four-months vacancy in one position, and the necessity of training a new cataloger in another. Even so, the number of editions cataloged shows a very slight increase over that of the previous year.

Americana Cataloging. Since April the Catalog Section has been spending almost all of its time on the Americana collection. The decision to concentrate on this one field was taken in order to aid Mr. Robert Austin, Assistant Chief of the Reference Division, in the production of the Checklist of Medical Americana which he is now compiling and which is scheduled to be the first of the Library's Jubilee publications. To that end HMD has set itself the goal of cataloging by the end of 1959 all its Americana which fall within the scope of the Checklist; i. e., United States imprints through 1820.

REFERENCE

Reference work at the History of Medicine Division is a service of varying degrees. At its simplest, it verifies the existence of a certain book in the Library and initiates the loaning or filming process. At its most difficult, it utilizes a wide knowledge of the history of medicine to find, select, and even interpret information in primary sources. Every effort is daily put forth at HMD to give

helpful and ready answers to the many inquiries which arrive from all over the world and which come from historians of medicine, practicing physicians, bibliographers, librarians, and researchers of every kind. The frequent expressions of gratitude from Library patrons are evidence that the service is well received.

Because of its location the Division deals less than it might otherwise with patrons who come to consult the books in person, but a glance at the register for the past year shows that observers or library users came from every section of the United States, from England, Denmark, Italy, Spain, India, Burma, and Bolivia. Special tours were arranged for several interested groups, such as the Medical Library Association of Northern Ohio, the Rowfant Club of Cleveland, and the students of the Library School at Western Reserve University.

The following examples from the year's work are typical of the kind of service provided by HMD:

1. Mr. S. Lundsgaard-Hansen of the Burgerbibliothek Bern, Switzerland, was given assistance in his bibliography of the publications of Albrecht von Haller.
2. Descriptions of a great many books, including full statements on paging and illustrations, were sent to Professor Kenneth F. Russell of the University of Melbourne, Australia, who is preparing a bibliography of British anatomical works before 1800.
3. Film was provided for the Librarian of the John Crerar Library in connection with his projected census of anatomical flap illustrations.
4. At the request of the Mayo Clinic Library, the works of Valsalva and Morgagni were searched for information on the Valsalva experiment.
5. Photoprints of the Division's cards for all its editions of Culpeper were sent to Yale for use there in the preparation of the definitive Culpeper bibliography.
6. Material was selected for several Harvey exhibitions held in connection with the tercentenary celebration of his death, and in particular the exhibition which is being sponsored jointly by the National Library of Medicine and the National Heart Institute.

HISTORY OF THE LIBRARY

Work on the History of the National Library of Medicine which is being written by Dr. Dorothy Schullian has progressed throughout the year. The manuscript archives of the Library which are housed in Cleveland have now been unfolded and placed chronologically in filing boxes; the next step is the taking of notes from these archives. In a trip to Washington in May the earliest records of the Surgeon General's Office were consulted at the National Archives, and several persons familiar with the Library over a long period of years were interviewed. Sources have also been consulted at the Library of Congress and at the College of Physicians in Philadelphia. Secondary material is being consulted as necessary in connection with the primary sources.

BINDING

Hand Binding. By a very convenient arrangement with his present employer, the Cleveland Medical Library Association, we have been able to obtain the skilled services of Mr. Jean Eschmann who was Head of the History of Medicine Division's Binding Section from 1943 to 1955. Mr. Eschmann is thoroughly acquainted with HMD's binding needs and problems, and since his working quarters are in the same building with the Division, it is a very simple matter to transmit books and instructions to him.

Commercial Binding. The binding of the 18th century books and modern reference works has been done by the General Bookbinding Company of East Cleveland, the same firm which has handled this work during most of the Division's stay in Cleveland.

MICROFILMING

Security Filming. Security filming for the year ran a little less than 20 per cent below that of the previous one, again due to a vacancy and to illness. Filming is limited to 16th and 17th century imprints and Americana. In the coming months it will be confined largely to Americana because of the current project of the Catalog Section.

Acquisition Filming. It has become necessary to suspend for an indefinite period of time any thought of returning to the systematic filming of non-Library material for acquisition purposes. This program, which was begun in 1950 and temporarily halted in 1954 with the expectation that it could be resumed very soon, consisted in borrowing, cataloging, and microfilming 16th century editions not in the collection of the National Library of Medicine. Since the books cannot be microfilmed until they are cataloged, and since the Catalog Section is now fully engaged with the Americana, acquisition

filming must regretfully be called off for the next few years. It is hoped that the libraries, especially the New York Academy of Medicine, which so kindly agreed to lend us the books, will still be willing when we are able to resume the filming.

MANAGEMENT

Personnel. From October 29 to February 25 the staff of the History of Medicine Division was at its full strength of ten. The fact is in its way noteworthy since only once in the last four years has a state of full employment lasted for a longer period of time. In FY 1956 the record was one month. The vacancies occur consistently in the microphotographer, the clerk-typist, and the GS-9 cataloger positions, and each level of recruitment has its own problems. The microphotographer's rating is too low to attract good candidates in the Cleveland labor market; the clerk-typist must type accurately material in several foreign languages, and the standards for the cataloger demand a linguistic background which modern education in the United States seems not to produce. Turnover in the lower ratings is to be expected, but to accept less than the minimum level in a cataloger is to admit that the responsibility for finished work must be shifted to another person.

Work Quarters. For the first time since the big move of materials back to Washington in 1955, it has been necessary to shift part of the History of Medicine Division's collection. The one tier of stacks which is now left to the Division has become so crowded that about 20 sections of books at the end of the 18th century collection have been moved into the large central room in order to allow for fanning out in the stacks. There is still space in the central room to accommodate future shifts, but because of the heat, dust, and sunlight, conditions there are not nearly so favorable for book storage as in the stacks.

CHAPTER VI

INDEXING

Generally, the year has been marked by comprehensive, practical planning for the future within an optimistic framework for its realization. An outstanding characteristic of the past year was the achievement of a higher degree of qualitative control over the indexing procedure through the augmentation and further development of internal tools.

CURRENT LIST OF MEDICAL LITERATURE

Publication of Issues. With the blessing of the Bureau of the Budget, the Current List was authorized to utilize a maximum of 5,000 pages and \$33,000 this fiscal year. This new limitation permitted us to publish all the regular monthly and cumulation issues with a new-found freedom; in addition, the increased number of pages at our disposal enabled us to add the Section on Recent United States Publications which, in its first half year of existence, consumed 22 pages. Although the amended ceiling did provide the where-withal for a more orderly publication of the quantity of material indexed, without creating periodic publication backlogs, the new limitation did not prove to be sufficient to enable us to improve the legibility of the Current List. The resolution of this problem will have to wait for a later date, at which time a complete overhauling of format and layout will include this as one of several other objectives.

The number of items indexed in this fiscal year reached a new high with the total of 111,317 printed in Volumes 30 and 31. In the entire seven years of its existence, the new Current List has now published Register, Subject and Author Index entries for 707,848 items, for an annual average of just 101,100. To keep pace with the growth of the world's medical literature, provisions should be made for a planned, graduated annual increment. We will attempt to study this situation further to determine the optimum rate.

From the technical viewpoint the present frequency pattern of five monthly issues followed by a semiannual cumulation of the indexes for each six months volume remains a killing one. The accumulation of copy over an approximately two month period during each cumulation and the backing up in its publication is unavoidable

despite all efforts to assuage this vexing situation. In addition, other technical weaknesses such as the numbering operation, the low level of legibility provided, and the present dependence on a double nightshift will be targets for amelioration or total extinction in our future plans.

The external appearance of the Current List was improved by the new design and color of the cover, which appeared for the first time in the March 1957 issue.

Journals Indexed. This year no major changes in the List of Journals Indexed were made. Of some interest is the fact that a relatively large number of radiological and hematological journals was added (6 & 4, respectively) among the subject fields represented. From the geographic standpoint, the large number of American titles added is not surprising but the position of Germany (seven new titles) as runnerup is somewhat unexpected. The Saar is represented in the Current List for the first time with the addition of Annales Universitatis Saraviensis. Medizin-Medecine (Saarbrücken) in March.

Research and Development. Our interest this year in this area has centered on investigating mechanized techniques applicable to the assembly of the Current List manuscript; this operation has now been carried out in a virtually unchanged manner except for refinements in technique for the past seven years. In the past, the particular application of the so called "shingling" technique used by us came close to being the last word on the subject and visitors were constantly expressing their admiration and awe of our methods. Seven years is a long time in this day of Univac and Integrated Data Processing and we have lived to see our once proud system lapse into a "horse and buggy affair" alongside of more modern devices. The further burgeoning of cracks, once considered relatively innocuous, into serious impediments to the satisfactory accomplishment of our mission, has intensified our need for improvement in this area.

The year 1959 is our target date for the initiation of a stem to stern revamping of the system of manuscript assembly for the Current List. Concordant changes are planned. It appears likely that the present three section arrangement of the Current List will be changed to a two section format with the "Register of Articles" omitted entirely; instead, a complete bibliographic reference cited directly under the subject heading without recourse to a number as go-between will form the basis for the new form of presentation of the material.

In our quest for equipment available which is suitable for our purposes, we have been especially impressed by the potentialities in one system we have seen in operation. This technique exploits the usual IBM cards, prepared by punched-tape-activated typewriters, for feeding into a high speed camera developed by Eastman Kodak Company called the "Listamatic" Camera. It is conceivable that this or similar equipment could enable us to produce a more current, economical, and attractive product, on a less nerve-racking basis in the future. We are hoping to begin a pilot project early in fiscal year 1958 which will furnish us with experience on which to base our future course of action in this area.

INDEXING AIDS

General. It is generally agreed that the achievement of a level of absolute perfection in the art of indexing, performed on a mass basis, is humanly impossible. The goal we strive for is the highest degree of accuracy, insight and reliability commensurate with the input effort in terms of our monetary and intellectual resources applied to the processing of the tremendous workload in our subject field. Too frequently, these criteria are derided for the relatively few deficiencies that inevitably crop up rather than being admired for the many triumphs over the countless pitfalls with which the assignment is loaded.

Throughout the history of the Current List the gain in productivity that accrued from experience and training has been ploughed back into the creation and refinement of internal indexing aids. From our present vantage point seven years after, we can well marvel at, and appreciate, the relatively miraculous achievements represented by the virtually anarchic 1950 and 1951 volumes of the Current List, brought into the world without benefit of indexing aids of any description.

Subject Heading Authority List. At the beginning of this fiscal year, just two years after the printed Subject Heading Authority List had appeared, we undertook its first complete revision and succeeded in completing it in time for its use on the material going into the January 1957 Current List. At that time, we came to the conclusion that the optimum period between Authority List revisions should be one year rather than two. In June 1957, this second complete revision was actually started and once again the amended Subject Heading Authority List will be ready for use for the January issue.

Back in the fall of 1951, when the first version of our Authority List was being prepared in cooperation with members of the Welch Medical Library Indexing Project, we made use of a "categorized" arrangement of the subject headings. Having found

this arrangement useful in this type of endeavor, we decided to make further use of the technique in some appropriate way in the future. This year we embarked on an experimental study of the categories and the placement of the subject headings within the various categories and sub-categories. This work will continue next year and it is hoped will eventually yield a useful auxiliary means of controlling imbalances in the Subject Heading Authority List, which would not be readily revealed by the alphabetical arrangement alone.

Indexing Authority File. In its second year, the Indexing Authority File established a firm place for itself in the indexers' armamentarium. Its broad usefulness has contributed to a large degree to the "skilled, discriminating indexing that is found in the... Current List of Medical Literature..."* Approximately 3,000 entries were added to the Indexing Authority File from contributions made by the entire indexing staff and revised by the medical and chemical specialists, swelling the total from the 14,620 cards in the file at the start of the year to about 17,600 at the end of June 1957.

The Indexing Authority File is especially well suited to the resolution of two types of problems. First, the vast problem of identification and uniform indexing of drugs and chemicals has been brought under reasonable control primarily by means of this tool. Secondly, it is of value in the handling of those embryonic concepts which, in their emergence in the literature in the early stages of investigation, are frequently described in vague, partisan and contradictory manner. Since the Current List cannot set this material aside and wait for its resolution in other ways, a "green card" procedure has been evolved to handle these tantalizing instances. The green card represents the latest information on the particular subject, complete with all known literature references. When, ultimately, a clear picture of the place of the concept in the medical terminology emerges, the green card is converted to the regular white Indexing Authority File card.

The twenty-third edition of the Dorland Medical Dictionary, to which the Indexing Authority File had made a substantial contribution, appeared this year. Among its distinguished collaborators, we were very gratified to find listed the names of six members of our indexing staff who cooperated in furnishing new terms for the volume.

*Schoenbach, U. H. Citation Indexes for Science. Science, 161:123 (1956)

Subject Heading Policy Manual. Having attained a fair degree of control over the indexing problems of a detailed nature pertaining to individual terms, we attempted to find a means of recording official policy on more general topics. In the past, such matters were handled on a catch-as-catch-can basis by the issuance of informal memos when the spirit moved us or by word of mouth dicta from on high. That this system bred confusion should come as no surprise, but until this year we lacked the resources to tackle the problem and find a real solution.

The first sheet in the Subject Heading Policy Manual, dated July 18, 1956, was on the subject of Chromatography; this was followed by 36 more sheets during the year. An additional 13 sheets are presently in various stages of preparation and will be completed before the end of the calendar year.

Editing Aid. With provision made for coping with both general and specific indexing problems, we turned our attention to experimenting with techniques to effect improvements in the excessively heterogeneous editing operation. The fact that less than half the indexing staff is involved in editing is offset by the importance of the function itself which actually determines the ultimate form of the Subject Indexes. Lack of control over the editing of the individual subject entries comprising the Subject Index will undo a great deal of the uniformity achieved in the indexing itself. To improve the character of the operation, it was decided to prepare so-called "Editing Aids" which would consist of a copy of the Subject Heading Authority List to which all authorized instructions for the editors would be added. Beginning with the editing of the January issue, the editors submitted recommendations for inclusion in the "Editing Aid". The mass of requests was screened and decisions were recorded in the "Editing Aid". In subsequent months this procedure was repeated with a resultant steadily declining number of requests submitted each time. The various alphabetic sections of the Subject Index were rotated among the editors to enable everyone to make "Editing Aid" suggestions on all portions of the Index. The material in the Authority List for each letter was put in separate binders along with the authorized editing notes; finally, the applicable Subject Heading Policy Manual sheets were added to round out the tool.

In the short time we have been using this tool, we have already received evidence of the excellent results achieved with it. Furthermore, it has enabled us to streamline the cumbersome editing process and to provide assistance in the training of two badly needed additional "junior editors".

BIBLIOGRAPHY OF MEDICAL REVIEWS

Following the widespread acceptance and approbation of the experimental first volume of the Bibliography of Medical Reviews which appeared at the beginning of the period covered by this report, the decision was made to continue the publication on an annual basis. Collection of material for the second volume of the Bibliography of Medical Reviews began in March 1956, immediately following the cut-off date for material going into the first issue, and continued through February 1957, at which time 1,800 review articles, derived entirely from Current List titles, were on hand. The increase in size of the issue necessitated some adjustment of the subject heading apparatus, but by May 27 the 124-page manuscript was completed. Delivery of BMR II, complete with new green Current List companion cover, is expected around the end of July 1957; the publication will be offered for sale by the Superintendent of Documents.

Collection of material for BMR III, on an expanded basis, was begun immediately following the cut-off date of the previous volume. It will contain review articles found in journals not indexed in the Current List, in addition to those identified during the normal course of Current List indexing. It is expected that review articles from non-Current List sources may amount to 25 per cent of the total.

SUPPLEMENTARY SERIES OF THE INDEX-CATALOGUE

Progress. Despite the fact that this activity had only one full time staff member assigned to it, a great deal of progress was made toward the preparation of the Supplementary Series of the Index-Catalogue for printing. Concrete information on the estimated cost, publication schedules and procedures as well as various physical attributes of the publication were at long last elicited.

Author-Title Section. In the interests of judicious budgeting and quicker publication, it was decided to separate the Subject and Author-Title Sections and to print each separately. It logically followed that the latter section would be tackled first since, unlike the Subject Section, it does not have to be held until the very end of the copy editing process in order to check all cross references before a single card can be sent for composition.

About 118,420 monographic author and title entries remained after the preliminary screening of the approximately 386,500 cards in the original Index-Catalogue Author-Biography File. These cards were then checked against the National Library of Medicine's printed Catalog for possible duplication and by November the task was completed, with the elimination of 16,420 cards, leaving a total of about 102,000 cards to be worked on further. Copy preparation began in March 1957. Test runs were made to determine the approximate rate at which the staff could edit the cards for shipment to the Government Printing Office; tests determined the most efficient technique at our disposal for the reproduction of "poor copy" cards; decisions were reached on the form of entry, typography and page layout, based on sample sheets, furnished upon our request from GPO; the preparation, editing and reproduction of a detailed style manual was accomplished in time for orientation of the staff prior to its use; scope and coverage criteria were formulated; editorial symbols acceptable to GPO were adopted and the staff subsequently indoctrinated in their use; finally, an agreement was reached on procedures for the obligating of funds and the handling of manuscript and proof between NLM, PHS and GPO. With these important preliminaries concluded, the preparation of copy could proceed. During the four month period from March through June 50,000 cards were prepared. In the process of completing them, another 10,500 were eliminated from the original mass for various reasons. This has caused us to further revise our estimate for the total number of items ultimately comprising the Author-Title Section to around 85,000. The remaining 35,000 cards will be edited next year, galley and page proofread and corrected; this Section, in the form of a single volume, should appear in 1959.

Subject Section. Much progress was also made in the preparation of the Subject Section of the Supplementary Series for publication. Although the subject heading of the cards did not get started until September, we quickly caught up with and surpassed the quota we had set for this operation for the year.

From the mass of about 1,600,000 cards originally in the Subject Files of the Index-Catalogue, 113,315 subject entries were selected for possible inclusion in the Subject Section. These cards were then checked for duplication against the NLM printed Catalog, in a manner similar to the procedure already described for the Author-Title Section. As a result about 10,000 cards dropped out, leaving a residue of about 103,000 cards.

With the completion of the revision of the Current List Subject Heading Authority List and the auxiliary manual of subject heading procedures for the Supplementary Series in September,

members of the Subject Analysis Section began heading the first cards. Previously, determinations of probable rates of subject heading this material as well as the anticipated average number of subject entries per card were made. By January 1, 1957, about 17,000 cards had been subject headed and by June 30, 1957, this total had risen to about 60,000 cards, representing about 2/3 of the entire Section. Late in the year the filing of the headed cards, in preparation for further steps in their processing, had begun. All cards containing a single subject heading were filed according to the first letter of the heading; dual, triple and other multiple headed cards were simply grouped according to the number of headings appearing on the card as a preliminary to the efficient reproduction of the cards by a procedure devised in cooperation with the Photographic Services Section.

Although few problems in the subject heading have come to light thus far, it is difficult to assess what difficulties are apt to be encountered in the editing of the headed material for publication. The unearthing of serious deficiencies would not come as a complete surprise inasmuch as the decision to use a Subject Heading Authority List, designed for another purpose entirely, as the basis for this work was made with an awareness of the potential risks involved.

OTHER ACTIVITIES

East European Project. The trimming down of Slavic journal titles selected for indexing in 1955 appears to have solved the problem of coping with the increasing quantity of this material received in the Library. This action resulted in a decrease of the number of East European items indexed in the Current List and forwarded to the Monthly List of Russian Accessions and East European Accessions List at the Library of Congress. In the period from January 1956 to December 1956, 9,883 articles which constituted 9.6% of all material indexed in the Current List belonged to the East European Project; the figures for 1957 remained about the same.

Recent United States Publications. A new feature entitled "Recent United States Publications" made its initial appearance in the January issue of the Current List and has appeared regularly thereafter in every regular monthly issue. Monographic and serial titles appearing during the last year and a half are included in the form of the complete NLM catalog card entry with the price added where available. Recent United States Publications is an interdivisional project in which this Division merely serves as compositor of the catalog cards forwarded each month by the Catalog Division. If the reaction of the medical librarians assembled at the Annual Meeting of the Medical Library Association in May is any indication, this new service is filling a real need.

Russian Neurochemistry Review Project. The Index Division is assisting in a National Institutes of Health-supported project, under the direction of Dr. Williamina A. Himwich, Biochemist at the Galesburg State Research Hospital, Galesburg, Illinois. The purpose of this project is to review the Russian literature relating to the chemistry of the brain in growth, development, and aging. Our participation will take the form of delegating to the senior Slavic subject analyst the responsibility of screening the Russian journals for the required articles; the articles will be reproduced and transmitted to Dr. Himwich for use in her project.

"American Documentation" Project. For several years past, the journal American Documentation, the official organ of the American Documentation Institute, has conducted a section entitled "Literature Notes", which consists of abstracts, mainly of journal articles, pertaining to the various facets of librarianship and documentation. "Literature Notes" is now undergoing a reorganization which will result in a division of the material along broad subject lines. We have taken on the task of furnishing American Documentation with the required material in the field of medicine; including psychology and general biology.

Portraits. 1212 portrait cards were delivered to the Art Section, Reference Division, during 1956, as compared with 1832 cards delivered in 1955.

CHAPTER VII

REFERENCE SERVICES

Recurring problems of the Reference Division include (1) space to house the collection, (2) the primitive conditions of the building, (3) difficulties of staffing, and (4) the use vs. preservation dichotomy. Special problems occurring during this period had to do with (1) the disposition of part of the collection returned from the History of Medicine Division, (2) the examination of some of the public services of the Library, and (3) the transfer of the Art Section to the Reference Division, among others.

RECURRING PROBLEMS

Space. The growth of the literature in an expanding subject field such as medicine is so great that the personnel of a repository library, such as the National Library of Medicine, charged with the responsibility for its storage and handling carries on a frustrating battle with space, which can never be entirely won. Previously it had been estimated that the present stacking would be adequate for storage until 1958 or 1959. Since it now appears inevitable that the NLM will be occupying its present quarters beyond that date, bold extra measures to increase storage capacity have had to be attempted. By the addition of more shelving in the rear annex, the clearing out of duplicates from the part of the statistical collection returned from Cleveland stored in the basement, the shift of certain journals from stack to stack, and the addition of an eighth shelf to some of the monograph stacks, the Library has managed to alleviate the worst portions of the crowded situation for the time being. But "the endless flood of the literature" is again catching up with this expansion, and the return to the Stack Service of room previously used by the Duplicate Exchange Section of the Acquisition Division, promised for this summer, will tide the Library over for only another little while. Further stacking of corridors must be contemplated.

It must be pointed out that the use of space in an inflexible and arbitrary manner leads to administrative and work difficulties which may, in the long run, be as costly as new stacks, and which are certain to be time consuming stumbling blocks for staff and users alike. An example of this is the necessity for shelving books by size within narrow limits in order to use space most efficiently. This requires either turning books on end, expensive in terms of binding, or removing certain works from their logical positions, thus bringing about the necessity for further records

or for stack assistants to memorize complicated shelving patterns, not to mention the extra time spent in gathering together from various locations the works required at any one time.

Primitive Conditions. It is obvious that a library building erected in 1887 has had to undergo extensive changes in the intervening period. Certain technological advances have of course been grafted onto NLM's original quarters since the Library so proudly moved in seventy years ago. It would be unthinkable today not to have central heating, electricity, or telephones, for example. About 10 years ago an elevator replaced the hand-operated dumb-waiter which used to transport books from stack level to stack level. At various times plumbing has been added to or replaced throughout the building. But certain disabilities still remain. In spite of all attempts to make the building waterproof over the years, the drains on the west wall of the main stack still seep into the building, so that the plaster and paint crack, flake off, and peel. In spite of expensive roof repairs two years ago, a new leak in the roof was discovered in June, making it again necessary to drape tarpaulins over the books on part of the third stack deck. To the Library, at least, the spring drought has been a boon.

Even simple administrative advances take on a "boy-scout, do-it-yourself" amateur air in the outmoded and inflexible building now housing the greatest medical library in the world. For example, in an attempt to substitute mechanical devices for human labor wherever possible, two gravity drops were sunk from near the elevator shaft to the basement and first floor stacks during the spring months, and call slips are now sent to stack attendants through these drops. In actuality, these are improvised, home-made substitutes for pneumatic tubes; they consist of pipes running through the floor which end in buckets of sand. Call slips are enclosed in small copper tubes and dropped into the appropriate drop, with gravity bringing them to the recipient bucket of sand and a buzzer, rung by the person dropping the tube, alerting the stack attendant to the presence of the request. The book itself must, of course, still be brought to the loan desk by messenger, but at least half the physical work is thus eliminated.

Staffing. Since people perform the actual tasks of carrying out policies and attaining goals, the problem of staffing has always heavily engaged the attention of administrators. The necessity for obtaining and retaining capable people has not been lessened by either tight budgets and stringent civil service rules on the one hand, nor by the dearth of candidates on the other hand. The tasks to be performed in the Reference Division vary enormously; the sole unifying force this past year has been the difficulty, nay, impossibility, of finding a sufficient number of qualified people to accept available positions.

In a situation such as this, it is necessary to examine the reasons for the small number of candidates, take remedial steps where possible, or, if this is impossible, change the work to fit the staff possibilities. The National Library of Medicine has not been alone in facing this problem, nor can it claim to have solved it. Some steps, however, have been taken.

By studying the problem it was possible to uncover a number of hitherto unrealized facts. Although the prestige of the Library is great (a small group of candidates withdrew applications, expressing fear that they could not live up to the scholarly reputation of the NLM), this prestige was apparently not great enough to entice young librarians from offers of better paying jobs, jobs without civil service rules, or jobs which afford a greater degree of personal contact with users. A second fact that was made abundantly clear was that few college graduates today have studied more than one foreign language, and that frequently in high school only; nor do they appear to offer any stronger background in the sciences than their predecessors. Much of the knowledge of these candidates appears to have been acquired in so-called "survey courses," with few pertinent specializations offered by the students.

Since it is obviously useless to "beweep our outcast state and trouble deaf heaven with our bootless cries," the NLM must consider the possibility of remedying the situation by bringing in people not trained in all the facets desired and teaching them while on the job. This is, admittedly, a less than perfect solution, both to the Library, which must spend time, money, and energy on training instead of doing, and to the staff, who are not given the same broad perspective which they would obtain in university study and who cannot receive formal recognition (such as university degrees) for knowledge acquired. Nevertheless, it may be the lesser of two evils, and the Library can pursue this course in several ways.

During 1956/57 a series of lectures on medical terminology was given to the professional staff by the Director of the Library. In the spring the Library awarded 7 scholarships to members of the staff for a course in medical bibliography and reference offered by Catholic University and taught in the Library building by the Chief of the Reference Division. The Library further cooperated with Catholic University by offering its facilities for a similar course to be given in the summer of 1957 (FY 58).

Also planned for next year is a series of seminars and library visits and a course in Russian, to be offered primarily to the Library's interns and secondarily to a selected group of the other staff members.

Publications. A realignment of staff within the Bibliographical Section this year afforded the opportunity of re-examining the entire concept of comprehensive bibliographies, their administrative and technical problems, and their cost. As a result it was decided to limit the subjects of future bibliographies to those which can be compiled in 6-8 months (or 2-3 man-years). A medical officer was placed in charge of the Section and a bibliographer trained in science but not in librarianship was assigned to the work. New methods of compilation are still under study.

This year's major bibliographical undertaking is in the field of Psychopharmacology (ataraxics, central nervous system stimulants); it was begun at the request of the Psychopharmacology Service Center of the National Institute of Mental Health, which will assume responsibility for publication. It will contain approximately 2,000 references, covering the literature from 1952 to the present, and the manuscript will be ready for the printer the first week in August.

Works published during the year included a pamphlet on translation services and an extensive bibliography on cancer chemotherapy. Scientific translations; a preliminary guide to sources and services (12 p.), was compiled by Miss Sheila Parker, with the aid of Mr. Ralph O'Dette of the National Science Foundation and Mr. Scott Adams and Miss Rosemary Roberts of the National Institutes of Health. A preliminary edition of this pamphlet was printed in the belief that the information, though admittedly incomplete, was of enough importance to warrant its immediate dissemination. How correct that supposition was is shown by the fact that 1,500 copies of the booklet were sold by the Superintendent of Documents in the 3 months' period after its appearance, and a second edition is being compiled.

An extensive bibliography on cancer chemotherapy (Cancer chemotherapy, a bibliography of agents, 1946-1954. 267 p.) was published as a supplement to Cancer Research for November 1956. This bibliography, the largest ever produced by the Reference Division, contains a total of 3,704 items, and required about 7 man-years to complete. It was undertaken at the request of the National Cancer Institute, which underwrote some of its expenses, and was compiled by a team headed by Miss Marjory C. Spencer.

Work has also continued throughout the year on the Checklist of Medical Americana, being edited by Mr. Robert B. Austin and scheduled for publication about 1961. A description of this work was published in the Bulletin of the Medical Library Association, 40: 144-146, 1952.

Use vs. Preservation. A national library must straddle the fence between its position as a preserver and transmitter of the literature it contains and a provider of that same literature for contemporary, everyday use. Even more difficult, however, is its position within the confines of that literature. As a storehouse of all the literature in its field, a national library is saddled with the responsibility of the totality of the literature - good literature and poor literature, well printed and poorly printed, on good paper and on no paper at all.

Yet the NLM may not shrug off this problem in inaction merely because its solution is difficult, nor has the Library sought to do so. The Reference Division and the Photographic Services have worked jointly on a part of the problem, and some methods to preserve "poor paper" material have been worked out this year. Much yet remains to do.

SPECIAL PROBLEMS

A Special Collection. Through the years librarians have learned, over and again and to their sorrow, the pitfalls in the maintenance of a separate "special" collection. NLM had this lesson brought home to it during the past year, when such a special collection was liquidated. Hailed as an outstanding event of incalculable aid to the Library when it was turned over to the Army Medical Library in the 1920's, this special collection had been allowed to become a partially autonomous appendage and not an integral part of the Library, with the result that when a thorough examination of its contents was finally possible, it was found that most of it by far was duplicated in the Library's regular collections, and that the Library had been storing it, housing it, moving it hither and yon to little purpose. A check of the collection volume by volume after it was returned from Cleveland where it had been stored was completed by Mr. Austin; over 70% was withdrawn and less than 30% of the total found its way to the Library's permanent shelves.

Policies of the Library in Regard to Public Services. One of the opportunities offered by a change in sponsors is that it gives an organization an impetus to examine its problems and its accepted solutions anew and perhaps from a different point of view, and then to make changes if desired. The change provides momentum for critical self-examination and gives wide scope for substituting new concepts and new methods for those which have existed previously. In the particular instance of the National Library of Medicine, this was tied in with the legal necessity for the Board of Regents to approve the policies of service.

The major service examined was that of the Library's loan policy. The NLM loan policy had developed over the years in a rather haphazard way; a critical look at it appeared to be appropriate. Examination showed that several alternatives were possible; after much discussion, a position paper was prepared and submitted to the Board of Regents. This was approved on April 29, and steps to implement it, beginning in September, have been taken.

In brief, the new loan policy states that the NLM will attempt to maintain its collection intact for the use of readers who come to the Library, and for transmittal to posterity, although the Library realizes its responsibility in making the collection available to all who have need of it in this generation also. To that end it will integrate its loan and photoduplication services to provide information from its materials in whatever form it finds most feasible.

Art Section. In February the Art Section, formerly part of the Catalog Division, was transferred to the Reference Division. The Section has in general been continuing the projects already started. The exhibit program of the Library, both intramural and extramural, has now become the responsibility of the Art Section; the lantern slide collection is being augmented; and an agreement for continuing the Union Catalog of Portraits has been confirmed by the Library of the New York Academy of Medicine. An enlarged program of acquisition by purchase has also been started.

The Library has prepared 4 exhibits for the Smithsonian Institution, has arranged for the building of 2 exhibits on dental literature for the Public Health Service, and has designed an extensive exhibit on William Harvey (in conjunction with the National Heart Institute) for the tercentenary memorial meeting to be held at NIH in September.

Intramural Exhibits 1956/57

<u>Period</u>	<u>Subject</u>	<u>Exhibitor</u>
July-August 1956	Spectacles	Mrs. Randers-Pehrson
September-October 1956	Soil	Mr. Cutter
November 1956	Physicians as poets	Miss Moseley
December 1956-January 1957	Art and Medicine	Miss Cambell
February-March 1957	Thomas Dover, 1660-1742	Miss Vatshaug
April-July 1957	Card-Form Publica- tions in Medicine and Related Fields	Mrs. Fulcher

Special Projects. An annotated bibliography identifying and describing the medical and paramedical publications issued in card form is being prepared for distribution early in 1958.

At the request of the National Academy of Sciences, a list was provided of recent American works on medicine to be donated to the Pakistan Academy of Sciences.

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This has been a hard and often a trying year in the Library, but it has been a year of hope - hope in a new sponsor; hope in our ability to bring dreams to fruition; hope even for a new building. In the worst of the difficulties the words of the Preacher have set the perspective aright, as each "considers that I laboured not for myself only, but for all them that seek learning." (Ecclesiasticus 33:17).

A P P E N D I C E S

ACQUISITION ACTIVITIES

SEARCHING	<u>1955</u>	<u>1956</u>	<u>1957</u>
Prospects considered for acquisition, not in Library	19,656	15,743	16,364
Prospects considered for acquisition, Library has	<u>19,720</u> *	<u>16,457</u> *	<u>15,806</u>
TOTAL	<u>39,376</u>	<u>32,200</u>	<u>32,170</u>
ORDERS			
Orders Placed	13,189	13,159	14,066
SERIAL RECORD			
New titles added	1,182	1,130	1,193
Titles rec'd on <u>Current List</u> exchange (as of Sept. 1956)	---	---	1,446
PUBLICATIONS ADDED			
Serial pieces	77,089	69,367	73,053
Other	12,149	9,420	12,022
DUPLICATE EXCHANGE			
Shipments made	1,012	1,024	1,851
Shipments received	184	313	25
Pieces shipped	98,488	158,263	126,000
Pieces received	72,996	101,842	51,951
OBLIGATIONS FOR PUBLICATIONS	\$83,030	\$69,946	\$84,396
(Includes for rare books	9,379	5,232	11,854)

* Figure corrected to include prospects searched in Serials Section.

GROWTH OF COLLECTIONS

	<u>CURRENT YEAR</u>			<u>COLLECTION TOTALS</u>	
	<u>Added</u>	<u>With-</u> <u>drawn</u>	<u>Net</u> <u>Gain</u>	<u>On Hand</u> <u>30 June 56</u>	<u>On Hand</u> <u>30 June 57</u>
BOOK MATERIAL					
1. Bound Monographs					
a. HMD	552	12	540	31,726	32,266
b. 1801-1913	7	3,545	-3,538	101,483	97,945
c. 1914-	<u>8,928</u>	<u>3,629</u>	<u>5,299</u>	<u>119,111</u>	<u>124,410</u>
Subtotal (1)	9,487	7,186	2,301	252,320	254,621
2. Bound Serials	<u>9,552</u>	0	9,552	223,991	233,543
Total Bound Vols.(1-2)	<u>19,039</u>	<u>7,186</u>	<u>11,853</u>	<u>476,311</u>	<u>488,164</u>
3. Theses	2,596	0	2,596	274,197	276,793
4. Pamphlets	<u>1,552</u>	0	1,552	155,570	157,122
Subtotal (3-4)	<u>4,148</u>	0	4,148	429,767	433,915
TOTAL BOOK MATERIAL	<u>23,187</u>	<u>7,186</u>	<u>16,001</u>	<u>906,078</u>	<u>922,079</u>
NON-BOOK MATERIAL					
1. Microfilms	58	1,124	-1,066	2,127	1,061
2. Portraits & Pictures	<u>1,993</u>	<u>2,288</u>	<u>-295</u>	<u>58,328</u>	<u>58,033</u>
TOTAL NON-BOOK MATERIAL	<u>2,051</u>	<u>3,412</u>	<u>-1,361</u>	<u>60,455</u>	<u>59,094</u>
BD. VOLUME EQUIVALENTS *	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>
GRAND TOTAL	<u>25,238</u>	<u>10,598</u>	<u>14,640</u>	<u>981,533</u>	<u>996,173</u>

* Material in pipeline

CATALOGING STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
PRELIMINARY CATALOGING			
New titles	13,696	13,309	11,063
Recataloged titles	<u>6,697</u>	<u>7,512</u>	<u>9,327</u>
TOTAL	<u>20,393</u>	<u>20,821</u>	<u>20,390</u>
COMPLETED CATALOGING			
New titles	13,169	11,773	11,958
Recataloged titles	<u>6,277</u>	<u>8,068</u>	<u>10,862</u>
TOTAL	<u>19,446</u>	<u>19,841</u>	<u>22,820</u>
Volumes reclassified and/or transferred	2,258	4,083	989
Catalog cards made, revised and distributed	293,482	453,504	359,560
Catalog cards filed	163,255	182,771	156,370
Volumes shelved	19,494	24,220	36,259
Volumes withdrawn	<u>2,368</u>	<u>3,973</u>	<u>2,288</u>
WORK IN PROCESS (Pieces)⁽¹⁾			
Awaiting preliminary cataloging	38	50	53
Awaiting cataloging	<u>9,116</u>	<u>5,175</u>	<u>3,825</u>
Subtotal	9,154	5,225	3,878
Cataloged, awaiting revision	<u>750</u>	<u>1,423</u>	<u>0</u>
TOTAL	<u>9,904</u>	<u>6,648</u>	<u>3,878</u>

(1) Estimate 75 pieces per shelf

BINDING STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
Volumes sent to binder	10,549	9,221	11,005 ⁽¹⁾
Volumes returned from binder and processed	9,621	9,227	11,348 ⁽²⁾
Volumes bound at NLM	3,355	3,479	3,377
Volumes repaired at NLM	4,045	3,948	3,980
Volumes and pieces lettered	63,057	38,824	31,042
Pictures mounted	90	973	1,220

NATIONAL LIBRARY OF MEDICINE CATALOG (Annual)

	<u>1954 Volume</u> ⁽³⁾	<u>1955 Volume</u>	<u>1956 Volume</u>
Number of Entries: Main	17,985	19,332	15,794
Added	4,639	4,850	3,610
Name	4,005	4,207	3,631
x-references			

- (1) Includes volumes sent in FY 1957 to be returned in FY 1958.
- (2) Includes 8,643 new volumes, 2,705 rebinds.
- (3) The 1954 entries were not published separately, but were included in the 1950-1954 cumulated edition.

CIRCULATION STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
Requests received - total	168,125	141,981	148,337
Requests filled - total	150,286	117,026	125,383
Percentage of requests filled	89.4	82.4	84.5

Items used, by major category

Readers' requests in library	32,537	28,169	32,975
Loans to individuals	1,101	909	944
Photoduplication	81,103	67,102	73,029
Interlibrary loans			
Government libraries	10,695	12,363	12,847
Other libraries	<u>4,597</u>	<u>4,950</u>	<u>5,588</u>
Total	<u>15,292</u>	<u>17,313</u>	<u>18,435</u>
TOTAL USE, major categories	130,033	113,493	125,383

Unavailables, by percentage

Already on loan	33.3	34.3	33.3
Not in collection	26.0	21.9	23.6
At bindery	16.6	21.4	18.3
Missing	9.4	10.4	3.2
Do not circulate	6.6	4.6	10.7
Not identified	5.0	5.6	8.6
In process	1.5	1.2	1.3
At FMD	1.2	0.6	0.8

REFERENCE SERVICES

	<u>1956</u>	<u>1957</u>
Requests by telephone	3,935	5,375
Requests by mail	851	911
Readers assisted	<u>1,936</u>	<u>3,013</u>
Total	<u>6,722</u>	<u>9,299</u>
Bibliographies prepared	506	435
Readers registered	5,367	5,841

ART SECTION STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
Pictures added	928	2,417	1,993
Pictures cataloged/indexed	4,286	2,972	3,578
Reference use of pictures	4,424	1,415	914 (1)

(1) Count of pictures selected for use; 1955 count covers total number of pictures examined in making selection.

PHOTODUPLICATION STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
Orders received	93,138	83,972	80,262
Orders completed	81,582	69,941	69,340
Pages filmed	1,640,732	1,499,075	1,129,788
Photostats and photoprints	704,785	604,596	769,654
Glossy prints	2,340	1,009	1,084
Poor paper and film file	-	-	179,630

HISTORY OF MEDICINE DIVISION

	<u>1955</u>	<u>1956</u>	<u>1957</u>
<u>Items added to collection</u>			
Editions in book form	297	309	525
Editions in microfilm	<u>4</u>	<u>0</u>	<u>3</u>
TOTAL ITEMS ADDED	<u>301</u>	<u>309</u>	<u>528</u>
Editions cataloged	794	601	641
Inquiries answered (including loans, visitors, photoduplication orders)	1,196	715	744
<hr/>			
<u>Volumes bound</u>			
At commercial bindery	95	68	128
At hand bindery	<u>540</u>	<u>50</u>	<u>225</u>
TOTAL BOOKS BOUND	<u>635</u>	<u>118</u>	<u>353</u>
 <u>Pages filmed</u>			
For acquisition	512	0	0
For security	119,138	107,077	90,479
For photoduplication orders	<u>13,885</u>	<u>11,990</u>	<u>6,448</u>
TOTAL	133,535	119,067	96,927

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>FY 1955</u>	<u>FY 1956</u>	<u>FY 1957</u>
<u>Paid Subscriptions</u>			
United States	1,524	1,610	1,715
Foreign	<u>706</u>	<u>941</u>	<u>1,189</u>
Total	2,230	2,551	2,904
<u>Free or Exchange</u>			
United States	480	465	408
Foreign	<u>911</u>	<u>887</u>	<u>930</u>
Total	1,391	1,352	1,338
GPO Single Copy Sales and Stock	270	220	225
Depository Libraries	253	256	256
NLM Internal Use and Stock	109	148	162
<hr/>			
Journal titles indexed	1,560	1,505	1,547
Articles indexed	102,645	104,113	111,317

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>FY 1955</u>	<u>FY 1956</u>	<u>FY 1957</u>
<u>Paid Subscriptions</u>			
United States	1,524	1,610	1,715
Foreign	<u>706</u>	<u>941</u>	<u>1,189</u>
Total	2,230	2,551	2,904
<u>Free or Exchange</u>			
United States	480	465	408
Foreign	<u>911</u>	<u>887</u>	<u>930</u>
Total	1,391	1,352	1,338
GPO Single Copy Sales and Stock	270	220	225
Depository Libraries	253	256	256
NLM Internal Use and Stock	109	148	162
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Journal titles indexed	1,560	1,505	1,547
Articles indexed	102,645	104,113	111,317

PERSONNEL STATISTICS

	<u>1955</u>	<u>1956</u>	<u>1957</u>
PERS ONNEL AUTHORIZED	224	223	223
PERS ONNEL ON DUTY	218	214	211
AVERAGE NUMBER OF PERSONS EMPLOYED	<u>216</u>	<u>209</u>	<u>210</u>
PERS ONNEL ON DUTY			
(Office of the Director)	3	3	40
(Administrative Division)	35	36	
Acquisition Division	29	30	28
Catalog Division	49	48	48
History of Medicine Division	10	9	9
Index Division	42	41	41
Reference Division	<u>47</u>	<u>46</u>	<u>45</u>
TOTAL	<u>215</u>	<u>213</u>	<u>211</u>
Total productive man-hours*	379,172	366,266	372,472
Total non-productive man-hours*	54,828	59,437	65,051
PERS ONNEL ACTIONS			
Accessions	50	41	40
Separations	48	46	39
Accessions during year, on duty	28	34	31
Promotions	36	49	39
Reclassification to higher grade	8	13	22
Reassignment to lower grade	3	1	1
Reassignments	0	8	6
New positions established	1	9	12
Pay increases for superior accomplishment	2	3	1
Meritorious Civilian Service Awards	0	1	0
Monetary Awards	1	6	3
Special Service Awards	0	1	0
Approved adopted suggestions (Work Simplification Program - no monetary award)	0	1	3

*Non-productive man-hours are considered to be those hours expended on annual and sick leave, paid holidays, jury duty, off-the-job training, administrative leave, and excused time; i. e., weather conditions, visiting dignitaries, etc. All other man-hours, including paid overtime, are considered to be productive. Leave without pay and maternity leave are not reported in either category.

FINANCIAL STATISTICS

OBJECT CLASSES	<u>1955</u> <u>Obligated</u>	<u>1956</u> <u>Obligated</u>	<u>1957</u> <u>Obligated</u>
01 - Personal Services	\$ 946,777	\$ 970,916	\$ 986,874
02 - Travel	2,768	3,363	9,129
03 - Transportation of Things	3,000	3,500	315
04 - Communications	8,121	7,149	7,498
05 - Rents and Utility Services	10,320	7,900	10,480
06 - Printing, Binding and Reproduction	94,718	60,278	94,567
07 - Other Contractual Services	7,520	19,756	31,636
08 - Supplies and Materials	15,287	42,117	51,697
09 - Equipment (includes books)	112,445	100,054	103,158
11 - Contribution to Retirement	-	-	-
13 - Awards	-	-	220
15 - FICA	-	-	1,639
Edgar Bequest	<u>-</u>	<u>241</u>	<u>-</u>
ESTIMATED TOTAL OPERATING COST	<u>\$ 1,200,956</u>	<u>\$ 1,215,274</u>	<u>\$ 1,297,213</u>
COLLECTIONS FROM PHOTODUPLICATION SERVICE	\$ 18,019	\$ 16,962	\$ 22,744
OBLIGATIONS for Construction of new library	-	-	\$ 319,334

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