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Survey of the Library, 1950

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SURVEY OF THE LIBRARY OF
THE ROCKEFELLER INSTITUTE
FOR MEDICAL RESEARCH

Presented to the School of Library Service
of Columbia University in Partial Ful-
fillment of the Requirements

For the Degree of

MASTER OF SCIENCE

By

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June, 1950

PREFACE

This report is the result of a period of observation spent at the library of the Rockefeller Institute for Medical Research. I wish to thank Miss Esther Judkins, the librarian, and her staff for their kind indulgence and understanding during my visits to the library.

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PREFACE

This report is the result of a period of observation spent at the library of the Rockefeller Institute for Medical Research. I wish to thank Miss Esther Judkins, the librarian, and her staff for their kind indulgence and understanding during my visits to the library.

CHAPTER I

THE INSTITUTE

This year the Rockefeller Institute for Medical Research observes its fiftieth anniversary. It was founded by John D. Rockefeller in 1901 and incorporated under the laws of New York State.

In the United States before 1900 the growth of medical science had not kept pace with that of the physical sciences, despite the fact that research in medicine had been carried on in universities at a constantly increased rate. The conclusion reached by Mr. Frederick T. Gates, acting as adviser to Mr. Rockefeller, was, therefore, that medicine could hardly hope to become a science until it should be endowed, and qualified men be enabled to give themselves to uninterrupted study and investigation, on ample salary, entirely independent of practice.¹

In 1901 Mr. Rockefeller gave the Board of Directors headed by William H. Welch, \$200,000 which was to be awarded over a period of years in fellowships and grants to young men engaged in medical research in universities. The work which resulted led to the founding by the Board of an independent institute for medical research in New York City in 1902.

1. Rockefeller Institute for Medical Research, Descriptive Pamphlet 1946-1948, 12.

Mr. Rockefeller then bestowed another gift on the Institute for the purchase of land and erection of a laboratory building. The Schermerhorn property fronting the East River at 66th and 67th Streets was acquired late in 1902 and plans for the laboratory building were drafted.

To avoid delaying the beginning of research until the new laboratory was completed, a building at the corner of 50th Street and Lexington Avenue was rented and equipped for temporary use. The original team of scientists included Simon Flexner and Hideyo Noguchi.

In 1906 the Central Laboratory was opened with provision for work in pathology, pharmacology, physiology, biological chemistry, experimental surgery and later, experimental biology.

In 1908 Mr. Rockefeller donated funds for a hospital and an isolation pavilion in which only patients suffering from one of the diseases under investigation at the Institute would be admitted. The hospital was opened in 1910. Subsequently additional land was acquired extending the Institute grounds to include the area from 64th to 68th Streets between York Avenue and River Cliff.

A Department of Animal Pathology located three miles from Princeton University was created in 1914. With the addition of a Laboratory of Plant Pathology

in 1931 the name of the department at Princeton was changed to Department of Animal and Plant Pathology. This department was recently moved to the site of the Institute in New York City.

The charter of the Institute provides for a Board of Scientific Directors and a Board of Trustees which together form the Corporation. The Board of Trustees is responsible for the preservation of the property and endowment. The Director of the Institute acting for the Board of Scientific Directors has charge of the scientific work and administration of the departments of the Institute.

These are the Department of the Hospital, the Department of the Laboratories, and the Department of Animal and Plant Pathology. The Department of the Laboratories conducts research in chemistry, pathology and bacteriology, physiology and general physiology. At present workers in the Department of the Hospital are investigating:

1. infectious diseases, including acute respiratory and viral diseases and rheumatic fever
2. metabolic diseases including nephritis and nephrosis, hypertensive diseases, endocrine disorders excluding diabetes mellitus, and acute and chronic diseases of the liver.

Thus original work is being conducted in the study of

disease as it occurs in the main orders of living things and in the basic or pre-clinical sciences. The library, of course, has to support these projects by acquiring materials in these and related fields.

The scientific staff is composed of about 125 doctors whose rank is Member, Member Emeritus, Guest of the Institute, Associate Member of the Institute, Associate, Assistant, Fellow, Special Investigator and Visiting Investigator.

The Institute maintains the following publications: The Journal of Experimental Medicine, The Journal of General Physiology, Studies from the Rockefeller Institute for Medical Research, Monographs and the Semiannual List. The List gives the title and place of publication of papers published by doctors at the Institute.

CHAPTER II

LEGAL STATUS AND HISTORY OF THE LIBRARY

The Charter of the Rockefeller Institute for Medical Research specifies that one of the means to be employed to fulfill the objects of the corporation is to acquire and maintain a library. Organizationally the library is grouped with the Auxiliary Services which employ specially trained people to carry out the behind the scenes and preparatory work essential to a research institute. In addition to the library these Services include: Publication, Illustration, Culture Media and Glassware Preparation, X-Ray, Animal House, Instrument-Making and Purchase and Supply.

The Central Laboratory Building which was opened in 1906 provided four rooms on the first floor for the library. These consisted of a room twenty by forty feet which housed the major part of the collection and served as a reading room, a reading room which contained the last numbers of current journals, a small reading room in which current numbers of journals were kept, and a cataloging room.

The library occupied these quarters until the Library Building, located east of the Central Building,

was opened in February 1929. It is two stories high and has three basement floors below ground. The library with a capacity of 38,000 volumes occupies the top floor. On the ground floor there is a dining room for the women employees of the Institute and a large room which serves as dining room and assembly hall for the scientific staff. Three library stack levels, staff and general purpose rooms, and the kitchen occupy the basement floors.

CHAPTER III

THE PHYSICAL PLANT

The main reading room is two stories high. It is equipped with four tables, each of which seats eight persons, and four leather armchairs placed near the five windows which face the East River. These windows are hung with velvet drapes. Two pairs of lamps on each table, a floor lamp beside each armchair and a pair of clustered chandeliers provide illumination. The furniture, bookcases and wainscoting on the main floor of the library are of walnut. A beautiful portrait of Lavoisier and his wife by Louis David which was donated by Mr. Rockefeller graces the north wall of the room.

Bookcases between the windows of the main reading room contain the indexes to the medical periodical literature. The narrow shelves called pigeon holes, where the latest issues of periodicals are kept, extend along the east wall and around the room toward the charging desk.

At either end of the room there are alcoves where the textbooks are shelved. They are arranged alphabetically by author beginning with "A" in the north alcove continuing in the south alcove and ending on the balcony

directly above. Each alcove contains tables and chairs which accommodate three readers. The dictionaries, indexes and general reference works are shelved in the south alcove because of its proximity to the desk.

The charging desk, catalog, and library offices are located in the southwest section of the main floor of the library. Bookcases in the area behind the desk contain the directories and biographical dictionaries. Directly opposite the desk there are three metal cases which have a total of five hundred and seventy drawers. All but the latest issues of unbound periodicals are kept in these drawers. In addition to desks, cabinets and bookcases the two offices contain three typewriters. The desks of the cataloger and the periodicals assistant are equipped with fluorescent desk lamps.

The northwest sector of the main floor and the balcony house bound periodicals. The pamphlet files, a storage and staff locker room, and five studies are also located on the balcony. Four of these studies are available for assignment to the scientific staff. The fifth houses the microfilm reading machine.

Three stairways lead from the main floor of the library to the balcony. A self-service elevator provides a convenient way to reach the basement stacks where early volumes of the less popular periodicals are kept.

The library hours are from 9 A. M. to 9 P. M.

Monday through Friday, and 9 A. M. to 5 P. M. on Saturday. Smoking is permitted in the library.

The inlaid cork floors throughout the library and the rough plaster ceiling in the main reading room help to cut down noise. There are large windows on all four sides of the building which provide excellent ventilation and good natural light. The lighting in the stacks and on the balcony is adequate and was considered excellent when the library opened in 1929. Miss Trask () in her description of the new library said, "In short the atmosphere pervading the whole building is conducive to reading and study, extending an invitation to come and a welcome to remain."

CHAPTER IV

THE COLLECTION

When the library moved into the new Library Building in 1929 it had 16,748 volumes. Its accessions now number 37,875 books and bound periodicals. Thus in a little over twenty years the library has more than doubled in size. The exact number of books is not known but the librarian estimated that of the above number one-third are books and two-thirds are periodicals. The collection is composed of the circulating collection of pamphlets, books and periodicals, and the reference or non-circulating collection.

The seventy-two drawers in the pamphlet file contain about fourteen thousand theses, documents and reprints. Only materials which are of permanent value or are too fragile to be shelved with the books are kept in this file. The pamphlet file is really a way of storing unbound materials. The library receives many foreign theses which are kept if they deal with subjects of interest to the Institute and are given to other libraries if they are not of use to the Institute library.

Reprints are kept only if they are unique, that is if the original article did not appear in a periodical which is received by the library. Again, reprints and documents are kept only if they are pertinent to work at the Institute. Unwanted reprints and ephemeral mater-

ials are placed on a "give-away shelf." Anything which may be of use to another library is offered on the Medical Library Association Exchange.

The library collects the reprints of doctors on the staff. When a doctor leaves the Institute or upon his death, the library sets to work compiling a complete bibliography of his publications. The bibliography is chronologically arranged and serves as a table of contents for the reprints of his articles which are then bound. An asterisk marks items in the bibliography which were not available for inclusion in the volume of collected reprints.

The library does not buy rare or old books as such and maintains no special collections. There is a section of several hundred volumes of non-technical materials composed of biographies of scientists and histories of science and medicine.

The handbuch, encyclopedia and treatise type of work form the backbone of the book collection. It includes English and foreign language materials and at least one text on every scientific subject. This library differs from a medical school or medical society library in that they do not purchase the latest editions of text books unless they are requested or recommended by the scientific staff. The library does not serve a depository function and there is no attempt to collect editions. The library brings new books to the attention of readers

by means of a new book shelf, a display of book jackets and a list of recent acquisitions.

Books from the library of the Department of Animal and Plant Pathology which was moved to New York about a year ago are being added to the main collection if they are titles which are not already in the main library.

It is a well known fact that medical and technical books contain material which has appeared in the periodical literature and are already somewhat out of date when they are published. Books are necessary and valuable but scientists turn to the current periodical literature for the latest advances and newest information on any subject.

An evaluation of the book collection is almost impossible because while the library owns books in every field of science the stress is on those fields in which the Institute conducts research. The collection is not classified so it is not possible to determine the number of books on each subject. Requests for materials not owned by the library are filled by interlibrary loan.

The library has a collection of about three thousand annual reports, proceedings and transactions of societies and associations. They are kept on the balcony shelved apart from the periodicals. Most of them are unbound and therefore not accessioned. They are alphabetically arranged by the name of the corporate body which issued them.

The periodical collection includes domestic and foreign publications covering pure science and medicine. The library does not subscribe to journals in the fields of obstetrics, gynecology and otology because these subjects are not among those under study at the Institute. They do receive a few of the most important periodicals in surgery and ophthalmology. None of the so called "state journals" which are the official organs of the various state medical associations are taken. The library keeps and binds all of the periodicals for which it pays. Those received as gifts or by exchange are kept for several years. If they are very rarely used they are offered on the Medical Library Association Exchange, but if they are referred to with some frequency they are bound and kept.

Periodicals are arranged by the first word in their titles. There are three visible files which aid readers in locating them. One of these is for bound periodicals on the main floor, another for those on the balcony and the third is for current periodicals. Current periodicals are assigned consecutive numbers. These numbers along with the name of the journal appear on the visible file, the pigeon holes and the metal cases where all but the latest issues of current volumes are kept. The bound periodical stacks are clearly labeled.

The well chosen reference collection includes bibliographies of the literature of medicine and the allied sciences, English and foreign language medical and tech-

nical dictionaries, directories and biographical dictionaries, college catalogs and general reference works. The book, pamphlet file and periodical collections are used to supplement the reference collection. The abstracting journals are shelved with the periodicals but they do not circulate and are considered part of the reference collection. The list given below is a representative sampling of the works included in the reference collection.

Abstracts

Abstracts of World Medicine
Biological Abstracts
Chemisches Zentralblatt
Excerpta Medica (all sections)

Bibliographies

Index-Catalogue of the Library of the Surgeon General's Office
Quarterly Cumulative Index Medicus
Current List of Medical Literature
Royal Society of London. Catalogue of Scientific Papers.

Directories and Biographical Dictionaries

American Medical Directory
American Men of Science
Minerva Jahrbuch
World Biography
World of Learning

Dictionaries

Gordon-French-English Medical Dictionary
James-Mathematics Dictionary
Kallioff-Dictionary of Bio-Chemistry
Meyers-Lang's German-English Medical Dictionary
Stedman's Medical Dictionary

General Reference Works

Hartlett's Quotations
Encyclopedia Britannica
World Almanac

CHAPTER V

FINANCE

The Institute is supported by the income from endowments. The budget is drawn up annually by the Budget Committee which is composed of members of the Board of Scientific Directors and the Board of Trustees. The department heads, including the librarian, submit proposed budgets to the Budget Committee for consideration.

The librarian draws up the budget based on the previous year's expenditures and discusses it with the assistant business manager prior to submitting it to the Budget Committee. Financial information is confidential and was not available for inclusion in this report.

The librarian reported that the library is recognized as a vital part of the organization and is well supported. A lump sum is allotted. The library is not absolutely bound to remain within the limits of the budget as additional funds are forthcoming if needed. During the war years, when many foreign periodicals suspended publication and few foreign books were received, the library budget was cut. The budget is flexible and there is no stinting in acquiring materials for the library.

The percentage-wise breakdown of the budget is tabulated below. It is interesting to note that serials and binding account for eighty per cent of the budget.

Serials.....	50%
Binding.....	30%
Books.....	10%
Equipment	
Supplies and	
Misc. Expenses....	10%
Total	100%

The salary budget is not included with that of library materials. The expenditures for salaries are one and a half times that for serials, binding, books and equipment. Combining these budgets shows that of the total sixty per cent is spent for salaries, forty per cent for library materials.

CHAPTER VI

PERSONNEL

The staff of the Rockefeller Institute library is composed of six persons. They are the librarian, cataloger, periodicals assistant, two part-time clerical workers and a page. All of the employees are women except the page. The training, and experience of the individuals who hold these positions will be enumerated.

Miss Esther Judkins, the librarian, is a library school graduate who came to the Institute in 1925 after several years of public library work. In 1938 when Miss Trask retired, she succeeded her as librarian. As a result of her work with the numerous foreign publications received by the library she has acquired considerable facility in many languages. She progressed from periodicals assistant, to cataloger, to her post as librarian. The periodicals, cataloging and reference experience made her thoroughly familiar with the library and its routines and appreciative of the demands made on the person doing each job. She has been an active member of the Special Libraries Association and the Medical Library Association.

The cataloger came to the Institute two years ago

with several years of college library cataloging experience. She has a master of science degree in library service. Her linguistic abilities include proficiency in German, French and Hebrew and a working knowledge of Dutch, Italian, Spanish and the Scandinavian languages. Outside the library field her special interests are mathematics and the history of science. She is a member of the American Library Association, the Medical Library Association and several scientific and history of science organizations.

The periodicals assistant has had no library school training. She worked with science periodicals for five years at the John Crerar Library before she came to the Institute six years ago. She is a very capable worker who is unfortunately unable to advance to the position of cataloger in this library because of her lack of formal library training. She is proficient in Spanish, Portuguese, Italian, French and Latin.

The position of evening assistant is shared by two clerical workers each of whom has been with the Rockefeller Institute library for about three years. Both of these women are employed as subprofessionals in other libraries during the day. Working individually they staff the library from 6-9 P. M. Monday through Friday and from 1-5 P. M. on Saturday.

The page is a college student who has worked in the library for several years.

The following discussion applies to the three full time professional librarians except when otherwise stated.

It is the policy of the library to fill openings on the staff with library school graduates whenever possible. Medical library experience is not required. The librarian interviews applicants but the actual hiring is done by the personnel office. Pay scales are determined by a position classification plan. This information was not available. Salary increases are granted for merit.

The retirement age for women employees of the Institute is sixty years. The professional staff is covered by a teacher's insurance plan part of which is paid by the individual and part by the Institute. All employees are now covered by social security.

The vacation period with pay consists of twenty three working days. There is no specified limit for sick leave with pay but it is granted for reasonable periods as needed. The work week averages thirty seven hours based on a five day week and twenty four Saturdays mornings a year.

The position of head librarian was held by Miss Lillia M. D. Trask from 1911 to 1938, when Miss Judkins took over. The librarian reported a rather large staff turnover during the last war. The excellent training acquired at the library enabled several people to accept positions as head librarians at other institutions.

Within the organization advancement is from periodicals assistant to cataloger, to librarian.

Excellent hot lunches are served in the dining room for thirty-five cents a day. Employees may spend part of their lunch hours in the staff room which is kept quiet for rest or in the lounge where card games are popular.

CHAPTER VII

TECHNICAL SERVICES

All three full time staff members take part in the technical processes. The work is equitably divided and each person is responsible for a definite part of the routines which make up technical services.

Acquisitions

The librarian is in charge of acquisitions work. The order files are kept at her desk. Most books are acquired on the recommendation of doctors who have seen publishers' announcements in periodicals. The librarian sometimes calls new books to the attention of doctors. Books are usually ordered before or soon after publication. The library rarely waits until the reviews of a new monograph or textbook appear before ordering it. The librarian usually recommends the purchase of reference works.

When a book is suggested for purchase an order slip is made out, (see Appendix Form 1). If the doctor who suggested the book did not supply all of the information needed to order it, publishers' catalogs and announcements, and tools such as the Cumulative Book Index and Publishers Weekly are searched. The catalog and order file are checked to make certain that the book is not already owned or on order. Information such as

the fact that the library owns an earlier edition of the book is noted on the order slip. These slips are then sent to Dr. Herbert Casser, the Director of the Institute for approval. He approves most orders immediately and sends them back to the library. Occasionally if he wishes to consider an order more carefully he retains the slip for a few days.

When the order slips are returned to the librarian she makes out a purchase order in duplicate. The original is sent to the vender, the duplicate is retained by the library. The order number printed on the order form is written on the order slip which is then filed in the outstanding order file. When a book is received it is checked off in the order book and the order slip is marked received. Invoices are sent to the bursar for payment at the end of each month. The order slips for books listed on these invoices are marked with the date the bill was sent to the bursar. They are then filed by author in the dead file and kept for about five years. A desiderata file of out of print and hard to get foreign publications is kept.

Discounts on medical and technical books are usually low. Books are ordered from medical publishers and through the General Medical Company, a bookstore. If the publisher's discount is only ten per cent on a particular book the library buys it from the book store. As a convenience for the busy doctors the library

sometimes orders books for them. Such orders always indicate clearly that the book is being bought by an individual, not by the library. The question of whether or not to give a discount is left up to the book store or publisher.

Periodicals are ordered through three agents: Moore Cottrell for American publications, Swets and Zeitlinger for European, and H. K. Lewis for English periodicals. The library receives many serials from American and foreign medical schools, universities, institutes and scientific societies in exchange for Rockefeller Institute publications. The responsibility for establishing an exchange of publications with an institution rests with Dr. Gasser, the Director. The job of handling periodical subscription renewals is done by the librarian.

The library receives few books as gifts of publishers and it practically receives no review materials. Most of the theses, pamphlets and reprints are gifts of institutions throughout the world which receive the Studies and journals published by the Institute gratis.

The library takes part in the Medical Library Association Exchange program. Materials which are duplicates or not within the fields covered by the library are listed on cards from which a list is typed about every two years and sent to the Exchange. Mimeographed lists compiled from the lists sent in by individual libraries are sent to participating libraries several

times a year. The library received only about a dozen items on exchange last year. Miss Judkins explained that most of the items which the library needs to complete volumes and fill in sets are in the fields of physics and chemistry rather than medicine.

Preparations and Accessioning

New books and journals which have come back from the bindery are accessioned, bookplated and stamped on the title page with a perforated stamp. The source and price of binding, the accession number and the date are written in bound periodicals on the page after the title page. The same information is written in new books except that the source would give the name of the donor if the book was a gift, or the name of the bookstore or publisher from whom it was purchased and the price paid. The bookplate used by the library is shown in the Appendix. Accessioning and stamping are done by the cataloger while the evening assistants do collating and bookplating.

Cataloging

There is a clear division between professional and clerical duties in the cataloging department. The cataloger assigns Cutter numbers and subject headings, catalogs and revises the work of the evening assistants who type and file catalog cards.

The book collection of the Rockefeller Institute library is not classified by subject but is arranged alphabetically by author. This system works very well

because the research workers who use the library are familiar with the names of authors in their fields and the open shelves make it possible for them to find the book they want quickly without first looking up the call number. The subject catalog provides the means for finding a book on a given subject if the author is not known. Another factor which contributes to the success of this arrangement is the relatively small size of the book collection as compared with periodicals. Four place Cutter numbers are assigned to books to distinguish between individual authors and titles and to facilitate correct shelving.

The librarian reported that a subject classification system was tried many years ago but it was abandoned because it was not met with favor by the doctors. The Rockefeller Institute library and the Egbert Le Fevre Memorial library of the New York University-Bellevue Medical Center are the outstanding examples of medical libraries using the author arrangement for their book collections.

The Rockefeller Institute library does all its own cataloging. The large amount of foreign material and the amount of analytical work done make this practicable. Copies of representative catalog cards are shown on the next pages. The cataloger types the main card and the evening assistants type the subject and added entry cards. Authors' names are verified but dates are given only if there are two writers with the same name. New editions

of books are added to the cards already in the catalog for previous editions.

Pamphlets, theses and other unbound materials kept in the pamphlet file are cataloged fully. This includes an author card and on the average one subject card per item. The letter "p" for pamphlet and the number assigned to it are typed in the upper left hand corner of each card.

Analytical entries for parts of works not indexed in the various indexing tools make available a great deal of valuable material. A good example of this type of work is Abderhalden's Handbuch der Biologischen Arbeitsmethoden. Under the main entry the 436 Lieferungen are listed on 230 cards. In addition each Lieferung is fully cataloged.

Periodicals and proceedings are cataloged under their latest titles with references from their previous names. Library holdings are not entered on cards in the public catalog.

The cataloger is able to do some of her work, such as assigning subject headings, during slack periods while she is on duty at the desk. The basic list of subject headings used is the Quarterly Cumulative Index Medicus Subject Headings and Cross References. In addition Voigt Subject Headings in Physics, Special Libraries Association List of Subject Headings for Chemistry Libraries, and the Library of Congress Subject Headings are used.

Several trays in the built-in unit of catalog trays below the charging desk are set aside for the shelf list. Half-size cards are used for the book shelf list. The information given for each book is the author, title, date of publication, Gutter number and accession number.

The periodical shelf list is the only place in which a complete listing of the library's non-current periodical holdings is given. For each periodical the title, place of publication, earlier titles and the volume and accession numbers are given. Unbound issues are entered in pencil. A note on the shelf list indicates the volumes of a periodical which have been transferred to the basement stacks. The cards are filed according to the abbreviated form of each title.

The shelf list of proceedings lists the library's holdings of these materials. If these publications are received unbound they are not accessioned and the shelf list card indicates the series or volume and/or year as the case may be. The Proceedings of the First Clinical ACTH Conference which was received bound, was accessioned and therefore the shelf list card includes the accession number.

There are no cataloging arrears but the cataloger is currently engaged in combining the catalog and collection of the Department of Animal and Plant Pathology Library with that of the New York library. She works from the Princeton library catalog which is temporarily housed

in the librarian's office. Books which are not owned by the New York library are incorporated in the main collection but those which are duplicates are officially discarded.

The card catalog is a built-in extension of the charging desk which is located in the southwest sector on the main floor of the library. It is very conveniently placed in relation to the staff offices and reader services.

It is a divided catalog which includes forty-one trays in the author catalog and forty-eight trays in the subject catalog. There are twenty-nine empty trays for expansion. An approximate count showed that with one hundred cards per inch there are about 53,300 cards in the author catalog.

The author catalog contains author, title, periodical and proceedings cards. The subject catalog brings together all of the library's resources on a subject and serves as an index to the book collection. This type of catalog is excellent for answering the two main types of questions asked by readers: does the library have a particular book by a given author, and what does the library have on a certain subject.

A useful feature of the subject catalog is the presence of guide cards for every heading and sub-heading used. This enables the reader to see at a glance how each subject is broken down. See and see-also cards are liberally provided.

The library has its own code for filing which is

adhered to consistently. By its nature the divided catalog somewhat simplifies the job of filing. Filing in the catalog is according to the word-by-word arrangement. Publications of hospitals are filed by the name of the hospital. Periodicals are filed by the first word in the title, not an article. Proceedings and reports are filed under the name of the corporate body which issued them.

Periodicals

The periodicals assistant has had years of experience working with medical and scientific periodicals. Her duties include checking-in periodicals, stamping them and typing a list of the journals received each day.

The check-in file is kept at the desk of the periodicals assistant in the office shared by the cataloger. Periodicals are checked-in every morning on the type of card shown in the Appendix. The volume and number of the issue and the date of receipt are entered on the card. The date of receipt is especially important for foreign journals which are often several months late or appear irregularly. Blue signal clips attached to check-in cards indicate non-receipt of issues. Green clips indicate issues which have been claimed. A list of the journals received each day is typed and placed on the table on which the latest issues are kept.

The statistics given below are taken from the 1949-1950 annual report of the library and represent the combined holdings of the New York and Princeton libraries.

Since these libraries merged some duplicate subscriptions have been dropped so that the number of periodicals now received is somewhat smaller.

Periodicals received by purchase	372
" " exchange	224
" " gift	107
Total June 30, 1950	<u>703</u>

Binding

The periodicals assistant is in charge of preparing and sending books and journals to the bindery. New books are sent to the bindery to have "Rockefeller Institute for Medical Research" stamped on their spine.

Charge cards are placed in the circulation file for volumes being sent to the bindery. A purchase order is made out in duplicate in the order book kept exclusively for binding. The vender's name, date, and a list of the titles and volume numbers are included on the order. The original is sent to the bindery with the shipment; the carbon copy remains in the order book kept by the library as its bindery list. The binder keeps a file of rubs and a record of the colors used for the various periodicals.

The library attaches a blue instruction slip to journals being bound for the first time. When books come back from the bindery they are discharged from the circulation records and checked off in the purchase order book. A pencil check after an item in the order book means that it has come back from the bindery; a red pencil check

indicates that the item appeared on a bindery bill sent to the bursar for payment.

A bindery record card is kept for each periodical. On this card are entered the date a journal is sent to the bindery, the volume number, the name of the binder, the date the journal is returned and the price of binding. These records provide the means for comparing the various binders the library has employed as to prices and the length of time required to bind materials.

The library now deals exclusively with the Knoll Bindery. Periodicals are sent to the bindery about once a month. It takes approximately three weeks for them to be returned. Volumes are hand sewn and bound in a variety of fine materials. Colored paper labels and other embellishments are sometimes employed. In 1949/50 824 volumes were bound.

The library places gift and exchange periodicals, which it has not yet decided to keep or discard, in temporary binders. Minor repairs of bindings and pages are done by the library. Fragile unbound materials are reinforced with heavy protective covers.

CHAPTER VIII

READER SERVICES

The use of the library is restricted to the doctors on the scientific staff of the Rockefeller Institute. Every courtesy and a great deal of personal attention is given the readers.

The three full time members of the library staff take turns at handling reference and circulation work. The librarian and the cataloger are each assigned to the desk twenty-one hours a week, the periodicals assistant for six hours. Working with the public provides the staff with an opportunity to see how successfully they are performing their respective jobs. The cataloger, for example, gets a chance to find out how well the catalog works and how readers request and look up information in the catalog.

Reference

The location of the reference desk in the area behind the charging counter and the catalog makes it possible for the librarian on duty to offer help to a reader who encounters difficulty in using or finding what he wants in the catalog.

New doctors are shown around the library and encouraged to ask for help if they need it. One of the teaching functions of the library staff is that of

introducing specialists who know the reference tools in their own fields to the indexes, abstracts and bibliographies in other branches of science. A chemist, for example, knows Chemical Abstracts and Chemisches Zentralblatt but he may not be familiar with the Current List of Medical Literature and the Quarterly Cumulative Index Medicus.

Most of the doctors who make up the library's clientele are familiar with the standard bibliographical and reference tools in medicine and do their own library research. The librarian is usually asked for assistance in looking up or verifying obscure or incorrect references when her specialized knowledge will enable her to find information not available in the usual sources. The library is occasionally asked to check for accuracy and form the bibliography of an article which a doctor is submitting for publication.

The library formerly scanned current periodicals and sent notices to the various doctors when articles of interest to them appeared. This was a convenience for the readers but placed too great a responsibility on the library. The Institute takes the view that keeping up with recent developments in research through the periodical literature is as much the responsibility of the individual investigator as conducting his laboratory research.

Circulation

The person on duty at the desk supervises the charging out of materials and takes reserves for books which are charged out. Circulation restrictions are at a minimum and charging routines are simple. There is no system of fines. If the library gets a request for a book which is in circulation a telephone call to the office of the doctor who has borrowed the publication results in its prompt return.

There are two methods of charging out materials. Latest issues of periodicals: A box of alphabetically arranged "name cards" is kept at the desk. A name card is an index card on which a doctor's name has been typed. To borrow the current issue of a periodical the doctor merely takes the journal from its pigeon-hole and leaves his name card in its place. These issues may be borrowed at 4:30 P. M. and must be returned the following morning.

A supply of blank index cards is kept at the desk for use as charge cards for all other materials. The doctor writes a separate card for each item borrowed. When borrowing a periodical he gives the name of the journal, volume number, issue number if it is unbound and the year. For books and pamphlets author, title and Cutter or pamphlet number are required. The borrower writes his name and the date at the bottom of the card and drops it in a box labeled "Withdrawals". These

materials may be kept as long as needed or until the library gets a request for them.

The librarian is always scheduled for desk duty during the noon hour. At that time she counts and files the circulation and discharges books. Several drawers in the lower section of the charging counter are set aside for the circulation file. Book and periodical charge cards are filed together; the former by the author's name, the latter by the first word in the title. A system of colored signal clips attached to the charge cards is used to keep a check on books loaned at the Institute for a limited time and materials loaned to other institutions on interlibrary loan. Charge cards for materials borrowed on interlibrary loan are filed in a separate drawer. The cards are arranged under the name of the lending library.

Discharging of books is done once a day. Time is saved by not discharging them individually as only about two dozen books are returned daily. When a book borrowed from another library is returned the charge card is withdrawn, marked with the date returned and filed in the "Returned" section of the Interlibrary Loans drawer. These cancelled cards are kept on file for a year and serve as the library's record that a book has been returned. When doctors return the latest issues of periodicals borrowed the previous day, they return the journal to its pigeon-hole, remove their name card and replace

it in the name card file at the desk.

Doctors may reserve materials which they expect to use in the library for several days by leaving them on one of the tables with a note requesting that they not be shelved. No count is kept of the number of items reserved for use in the library. The open stacks make it impossible to know how many books are used in the building. No record of attendance during the day is kept. For several years a count has been made of the number of people using the library evenings and Saturday afternoons. In 1949/50 this number was 1,846.

The library takes inventory each year near the end of the fiscal year in June. A list of all the things charged to him is sent to each doctor. He may renew books which he is still using. Some years the library decrees that books must be brought to the library in order to be renewed.

The total number of items borrowed is recorded daily in a ledger. There is no break-down of the figure by type of material or by the department of the borrower. A count of the cards in the interlibrary loan file supplies the number of volumes borrowed from outside libraries when this information is desired for the annual statistics. The circulation statistics for the past five years are tabulated on the next page. It is interesting to note that the total circulation has been increasing and that a larger proportion of the total number

Circulation Statistics

	1945/46		1946/47		1947/48		1948/49		1949/50	
	Vols.	% of Total	Vols.	% of Total	Vols.	% of Total	Vols.	% of Total	Vols.	% of Total
Borrowed from our own library	5099	85.9	5726	81.1	6427	81.7	6175	81.1	6569	79.9
Borrowed from outside libraries	475	8.1	710	10.0	580	7.4	483	6.5	560	6.8
Loaned to outside libraries	560	6.0	637	8.8	859	10.9	943	12.4	1094	13.3
Total	5934	100.	7073	100.	7866	100.	7601	100.	8223	100.

of volumes circulated are loans to other libraries.

Interlibrary Loans

The library operates an active interlibrary loan service. The periodicals assistant takes charge of borrowing materials from outside libraries while the cataloger fills requests for loans to other institutions. When a doctor asks for a publication not owned by the library, the reference is always verified before the item is borrowed from another library. The Union List of Serials and other check-lists are used to locate serials to be borrowed. The Institute maintains a membership at the New York Academy of Medicine which entitles the library to borrow five books at a time. The charging procedure for interlibrary loans is discussed in the preceding section on circulation. A pink slip such as the one shown in the Appendix is placed in each book borrowed on interlibrary loan.

Statistics on the number of volumes borrowed from other libraries were included for the first time in the 1925/26 report of the library. In 1935/36 loans to other institutions were first mentioned. During that year thirty-two volumes were loaned to eight libraries. This service expanded rapidly and in 1947/48 859 volumes were loaned to ninety institutions.

Photostat and Microfilm

The Institute has no facilities for photostating or microfilming materials. If a doctor requests a microfilm or photostat the library arranges to get it for him and

the department in which he works pays the charges. The library owns a Recordak microfilm reader which is housed in Study E on the balcony.

CONCLUSION

The seal of the Rockefeller Institute for Medical Research bears the words Pro Bono Humani Generis and indeed all of the departments at the Institute including the library are engaged in work for the good of all mankind.

It is the purpose of the library to serve the investigators conducting research and to acquire materials in the fields being studied at the Institute. The writer is not qualified to make an evaluation or comparison of this library with other medical libraries. I have tried to describe the unique nature of the library, how it operates and the significance of its work.

Considerable detail has been gone into in some sections of this paper in order to show how the library performs certain routines. The inclusion of details of procedures was felt to be justified because they help to characterize the library. The spirit of cooperation and teamwork which exists among the scientists who make up the library's clientele makes it possible to simplify certain routines such as the charging out of materials, and to almost dispense with limits on the loan period.

Periodical

Transactions

Analytic

SAMPLE CATALOG CARDS

Book

Pamphlet

Interlibrary Loan Slip

Bookplate

APPENDIX

Forms Used by the Library

Order Slip

Periodical Check-In Card

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