mandations for a course of action. On June 21, 1931, the Executive Board accepted the definition which read, "Documentation is the art comprised of (a) document reproduction, (b) document distribution and (c) document utilization."

Some of the recommendations which had (and still have) considerable merit are: (1) to encourage research in the field; (2) to give to parts (a) and (b) of the definition the attention given to part (c); (3) to change the name of SLA to something comparable to ASLIB; (4) to encourage actively information officers to join SLA; (5) to advocate and practice standardization in bibliographical items; and (6) to encourage the preparation of needed reference tools and services. The SLA Executive Board accepted items 1, 2, 4 and 5 and the committee worked on these over the next years.

During 1932-34 the committee held four meetings in conjunction with the Education Committee of the American Documentation Institute and certain other experts in non-SLA organizations. The main topic of discussion was the identification and description of certain areas of special librarianship in the field of documentation. The study was oriented toward the comparison of these areas with the function described in the Library Series of the United States Civil Service Commission. After discussion with the Committee it was decided that, with certain revisions and additions, the Series could cover special librarianship and documentation.

Three times during the year 1935 the committee recommended that it be abolished. On March 4 the committee asked that a permanent roundtable be set up in its place. The SLA Executive Board moved that an exploratory meeting be held at the Annual Convention to ascertain if there was sufficient interest to form a Division. On June 12 the committee again asked for dissolution; on June 15, 92 members of SLA at a roundtable luncheon signed a petition to form a Division. To further confuse the issue, on November 5 the committee recommended that a Division not be formed and again asked to be dissolved.

After much discussion, the SLA Executive Board voted not to set up a roundtable but to create the idea of a Division and to continue the committee as a standing committee. During this period, exploratory talks were held with the American Documentation Institute concerning a possible merger. However, the hesitancy of the Executive Board, coupled with a reorganization of ADI, halted this project.

In spite of all these events, in 1935 a very successful Post-Convention Institute was held in Detroit on June 8, 1935, which was co-sponsored with American Documentation Institute, Association of Technical Writers and Editors and the National Microfilm Association. During this meeting, at which Bernard Fry presided, 26 members signed a petition to form a Documentation Division. In forwarding the petition to SLA Headquarters, Mr. Fry made the following statement: "I believe it was the feeling of most of us that the formation of a Documentation Division would neither hinder nor aid any possible merger between SLA and ADI. It was our conviction that a Division would furnish the necessary vehicle within SLA to undertake studies, investigations and programs which could establish the breadth and scope of the interest of SLA's membership in the field of documentation."

On November 1, 1935, the Executive Board voted in the affirmative to establish a Documentation Division with Bernard Fry as the acting chairman, and as a corollary voted to dissolve the committee.

After seven years a hearing, the baby among the SLA Divisions became alive. On June 28, 1937, the Division took its first step—an organizational meeting was held in the Hotel Statler in Boston. I. A. Warhrle served as chairman in the absence of Bernard Fry. Walter A. Kee was elected the first chairman.

Only nine persons had taken part membership by December 1, 1936, but the number had grown to 78 by June 30, 1937. The Division in December 1938 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 1938 and prepared a set of bylaws. These bylaws were discussed and approved by the membership at the 1938 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 1923 CONVENTION, although as early as 1919-21 two members had been elected to a SLA Council representing subject interests. Their petition for SLA Group affiliation, dated November 1924 and signed by 25 financial librarians in ten cities, was granted by the SLA Executive Board on January 12, 1925. A Group charter was submitted on July 7, 1925.

The Financial Group elected its first chairman in 1924 and, two years later, its first vice-chairman and secretary-treasurer. In 1926, 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 1924 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 1946. The name of the Group was changed to Financial Division in 1956, 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. At March 31, 1958, its membership totaled 356.

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.
chairmanship, respectively, of Ruth G. Nichols, Marguerite Burnett and Janet Bogard; 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. Cavanagh, Dorothy M. Avery and Walter Hauendorfer.

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-three on the Executive Board and many others as committee chairman and Chapter presidents. Five members Rose Vonmiller, Ruth Savord, Elizabeth Owens, Eleanor Cavanagh 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 1929) 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, in 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 Mrs. 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
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the first Tuesday of each month, November through May, in the homes of the sev-
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on topics of current interest. These covered such subjects as reference tools, geo-
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map interpretation. When the May meeting of 1953 was attended by 27 members
and friends who gathered to hear Lieutenant John Roosce 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 Novem-
ber 1947 and comprised four letter-size mimeographed pages. It appeared twice an-
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(1953-57), it was issued four times a year at a subscription cost to non-members of $1
(later $5) 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 Bulletins 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 under-
taken 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 WOOC, 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. Aitkin 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 (700 pages) was published by Special Libraries Asso-
ciation and contains pertinent information about 575 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 Party, prepared a preliminary report which was published in the Division's
Bulletin December 1948. The committee was thereupon asked to investigate and as-
certain the cataloging and classification practices of the larger American libraries. Its
findings and recommendations were incorporated in a report submitted at the Divi-
sion's annual meeting in Toronto, June 1951, and appended to the Bulletin, October
1953. The committee's final report, with comments by Charles W. Bulfin, Map

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"Maps in the Library: A Feature Prepared by the Geography and Map Group,
449-88. It contained a series of articles devoted to maps and map problems.

A map of the United States delineating the boundaries and spheres of activity
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Frazon, at the request of the SLA Executive Board and Advisory Council in pursu-
ance of discussions at their March 10-11, 1956, 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 26, 1952 resulted in a series of articles in
Special Libraries. A paper presented by Bill M. Woods at the SLA Toronto Conven-
tion in June 1953, entitled "Map Information Reference Service," appeared in

The Division's most ambitious project, of which Dr. Walter W. Ristow is chair-
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Guide, which will include bibliographies and selected annotated references relating
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users generally.

Although not actually a Geography and Map Division project, a most useful
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Beggs and Dorothy Cornell Lewis, then of the Division of Geography and Cartog-
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An Honors Committee, with Paul B. Lee as chairman, presented the standards
for making an annual award to an SLA member for outstanding contribution to
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The Geography and Map Division had grown to some 165 members by December 1956. 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 Gar

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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 15, 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 HLC.

The name of the Division was changed from Hospital and Nursing Libraries Division to Hospital Division in 1957.

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 154.

Mary Eileen Miller

Insurance

The first meeting of the Insurance Group of SLA was held in Detroit, June 28, 1936. 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 comprehensive 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 1935. Daniel N. Handy wrote the text and Mahle Swigg 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 Periodical 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 had a large circulation outside of the Division.

The Insurance Division has found that having a Hospital 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 Workable 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 1948.

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

Emily C. Coates
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Mary Eisenhower Miller

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