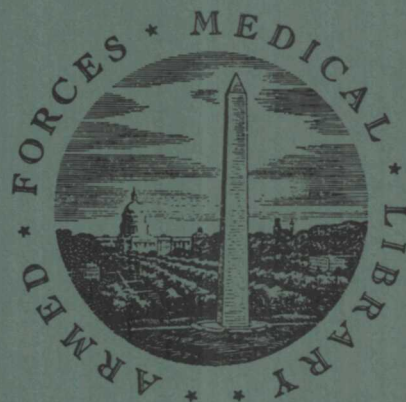


*Miss Campbell*

# Armed Forces Medical Library

Annual Report  
for the Calendar Year 1954



FOUNDED 1836

Washington : 1955

LETTER OF TRANSMITTAL

ARMED FORCES MEDICAL LIBRARY

Washington 25, D. C.

Major General George E. Armstrong  
The Surgeon General, United States Army

General:

I have the honor to submit my report for the calendar year 1954  
as Director of the Armed Forces Medical Library.

Except when otherwise stated, the statistics exhibited in this  
report cover the fiscal year ending 30 June 1954.

FRANK B. ROGERS  
Lt. Colonel, MC  
Director

1 March 1955

## CONTENTS

Administrative Organization of the Armed Forces Medical Library	5
Chapter I - The Front Office	9
Chapter II - Acquisitions	19
Chapter III - Cataloging	27
Chapter IV - Reference Services	37
Chapter V - History of Medicine	43
Chapter VI - Current List Division	49
Chapter VII - Index-Catalogue	55
Chapter VIII - Administration	57

## STATISTICAL APPENDICES

I - Acquisition: Searching, Orders, Serial Record, Additions
II - Acquisition: Duplicate Exchange, Expenditures
III - Cataloging: Preliminary, Completed, Work in Process
IV - Cataloging: Binding, Art Section, Annual Catalog
V - Reference: Circulation, Reference, Photoduplication
VI - History of Medicine Division
VII - Current List of Medical Literature
VIII - Index-Catalogue Division
IX - Administration: Personnel
X - Administration: Finance
XI - AFML Collections, 30 June 1954

Organization Chart AFML as of 30 June 1954

Organization Chart AFML as of 31 December 1954

ADMINISTRATIVE ORGANIZATION OF THE ARMED FORCES MEDICAL LIBRARY

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

OFFICE OF THE DIRECTOR

Chief Librarian	Kanardy L. Taylor
Special Assistant to the Director	John A. Oley, Cdr, (MSC) USN
Special Assistant to the Director	Charles I. Harper, Capt (MSC) USA
Administrative Assistant	Alice E. Luethy
Secretary	Margaret H. McMillan

ACQUISITION DIVISION

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

ADMINISTRATIVE DIVISION

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

CATALOG DIVISION

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

\*Photoduplication Section transferred from Reference Division to Administrative Division, 19 July 1954, and renamed Duplicating Section.

**\*CURRENT LIST DIVISION**

Chief (Editor)	Seymour I. Taine
Staff Assistants	Robert L. Hayne
	Thelma G. Charen
Composition Section, Head	Harold Wolfe

**HISTORY OF MEDICINE DIVISION (Located in Cleveland, Ohio)**

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

**\*INDEX-CATALOGUE DIVISION**

Acting Chief	Frank B. Rogers, Lt. Col., MC
Assistant to the Chief	Edward A. Miller

**REFERENCE DIVISION**

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

**BRANCH LIBRARY**

U. S. Army Surgeon General's Reference Library  
Main Navy Building, Washington 25, D. C.  
Elizabeth G. Moseley, Librarian

\*Current List Division renamed Index Division, effective close of business 31 December 1954; simultaneously the Index-Catalogue Division became Index-Catalogue Section of the Index Division.

Air Raid and Fire Marshal	- Robert L. Carey
Comptroller	- Raymond H. Eckenbach
Contract Property Administrator	- Raymond H. Eckenbach
Director of Supply and Maintenance	- Raymond H. Eckenbach
Fiscal Officer	- Aldine D. Mudd
Assistant Fiscal Officer	- Lee E. Dean
Forms Management Officer	- William A. Wormley
Mail Clerk	- Herbert Smith
Alternate Mail Clerk	- Enas Broadway
Postal Officer	- William A. Wormley
Post Publications Officer	- Joseph McGroarty
Purchasing and Contracting Officers	- Samuel Lazerow
	- Leslie K. Falk
	- Raymond H. Eckenbach
Records Management Officer	- William A. Wormley
Records Management Officer--History of Medicine	- Mae J. Surtz
Reports Control Officer	- William A. Wormley
Safety Director	- Raymond H. Eckenbach
Security Officer	- Colonel Frank B. Rogers
Security Control Officer	- Alice E. Luethy
Supply and Accountable Property Officer	- Joseph McGroarty
Supply Coordinator	- Joseph McGroarty
Transportation Officer	- Margaret T. Reese

## CHAPTER I

### THE FRONT OFFICE

The year 1954 was a year like other years. It did mark the passage of a decade since the report of a survey of the Library, under the sponsorship of the American Library Association, was issued. An account of the progress during this period is to be found in two articles which appeared in the Bulletin of the Medical Library Association for October 1954.\* The major events of 1954 are outlined in the report.

#### ADMINISTRATIVE REORGANIZATION

Two major reorganization moves were executed after careful study and consideration. The first involved the Photoduplication Section, which, after having been a part of the Reference Division since 1949, was transferred to the Administrative Division, effective 19 July 1954. The primary reason for the change was the close fiscal relationship photoduplication has with the Administrative Division.

The second move involved the dissolution of two old divisions and their coalescing into one new division; the action became effective at the close of business 31 December. At that time the Current List Division was renamed the Index Division, and the Index-Catalogue Division was abolished as such to become a section of the new Index Division. The new division will now embrace all of the work formerly done by the two old divisions, now administratively brought together under one chief. The personnel of both divisions were transferred to the new Index Division.

#### ADVISORY GROUP

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

---

\*Brodman, E., MacDonald, R. M., and Rogers, F. B.  
The National Medical Library: the Survey and Ten Years' Progress.  
Bull. M. Libr. Ass. 42:439-46 (Oct. 1954).

Lazerow, S. The National Medical Library: Acquisition Program.  
Bull. M. Libr. Ass. 42:447-53 (Oct. 1954).

Meeting of 29 January 1954. The major concern of the Advisory Group at this meeting was further consideration of the Current List crisis, with debate on various alternative partial solutions. The question of legislation for the Library was also discussed. Plans for the new building were reviewed.

Meeting of 1 October 1954. The terms of office of Dr. Basil G. Bibby, Dr. Richard H. Shryock, and Captain Wilbur E. Kellum, USN, having expired in June, three new members were appointed. They are: Dr. Saul Jarcho, of New York City; Dr. Robert M. Stephan, of the National Institutes of Health; and Captain William L. Engelman, USN.

The Group reviewed a detailed statistical summary of the work of the Library during fiscal year 1954, and considered the budgets for fiscal years 1955 and 1956. Other major items discussed were status of the new building, certain major personnel changes, and the interest in the Library of the Hoover Commission's Medical Services Task Force.

#### INDEXING PROJECT

The Medical Indexing Project sponsored by the Armed Forces Medical Library and conducted by Dr. Sanford V. Larkey at the Welch Medical Library of Johns Hopkins University came to a close on 30 September 1953. In June 1954 the first installment of the Project's final report was received at the Library. It is entitled "Survey of World Medical Serials and Coverage by Indexing and Abstracting Services", and consists of more than 100 pages of narrative and tabular data, and voluminous appendices. The report was thoroughly reviewed at the Library, and certain implications for the Current List were followed up.

#### FRIENDS

The third annual dinner meeting of the Friends of the Armed Forces Medical Library was held at the Cosmos Club in Washington on 14 June 1954, with 150 persons in attendance. Dr. Henry R. Viets, Chairman, presided. The following officers were elected for two-year terms:

Chairman	- Dr. Benjamin Spector, Boston
Secretary-Treasurer	- Mrs. Breed Robinson, Baltimore
Executive Committee	- Professor Tom Jones, Chicago
Members	- Dr. Sanford V. Larkey, Baltimore

Dr. William James Wilson, retiring Chief of AFML's History of Medicine Division, gave the principal address of the evening on "The Nature and Value of Scientific History".

#### LEGISLATION

The draft legislation intended to establish the Library on a firm statutory basis, approved by the AFML Advisory Group in October 1952,



and thereafter prosecuted through various echelons of the Department of Defense, was abandoned in February 1954, at the highest levels of the Department of Defense.

#### CURRENT LIST APPROVAL

The successful solution of last year's Current List crisis is reported in Chapter VI.

#### NEW BUILDING

The U. S. Navy's Bureau of Yards and Docks completed advanced schematic planning for the new building; the estimated cost of construction is \$6,369,000. Attempts to include authorization for the full amount in the fiscal year 1956 budget failed, but as the year closed it seemed likely that an appropriation for \$350,000 (which will cover the cost of architectural and engineering services) would be incorporated in the fiscal year 1956 budget. Dr. Worth B. Daniels, President of the Society of Medical Consultants to the Armed Forces, along with a small group of physicians representing some of the major professional associations, has been active in pressing for construction of the new building.

Commander Oley has continued the development of detailed plans, and we have been fortunate to secure the consultation of Mr. Keyes Metcalf, Librarian of Harvard University, in this matter.

#### MOVING DAY AHEAD

As the year began, we were confident that in August the Armed Forces Institute of Pathology would move to its new building at the Walter Reed Army Medical Center, thus leaving to the Library the entire building jointly occupied by these two institutions for so many years. Unfortunately that moving date, like others before and subsequently established, came and went and the AFIP is still with us. We now have again what purports to be a definite date on which the AFIP will begin moving out, 15 January 1955. If this schedule is followed the building should be vacated for our occupancy by the middle of February.

Planning for AFML's move necessitated cooperation from the General Services Administration, which assumed the responsibility of letting the contracts for the new book stacks to be erected in the west wing basement and first floor. These new stacks will give the main building an estimated additional book capacity of about 210,000 volumes. In removing our books from the temporary structures across the street, a great portion of this will be consumed, leaving a relatively small net gain for future growth.

Although some work has already been done, a considerable amount remains to be accomplished before we can make full use of the space

which we will inherit, including such things as removing certain partitions and erecting others, replacing doors, building shelving in work rooms and offices, installing new lighting fixtures and painting where needed, and necessary plumbing and electrical wiring changes. The move itself will involve people, furniture, and books (some 110,000 volumes in Escanaba Hall) from the temporary buildings across the street, and binding equipment and books (some 25,000 volumes), from the History of Medicine Division in Cleveland, Ohio.

We look forward to having our old-new home shipshape, with all of the Library (except HMD) under one roof, by next fall.

#### STATISTICAL SURVEY OF COLLECTIONS

Because of the lack of uniform statistics on the collections during past years it has been impossible to speak with assurance on the size of the overall book holdings of the AFML or of any particular portion of the collection. The increasing suspicion about the adequacy of the estimates that have been made over the years resulted in further estimates; these have ranged upward and downward and have been tinged with doubt and embarrassment.

In 1953 a staff Committee on Statistics of the Library's Collections was appointed to study the problem and submit recommendations for a practical plan of establishing such statistics on a sound basis, and of maintaining them. This year, on the basis of the Committee's recommendations, teams were organized and the actual counting of the various types of materials was done in May and June. The figures for the respective collections were published in the August issue of the Armed Forces Medical Library News and are reprinted as Appendix XI of this report. We are convinced that the totals given are very close to the right order of magnitude; a reporting procedure has been established to keep them up to date.

#### DOCUMENTARY MEDICAL FILM COLLECTION

For over a year the AFML has been making intensive efforts to establish at the Library a national repository collection of medical motion pictures. In September 1954, Miss Muriel Weins was placed on full-time detail to the Office of the Director as Film Curator, and at the same time she was designated Chairman of the AFML Committee on Documentary Medical Films.

The AFML will operate in this field to provide a repository for important documentary materials which otherwise might well be lost, and to provide reference services in using this material. We will eschew the field of production, distribution, and evaluation of films, and will be solely concerned with preservation and with individual reference use within the Library, as contrasted with group educational use outside the Library. The early stages of this program must necessarily be devoted to planning and to immediate problems of acquisition

of film. Adequate space to house the collection must be provided in the plans for the new building, and studies must be undertaken in the areas of film copying and preservation, shelving, and viewing equipment. Later the problems of cataloging and reference services must be studied and resolved.

Many reels of film have already been acquired and provision for their storage is being made, a working reference file of films on hand is being compiled, letters are going out to prospective donors, and in general the whole program is finally getting under way.

#### STAFF ACTIVITIES

Director. At the request of the Korean Ministry of Health and the Korean Civil Assistance Command, the Director spent several weeks in Korea during March and April to make a survey of civilian medical library facilities, with a view of coordination of the various volunteer activities directed toward getting medical books and journals into Korea, and making recommendations on training of Korean medical librarians and improving the use of existing medical library resources.

Toward the end of the year, Lt. Colonel Rogers was engaged in two quite different projects. The first was a survey of the publications Current Literature on Venereal Disease, at the request of the Chief, Division of Special Health Services, U. S. Public Health Service. The second, in collaboration with two other Washington librarians, was a study of the library organization of the Commerce Department and its various bureaus, at the request of the Secretary of Commerce.

The Director accepted an invitation of the Director-General of UNESCO to become a member of the International Advisory Committee on Documentation and Terminology of Pure and Applied Sciences.

Groups addressed by the Director during the year include: Alumni of the Albany Medical College, Albany, New York; Nu Sigma Nu Fraternity, Albany, New York Chapter; Staff of the St. Elizabeth's Hospital, Washington, D. C; Clinico-Pathological Society of Washington, Washington, D. C; Subcommittee on Scientific Information of the Interdepartmental Committee on Scientific Research and Development, Washington, D. C; and the American Pharmaceutical Association, Washington Branch, which held its December 1954 monthly meeting at the Armed Forces Medical Library.

Meetings attended by the Director during the year included the following: Association of Research Libraries, Madison, Wisconsin; Library Buildings Institute of the Association of College and Reference Libraries, also in Madison; and the National Research Council's Committee on Sciences in UNESCO, in Washington, D. C.

Chief Librarian. The Chief Librarian participated in the following: Special Libraries Association, Washington Chapter, Biological

Sciences Group (Chairman); also member of Washington Chapter's Subcommittee on Binding Costs; Joint Committee on the Union List of Serials (Medical Library Association representative); Greater Washington Area Educational Television Association Council (D. C. Library Association representative).

Meetings attended by Mr. Taylor include: Library Binding Institute Annual Convention, Washington, D. C; Association of Research Libraries and the American Library Association Annual Conference, Minneapolis, Minnesota; Library Buildings Institute, St. Paul, Minnesota.

Staff. Commander John A. Oley spent some time visiting new library buildings and installations in various locations in the East and Middle West to gather information in relation to his work on plans for the new building for AFML.

Miss Dorothy M. Schullian of the History of Medicine Division was on leave in Italy for the entire year. Miss Schullian, recipient of a Fulbright grant, continued her studies which she had begun last year.

Miss M. Ruth MacDonald, Chief, Catalog Division, represented the Army Medical Service at the dedication ceremonies of the American Memorial Library in Berlin, Germany, on 17 September. Last year Miss MacDonald spent three months in Berlin as a consultant in organizing and establishing technical processes in the American Memorial Library.

#### AFML STAFF ASSOCIATION

The Association's Recreation Committee sponsored two picnics, a Christmas party, and a theatre party during the year. The Education Committee arranged four programs, including three lectures and one film program. A committee was appointed to study the question of Association responsibility for clipping and distribution of stamps for the staff "collectors"; the committee's report is awaiting consideration at the next Association meeting. Membership reached a peak of 112 members.

#### AFML FEDERAL CREDIT UNION

The Credit Union experienced a successful year, declaring a 1% dividend while paying off half of its indebtedness to the Pentagon Federal Credit Union. Disability coverage was added to the insurance already carried.

#### MEDICAL LIBRARY ASSOCIATION CONVENTION

The 53d Annual Meeting of the Medical Library Association was held at the Hotel Statler in Washington, 15 - 18 June 1954. Members of the AFML staff serving as Convention Committee Chairman were Miss Estelle Brodman (Convention Facilities), Miss M. Ruth MacDonald (Tours and

Transportation), Mr. Samuel Lazerow (Special Exhibit), and Lt. Colonel Frank B. Rogers (General Chairman). Many other staff members served as members of various committees. On the afternoon of 17 June those attending the convention were guests at a reception and tea at the Armed Forces Medical Library, where special exhibits were on display in honor of the event.

#### COMMITTEE WORK

Committee on Subject Headings. Four meetings were held during the year, with inconclusive results. The Committee was disbanded in October.

Committee on Statistics of the Library's Collections. The Committee's final report was submitted on 9 July, was accepted, and the Committee dismissed on 26 July. The report showed that the total pieces in the Library as of 30 June was 946,223, including 889,341 bound volumes and volume equivalents, and 56,882 pieces of non-book materials. (For further breakdown see Appendix XI).

Committee on Scope and Coverage. The major activity of this Committee was a re-examination of the scope of the Library's archival collection. The Committee plans for 1955 include a re-appraisal of the Library's overall acquisition policy and specific study of the document collection.

Committee on In-Service Training. This Committee was inactive during 1954, and was abolished in October.

Committee on Indefinite Loans to Departmental Offices. This Committee, having served its purpose, was abolished in October.

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

Community Chest Federation	American Cancer Society Campaign
American Red Cross	American-Korean Foundation
Crusade for Freedom	Washington Heart Association
March of Dimes	

Committee on Documentary Medical Films. During the early part of 1954 equipment requirements and acquisition sources were studied and some 150 films were acquired. In September the Committee was reconstituted, a full-time position of Film Curator established, and the Curator appointed Chairman of the Committee. In December the Film Curator prepared a draft policy statement with recommendations on the film program. At the end of the year this statement was being mimeographed for distribution to the Committee for study.

Internal Audit Committee. The Committee continued to meet from time to time in an attempt to keep the Library's financial affairs under strict surveillance.

## PERSONNEL

Changes. Mrs. Ethel M. Chase, Administrative Assistant to the Director since June 1947, retired from government service in March after serving in the Office of The Surgeon General of the Army and in the Library for over 37 years.

Mr. Joseph C. Tucker, with the Library since 1947, first as Personnel Officer and later as Chief of the Administrative Division, died on 18 June, following an illness of several months. The death of Mr. Tucker, a devoted and faithful employee, was sorely felt.

Dr. William Jerome Wilson, Chief of the History of Medicine Division since 1947, retired on 31 August. Dr. Wilson has had a long and distinguished career as a teacher, classical scholar, and librarian. He is perhaps best known for his work on the Census of Medieval and Renaissance Manuscripts in the United States and Canada. The indebtedness of the AFML to Dr. Wilson is large.

Dr. Harriet C. Jameson was appointed Chief of the History of Medicine Division on 1 September to succeed Dr. Wilson. Miss Jameson has been with the HMD since 1950 as Head of the Catalog Section.

Dr. Claudius F. Mayer, Editor of the Index-Catalogue since 1932, was separated from the Library on 10 September 1954.

Mr. Raymond H. Eckenbach was appointed Chief, Administrative Division, on 27 September, after serving for several months as Acting Chief. Mr. Eckenbach first joined the staff as Head of the Photoduplication Section in 1951.

Miss Christina C. Hilbrandt of the Index-Catalogue Division retired on 30 September after more than 36 years of continuous employment in the preparation of the Index-Catalogue. In recognition of her long and faithful service Miss Hilbrandt was presented a Certificate of Achievement signed by The Surgeon General and the Director of the Library. She had established a record of 26 years continuous service without loss of a day charged to sick leave, for which she was commended in a personal letter from The Surgeon General.

Captain Charles I. Harper, MSC, was assigned to AFML from the Supply Division, OTSG, on 15 October, to fill a newly created position, Special Assistant to the Director (Administration), with secondary duty as Adjutant.

Awards. For suggestions promoting efficiency and economy, monetary awards were granted to Mr. Leonard Bikowski, Mr. Grover James, and Mrs. Jane Fulcher, all of the Catalog Division.

Mrs. Thelma G. Charon, Current List Division, received a Superior Accomplishment Step Increase Award for outstanding performance of duty as a subject header.

Mrs. Justine D. Randers-Pehrson, Catalog Division, was the recipient of a Superior Accomplishment Step Increase Award in recognition of voluntarily assuming the task of clearing a backlog in subject heading work on theses and accomplishing the task efficiently in addition to her other regular duties.

Mrs. Lillian H. Washington, Current List Division, was awarded a Superior Accomplishment Step Increase Award for sustained superior performance of duty as an editorial clerk.

Anniversaries. The following persons, during 1954, observed anniversaries of continuous employment as indicated:

- 35 years - Mr. Lawrence E. Hawkins, Acquisition Division  
          Mr. Herbert Smith, Administrative Division
- 30 years - Miss Edna L. Frick, Reference Division

#### PUBLICATIONS

Armed Forces Medical Library Catalog, 1953. Washington, Library of Congress, 1954. 925 p. (For sale by Card Division, Library of Congress, Washington 25, D. C. \$17.50).

Subject Heading Authority List used by the Current List Division, Armed Forces Medical Library, Washington, 1954. 267 p. (For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. \$1.75).

Index-Catalogue of the Library of the Surgeon General's Office, U. S. Army. (Microprint Edition). First Series, Volume I, 1880 - Fourth Series, Volume X, 1948. New York, Readex Microprint Corporation, 1954. (Four boxes of 6" x 9" microprint cards \$75.00).

Current List of Medical Literature. Volumes 25 and 26. (For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. Annual subscription (12 issues), \$13.50 domestic; \$17.00 foreign).

## CHAPTER II

### ACQUISITIONS

The pattern of activity in the Acquisition Division during 1954 was considerably different from that of 1953. The earlier year was marked by a succession of management studies leading to changes in organization, work flow and procedures. By the spring of 1954, the changes were well established and the Division began to reap dividends from its 1953 investment of time. It is significant that with only a relatively slight increase in available man hours, searching and ordering statistics are substantially higher than those for 1953. Details of these figures are presented under the appropriate activity in this chapter.

Personnel. At the end of the year the Division was allotted 29 positions, which was the ceiling at the beginning of the year. There were, however, slight shifts in the suballotments to the sections. During most of 1954 the Selection and Searching Section carried seven employees on its rolls, instead of the allotted eight, and the Order Section carried six employees instead of five. The allotment to the Gift and Exchange Section was reduced from six persons to five, in order to provide for the position of microphotographer, assigned to the Office of the Chief.

Application of Photography: In July 1952 the acquisition process was speeded up and simplified by the installation of an especially adapted microfilm camera. The apparatus has been so successful that it has been copied by at least one other library. The second version of this equipment, now called Bibliofax, will permit copying areas up to 5" x 8"; it was designed and built during the last half of 1954, and is expected to be in full operation early in 1955.

Another innovation in this area was the creation of a full-time microphotographer position in the Office of the Chief of the Division. Concentration of this work in one position resulted in improved coordination of the various procedures.

Work Simplification Training Program: Despite the recent general overhaul of the Division's procedures, and as an indication of the Library's awareness of the basic principle of scientific management that there is always a better way, a work simplification training program was begun in November for all supervisors of the Division. This program involves training of supervisors to use formal work simplification techniques. By the end of the year about one-third of the program had been completed. It is hoped that when the entire



program has been completed early in 1955, all of the Division's procedures will have been charted, subjected to critical analysis by the group and improvements made where necessary. Among the basic improvements to be accomplished are more rational work units for purposes of work measurement.

### SELECTION AND SEARCHING

Searching. During 1954, with 6.2 available man years, some 32,500 items were screened by the Selection and Searching Section for admission to the collection, as compared with only 26,600 items in 1953, when 5.7 man years were available for this work.

There is evidence that the character of the items screened has changed. During the period July - December 1954, almost 12,000 bibliographical prospects and 6000 unsolicited gifts were searched, as compared with only 6400 bibliographical prospects and 7000 unsolicited gifts searched during the same period of 1953. This would indicate that the acquisition program has concerned itself more with seeking out current and post-war items than with clearing up old backlogs. Moreover the yield from searching is greater than before. During the period July - December 1953, more than one-half the prospects screened were found to be already in the collection, while during the same period for 1954 only one-third of the prospects screened were found to be already in the collection.

Coverage of Sources. Probably the most noteworthy coverage achievement of the year was the dragnet operation of selecting and searching from French, Italian and Dutch sources for all post-war years. For most of this period the Library had relied on blanket-order agreements to acquire commercial items from these countries. As early as 1951 a study showed that this passive reliance was unjustified. It was not until late in 1953 that professional hours were available to devote to the project of filling in the gaps. The main sources used were Biblio, Brinkman's Catalogus, Libri e Riviste and the Florence Bollettino delle Pubblicazioni. Similarly the Spanish source, Bibliografia Hispanica, was worked back to 1948.

A number of bibliographies that had previously been covered only sporadically were added to our list of sources for regular scanning. For our coverage in Russia and the area under Soviet domination titles added for regular selecting include Bulgarski Knigopis, the East European Accessions List, the Monthly List of Russian Accessions, and the small book lists Sovietskie Knigi, Sovietskie Novye Knigi, and Soviet Books.

With a staff of four selectors, the Section is currently selecting from some eighty bibliographical serial sources. Assignments of these are by title, and in so far as it is practicable are made on the basis of geographic groups. The only groups that were assigned

on a language basis were those of the Scandinavian languages and the languages of the Soviet-dominated bloc. Sources in the languages of western Europe can be assigned rather satisfactorily on an assezbon basis to anyone who has in general the qualifications of selector.

Apart from language considerations, an important value to be derived from assignment of sources by geographic area to specific individuals is the development of personal responsibility, with the resultant advantage of greater vigilance in maintaining solid coverage and greater familiarity with bibliographical and publishing customs peculiar to the different countries.

Congress Project. Although the collection is rich in the reports of international congresses of all years, the Library has never felt comfortable about its degree of coverage. What makes them a special acquisition problem is the fact that most congress publications do not reach commercial channels and many are not listed in the national bibliographies.

Last spring a systematic procedure was established for investigating and acquiring congress reports and the responsibility was assigned to one staff member. The Library has a number of excellent published lists of such meetings and, in addition, an agreement for interchange of information was made with the New York Academy of Medicine Library.

In September card controls were set up under the names of events as reported in these sources. Letters were written to the officers of 81 meetings and 41 replies were received. Forthcoming congresses were given priority, but it is planned to take action in 1955 on all congresses held in recent years.

Procedural Changes. 1953 had been a year of major shifts of function within the Division and not until the close of that year was stabilization apparent in revised manual sheets.

Still, in 1954, changes in methods continued to be made. One was occasioned by the shift from Index-Catalogue Division to Catalog Division of the function of assisting the Section in the preparation of the new-serial-title for publications in Japanese and Chinese. Another was the decision, made early in April, to cease entering in the Serial Record issues of serials taken selectively unless these are classified as a set in the collection.

In March omission of searching for all bibliographical prospects under 21 pages was initiated. The fact that most of these items are picked up in current sources favored omitting searching. This policy has since come under criticism because of duplicate ordering and uncleared orders. Late in the year it was agreed to search small items that could come in fulfillment of orders although routed to the Section as unsolicited gifts.

In October, as a result of an intensified concern with duplicates, it was decided to record all copyright transfer items in the Order Record, using the temporary copyright office card for this purpose.

Other changes in routine practices deserving brief mention are: (a) simplification in tallying (combining "ordered" and "received" categories for bibliographical prospects), (b) improvements in routines governing referral of publications and cards from Order Section to Selection and Searching (for scope, serial determination, researching, or editing), and (c) specification of circumstances for requiring new prospect card for the same publication.

Copyright Office Transfers. In September the Chief Librarian requested a special study of books received on transfer from the Copyright Office of the Library of Congress. This study has the purpose of determining what books are released to the Armed Forces Medical Library by the Copyright Office, and the length of time elapsing between receipt at the Copyright Office and receipt at the Armed Forces Medical Library. The study had not been completed by the end of the year. At the beginning of December some fifty out of a total of 106 cards received had been matched against received books. The average number of days between dates of receipt was 28; the median number, 26.

## PROCUREMENT

Orders Placed. The increased searching production in the Selection and Searching Section is reflected in the number of orders placed by the Order Section. It is possible to compare only the periods from July to December 1953 and 1954, because of the change of the procedural and reporting system in July 1953. From July to December 1953, only 4700 orders were sent to dealers and other sources of supply, while during the same period of 1954 over 7700 orders were placed. In the fiscal year ending 30 June 1954 the Division was permitted to obligate \$80,000 for the purchase of books and serials, as compared with only \$66,000 for the fiscal year 1953.

Sources of Procurement. As a result of intensive efforts to acquire new and better sources of procurement for Latin America, traditionally a procurement problem area, arrangements were concluded with dealers in Argentina, Brazil and Mexico. Performance of these dealers during 1954 was satisfactory. A good source for Polish literature was found in Great Britain, and receipts of Russian material have been substantial.

Serial Renewal Tickler File. This file was established in the Order Section through the mechanism of an additional photoprint of every serial order. All serial order photoprints are examined and the

probable date of ordering of the next issue or subscription is determined. The prints are then filed in chronological order by month, and alphabetized within the grouping. A constant check of this file is maintained, prints being withdrawn and given to the Serials Section for action when the orders are to be renewed.

Claiming. Claiming was placed on a regular weekly basis and made the responsibility of a newly assigned clerk-typist. The results were immediately evident; more books arrived and more correspondence was received from sources of supply in answer to these claims. In the last half of 1954, items claimed totalled 2,518 while only three items were claimed in the second half of 1953.

Subscriptions. The annual subscription contracts for 1955 American and Canadian journals were awarded to two different agents. Subscription orders were also placed with our foreign dealers for foreign literature.

Resubmission of Items. With the increasing amount of material being ordered daily, one of the most important activities is the resubmission of "questionable" or "doubtful" items to the searchers. This material runs the gamut from books which are not in line with our requests but which may still be needed by the Library to books which have additional information on the title pages such as series or serial connections or translations. Even scope questions have been referred back to the searchers because the books received were on veterinary medicine and plant medicine. If we are to avoid duplication of acquisitions, this activity's importance cannot be over-stressed. It is for this reason that more and more emphasis has been placed on this activity.

## SERIALS

Production. There is now no backlog of serials waiting to be checked into the Serial Record. This liquidation of backlog accounts for the decrease in the number of pieces entered. During the calendar year 1952, some 90,000 serial pieces were entered in the Serial Record as compared to 83,000 for 1953 and 77,000 for 1954. It may be expected that the yearly figure from now on will probably be somewhere around 75,000 pieces.

Serials Section Survey. In recognition of the vital importance to the Library of the serial recording process and of the serious nature of certain procedural deficiencies, a member of the Selection and Searching Section was assigned, in February, to make a management survey of the Serials Section. Her report and recommendations form the basis for the substantial changes which are being made in its procedures.

Conversion Project. As a result of the management survey, it was decided to change from the 4" x 6" to a 3" x 5" checking card which also contains other changes making it possible to do virtually all serial claiming photographically. In addition, use of the smaller cards will permit application of photography to other procedures such as bindery notifications and compilations of special bibliographies.

Between July and September before the conversion began, 18 memos, covering such topics as filing, abbreviations, fundamental serial cataloging principles, capitalization, cross reference cards, etc., were prepared by the Head of the Serials Section for the instruction of the staff.

To begin the conversion, 9875 Kardex cards were photographed on both sides.

Then, the serial checkers began editing these photographed cards so the new 3x5 cards could be typed from them without disrupting the normal work of the Section by using the original Kardex cards. 9307 cards were edited in 703 hours, about four and one-half minutes per card. In an attempt to meet the deadline, several thousand cards were permitted to go through without publisher information; these will have to be completed later. The typing of over 11,000 cards was nearly completed at the end of the year.

As the next step in the project, it was decided to arrange in shelf-list order the 5820 (61.2 percent) new 3x5 cards that were cataloged so that they could be checked against the Shelflist for possible errors.

Recording. During September, the Serials Section reached an all-time high in the processing of serial pieces in any one month: 8,000 original pieces and 15,310 duplicates making a total of 23,310 pieces.

Cooperative Projects: During the calendar year, 1954, the Serials Section sent, for possible inclusion, to the monthly New Serial Titles published by the Library of Congress, 459 new serial titles furnished by the AFML Catalog Division which fell within the scope of that publication.

New Forms, Labels, and Signs. A revised Employee's Daily Work Record, a sheet which records the cumulated work statistics for an employee for the month, was issued in July which eliminated much typing each month on the part of the staff. A daily work sheet which serves as a basis for the foregoing record, which was suggested by Miss Weins in her survey of the Serials Section, was mimeographed and is in daily use.

New tray labels for both the Kardex and Holdings Files were made in August. Large numbers have been affixed to the trays in the Holdings File which make for ease of use. Also, new large markers showing the alphabetical breakdown of the Kardex files were made by the Head of the Serials Section.

#### GIFT AND EXCHANGE

Duplicate Exchange. In February a list of currently available duplicates was distributed to 410 institutions in 74 foreign countries. Some 134 responses to this offering were received. Among the more important dividends from the February lists was an offer by the Univerzitetska Biblioteka in Belgrade to send twelve Yugoslav medical journals to this Library. Of the titles offered, four were new to the collection. Over 150 other lists of the duplicates of other libraries were received during the year, and many gaps in the Library's serial holdings were filled as a result.

Current List of Medical Literature. In January a budgetary limitation was placed on the number of copies available for non-paid subscriptions. It became necessary to terminate exchange agreements with approximately 400 publications, all of which are available commercially.

At the end of 1954 there were 1413 non-paid subscriptions on the Library's mailing list. Of this total, 950 copies were being sent on an exchange basis and 463 were being sent free to military and other governmental installations. This represents a decrease from the 1953 total of 1988 non-paid subscriptions (exchange: 1438; gift: 550).

As required by Army Regulations, the annual circularization of the gift list to stabilize addresses and to eliminate deactivated installations was accomplished in November. As usual, extensive revision of the mailing list became necessary to keep it current.

## CHAPTER III

### CATALOGING

During the past year it has been continually evident that the mechanical age is with us; that it sometimes has been against us has been equally evident. One result of the overemphasis on machines and machine methods is an attendant overemphasis in our profession on statistics and statistical methods. Another result is the tendency to group all elements of library operations not directly concerned with public service into the category "technical services". The third and most serious result is that this emphasis and this categorization tend to deny the basic and priceless ingredient of cataloging: the human mind.

It is particularly necessary for us to emphasize the need to apply the human mind in situations where machine methods have shown a tendency to supersede it, and where stress on statistics has tended to substitute a quantity measurement for a quality measurement. While we recognize that machines are of great assistance in some parts of our work, they can never translate an author's purpose in writing a book into a subject heading or a subject classification, nor can they distinguish between authors with the same name or identify a single author using various forms of his name.

#### CATALOGING IN GENERAL

Catalog Division Manual. The Division's Manual of Procedures steadily repays the effort required for its original compilation and for the revision necessary to keep it up to date. It was reviewed and largely rewritten in 1951, and in each of the following three years 15 percent of the procedures have been revised or rewritten.

At the end of 1954 several new procedures relating to the compilation and editing of the annual and quinquennial volumes of the AFML Catalog were being tested. They will be among the procedures submitted for approval in 1955.

To supplement the formal Manual, the Processing Section has prepared a guide to cover the details of the multilith mat typing operations. The guide information, which is far too explicit to be incorporated into manual procedures, provides an excellent working and teaching tool.

Oriental Language Cataloging. The shipments of Oriental language publications diminished somewhat in 1954 making it possible to catch

up on the preliminary cataloging and to make a start on the permanent cataloging of the Japanese monographs in May. The special problems inherent in these publications posed interesting questions on cataloging which were studied and solved as the work proceeded. At the end of the year there is a special set of rules for cataloging Oriental titles and a goodly number of completed titles to show for the efforts expended.

Work Simplification and Elaboration. Two changes made in 1954 involved the discarding of Japanese and Chinese language files in the Name Catalog and Subject Catalog, as well as the emergency "Jap Serial" cataloging routine. Another simplification was effected when the security filming of the Subject Authority File was discontinued because of the imminent publication of the quinquennial edition of the AFTL Catalog. The number of copies of preliminary cards made for each title was cut by one when the weekly set for the Index-Catalogue Division was discontinued in September.

At the end of the year a slight elaboration in the arrangement of the Binding Section lot lists was being tried in order to permit the Government Printing Office to test the effectiveness of the change in speeding its work on AFTL binding.

The courting and reporting records of all sections were modified and/or elaborated on 1 July because of the information required to prepare the monthly statistical report: Growth of Collections.

Language Backlogs. At the end of this year the Dutch backlog has been reduced from thirty-six to six shelves and the amount of Slavic material remaining is negligible. Of the Russian group there now remain three shelves of monographic titles, all of which were published before 1935 and half of which are "poor paper" items. There are approximately seven shelves of Polish, Czech, and Hungarian titles which are gradually being cleared while titles currently acquired in these languages are cataloged as received. All of the Bulgarian, Serbo-Croatian, and Slovene monographs were cleared in 1954. This means the bulk of the present uncataloged monographs is in the Oriental languages and even this does not constitute a hopeless backlog, for 888 Japanese titles were cataloged this year.

The current backlog of serial titles in languages other than Oriental is small. All of this material, consisting of Rumanian, Thai, Polish, Czech, Finnish, Estonian, Indonesian, Icelandic, and Indian titles, is contained on seven shelves.

#### CLASSIFICATION

The AML Classification, 1st edition, 1951, is now out-of-print. This means that the only remaining copies are those held by the Library; there is only a very limited number of copies available for future distribution.



So few changes have been made in the Classification this year, that no list of Additions and Changes to the Army Medical Library Classification has been issued since September 1953. However, late in 1954 a mimeographed list was prepared to show the date scope of the Americana class (WZ 270) by state, according to the plan of the American Imprints Inventory Project. This list has not been distributed outside the Library.

One large classification problem exists in the Library because of the specific form number (W2) which is applied to nonclinical serial documents. It is believed that the problem is due largely to the artificial segregation of serial document titles which nowadays appear in a great range of forms, many of which resemble non-document titles.

### RECATALOGING

In February the recataloging of the collection of congresses was completed, clearing the way for the recataloging of the Document Section material. As everyone recognized the difficult problems relating to this work, a number of conferences were held before the actual work was begun, to determine the procedures and routines which would best serve the divisions concerned. A new document serial routing slip (AFTL Form 60a) was prepared to enable the Catalog Division to select titles and to have the volumes forwarded at the proper time.

The great number of titles withdrawn from the Document Section as the collection was checked for scope, the need to halt the recataloging of documents in order to expedite the recataloging of Index-Catalogue Division books, the titles and partial document titles stored in the History of Medicine Division, and staff shortages all contributed to the unsatisfactory progress made in reorganizing the serial documents.

Monographic titles from the nineteenth century subject groups continue to go through the recataloging process. At the end of the year the collection of "Dictionaries" was being handled, all books on "Accidents and Emergencies" through "Diagnosis" having been cleared.

One phase of the overall recataloging program was completed this year: the ordering and stocking of available Library of Congress printed cards for titles in the old collection. This stock is housed in a large card cabinet which also contains the remainder of the old collection shelflist, prepared in 1944/45.

Of the titles cataloged in fiscal year 1954, 37 percent were from the Library's old collections.

Withdrawals. Both of the groups now being recataloged (i.e., nineteenth century monographs and document serials) have produced large numbers of titles for withdrawal as the groups have been screened for

scope and duplicate copies. The result has been that at times during the year operations of major and positive value have had to be curtailed in order to take care of the volumes received for withdrawal.

In the monthly "Growth of Collection" report, the cumulating effect of the number of withdrawals, which amounts to approximately 10 percent of volumes added, is very noticeable.

#### SUBJECT HEADINGS

Although the long slow process of revising the Subject Authority File has continued throughout the year much still remains to be done. The attempt to do this job without any additional and specially qualified assistance can only be described as an effort by the Division to lift itself by its own bootstraps.

As in all other parts of the Division's work, the requirements and schedules of the printed catalog have influenced the subject heading revision work. Changes of two types were planned for, and completed, by the end of the year. The first type consisted of the subject heading changes which were to be reflected in the quinquennial Catalog. The second group were the headings which would be made in regular cataloging operations commencing in January 1955 and which would therefore appear in the 1955 annual volume of the AFML Catalog. In order to meet the date deadline for instituting these changes it was necessary to detail several catalogers to help the Processing Section clear the card records.

As the card Subject Catalog has grown year by year it matches less and less its publicized twenty-five year limitation. Prior to 1950 titles published from 1920 to date were subject headed and since 1950 all those published since 1925 have been included. In January 1955, the beginning date will be changed to 1930 and the need to weed the cards for pre-1930 publications will become urgent.

#### CARD CATALOGS

A February report on the card files which are maintained as part of the Division's work disclosed the surprising total of twenty-three files of which ten are permanent and thirteen are temporary or work files.

In March a photographic copy of each shelflist card in W3, W2, and ZW1 was prepared for use of the Reference Division in supplementing its W1 shelflist. An extra copy of the card for each new title in these classes is being supplied to keep the record up to date.

The job of preparing and filing new permanent guide cards in the Name Catalog, begun last year, was completed in March 1954. The new guides for the Subject Catalog have not yet been completed. Their preparation will not be pushed until the quinquennial Catalog is published.

and a subsequent weeding of the card file to remove 1920-1929 publications has been finished.

During the last week of the year the remaining four sections of the old Public Catalog were moved from the west to the east end of the second floor corridor. This move provides space to install consultation stands and lessens the congestion in the hall outside the Reading Room.

#### AFML CATALOG

The Division's work has been centered on the printed catalog this year because all the operations of both the Cataloging and Processing Sections are influenced by the publication.

The printed catalog emphasis is particularly noticeable in the Processing Section because it has the direct editorial responsibility. The first three months of the year were spent editing Part Two Subjects of the 1953 Catalog, the largest volume to date as far as contents were concerned.

As soon as work on the 1953 Catalog was finished, attention was focused on the quinquennial edition scheduled for publication in 1955. Besides being a cumulation of the 1950-1954 AFML cataloging, the quinquennial edition will include cards prepared at the History of Medicine Division.

This posed the question of how work completed before 1954 could be prepared for inclusion. Processing Section was assigned the task of preparing multilith mats for all completed HMD cataloging while the HMD Cataloging Section undertook to prepare its future cards so they would be automatically available for the published volumes. The HMD titles cataloged before 1954 which could not be retyped in time for inclusion in the quinquennial Catalog will appear in the 1955 annual volume.

In July, the work of interfiling the 1950, 1951, 1952, and 1953 cards was begun. The remainder of the year was spent in editorial work on these cards and in preparing the 1954 card records. On 10 December the quinquennial edition of the Catalog was closed with approximately 80,000 main entries (19,701 of which represented 1954 work). Editorial work is scheduled for completion by 1 April 1955.

The Catalog is prepared for publication with the cooperation of the Library of Congress, and for this cooperation the Library is most grateful.

The quinquennial Catalog will be published in the fall of 1955 in six volumes by Edwards Brothers of Ann Arbor, Michigan, at \$64.00 per set.

## COOPERATION OUTSIDE AFML

Union List of Microfilms. The Library sent 975 cards to the Philadelphia Bibliographic Center for inclusion in its Union List of Microfilms. This makes a total of 2,475 filmed titles furnished to date.

National Union Catalog. One copy of each main entry prepared is inserted in the National Union Catalog at the Library of Congress (1954: 22,706 entries). In addition notices were sent for 348 titles withdrawn from the AFML collections because they were out-of-scope.

Rules for Cataloging Pictures. The draft of rules prepared by the Library of Congress Committee on Rules for Cataloging Prints and Photographs was carefully studied in the light of the AFML picture work and a number of suggestions for changes and additions were sent to the Committee by the Art Section.

Filing Rules. A detailed questionnaire on current filing rules, submitted by a committee of the American Library Association, Division of Cataloging and Classification, was completed by the Processing Section.

Civil Service Examination. The Chief of the Division served on a three-member Civil Service Committee to review the standards for grading the GS-7 - GS-12 Librarian examinations. The Committee also reviewed selected examination papers after they had been graded on the standards established.

Visiting Students. Miss Frances R. Lubowitz of Simmons College Library School masters program did her practice work in the Catalog Division in March.

Mrs. Madeline W. Wilkins a student in Catholic University Library School, who is writing her masters essay on subject headings in the field of medicine, spent considerable time in the Division.

## MISCELLANEOUS

Biobibliography Collection. In November the Cataloging Section assumed the task of preparing a list of titles to be retained in the Biobibliography Collection and a list of those recommended for removal to the stacks. The lists will be completed by 1 February 1955, in order that they may be studied and revised by other divisions and be ready for use before the moving of the book collections is begun.

List of Abbreviations. The card list of abbreviations used to identify sources of information recorded on Name Authority File cards was mimeographed in November and distributed to the catalogers.

Box Material. Box material has been received at frequent intervals during this past year, making the handling of it much easier than in previous years. Seventy-one new titles were added to the collection, and 264 new pieces.

Overtime. The Processing Section was involved in three overtime projects, all of which were related to the Section's responsibility for the printed Catalog.

Six Saturdays in April and May were spent in typing mats, proof-reading mats, completing card sets, and filing cards. This overtime work was necessary to make inroads on a backlog of typing which had developed from two sources: first, from the time in 1953 when no multilith mats were available, and second, from work accumulated during the editing of the 1953 AFML Catalog.

The second project was established for July on a compensatory time basis to interfile the subject cards for the 1950-1953 volumes of the AFML Catalog.

The third project was in November to provide for the typing of approximately 13,000 subject guides for the quinquennial Catalog and to expand the basic file of 1950-53 subject cards into an additional 60-tray cabinet. In addition all card sets on hand were completed, revised, distributed, and filed.

Requests for additional overtime projects in January and February 1955 have already been approved. This overtime will also be used for AFML Catalog work.

#### BINDING SECTION

Binding Funds. The binding program has continued to enjoy, in fiscal year 1955, the benefits of binding funds allocated at the beginning of the year. The improved scheduling and operating permitted by a regular twelve-month programming benefits the Library staff, the collections, the public service, and the Government Printing Office.

As of 31 December 1954, a total of \$30,000 of the \$57,000 budgeted for fiscal year 1955 has been obligated to cover the cost of binding 5,000 volumes.

AFIP Binding Funds. No money was allotted to AFML for Armed Forces Institute of Pathology binding at the beginning of fiscal year 1955, because of the Institute's imminent move to its new building. Instead, \$3,000 was allotted to the Institute. In November this sum was transferred to the Library and during the remaining weeks of the year 279 volumes were prepared and forwarded to the GPO at an estimated cost of \$2,000.

Return of Bound Volumes. For the first time it is possible to report that there is no backlog of volumes returned from the GPO waiting to be checked in. This happy situation is a direct effect of the early allocation of money and the planning of the work it makes possible. In fact over 50 percent of the volumes dispatched for binding in the last six months have been returned, unpacked, checked in, and added to the collection.

Binding and Repair. In addition to the work done at the GPO, the Binding Section staff bound and/or repaired over 7,000 volumes and mounted 232 portraits during the past twelve months. This work continues to represent a large savings in time, money and convenience. The routine application of leather preservative to old leather bindings was continued with good results. In addition cold padding compound was used on these volumes where repairs were necessary.

Special Projects. One thousand copies of the 1953 Christmas issue of What's New were remade to be used as souvenirs for visitors. This issue contained a section which featured certain old books in the History of Medicine Division collection.

The Binding Section also undertook to rebind and repair old and valuable sets of the Annual Report of the Surgeon General for the Medical Statistics Division of the OTSG.

#### ART SECTION

Cataloging and Indexing. The organization of its numerous group portraits was the Art Section's major accomplishment of 1954. In addition good progress was made on incorporating the large number of mounted prints, transferred from the Armed Forces Institute of Pathology Illustration Service some years ago, into the portrait and picture collection files.

During the periods of organizing the various groups of picture materials the card records for each group have been kept in separate files. As the overall organization of the Section progresses the files are combined. This year the picture subject index was filed into the Picture Catalog. At the end of the year the work of combining the card records for portrait negatives with those for portraits was in progress.

Reference Use. The number and variety of requests for picture materials are a continual surprise. The extent of the usefulness of the collection is demonstrated by the fact that approximately 200 pictures are examined each month to fill reference needs.

Among the publications for which pictures were requested this year were Collier's National Encyclopedia (rev. ed.), Knowledge Library for Young People, Our Wonderful World, Science Milestones, and the Armed

Forces Medical Journal. Pictures were lent for exhibition in the AFIP Medical Museum, the International College of Surgeons, the Smithsonian Institution's Division of Medicine, and in the Medical Field Service School in Fort Sam Houston. A total of 2,478 requests were handled in 1954.

Acquisitions. The work of acquiring pictorial material presents a number of special problems. For example, just about the only way to obtain portraits of contemporary persons is to request them from the persons themselves. The Library has followed the policy of soliciting portraits more or less regularly for a number of years. During the period 1950-1952 almost 8,500 form letter requests were mailed and they produced over 4,000 additions to the portrait and picture collections. Since 1952 about 250 portraits have been obtained through solicitation letters.

At the end of the year, the Art Section is eagerly awaiting the results of a special inquiry letter to be sent to a selected list of museums, art dealers, and pharmaceutical firms in January. The drafting of the letter and the preparation of the mailing list were done in the Art Section but the actual mailing will be done by the Acquisition Division.

Union Catalog of Portraits. This catalog is a frequent source of information in local reference service and is also used in referring inquiries to other collections such as those in the New York Academy of Medicine and the College of Physicians Library in Philadelphia. During the past year, additions to this important tool have come only from the Current List Division which supplied 1,415 cards. It is hoped that a special project designed to make the Union Catalog of Portraits a completely current tool may be instituted in the near future.

#### PERSONNEL

Staff Ceiling. The Division's staff ceiling was increased from fifty to fifty-two positions in 1954. The increase was based on the need for additional assistance for the published catalog.

Staff. During the eighteen-month period ending in 1953, the Division enjoyed a more stable staff situation than it ever had before or has had since. This past year has produced an unenviable record of staff changes and shortages, with the result that there was no day throughout the year when the staff was complete nor any time when the difficulties of finding and keeping qualified persons could be forgotten.

When it became known in September that the Division could expect little help from the results of the Civil Service examination for Librarian GS-7 - GS-12 in filling its vacant positions, a recruiting letter was drafted for mailing by the Office of The Surgeon General

Civilian Personnel Branch to selected library schools in an effort to locate qualified catalogers. None were located by this effort.

In October advertisements were inserted in two professional periodicals and proved to be the most effective means found to date in locating prospective catalogers. As a result of these advertisements the Division is ending the year with only one professional and one non-professional positions vacant (the person to fill the professional position has been selected and will report for duty in January 1955).



## CHAPTER IV

### REFERENCE SERVICES

"The day is short and work is great . . .," says the Talmud, "It is not incumbent upon thee to complete the work, but thou must not therefore cease from it." Following this precept, the Reference Division has worked away at its tasks all year even though the completion of much of its work was never in sight. Beyond the everyday tasks of serving readers and answering questions, which are the *raison d'être* of the Reference Division, perhaps the following were the most significant undertakings:

1. planning for the Division in the proposed new building and the move into the whole of the old building.
2. working out the details of financing long bibliographies.
3. improving the quality of library exhibits.
4. taking steps for staff professional advancement.

A large amount of time was also absorbed by planning for the Medical Library Association meeting held in Washington in June, by continued scanning of the collection for scope and coverage, and by preparing for the project to film the disintegrating volumes in the collection which are printed on wood pulp paper. And, finally, an administrative change which required some thought was the transfer of the Photoduplication Section from the Reference to the Administrative Division.

### THE BUILDING

New Building. Written descriptions of desirable features of proposed public service areas in the new building were cooperatively developed, tentative space and layout plans were drawn, and many discussion meetings were held. From the comments and suggestions developed at these meetings, the original plans were modified several times. The special demands of the Documents and Art Sections were worked out in detail with their section heads and after visits to other similar installations. Unfortunately personal consultation with the Chief of the History of Medicine Division was not possible when planning on the rare book stacks, work spaces, and reading rooms was taking place. Before these plans are accepted as final, therefore, it would be advisable to re-examine them.

Old Building. In preparation for the Library's eventual occupation of the entire main building various staff members of the Division spent

considerable time in surveying and planning the layout of the space to be allotted to the Reference functions. This included consultation with the administrative officials on new book stacks, stack lighting, and new exhibit cases. Plans were also developed for minor changes in the main reading room and for the actual transfer of books from "scaneba Hall to the main stacks, a move scheduled for spring of 1955.

#### LONG BIBLIOGRAPHIES

During the summer the Armed Forces Medical Library was approached by the National Cancer Institute on the subject of preparing a bibliography on cancer chemotherapy. A survey of the extensive literature showed that the Library could afford neither the manpower nor the money to compile and print such a list. A plan was devised whereby the Library would furnish half the personnel and the National Cancer Institute would furnish the rest, who would be assigned to the Library for supervision. It was also decided to turn over the completed manuscript to the Institute which would arrange for publication and present the Library with copies as needed. This method is important in that it may well furnish the Library with a modus operandi for future attempts to provide services beyond its normal operating capacities.

#### LIBRARY EXHIBITS

Putting together a good exhibit is like putting together a good meal; one needs the proper ingredients, technical skill, imagination, and time. The Armed Forces Medical Library collections provide ingredients superior to those of most other libraries, and imagination is as well distributed among the staff as among most similar groups. Technical skill and time, however, are frequently lacking, and it is to provide these that careful thought has gone into the Library's 1954 exhibits.

Exhibits in libraries are attempts to display wares in order to inform readers of material not already known to them, to heighten interest in a subject, for public relations, to call attention to the Library's holdings in the hope that donations will result, for esthetic or humanistic reasons, or for decorative window-dressing. In the AFML it is probably true that the most significant reason for exhibits is to teach the viewers more about the library's collections. While an occasional exhibit may properly be devoted to non-literary materials, it is felt that the overwhelming majority should be constructed to highlight medical literature. All props must therefore be designed to accentuate the literary theme, and the construction of such props must be carefully considered.

Because of the importance of good exhibits, the Reference Division has attempted this year to plan its shows months in advance, and much more discussion has been held before each one has been built, than used to be true. The other Divisions of the Library have been brought into the exhibit orbit more frequently than previously, and the technical assistance of the Medical Illustration Service, Armed Forces Institute of Pathology, has been sought more than in the past. Objects in other

libraries and museums have been sought after diligently. While much still needs to be done, it is true that this year's exhibits have been unusually good. A list of the exhibits and the exhibitors is given below.

#### Exhibits 1954

Month	Subject	Exhibitor
January	Art Acquisitions	Miss Cambell ✓
February	Elizabeth Blackwell	Mrs. Koenig and Miss Grinnell
March	Medical Maps	Misses Brodman and Cambell ✓
April	Bibliofax	Messrs. Lazerow and McCarthy
May	Errant Physicians	Mr. Cutter
June)	Some American Firsts	Mr. Taylor
July)	Early Medical Mileposts	
August	William Crawford Gorgas	Miss Moseley
September	World Health Organization	Miss Chambers
October	Robert Fletcher	Miss Brodman
November	Medicine in Arctic and Subarctic Regions	Mrs. Maurin
December	Saints and Medicine	Misses Cambell and Corrigan

#### STAFF PROFESSIONAL ADVANCEMENT

Plans for several ways of bringing discrete bits of knowledge and intensifying an enthusiasm for further information to the professional members of the Reference Division were worked out in the summer and put into effect beginning in October. Accepting the fact that modern medical and library literature was too large for any one person to keep up with, a joint approach was used. This included: (1) a journal club, (2) a discussion group, (3) a series of meetings devoted to reports on new reference tools and methods of answering reference questions. Planned for 1955 were occasional visits to other medical libraries and talks by outside speakers.

Journal Club. It was felt that just as the senior members of the staff had a responsibility to help in the professional development of the staff, so the younger members of the staff had a responsibility to give of their own time and thought and interest. Consequently, the journal club was set up on non-library time, the discussion group on library time, and the special events divided between the two.

The journal club meets once a month from 5-6 p.m., in the main reading room, where two to four members report on interesting articles in certain library and medical journals and general discussion takes place.

Coffee and cake help the blood sugar and, it is hoped, the informality of the meeting.

Staff Discussion Group. A staff discussion group has two main purposes: to provide specific information and to help morale. The information goes both ways: from the administrative staff to the other members of the group ("There will be a fire drill next week." "The Library has purchased two copies of \_\_\_\_\_.") and from the group to the administrative staff ("The shelving of reference books on the west wall is inconvenient." "There are not enough copies of \_\_\_\_\_.") "The way bibliographies are prepared is too uncertain." "The Library's policies on rotation of duties could be improved.") The morale value of such discussions is self-evident.

In order to give emphasis to both aspects of the situation, varying kinds of meetings have been arranged on alternate months. One is a discussion of questions asked in the Reference Division, new or especially useful reference tools, new gadgets, and the like. The other consists of a discussion of a particular topic (bibliographic style manuals, or library personnel problems, or library exhibits), usually with an outside authority invited to "spark" the discussion.

While it is, perhaps, too early to be certain of the success of these endeavors, good attendance and lively debate indicate at least an interest in the meetings. Whether more tangible results can be measured remains to be seen.

#### OTHER PROJECTS

Medical Library Association Meeting. The Medical Library Association met in Washington for a week in June 1954 and most of the Library's staff was involved in one way or another with the preparation and execution of plans for the 400 visitors. In the Reference Division, Miss Chambers read a paper on lay use of medical libraries; Mr. Kronick assisted with registration, Mr. Austin and Miss Grinnell attended committee meetings, Miss Brodman was Chairman of the Committee on Convention Facilities, and many members of the Division assisted in the reception and tea (complete with guided tours) given by the Library. In addition, it should be noted that many visitors came prepared to do professional work while near the largest medical library in the western hemisphere, so that the staff of the Reference Division was kept busy answering reference questions, procuring books for readers, and arranging for interlibrary loans.

Scope and Coverage. Work continues on screening of material in Escanaba for scope and coverage before recataloging, a fact which, no doubt will be reported each year for a number of years to come. Except for a few subjects which have been by-passed temporarily and one which was screened in advance of its normal order, all books were examined in alphabetical subject order, and by the end of the year the project had gone through the letter E. While this is a dirty, time-consuming,

physically tiring job done in a building which is drafty in the winter, hot in the summer, and always inconvenient to get to, it is a fascinating study of medical literature, medical publishing practices, and the history of the Library of The Surgeon General's Office in the late 19th and early 20th century. The books are mainly those selected by Billings, Fletcher, McCaw and their staffs; they show what was "medicine" at that date, and, by the letters pasted in many of the volumes, give some insight into the Library's former administrative practices. The numbers of duplicate copies of individual titles show the demands for particular works, and variations in the numbers of books published at certain periods on certain subjects show the rise and fall of interest in a field. Even the classification of the books is of interest historically - the undifferentiated "Fever," for example; the term "Albuminuria" which includes some of Diabetes and Bright's Disease, among other things, or "Croup." Occasionally, of course, one comes across an idea dismissed as impractical when suggested but found useful now - such as surgical anesthesia by the use of ice to the part to be operated upon - but so often quackery of the 19th century remains quackery of the 20th century, that one must conclude that few good ideas are labelled incorrectly.

Wood Pulp Paper. The AFML contains many volumes which are ascribed to it alone in the United States or to a relatively few other libraries. Unfortunately a number of these works are disintegrating physically because of the high wood pulp content of the paper on which they are printed or because repeated handling, coal dust, and dry heat have broken down the edges of the works. In order to preserve them before they disappear entirely, the Library has been considering for some years the filming of these items. In preparation for this project, the Reference Division has scanned portions of the collection and compiled lists of items needing to be filmed, and when the work is started in 1955 it should be relatively simple to choose the material. Much work will still have to be done, of course, on the actual methodology and record keeping involved in such a move, but by advance planning it is hoped to get the project under way smoothly and comparatively inexpensively.

Photoduplication Section. On 19 July 1954, after almost 5 years in the Reference Division, the Photoduplication Section became part of the Administrative Division, a place it occupied when first set up as a library unit in 1943. From 1943 to 1954 the service grew from 2,000 orders a month prepared by 8 people to 8,500 orders a month prepared by 15 people.

#### STATISTICS

On the whole the Armed Forces Medical Library was open the same number of hours in 1954 as in 1953; about the same number of requests for aid were made by the same number of individuals and institutions, and were taken care of by approximately the same number of staff members. An attempt was made in the summer and fall to examine the use of the Library as to who uses it, when, for what purpose, and what was given them; but the results were inconclusive. Perhaps after several years' statistics are available more definite results will be forthcoming.

## CHAPTER V

### HISTORY OF MEDICINE

The story of the History of Medicine Division for 1954 has been one of changes in personnel, of modifications in work schedules, and of periods of waiting for new procedures to take effect or for supplies to arrive, followed by periods of intense activity. The ultimate aims and purposes of the Division have suffered no strictures, nor undergone any drastic changes. On the contrary, the necessity for rethinking what may be desirable in terms of what is possible has the virtue of clarifying and restating basic philosophies in more applicable terms. But the daily implementation of the Division's program has been subjected to a series of events that have kept the staff struggling to maintain the status quo.

Personnel Changes. The year began with one staff position unoccupied, and closed in the same manner. Four persons left the Division's employment, and five joined it. One position saw three incumbents within ten months. The Catalog Section with a normal quota of four catalogers experienced a 75 percent turnover, and for one third of the year had two members only. In addition, during the entire year the Head of the Reference Section was absent on leave without pay.

In August Dr. William Jerome Wilson, Chief of the Division since 1947, reached the mandatory age for retirement, and was succeeded by the then Head of the Catalog Section. Dr. Wilson brought to the Library a wealth of learning, a rich experience and an honored place in the world of scholarship, and far-reaching plans to build in this Library the most comprehensive medicohistorical collection in existence. Dr. Wilson defined the scope of this goal, and formulated acquisition policies to translate it into action; he was responsible for initiating the present program of descriptive cataloging; he began the security microfilming of 15th-17th century editions. In brief, his contributions to the Library were manifold, and his wise and scholarly influence will remain.

Work Schedules. The Chief of the Division carried a double load throughout the year, having assumed the duties of acquisition and reference work in addition to his own. Reference questions arrived as usual, and were answered as promptly as possible; other work was not so fortunate. The Catalog Section also underwent a period of adjustment as it changed supervisors, felt the loss of man-hours, and incorporated its cards for the first time into the Armed Forces Medical Library Catalog.

### ACQUISITION

Responsibility. Acquisition work in 1954 was supervised by the Chief of the Division, although some of the actual details were shifted

to the Catalog Section, as noted below, or, at one time in the spring, to the Acquisition Division in Washington.

Reference Collection. Activities centered around two major projects, the first being that of strengthening the Division's reference collection. Since this Division is evidently going to have to live at a distance from the main Library for a number of years more, it seemed an economy of time and money to make its reference collection as nearly self-sufficient as possible. A list of about 250 titles, compiled by the Catalog Section, was turned over to the Acquisition Division which undertook the difficult task of locating copies for purchase. Many of these titles are now out of print, and may be impossible to find, in which case microfilm copies are a possibility. To date, 73 items from the list have been acquired.

Hippocrates Want List. Several years ago there was launched in this Division by Dr. Wilson an ambitious program to secure all known editions of medical works printed in the 16th century. Attainment of this ideal has proved to be a long and slow process, since one must not only locate the desired copies for purchase or for photographic reproduction, but must also first ascertain what editions were actually printed, and are therefore to be sought. Furthermore, the works already in hand must be sufficiently well described so that it may be clearly known what one has. Progress has been made toward all three goals, but since the printed medical output of the 16th century has been estimated to include between 8,500 and 14,000 separate editions, of which the Library already holds about 4,200, the end of the road is still a long way off.

It was therefore decided to see what success might be had in securing complete coverage for all editions of the works of a single author that were printed within the date limitations of the HMD collection. The choice fell on Hippocrates for two reasons: (1) it could be assumed, because of the importance of the author, that a large number of editions existed, and (2) the Library already owned about 400 of these which had been cataloged. From the bibliography in the standard edition of Hippocrates by Littré, from various library catalogs and other reference works, and from photocopies of the Hippocrates entries in the Union Catalog at the Library of Congress, a Hippocrates want list citing 353 editions not in this Library was prepared.

Copies of this list were sent to approximately 270 antiquarian book dealers in this country and abroad. Quotations began arriving immediately, and although they have now tapered off, new offers come in almost every week. At the end of the year 43 editions had been received or were on order, and five more were being considered.

#### CATALOGING

The Catalog Section underwent more changes in personnel and work program than any other part of the Division. Members of the Section were also temporarily diverted from cataloging to give bibliographical assistance in acquisition work.

Conference on Cataloging. On 18 February 1954 the Chief of the Division and the Head of the Catalog Section were called to Washington to attend a conference on the publication of the Division's cataloging records. At that time it was decided to incorporate in the forthcoming quinquennial edition of the Armed Forces Medical Library Catalog as many as possible of the HMD cards produced to date, and thereafter to include HMD cataloging in the annual volumes of the AFML Catalog.

Restyling of HMD Cards. This decision had serious implications for present work. In 1950 when cataloging began at HMD it was not considered expedient to publish HMD cards in the same fashion as those produced by the Catalog Division at AFML, and no effort had been made to secure uniformity between the two series, either in format or in type face. Now, in order to interfile the cards, it became necessary to change the HMD format, and to retype about 2,500 cards on an IBM electric typewriter having executive type. This retyping the Catalog Division in Washington agreed to do. Meanwhile production of multilith mats ceased at HMD until the end of September when, after HMD had received an IBM machine for its own use, it was able to begin work on the backlog of typing. This was accomplished in good order, but cards known to need revision and therefore laid aside could not all be reviewed in time to appear in the quinquennial edition, and will have to await appearance until next year's volume.

Cooperation with Catalog Division. Cooperation with AFML in the printed Catalog work involved learning the Catalog Division's routines, and revising HMD routines accordingly. The Head and one of the staff of the Catalog Section were in Washington during the summer for instruction.

#### MICROFILMING

Security Microfilming. The decision taken in 1953 to limit security microfilming for 16th and 17th century imprints to those volumes passing through the Binding Section could finally be rescinded, and filming extended to all cataloged books from those centuries that were capable of receiving it. Substantial inroads were made on the backlog of filming in this area.

Acquisition Microfilming. This program, at present confined to 16th century books borrowed from the New York Academy of Medicine, was temporarily halted after July, due to vacancies in the Catalog Section which must catalog these books before they are microfilmed.

Organizational Change. An economy in management was effected by consolidating in one position all operations connected with the filming activity, thus allowing one person to make the targets, do the splicing, check the film, and do the filming.



## BINDING

The Binding Section continued its usual competent production of handsome bindings and skilful restorations. In addition, the bindings in the incunabula and manuscript collections were cleaned, and potassium lactate applied to the leather covers. This process conditions the leather for its lifetime by restoring certain salts removed during the tanning process. All leather bindings in the 16th century and Americana collections have already received this treatment, and work is progressing on the 17th century.

Few books were sent for commercial binding, since the 18th century, which supplies the bulk of this material, received little attention from the catalogers.

## RECORDS CONTROL

After much preliminary work a Records Control Schedule for the Division was submitted in October for approval by the Commanding General, Headquarters Second Army, Fort George G Meade, Maryland. Miss Mae Surtz, the Division secretary, was appointed Records Management Officer, and began the long task of arranging, and weeding or retiring the various files and records, which extend in some instances over the whole period of the Division's history.

## AMERICANA

For a long time it has been known that Americana editions lay hidden in the 1801-1850 collection temporarily located in the History of Medicine Division. The HMD clerk-typist was detailed in March to remove all Americana from the 1801-1850 collection. Americana found totalled 422.

## DISPOSITION OF MATERIAL

In September a beginning was made on the task of disposing of certain documents and miscellaneous publications temporarily deposited in Cleveland and surveyed for scope last year. Some were transferred to other government agencies or boxed for shipment back to the Armed Forces Medical Library, others are being offered to local Cleveland libraries, and still others will be salvaged as waste paper.

## FUTURE PLANS

The year closed on an extremely hopeful note. The Head, Reference Section, will return in January to resume her duties. With the accession of the fourth member of the Catalog Section in February of 1955, the Division will have a group of catalogers second to none in any special library in this country. For the first time in 18 months the staff will again be at full strength. Routines painfully acquired for work with the Armed Forces Medical Library Catalog will have become

habitual. Last, but not least, the impending move of material back to AFML as more room becomes available in the main Library building will relieve the Division of the custody of certain materials not actually part of its collection, but entrusted to its care because of the want of any more suitable place to keep them.

Cataloging Rules. The HMD rules for cataloging rare books, first drawn up in 1950, have now been tried and tested for four years. Essentially they remain the same, although time and use have suggested various modifications. It is planned that those portions of the rules which have not already been incorporated into manual procedures will be completely revised and rewritten in 1955.

Description of Special Collections. All main entries for Hippocrates were withheld from the quinquennial edition of the Catalog. It is hoped that this cataloging will soon be finished and the Hippocrates cards reviewed, so that all these entries may appear together in the 1955 Catalog. It is also hoped that records may be made for the Oriental manuscripts recently transferred to the Division.

Want Lists. The experiment with the Hippocrates want list is sufficiently encouraging to suggest that similar lists could be prepared for selected authors or subjects, using the already existing 16th century want list as a starting point. It seems likely that time spent in compiling such lists would be compensated for by the saving in time expended in searching dealers' catalogs for miscellaneous items.

## CHAPTER VI

### CURRENT LIST DIVISION

In our report for last year, we noted that "1953 was unusual for the Current List for it marked the first year in its history that there was no major change in its general procedures". This past year served to indicate that the passage of a year in this Division without change was something more than merely unusual but rather, in all probability, unique. Though such activity is wholly commendable and proper for a dynamic publication such as the Current List, we must admit that we had hoped for a longer period of immutability than we are apparently to be granted. Apart from the traumatic experience of the Bureau of the Budget suspension, the brunt of which was absorbed at the supervisory and administrative levels, 1954 generally could be summed up as a period of continued internal maturation and further external acceptance.

Name Change. Effective at the close of business 31 December 1954 the Current List Division was redesignated the Index Division. Simultaneously the Index-Catalogue Division was abolished with a transfer of personnel to the newly created Index Division. The Division personnel ceiling was at the same time raised to 42 positions.

### AUTHORIZATION

Of prime importance in 1954 was the authorization by the Bureau of the Budget, after almost a year of indecision, for the continued publication of the Current List of Medical Literature. On 4 January 1954 we were informed that the publication suspension had been temporarily lifted until 1 October 1954. Several limiting conditions were attached to this interim authorization including annual maximums of 4100 pages, a \$19,500 expenditure for printing, and a limit of 1800 copies for distribution by Armed Forces Medical Library. Immediate measures had to be instituted to effect economies essential for our survival. The manuscript of the January issue, which had already been completed, was released to the printer and the 380 page December cumulation was withdrawn by the physical retrieval of the first 200 pages of manuscript which was already at the printer. Format changes, discussed in greater detail later, were immediately initiated and the February issue, half of which had already been mounted, was stripped and reassembled in the new style in a feverish attempt to reduce the number of pages utilized.

For the next six months the Current List continued in a state of suspended animation until 16 August when we were informed that the Bureau of the Budget had issued a regular three year authorization

effective until 31 August 1957. Of vital importance was the raising of the monetary limitation to \$28,000 which could more realistically cover the cost of printing the allowed 4100 pages.

At the very end of the year we learned that a new printing contract for the Current List was in process in order to have the entire photo-offset job completed in Washington. We are pleased with this development for which, incidentally, we have been agitating since 1950. If the new contract reflects an increased printing cost—a situation over which we exercise no control whatever—grave difficulties will have been created in our ability to meet the terms of the limiting authorization.

### PUBLICATION

An all-time high was attained this year in the number of items appearing in the Current List. The total of 109,331 items (corrected count) not only exceeds the number for any previous calendar year but also surpasses the printed output for any other annual period, fiscal or calendar. It is interesting to note the difference in the number of pages utilized for the publication of this mass of material. 5445 pages were required in 1953 as compared with 4231 pages in 1954 for 4424 more items. This result is entirely attributable to format changes instituted as a means of adhering to the restrictions placed on the Current List. By utilizing a somewhat larger photographic reduction, the Subject Index and Register portions of the February 1954 issue were quickly converted from a three column to a four column format. Page dimensions were adjusted to the altered reduction and equipment made obsolete by these changes redesigned and fabricated. The net result of this change was the ability to produce an average 10,000 item monthly issue of the Current List in about 250 pages as compared to approximately 350 pages in the three column layout. This vital economy, however, also resulted in a regrettable decrease in legibility to a critical level.

Renewed efforts were made in 1954 to decrease the time required for the preparation of the cumulation issues. The June 1954 cumulation was shipped in record time, actually being received in the Library in July. Since the first cumulation of the Current List appeared in 1951, these issues have been utilized as guides in the subject heading and indexing operations. Useful though these were, much was left to be desired, and with the editing of the December Cumulated Subject Index a concerted plan was put into operation, allowing the staff additional time for this purpose, to produce a genuinely authoritative tool. Not only did the December cumulation go to press in good form but, in addition, as a by-product of this project, we have accumulated data which will be of great value in future revisions of the Subject Heading Authority List and the other authority files of the Division.

## DISTRIBUTION

Each year since 1950, when the new Current List was inaugurated, we have been able to report a rise in the total number of paid subscriptions. This gratifying trend is still continuing, despite another increase in the subscription rate (from \$12.00 to \$13.50 for domestic; from \$15.50 to \$17.00 for foreign) at the beginning of the year. This situation is especially satisfying inasmuch as the Superintendent of Documents subscriptions have always been regarded by us as one of the most valid indexes available to the universal acceptance and value of the Current List.

The sharp drop in free or exchange subscriptions is, on the other hand, simply a result of the Library's arbitrary pruning of the mailing list to a maximum of 1500, 300 less than the Bureau of the Budget limit, in order to remain within dollar limitations.

In preparation for the annual convention of the Medical Library Association in Washington this Division prepared a permanent exhibit illustrating, by means of several large maps, the world-wide national and Department of Defense distribution of the Current List. (A fourth map was also prepared showing the sources of the journals indexed.) This material now forms a part of a permanent division exhibit and is periodically brought up-to-date.

## LIST OF JOURNALS INDEXED

The separately published List of Journals Indexed in the Current List of Medical Literature and twelve monthly supplements appeared in 1954. Though the total number of changes for the year remained about the same as last year a significant rise in the total number of titles indexed will be noted. At the close of the year 1,542 titles were being indexed. This is a result of (1) an increase in the yield of articles per journal issue and (2) the improvement in the Acquisition Division's procurement and routing of the Current List journals.

Essential to the optimum execution of our mission is the inclusion on the List of Journals Indexed of those titles which, from many—often contradictory—points of view, are the most desirable ones for Current List indexing. A continuing phase of our operation is, therefore, the analysis and appraisal of biomedical periodicals and lists thereof, derived from various sources. The two major surveys in this area conducted in 1954 were in connection with (1) the Welch Medical Library Indexing Project report on the Current List of Medical Literature coverage of military and aviation medicine and (2) the List of Journals Indexed appearing in Volume 52 of Quarterly Cumulative Index Medicus (QCIM).

## CURRENCY

The punctual appearance of the Current List in the same month as the actual date of issue is one measure of currency but another, more significant criterion is the recency of the material published in each issue. The former condition is no longer a problem; since the very end of 1953, with the exception of delays in publication due to the Bureau of the Budget suspension, every regular issue of the Current List has met this first requirement of currency.

At the beginning of this year, for the first time a systematic effort was made to determine how well we are meeting the second requirement. Starting with the January 1954 issue of the Current List and subsequently with the other issues for the semi-annual volume, the items appearing in the Register were counted and tabulated on the basis of the date of issue actually appearing on the periodical indexed. This data was further broken down into three categories: United States material, other English language journals and, finally, foreign language items. Given in the following table is the essence of the currency situation for Volume 25 of the Current List:

	U. S. only	Total English Language	Foreign Language	Total
Recency of greatest percentage of material for a single date of issue	4 months (37%)	4 months (32%)	7 months (17%)	4 months (16%)
Total percentage of material bearing an issue date within 6 months of issue of <u>Current List</u> in which it is printed	93%	84%	33%	56%

This technique will be extended next year to include all regular issues of both volumes for 1955. A comparison with the 1954 figures will be an interesting means of determining our relative currency for the two year period.

## PERSONNEL

This year our overall situation permitted the undertaking of considerable activity in the area of personnel management with a marked degree of success.

The outstanding single achievement was the inauguration of a broad personnel program designed to improve existing levels of morale, efficiency and supervision. This project, begun in July, continued through to completion at the end of the year, after surviving frequent interruptions necessitated by publication schedule exigencies. The program consisted essentially of two major phases: (1) a Division-wide survey and program for the purpose first, of ascertaining the areas requiring attention and, subsequently, the determination and initiation of the corrective therapy; (2) a direct supervisory training program. A clearly perceptible improvement has already manifested itself, the credit for which we have no hesitation in ascribing largely to this program.

The simultaneous separation of two subject headers in mid-year inspired a new approach to the knotty problem of training recruits for this assignment. A formal training program was drawn up based on a broader professional orientation and a gradual, cumulative indoctrination pertaining to each major element of indexing and subject heading. More time and attention has been devoted to the training of these staff members than previously; this experience has placed us in a position of better preparedness for the training of future subject headers when the need arises.

After the successful classification survey of 1953, virtually no organizational changes resulted from the survey of the past year.

The sanguine picture painted in last year's report in regard to personnel turnover continued to show improvement to a point of virtually complete elimination. One gets a better idea of how bad this situation must have been in this Division in 1952 when, after much improvement in 1953, some 19 arrivals and departures were recorded to be followed last year by the sensationally low number of three arrivals and departures. We know of few factors more deadly in their effect on the mission of any division than a high rate of turnover.

Last, though by no means least, is the pleasure of reporting that for the second consecutive year a member of the Current List Division has received a Superior Accomplishment Award (Mrs. Lillian Washington).

#### PORTRAITS

1414 portrait cards were delivered to the Art Section, Catalog Division, during 1954.

#### EAST EUROPEAN PROJECT

In May, following several conferences with members of the staff of the Library of Congress, the Current List's service of several years'

duration to the Monthly List of Russian Accessions which consisted of the furnishing of copies of the typist's information slips for all Russian items was extended to provide this same service for all East European material to the East European Accessions List. In addition to this geographic extension the actual information supplied was augmented by additional bibliographical data. For this dual activity, to which the title East European Project has been given in this Division, from May to December 5840 articles in 523 journals had been supplied; 2358 articles in 174 journals to the Monthly List of Russian Accessions and 3302 articles in 349 journals to the East European Accessions List.

#### SUBJECT HEADING AUTHORITY LIST

After several years of effort, trial and revision dating back to 1951, the Subject Heading Authority List was finally published in May of this year.

Between 3 May, the date of its appearance, and 31 December, 801 copies of the List had been sold by the Superintendent of Documents. Though this falls far short of the 5000 copies run off by Government Printing Office, our own estimate of a 1000 copy sale will probably be attained in 1955.

Following the appearance of the List, a press release was prepared and sent to over 100 of the leading library and bibliographic journals throughout the world; in addition, about 15 copies were provided for review purposes. The results are now beginning to appear and a follow-up letter will be sent out early in 1955 to ascertain the extent of the publicity afforded the Subject Heading Authority List. Planning is already under way for the issuance of supplements to the original List.



## CHAPTER VII

### INDEX-CATALOGUE

The former Editor of the Index-Catalogue, Dr. Claudius F. Mayer, was separated from the Library on 10 September 1954. From this date until the end of the year the Director served as Acting Chief of the Index-Catalogue Division. At the close of business on 31 December 1954 the Index-Catalogue Division was abolished, and its personnel transferred to the newly created Index Division, as a section thereof.

Publication Status of 11th Volume, Fourth Series. Review of the situation around the middle of September showed that more copy had been sent to the printer than could be accommodated in a single volume. With some reluctance, the hard decision was made to cut off the last volume at MN, and to leave the rest of the material unpublished; to this end cards for about 7,000 entries were retrieved from the printer. Despite this reduction, the volume when it appears is likely to be the largest volume ever issued. With the publication of volume 11 of the fourth series, the 58 volumes of the Index-Catalogue will comprise a permanent record of approximately 2½ million of the 5 million items recorded during the last eighty years.

As of the middle of September, the status of volume 11 was as follows:

- a. In the Library:
  - 285 pages of page proof
  - 857 galleys in unrevised galley proof
- b. At the printer:
  - 43,022 cards awaiting typesetting.

As of the end of December, the status of volume 11 was as follows:

- a. In the Library:
  - 285 pages of page proof
  - 750 galleys in unrevised galley proof
- b. At the printer:
  - 507 galleys in revised galley proof
  - 12,716 cards awaiting typesetting.

Status of other work. Statistics included in Appendix VIII are for the period ending 30 June 1954. In the six month period ending 31 December, the following work was performed:

Books cataloged	2,769
Articles classified	5,328
Cards sent to printer	26,409

Status of backlog on 31 December 1954.

a. There are still 4,600 monographic titles awaiting cataloging.

b. No serial issues for indexing remain. Indexing activities were brought to a close on 30 June, and the small fragments of old journals remaining at that time were returned to the stacks.

c. About 350,000 cards remain unheaded, as a residue of the indexing activity. In an attempt to salvage some usefulness from this material, the cards will be filed chronologically and by journal title.

Supplementary series. Plans for the supplementary series are being reviewed, with special study being given to format changes, scope problems, subject arrangement, and printing methods.

Personnel. As the year began, the number of personnel in the division was eleven; as the year ended, the number of personnel on duty was seven.

## CHAPTER VIII

### ADMINISTRATION

General. The Administrative Division, reorganized at midyear, absorbed the Photoduplication Service, formerly a section of the Reference Division. This reorganization, together with a job reclassification survey and a mass exit of a large portion of the Division's key personnel, has had the effect of the proverbial "new broom". Many former problems in supply, records management, and personnel appear to have been solved. Several management improvement programs were initiated as a result of Army directives, including new management controls and reports. Two important Organization and Method studies were initiated, and it is expected that these will result in substantial man-hour savings.

Reorganization. During a three-month's period in 1954 the Division lost its Chief; the Chief's secretary; Head, Office Service Section; Head, Mail and Records Section, and by reassignment to the Chief's Office, the Head, Photoduplication Section. It is gratifying to report that all vacancies were quickly filled and the Division was on a "business-as-usual" basis in a short time.

The organizational shift of Photoduplication to the Administrative Division was the last in a series of steps for bringing the major service activities together under one head. Several management programs, some already in operation, such as records, forms, and reports, together with the proposed appointment of a Publications and Printing Officer, are evidence of a continuing trend toward consolidating like functions in one place.

### MANAGEMENT

Management Improvement. For years each Auditor and Inspector-General has made recommendations for tightening the controls of our photoduplication account. As a result, the cost of maintaining the account was gradually increasing. Now a simple machine accounting system has been prepared for installation early in 1955. Using a cash register as an accounting machine, it seems apparent that the system will eliminate the need for manual bookkeeping and the maintenance of all ledgers. Auditors and Inspectors-General will only spend minutes as compared to present hours in examining the account, and the Library will save at least one man-year by this new method.

Under the direction of The Office of The Director an Organization and Method study was made of the Library's book purchasing procedure, including the functions performed by the Order Section of the Acquisition Division and the Fiscal Section of the Administrative Division. The

proposals and recommendations were submitted late in December and have not as yet been fully evaluated.

Records Management Program. With the appointment of a new Records Management Officer, a concerted effort was made to provide the Library with an efficiently operating records management program. The previous year had provided such basic tools as an approved records control schedule and an approved file classification plan, but these were found to leave much to be desired in implementing the program.

Beginning with the central file as a focal point needing corrective action, a study of the operating methods and techniques employed in this unit was made. This revealed that results desired were not being provided. Among the discrepancies noted were: (1) too many subject headings in classifying the material to be filed (2) records maintained on an accumulative basis rather than by applying a systematic cut-off procedure and (3) no procedure established for the disposition and transfer of record material from the current file area to the records holding areas. Corrective action was taken, resulting in a saving in time amounting to 50% in searching for the material requested, a reduction of 26 linear feet of record file material maintained in the current file area, and a greatly improved method of retiring the record material.

Improvement was also made in the records holding area. An inspection of this area showed the need for establishing and maintaining a locator file. This was provided and it now serves as a guide for identifying material according to originating office. All record material was removed from transfer cases to corrugated fiberboard boxes, thereby facilitating better reference and releasing the transfer cases for utilization elsewhere.

A final decision was also reached about the records maintained in the History of Medicine Division in Cleveland. It was decided that until the History of Medicine Division was returned to Washington, the records program of the Division was to be administered under the direction and supervision of Headquarters, 2nd Army, instead of the Military District of Washington. The records control schedule for the History of Medicine Division, was prepared with the assistance of the Records Officer of this office, was approved by Headquarters, 2nd Army, 17 December 1954.

Forms Control Program. During parts of the past year the forms control program was practically non-existent. A Forms Control Officer was appointed in August and much has been accomplished since then; the forms register was given immediate attention and all obsolete copies were removed, AFML numbers were assigned to each form in current use, and three sets of every form were obtained from each initiating office.

Several discussions were also held with the operating offices to inform them how to request new or revised forms. These discussions resulted in the elimination of many unnecessary forms, and brought home the need to keep the creation of new forms to a minimum.

During December the initial quarterly Forms Management Progress Report as required by paragraph 15, AR 310-40, was completed and forwarded to the Adjutant General's Office.

Reports Control Program. This program is in its formative stage. In the very late months of the past year a Reports Control Officer was appointed to study the situation and to set up some control of internal reports in current use. This has been partially accomplished, though much still remains to be done. A numerical file was set up in which all reports were assigned a reports control symbol and maintained in a current file for inspection by The Office of The Surgeon General at any time.

#### ADMINISTRATIVE SERVICES

Personnel. Personnel administration has been largely a problem in transition. Army Circular DA 86, dated 23 September 1953, stated that installations with less than 300 employees would be satellited upon the next higher echelon of command for personnel administration. A gradual transfer of personnel functions and responsibilities from the Library staff to The Civilian Personnel Branch, Office of The Surgeon General, was completed this year. The release of these responsibilities to another office was not easy to accept, but with both offices cooperating towards one common goal, that of good personnel administration, the transition was made less difficult.

An unusually large number of vacancies stood on the books for considerable periods of time during the year. Much of this was caused by the Library's unusual requirements for specific jobs in cataloging, reference, and subject heading work. Although the situation at the close of the year was greatly improved it is to be expected that, by the nature of the Library's needs, this condition probably will continue more or less chronic for some time.

Supply. In April, 1954, the Defense Supply Service assumed responsibility for the procurement and issuance of quartermaster-type supplies and equipment for the Library, an arrangement which has proved extremely satisfactory and beneficial. Formerly items of supply peculiar to our needs required long and detailed justification, for, as in many other administrative aspects, the Library's supply needs did not fit into logistic planning for an Army Field installation. In addition, for administrative convenience, our requests were first processed by the Armed Forces Institute of Pathology. This parent-satellite relationship was dissolved simultaneously with the assumption of responsibility by the Defense Supply Service.

The receipt of both supplies and equipment is now much faster than was formerly the case. Since being placed under this new supply system, the Library has been making an orderly replacement of old, worn out office furniture.

Photoduplication. The mimeographing activity was transferred from the Office Service Section, and Photoduplication was renamed the Duplicating Section.

The doubling and redoubling of requests for photoduplication service, noted since 1947, has reached a leveling-off point; in fact, the number of orders received during 1954 was 9% less than 1953. Minor functional changes in design were made to the photoduplication request, Form 48, the AFML redeemable coupons, Forms 144 and 145, and the photoduplication information circular, in order to save time in handling and to conform with the new machine accounting system.

The Enlarger-Easel-Reader, renamed Printer RE-1, reported on last year has been producing a constant average of 60 orders per day. The plan for 1955 is to increase its output continually by preparing a larger "Film File" of current journals.

Fiscal. Since fiscal matters deal with specific routine matters, most of the problems which arise in this area can usually be solved by study of the pertinent Army Regulations and Army Procurement Procedures. Occasionally, however, problems do arise which seem to defy all efforts to resolve them in such a fashion. In one instance, which involved vouchers covering the purchase of medical publications from a bookdealer in an Iron Curtain country, the usual procedure miscarried; it was only after much correspondence and a considerable period of time that payment was effected.

#### THE BUILDING

The Library accomplished its part in planning, in preparing specifications, and justifying the expenditure of more than \$60,000.00 for building improvements; however, all plans were based on the move of the Armed Forces Institute of Pathology to its new quarters by 1 July 1954. This move has not yet come about and it appears as though February 1955 may be the new moving date.

The perennial statement concerning the inadequate building maintenance by the Public Buildings Service must again be included in this report as a matter of record. Unfortunately, there seems to be no solution to this problem.

## A P P E N D I C E S

Statistics in these appendices  
cover the fiscal year ending  
30 June 1954 unless otherwise  
noted.

ACQUISITION ACTIVITIES

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<b>SEARCHING</b>			
Prospects considered for acquisition, not in Library	15,967	15,913	14,626
Prospects considered for acquisition, Library has	<u>12,124</u>	<u>13,305</u>	<u>7,466</u>
Total	<u>28,091</u>	<u>29,218</u>	<u>22,092</u>
<b>ORDERS</b>			
Purchase Orders written	1,144	808	1,445
<b>SERIAL RECORD</b>			
New titles added	1,687	2,208	2,287
Titles received on <u>Current List</u> exchange (as of end of fiscal year)	973	1,439	1,551
<b>PUBLICATIONS ADDED</b>			
Books	11,486	13,773	12,849
Serials (pieces)	<u>76,645</u>	<u>89,904</u>	<u>81,381</u>
Total	<u>88,131</u>	<u>103,677</u>	<u>94,230</u>



**ACQUISITION ACTIVITIES (Cont'd.)**

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<b>DUPLICATE EXCHANGE</b>			
Shipments made	949	1,214	765
Shipments received	261	408	383
Pieces shipped	179,204	173,739	114,779
Pieces received	107,635	196,780	170,504

**EXPENDITURES FOR BOOKS and SERIALS**

Serials	\$ 32,410.33	\$ 25,626.33	\$ 21,289.33 <sup>1</sup>
Books	<u>33,974.29</u>	<u>22,848.41</u>	<u>33,199.47<sup>1</sup></u>
Sub-Total	\$ 66,384.62	\$ 48,474.74	\$ 54,488.80
Books, rare	9,843.13	14,940.09	6,456.09
Books for branches and other agencies	4,298.42	2,726.65	(2)
Microfilm and Historical Prints	<u>(2)</u>	<u>(2)</u>	<u>1,781.77</u>
Total	\$ <u>80,466.17</u>	\$ <u>66,141.42</u>	\$ <u>62,726.60</u>

- (1) Includes expenditures for branches and other agencies  
 (2) Not available

CATALOGING STATISTICS

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<b>PRELIMINARY CATALOGING</b>			
New titles	15,127	16,648	10,592
Recataloged titles	<u>9,979</u>	<u>10,521</u>	<u>12,180</u>
Total	<u>25,106</u>	<u>27,169</u>	<u>22,772</u>
<b>COMPLETED CATALOGING</b>			
New titles	15,400	14,044	9,320
Recataloged titles	<u>9,274</u>	<u>10,595</u>	<u>11,653</u>
Total	<u>24,674</u>	<u>24,639</u>	<u>20,973</u>
Copies and volumes reclassified and/or transferred	530	995	2,209
Catalog cards made, revised and distributed	290,192	321,763	288,881
Catalog cards filed	177,138	186,751	173,712
Volumes shelved	31,407	32,650	27,341
Copies and volumes withdrawn	4,902	1,982	2,070
<b>WORK IN PROCESS (Pieces)(1)</b>			
Awaiting preliminary cataloging	56	450	637
Awaiting cataloging	<u>11,175</u>	<u>11,925</u>	<u>13,950</u>
Sub-Total	11,231	12,375	14,587
Cataloged--awaiting revision	<u>375</u>	<u>337</u>	<u>3,450</u>
Total	<u>11,606</u>	<u>12,712</u>	<u>18,037</u>

(1) Estimate 75 pieces per shelf

**BINDING STATISTICS**

	<u>1954</u>	<u>1953</u>	<u>1952</u>
Volumes sent to Government Printing Office	8,898	12,944	18,470
Volumes returned from Government Printing Office, processed	19,495	16,073	6,317
Volumes bound at AFML	3,704	5,111	4,716
Volumes repaired at AFML	4,114	2,624	2,094
Volumes and pieces lettered	43,304	61,738	43,058
Pictures mounted (1)	228	0	0

**ART SECTION STATISTICS**

Pictures added	1,818	2,328	3,251
Pictures cataloged/indexed	6,320	7,783	3,902
Reference use of pictures	2,153	2,221	2,613

**ARMED FORCES MEDICAL LIBRARY CATALOG (Annual)**

	<u>1953 Volume</u>	<u>1952 Volume</u>	<u>1951 Volume</u>
Number of Entries: Main	16,032	12,120	14,526
Added	3,226	3,209	3,254
Name x-references	<u>4,604</u>	<u>3,687</u>	<u>3,704</u>
<b>Total</b>	<u>23,862</u>	<u>19,016</u>	<u>21,484</u>
Pages: Author	458	390	421
Subject	<u>464</u>	<u>418</u>	<u>441</u>
<b>Total</b>	<u>922</u>	<u>808</u>	<u>862</u>

(1) Picture Mounting transferred from HMD in 1954.

### CIRCULATION STATISTICS

	<u>1954</u>	<u>1953</u>	<u>1952</u>
Readers registered	<u>6,248</u>	<u>7,641</u>	<u>9,208</u>
Library loan requests	33,706	29,609	32,692
Reader requests	55,317	54,175	55,015
Photoduplication requests	<u>97,316</u>	<u>105,709</u>	<u>88,009</u>
Total items requested	<u>186,339</u>	<u>189,493</u>	<u>175,716</u>

### REFERENCE SERVICE STATISTICS

Reference questions answered	10,993	11,036	11,453
Bibliographies prepared	<u>474</u>	<u>412</u>	<u>226</u>

### PHOTODUPLICATION STATISTICS

Orders received	97,316	105,709	88,009
Pages filmed	1,553,371	1,716,678	1,593,569
Photostats and Photoprints	666,503	801,621	1,164,231
Glossy prints	419	1,065	2,435

## HISTORY OF MEDICINE DIVISION

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<b>ITEMS ADDED TO COLLECTION</b>			
Editions in book form	850	577	589
Microfilm copies	42	47	41
Portraits	<u>86</u>	<u>4</u>	<u>175</u>
Total items added	<u>978</u>	<u>628</u>	<u>805</u>
Editions cataloged	1,044	1,318	934
Inquiries answered (including loans, visitors, photoduplication orders)	892	867	729
Books bound at commercial bindery	151	540	613
Books bound at HMD Binding Studio	<u>467</u>	<u>568</u>	<u>658</u>
Total books bound	<u>618</u>	<u>1,108</u>	<u>1,271</u>
Pages filmed for acquisition	11,984	16,042	13,076
Pages filmed for security	140,309	234,443	188,081
Pages filmed for Photoduplication orders	<u>13,743</u>	<u>15,076</u>	<u>14,884</u>
Total	<u>166,036</u>	<u>265,561</u>	<u>216,041</u>

CURRENT LIST OF MEDICAL LITERATURE

DISTRIBUTION

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<u>Free or on Exchange Basis</u>			
United States	491	646	408
Foreign	<u>921</u>	<u>1,326</u>	<u>1,517</u>
Sub-total	1,412	1,972	1,925
 <u>Paid Subscriptions<sup>1</sup></u>			
United States	1,465	1,316	1,264
Foreign	<u>622</u>	<u>609</u>	<u>563</u>
Sub-total	2,087	1,925 <sup>2</sup>	1,827 <sup>3</sup>
 GPO Single Copy Sales and Stock	170 <sup>4</sup>	153 <sup>5</sup>	223 <sup>6</sup>
 Depository Libraries	256	256	255
 AFML Internal Use and Stock	<u>88</u>	<u>128</u>	<u>175</u>
Grand Total	<u>4,013</u>	<u>4,434</u>	<u>4,405</u>
 Journal Titles Being Indexed	1,498	1,432	1,353
 Items Indexed	107,897	100,816	95,878

- 
- (1) Annual subscriptions only; includes 250 copies for Veterans Administration
  - (2) Interpolation based on mailing lists of 13 April and 19 October 1953
  - (3) Actual count of mailing list, 25 August 1952
  - (4) Superintendent of Documents figures for January-May 1954 issues
  - (5) Superintendent of Documents figures for June 1953 issue
  - (6) Difference between normal GPO order (2,050) and paid subscriptions

INDEX-CATALOGUE DIVISION

	<u>1954</u>	<u>1953</u>	<u>1952</u>
Books cataloged	7,441	5,028	5,511
Articles classified	10,216	12,447	21,905
New cards filed	11,166	11,518	19,001
Total cards filed	73,815	79,248	260,060
Cards sent to printer	85,028	none	6,773
BACKLOG			
Journals and books awaiting analysis or cataloging	11,584	24,492	22,137
Articles cataloged, awaiting revision	90	200	none
Cards revised, awaiting heading	340,390	317,989	276,915
Visitors to Subject File (excluding staff members)	624	934	1,311

PERSONNEL STATISTICS

	<u>1954</u>	<u>1953</u>	<u>1952</u>
<b>Personnel authorized</b>			
Civilian	222	229	240
Military	<u>  2</u>	<u>  2</u>	<u>  2</u>
<b>Total personnel authorized</b>	<u>224</u>	<u>231</u>	<u>242</u>
<b>Personnel on duty</b>			
Civilian	215	221	235
Military	<u>  2</u>	<u>  2</u>	<u>  1</u>
<b>Total personnel on duty</b>	<u>217</u>	<u>223</u>	<u>236</u>
<b>Civilian personnel on duty, by Divisions</b>			
Office of the Director	3	3	4
Acquisition Division	28	29	34
Administrative Division	20	20	21
Catalog Division	48	48	52
Current List Division	34	36	33
History of Medicine Division	11	12	13
Index-Catalogue Division	11	11	12
Reference Division	<u>60</u>	<u>62</u>	<u>67</u>
<b>Total</b>	<u>215</u>	<u>221</u>	<u>236</u>
<b>Average number of persons employed</b>	216	230	229
<b>Personnel actions</b>			
Accessions	47	58	97
Separations	51	71	86
Accessions during year, on duty	12	42	62
Promotions	35	42	55
Reallocations to higher grade	6	13	17
Reallocations to lower grade	1	1	0
New positions established	3	7	10
Pay increase for superior accomplishment	2	1	0
Meritorious Civilian Service Awards	0	0	1
Monetary Awards	2	0	0
<b>Absences: Annual Leave (man-hours)</b>	28,084	33,552	34,380
Sick Leave (man-hours)	18,253	24,867	22,529
Other Leave (man-hours)	10,888	3,883	5,220
<b>Percentage of effectiveness</b>	87.2	84.4	85.9



**FINANCIAL STATISTICS**

	<u>1954</u> <u>Obligated</u>	<u>1953</u> <u>Obligated</u>	<u>1952</u> <u>Obligated</u>
<b>Allotted Funds</b>			
Rentals (Postage Meter)	\$ 159	\$ 120	\$ 115
Repairs and Alterations	2,346	2,977	3,890
Indexing Contract	16,465	25,000	32,000
Subscriptions and Books	80,776	65,076	62,568
Supplies	18,326	35,336	32,950
Equipment	42,193	5,032	6,381
Transportation	0	75	27
Travel	3,632	4,328	7,700
Postage	7,818	2,919	3,640
Car Tokens	205	175	175
Edgar Bequest	860	45	39
Gilmore Bequest	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$ 172,780</b>	<b>\$ 141,113</b>	<b>\$ 149,485</b>

**Estimated Cost of Operation of  
Armed Forces Medical Library**

Allotted Funds (from above)	\$ 172,780	\$ 141,113	\$ 149,485
Civilian Personnel Salaries	906,303	931,723	958,571
Military Personnel Salaries	9,285	10,621	28,132
Printing	40,650	44,738	38,334
Binding	68,387	69,636	105,624
Real Estate Rental	10,320	10,320	10,320
Supplies and Equipment:			
Signal Corps	15,774	12,307	15,334
Quartermaster	21,980	6,938	5,018
Medical	202	112	0
Transportation Service (Cameron Station)	3,000	3,000	3,000
Contract Field Binding (HMD)	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Estimated Total Operating Cost</b>	<b>\$ 1,250,681</b>	<b>\$ 1,232,508</b>	<b>\$ 1,315,818</b>

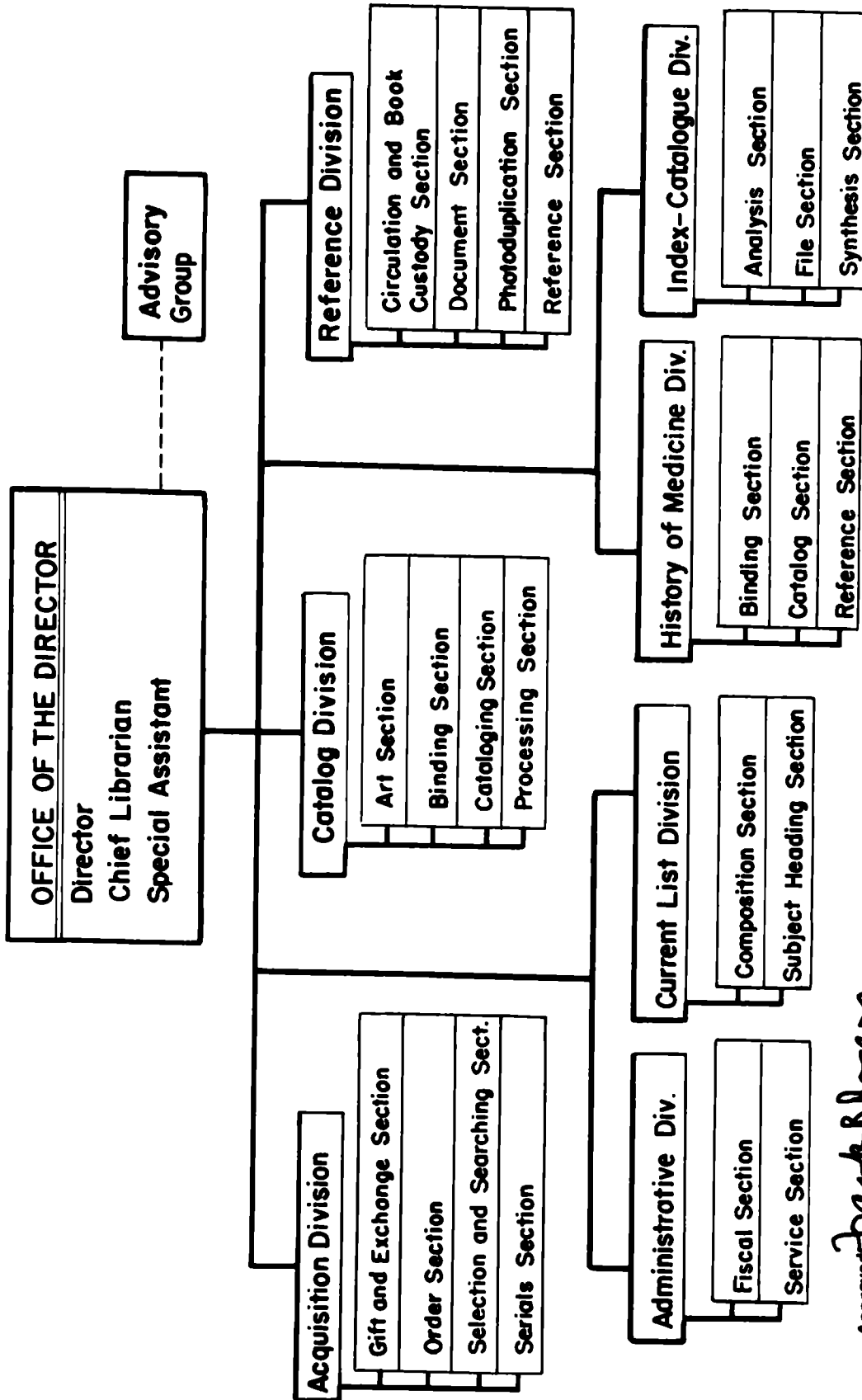
<b>Collections from Photoduplication Service</b>	<b>\$ 19,384</b>	<b>\$ 20,632</b>	<b>\$ 20,568</b>
--	------------------	------------------	------------------

AFML COLLECTIONS, 30 JUNE 1954

<u>Book Material:</u>	<u>Monographic</u>	<u>Serial</u>	<u>Total</u>
Bound Volumes:			
Historical Collection	31,069		
General Collection	209,152	211,178	
Total Bound Volumes	240,221	211,178	451,399
Bound Volume Equivalents		15,258	15,258
Theses	270,486		
Pamphlets	152,198		
Total Theses and Pamphlets			422,684
			<hr/>
Total Book Material			839,341
 <u>Non-Book Material:</u>			
Microfilm (Strips and Reels)	1,881		
Pictures	55,001		
Total Non-Book Material			56,882
			<hr/>
Overall Total			<u>946,223</u>

# ARMED FORCES MEDICAL LIBRARY ORGANIZATION CHART

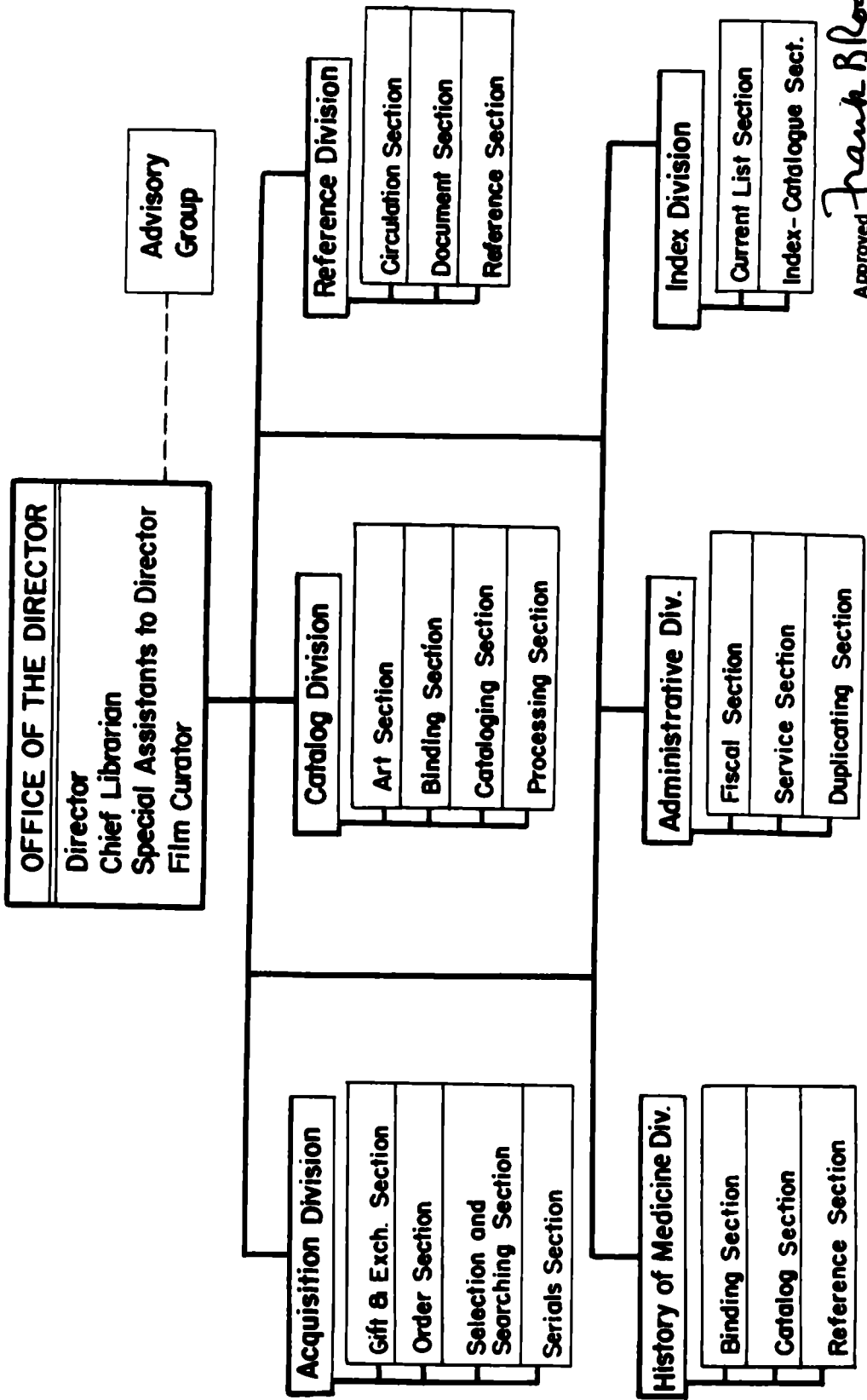
30 June 1954



Approved: *Frank B. Rogers*  
 Frank B. Rogers  
 Lt. Col, MC  
 Director

# ARMED FORCES MEDICAL LIBRARY ORGANIZATION CHART

Close of Business 31 December 1954



Approved *Frank B. Rogers*  
 Frank B. Rogers  
 Lt. Col, MC Director