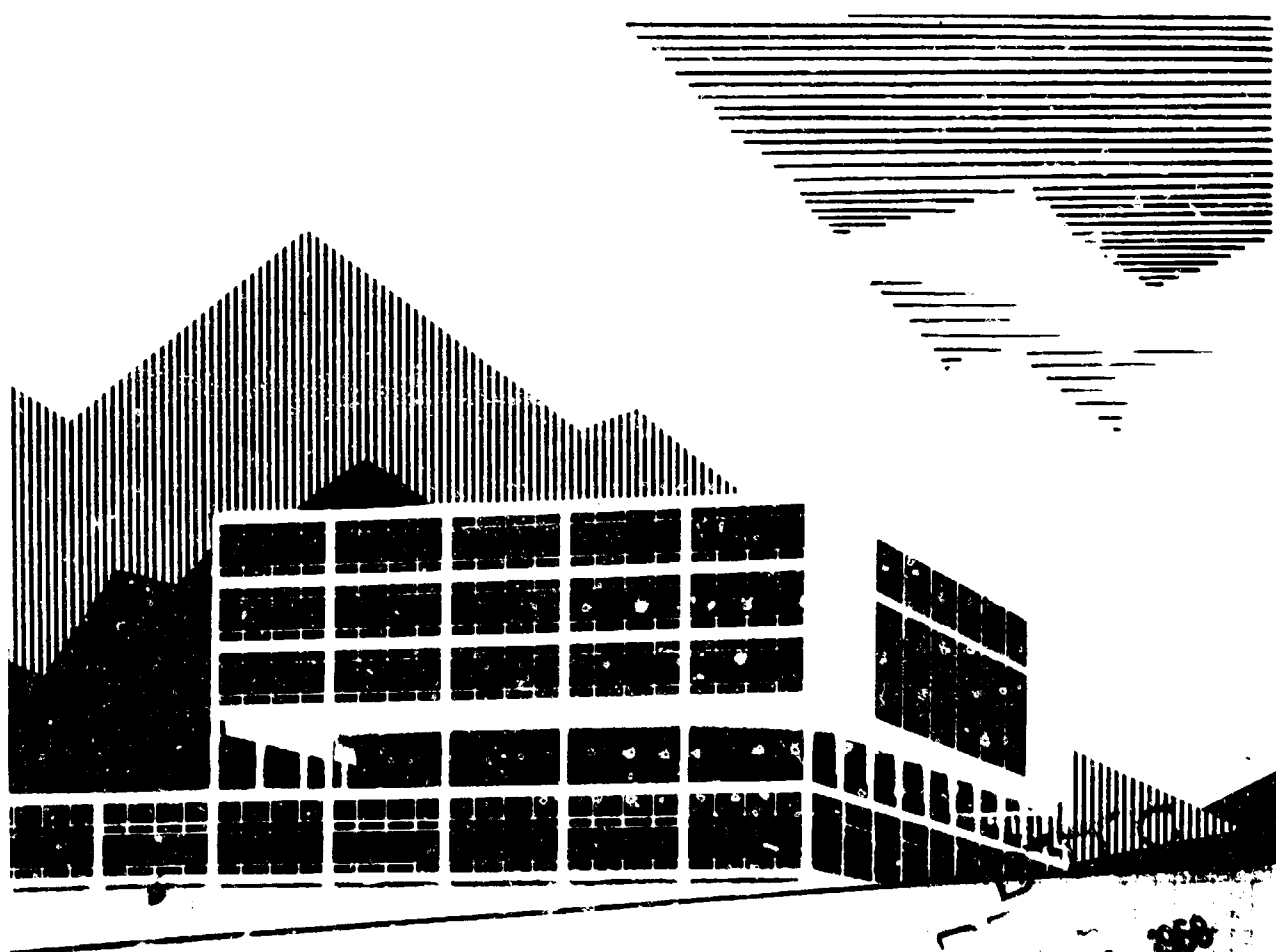


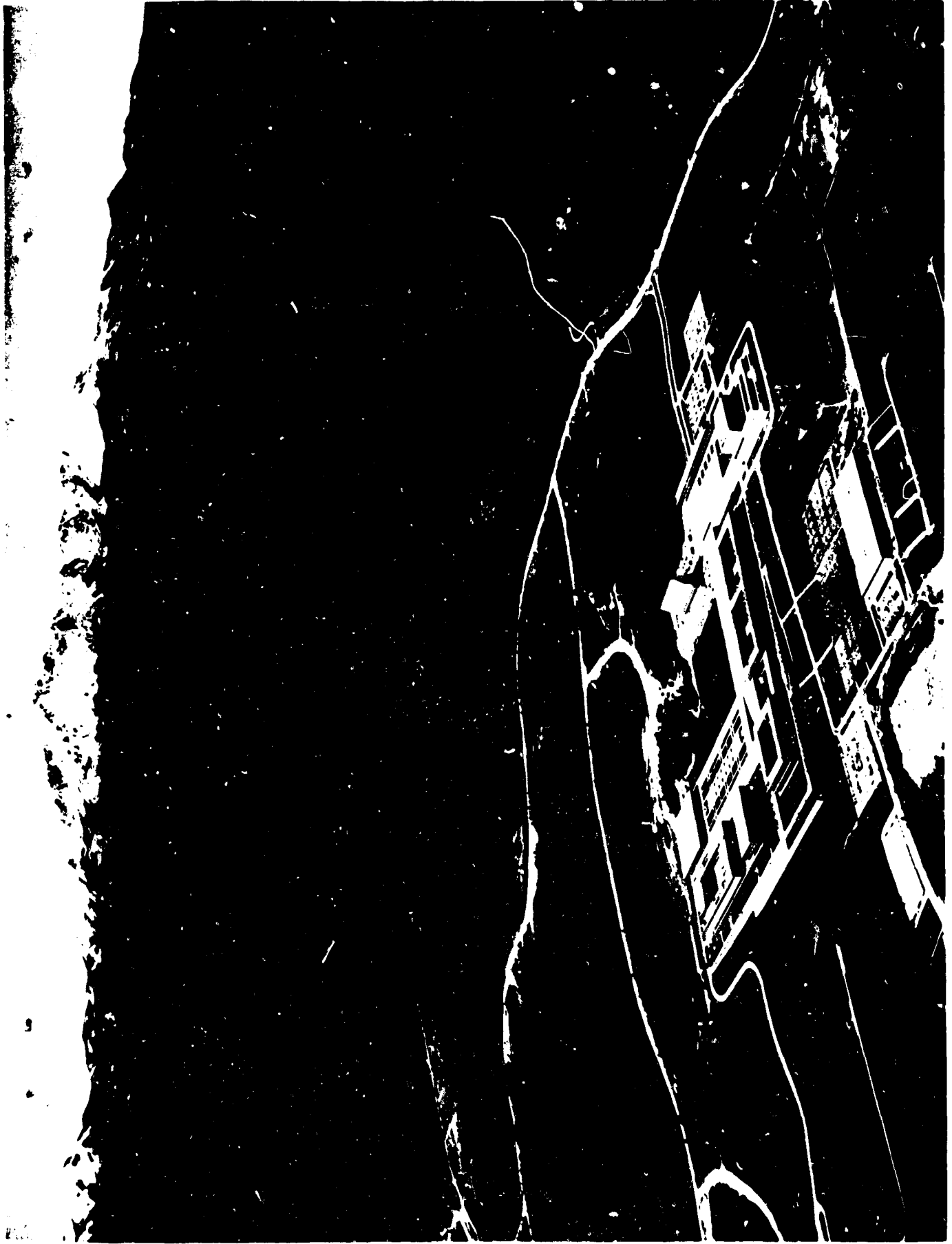
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PROCEEDINGS
OF
THE FIFTH ANNUAL
MILITARY LIBRARIANS'
WORKSHOP



4-6 OCTOBER 1961
U.S. AIR FORCE ACADEMY
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AERIAL VIEW OF AIR FORCE ACADEMY

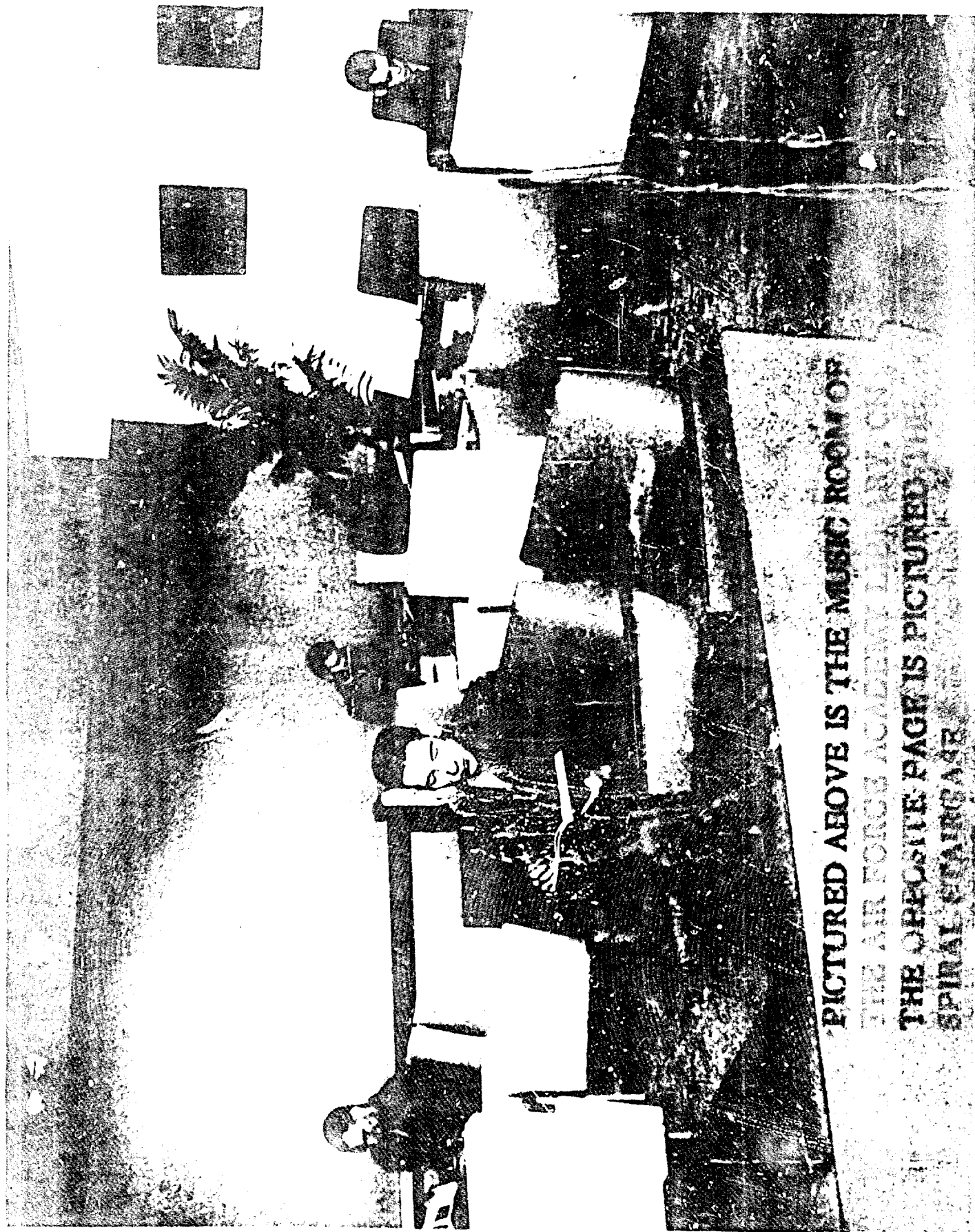
PROCEEDINGS
of the
FIFTH ANNUAL MILITARY LIBRARIANS' WORKSHOP
4-6 October 1961

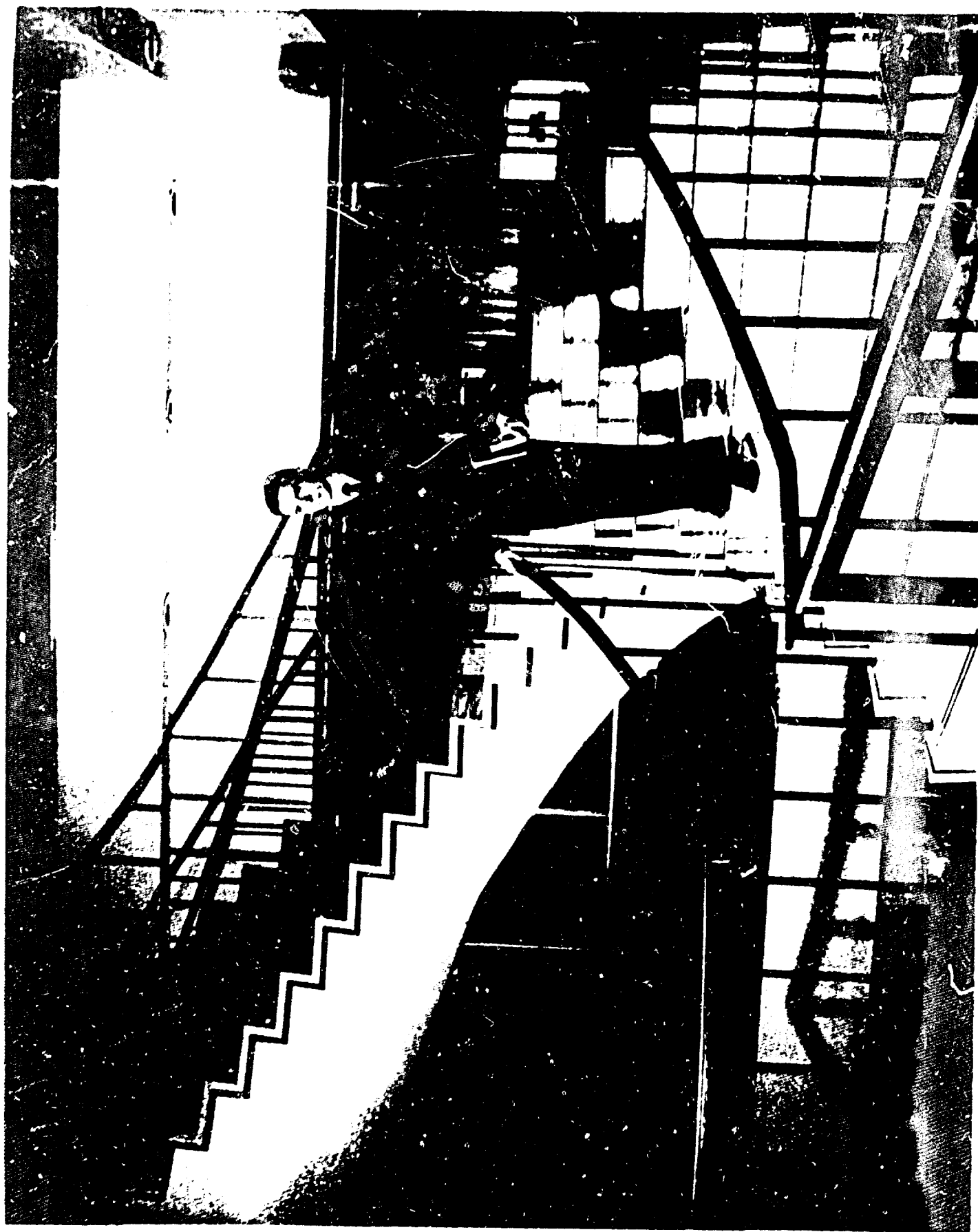
ACADEMY LIBRARY
U. S. AIR FORCE ACADEMY, COLORADO

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PICTURED ABOVE IS THE MUSIC ROOM OF
THE AIR FORCE ACADEMY, WASHINGTON, D. C.
THE OPPOSITE PAGE IS PICTURED
SPIRAL STAIRCASE



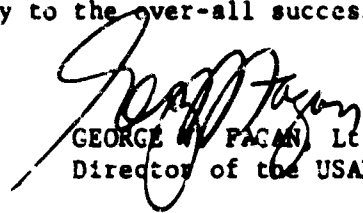


FOREWORD

The Fifth Annual Military Librarians' Workshop met at the U. S. Air Force Academy, Colorado, from 4 to 6 October 1961.

The purpose of the Workshop was to discuss the objectives of military libraries of the United States, as well as to evaluate their achievements, to recommend solutions to problems with which they are confronted, and to exercise judicious influence on the future development of military librarianship.

The entire program of the Fifth Annual Military Librarians' Workshop was characterized by a harmonious interchange of constructive ideas. To the many visiting participants I should like to express my appreciation for their memorable spirit of cooperation and their serious consideration of the pertinent issues. To the members of my own staff I wish to extend my personal commendation for the wholehearted effort and loyal assistance that contributed so effectively to the over-all success of this Workshop.



GEORGE W. FAGAN, Lt Colonel, USAF
Director of the USAF Academy Library

PRE-WORKSHOP ACTIVITIES

As Director of the host library, Colonel Fagan arranged for the reception, transportation, and registration of all participants upon arrival. Visitors were taken to a conveniently located motel near the Academy, where all arrangements for housing had been made in advance. At the time of registration at the motel, each delegate was presented a personally monogrammed folder containing his name tag, the meal tickets for which he had paid by advance registration, a copy of the agenda, special instructions concerning his part in the Workshop program, and incidental briefing materials.

During the afternoon of 4 October, bus tours of the Air Force Academy site were provided. The tours included visits to Harmon Hall (the administration building), Arnold Hall, (the cadet recreation center), the Planetarium, Mitchell Hall (cadet dining hall) and Fairchild Hall (the academic building), the USAFA Hospital, the Community Center, the Pine Valley and Douglass Valley housing areas, and other points of special interest. The Academy Library and its branches were, of course, featured aspects of the tour.

Brigadier General Robert F. McDermott, Dean of the Faculty, greeted the visitors at an informal cocktail party and buffet dinner held at the Air Force Academy Officers' Club during the evening of 4 October. Eighty-eight persons attended the dinner.

FIFTH ANNUAL MILITARY LIBRARIANS' WORKSHOP
UNITED STATES AIR FORCE ACADEMY
4-6 October 1961

PARTICIPANTS

1. Miss Lucille Achauer
Dept of Navy, Bureau of Ships
Washington 25, DC
2. John W. Armstrong
AF Cambridge Research Center
Cambridge, Mass
3. Frank J. Bertalan
Office of Naval Research
Washington 25, DC
4. Alan J. Blanchard
Army War College
Carlisle Barracks, Pa
5. Mrs. Evelyn Branstetter
CAC (PMP-P)
APO 825, New York, NY
6. Mrs. Mildred Brode
David W. Taylor Model Basin
Washington 25, DC
7. Paul J. Burnette
Dept of the Army
Pentagon Library
Washington 25, DC
8. John K. Cameron
Air University Library
Maxwell AFB, Ala
9. Miss Madeline Canova
Special Weapons Center
Kirtland AFB, N Mex
10. Miss Frances L. Caray
U. S. Naval War College
Newport, R. I.
11. Arthur T. Carroll
U. S. Army Engineer School
Ft. Belvoir, Va
12. Mrs. Cleo S. Cason
U. S. Army Rocket &
Guided Missile Agency
Redstone Arsenal, Ala
13. Miss Loutrell E. Cavin
HQ SAC
Offutt AFB, Neb
14. Victor L. Coles
U. S. Army Engineer &
Development Laboratories
Ft. Belvoir, Va
15. Mrs. Madeline H. Copp
Army Aviation Human
Research Unit, HUMRRO
Post Office Box 428
Ft Rucker, Ala
16. Michael A. Costello
Picatinny Arsenal
(ORDBB-VA6)
Dover, NJ
17. Logan O. Cowgill
Dept of Army
Office of the Chief of
Engineers
Bldg T-7
Washington 25, DC
18. Miss Marian Craig
U. S. Naval Weapons Lab
Dahlgren, Va
19. Miss Agnes D. Crawford
Special Services Div
TAGO, Dept of the Army
Washington 25, DC
20. Mrs. Helen L. DeVore
U. S. Navy Hydrographic
Office
Washington 25, DC

21. Ernest DeWald
Army Map Service
6500 Brooks Lane
Washington 25, DC
22. Mrs. Mildred Edward
Detroit Arsenal
Centerline, Mich
23. Dr. Luther H. Evans
Director of Automation
National Education Association
3105 Garfield, NW
Washington 25, DC
24. Oliver T. Field
Technical Services Division
Air University Library
Maxwell AFB, Ala
25. Miss Catherine Green
Missile Intell, Bldg 118
U.S.A. Ordnance Missile Command
Redstone Arsenal, Ala
26. Ole V. Groos
Cambridge Research Lab
Cambridge, Mass
27. Morrison C. Haviland
Reader Services Division
Air University Library
Maxwell AFB, Ala
28. J. Heston Heald
Document Processing Division
Armed Services Tech Info Agency
Arlington Hall Station
Arlington 12, Va
29. John M. Hatrick
Technical Services & Library Staff
AF Office of Scientific Research OAR
ATTN: Library (SRGL)
Washington 25, DC
30. Willard Holloway
U.S.A. Artillery & Missile Sch
Ft. Sill, Okla
31. Mrs. Ruth H. Hooker
U. S. Naval Research Lab
Washington 25, DC
32. Miss Magdalene A. Hughes
HQ, AF Finance Command
3800 York St
Denver 5, Colo
33. Miss Martha L. James
AEDC (AEOIM)
Arnold AF Station, Tenn
34. L/Cdr Donald F. Jay
U. S. Coast Guard Academy
New London, Conn
35. Miss Elizabeth Jesse
Armed Forces Staff College
Norfolk 11, Va
36. Mrs. Myrtle C. Jones
Technical Information Branch
Edwards AFB, Calif
37. William E. Jorgensen
Command Officer and Director
U. S. Naval Electronics Lab
San Diego 52, Calif
38. Charles R. Knapp
Industrial College of the
Armed Forces
Ft. Leslie J. McNair
Washington 25, DC
39. Mrs. Jessie W. Kohl
Box 100, USN Submarine Base
New London, Conn
40. Mrs. Carolyn S. Kruse
U. S. Naval Ord Test Station
China Lake, Calif
41. Miss Eva Liberman
Library Division
Naval Ord Lab
White Oak, Silver Springs, Md
42. George R. Luckett
U. S. Naval Post Graduate Sch
Monterey, Calif
43. Miss Ellen Lundeen
Medical Library
US Naval Hospital
Bremerton, Wash

44. John B. McClurkin
Air University Library
Maxwell AFB, Ala
45. Anthony F. McGraw
Aero Research Lab (OAR)
Library AFL 2292, Bldg 450
Wright-Patterson AFB, Ohio
46. Mrs. Josephine G. Magee
U. S. Army Signal Sch
Ft. Monmouth, NJ
47. Robert L. Martin
U. S. Army QM Research
& Engineering Cmd
Natick, Mass
48. Mrs. Nell E. Mitchell
U. S. Army War College Libr
Carlisle Barracks
Carlisle, Pa
49. Miss Margaret M. Montgomery
Acoustics Br (411)
Office of Naval Research
Washington 25, DC
50. Walter Necker
and Mrs. Necker
QM Food and Container Inst
1819 West Rushing Rd
Chicago 9, Ill
51. Mrs. Sarah L. Peterson
USAF Aerospace Medical Center
Brooks AFB, Tex
52. Mrs. Gladys B. Pfeiffer
21 West Boulder
Colorado Springs, Colo
53. Miss Ruth H. Phillips
U. S. Army Command and
General Staff College
Ft. Leavenworth, Kan
54. Miss Ruby Porter
Directorate of Research Analysis
AFOSR
Holloman AFB, MNex
55. Miss Catherine R. Quinn
AFOSR (OAR) Attn: Library (SRGL)
Washington 25, DC
56. Richard C. Ragle
Hq Alaskan Air Command
DCS/P-PSM
APO 942
Seattle, Wash
57. Frank E. Randle, Jr.
U. S. Army Electronic
Proving Ground
Ft. Huachuca, Ariz
58. Miss Helen A. Ratermann
U. S. Army Air Defense Sch
Ft. Bliss, Tex
59. Mrs. Dorothy Rice
U.S.A. Board for
Aviation Accident Research
Ft. Rucker, Ala
60. Miss Harriet L. Rourke
Air Defense Command
Ent AFB, Colo
61. Miss Gladys Rowe
Univ of Chicago Labs of
Applied Sciences
Museum of Science & Industry
Chicago 37, Ill
62. Francis J. Sauter
U. S. Naval Air Development Ctr
Johnsville, Pa
63. Robert W. Severance
Director, Air University Libr
Maxwell AFB, Ala
64. Paul J. Shank
ACIC (ACDEL), 2d & Arsenal
St. Louis 18, Mo
65. Mrs. Charlotte F. Shank
U.S. Army Ballistic Missile Agcy
Technical Library Division
Redstone Arsenal, Ala
66. Mrs. Elaine C. Simpson
Office of Special Service Officer
Hq Military District of Wash
U. S. Army
Washington 25, DC

67. James J. Slattery
and Mrs. Slattery
U. S. Army QM Tng Sch
Ft Lee, Va
68. Charles H. Stewart
National Defence Hq
Ottawa, Ontario, Canada
69. Miss Josephine E. Sullivan
Army Library, Pentagon
Washington, DC
70. Mrs. Martha Taylor
Procurement Division
Wright-Patterson AFB, Ohio
71. Miss Ruth Wesley
U. S. Army Infantry School
Ft Benning, Ga
72. Mrs. Jane M. Wheeler
Bldg 12, EWAPL
Wright-Patterson AFB, Ohio
73. Major Robert F. Whitney
Air University Library
Maxwell AFB, Ala
74. Jack P. Wilson
USALMC
Ft Lee, Va
75. Miss Lorraine M. Wingerter
Provost Marshal General's School
Ft Gordon, Ga
76. Miss Margrett B. Zenich
Technical Library
White Sands Missile Range, NMex

**FIFTH ANNUAL MILITARY LIBRARIANS' WORKSHOP
UNITED STATES AIR FORCE ACADEMY
4-6 October 1961**

A G E N D A

TUESDAY - 3 OCTOBER 1961

1300-1800 Reception and transportation to Albert Pick Motel (from air, rail, and bus terminals)

WEDNESDAY - 4 OCTOBER 1961

0800-1300 Reception and transportation to Albert Pick Motel (from air, rail, and bus terminals)

1300- Pick-up at Albert Pick Motel

1330- Pre-Workshop tours of the U. S. Air Force Academy and return to Albert Pick Motel

1900- Pick-up at Albert Pick Motel

1930- Cocktails and dinner at Officers' Club - informal welcome by Brigadier General Robert F. McDermott and staff

2130- Transportation from Officers' Club to Albert Pick Motel

THURSDAY - 5 OCTOBER 1961

0800- Transportation from Albert Pick Motel to Academy Library

0900-1030 General meeting in Music Room (Room 5A 33)

Opening remarks by Lt Colonel George V. Fagan,
Director of the USAF Academy Library

Academic briefing by Major Harold L. Hitchens,
Faculty Secretary, followed by USAFA orientation film

1030-1050 Coffee break

1050-1120 Plan for the Workshop, by Mr. Robert Severance, Program
Chairman

THURSDAY - 5 OCTOBER 1961 (continued)

- 1130-1330 Lunch at Officers' Club
- 1330-1430 Brookings Institution Survey of Federal Libraries,
by Dr. Luther H. Evans - Presentation and discussion-
Music Room (5A 33)
- 1430- Library staff tea
- 1500- School and Technical Libraries of the Services
- a. Air Force - Mr. Robert Severance
- Panel and discussion - Music Room (5A 33)
- b. Canada - Mr. Charles Stewart
- Presentation and discussion - Room 6A 53
- c. Department of Defense - Mr. Charles Knapp
- Panel and discussion - Room 4A 47
- 1630- Transportation to Albert Pick Motel
- 1830- Transportation from Albert Pick Motel to Swiss Chalet,
117 E. Pikes Peak Avenue, Colorado Springs
- 1900- Cocktails at Swiss Chalet (Dutch treat)
- 1945- Dinner at Swiss Chalet
- 2130- Transportation from Swiss Chalet to Albert Pick Motel

FRIDAY - 6 OCTOBER 1961

- 0800- Transportation from Albert Pick Motel to Academy Library
- 0900- School and Technical Libraries of the Services (continued
from Thursday)
- 0900-0950 d. Army
- (1) School libraries - Mr. Willard Holloway
- Panel and discussion - Music Room (5A 33)
- (2) Research libraries - Mr. Paul Burnette
- Panel and discussion - Music Room (5A 33)
- 0950- 1005 Coffee break

FRIDAY - 6 OCTOBER 1961 (continued)

1005-1045 e. Navy - Mr. George Luckett

- (1) **School libraries -**
- Panel and discussion - Room 4A 47
- (2) **Research libraries**
- Panel and discussion - Room 4A 47

1050-1130 Headquarters Staff Functions and Library Systems
- Panel and discussion - Music Room (5A 33)

1130-1210 Summary of Management Problems - Mr. Morrison Haviland
- Panel and discussion - Music Room (5A 33)

1215-1235 Cadet Lunch formation

1245-1400 Lunch at Officers' Club

1400- The Future of Workshops - Music Room (5A 33)

1400-1430 a. History of Workshops #1 - #4 - Mr. John Kenneth Cameron

1430-1500 b. Problems of Holding Workshops - Mr. John McClurkin

1500-1520 Coffee break

1520-1620 c. Plans for the Future - Mr. Logan Cowgill
 - General discussion

1630- Transportation to Albert Pick Motel and to air, rail, and bus terminals

SATURDAY - 7 OCTOBER 1961

Transportation from Albert Pick Motel to air, rail, and bus terminals

HEADQUARTERS
UNITED STATES AIR FORCE ACADEMY
COLORADO



REPLY TO
ATTN OF:

CSE

4 October 1961

SUBJECT:

TO: All Conferees to the Military Librarian Work Shop

Welcome to the United States Air Force Academy.

Unfortunately, I am unable to be with you here this morning and personally extend that welcome. However, I am sure that Colonel Fagan and his people have already made you feel quite at home here.

We, at the Air Force Academy, welcome the opportunity to have you among us for a few days on the occasion of your Fifth Annual Work Shop.

I hope that your schedule will allow you sufficient free time to see and visit all of our wonderful facilities.

I hope that you have noted the significance of the location of our Library. The fact that it is located in the heart of our academic area is no accident. We are proud of our Library---proud of its facilities and proud of our over-all Library program. It plays a major role in our curriculum.

It might be said that we are a "book-centered" Academy. While we do not wholly agree with the definition of long standing that "A University is a Collection of Books," we do subscribe to the thesis that a collection of good books contributes materially to a successful education. Our Library has been oriented toward that goal.

Again, my most hearty welcome. We are glad to have you with us and hope that your stay will be most interesting and productive.

W. S. STONE
Major General, USAF
Superintendent



"MAN'S FLIGHT THROUGH LIFE IS SUSTAINED BY THE POWER OF HIS KNOWLEDGE"

ACADEMIC BRIEFING

Following an introduction by Colonel Fagan, Major Harold L. Hitchens, Faculty Secretary, U. S. Air Force Academy, presented at 0900, 5 October, a general briefing on the curriculum, organization, objectives, and achievements of the Air Force Academy. Using color slides, graphs, and an orientation movie, Major Hitchens presented a detailed review of progress recorded thus far at the Air Force Academy.

The academic program of the Air Force Academy is organized into the four divisions common to many American colleges: Basic Sciences, Applied Sciences, Humanities, and Social Sciences. In addition, the Academy has a fifth division--Military Affairs--which integrates academic instruction in areas that have a degree of military orientation. The Academy's prescribed academic curriculum comprises 146-1/2 semester hours, divided about equally between the basic and applied sciences on the one hand, and the social sciences-humanities on the other. The military training program and the athletic program bring the total semester hour load up to 189-1/4. The Academy's use of summer periods and efficient organization of cadet time make it possible to impose such a heavy requirement on the cadets.

The prescribed curriculum is supplemented by the enrichment program, which challenges cadets to advance as fast and far as they can academically. Cadets participate in the enrichment program by transfer of credits, accelerated courses, validating examinations, and extra electives. The program is voluntary, but more than 60 per cent of the cadets participate, and many of them achieve one or more of the undergraduate majors: Basic Sciences, Applied Sciences, International Affairs, and Military Affairs. A master's program is in operation in two areas--Astronautics and International Affairs--but actual award of master's degrees will require Congressional authorization.

In its short history, the Academy has a remarkable record of academic achievement. It was accredited by the North Central Association in 1959, before the first class graduated. Cadets have consistently done well on national standardized examinations, including the Graduate Record Examination. On this examination, mean scores of the Academy's classes of 1959, 1960, and 1961 were exceeded by only one civilian school in the 186 in the testing program. The Academy does not plan to rest on its laurels, however; it plans to keep its program under continuous examination so that it will meet the challenges of the space age and the responsibilities assigned it by the American people.

PROGRAM INTRODUCTION

The general program of the Military Librarians' Workshop was outlined by Mr. Robert W. Severance, Director of the Air University Libraries, who served as program chairman. In his introductory remarks, Mr. Severance cited the principal difficulties involved in assembling a fully organized program for a Workshop. The fact that a program committee may consist of three or more persons separated geographically by distances of more than 2,000 miles contributes significantly to the delay in reaching final decisions on program elements and structure. He also reviewed the efforts made by the Military Librarians' Division of the Special Libraries Association to develop a handbook of policy and recommended procedures to be followed by organizations and individuals responsible for planning Military Librarians' Workshops.

Mr. Severance announced the following three-part program:

- a. Examination of Federal libraries in general and the place of military libraries among them, as delineated in the Brookings Institution Survey of Federal Libraries.
- b. Self-analysis of military libraries
 - (1) School libraries
 - (2) Research libraries
- c. Military Librarians' Workshops
 - (1) History
 - (2) Problems of preparation
 - (3) Future prospects

PROGRAM SUMMARIES

THE SURVEY OF FEDERAL DEPARTMENTAL LIBRARIES

presented by

Dr. Luther H. Evans

Project Director of Educational Implications
Automation, National Education Association

Dr. Evans pointed out that the Survey which he had been conducting for more than two years was initiated by a request of the Special Libraries Association (D. C. chapter), in cooperation with the District of Columbia Library Association and the Law Librarians Society of Washington, D. C. It was financed by a grant to the Brookings Institution by the Council of Library Resources, Inc.

The original conception of the Survey was that a study be made to discover the problems which needed further research, but in the course of its development it took on the added function of studying some of these problems, so that the Survey as it has developed has had both these objectives.

Dr. Evans indicated that he had proceeded on the assumption that the most important thing to do was to gather and publish a larger body of data concerning the libraries of the Executive Branch of the Federal Government located in the U. S. than was previously available. This had led to the development of a questionnaire for the research and technical libraries and another for the so-called general libraries of the three military Services. Much more information was demanded of the first group than of the second, but even in the latter case a very large amount of information on the various important aspects of library work was collected.

What Dr. Evans planned to do in regard to publication was to summarize selected data on 212 research and technical libraries on which data seemed adequate for the purpose, in a large table consisting of eight pages of two double page spreads, and to add about 16 other tables on various topics, but without indicating individual library data. For the general libraries of the Defense Department, on which he had data from 279 libraries, there would be only two double-page spreads of basic statistics, each running to two or three pages. A summary of the main statistics on these libraries is attached.

In addition to the 212 and the 279 libraries, the published book will contain summary statistics on the medical libraries and the patients' libraries of the Veterans Administration, on the law libraries of the Army, and on a few other groups of libraries.

The book will, in sum, contain about 85 printed pages of tables, all but 10 of which will concern the 212 reference and technical libraries. It will contain also about 100 to 150 printed pages of text. Of the latter material more than half has been prepared in duplicated form. An attempt is made in the text to draw some, but not all, of the conclusions which seem implicit in the statistical material. The text will include chapters on the library collections and space; the acquisition, disposal, and storage of library material; library services to users; classification, cataloging and other technical operations; library personnel; library expenditures; the organization and management of libraries; inter-library cooperation and coordination; and a summary chapter of conclusions and recommendations, including recommendations for further research. The questionnaires will be reproduced in an appendix, as will statistics of Library of Congress holdings by classes and sub-classes, so that comparisons on a subject basis can be made between holdings of individual reference and technical libraries and holdings of LC.

Dr. Evans stated that it appeared obvious from his statistics that the main growth in reference and technical libraries in the past 10 or 15 years had been in scientific and technical fields, and that most of these were in the Defense Department.

Summary of main statistics on 279 Army, Navy, and Air Force general libraries

	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Total</u>	<u>Average</u>
No. of libraries	90	50	139	279	---
Sq. ft. total space	322,800	190,200	438,400	951,400	3,410
Ft. of shelving	165,300	104,000	206,800	476,100	1,700
No. of seats for users	5,143	4,400	5,551	15,094	54
No. of libraries in central location	81	45	118	244	---
No. of libraries that meet space standards	46	29	50	125	---
Appropriated funds	\$1,356,400	\$435,400	\$1,803,000	\$3,594,800	\$12,880
Non-appropriated funds	\$685,800	\$205,300	\$502,500	\$1,393,600	\$5,000
Total funds	\$2,042,200	\$610,700	\$2,305,500	\$4,958,400	\$17,880
Expenditures, books	\$365,300	\$82,300	\$716,100	\$1,163,700	\$4,200
Expenditures, staff	\$1,428,400	\$471,900	\$1,405,100	\$3,305,400	\$11,840
No. positions	466	265	556	1,287	4.6
-non-military	259	109	264	632	---
-full-time military	99	77	213	389	---
-part-time military	108	79	78	265	---
Vols., books	1,419,700	845,600	2,029,900	4,295,200	15,400
Vols. added	169,800	69,700	263,200	502,700	1,800
-from central supply	56,700	42,000	73,200	171,900	600
Vols. withdrawn	120,100	26,320	105,700	252,100	900
Use standing orders	20	22	17	59	---

	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Total</u>	<u>Average</u>
Standing orders desired	44	17	97	158	---
Orders in advance	45	34	86	165	---
Purchase regulations OK	75	45	115	235	---

Classification used - all but 2 use DC, 4 (AF) also use LC, 2 in Army, 3 in Navy, 6 in Air Force use "other"

Subject headings used:

Sears	71	46	96	213	---
LC	7	1	21	29	---
Both	7	2	16	25	---
Other	6	1	9	16	---
90% cataloging and classification by staff	46	38	94	178	---
50% or more done by headquarters	9	5	7	21	---
Use LC or Wilson cards for 50%	39	0	86	125	---
No. eligible users	815,100	635,100	1,462,900	2,913,100	10,400
Vols. lent	4,375,100	1,139,200	4,300,100	9,814,400	35,100
Unbound periodicals lent	1,501,200	19,200	1,787,900	3,308,300	11,800
Paperbacks given out	679,900	26,800	1,171,500	1,878,200	6,700

SCHOOL AND TECHNICAL LIBRARIES OF THE AIR FORCE

presented by

Mr. Robert W. Severance, Director, Air University
Libraries

Mr. Severance expressed his regret that Mr. Harry F. Cook, Chief of Libraries Section, Headquarters, USAF, was prevented from serving as chairman of this panel by the unexpected requirement of a staff visit to the Pacific area. He pointed out that the two regulations issued by Mr. Cook's office (AFR 212-1 and 212-3) are the authority for the establishment and operation of all libraries in the Air Force.

Mr. Severance presented a chart showing the organization of the Air Force by major categories, i. e., major commands and separate operating agencies. He pointed out that only the following major air commands have well-established research or school libraries:

- a. Air Force Academy
- b. Air University
- c. Aeronautical Chart and Information Center
- d. Air Force Systems Command
- e. Office of Aerospace Research

Mr. Severance noted that with the exception of the Aerospace Medical Center, of Air Force Systems Command, all Air Force professional and graduate schools are under the jurisdiction of the Air University. Research libraries are located for the most part in Air Force Systems Command, although there are research libraries that play an increasingly important role in the Air University Command, Aeronautical Chart and Information Center, and Office of Aerospace Research.

Mr. Severance concluded this portion of the panel presentation with a summary of the functions of the Institute of Technology Library at Wright-Patterson Air Force Base. The IT Library, with its staff of thirteen, supports logistics and engineering schools at the Institute of Technology. In his capacity as Air University Command Librarian, Mr. Severance monitors the IT Library.

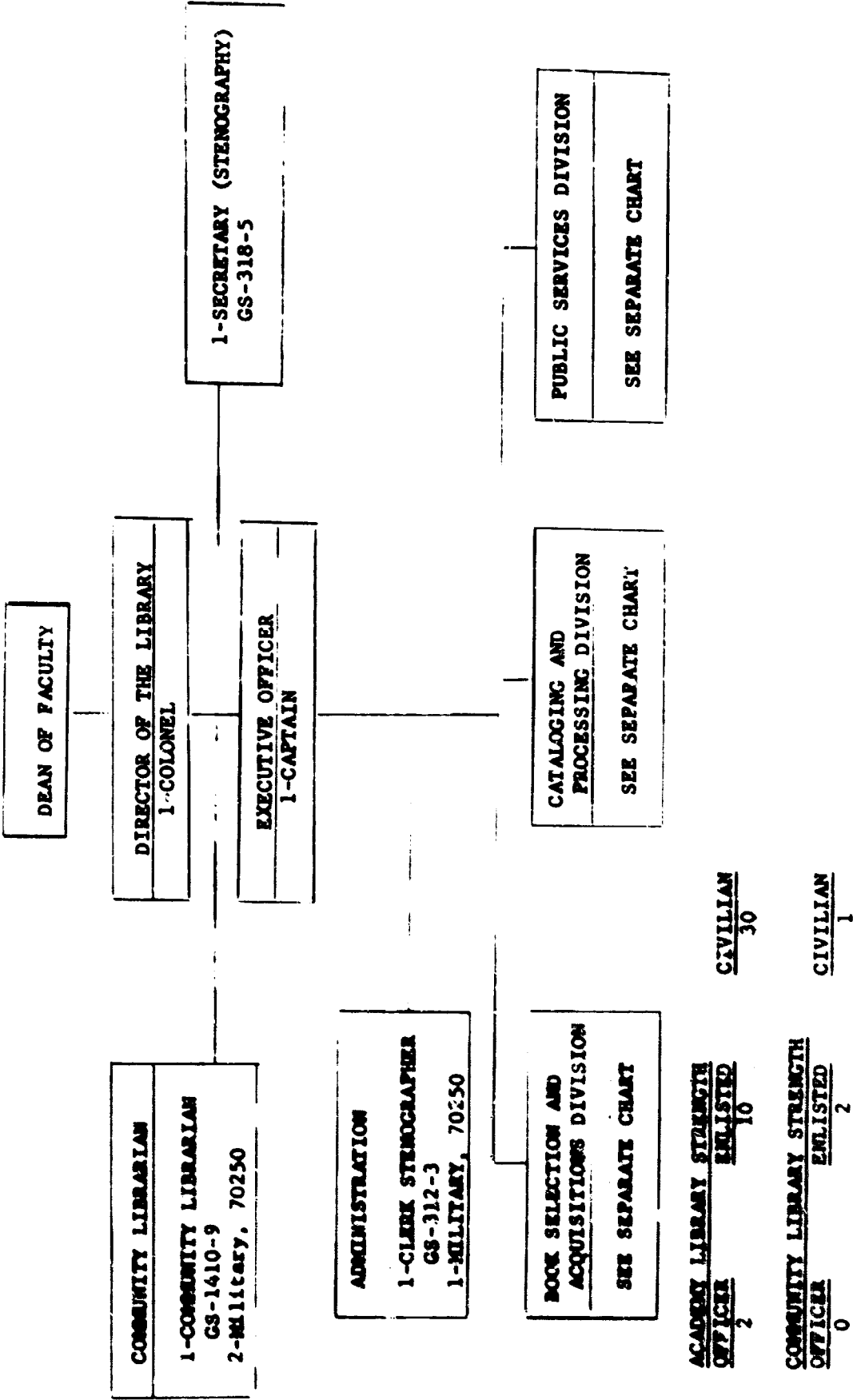
Mr. Severance introduced the first speaker of his panel, Mr.

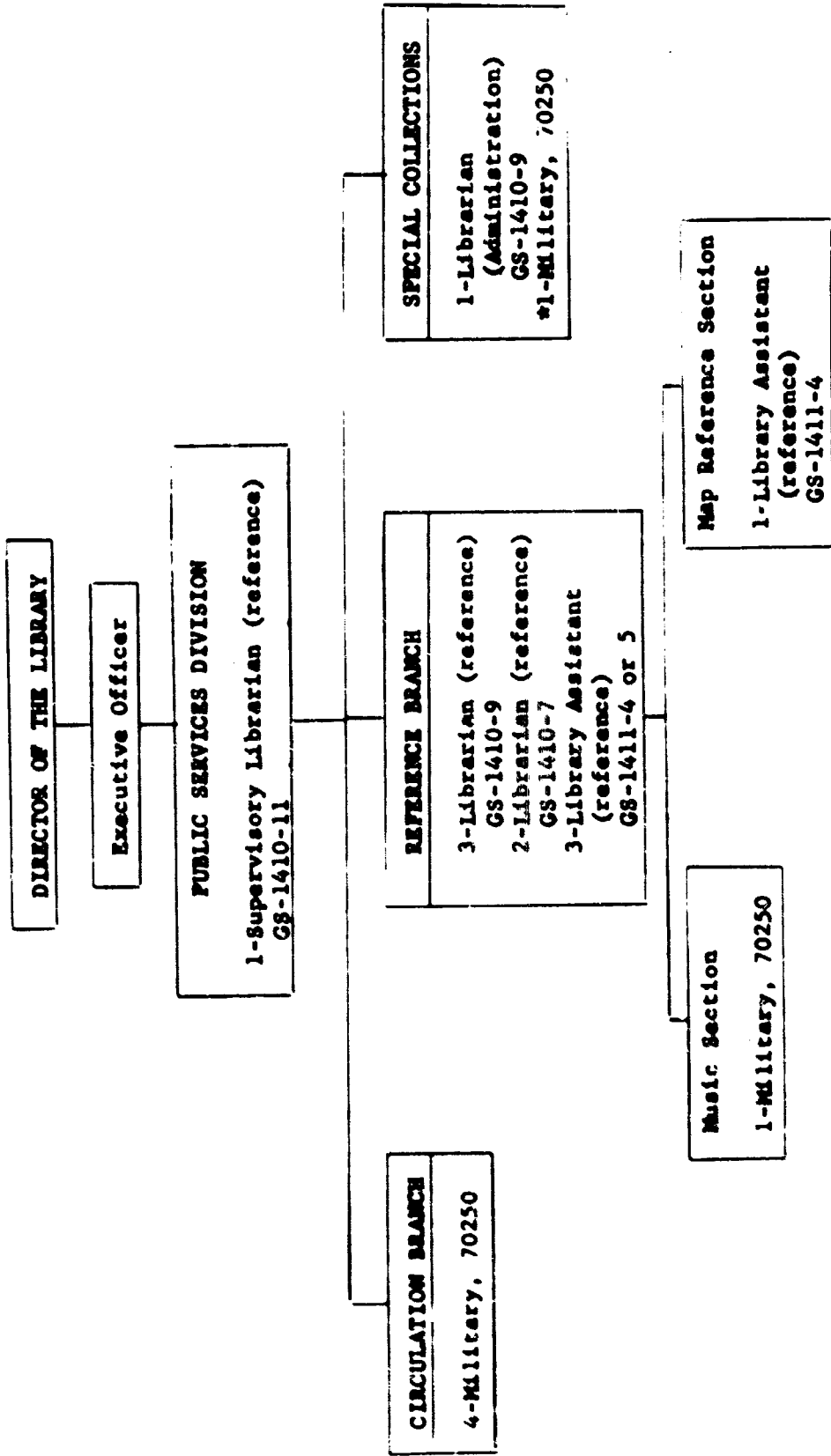
Paul J. Shank, of the Aeronautical Chart and Information Center, who sketched the mission, organization, function, and problems of his organization. Mr. Shank stated the mission of ACIC is to provide the Air Force with aeronautical charts, graphic air target materials, flight information publications and documents, terrain models, maps, evaluated intelligence on air facilities, and related cartographic services. ACIC operates a library of still aerial and ground mapping, charting, intelligence, historical, and documentary photography. The Cartographic Information Services Branch, with its collection of source and reference materials, supports the ACIC mission and its staff and production activities. Aiding the CIS Branch are the Photo Library Section, with its collection of more than 9,000,000 items; the Map/Chart Information Section, which has a 3,000,000-item collection; the Geodetic Control Section, with holdings of 376,000; the Intelligence Section, which has 300,000 documents in its collections; and the 21,579-volume Technical Library Section. Aeronautical Chart and Information Center is confronted with specific problems common to many military libraries, e. g., establishment of special subject collections, changes in names of sponsoring agencies, security classification changes, and determination of appropriate branch or section library to be given custody of certain materials which are of reference value to more than one branch or section. In addition, Mr. Shank cited as a major challenge to his organization the ever-changing requirements in the structure, design, and reference features of maps and other cartographic and intelligence instruments.

Mr. Severance then introduced his second panel member, Mr. Richard L. Gobble, Chief of the Cataloging Division, Air Force Academy Library. Mr. Gobble used the attached charts to explain the organizational structure of the USAF Academy Library, following his review of its mission and an indication of the extent of its collection. Mr. Gobble pointed to the growth of the Library from its mere 500 volumes in 1955 to a collection 140,000 volumes at the time of the Workshop. He cited the problems of recruiting qualified librarians, despite the graduate school of librarianship in the region, partly as a result of disparity in salary rates for Federal librarians in the region. He pointed with pride to the Academy Library's use of the Planket Purchase Authority system as a streamlined procurement method for the acquisition of books. He suggested that a review of this system, which features call contracts with leading vendors, would be of interest to librarians of all branches of the Federal Government, since it offers the first major departure from the traditional maze of administrative procedure associated with military library purchasing. He also mentioned the introduction of Flexowriter equipment as a further refinement in the acquisitions process. Mr. Gobble suggested several uses for this kind of equipment in libraries, e. g., periodical listings, mailing lists, catalog card preparation, subscription renewal records, and departmental library listings. He also invited the delegates to

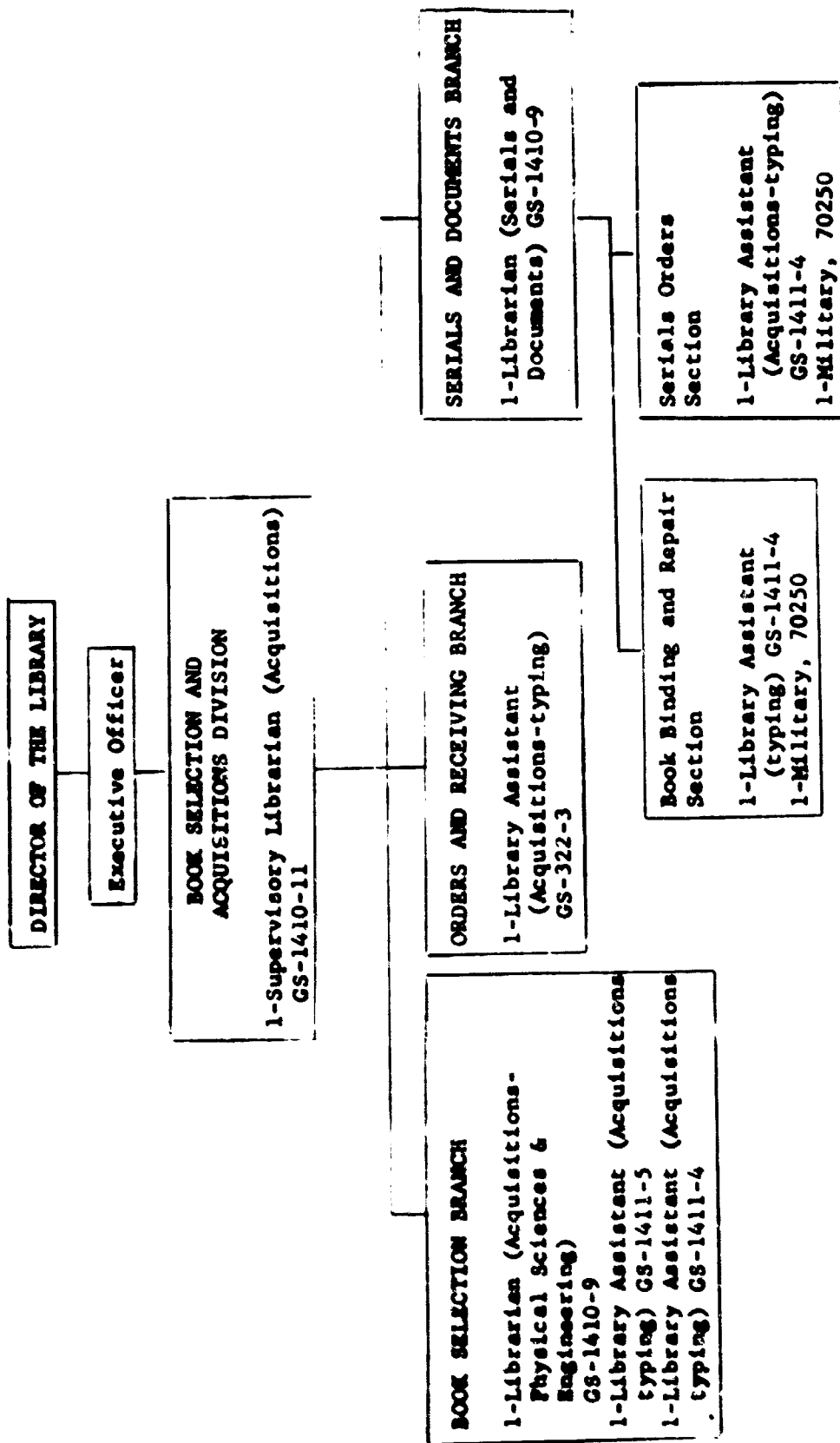
make informal visits to each department of the Academy Library, in order that the exchange of specialized information might prove of mutual benefit to the Academy Library staff and to the visitors.

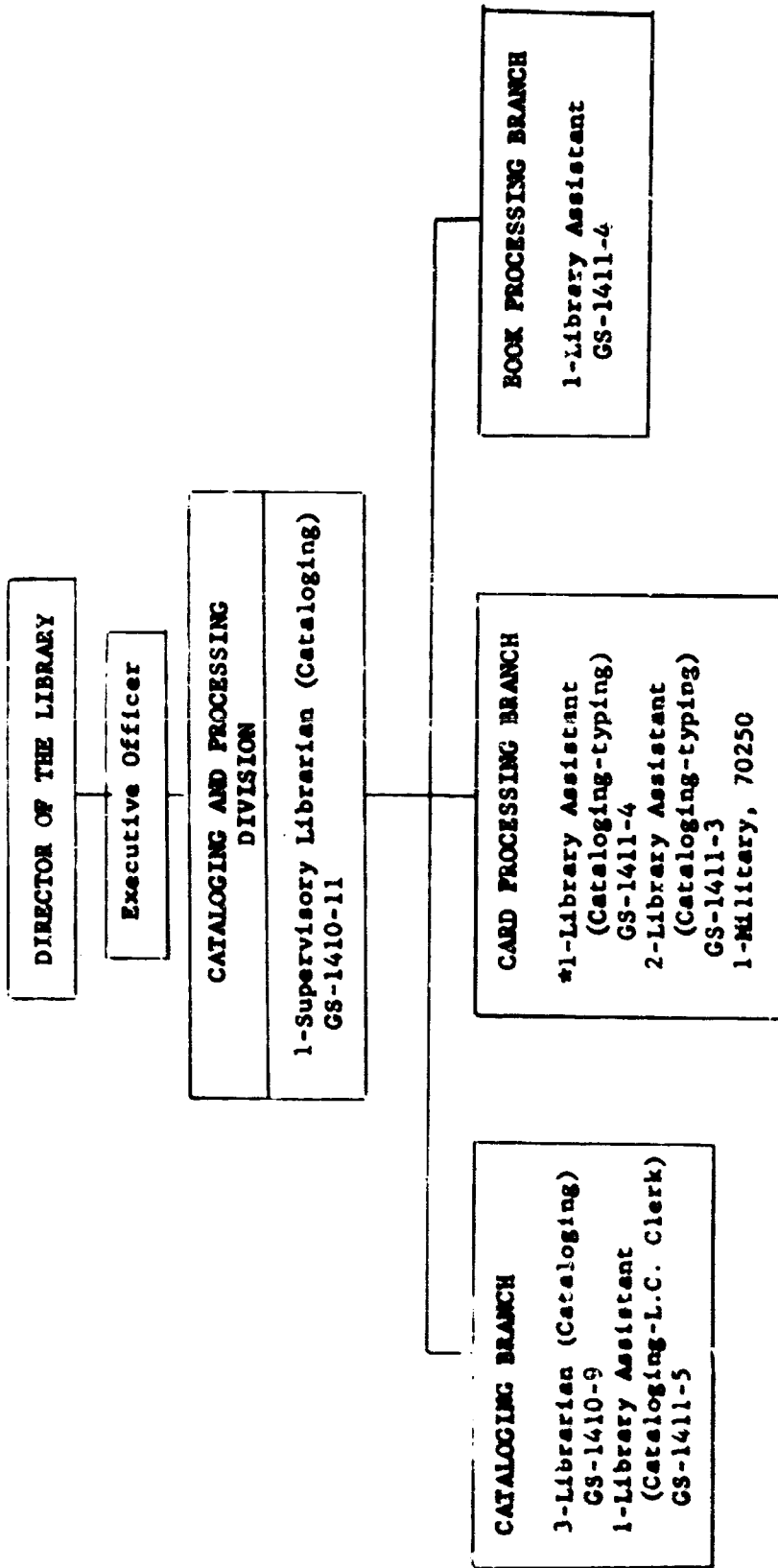
Before closing, Mr. Gobble introduced Dr. Stuart Baillie, Director of the University of Denver School of Librarianship, and Mr. Eldon L. McColl, of the Placement Division, Civilian Personnel Office, Air Force Academy. Mr. Gobble cited the close cooperation and support given by Dr. Baillie to the Air Force Academy Library and to the entire 10th Civil Service Region, insofar as the placement of graduates of the School of Librarianship was concerned. Through such means as visits to the School of Librarianship by Colonel Fagan, Mr. McColl, or Mr. James E. Dodson, the USAF Academy Director of Civilian Personnel, the recruiting of professional librarians has been greatly simplified. Mr. Gobble mentioned that seven graduates of the Denver University School of Librarianship had been appointed to the Academy Library staff within the past three years, and that their exceptional competence and high motivation had enhanced the professional standing of the Library.





*Also assists in map room





*Will act as work leader

Mr. Severance, at the conclusion of Mr. Gobble's presentation, commented that the personnel problem is perhaps the major difficulty facing all Air Force Libraries. This encompasses both the attracting of qualified candidates for professional-level positions and the obtaining of satisfactory classification levels to assure long-term affiliation with the agency of employment. He mentioned that the question of procedure for the acquisition of commercially published library materials had long confronted military librarians, and he noted with pleasure the "opening of the frontier" by the Air Force Academy Library.

Mr. Severance continued the discussion of school libraries of the Air Force. Principal among these, of course, are the Air University Library and its branches and Air Force Academy Library. Before introducing other members of his panel, who were to discuss representative libraries within the major air commands previously referred to, Mr. Severance devoted several minutes to a commentary on his own particular area of responsibility, the Air University Library, with its staff of 144, its 500,000 documents, 250,000 books, and 225,000 maps. He mentioned the fact that the Air University Library publishes catalogs, indexes, and bibliographies, and has acted as a center for microfilming and publishing projects of interest to all military librarians. Of particular note are the five operating divisions of the Air University Library:

- a. Reader Services
- b. Technical Services (Reader Services and Technical Services constitute the book, journal, and document library)
- c. Audio-Visual Center (provides maps, films, and production facilities for visual aids used by the AU faculty)
- d. Television Center (provides closed-circuit educational television services, including three production studios and enough monitors in auditoriums and seminar rooms to permit 5,000 viewers to witness programs simultaneously)
- e. Special Library Services (for the Air War College, Medical Service School, and two base (Community) libraries)

Mr. Severance announced that the Air Force Systems Command Librarian, Miss Sara Seagle, had been unable to attend the Workshop as planned, and that the scheduled description of the various research libraries of AFSC would have to be omitted from the program.

The next speaker of this panel was Mr. John M. Hatrick, Chief of the Technical Services and Library Staff, Office of Aerospace Research, who spoke of the technical and research libraries of the

Office of Aerospace Research and its subordinate element, the Air Force Office of Scientific Research. From Mr. Hetrick, the conferees learned of the basic mission of the OAR; namely, the basic or theoretical research program of the Air Force; with some emphasis of applied research, particularly in the areas of the effects of nuclear weapons, nuclear applications, and aerospace environment. The five technical libraries of the Office of Aerospace Research include:

- a. OAR/AFOSR Headquarters Library, in Washington, D.C.
- b. Directorate of Research Analysis, Holloman AFB, New Mexico
- c. Air Force Cambridge Research Laboratories (AFCL), Bedford, Massachusetts
- d. Aeronautical Research Laboratory (ARL), Wright-Patterson AFB, Ohio
- e. European Office of Aerospace Research (EOAR), Brussels, Belgium

Mr. Hetrick stated that the OAR libraries are rapidly overcoming the one major administrative obstacle with which they have long been confronted; namely, the assurance of timely availability of research findings and reports needed by the scientific community.

MILITARY LIBRARIES IN CANADA

presented by

Charles H. Stewart

Department of National Defence Library, Ottawa, Canada

Military libraries in Canada are few and far between. All but one are part of the Department of National Defence.

There are three Canadian Service colleges. Royal Roads, Victoria, B. C., and College Militaire Royal, St. Johns, Quebec, are the two junior colleges, each giving three-year courses, the equivalent of senior matriculation and first- and second-year engineering -- College Militaire is bilingual, courses being taught in both French and English. The Royal Military College at Kingston, Ontario, the senior of the three colleges, gives the final year to all service college students, and confers the degrees of Bachelor of Arts and of Science. Starting in 1962, degrees in engineering will be conferred. Thus it can be seen that their libraries are primarily academic with good collections covering military studies.

The Royal Military College Library contains approximately 74,000 volumes, with strong collections in military history and military science. It has a staff of six professional librarians. The new library building, opened last year, is a joy to behold and use, and makes Canadian military librarians elsewhere proud but envious. Mr. John Spurr is chief librarian.

Royal Roads Library is located in Dunsmuir Castle on the north side of the Strait of Juan de Fuca, looking southward to the Olympic mountains of Washington. This library is the smallest of the three, with approximately 15,000 volumes, including a good collection on naval history. It has a staff of two--the Chief Librarian, Mrs. Mary Campbell Allard, is retiring this summer.

The College Militaire Library contains approximately 30,000 volumes, acquired since its beginning in 1952. The collection is bilingual (with a bilingual catalogue), being a basic collection on military aeronautics and Air Force history. Bernard Vinet is the chief librarian, with three professional and six clerical assistants.

The Fort Frontenac Library in the historic fort has a dual service -- to the National Defence College and to the Canadian Army Staff College. The National Defence College is the equivalent of the American National War College. The library collection of approximately 30,000 volumes has strong emphasis on international

relations; current events; military art, science, and history; defence planning and organization; political science; and economics. The chief librarian, Miss Mary O'Connor, has a staff of six assistants.

The Royal Canadian Air Force Staff College at Armour Heights, Toronto, has a collection of approximately 10,000 volumes with emphasis on psychology, political science, economics, military strategy and air power, World War II history, and English. Miss Mary Ash runs the library without assistance.

The Royal Canadian Military Institute in Toronto is the only non-governmental library of note in Canada. The Institute has an active program for retired service officers, and maintains a military museum as well as a library. The librarian, Mr. W. A. Stewart, who is responsible for the museum as well as the library, has one of the best collections in Canadian military history and is very active in the Military History Society of the United Kingdom, a branch of which is located in Toronto.

The Department of National Defence Library located at National Defence Headquarters in Ottawa has two missions: as National Defence Library, to assist libraries and historians across Canada; and as the National Defence Headquarters Library, to assist personnel in relation to their work and education. The Library has approximately 40,000 volumes, and subscribes to about 700 periodical titles. Strong emphasis is placed on Canadian military history, including regimental histories (Canadian and British) Army, Navy, and Air Force lists and other military Canadiana, with good collections on history, international affairs, and technical subjects. There is a staff of twelve, including five librarians (15 and when available).

There are other libraries at National Defence Headquarters: under the Judge Advocate General, Surgeon General, and the Army Historical Section. Also, each service has a technical library, holding service publications, reports, and documents. The Directorate of Scientific Information Service of the Defence Research Board is responsible for all documents and scientific reports, and can be described as a small edition of Armed Services Technical Information Agency. Mr. L. F. MacRae has a staff of approximately sixty, with three librarians as well as university-trained information officers as subject specialists.

There are service libraries across Canada at schools, training centers, area and district commands -- these operate on grants ranging from \$45.00 annually for isolated detachment reading rooms to \$300.00 annually for command reference libraries, in addition to local sources of non-public funds. These libraries are as active as the energy of the appointed officers of the library committee permits. The Navy and Air Force have similar libraries across Canada; the only professional librarian is at the Air Materiel Command Library at Rockcliffe, a suburb

of Ottawa. So much for the roster of libraries.

Canadian problems are similar to those found in America, since staff members are civil servants, with difficulties of red tape and standardized procedures of procurement, recruiting, and general management.

The most predominant problem is recruiting librarians. One argues and justifies for several years to get an additional librarian position authorized. The time arrives to start trying to fill the vacancy -- a competition is held after advertising for two months -- a board is held with applicants examined verbally by those recruiting, and rated -- the results are held up a month pending a preliminary board for an applicant on the West Coast, who, before she comes east for a board, decides she will stay where she is -- a month wasted. Security clearance -- another two or three months. The successful applicant has not yet been told she is to be offered a position, as her clearance is not through. Patience wears thin before the next stage -- the offering of the position, the acceptance, and the release by her own Department.

No applicants for two junior librarian posts -- what solution? Wait for next year's crop of library school graduates who are offered 8 to 10 jobs each? Accept a college graduate who, if he or she likes the work, will take a library course? One suggested solution raises a subject that might well be discussed at a future workshop -- on-the-job-training to fill, at least temporarily, a librarian's vacancy. The Department of National Defence Library, for example, is training a typist, whose previous duties consisted primarily of typing library cards, to do descriptive cataloguing, as she has shown aptitude for this work and is working on her arts degree in evening classes. She intends to take her library course following her B. A. The Civil Service Commission is holding a competition for Technical Officer (Library) -- qualifications: a university degree and an indicated desire to go to library school.

It is suggested that ideas and experiences on in-service-training be discussed at a future workshop.

THE DEPARTMENT OF DEFENSE LIBRARIES

presented by

Mr. Charles R. Knapp, Chief, Library Branch
Industrial College of the Armed Forces

Mr. Knapp opened his panel by defining the areas to be covered in his discussion and in those of his panel members. He stated that the following would be considered:

- a. Armed Forces Staff College Library, Norfolk, Virginia
- b. Industrial College of the Armed Forces Library, Fort Lesley J. McNair, Washington, D. C.
- c. National War College Library, Fort Lesley J. McNair, Washington, D. C.
- d. Armed Services Technical Information Agency, Arlington, Virginia (which has service-wide responsibilities, although it is administered by the Air Force)

Mr. Knapp mentioned briefly the Department of Defense Research and Engineering Technical Library, located in the Pentagon, but did not review its functions in detail. With reference to the Armed Forces Staff College, the Industrial College of the Armed Forces, and the National War College, Mr. Knapp pointed out a number of unique factors. First, they operate directly under the Joint Chiefs of Staff, and therefore have no direct responsibility to any of the Services. The Services participate in guidance for these colleges and their libraries, but only indirectly, through the Joint Chiefs of Staff. Indeed, the Services are the housekeeping agencies for the colleges located on their respective military stations. The staff, faculty, and students are drawn from all the Services, and the deliberate integration of their activities has proved singularly successful.

Mr. Knapp introduced the first speaker of his panel, Miss Elizabeth F. Jesse, the Librarian of the Armed Forces Staff College. Miss Jesse stated that an understanding of the role of the library would be more easily attained, following a statement of the mission of the Armed Forces Staff College itself, to wit: "to conduct a course of study in joint and combined organization, planning, and operations, and in related aspects of national and international security, in order to enhance the preparation of selected military officers for duty in all echelons of joint and combined commands." One other factor to be considered, she pointed out, is the composition of the student body. It is comprised of more than two hundred officers from the various Services of the U. S.

armed forces; representatives of the armed forces of Great Britain, Canada, Australia, New Zealand, and France; and civilian representatives from governmental agencies. The course of study (five months in duration, with two incoming classes per year) is conducted on a lecture-seminar basis, rather than in the traditional classroom manner. This, quite naturally, places special demands on the library, with its staff of nineteen - including eight professional librarians. The collection is made up of approximately 50,000 books and bound periodicals and 25,000 security-classified documents. Early in 1962, the library will occupy a wing of the second floor in the new academic building, where there will be space for 150,000 books and vault space for 50,000 documents, with reading tables for fifty per cent of the students. Returning to the subject of functions of the library staff, Miss Jesse mentioned the bibliographic function of the reference section. The preparation of bibliographies for the staff studies of individual students is a significant feature of reference work. Miss Jesse indicated that her library was faced with no major problems. The budget was considered ample; space for operation was soon to be provided for; and the professional challenge was considered stimulating. The requirement for constant weeding of the collection, in keeping with the mission of the College, was cited as a factor in the size of the collection.

Mr. Knapp expressed his regret that Mr. George J. Standfield, the acting Librarian of the National War College, could not be present for the Workshop. A written summary of the organization and functions of the National War College Library, prepared by Mr. Standfield, was read to the delegates. Principal among the aspects of library operation noted was the close association and integration of library functions with the academic program. The twenty-four members of the library staff assist the faculty in the selection of material for course use, and they work closely with students in the development of their individual research papers and committee projects.

Next, Mr. J. Heston Heald, of the Armed Services Technical Information Agency, delineated the basic areas of ASTIA activity. He observed that there was a strong likelihood for an expansion of the ASTIA mission, as provided for in a 19-point program that had been submitted to the Department of Defense. A significant growth in the authorized size of the ASTIA collection, with accompanying emphasis on rapid dissemination of information and materials, would be the result of the proposed reorganization.

Mr. Knapp concluded his panel discussions with a resume' of the functions of the library of the Industrial College of the Armed Forces, his own library, which has functions similar in many respects to the library of the National War College. He cited the mission of the ICAF; namely, "to develop an understanding of the economics of national security, and to include within this spectrum a knowledge of the

political, social, economic, psychological, and cultural factors of the free world as opposed to those of the Communist bloc...." With holdings of more than 100,000, including 18,000 security-classified documents, the library is engaged also in an extensive inter-library loan program in behalf of its faculty and students. One of the unique elements of the collection consists of papers and reports that have, over the years, been generated by the curriculum of the College. Mr. Knapp mentioned the range of services offered by his library. Some distinctive features include:

a. the policy that permits a borrower to take a book and have no specified date for its return;

b. the almost complete lack of restrictions on type of library materials that may be circulated, such as reference books and encyclopedias;

c. the compilation and editing of bibliographies on the part of library staff members, both as part of the curriculum planning program and as an assistance to students.

Mr. Knapp said that it was indeed a rare privilege to be associated with such select groups of students as those whom he had encountered at the Industrial College of the Armed Forces. He said that this caliber of student body, of course, was also a feature of the National War College and the Armed Forces Staff College.

SCHOOL LIBRARIES OF THE ARMY

presented by

**Mr. O. Willard Holloway, U. S. Army Artillery and Missile
School Library, Fort Sill, Oklahoma**

Since the Workshop planned to emphasize the research and technical libraries of the U. S. Army, rather than the Army's school libraries, Mr. Holloway limited the school library panel meetings to a series of informal discussions of the general objectives and trends noted in the U. S. Army School libraries, as well as an assessment of measures being taken to overcome the problems involved in their operation.

RESEARCH LIBRARIES OF THE ARMY

presented by

**Mr. Paul J. Burnette
Director, the Army Library
Department of the Army
The Pentagon**

Mr. Burnette announced that he and members of his panel would consider the following:

a. U. S. Army Electronic Proving Ground Technical Library,
Fort Huachuca, Arizona

b. U. S. Army Ordnance Libraries

(1) Army Rocket and Guided Missile Agency, Redstone
Arsenal, Alabama

(2) Picatinny Arsenal, Dover, New Jersey

(3) U. S. Army Research and Development, Technical
Library Branch, White Sands Missile Range, New Mexico

c. The library of U. S. Army Quartermaster Research and
Engineering Command, Quartermaster Research and Engineering Center,
Natick, Massachusetts

d. Field Law Library Service, Army Library, the Pentagon

In his introductory remarks, Mr. Burnette cautioned the conferees to bear in mind that only selective coverage of Army research libraries would be attempted, since attendance at the Workshop had not been possible for many military librarians, including some who represented major segments of the research library system.

The first speaker of the panel was Mr. Frank E. Randle, Jr., Director of the Technical Library operated at the Fort Huachuca, Arizona, under the auspices of the U. S. Army Electronic Proving Ground. The technical library supports the mission of Fort Huachuca, i. e., the testing of electronic and communications equipment involved in the research and development programs of the Chief Signal Officer and the U. S. Army Signal Research and Development Laboratories of Fort Monmouth, New Jersey. Aside from the problem of obtaining professional librarians to fill vacancies, the Technical Library has been particularly concerned with the problem of storage space. In Mr. Randle's words, "Printed technical documents in support of testing programs do not lend themselves to a clear-cut program of microfilming. What is new this month may be obsolete next month; 'worthless' reports of today may have tremendous value after another test. Holdings of documents have increased from 15,000 in 1959 to 26,000 in 1960, and to almost 30,000 in 1961 - no decrease is in sight."

Following Mr. Randle's presentation, Mr. Burnette introduced Mrs. Cleo S. Cason, of the Army Rocket and Guided Missile Agency, Redstone Arsenal, Alabama. Mrs. Cason directed the discussions relating to libraries of the U. S. Army Ordnance Corps. She pointed out that an understanding of the need for a sound system of Ordnance research libraries would be readily gained from a review of the functions of the Corps. She defined it as "a technical service of the U. S. Army, charged with the design, construction, testing, and supply of Ordnance materiel. The Ordnance Corps provides guns, ammunition, missiles, armored and tracklaying vehicles, and apparatus for sighting and firing guns. It maintains arsenals and depots for the design, manufacture, testing, storage, and issue of such materiel; it also maintains an extensive research program." The fact that nearly \$700,000,000 of the Ordnance Corps budget is spent for research and development, testing, and engineering attests to the interest of the Ordnance Corps in the facilities of research, including libraries. Twelve Ordnance installations maintain general research libraries, with staffs ranging in number from 38 to 3. In addition, there are two Ordnance Technical Intelligence Libraries, one of which is located at the Army Ordnance Missile Command, Huntsville, Alabama, and the other of which is at the Ordnance Technical Intelligence Agency, Arlington, Virginia. Mrs. Cason then introduced Mr. Michael A. Costello, of the Pictanny Arsenal, Dover, New Jersey, who briefly outlined the functions

of the Ordnance library at his installation. He mentioned that the major problem with which he was confronted was the difficulty in winning approval of authorization for additional personnel positions on the library staff. The competition between Ordnance libraries and the Ordnance scientific and engineering groups for the limited number of manpower spaces has found the libraries in an unfortunately unfavorable competitive position. Lack of available floor space for rapidly expanding library collections was cited as a second problem deserving of study.

Mrs. Cason then introduced Mrs. Charlotte F. Shank, Technical Library Division, Army Ballistic Missile Agency, Redstone Arsenal, Alabama. Mrs. Shank reported that she had dispatched questionnaires to librarians of Ordnance installations and had reached the conclusion that lack of shelf space and floor space for the collections was causing major difficulty. Solutions already undertaken to remedy this problem include an extensive microfilming program, a continual weeding process, and improvement in the utilization of available space. Another problem noted by Mr. Shank was that fact that relocation and expansion of research laboratories and offices often resulted in their being removed to points considerably distant from the libraries that support them. In some instances, field libraries provide the answer to this situation, in other instances messenger service and increased reliance on telephone communication prove helpful.

Miss Catherine Green, of the Technical Intelligence Library, Army Ordnance Missile Command, Redstone Arsenal, Alabama, was the next panel member. She pointed out that the Technical Intelligence Library, of the Missile Intelligence Office, is a relatively small library consisting of approximately 7,000 documents, 132 periodicals, and 500 books. Its purpose is to supplement the larger libraries by making available documents on foreign missiles. It serves the entire Army Ordnance Missile Command on a need-to-know basis, although its most frequent users are analysts assigned to Missile Intelligence, AOMC.

Mrs. Cason introduced Mrs. Mildred Edward, Detroit Arsenal, Centerline, Michigan, and provided her with an opportunity to say a few words about her library.

Next, she asked Miss Margaret F. Zenich, Technical Library Branch, White Sands Missile Range, New Mexico, to review salient aspects of her library. Miss Zenich indicated that the two principal areas in urgent need of improvement were Army procurement practices and the administrative organization, as they affect Research and Development libraries. She indicated that sufficient thought has not been given to planning the location, expansion, staffing, and service orientation of many Army Research and Development libraries.

The procurement system, while ideally suited to the safeguarding of Government property and funds, has not been adapted to the need for rapid acquisition and distribution of library materials, Miss Zenich indicated. A reassessment of the system, therefore, seemed the first step in solving the problems.

Mr. Burnette thanked the representatives of Ordnance Corps for their genuine interest in the welfare of the libraries they represented. He then introduced Mr. Robert L. Martin, Chief, Technical Library, Headquarters, Quartermaster Research and Engineering Center, Natick, Massachusetts. Before pursuing his discussion of the Technical Library System of the QM Research and Engineering Command, Mr. Martin mentioned that it was one of the two major library services of the Quartermaster Corps, the other being the Quartermaster School Library at Fort Lee, Virginia. The Research and Engineering Command Library serves the following:

- a. Quartermaster Food and Container Institute, Chicago, Illinois
- b. Quartermaster Research and Engineering Field Evaluation Agency, Fort Lee, Virginia
- c. Research Institute of Environmental Medicine, Natick, Massachusetts (a Surgeon General activity)
- d. Airborne Test Activity, Yuma, Arizona
- e. Office of Research, Office of the Quartermaster General, Washington, D. C.

Through the various agencies cited above, as well as the QM-related agency, Military Clothing and Textile Supply Agency, Philadelphia, Pennsylvania, and their laboratories and branches, the Quartermaster Corps concerns itself with a wide variety of research efforts, all requiring the support of an extensive library system. Such research and development projects as footwear, coated fabrics; field heating, baking, cooking, and mashing equipment; hot- and cold-weather clothing; dyeing of textiles; special protective clothing; paper and paper products; fungus control, rubber products; fuels and lubricants equipment; airdelivery equipment; human research in anthropology, biochemistry, physiology, and psychology; ionizing radiation; and chemistry of food flavors and odors, all fall within the research program. At Natick alone, the library consists of more than 24,000 volumes, 75,000 scientific and technical research reports, 725 periodicals, and miscellaneous technical materials such as microcards, microfilm reprints, and maps. The library at the QM food and Container Institute covers the field of food technology in its broadest aspects, being especially strong in chemistry, biochemistry,

nutrition, physiology, biology, packaging, and bibliography. The collection contains 20,000 bound volumes, 30,000 unbound documents, and more than 500 periodicals. Problem areas include procurement, personnel staffing, and space for library materials. Of these, procurement practices are usually established at levels outside the agency at which a Quartermaster library is located.

Mr. James J. Slattery, Librarian, U. S. Army Quartermaster Training School, Fort Lee, Virginia, then reviewed the functions of his library.

Mr. Burnette concluded his panel with a presentation that highlighted an important responsibility of the Army; namely, the Field Law Library Service. Since this phase of the Army Library activity is not widely known, Mr. Burnette described it in detail.

The objective of the Field Law Library Service is that every Army lawyer, military or civilian, assigned to a field installation will have readily accessible a law library which is a balanced, up-to-date collection planned especially for the individual installation.

During World War II, the then Judge Advocate General's Library supplied as best it could, essential legal authority to judge advocates who were stationed all over the world. In addition to the daily decisions required of the judge advocates by their Army commanders, the major responsibility for the administration of military justice also lay in their hands. This experience disclosed the need for systematic dissemination of legal authority and legal developments to all lawyers practicing their craft within the Army. Thus was born, during World War II, the modern version of the Field Service of the Judge Advocate General's Library. At the conclusion of World War II, the task of organizing the developing a permanent peacetime Field Law Library Service was recognized as of vital importance. Out of the postwar chaos, distinctions in types of installations, geographical significance, the amazing diversity of the Army's functions, and the relation of libraries thereto began to form a pattern, and plans were formulated accordingly.

The Field Law Library Service, supplying law libraries throughout the Department of the Army, is in many respects unique. There are now 279 active libraries, of which 210 are within the continental limits of the United States, 4 in Alaska, 2 in the Caribbean area, 41 in Europe and the Near East, and 22 in the Pacific and Far East. No two installations face exactly the same circumstances or are charged with exactly the same responsibilities, and the library requirements of the legal staffs mirror the endless variations. The total holdings of these libraries amount to approximately 400,000 volumes.

The judge advocates and the civilian and military attorneys of the technical services of the Army all over the world are engaged in problems of occupation; construction and rehabilitation; prosecution; defense; adjudication in the field of war damage claims; international law; constitutional law; military law and justice, including martial law, criminal law, and evidence; commercial law; admiralty administrative law; taxation; procurement; property and liability claims against the Government; contractual arrangements involving both foreign and domestic law; implementation of Mutual Aid agreements; and many other subjects. In addition, the increasing volume and diversity of offshore procurement, and the consequent necessity for representatives of the Armed Forces to deal with foreign manufacturers, industrialists and governments have contributed to the demands for materials in the field of copyright and patents. Responsibilities of legal counsel to the commanding officers of the various overseas commands are such that attorneys must be broadly versed in many phases of law germane to the countries where they are stationed, as well as adjacent countries. Every branch of the Army is their client. Ready information on all negotiations, treaties, and agreements entered into by the United States Government, as well as pertinent congressional and legislative action is of utmost importance in coordinating the Army's activities with the Department of State and with the foreign governments in these sensitive areas. Legal officers attached to Military Advisory Groups and to NATO groups are charged with heavy responsibilities in representing the United States Government and in serving as juridical advisers to the foreign governments concerned.

At present, in the European Theater there are 33 legal offices staffed by a considerable number of judge advocates, legal officers, and civilian attorneys, of which ten are directly engaged in international and foreign legal counseling not ordinarily associated with military functions. In the Pacific, the 19 active libraries, including those supplied to the various Military Advisory Groups, are charged with legal responsibilities that are virtually unlimited.

The field law libraries are carefully controlled at every step. Each library is assigned a stock record account number and an accountable officer. The libraries are required to report their holdings and requirements periodically on a Selections and Holdings List for Field Law Libraries, which is actually a selected bibliography of current law books. It represents a broad coverage of legal fields, in areas known to be of particular interest. Complete Kardex records are maintained on all sets held and on titles subject to renewal and supplementation. Based on these records, automatic ordering through the Legal Section keeps such titles in current status. Certain items of general interest are distributed

to all field installations. Once a library has been established in a Class A (major Army headquarters), Class B (large or permanent post, camp or station), or Class C (small installation, or mobile unit) category, and has received the basic holdings for this type of library, permanent records are set up and the special requirements of the command receive consideration. Provision is made for individual requirements not falling into any of the customary categories. Information and instructions are furnished field installations as to new editions of standard titles, new books of interest, disposition of obsolete or superseded materials, return of volumes no longer needed or excess to a command's requirements; in short, every effort is made to give each staff judge advocate and legal officer the particular reference collection which will permit him to function effectively. The additional complication of constant movement of the Army, activation and inactivation of installations, transfer of units and establishment of new libraries at a steady pace keeps all records in a state of flux. It will be seen that tailor-making each library to fit the Army's widely diversified requirements is a challenging undertaking.

THE ARMY LIBRARY PROGRAM

presented by

Miss Agnes D. Crawford
Chief, Library Section
Special Services Division
Office of the Adjutant General
Department of the Army
Washington, D. C.

Although the Army Library Program was not included in the panel conducted by Mr. Burnette in his review of Army research libraries, Miss Crawford cited the vital role of the Program in the establishment and development of post-level, community libraries, and described the functions of this Army library administrative and planning agency.

The Army Library Program comprises a system of approximately 950 main, branch, and field libraries located on Army installations within the United States and overseas. The primary mission of this Army-wide library system is to provide adequate quantities of current library materials and professionally administered library services to all active Army personnel. Installation commanders are encouraged to extend library services to include the entire military community, provided the library's staff, materials, and facilities are increased proportionately.

The Library Section of the Special Services Division, Office of the Adjutant General, establishes standards, policies, and procedures for Army installation library facilities, services, and personnel. This office also provides professional library supervision and guidance in all phases of library administration and operation.

To assure a continuous flow of current books to all Army installation libraries, the Library Section budgets for, selects, and ships to all libraries within the Army Library Program monthly and annual kits of new books. A monthly kit of clothbound books, sent to each established library is designed to furnish the broadest possible selection of new fiction and nonfiction titles of interest to all Army personnel. Books of specialized subject or geographic interest are generally avoided for this world-wide distribution. In addition, a paperbound book kit of similar content is distributed Army-wide each month. These books are used primarily at site locations, maneuver areas, and on bookmobiles.

Once a year the Library Section also selects one or more specialized works of nonfiction books for Army libraries. This selection is based upon current emphasis and needs of the Army. Recent specialized selections have included reference books; books and recordings in six foreign languages; new titles on the Contemporary Military Reading List, and a basic library of paperbound books currently being tested in Okinawa and Korea. The Department of the Army monthly and annual book selection programs supplement the more extensive book selection program by installation libraries.

This flexible system of libraries expands and contracts, based upon the current requirements of the Army. In times of war this program has the added responsibility of making available the widest possible variety of books and magazines to troops in combat.

The 350 librarians in the program are encouraged to utilize the materials and services of the great number of more specialized libraries within the Army. The assistance and cooperation which are consistently received from these libraries is valuable and gratifying.

SCHOOL LIBRARIES OF THE NAVY

presented by

Mr. George R. Lockett
Director of Libraries
U. S. Naval Postgraduate School
Monterey, California

Mr. Lockett stated that in the Navy there are four types of schools that have library services as part of their organization. Of these, three types would be considered at this Workshop: undergraduate, staff, and graduate. The fourth type, the library devoted entirely to training, is concerned basically with the acquisition and issue of textbooks for classroom work, and secondarily with the providing of recreational reading materials. Since, in the true academic sense, such libraries do not render those services generally available in libraries of educational institutions, they were not included in the School Libraries panel.

Mr. Lockett announced that in the absence of a representative from the Library of the United States Naval Academy, the Navy's foremost undergraduate college, he would include in his panel the Librarian of the United States Coast Guard Academy, which operates in peacetime under the U. S. Treasury Department, but which becomes a part of the Navy in time of war. Observing that there are many similarities in the Naval Academy and Coast Guard Academy programs, he asked Lieutenant Commander Donald F. Jay, Librarian of the Coast Guard Academy, to describe his library and its services. Because of the indicated interest in the Coast Guard and its Academy, Commander Jay took the opportunity to review for the Workshop delegates a few highlights of the history of the Coast Guard as an introduction to his topic.

The Coast Guard, a part of the Armed Forces of the United States, is the principal Federal agency for maritime law enforcement and marine safety. It traces its development from the founding of the Revenue-Cutter Service in 1790 by Alexander Hamilton. This later (in 1915) became the Coast Guard, when it was amalgamated with the Life-saving Service. It took on additional duties in 1939, when it absorbed the Lighthouse Service, and later, during World War II, the Bureau of Marine Inspection and Navigation, which had previously been under the jurisdiction of the Department of Commerce. The Coast Guard, along with its antecedent, the Revenue-Cutter Service, has always been a part of the Treasury Department, but by law it becomes a part of the Navy in time of war.

As the smallest of the Armed Services, the Coast Guard is sometimes forgotten because it is outside the Defense Department except in wartime.

It is also the only Service which has a continuing peacetime mission. From the Lighthouse Service, it has inherited the responsibility for maintaining aids to navigation. From the Bureau of Marine Inspection and Navigation, it has inherited the responsibility for the licensing of merchant seamen, setting up standards for construction of merchant vessels, and related functions. As the modern-day Revenue-Cutter Service, it has responsibility for port security. The protection of the revenue against smugglers, the original reason for the establishment of the Service, has now ceased to be an important function, but in recent years it has acquired other responsibilities such as the coordination of the International Ice Patrol and the support of oceanographic research. Finally, as heir of the Life-saving Service, the Coast Guard has responsibility for coordinating search and rescue operations at sea and for helping to prevent loss of life and property through such natural disasters as hurricanes or through individual carelessness by the enforcement of boating regulations. The Coast Guard has also expanded its area of operations geographically. It no longer merely guards America's coasts. Its network of Loran stations stretches from the Pacific Ocean to the Mediterranean Sea. In addition to these peacetime duties, the Coast Guard must maintain itself in a state of military readiness at all times.

The mission of the Coast Guard Academy in New London, Connecticut, is to provide officers for the parent Service in the same way as Annapolis, West Point, or the Air Force Academy, but the proportion of Academy graduates in the Coast Guard is greater than in the other Services. The Academy dates its founding from 1876, when the Revenue-Cutter Dobbin was fitted out as a training ship for cadets. Two years later the Dobbin was replaced by the practice ship Chase, whose home port was New Bedford, Massachusetts. Winter quarters were established at Arundel Cove, Maryland, in 1900, and in 1910 the Academy was moved to Fort Trumbull, New London, Connecticut. Fort Trumbull remained the site of the Academy until 1932, when permanent quarters were constructed elsewhere in the city.

The Corps of Cadets numbers about 600, with a faculty of approximately 70, which is both civilian and military. The curriculum is much like that of the other Service academies. The main difference lies in the manner of selecting cadets. At the Coast Guard Academy, this is accomplished by nation-wide competitive examination only.

The Academy Library theoretically dates from 1876, and the collection of books which was kept on the Dobbin. Prior to 1938, however, there was no professional librarian. Since that time, the collection has grown to over 50,000 volumes, and it is anticipated that it will eventually contain double that number. The collection is, in nature, similar to that of any small college library except that it emphasizes to a degree the physical sciences, naval science,

and engineering. As the only research library in the Coast Guard, it is also rich in Coast Guard and maritime history. Special collections have been built up on the subjects of shipwreck, piracy, and polar exploration.

At present, the Academy Library receives approximately 350 serial titles, in addition to U. S. Government publications sent to it as an official depository. The Library also participates in the Farmington Plan, under which it has responsibility for publications dealing with water transportation and navigation and merchant marine.

The staff at present consists of three professional librarians, one full-time civilian library assistant, and one Coast Guard enlisted man half-time. The Library's budget for the current fiscal year is \$12,000 for books, periodicals, and binding, and the Librarian has sole authority for the expenditure of the funds allotted to him. He is, however, administratively responsible to the Dean of Instruction.

Although the Library is not without its problems, such as lack of adequate clerical help, to name but one, these problems are receiving the sympathetic attention of the Administration, and it is anticipated that the more serious ones will be solved in the near future. Working conditions on the whole are good, and relations with other departments at the Academy are excellent.

Mr. Luckett then began consideration of the second part of the Navy School Libraries panel, the staff school, as exemplified by the Naval War College. This type of institution has as its aim instruction and study in the professional areas of warfare, international relations, and inter-service operations. Miss Frances L. Carey, Assistant Director of Libraries, U. S. Naval War College, presented this portion of the panel study.

The Naval War College is the highest educational institution of the Navy and the oldest institution of its type in the world. It was founded in 1884 by Commodore Stephen B. Luce, who served as its first president. He was succeeded by the great naval strategist Captain (later Admiral) Alfred Thayer Mahan. Throughout its history, the Naval War College has had as its objective the preparation of senior officers for future positions of great responsibility. Some of its distinguished graduates -- Admirals King, Nimitz, Halsey, and other -- are familiar to everyone as Naval leaders of World War II.

The present mission of the Naval War College is succinctly expressed in a statement by its current President, Vice Admiral

Bernard L. Austin: "The challenge of complex modern warfare can be met only by officers having a full and deep understanding of the fundamentals of warfare, international relations and inter-service operations, and a broad grasp of strategic principles upon which the mission of the United States Navy is based. The response to that challenge through the education and indoctrination of the mature senior officers who attend this institution is the end to which the Naval War College is dedicated."

Three resident courses are conducted. The first of these, the Naval Warfare Course for senior officers, is comparable to the courses offered by the National War College, Army War College, and Air War College. The Command and Staff Course is similar to the courses on this level offered by the other Services, such as the Army's Command and General Staff School at Fort Leavenworth. A third course, which was inaugurated in 1956, is given for senior officers of foreign navies. Each of these courses is one academic year in length. The Naval Warfare Course is also open to selected civilians from Government agencies; both this course and the Command Staff Course are attended by officers of the other Services.

The Naval War College Libraries play an important role in supporting the curriculum. They trace their origin to a requisition for books in 1885. In 1904, a library annex was erected, and in 1905 the first Civil Service librarian was appointed. In 1938, an addition was built, providing reference room and stack area. The collection in Mahan Library now numbers 114,000 volumes. The classified Library is a depository and circulation center for 50,000 classified documents. Sims Library was established in 1956 to serve the Naval Command Course for Foreign Officers and the Command and Staff Course. These courses are given in Sims Hall, which is some distance from the main buildings of the War College. This Library consists of a working collection of 7,000 volumes.

The three libraries are operated by eleven professional and six non-professional staff members. All give reference and bibliographic service to staff and students. In addition, service is given to the War Gaming Department, Extension Education Department, and the Institute of Naval Studies.

In the organization of the War College, the Libraries come under the Administration Department, whose head holds the rank of captain. The Library staff works closely with the officers and civilian professors on the staff in compiling bibliographies for course directives. A periodical bulletin which includes an accessions list is issued by the library on a biweekly basis. Each month the Library issues a compilation of book reviews which have been prepared by the officers on the staff.

In considering the third type of Navy school, the graduate-level institution, Mr. Luckett analyzed the Naval Postgraduate School, where he serves as Director of Libraries and holds faculty rank of professor.

The U. S. Naval Postgraduate School, located in Monterey, California, is really a complex of three schools on campus and one located in Anacostia, D. C. There are nearly fourteen hundred students in residence in Monterey, more than half of whom are attending the Engineering School. This school, graduate in nature, provides advanced education for Naval officers in all major fields of engineering (excepting civil engineering) and all major fields of science (excepting medicine). It offers bachelor's, master's and doctor's degrees, following academic and research programs lasting from one to three years.

The Navy Management School, the second branch of the Postgraduate School, has one hundred Naval officers as students, all working toward master's degrees in the field of administration and management.

The General Line and Naval Science School, the third of the Monterey group, has a dual program. Undergraduate in level, it offers the B.S. and B.A. degrees as one of its functions, but serves also as an advanced professional school for officers not seeking a degree but who require a broadening of their professional and scientific knowledge to meet the responsibilities of higher rank.

All three schools accept officers of other Services. At present students include, in addition to officers of the U. S. Navy, many from the other U. S. Armed Services, the Public Health Service, and from the navies of many friendly foreign nations.

Off campus, but administered by the Superintendent, is the Naval Intelligence School at Anacostia, D. C. Since, for library services, this school is separated completely from the graduate school, and since it does not have a representative present, it was not included in this Workshop program.

The U. S. Naval Postgraduate School Library contains approximately 100,000 books and bound periodicals, and over 200,000 research reports. It subscribes to more than 1,400 periodicals and has a staff of twenty-seven, consisting of twelve professional librarians and fifteen non-professionals. Since its services parallel those of any large university, the Library needs little discussion here. The Library is not unique; it is special only in the aspect of research in engineering and the sciences; it contributes not only to the effort of educating Naval officers but also to the assurance that they are capable of maintaining their education on an up-to-date basis after they graduate.

RESEARCH LIBRARIES OF THE NAVY

presented by

Frank J. Bertalan
Deputy Executive Assistant (Scientific Information)
Office of Naval Research
Washington, D. C.

In his presentation, Mr. Bertalan attempted to show the scope of service rendered by the Navy scientific and technical libraries and to review some of the more significant problems common to most of these libraries. He told the delegates of the efforts made by the Council of Navy Laboratory Librarians, with its East Coast Branch and its West Coast Branch, in support of the research programs of the U. S. Navy. One undertaking of the Council has been the establishment of an index of special bibliographies. The Naval Research Laboratory Library serves as the depository for the special bibliographies. The Council publishes Intercom, an informal bulletin issued between general meetings, which provides a medium for the exchange of notes, labor-saving suggestions, and special announcements. Mr. Bertalan announced that he would include in his discussion of Navy scientific and technical libraries a few brief statements about those representing the following organizations:

- a. Naval Research Laboratory
- b. Naval Medical Research Laboratory
- c. Naval Electronics Laboratory
- d. The David W. Taylor Model Basin
- e. Naval Ordnance Laboratory
- f. Naval Weapons Laboratory
- g. Naval Ordnance Test Station
- h. Naval Hydrographic Office

The Naval Research Laboratory conducts a broad program of research and development. The program includes virtually every area of the physical sciences which are of concern to the Navy Department. The NRL program involves:

- a. Basic research

b. Applied research and development, with emphasis in the developmental aspects.

Its principal areas of interest are sound, chemistry, electricity, metallurgy, nucleonics, radiation, optics, mechanics, and various electronic specialties. The library program is fully as broad and vigorous in scope as the organization with which it is affiliated. In addition to its support of the Naval Research Laboratory, the Library provides research and reference assistance to the Chief of Naval Research.

The Naval Medical Research Laboratory conducts medical research and development in such subject areas as shipboard, submarine, and diving medicine. It applies its findings to the advancement of submarine operations. This helps to make the library an exciting duty assignment.

The program of the Naval Electronics Laboratory is supported by the Navy Bureau of Ships. The efforts of the Laboratory are responsive to the Navy's interest in basic electronic components, communications, radar, sonar, and other related research materials. The progressive library supporting the Laboratory is one of its major assets. Another Bureau of Ships activity is the David W. Taylor Model Basin, in Washington, D. C., whose growing technical library plays an important support role.

The library of the Naval Ordnance Laboratory also conducts an interesting program in support of specialized activities. The research collection is particularly directed toward comprehensive coverage of all offensive and defensive arms and armament. Automation of many phases in the processing and handling of the library collection has been given impetus at the Ordnance Laboratory Library.

The libraries of the Naval Weapons Laboratory and the Naval Ordnance Test Station have similar functions. The Test Station, as its name suggests, conducts research, development, and testing of weapons for the Bureau of Naval Weapons. Technical Library collections and research assistance in support of these activities are an essential element for their progress.

The Naval Hydrographic Office furnishes the Fleet with marine and aeronautical navigation information and oceanography studies. The scientific and technical collections of the Hydrographic Office Library have kept abreast of the rapid advancements in their specialized areas.

Mr. Bertalan stated that time did not permit the review of the mission and function of each Navy research library represented at the Workshop. He thanked those who shared in the preparation of the

material used in his report. In discussing problems common to many Navy libraries, he mentioned the following:

- a. Lack of space for the collections and for personnel;
- b. Lack of clear-cut guidelines that would enable staff members to determine the degree of emphasis to be accorded to archival functions vis-a-vis current needs;
- c. Need for increased acceptance of microfilm usage;
- d. Dissimilarity of standards for personnel grade allocations;
- e. Difficulties of retention and promotion of professional and non-professional staff;
- f. Difficulties arising from lack of publicity given to the issuance of certain types of technical reports, primarily those in which the dictates of security necessarily mitigate against public announcements;
- g. Need for evaluation of systems of automation, particularly in regard to storage and retrieval functions;
- h. Misunderstandings of communication between libraries and the scientific and technical organizations that they serve.

HEADQUARTERS STAFF FUNCTIONS AND LIBRARY SYSTEMS

presented by

Robert W. Severance

Director, Air University Libraries
Maxwell Air Force Base, Alabama

Mr. Severance mentioned, as he had earlier, that Mr. Harry F. Cook, Chief of Libraries Section, Headquarters USAF, had been scheduled originally to discuss headquarters staff functions, since this was his area of primary concern. The fact that Mr. Cook had been unable to attend the Workshop required the appointment of a substitute. Mr. Severance stated that although a major portion of Mr. Cook's work is related to general base libraries, he is at the same time a staff officer and consultant for all types of libraries in the Air Force. The Air Force provides central budgeting and procurement of certain categories of books that are of particular interest to base libraries. School and research libraries supplement this budgetary allocation, using local resources to provide additional funds to meet specialized requirements. Base libraries are supported to some extent by nonappropriated funds.

Mr. Severance cited the Air University Library system and the Air Force Academy Library system as two that exemplified centralized administrative control at the command or local level. Each of these two systems features one main library and two or more branch and field libraries. Economy of operation is one of the primary benefits of such an arrangement.

**SUMMARY OF MANAGEMENT PROBLEMS
OF CHIEF LIBRARIANS OF SCHOOL AND RESEARCH LIBRARIES IN THE ARMED FORCES**

presented by

Mr. Morrison C. Haviland
Chief, Reader Services Division
Air University Library
Maxwell Air Force Base, Alabama

Mr. Haviland, in a general survey of his topic, stated that the Workshop had so far considered the reports of representatives of many types of libraries within each of the Services, and had heard the report of Dr. Luther H. Evans concerning the Federal library system. Common problems mentioned in the reports were:

a. Personnel

(1) Classification and low salaries

(2) Civil Service and security processing procedures: protracted delays discouraging to applicants

(3) Popular misconceptions of government or military employment

(4) Scarcity of qualified candidates

b. Standardized procurement

c. Budgetary restrictions

d. Bibliographical control and timeliness

e. Regulations - authority for library existence and operation

f. Physical space and facilities

g. Education of library staff members and of management and command personnel

Mr. Haviland stated that Workshops, if they are to provide the means of achieving solutions to generally encountered problems, must be "shirt sleeve" sessions. Only under such arrangement can proposals be given adequate explanation and be received with wide understanding with a homogeneous group.

A further handicap to the solution of problems was posed by the very size of the Workshop, according to Mr. Haviland. Since the term chief librarian may apply equally well to a staff of two as it does to a staff of one hundred, limitations in the number and types of libraries represented at Workshops seem clearly indicated. Unity of purpose is more likely to be achieved under principles of a common frame of reference. Hence, in Mr. Haviland's opinion, homogeneous groupings of military libraries, particularly in regard to size and category, would be an initial step in the planning future Workshops.

Mr. Haviland pointed out the likely benefits to be derived from the publication of a military librarians' periodical, similar in scope to Intercom, the publication of the Council of Naval Laboratory Librarians. Through such a publication, all military libraries could receive timely information concerning forthcoming Workshops, news of follow-up action in regard to problems considered at previous Workshops, suggestions for new procedures in routine operations, and listings of staff vacancies. The difficulty, of course, as Mr. Haviland noted, lies in obtaining funds, authority, and editorial assistance to insure the viability of such a publication.

A HISTORY
OF
MILITARY LIBRARIANS' WORKSHOPS

presented by

John Kenneth Cameron
Chief Reference Librarian
Air University Library

The establishment of the Military Librarians' Division of Special Libraries Association as an active organization naturally led to the expectancy on the part of the newly elected officers and those who helped in the organizational procedures that the Division would become professionally vigorous, utilizing such measures as Workshops to achieve its goals. It was not surprising, therefore, that at the Detroit meeting of SLA in 1955, several officers and members requested that the Division sponsor such a workshop. Dr. Jerrold Orne, then Director of the Air University Libraries, announced that the Air University would sponsor the first one.

Immediately upon his return to AU, planning was begun, and on 21 October 1957 more than sixty delegates met in the Library Auditorium at the Air University Library for the First Military Librarians' Workshop. During the planning stages, Dr. Orne transferred his library allegiance from military libraries to university libraries, and his successor, Mr. Robert W. Severance, helped considerably with the last months of the preparation. Dr. Orne and Mr. Severance jointly presided at the meetings, and the former prepared the minutes of the meetings. AUL published them.

The participants in the First Annual Military Librarians' Workshop:

7	Canada	Representing Department of Defense and schools
3	DOD	Joint School
15	Army	Schools and Research Libraries
10	Navy	" " " "
23	AF	" " " "
3	Other	" " " "

The first Workshop established a status for military librarians and the place of the library as a key element in military life and work. It proved rather conclusively that military librarians have numerous interests in common, and it provided the pattern for future

development and growth of these interests. It provided free interchange of facilities and services. It established and improved acquaintance of key personnel. Several bibliographical projects were started and later completed; others suggested are still in planning stages. The first meeting set the precedent for those that followed.

At the end of the first Workshop, Mr. Holloway, Librarian of the Artillery and Guided Missile School at Fort Sill, Oklahoma, invited the delegates to come to Oklahoma for the second annual meeting. His invitation was accepted, and during the period 2-4 October 1958 seventy-six librarians met at Fort Sill for the Second Military Librarians' Workshop.

Participants in the Second Annual Military Librarians' Workshop:

3	Canada	Department of National Defense and schools
2	DOD	Joint Schools
38	Army	Department, Schools and research
10	Navy	Schools and research
18	AF	Schools and research
5	Other	Research agencies

The procedure for the second meeting was different from that of the first, in that after the general welcoming session of the first morning the participants separated into smaller discussion groups. Each conferee presented his papers and made his reports to his respective discussion group, rather than at a general session. All delegates assembled on Saturday morning, 4 October, for a final general session.

Several action committees were appointed. Among these, the Committee for the Union List of Military Periodicals prepared definite plans for its project. An invitation from the Naval Postgraduate School Library, at Monterey, California, to hold the Third Workshop there, was received and accepted.

The third Military Librarians' Workshop was held at Monterey on 8-10 October 1959, with an attendance of seventy-four delegates. It was slightly different from previous ones, in that the program was planned by a committee at Fort Sill, Oklahoma, rather than by the host organization. As had been done at Fort Sill in the 1958 meeting, the discussions and papers were given at small sessions and were related to general subjects, e. g., administration, technical processes. The discussions that followed the formal presentations proved to be the

best part of the program.

Participants in the Third Annual Military Librarians' Workshop:

2	Canada	Defense Department
4	DOD	
27	Army	Schools and Research
22	Navy	" " "
13	AF	" " "
9	Other	Research agencies

The Fourth Workshop was held in Washington from 5-7 October 1960. Its host was the Armed Services Technical Information Agency. One day of the meeting was devoted to the work of this agency, its improved utilization of the ever-increasing collections of scientific and technical information, and the implications of such collections for military libraries. A total of one hundred fifty-three participated. The second day featured discussion of personnel standards.

Participants in the Fourth Annual Military Librarians' Workshop:

2	Canada	Defense Department
7	DOD	
60	Army	Schools, research
39	Navy	Schools
20	AF	Schools, research
25	Other	

The subject coverage in the four Workshops has been varied, and an examination of the number of times a subject has been discussed is somewhat revealing, as seen by the following:

Acquisitions	6
Administration	2
Book Selection	2

Cataloging	3
Copyright	1
Department of Defense	1
Exchange	5
Indexing	2
Information retrieval (data processing, etc.)	14
Inter-library loan	1
Microfilm	1
Personnel	3
Reference	2
School libraries	1
Security	1
Serials	1
Standards	6
Statistics	1
Subject headings	3
Union List	3

This count is of the actually presented papers and does not include subject discussion groups that may have resulted from any presentation.

After the completion of four Workshops, are there any facts or highlights that one can point out to future Workshop hosts? It would seem that the most satisfactory Workshops have been those which were planned, programed, and conducted by the local host group. It is difficult for program committees to work by correspondence when they know nothing about the local meeting place. Another point emphasized by a look at all four of the Workshops is that they have often tried to cover too many topics and have not given enough time to the presentations or discussions. In some instances prepared papers have had to be

greatly abbreviated when delivered. This is certainly discouraging to the participants. A look at the names of those attending all four Workshops, and even this fifth one, shows a preponderance of head librarians, administrators, and chiefs of divisions.

What have the Workshops achieved? One of its most worthwhile accomplishments is that there has been established a body of military librarians, working together for common goals and achievements. Military librarians, through the Workshops, have completed a Union List of Military Periodicals. The Workshop and the Division of Special Libraries Association have in progress a biography exchange, cooperative indexing for the Air University Periodical Index, and exchange of military journals on microfilm. In a paper prepared for the Fourth Workshop, Mr. John McClurkin, of the Air University Library, outlined sixteen other topics (projects) proposed for future implementation.

PROBLEMS OF HOLDING MILITARY LIBRARIANS' WORKSHOPS

presented by

Mr. John B. McClurkin
Technical Assistant to the Director
Air University Library
Maxwell Air Force Base, Alabama

The problems with which each Workshop must concern itself, in the words of Mr. McClurkin, are primarily the following:

- a. Logistics
- b. Participation
- c. Program
- d. Reporting
- e. Planning of subsequent Workshops
- f. Long-term objectives

In regard to the matter of logistics, conference facilities are provided by the host agency. There has been at least one agency each year which has been desirous of serving as host. The principal logistical requirements for the host, aside from the provision of facilities for the Workshop itself, are transportation, housing, and arrangements for dining. Primary among logistical concerns of the visitors is the availability of funds for per diem and travel.

Decisions as to the type of Workshop and the desired degree of participation generally rest with the host agency, usually assisted by a program committee in which other agencies are represented.

The essential element in the success of any Workshop, of course, is a soundly conceived program. Determination must be made as to the objectives of the Workshop, the scope of its area of consideration, the best selection of discussion leaders to insure adequate interest in and presentation of the program, and the agenda to be followed.

In order that all participants in a Workshop have a permanent record of the essential elements of the program, the resolutions and recommendations, establishment of new objectives, and the other pertinent factors either evolving from or directly related to the Workshop, there should be published a set of proceedings. This is the function of the host agency; however, unless a written record of the presentation made by each discussion leader, as well as by

other key speakers, is available to the host agency, there are likely to be serious gaps in the published proceedings. Each participant whose paper, report, or remarks are to be made a part of the published proceedings shares in the editorial responsibility. Without a literate, clear, and effectively written document to serve as a basis for a report of each phase of the Workshop, the host agency cannot be expected to prepare a complete record.

The host is also responsible for determining that a planning, or steering, committee is appointed for the purpose of establishing basic plans for the next Workshop.

In regard to long-term objectives, Mr. McClurkin suggested that an essential concern was to avert a change of emphasis or direction from fundamental Workshop goals. The host agency and its program committee should exercise sufficient control of Workshop plans and programs to insure proper attention to long-term objectives.

PLANS FOR FUTURE WORKSHOPS

presented by

Mr. Logan O. Cowgill
Chief Librarian
Office of the Chief of Engineers
Department of the Army
Washington, D. C.

Mr. Cowgill's presentation was made in his dual capacity as (1) Chairman of the Plans for Future Workshops panel and as (2) Chairman of the Workshop Steering Committee, Military Librarians' Division, Special Libraries Association. He mentioned that, in addition to himself, the following members had been appointed to the Workshop Committee of the Military Librarians' Division, SLA, on 5 October 1960, at the final session of the Fourth Annual Military Librarians' Workshop:

- a. Miss Frances Carey, Ex-officio
- b. Mr. Robert L. Martin
- c. Mr. Charles H. Stewart

The action of the Steering Committee, Mr. Cowgill announced, has been to prepare a draft of a Military Librarians' Workshop procedures manual (see Appendix I) for presentation before the Special Libraries Association convention in San Francisco on 31 May 1961. The manual, designed to supply Military Librarians' Workshop host organizations with specific guidelines for the planning of Workshops, was presented in San Francisco, but there was disagreement concerning the acceptability or desirability of certain portions of the proposed manual. Among the areas in which divergent opinion occurred was Section II, Definitions. The relationship between the Special Libraries Association and the Military Librarians' Workshop was not clearly established in a manner acceptable to all members of the Steering Committee. Another fundamental difference of opinion focused on the definition of the word participants, since a decision in this matter would affect the size of future Workshops. These were the principal matters that needed to be decided, according to Mr. Cowgill, before the future of Military Librarians' Workshops could be determined.

Mr. Cowgill asked for an expression of opinion from the delegates, and considerable discussion ensued. The consensus of the Workshop was the following:

- a. Military Librarians' Workshops should be continued on an annual basis, with the active support of the Military Librarians'

Division of Special Libraries Association.

b. No conclusion was reached as to the degree of control to be exercised over Workshops by the Military Librarians' Division of SLA. No acceptable substitute for the definition of the term Military Librarians' Workshop, which appeared in Section II of the proposed procedures manual, was approved. Nor was the original definition considered acceptable by the majority.

c. No acceptable substitute for the definition of participants, as contained in Section II of the proposed procedures manual, was approved; nor was the original considered acceptable by the majority.

d. Programs of limited scope would provide unity of purpose to future Workshops.

e. The annual meetings of Special Libraries Association, which are held in June, should not be the only forum in which librarians from the Service academies are provided opportunity for consideration of proposals in which they have vital interest. Graduation activities at Service academies generally preclude the attendance of librarians from those institutions. This view was expressed in order to insure that no final action on the scope of Workshops and the fixing of the relationship between SLA and the Workshops would be taken without consultation with the representatives of the Service academies.

f. The Steering Committee, with Mr. Cowgill as chairman, should develop further the draft of the standing operating procedures manual, in order that it might be considered at the forthcoming Special Libraries Association convention.

Mr. Cowgill then announced that because of its new building program, the U. S. Military Academy Library would not be able as originally had been planned, to serve as host for the 1962 Military Librarians' Workshop. Mr. O. Willard Holloway, was appointed to serve as chairman of the planning committee for the 1962 Workshop. His duties will include the determination of the site of the Workshop and the development of a program.

APPENDIX I

MILITARY LIBRARIANS' WORKSHOP Standing Operation Procedures Manual

Revised Draft

I. Purpose:

To facilitate the working relationships of the participating group engaged in planning of the Workshop, by providing ground rules for the allotment of responsibilities; and to provide the upcoming Host with the accumulative experience of previous Workshops for his guidance.

II. Definitions:

Military Librarians' Workshop:

A periodic meeting, sponsored by the Host military organization and approved by the Military Librarians' Division, Special Libraries Association, wherein the participants actively engage in an organized discussion of common professional military library and technical information problems

Participants:

Military Librarians who are attending members of the Workshop.

Military Librarians: (for Workshop purposes)

All persons (civilian or military) who hold positions as a Librarian, Library Supervisor, or Technical Information Officer in a military organization, or a government or private organization with a military mission.

Host:

The Commanding Officer, or his authorized delegate, of the military organization sponsoring the Workshop.

Division Chairman:

Chairman, Military Librarians' Division, Special Libraries Association

Bylaws:

The organizational rules of the Workshop as adopted at the annual business meeting of the Military Librarians' Division, SLA. No commitments or changes in the Division program or policies may be

made by the Workshop participants, but recommendations for such actions should be made to the Division Executive Committee for consideration at the Division business meeting.

Steering Committee:

A committee appointed by the Division Chairman at the final session of each preceeding Workshop, whose purposes shall be to guide the planning of the next Workshop; and to be composed of a chairman and two members, at least one of which shall have been a member of the Steering Committee for the preceeding Workshop.

Program Committee:

A committee appointed by the Division Chairman, upon the recommendation of the Steering Committee, and to be composed of a chairman and three members, who shall, if practicable, be representative of the three military services and/or the Defense Department of the U. S. and/or Canada.

Invitation List:

A list of military organizations, or organizations with a military mission (government or private military contract organizations), with proposed participants selected as follows:

a. Proposed participant is a military librarian, library supervisor, or information officer.

b. No more than 1 participant will be invited from any one military organization.

c. No more than 1 participant will be invited from any one military contract organization.

d. Host's quota: participants, selected by the Host, at his own discretion, without regard to the qualifications as established in a, b, and f; to the maximum number of 10% of the total proposed participants.

e. Representative of the Army Forces Section of the American Library Association.

The list will be prepared by the Steering Committee, with the exception of the Host's quota, see above, and will be furnished to the Host no less than 4 months before the date of the Workshop. The letter of invitation as prepared by the Host will be addressed to the Commanding Officer, or head of the organization in which the proposed participant holds position.

Place

Date

General subject or theme and statement of purpose which will emphasize the Workshop technique

Designation of proposed participants

Acceptance date

Statement that further logistical information will be furnished to acceptees.

III. Organizational timetables:

A. The Division Chairman at the final session of the preceeding Workshop:

1. Formally nominates the next Host which will be confirmed by the majority of participants present.

B. Steering Committee, within 120 days:

1. Reviews the Manual of the preceeding Workshop, and recommends approval, with any appropriate changes, to the Division Chairman who shall then forward the Manual to the next Host.

2. Recommends to the Division Chairman, with the approval of the next Host, the date, time, and place as well as maximum number of participants, for the next Workshop.

3. Recommends to the Division Chairman the membership of the next Workshop Program Committee.

C. Program Committee, at the earliest practicable date:

1. Selects the general subject or theme.
2. Assigns individual papers or topics for discussion.
3. Reviews progress of continuing projects and assigns for discussion.

D. Steering Committee, approximately 4 months before the Workshop date:

1. Furnishes to the Host the recommended invitation.

2. Receives from the Program Committee tentative program schedule with logistical requirements for transmittal to the Host.

E. Host, not later than 3 months before the Workshop date:

1. Issues formal invitations with tentative program and establishes closing date for acceptance.
2. Establishes logistic committees for Workshop operation. (See para. IVa)
3. Appoints coordinator for liaison with Division Chairman, Steering Committee and Program Committee.

F. Program Committee, not later than 2 months before Workshop date:

1. Reviews, edits, and transmits to the Host, if appropriate, individual program papers for reproduction.
2. Furnishes to the Host final program and program logistical requirements.

G. Host, not later than 1 month before Workshop date:

1. Transmits final program and program papers to all invitees who have formally accepted.
2. Transmits to participants information concerning quarters, local transportation arrangements, etc.

H. Registration day:

IV. Division of Workshop Responsibilities:

A. Host:

1. Furnishes session site, which includes meeting rooms and registration facilities.
2. Issues invitations.
3. Provides hospitality, which includes arrangements for local living accommodations at the VDQ, or local hotels, as appropriate, intra-session luncheons and the Workshop Dinner (at cost), and installation tour, if appropriate.
4. Provides local transportation, if required, between

living accommodations and meeting site.

5. Issues security clearances if required.

6. Makes reproduction and distribution of preprints, session discussions, program, identification badges and other orientation material.

7. Provides session transcription facilities.

B. Steering Committee:

1. Furnishes Host recommended invitation list.

2. Coordinates work of the Program Committee with the Host.

3. Assists the Host as required.

C. Program Committee:

1. Formulates program.

2. Assigns topics or pre-papers, and/or selects speakers or discussion leaders.

3. Edits pre-papers and prepares summaries and conclusions of Workshop.

ADDENDUM I
Standard Correspondence Forms

A. Letter of invitation; sent to all installations an invitation will give:

1. Place
2. Date
3. General subject or theme
4. Designated participants of installation addressed
5. Acceptance date
6. Statement that further logistical information will be furnished to acceptees.

B. Letter of instruction; sent to acceptees only, will give:

1. Notice of acceptance
2. Program schedule, including hospitality
3. Quarters reservation form (deposit instructions, if required)
4. Luncheons and dinner reservation form (prepayment instructions, if required)
5. Registration instructions
6. Local transportation information
7. Map of installation with site of Workshop and quarters marked
8. Name and telephone contact of Workshop coordinator
9. Preprints of papers (if appropriate)
10. Other instructional or local area information, as appropriate

ADDENDUM II
Legal Workshop Committees

Coordinator

Legal program logistics

Hospitality

Quarters

Food

Entertainment

Transportation

Registration

Publications

Papers

Badges

Programs

Transcription facilities

Treasurer

ADDENDUM III
Standard Workshop Program

A. First day:

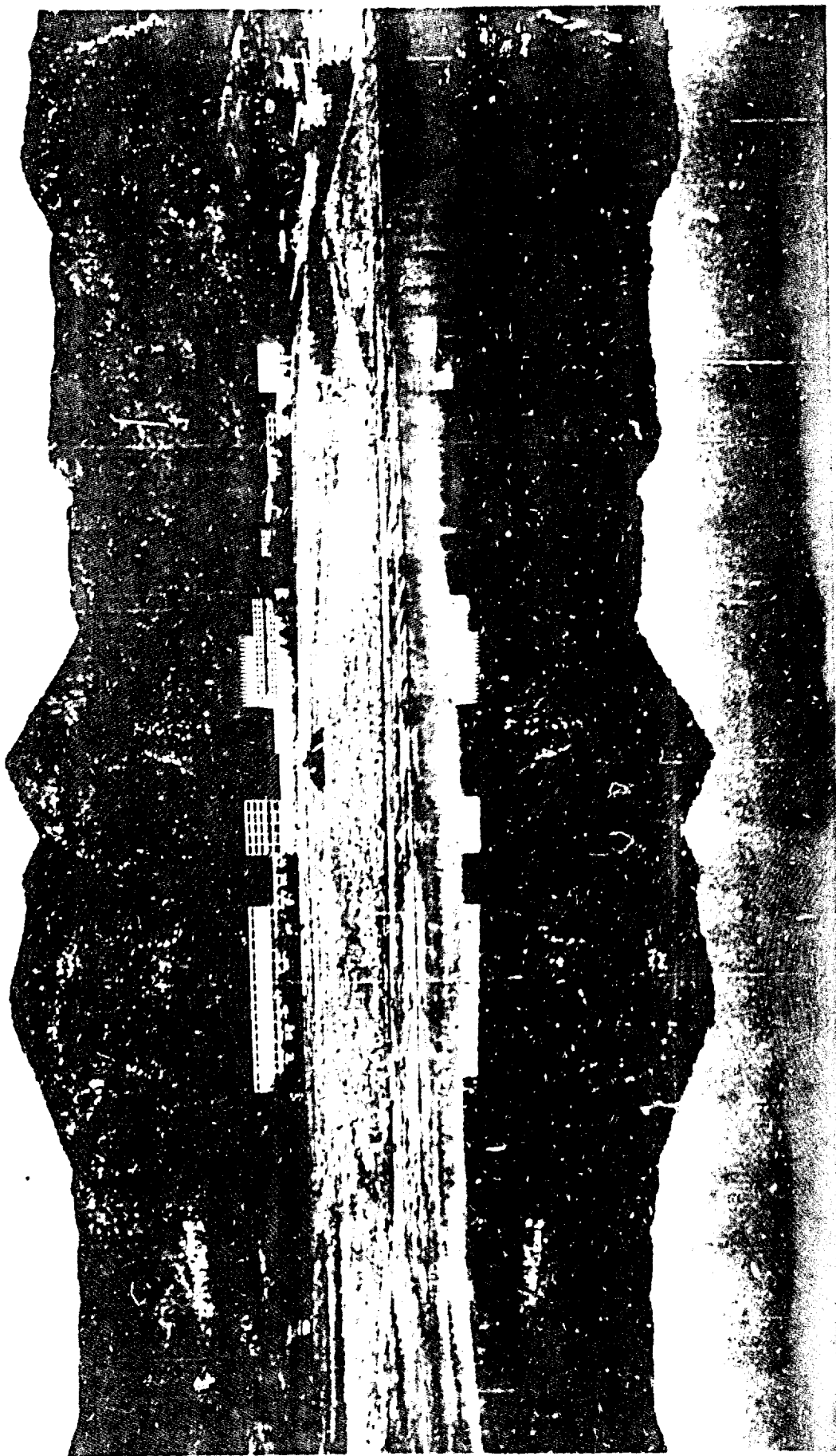
8:00 - 12:00 AM	Registration and assignment of quarters or hotel registration
12:00 - 2:00 PM	Lunch, open
2:00 - 5:00 PM	Installation tours
6:00 - 8:00 PM	Informal social reception; cocktails, etc.
8:00 PM	Dinner, open

B. Second day:

8:30 - 9:30 AM	Formal opening, speech of welcome by the Host
9:30 - 10:00 AM	Break
10:00 - 12:00 AM	Program
12:00 - 2:00 PM	Luncheon (pre-arranged)
2:00 - 3:00 PM	Program
3:00 - 3:30 PM	Break
3:30 - 5:00 PM	Program
7:00 - 7:30 PM	Workshop reception
7:30 - 9:30 PM	Workshop dinner

C. Third day:

8:30 - 10:00 AM	Program
10:00 - 10:30 AM	Break
10:30 - 12:00 AM	Program
12:00 - 2:00 PM	Luncheon (pre-arranged)
2:00 - 4:00 PM	Program summary and election of next Workshop Host and Steering Committee
4:00 PM	Adjourn



U.S. AIR FORCE ACADEMY, WITH RAMPART RANGE IN THE BACKGROUND