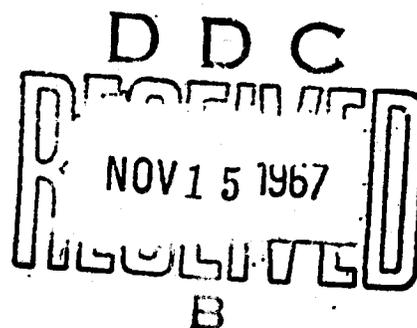


AD 660919

# Proceedings of the Military Librarians Workshop

October 21 - 23, 1957



Air University Library  
Maxwell Air Force Base, Alabama

**Best Available Copy**

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PROPERTY U. S. AIR FORCE

MILITARY LIBRARIANS WORKSHOP  
October 21, 22, 23, 1957  
Air University Library

STATEMENT OF PURPOSE

- To provide a homogeneous medium for the exchange of useful information concerning professional and technical practices of military librarianship.
- To devise ways and means of utilizing most effectively and most economically the resources available to the entire community of military libraries.
- To promote the initiation and development of projects and programs which will tend to increase the usefulness of military libraries.
- To seek methods for improving the acceptance and use of libraries and library materials by military personnel and others concerned with military activities.
- To promote instruments for creating an ever-increasing recognition of the military profession and of a segment within it, military librarianship.
- To provide a suitable forum for the presentation of ideas, plans, projects, or any type of report on activities bearing upon any of the above named purposes.

AGENDA

Military Librarians Workshop

Air University Library

21 - 23 October 1957

MONDAY

- MORNING SESSION . . . . . Robert Severance,  
Air University Library,  
Moderator
- 0900 The mission of the Air University . . . . . Lieutenant General  
D. C. Strother, Commander,  
Air University
- 0915 The Air University Library
- 1015 Coffee break, Building 1402, SOS Lounge
- 1045 General introduction to problems . . . . . Jerrold Orne, University  
of North Carolina
- 1230 Lunch, Sky Room, Officers Club
- AFTERNOON SESSION . . . . . Mrs. Elizabeth Mennie,  
Army Transportation School,  
Moderator
- 1400 Collection of military biographical data . . Helen Hopewell and Opal Moore,  
Air University Library
- 1530 Coffee break, Building 1402, SOS Lounge
- 1600 Methods discussion groups . . . . . Robert Johnson,  
Air University Library
- EVENING
- 1900 Cocktails . . . . . Sky Room, Officers Club
- 2030 Dinner . . . . . Sky Room, Officers Club

TUESDAY

- MORNING SESSION** . . . . . Alexander Toth,  
Central Intelligence Agency,  
Moderator
- 0900 Cooperative acquisitions planning . . . . . Charles Stewart, Department  
of National Defence, Canada
- Cooperative plans for exchange of  
materials . . . . . Mrs. Susanne Connell,  
Air University Library
- 1030 Coffee break, Building 1402, SOS Lounge
- 1100 Cooperative plans for exchange of  
information . . . . . Florine Oltman,  
Air University Library
- Interlibrary loan union . . . . . Kenneth Cameron,  
Air University Library
- 1230 Lunch, Sky Room, Officers Club
- AFTERNOON SESSION** . . . . . George Lockett, Naval  
Postgraduate School,  
Moderator
- 1400 Military periodical indexing . . . . . Estelle Phillips,  
Air University Library
- 1530 Coffee break, Building 1402, SOS Lounge
- 1600 Military subject headings . . . . . Oliver Field,  
Air University Library
- EVENING**
- 2030 Audio-Visual facilities of Air  
University Library . . . . . John Mitchell and  
James LeMay.  
Air University Library

WEDNESDAY

- MORNING SESSION . . . . . Lachlan Macrae, Defence  
Research Board, Canada,  
Moderator
- 0900 Planning for maximum utilization of  
personnel . . . . . Jerrold Orne, University  
of North Carolina
- 1030 Coffee break, Building 1402, SOS Lounge
- 1100 Security problems . . . . . Barbara Chalfant,  
Air University Library
- Summary and recommendations . . . . . Jerrold Orne, University  
of North Carolina
- 1230 Lunch, Sky Room, Officers Club
- 1400 Departure

## General Introduction to the Problems

The purposes of this conference have been presented formally in the announcement materials for the conference. This statement is divided into six parts.

The first of these parts reads:

"To provide a homogeneous medium for the exchange of useful information concerning professional and technical practices of military librarianship."

In this statement, "homogeneous" refers to the academic and research types of libraries in the military establishment, represented by most of the conferees here gathered. For the first time, there is an awareness of the homogeneity of our kind of librarianship. There is a realization that there are problems and plans common to a fairly large group of professional people who have special talents and requirements for carrying out this work. The "exchange of useful information" in this paragraph refers specifically to exchanges within this group or our counterparts in military activities anywhere in the world. We have gathered here representation from all parts of the United States and all of the principal military activities of Canada. We can look forward to the time when other countries in increasing numbers will be represented in workshops of this kind.

The exchange of information may be calculated on three levels, from my own point of view. The first, since we are meeting in an Air Force installation, concerns distribution throughout the Air Force. The second would concern itself with distribution throughout the military services of this country, and the third would be international in scope. However narrow or broad the range of exchange, the purposes are the same -- to diffuse and make widely available to all concerned the best knowledge to be found anywhere in our field of activity. The workshop as a medium for exchange of information, even on an annual basis, provides infinitely more time and a better place than any other kind of professional gathering available to us. The Military Libraries Division of the Special Libraries Association has a Division meeting once a year. This meeting allows time only for a few papers to be read and very little time for discussion. Our workshop can give two or three uninterrupted days to continuous discussion of our problems, and is certain to accomplish far more than any series of other meetings in larger groups.

The second statement of purpose reads:

"To devise ways and means of utilizing most effectively and most economically the resources available to the entire community of military libraries."

One of the reasons for the above statement is the clear evidence of poor communication in the past among us. On every hand, we learn of new services, new products, and new materials being developed or already in use in one or the other member libraries. Often we learn of this late and without reference to any specific or immediate need. At times we find ourselves duplicating work and products when we could far better use our resources jointly to further the ultimate goals of all libraries of our kind. There has been a lack of coordination among us in services rendered and materials acquired or in use. Much can be done to improve our ways of utilizing the resources at our command. It may well be expected that this workshop will lead to some needed improvement. Possibly one of the most outstanding examples of an area where work is needed is the distribution of information about the products of our schools and researchers. In many cases our agencies produce large numbers of theses, working papers, dissertations and research reports. We all know of the product but in many cases we know nothing specific nor have we resources for obtaining these products for our library readily. Some progress has been made in this area but a great deal remains to be done. This is only one example of an area requiring investigation and improvement.

The third statement of purpose reads:

"To promote the initiation and development of projects and programs which will tend to increase the usefulness of military libraries."

The key words in this sentence are "initiation" and "projects and programs." No one can expect us to admit to lack of initiative in developing projects and programs within our libraries. Librarians characteristically have more ideas than anyone's funds can support. However, it is my conviction that too frequently our ideas are too readily given up for lack of visible funds or support when, in fact, more initiative in the use of personnel, available funds, and equipment may well enable a project to prove itself. It is all too easy to excuse one's own failures on the basis of poor acceptance rather than poor performance. It is all too easy to let a program wither and die in the face of opposition when more continuous drive might well lead to an outstanding success.

The fourth statement of purpose is:

"To seek methods for improving the acceptance and use of libraries and library materials by military personnel and others concerned with military activities."

This refers particularly to the stature of our libraries within their respective organizations. This stature reflects exactly the capabilities and understanding of its capabilities by the users of the services offered. It is related directly to the effectiveness and to the productiveness of library personnel. In our work here, we should study one another's work patterns and provision of services to determine everything that is good with any one of us and, if possible, to apply it in

our own situation to improve our individual products. I need not stress the high level of acceptance the Air University Library has within this command. The evidence of it is around you on all sides. The very building in which we meet represents one of the highest points of acceptance reached by any library of our kind. Its location within the school area, at the center of all activities, reflects this command's firm belief in the place and function of the library and its services here. If our methods are good, we would hope that you might copy them. If anyone in the workshop reports methods we can use to improve our work, you may be certain that they will be carefully noted and applied here.

The next purpose is:

"To promote instruments for creating an ever-increasing recognition of the military profession and of a segment within it, military librarianship."

This has to do with the importance of the library in an activity which is essential to the well-being of the military library's community. The military profession has only in recent years come into its own. There are still many ways in which a military man has to improve understanding of the profession of arms. One of the fundamental duties of the professional librarians in our activities is to create better understanding of the profession of arms. One characteristic of any profession is its literature. The literature of the military profession is widely scattered, little known, and not well recognized outside the military. Every one of us has a duty to improve upon this. In the Commander's welcoming address you will all have noted his heavy stress upon the importance of this matter. The Air University Library has gone a long way in its publications and services to establish the fact that there is a military literature and to increase its availability. The Air University Periodical Index is now internationally recognized as a guide to military journals. Our series of bibliographies is in widespread demand. We have initiated a microfilm project for copying complete files of journals which is improving military libraries of the present and future. We have published a union list of foreign military serials which, though far from perfect, has added considerably to the body of knowledge known to a more general public. These are only first trials and weak examples of all that remains to be done. Within this workshop we may hope for further developments along this line.

The last purpose is:

"To provide a suitable forum for the presentation of ideas, plans, projects, or any type of report on activities bearing upon any of the above named purposes."

Our objective here is not to set up another organization. It is not to establish some other executive office or superstructure designed to formalize what can best be accomplished by informal methods. Our purpose is to join together in the furthering of our common interests, to plan together for maximum communication of ideas within our group, and to find ways and

means of assuring prompt and complete reporting of all productive methods and materials. We look for the possibility of ironing out or leveling out possible inter-service jealousies or ambitions as they may affect our work. We should seek to create a determined unity of effort to increase the effectiveness of all.

If we may now turn from the purposes of the workshop to its possible results, perhaps we can predict or guide its discussions. Certain of the results should be immediate and tangible. We may, for example, reach agreements on the collection of biographical data; not only the collection of such data, but the sharing of it may be possible. Such an agreement should include such factors as who, how, and where, and certain physical requirements such as format, content, and distribution. We ought reasonably to expect a current review of the best methods known here and such investigations as are going on continually to find better ways. Included should be filing systems, subject head work, documents management, security practices, design and use of facilities, and accession methods. We may settle upon a plan for pooling collection interests. We may accomplish designation of subjects or areas of prime interest, even to the point of commitments. Conceivably, union lists of serials may be extended beyond foreign titles to include domestic, historic, and specialized titles. We should give close attention to the several means and materials of exchange. We may then go on to the extension of exchange to include reference capabilities. In addition to our first interest, the exchange of information, we may seek to extend the availability of certain personnel competences to the entire group of military libraries. This forecasts a free exchange of talent, not on a quid pro quo basis but rather in the same pattern as inter-library loan services. We may look for the improvement of the inter-library loan practices. In our work, inter-library may have to be converted to inter-personal lending, to enable us to serve in the field. We may reach agreements on indexing in form and content, in production methods, in sharing the load and extending our coverage. In the field of military subject headings, we may hope to accomplish some pattern of areas within specific limits assigned to libraries best equipped to work in the field. In this we should use special knowledge wherever it may be found. Publication is not essential; even one typescript copy for ready loan may be adequate. We may look for better coordination of audio-visual fields and libraries. We should investigate ways and means of promoting fuller use of every type and form of presenting needed materials. There can be no conflict between the form and content. The library represents maximum content and availability. Any audio or visual method of presentation can only serve to increase the usefulness of the library materials. In the area of security, we may well expect small returns, small gains; however small, these may be critical. The main thread of search in this field is toward the orientation of security personnel to the functions of a library. It is essential that we reach common ground on the necessity of teaching the purposes of the library in places and among people where these are relatively poorly understood. It is here that the library goes far beyond books, journals, and documents. The library is nothing if it is not militant. We may well remember the period of time in our history when the Church militant was an accepted concept. We may have reached the time when military libraries will lead the way in establishing the concept of the library militant.

Military Librarian's Workshop, 1957  
"Collection of Military Biographical Data"  
Opal Moore  
Helen Hopewell

I Statement of the problem:

To determine the feasibility of the collection and dissemination of biographical data on a cooperative basis in order to obtain maximum benefit from efforts of the various libraries.

II Information needed to understand the problem:

- A. Libraries represented having a need for biographical data
- B. Justification for a cooperative program on the basis of common requirements of the various libraries
- C. Possible categories of biographical data needed
  - 1. Military personnel
  - 2. Guest lecturers
- D. Type of data needed
  - 1. Biographical sketches
  - 2. Index to sources of information
- E. Collections of data already compiled, excluding published works (e.g., Army War College biography collection)

III Difficulties to be encountered:

- A. Information kept up-to-date
- B. Costs
- C. Personnel authorization

**IV Goals sought:**

- A. A statement of the specific need for biographical data**
  - 1. Categories
    - a. Military personnel
    - b. Guest lecturers
  - 2. Types
    - a. Biographical sketches
    - b. Index to sources of information
- B. Establishment of criteria for determining the scope of coverage (e.g., set minimum rank for military coverage, or use registers as basis for inclusion)**
- C. Best methods for collection of data**
- D. Establishment of criteria for determining facts to be included if sketch is to be given**
- E. Possible places where data might be collected and channeled to places of need**
- F. Best methods of dissemination of data**

**V Proposals for solution:**

- A. Statements of libraries' willingness to participate on a cooperative basis**
- B. Approval by administration of libraries and by institutions**
- C. Assignment of personnel to accomplish required work**

**VI Minimum goals:**

- A. General statement of needs**
- B. Committee appointments**

## The Collection of Military Biographical Data

### Report of Proceedings

Discussion of needs in the area of biography led to consideration of several distinct areas. It is clear that there is a grave lack of ready information in the field of military biography, particularly for junior officers. The registers of the several services often do not provide data needed. It was generally agreed that there is more biographical data available concerning Army and Navy personnel than the Air Force. Members of the Workshop reported on a wide variety of data collections available in their separate libraries and agreed that it was highly desirable that these resources be made more generally available to all. Sources of information mentioned included Public Information Offices and Historical Units working in the Pentagon or Washington areas. These, however, are not very useful in the field. Some libraries maintain clipping files, using chiefly news journals and papers of the military services. It was suggested that the publishers of the Army, Navy, and Air Force Times might be interested in publishing biographical sketches regularly as a continuing service. It was also suggested that the Air University Periodical Index extend its inclusion of biographical sketches. Mention was made of the alumni associations of the several military schools where biographical data on former students is maintained. At this point it became clear in the discussion that there are at least two major types of biography desired, one being strictly military and the other guest lecturers.

It was suggested that histories of units received by the several Historical Officers of the services contain numerous biographical sketches and that some way might be found to exploit these resources.

Discussion of the guest lecturer problem revealed that in large measure the guest lecturers appear several times in the same school or at various schools. In every case, the using agency prepares and documents a biographical sketch. At the present time there is no cooperation in distributing these sketches. The Army War College reported and exhibited its own particular form for collecting biographical data. This form found general acceptance throughout the workshop.

General agreement was reached on the first need in biography, the collection of biographical data concerning military personnel. A committee was appointed to prepare a plan of action and report back following the morning session. The committee included representation from the Air University Library, the Army War College Library, the Naval War College Library, and the National Defense College in Canada. This committee returned a report containing the following recommendations:

a. The biographical data sheet currently used by the Army War College will be established as a standard form for collecting data. All participating agencies are authorized to reproduce this form as needed. One addition to the form will be made and this concerns the sources of information, which will be noted.

b. Those participating agencies which collect biographical data will reproduce them in quantity and make distribution to all others whenever their facilities permit.

c. When an activity does not have distribution facilities, it will send finished copy of a biographical sketch to the Army War College Library which undertakes to serve as a central distributing agency for biographical data.

d. A further recommendation derived from discussions in this session was a proposal for preparation of a bibliography of biographical resources. This bibliography will be recommended as a project to the Military Librarians Division for publication in their bibliography series. It will be recommended that each of the services and Canada be represented in a committee to prepare this bibliography, possibly each operating independently, with the final material to be coordinated in the Air University Library where the bibliography can be edited, produced, and distributed.

### Methods Discussion Groups

In listing topics for discussion of methods it was realized that certain areas would have far greater appeal than others, and that some topics might not be chosen at all. Some twelve visiting participants chose the Acquisitions group, and seven were in the Cataloging group. General Reference drew eleven, and the Periodical Indexing group was attended by three. The four persons who indicated interest in the Control of Classified Documents actually wanted to attend Mrs. Perkins' documents sub-group concerned with acquisitions, swelling the expected attendance there to seven. Several write-in preferences necessitated a group for those interested in the Air War College Branch Library, and Miss Olman conducted this group.

The Acquisitions group was divided into two sections, and those interested in classified documents acquisitions were taken to the Documents Acquisitions Section. The discussion was led by Mrs. Elizabeth Perkins, Chief of that Section. It was agreed that the most critical problem of documents acquisition is knowing what documents are available and how to get them. Various ways of establishing automatic distribution were discussed. Mrs. Perkins explained AUL methods of obtaining automatic distribution, including Air Force Regulation 5-36, Air University Regulation 11-2, and the Annual Intelligence Requirements request. The procedure for placing special requests was discussed. This included a listing of the items regularly checked for acquisitions purposes. Among tools listed were accession lists, indexes, Technical Abstract Bulletin, and bibliographies. The values derived from visits to producing agencies and other libraries were noted.

The security problems involved in letters of request were discussed. Some of the problems are: Classified titles, code words, and compilation of information. Difficulties in establishing proper Air Force, Army, and Navy channels were noted.

The discussion in the area of books and serials acquisitions was led by Mr. Johnson, assisted by Mrs. Suzanne Connell, Chief, Books Acquisitions Section, and Miss Margaret Reay, Chief, Serials Acquisitions Section. Samples of types of forms involved in procurement and receiving activities were displayed. The AUL Acquisitions Policy was discussed, selection methods were detailed, and various problems arising in connection with procuring materials under military and government regulations through Contracting Offices in the three services were compared. Also mentioned were the provisions of Armed Services Procurement Regulations, including the Blanket charge account contracts, a method of procuring materials on consignment now being prepared for an experiment at the Army War College Library, the assignment of a librarian as a Contracting Officer as a means of eliminating delay, and the confusion and excessive paper work of military library procurement procedures.

General practices of Contracting Offices in procurement activity, and the requirements of the three services for receipt and record making were discussed. The "till forbidden" system of placing periodical subscriptions was considered at the request of Miss LaVera Morgan of the NRL Library.

Mr. George Lockett, Naval Postgraduate School Library, was the only one present who had had experience with this type of procurement. His feeling was that if the Library had complete control of funds and disbursement this system could prove advantageous, but that no money was saved. His Library no longer places subscriptions this way.

The discussion of the Cataloging Methods group was led by Mr. Field. Mr. Field gave a brief summary of present practices of the Catalog Branch of the Air University Library and of procedural changes now under study. Among these were the divided catalog, the elimination of U. S. from government corporate entry, the elimination of see also references in favor of scope notes, the chronological arrangement of heavily represented subjects and the use of English rather than the vernacular in corporate entry for governments whose official language is not English.

The group commented on these practices both in relation to their own libraries and to that of the Air University. The general feeling was that such trends in cataloging are good. One participant, however, pointed out that her library had experimented with the divided catalog and had changed back to the dictionary catalog. Another participant raised the point that his library was freely admitting new subjects which were in effect aspects or smaller parts of subjects already in the catalog. He pointed out that these new headings serve as ready reference to topics of current interest. He asked if this was good. The group agreed that it was, but also accepted Mr. Field's caution that such new headings should always be related to the older, broader subjects already in the catalog. If this is not done, readers would lose access to material on the new subject which was to be found in the catalog under the old, broader subject.

The Reference discussion group quickly concentrated on two areas, Publications and Bibliographic Assistance. Mr. Cameron led the discussion. Considerable interest was displayed in the AUL Special Bibliographies. Questions dealt with personnel selecting the topics and methods used, how the data were collected, the mechanics of selection and getting the information to the publications editor. Several of the discussants were interested in the storage facilities for the final products and methods of distribution. The greatest interest in the reference area was shown in Bibliographic Assistance. There was general discussion of the theory of the Bibliographic Assistant, how the system works in actual practice, the acceptance of the system by the library's clientele, the amount of time spent by Bibliographic Assistants outside of the library, etc.

The group concerned with the production of the Air University Periodical Index, led by Miss Estelle Phillips, Chief of the Publications Section, Library Extension Service Branch, heard a detailed description of the mechanics of indexing for AUPI. The production of the Index from the selection of the article through each step to the final printing reproduction was demonstrated. Methods of mounting the cards and their reproduction were shown. Comparison of indexing methods for the AUPI and those used in other indexing projects was made by visitors describing methods of periodical indexing in their own activities.

A large number of visits to various areas of the AUL by Workshop participants in the two days following indicated the high degree of interest generated by the Workshop generally and by the specialised discussion groups.

Military Librarian's Workshop, 1957  
"Cooperative Acquisition Planning for  
Military Libraries"  
Charles Stewart

Cooperative acquisition planning is basically the responsibility of providing a complete coverage to be shared by a number of general and specialized military libraries. Certain special libraries might agree to undertake to acquire, as far as possible, all material relating to their fields and to make their resources available to those needing them without prejudice to the claims of those for whom the libraries primarily exist. The intention of any such scheme is not to limit the acquisitions of each library, but to insure a planned scheme of selection from the vast supply of printed material available so that as complete a subject coverage as is required is available to members of the cooperative association.

The most promising form of cooperation is the acquisition and preservation of runs of periodicals. It is a form capable of application on the regional as well as the subject plane, because of the generality of so many periodicals and the overlapping of border line interests of apparently widely divergent subjects. The attraction is the ease with which a scheme can be put into operation on a basis which will last for years, and which is not dependent on the vagaries of selection of the individual librarians every time acquisitions are being considered.

The initial step is a union list of periodicals of the cooperating libraries. From this it is possible to discover:

- A. Where there is duplication and over which volumes.

- B. Which periodicals are not being received by any participating library and which are not being preserved by any one.
- C. Which periodicals, though existing in long runs, are scattered among various libraries and of which no back files exist earlier than a certain, perhaps recent, date.
- D. Which libraries are trying to complete long runs of periodicals the issues of which others are at the point of discarding after a specified period of months or years.
- E. Which periodicals, though formerly preserved, are now being discarded because of the change of interests.

It would be foolish to suggest that subsequent action is easy, but if discussed in a sincere spirit of cooperation, it is probable that a plan will be adopted which will insure that at least one set of each periodical will be preserved and made accessible to other members of the group and that one or other of the librarians will consider it in his own interest to extend a run, acquire another, or subscribe to a journal which at present is not being taken by any of the others.

The essential ingredient for the success of such a scheme, however, is the full realization that no librarian can be expected to loan his only set of a periodical which is in constant use; consequently there must be a duplication of the more recent volumes of widely used periodicals if the scheme is organized on the subject plane. The problem is less likely to occur in the regional group, provided each library can offer hospitality to the other libraries' readers.

The basic requirements to apply such a scheme to our own organization are:

- A. To enlarge our Union List of Foreign Military Periodicals to include our complete holdings.
- B. When this is completed and distributed the following points should be discussed at the next workshop:
  1. Which periodicals holdings will be extended by which libraries.
  2. Which libraries will subscribe to periodicals not currently being received within the group.
  3. Which libraries have periodical holdings to exchange for others.
  4. Where will this be coordinated.
  5. Interlibrary loans or methods of reproduction both economical and suitable, i.e., microfilm, photocopy, etc., in lieu of loans.

It is felt that the enlargement of the union list is our goal for this year and if this can be accomplished the rest will be comparatively easy. This includes not only cooperative acquisition planning, but the exchange of periodical duplicates, on interlibrary loan union and other proposals to be discussed later today. It is felt that the possibility of enlarging the scope of the union list should be decided upon during this workshop.

## Cooperative Acquisitions Planning

### Report of Proceedings

Discussion in the area of cooperative acquisitions was concentrated directly on the expansion of the preliminary Union List of Foreign Military Periodicals. It is universally agreed that a new edition is desirable and that its scope should be broadened. It was agreed that additions should be made to include journals formerly eliminated because they are not currently being published. A new category of journals, military journals of U. S. origin, will also be added. This project will remain with the Air University Library and early action will be initiated toward the collection of new data and verification of additions to the old.

The idea of organized exchange of issues, volumes, or sets was not discussed at length but remains a matter for future consideration pending the production of the new and expanded Union List. Another workshop may well attack the problem of how to accomplish complete and central availability of each title represented in the new Union List.

Military Librarian's Workshop, 1957  
"Cooperative Plans for Exchange of Materials"  
Suzanne Cornell

I Statement of the problem:

To consider the question of exchange of materials among military libraries and to determine whether cooperative plans can be successfully adopted.

II Principal points and information needed to understand the problem:

- A. Types of materials to be exchanged - library or institutional publications; surplus duplicates; materials largely limited to special subject areas, for example.
- B. Methods of distribution - through a depository agency or through informal agreement among libraries; by a committee or by one person in charge of a clearing house; within one service or among all services.
- C. Military regulations applicable to the exchange of materials.

III Principal difficulties to be encountered and dealt with in finding solutions:

- A. The lack of a central agency with one person to supervise all exchange activities.
- B. The difficulty of withdrawing books for exchange which are accountable as library property.
- C. The number of restrictive regulations controlling military libraries.
- D. The problem of insuring mutual cooperation on the part of the participating libraries.

- E. The expense of transportation costs.
- F. The amount of complicated paper work and the lack of standard forms.

IV Goals sought-ideal solution:

- A. The establishment of a plan which will be truly cooperative and mutually advantageous to participating libraries.
- B. An evaluation of existing plans and recommendations for new plans which offer an acceptable means of distribution.

V Proposals for solutions:

- A. The removal of restrictive regulations.
- B. The establishment of a central clearing house or depository agency.
- C. The simplification of paper work and standardization of forms.
- D. The provision of some means for sharing transportation costs.
- E. A definite agreement for insuring mutual cooperation on the part of participating libraries.

VI Minimum goal acceptable:

- A. A determination from the start to make the minimum goal at least approach the ideal goal.
- B. The appointment of a committee to explore the field thoroughly and to make recommendations before new plans are undertaken.
- C. A program for research and writing by military librarians to increase the store of information on this subject.

## Cooperative Plans for the Exchange of Materials

### Report of Proceedings

Discussion in this area revolved chiefly around two topics. Early discussion concentrated on problems relating to the disposition of unneeded materials in military libraries. The several systems for disposal or relocation of books and journals within the services were reviewed, with each service reporting on its methods. The Navy, with no accountability, has no great difficulties in this area. The Army, with strict accountability, has a very difficult time. The Air Force, with methods based on Army procedures, has a difficult time in most places and these difficulties are such that, in general, useful relocation is hopeless from the start. Canadian libraries in this field apparently operate with far greater freedom than any of ours. Discussion of this topic ended with the general conclusion that there was no possibility of constructive gains in this field through this workshop.

Following general discussion of the exchange of materials, a series of levels of approach was presented, in three categories. The first of these relates to military library publications. These publications are produced by libraries and distributed fairly freely and widely without hindrance. In general, this kind of distribution is already well organized and successful. All participants agree that it is very useful. The second level represents publications produced by whole agencies or activity represented by members of the workshop. It is felt that the distribution of these publications may be forwarded considerably by direct involvement of the library concerned. It may be possible for that library to acquire a stock of the materials produced by its agency and to serve as the central distribution activity. In any case, if this is not possible, the library itself can promote or produce bibliographical data in some form representing the publications of its agency making this information widely available to all participating libraries. The third level of exchange represents the free exchange of library types of material, possibly no longer needed at one library but useful to another as indicated above. There was no single solution possible in this area and further discussion of it was set apart for the next workshop.

Specific attention was given to the problem of exchange of material or bibliographical information concerning the student products of the several military academic institutions. While no formal exchange on a large scale was established in the workshop, several interlibrary agreements are currently under discussion. This may also be amplified in the next workshop.

Military Librarian's Workshop, 1957  
"Cooperative Planning for the Exchange  
of Information"  
Florine Olman

**I** Statement of purpose:

To determine practicable means by which military libraries can exchange materials and avoid unnecessary duplication of effort.

**II** Objectives:

- A. To determine what materials or tools are produced currently.
- B. To determine which of these are needed by specific libraries.
- C. To determine what new tools should be developed.
- D. To determine feasibility of exchanges.
- E. To assign responsibility for working out plans and details of exchange.
- F. To write a summary of recommendations.

**III** Principal points and information needed to understand the problem:

- A. Listing of materials produced or available at each institution (by administration as well as library).
- B. Distribution problems:
  - 1. Can it be distributed?
  - 2. Under what conditions?
  - 3. How can it be distributed economically?
  - 4. What institutions should receive it?
- C. What information (or tools) should be produced and distributed which is not already available? (Service biography, guest lecturer data, etc.)

IV Difficulties encountered:

- A. Security limitations? (Such as for school use only.)
- B. Time and personnel involved in producing for other than an individual library. (Will time spent on this be made up from time saved through exchange of materials produced by like efforts of other libraries?)
- C. Standardization of form in which information may be received by compiler, if a result of joint effort.
- D. Will material be distributed within a period of time to be of practical use to recipient library?

V Goals sought:

- A. Analysis of materials available and needed.
- B. Feasible means of distribution.

VI Possible proposals for solutions:

- A. Approval for distribution for administration of institution.
- B. Logical personnel assigned to committees for investigation.
- C. Committee solutions for procedures.
- D. Submission of recommendations to library administration.
- E. Written comment as to acceptance or rejection of particular projects from library administration.

VII Minimum goals acceptable:

- A. What can be accomplished currently?
- B. Who can handle the project?
- C. Committee appointments.

## Cooperative Plans for Exchange of Information

### Report of Proceedings

The discussion concerning cooperative plans for the exchange of information revolved closely around the capabilities of personnel working in the various military libraries, particularly those having special subject competence and areas of interest. It was felt that individual talents and capabilities ought to be made more broadly available throughout the military.

Early discussion concerned the possibility of producing a "Who Knows What" of military libraries. The impermanency of such personnel was noted and any plan to provide such information by name seemed impractical. It was suggested that each library, by its particular place and area of operation and by virtue of its working collections, already represented considerable information concerning capabilities. Announcement was made of a forthcoming publication, a directory of military libraries. This is being produced as a project of the Military Librarians Division of the USAF Institute of Technology. Detailed discussion of the content and methods of this directory led to the conclusion that it might well serve as the medium for providing the information needed to accomplish better exchange of information. It was agreed that the directory should have detailed descriptions of the collections of each library represented and that a subject index of quality and depth should be added. This will materially strengthen the interlibrary usefulness of all collections. In this area no new project will be initiated but the membership of the workshop undertakes to provide all necessary information for the currently planned directory and to give such aid as they can to its production.

Military Librarian's Workshop, 1957  
"The Development of Military Interlibrary  
Loan Code"  
Kenneth Cameron

I Statement of the problem:

The ACRL sponsored ALA General Interlibrary Loan Code 1952 is satisfactory for military libraries when the transaction is between such a library and one in a civilian institution (educational or business). Since the Code specifically does not deny the formulation of special codes for special groups it is proposed that the Interlibrary Loan Code be revised to more effectively accommodate military libraries when borrowing and loaning military materials from other military libraries.

II Principal points:

A. Certain sections of the Code are acceptable as stated and will apply to any transaction.

1. Sections I-IV (as far as para 5)
2. Sections V, VII-X.
3. Sections XIV-XVI.

B. Certain sections need to be revised for our purposes.

1. Paragraph 5, Section IV.--It is proposed to change present code to read "unless so specified by the lending library any material can be reproduced provided such material is to be used for educational purposes and would not infringe on copyrights."

2. Section VI.--It is proposed that this be changed to read  
"Payment of transportation to the borrowing library will  
be paid for by sender; payment in return to be borne by  
the lending library."
3. Section XI.--The ability of Air Force libraries to insure is  
under advisement at present. This section cannot be fully  
dealt with until a decision about insurance is reached with  
the postal department. It is proposed that if satisfactory  
insurance arrangements cannot be made that registered mail  
be accepted in lieu of insuring.
4. Section XII.--It is proposed that the loan period (time) not  
be fixed but that the borrowing library be allowed to keep  
any loaned material until the users are through. It will be  
the responsibility of the borrowing library to see that  
materials are not kept for unduly long periods.
5. Section XIII.--If Section XII is adopted this section becomes  
void.

### III Principal difficulties:

- A. Section IV, paragraph 5:
  1. Restrictions imposed by issuing agency.
  2. Security restrictions.
- B. Section VI:
  1. Change of procedure in handling postage for Air Force  
libraries.

2. Possible inability of Air Force libraries in meeting insurance requirements.

C. Section XI:

1. New mailing regulations.

D. Section XII-XIII:

1. Present budget cuts make added or duplicate copies less easily obtained.

2. No time limit makes for restricted and less wide dissemination of materials.

IV Goals sought:

A. The goal we are all seeking is how to more readily, easily, and safely disseminate, without violating security regulations, information to those who have a need to know.

B. To stretch our budget dollar in cooperative and neighborly assistance.

C. To avoid the back-breaking and well nigh impossible task of having to purchase or obtain everything published.

V Proposals for solutions:

A. Proposals are outlined in Section 2 under PRINCIPAL POINTS.

VI Minimum goals:

A. Minimum goal would be the adoption of one or two of the above proposals.

## Interlibrary Loan Union

### Report of Proceedings

Discussion of the interlibrary loan code was concentrated upon five specific sections of the ALA Interlibrary Loan Code. The first matter attacked concerned the reproduction of materials for library use. Problems of security and copyright law provided the principal areas of difficulty. Consideration of paragraph 5 of Section IV of the ALA Code led to a new definition as follows:

"Within the limits of security and copyright law, any material not expressly forbidden may be reproduced for library use."

Consideration of charges of transportation and devices for enabling libraries under financial strictures to make free use of interlibrary loan led to no single conclusion. It is clear that each agency must find its own particular way of making payment for costs of transportation or insurance within the Government. It is evident that each activity may use a different means but that most of them have one method or another of accomplishing what is needed. In the matter of insurance of packages, it was suggested that the direct purchase on petty cash funds of commercial books of insurance charts may solve some of the problems in certain cases.

Lively discussion of the period of time, standardized at two weeks under the ALA Code, for interlibrary loan led to a cooperative agreement to standardize for military libraries on a sixty day period for the standard loan. It is understood that the lending library retains the prerogative of assigning a shorter period of time should this be necessary.

Military Librarian's Workshop, 1957  
"Indexing of Military Periodicals"  
Estelle Phillips

I. Statement of the problem:

Valuable and useful information in the field of military research found in military, scientific and technical periodicals is lost unless the "Indexing of Military Periodicals" is expanded to include more titles.

II Principal points and information needed to understand the problem:

A. Indexing now available:

1. In general military periodicals are not indexed in commercial indexes used in most libraries: Canadian Index to Periodicals, Chemical Abstracts, Engineering Index, Psychological Abstracts, Public Affairs Information Service, and Subject Index to Periodicals (British) do include several titles.
2. From 1949 to date the Air University Library has published the Air University Periodical Index, a subject guide to important articles appearing in 70 military, scientific and technical periodicals.

B. Principal difficulties to be encountered and dealt with in finding solutions:

1. Which titles should be indexed?
2. Should foreign titles be added?
3. Who can contribute to the indexing?
4. All indexers use uniform subject headings.
5. Standardization of bibliographic form.

III Goals sought -- ideal solution:

- A. Cooperative indexing--that is if the Army and Navy could index the journals relative to their services.

IV Proposals for solutions, partial or complete:

- A. Agreement on titles to be indexed by each of the services, Air Force, Army and Navy
- B. Appoint a representative from the other services to be on the Subject Heading Committee of the Air University Periodical Index.
- C. Accept the Subject Heading List of the Air University Periodical Index as the guide for headings used in indexing.
- D. Incorporate the indexing submitted by the Army and Navy into the Air University Periodical Index.

V Minimum goal acceptable:

- A. The Air University Periodical Index will continue to expand and will welcome your recommendations for titles to include and suggestions for improvement of the Index.

## Military Periodical Indexing

### Report of Proceedings

Discussion of the indexing of military periodicals began with presentation by each of the libraries represented of its own work in this field. It is clear that considerable work is being done by individual libraries to meet their own particular requirements. Up to the present time, the result of this work is not available to the other libraries represented in the workshop. The Air University Library publishes its indexing in the Air University Periodical Index. The Canadian military libraries have an organized system of distribution of information on cards. One Canadian library is currently indexing certain French military journals by a standard pattern but the data is not generally available. Everyone agrees that the AUPI is the best medium available to us to carry this load.

It was readily accepted by all participants as eminently desirable that the AUPI be expanded to include more journals and a wider range of information. To accomplish this it is clearly essential that all of the services and the Canadian group be involved in contributing in one form or another to the production of this work. The problem of accomplishing standard form of indexing by a wide variety of libraries was discussed with particular reference to subject heading work and form of entry. It was agreed that the working tools of the AUPI would be made available to all contributors and could serve as a standardizing pattern. With this understanding, twelve libraries representing all three services and Canada volunteered to provide the indexing of some twenty or more journals to be added to the AUPI. It was agreed that an announcement would be sent forward to all libraries represented here carrying with it guidance for the preparation of materials and that firm commitments in the form of index cards would be anticipated according to an established schedule. Other libraries working in this area will be invited to make similar contributions in the hope that the work may be widely spread and be less of a burden to any one institution.

Military Librarian's Workshop, 1957  
"Subject Headings of Military Interest"  
Oliver Field

Non-military libraries find that the Library of Congress subject headings or Sears' subject headings serve their needs very well. Military libraries find that these two guides are generally useful for describing the content of books but are of little use for describing the content of documents.

Other lists are of help in special areas. Among these lists is that of the Technical Information Division of the Library of Congress and the list for aeronautical engineering libraries, prepared by the Engineering-Aeronautics Section of the Special Libraries Association. These lists, however, have a usefulness that is limited to their own area.

Problem. There is a need for a list or lists of subject headings drawn up specifically for military libraries, which will use the terminology of the military reader and which will have the specificity needed by military library materials.

Problem explored. There appears to be no general list intended for use in military libraries. Military librarians must use all available subject lists for their guides, and the result is not at all satisfactory. It is appropriate, for example, for a general library to use the heading EMPLOYEES, TRAINING OF. This heading appears rather unsuitable when it describes material on the training of the military. For this, the common military term is ON THE JOB TRAINING.

The book is the basis of most general library collections, while the document is the basis of many military library collections. Books generally require far less specific headings than documents. The Library of Congress uses the heading MORALE, with no differentiation for material on plain courage, for military disciplinary aspects, and for civilian morale in wartime. As a result the Air University Library, using the Library of Congress headings, now has over 200 entries under this all-inclusive heading in its catalog.

Sometimes a more inclusive term is needed than that used in the general subject heading lists. This is true, for instance, when the term RADAR SYSTEMS is used by the Air University Library in addition to RADAR. By using RADAR SYSTEMS one subject heading takes the place of a whole complex of headings. Sometimes a subject heading is needed long before the Library of Congress supplies it. RADIOACTIVE FALL-OUT is such a heading. This appears to be a good heading as it stands. Or is FALL-OUT the operative element in this heading?

Ideal solution. The ideal solution is to make a military subject heading list which will reflect the needs of all military libraries and librarians.

Difficulties in way of solution. Is it possible to create a military subject heading list which will be useful to enough people to make its creation worth the work involved? Air University has among its interests military personnel, intelligence, operations research and materiel. Its interest in artillery is not as deep as Fort Sill's interest in this subject. It is not as deeply interested

in ordnance as is the Bureau of Ordnance and certainly not as concerned about ships as is the Bureau of Ships. Would a subject heading Committee, aiming at catholicity and at some space restrictions, create a universal list so general in nature as to be almost useless to the individual, specialized library?

Proposals for solution. The proposed solution would appear to be to form a committee, draw up a statement of scope, limitations and procedure and begin to make a subject list. This is no easy task, to be entered into lightly. Anyone who has had experience in creating subject headings knows that the problems of limitation, delimitation, and application are many and treacherous. What is aeronautics? What is aviation? What is flying? What is flight? Do these terms all have meanings which can be isolated and applied severally, or are some synonyms of others? What is the scope of a subject heading?

Minimum goal. The minimum goal would be to identify the problem and to organize an attack on it. A subject heading list is naturally of slow growth. It will require many man hours of thought, conference and correspondence. Organization of the problem is the first step. This includes: setting out the problem, establishing general principles for constructing lists, obtaining commitments of responsibility for areas of interest and establishing a time schedule.

## Military Subject Headings

### Report of Proceedings

Discussion of subject headings of military interest was disseminated first by a general review of the types of tools now available and their general inadequacy for the wide variety of subject fields used in military libraries. There was general agreement on the need for a specialized list of subject headings for military libraries but considerable question concerning its feasibility. The discussion early was reduced to consideration of (a) a core list of military subject headings being small in size and requiring complete acceptance by all military libraries, and (b) the desirability of working through a pattern of parts toward a whole subject heading list. Each of these parts might represent one given segment of the military arts and sciences and when all segments have been fully covered, the compilation might represent a single adequate list. Problems of current maintenance were discussed but no single solution recommended.

Further discussion of goal number 2 above led to the information that there are not less than six libraries represented which have in hand and could make available to all copies of subject heading lists on specific areas of interest peculiar to their libraries. These areas were mine warfare, ordnance with stress on engineering, transportation, army aviation, hydraulic engineering, and chemical, biological and radiological warfare. It was agreed that the production of a series of subject lists for military libraries would be recommended as a project of the Military Libraries Division as a continuing series in the same character as their bibliographical series. Each library capable of producing a subject list thus would make it a contribution to this series. It was decided that Mr. Field would draw up a provisional statement of standards as a guide in the creation of future lists, and that these provisional standards would be circulated for comment and revision among the six libraries already having such lists.

Further discussion of a core list, while it led to no conclusive action, revealed the possibility for a future workshop of establishing a plan for producing such a list. The concept is for a short list of subject headings containing the essential ideas in the best expressed form peculiar to the military and their activities. Such a list would contain only words commonly accepted and understood by all service activities and would tend to standardize terminology throughout the military. In connection with this project, the usefulness of the USAF dictionary was considered.

Military Librarian's Workshop, 1957  
"Planning for Maximum Utilization"  
John Mitchell and James LeMay

Rather than a discussion type meeting, this session is to be an explanation and tour of the Audio-Visual Center, Air University Library.

1. The Audio-Visual Center in the Library . . . Dr. Mitchell
2. Procurement, maintenance and distribution  
type facilities . . . . . Dr. Mitchell
3. Production type facilities . . . . . Mr. LeMay
4. Tour of Audio-Visual Center units:
  - a. Administrative Office
  - b. Film Library
  - c. Cartographic Branch

## Audio-Visual Facilities of Air University Library

### Report of Proceedings

The Audio-Visual portion of this program consisted essentially of conducted tours of the various activities which comprise the center. The following statement of functions is included for its possible use as a guide to other library activities concerned with Audio-Visual operations.

The Audio-Visual Center of the Air University Library provides the means for making most effective use of the materials of the Library in the educational program of the Air University. Since the wealth of information in the Library is most often in printed form, it is necessary to convert this information for many teaching situations. The Audio-Visual Center does this through its production branches. In addition the Center maintains collections of visual materials to supplement the printed verbal collection of books and documents.

#### Service Branches

The Audio-Visual Center service branches, the Film Library and Cartographic Branch maintain and circulate motion pictures, slides, still pictures, maps and charts. These collections are housed in the library building and are available for use by the staff, faculty and students of the Air University. Films and picture materials are loaned while maps and charts are issued as expendable materials.

#### Production Branches

In order to assist in the communication of information, the Audio-Visual Center production branches prepare charts, slides, illustrations, microfilm and photo copies. The Graphics Branch visualizes and illustrates the instructor's ideas and the Photo Laboratory converts these illustrations into the necessary slide form for use in the classroom. In addition, the Photo Laboratory converts library materials from paper to microfilm or photo copy form as required to allow the Library to fulfill its mission to the world-wide Air Force.

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Military Librarian's Workshop, 1957  
"Maximum Utilization of Personnel"  
Jerrold Orne

I Statement of the problem:

Military librarianship faces critical problems in funding and other support, particularly in personnel. We must explore every avenue which may lead to the utmost utilization of such numbers as we have to do our work. Clearly there are large differences in size of library and types of activity, and differing solutions will be needed from one type to another. The problem is to uncover every means of extracting all possible service in terms of the varying capacities and resources of the individuals concerned.

II Principal points to be considered:

- A. Numbers. Recognizing that personnel numbers will tend to shrink in our present economy, military librarians will have to develop more productive devices to make their usefulness more widely and fully known. Spend no time bemoaning reductions; spend more time devising solutions.
- B. Possible areas of investigation:
  1. Reduction out of all less than professional activities through re-examination of all presently termed professional activities.
    - a. A corollary of this is the progressive conversion of former professional spaces to increased numbers of sub-professional or clerical staff.

2. Liberal reassignments, either part time or full time, and without reference to present subject competence or personal preference.
3. Possibility of divided or diversified range of assignments.
4. Possibility of exchange of personnel, for temporary or longer range term between libraries.
5. Retraining periods within a staff or a group.
6. Reconsideration of proportions and relationships of Technical Processing Activities and Public Service Activities.
7. Need for special projects for professional staff development.

III Difficulties which may affect solutions:

A. Civil Service regulations:

1. Seek more liberal interpretations.
2. Obtain additional authorized methods.

B. Personnel problems:

1. In general they must be adequately interpreted but institutional rather than personal benefits demand first consideration.
2. In exchange of personnel between libraries, like for like may resolve many personal problems.

C. Travel funds.

D. Security problems.

**IV Goals sought:**

- A. Acceptance of principle of librarianship as general rather than specialized up to a higher level.**
- B. Agreement on continued study of increasing ratio of sub-professional and clerical vs. professional.**
- C. Regular plan for reassignment.**
- D. List of libraries and/or activities which could and would exchange personnel.**
- E. Code of standardized security levels for professional grades and types of work.**

## Personnel Planning

### Report of Proceedings

The session on personnel was marked by quick and ready exchange of information concerning the varied experiences of libraries in different parts of the country. There was universal recognition of the present need for re-examination of existing practices of personnel utilization. Military libraries operate within four general limitations:

1. Money or budgetary restrictions
2. Numbers, or manpower limitations
3. Civilian spaces assigned
4. Military spaces assigned

The theme of flexibility within these areas was discussed at length. Present stringencies of funds and the effect on numbers of personnel as well as direct reduction of numbers were noted.

The early appearance of the new Civil Service standards was prophesied. There was some comment concerning local rigid interpretation of assignment or function. It was soon evident that much depends upon the character of the local office and the ability of the nominal head of the library activity to win the cooperation of personnel officers. The desirability of free assignment within a given grade level was stated. Differences between the small library and the largest accounted for a large proportion of the variations reported. It was the consensus that librarianship is general at least on the first few levels and that only in the highest grades need it be specialized.

In discussing personnel utilization, the conferees agreed on the need for closer definition of professional, sub-professional and clerical functions. It was suggested that where money, rather than numbers of people, is the controlling factor, the ratio of clerical to professional may be increased heavily in favor of clerical and sub-professional appointments. The present shortage of trained librarians as a limiting factor is here acknowledged a very salutary influence.

Some time was given to the possibilities of exchanges of personnel between libraries, to internship programs, to in-service training, and to intra-library reassignment. It was generally agreed that each of these devices is useful and a number of the participants reported on current practices including one or more of the plans. It was felt that restrictions of Civil Service rules require informal rather than formal solutions.

In the whole area of personnel, any solutions which might have come from the workshop would necessarily remain informal, since neither Personnel nor Manpower people were represented in the group. The whole proceedings of this session were aimed to be informative rather than to produce concrete plans.

Military Librarian's Workshop, 1957  
"Security Problems of Libraries"  
Barbara Chalfant

I Statement of problem:

Security problems that libraries have in methods of acquisition and cataloging classified information, and in service to library users.

II Principal points and information needed to understand the problem:

Limitations on availability of material, and service to library users as imposed by existing security regulations.

III Principal difficulties to be encountered and dealt with in finding solutions:

Virtually every activity of the military library is affected by security problems; therefore, each major department with some of its problems that are worthy of consideration are listed:

A. Acquisitions:

1. Denial of certain types of material based on mission of library.
2. Classified requests.
3. Adequate record of material.

B. Cataloging:

1. Classified titles and subject headings.
2. Storage of classified slips.
3. Adjustment of catalog cards and slips when classification is changed.

C. Circulation:

1. Need to know basis, proprietary information.
2. Circulation methods and proper storage of material.

D. Reference:

1. Need to know basis.
2. Denial of certain types of materials based on mission of library.
3. Interlibrary loan.
4. Classification:
  - (a) Overclassification, slowness in downgrading, partially classified series, and documents marked "Official Use Only."
5. Publications:
  - (a) How can these best be done to avoid classification?

IV Goals sought - ideal solution:

Widest possible acquisition and utilization of material appropriate to the mission of the library.

V Suggested solutions:

A. Catalogs:

1. Non-classified documents catalog.
2. Classified documents catalog that includes classified titles, subject headings, etc.

B. Publications:

1. Unclassified basics with classified supplements when necessary.

C. Government program of declassification:

1. Coolidge Report.
2. Rear Admiral John M. Hoskins (Retired) - Director of Declassification Policy for Defense Department.

D. More thorough indoctrination of users.

E. More individual attention by librarians.

F. More systematic exchange of ideas between libraries as these problems are solved.

G. Complete program of orientation for new staff members.

Any plan for expanded service or more available information must be coordinated with the security officer in order to be sure that there are no security violations.

VI Minimum goals acceptable:

A. More thorough indoctrination of users.

B. More individual attention by librarians.

## Security Problems

### Report of Proceedings

Among the problems discussed were the following:

1. The fundamental divergence of the philosophy of service traditional with librarians and the philosophy of limitation inherent in security training.
2. Discrimination against "school" use of classified materials. This problem led to extended discussion of proper justification in requests for materials. In fact, there is a larger problem in orienting security personnel to the purposes and functions of military academic communities.
3. Difficulties which derive from poor or insufficient bibliographic information. There was some discussion of the character of reports requested, preliminary, progress, and final reports as examples.
4. Problems involved in special types of security classification, e.g. NATO.
5. The timeless problem of improper classification of document titles.
6. The matter of classification of correspondence concerning documents, library requests.
7. Problems of reproduction of classified materials. The practices of the conferees were reported; no uniformity of practice or opinion.
8. Special difficulties noted by Canadian conferees, particularly over-classification of materials by reason of channels of communication used for transmittal.

No definitive solutions were obtained through this discussion. However, certain basic principles stood out. There is everywhere evident a need for improving the understanding of librarians by security personnel and vice versa. Much needed is a universal acceptance of the broadest conception of need to know among our own people. Our own services and all who serve them must be together in assuring the best informed personnel of the field. Only by judicious application of security regulations and positive, aggressive promotion of informational activities can this be achieved.

A second principle is recognition of the teaching potential of the Workshop group and of their massive influence in bringing about such changes as may be required. Only a knowledgeable and enlightened group can hope to wield any influence in this direction. The Workshop group now has this capacity and duty.

And finally, there is better recognition of the necessity for exactness, specificity, and proper information to be supplied by the requestor when seeking materials. This in itself should promote better understanding by security personnel and improve working relationships.

The discussions of this session also included a brief digest of the Coolidge report, the announcement of a Security Forum during the annual SLA meeting in Chicago next spring, a brief summary of ASTIA's current status, and presentation of a manual for the preparation of reports by WADC.

## Summary and Recommendations

The series of meetings now terminating representing the first Military Librarian's Workshop have revealed to many of us a far greater understanding of the numerous areas of interest we have in common. As a result of these discussions a number of general gains may be cited. One gain most immediately evident is the establishment of the basis of a pattern which may now be tested and improved upon for the continuing benefit of those present. As time demonstrates the true gains made in this meeting, others will doubtless follow to pick up and carry further many ideas only partially developed in this first attempt.

Another gain less obvious but equally important is the establishment of high level recognition of the place of the library as a key element in military life and work. The possibility of conducting a workshop for librarians follows a pattern commonly found in the military, under which we see groups of military attachés, reconnaissance conferences, bombing conferences, orientation sessions for professors of military science, refresher sessions for tactical groups and many others. The fact that such a group of military librarians have come together for the improvement of their particular science is a clear demonstration of a level of acceptance and recognition not hitherto achieved.

Another area in which gains have been made is the free exchange of information concerning facilities and services. The very fact that a group as large and representative as this can visit one or more major military library establishments and while there meet the principals of many other military library activities results in a large and otherwise unattainable understanding of what we have to work with. Improved acquaintance of key personnel of the field is also a part of this. We have gained concretely in agreements toward the exchange or establishment of exchange of materials between libraries. We have agreed that where libraries cannot obtain the materials for exchange at least information about those materials will be widespread so that an individual or library will have full knowledge of materials available.

There is one other gain which, though not universal, is important. In the case of the library sponsoring the workshop, the vision and understanding of the local library staff is materially increased by participation and attendance at the various workshop sessions. In this case the Air University Library staff has been heavily represented among the audience as well as in participation. In their case they have had the benefit of a type of professional development which could not be obtained in any other way. Outside the library staff itself there is a material increase in the understanding of the quality and character of military librarians and their profession. This derives simply from having to look after the housing and small needs of this large group of visitors and in so doing being made increasingly aware of the high level of intelligence and activities commanded by the group. The command and its representatives, both civilian and military, cannot fail to be impressed and better understand the importance of the library activity as one among many. Within the group of conferees the workshop cannot fail to result in greater cohesion of the group itself. This has an ever-widening influence.

We have taken only the first steps in establishing the profession of military librarianship. By taking on this responsibility and recognizing our duties, we undertake to foster and even produce some of the literature of the military. In doing this we make our contribution to furthering the recognition of the profession of arms, a matter of continued concern to our commanders. Librarians and libraries must lead in establishing the literature of this profession as one of their more important contributions toward establishing a better understanding of the people whose life is devoted to the profession of arms.

Finally, we have gained in understanding that all these earlier cited gains represent only first steps and that they may be small, weak or partial. They may seem unimpressive, but it will be remembered that some gains have been made and that broader and larger goals remain in our sights. We thus gain in understanding our problems and in having the understanding to begin our work within the limits of potential success.

It may be important to summarize the more specific gains which have come from this workshop:

1. In the area of collecting military biographical data the Army War College library has accepted central responsibility for managing this activity. Its data sheet will be standardized for the collection of biographical data and an active exchange of such material between all of the libraries concerned here has been established.
2. A bibliography of biographical sources will be produced and distributed.
3. The Union List of Foreign Military Periodicals will be expanded through cooperative reporting and with the advice of a larger number of participating libraries.
4. A directory of military libraries currently being produced at the Institute of Technology will be expanded and provided with a subject index.
5. Additions to interlibrary loan policy have been made in the area of further facilitating reproduction of borrowed materials and in extending the loan period to 60 days.
6. Cooperative indexing of military periodicals by more than a dozen libraries will result in the addition of not less than twenty new journals to those currently indexed. The Air University Library will serve as a center for this activity.

7. An immediate plan to collect subject heading lists and to provide for widespread distribution was established. Six libraries can and will prepare special subject lists and make distribution for their specific areas of interest, others will be invited to add to this list. The desirability of a core list was discussed.
8. Possibility of inaugurating an exchange of personnel and facilitating maximum use of personnel capabilities were reviewed at length. While no agreements have been made investigations of possible individual exchanges are now going forward.
9. Discussion of security problems remained inconclusive, the only possible conclusion being that security is a great trial to all of us.

Upon this note the final session of the workshop closed.

The final session of the workshop was marked by a series of recognitions notable for their sincerity and good will. The principal Canadian representative expressed his appreciation for the opportunity to visit this activity under such favorable circumstances and for the valued contacts and informative sessions here conducted.

A principal representative of Naval libraries expressed appreciation on the part of the U. S. Navy of the privilege extended to Naval libraries to participate.

A principal representative of the Army libraries spoke in similar terms for his service.

One of the Canadian participants moved an expression of appreciation to the Air University command for serving as host of the workshop. The Director of the Air University Library, serving as host officer to the workshop, expressed his appreciation of the planning and participation of his own staff and the former director of the library in furthering the success of the workshop.

**MILITARY LIBRARIANS WORKSHOP**

**Air University Library**

**21-23 October 1957**

**PARTICIPANTS**

**CANADA**

**Mrs. Mary Campbell, Librarian  
Royal Roads  
Victoria, British Columbia**

**John U. Curtis, Secretary  
National Defence Headquarters Library Committee  
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