

After seven years a-borning, the baby among the SLA Divisions became alive. On June 28, 1957, the Division took its first step—an organizational meeting was held in the Hotel Statler in Boston. I. A. Warheit served as chairman in the absence of Bernard Fry. Walter A. Kee was elected the first chairman.

Only nine persons had taken out membership by December 31, 1956, but the number had grown to 78 by June 30, 1957. The Division in December 1958 had a membership of 176, an increase of almost 100 per cent in a year.

The first year of operation was spent solely in organizing the Division, trying to determine its philosophy and goals and preparing for the first Convention program. The two primary accomplishments of the year were: it issued a directory of members in May 1958 and prepared a set of bylaws. These bylaws were discussed and approved by the membership at the 1958 Convention.

The first Convention program was planned with two main objectives in mind: 1) to provide for the members of SLA a review of what is involved in documentation and 2) to show the members that documentation is not restricted to the science-technology field but is an art or technique that should be used in all fields.

The future of the Division and indeed of SLA depends on the role we as librarians make for ourselves in the process of documentation. We must take an active part in the fast-growing information field or history will pass us by.

WALTER A. KEE

Financial

FINANCIAL LIBRARIANS HELD THEIR first separate sessions at the 1922 Convention, although as early as 1919-1921 two members had been elected to a SLA Council representing subject interests. Their petition for SLA Group affiliation, dated November 1924 and signed by 23 financial librarians in ten cities, was granted by the SLA Executive Board on January 5, 1925. A Group charter was submitted on July 7, 1925.

The Financial Group elected its first chairman in 1922 and, two years later, its first vice-chairman and secretary-treasurer. In 1924, committees on bibliography and classification were appointed, the first of a long line of hard-working committees. Since 1938 the vice-chairman has served as bulletin editor. An Advisory Committee was appointed in 1942 for the duration of the war to act for the Group in any emergency. When the 1945 Convention was cancelled, this Committee appointed the officers for 1945-46. The name of the Group was changed to Financial Division in 1950, to conform with revised Association practice. The Group designation now identifies the Division's only organized "local," that in New York.

The core of Financial Division membership consists of librarians and libraries in the fields of corporate and public finance, banking and allied activities, but its broad interests and outstanding program have attracted members from other fields as well. As of March 31, 1958, its membership totaled 269.

Financial Division Convention sessions have been characterized by lively discussion of ideas, problems, methods and techniques and by a notable sense of group unity, as well as by programs of current interest which have been varied in subject and form. A continuing forum and clearinghouse for ideas and information has been provided by the Financial Division *Bulletin*. It first appeared in March 1938

as the Financial Group *Bulletin*, and at the 1938 Convention its continuation as a quarterly was enthusiastically voted, on which basis it has been published since.

The *Bulletin* was distributed free to all members requesting it until 1942, when publication costs forced the imposition of a \$1 subscription fee, raised to \$2 in 1949. However, all members of the Division received the first Post-Convention issue, containing the minutes of the Division's meetings, reports of officers and committees and, usually, the text of papers presented. Over the years the *Bulletin* proved an invaluable source of practical articles on all facets of librarianship, of information on the many subjects important to financial librarians and of descriptions of other libraries and how they are operated. *Bulletin* articles have been reprinted in *SPECIAL LIBRARIES* and listed in *Industrial Arts Index*, resulting in requests for reprints.

In the first decade of its existence, the Group set up a model library exhibit in connection with nine annual conventions of the American Bankers Association and two meetings of the Investment Bankers Association. Exhibits were also staged for three A.B.A. meetings in 1937. For these exhibits the Group prepared reading lists on gold, secondary reserves and investment policies of banks, branch banking, bank costs, investment trusts and federal relief programs. Also published for these occasions were *Your Bank and the Organization of its Library*, five editions of *The Bank Library and Sources of Investment Information*, the last of these copyrighted by the Investment Bankers Association as was *A Calendar of Business Statistics*.

Since 1923 the Division has completed some 57 projects, most of them publications or tools for the better operation and administration of financial libraries. Special Libraries Association has published 22 of these, and others have appeared in the *Bulletin* or in mimeographed form. Some were prepared by one person, others by committees. Among the projects were a collection of staff manuals, the publications listed above, an exhibits manual, a collection of methods material and bibliographies (on financial books and pamphlets, stock and bond information sources, commodity statistics, proposed changes in the banking structure, taxation, defaulted bonds, *Directories for the Businessman*, *Selected List of Current Foreign Financial Sources*, commercial services on national defense and state directories of industries and manufacturers). Other projects were classifications for consumer credit material, a survey of classifications used in financial libraries, Division membership directories, an annotated supplement to *The Bank Library*, a Financial Group issue of *SPECIAL LIBRARIES*, *Special Libraries in Business*, *Business Profits and the Use of Published Information*, four editions of a *Descriptive List for Use in Acquiring and Discarding U. S. Government Periodical Mimeographed Statements*, two revisions of its section on the publications of the Board of Governors of the Federal Reserve System, two editions of a *Guide to Business Facts and Figures*, and a series of source lists which appeared in *Bankers Monthly*, 1949-54, on topics such as statistical information, government bond market, pension and profit-sharing plans, credit information, consumer credit, agricultural finance, legislative information, bank letters, corporation and industrial directories and best books of the year.

A Manual for the Organization and Management of a Financial Library was revised, renamed and issued as an Association publication. Two of the Division's most useful projects have recently been completely revised and brought up to date: *Subject Headings for Financial Libraries* was issued in 1931, 1940 and 1954 under the

chairmanship, respectively, of Ruth G. Nichols, Marguerite Burnett and Janet Bogardus; *Handbook of Commercial, Financial and Information Services* was published in 1924, 1931, 1939, 1944 and 1956 by the Association with committees headed, respectively, by Eleanor S. Cavanaugh, Dorothy M. Avery and Walter Hausdorfer.

A bibliography on financial libraries, which appeared in the *Bulletin* of May 1949, covered seven pages. Later publications by and about financial librarians, including radio talks, have not been similarly gathered together, but their number is considerable. Accounts of financial libraries and librarians and references to Financial Division activities have appeared in more than two dozen business and financial periodicals and papers, bibliographic and library journals, and house organs.

Financial Division members have been active in Special Libraries Association itself. At least six of them have served the Association as president, twenty-odd on the Executive Board and many others as committee chairmen and Chapter presidents. Five members Rose Vormelker, Ruth Savord, Elizabeth Owens, Eleanor Cavanaugh and Marion E. Wells, have received the Association's highest honor, the SLA Professional Award. There are few Association-wide or Chapter activities in which Financial librarians have not participated.

Library education has been actively furthered by financial librarians, as individuals and as a group. Some members have taught special library courses at Columbia University and Pratt Institute. In 1946-47 and again in 1947-48, the New York Financial Group organized a course of lectures on financial librarianship which was taught by members at their libraries.

The Financial Division has been fortunate in a succession of librarians, some outstanding in the profession, who have devoted their time and talents to its affairs. The names of some are reported in the files of SPECIAL LIBRARIES and in the Financial Division *Bulletin*. The credit for the foregoing record belongs to them all.

The Financial Division's separate history came to an end at the 1958 Convention when its members voted to merge with the Business Division to form the Business and Finance Division.

ANNE P. MENDEL

Geography and Map

THE GEOGRAPHY AND MAP GROUP (Division since 1950) was first organized as a unit of the Washington Chapter on October 16, 1941. Nine members petitioned the Chapter's Executive Board to authorize the Group's establishment on October 14, 1941, following a Chapter meeting in the auditorium of the U. S. National Archives. Approval was unanimous and immediate. An earlier petition had been presented by members of the Baltimore Chapter to the Executive Board of SLA at the Convention at Indianapolis on June 6, 1940, to which the Board responded that such a group should first be formed in the newly organized Washington Chapter, and that, if interest and growth warranted, it could then be organized at the Association level.

The organizational meeting of the Group was held at the home of Mr. and Mrs. Russell Le Gear, Washington, D. C. Dorothy Lewis was named secretary and Clara Le Gear, chairman. Subsequent meetings during 1941-42 and 1942-43 were held on

the first Tuesday of each month, November through May, in the homes of the several members, and most of the meetings were conducted as roundtable discussions on topics of current interest. These covered such subjects as reference tools, geographical classification, gazetteers, map care, preservation and cataloging, as well as map interpretation. When the May meeting of 1943 was attended by 27 members and friends who gathered to hear Lieutenant John Roscoe talk on mapping from aerial photographs, it became apparent that subsequent meetings would have to be held in larger quarters. The successful launching and continued growth of the Group were due largely to the efforts and interest of Dorothy Lewis and Jane Brewer. Another contributing factor was the tremendous increase in the use of maps brought about by World War II.

The Group attained Division Association status by vote of the Executive Board at the SLA Convention in Philadelphia, June 19-21, 1944. By that time membership had grown from nine to more than 50. A second Group was formed in the New York Chapter in March 1945 under the leadership of Dr. Walter W. Ristow, then chief of the Map Division, New York Public Library, who became its first chairman. Efforts to form groups in Boston, Chicago and San Francisco have not succeeded.

Number 1 of the Geography and Map Division *Bulletin* was issued in November 1947 and comprised four letter-size mimeographed pages. It appeared twice annually until October 1953 when, under the able editorship of Marie C. Goodman (1953-55), it was issued four times a year at a subscription cost to non-members of \$1 (later \$2) annually. In its expanded form, it includes short articles, timely geographical information, lists of new maps and book reviews, as well as news of Division activities. Under its present editor, George R. Dalphin, the *Bulletin* has developed into a most useful and very readable periodical.

The Washington Group's first project, the compilation of a list of gazetteers, was discontinued when it was learned that the U. S. Army Map Service had undertaken the preparation of such a bibliography.

The March 1944 issue of *SPECIAL LIBRARIES* included three articles previously given as papers by Geography and Map Group members. A radio broadcast over Station WOOK, in the form of a panel discussion on "The Map of the United States," was sponsored by the Washington Group, December 5, 1947. It was directed by Dr. Burton W. Adkinson and moderated by Dr. Walter W. Ristow.

A Division project to survey the map library resources in the United States and Canada, begun in 1946, was carried to a successful conclusion under the editorship of Marie C. Goodman in 1954. The resulting volume, *Map Collections in the United States and Canada: A Directory* (170 pages) was published by Special Libraries Association and contains pertinent information about 527 map collections.

A committee to study Section 7 of the *Library of Congress Rules for Descriptive Cataloging* (of maps, atlases, globes and relief models), under the chairmanship of Muriel Parry, prepared a preliminary report which was published in the Division's *Bulletin* December 1948. The committee was thereupon asked to investigate and ascertain the cataloging and classification practices of the larger American libraries. Its findings and recommendations were incorporated in a report submitted at the Division's annual meeting in Toronto, June 1953, and appended to the *Bulletin*, October 1953. The committee's final report, with comments by Charles W. Buffum, Map

Division, Library of Congress, and Bill M. Woods, University of Illinois, was issued in the *Bulletin*, April 1956.

"Maps in the Library: A Feature Prepared by the Geography and Map Group, Special Libraries Association," appeared in *Library Journal*, March 15, 1950, pages 429-88. It contained a series of articles devoted to maps and map problems.

A map of the United States delimiting the boundaries and spheres of activity of the various chapters of SLA was prepared, under the chairmanship of Jacques Frazin, at the request of the SLA Executive Board and Advisory Council in pursuance of discussions at their March 10-11, 1950, meetings in Washington. The map was completed in June 1953 and presented to the SLA Advisory Council at the SLA Toronto Convention.

The Division's panel discussions on map evaluation and map procurement at the SLA Convention in New York, May 29, 1952 resulted in a series of articles in *SPECIAL LIBRARIES*. A paper presented by Bill M. Woods at the SLA Toronto Convention in June 1953, entitled "Map Information Reference Service", appeared in *SPECIAL LIBRARIES*, March 1954, p. 103-106.

The Division's most ambitious project, of which Dr. Walter W. Ristow is chairman of the editorial committee, was inaugurated at the SLA Cincinnati Convention, in May 1954, i.e., the preparation of a book to be entitled *Cartographic Research Guide*, which will include bibliographies and selected annotated references relating to various aspects of maps, map-making and map research and study. The comprehensive outline for the *Guide* includes six major sections and numerous subsections. When completed it will be an indispensable reference tool to map librarians and map users generally.

Although not actually a Geography and Map Division project, a most useful manual, *The Classification and Cataloging of Maps and Atlases* by Samuel W. Boggs and Dorothy Cornwell Lewis, then of the Division of Geography and Cartography of the U. S. Department of State (two of the Division's distinguished members), was published by Special Libraries Association in 1945.

An Honors Committee, with Paul B. Lee as chairman, presented the standards for making an annual award to an SLA member for an outstanding contribution to map librarianship, in either geography or cartography, at the Cincinnati Convention in May 1954. The first award for meritorious service was made to Mrs. Marie C. Goodman for outstanding achievements in her many activities as editor of the enlarged *Bulletin* and of *Map Collections in the United States and Canada* 1954, and as contributor in the field of cartography to the Library of Congress *Information Bulletin*, the *Journal of Geography* and *Surveying and Mapping*. The award was in the form of a beautifully designed scroll. The second award was made to Mrs. Clara E. Le Gear at the Boston Convention in May 1957 for outstanding achievement in geography and map librarianship.

The Geography and Map Division had grown to some 165 members by December 1958. Its Annual Convention programs have offered a variety of stimulating events under able leadership, and local meetings have been informative and of timely interest. Its future is dedicated to serve the map librarian in his special sphere.

CLARA E. LE GEAR

Hospital

THE HOSPITAL DIVISION WAS FIRST organized in 1936 as the Hospital and Nursing Libraries Section of the Biological Sciences Group. In 1937 its first bulletin was issued, which included a list of books and periodicals available to those desiring them. A study was also made, in cooperation with the National League of Nursing, of the cost of administration of nursing school libraries.

On June 19, 1944, during the Wartime Convention held in Philadelphia, the SLA Executive Board approved the Section's petition to become an independent Group. Ruth M. Tews, then Chief, Hospital Library Service, Minneapolis Public Library, was appointed Chairman to organize the Group.

During the first year as a Group, members began work on the preparation of a bibliography for literature on hospital libraries and the drafting of an outline for a manual of procedures. Other projects under way were the preparation of an organization chart and a reading case record to ascertain tangible evidence of what reading does for certain patients.

The School of Library Service at Columbia University announced that its 1945 summer session would include courses relating to hospital library work. These courses were conducted by Ernestine Rose, a former hospital librarian.

In 1950 the Hospital and Nursing Libraries Division completed one of its first projects, the final revision of *Objectives and Standards for Patients Libraries*, which was part one of a three-part set of standards for patients, medical and nursing libraries, prepared by a joint committee of SLA, MLA and ALA. This revision was approved by both the Division and by the SLA Executive Board. It had previously been approved by the ALA Council at its mid-winter meeting.

At the Annual Business Meeting of the Division in 1954, the formation of an Inter-association Hospital Libraries Committee was discussed, and Mrs. Elizabeth Baker was instructed to look into the possibility of forming a subcommittee. The presidents of the American Library Association, Catholic Library Association and Medical Library Association were approached, and on receiving their unqualified approval, appointments were made from each Association. Mrs. Baker was appointed chairman of the IHLC.

The name of the Division was changed from Hospital and Nursing Libraries Division to Hospital Division in 1951.

Two local Groups are active, one in the New York Chapter, which was in existence before the Division was formed, and the other in the Michigan Chapter. In December 1958 the membership of the Division totaled 194.

MARY EILEEN MILLER

Insurance

THE FIRST MEETING OF THE INSURANCE GROUP of SLA was held in Detroit, June 28, 1922. Frances S. Cox, Librarian of the Metropolitan Life Insurance Company, presided, having been appointed Group Chairman by Dorsey W. Hyde, Jr., SLA president.

Previous to this meeting Miss Cox had communicated with all known insurance librarians in the United States asking them, if possible, to attend or to send her a copy of the insurance classification used in their libraries. Ten attended; many others sent copies of their classifications. These were discussed, and a committee was appointed to work out a classification expansive enough to be used in any insurance library. This was the first of many committees appointed through the years to work on a classification system that could be adopted by all of the different types of insurance libraries. To date this classification problem has not been solved.

The next important project was the compilation of a brochure that could be given to companies forming new libraries. As a result the first edition of the "*Creation and Development of an Insurance Library*" was published in 1934. Daniel N. Handy wrote the text and Mabel Swerig edited it. There have been three editions since then, all of which have had wide distribution in the United States and abroad.

In 1930 Laura Woodward was appointed chairman of a committee to consult with the H. W. Wilson Company on more complete coverage of insurance periodicals. Through her efforts and the splendid cooperation of the H. W. Wilson Company, there is now satisfactory indexing of insurance periodicals in *Business Periodicals Index*.

To keep abreast of new publications, a leaflet entitled *Insurance Book Reviews* was started in 1933, with Abbie Glover as the chairman and editor. In 1935 it was published quarterly and sent free of charge to members of the Division. There are now ten issues a year, and it has a large circulation outside of the Division.

The Insurance Division has found that having a Hostess or Hospitality Committee has been a happy solution for making new members feel welcome and helping them to meet others.

Inviting company representatives to luncheon meetings has proved to be most beneficial and interesting to librarians and to insurance fieldmen. This has been adopted as an annual practice at Conventions.

Better relations with public libraries and the public at large has been given much consideration by the Division. Through the efforts of Elizabeth Ferguson, librarian at the Institute of Life Insurance, great progress has been made. The publication of an annual *List of Worthwhile Life Insurance Books* has had wide distribution not only in the United States but in other countries. These lists and a leaflet published by The Institute, *A Life Insurance Library for Your Community*, have been featured at conventions of the National Association of Life Underwriters.

There are several recurring subjects that have been discussed at meetings: staff manuals, binding and retention of periodicals, handling of archives and historical material, classification of insurance books and indexing of periodicals.

Under the leadership of Mrs. Ruby Church Breitner a *Directory of National Insurance Organizations in the United States and Canada* was compiled. This was published by Special Libraries Association in 1958.

The Insurance Division has furnished the Association with three presidents. In December 1958 the Division had 137 members.

EMILY C. COATES