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december 1968

volume 32, no. 4



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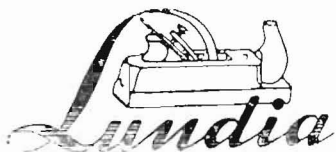
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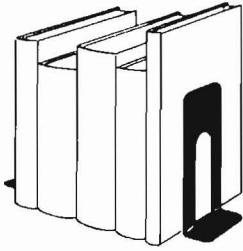
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THE APLA BULLETIN, published quarterly, is the official organ of the ATLANTIC PROVINCES LIBRARY ASSOCIATION, formerly the Maritime Library Association. APLA, organized in 1918, is a registered and incorporated company under the Nova Scotia Companies Act, and serves the provinces of New Brunswick, Nova Scotia, Prince Edward Island and, more recently, Newfoundland and Labrador.

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# A MECHANIZED LIBRARY ACCOUNTING SYSTEM: ANOTHER EXAMPLE

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Patricia Marshall

For two years several of us in the Dalhousie University Library have been actively engaged in developing a programme for applying data processing techniques and equipment to procedures which have been identified in library literature as "in house" operations. The Order Department was selected for our first venture into the programme for a number of reasons. First, it is the starting point in the library cycle for the procurement of all library materials. Secondly, at Dalhousie, this area was in serious need of reorganization and simplification. Finally, there was the overpowering factor of money. It was clear from the outset that any effort spent in this area would show immediate results. This, we believed, would provide us with the success necessary to generate support on the part of library staff and university administrators for other projects.

The project began with an analysis of the work routines within the department. This culminated with the creation of a new Order system encompassing all aspects of the department's routines. Improvement was immediate. Although it is obvious that much of the improvement can be attributed to the introduction of machines, it is equally true that as much resulted from the streamlining of the department's routines.

Since no university library is able to maintain its own official accounting records, it was essential to develop an accounting programme in consultation with the Comptroller. Areas where duplication could be avoided were identified and elimi-

nated and compatible procedures established. For example, accounts were consolidated into five major categories with sub-units: 1. Books and Periodicals, 2. Special One Time Grants, 3. Endowed Fund, 4. Supplies and Equipment, and 5. Personnel. Agreement was reached that the University Business Office would charge invoices to one of these five accounts and that it would provide us with a monthly total of exchange and bank charges. In return, the Library was to provide a detailed year end breakdown by sub-units for each of the five groups. The breakdown was to be provided by the machine system but would, as a byproduct, give the Library an accurate monthly record of monies spent or encumbered for each of the 80 existing Library accounts.

Another feature of the new programme was to be its claiming and followup procedure. In most manual claiming systems, it is possible to miss overdue orders. Dalhousie was no exception. We felt it was important to design a system that would rectify this problem and improve service to our public. This was accomplished by listing outstanding orders; they are provided periodically in order number sequence by vendor and are used to schedule claims.

Finally, as a result of a computer system, statistics which were formerly beyond our grasp were now readily available in an endless variety of forms. Raw data for statistics is integrated into the basic order and receiving routines so that no document is handled twice for input. With this information in machine readable storage the

computer may be programmed to produce many comparisons in varied formats which answer specific questions posed at irregular intervals, thus improving operating decisions. This is far more desirable, and less expensive, than accumulating endless statistics which might be useful, but are generally never used. As monthly guidelines we prepare regular statistics of: 1) volumes received by location and fund, 2) an item count of outstanding orders, and 3) status of budget expenditures and encumbrances.

Unfortunately, the decision to automate was only the first and least difficult hurdle. The one that proved most troublesome involved the University Computer Centre which had offered to supply programming support. This arrangement, though heartening, was far from ideal; it left the library with no control over its rate of progress. Many headaches, delays and problems could have been avoided if a more careful assessment of the Computer Centre's support capability had been made, including a formal agreement and schedule covering the programming.

#### **BASIC OPERATING SYSTEM**

The Order Services system in use at Dalhousie is a combination of a manual operation for bibliographic control and a machine system to perform accounting functions and comparisons of a mathematical nature.

##### **Manual System.**

The manual system aims at maintaining bibliographic control of orders from the time they are placed until the catalogue cards are filed in the Public Catalogue. To do this, it maintains three files. Two in the Order Department (the title file and the numerical file) and the order filed in the Public Catalogue. The copy in the Public Catalogue aids the user and relieves the Order Department files from serving the searching phase as well as checking in of new books. The title file and numerical file insure that any request for order information regardless of the status of the order

in the system can be provided. If this were a totally machine oriented system in which all records of outstanding orders were machine generated, information added between computer runs would be unavailable. The alternative to this time lag is an on-line computer system or daily processing, neither of which is economically feasible for us at the present time. To bridge this time lag between processing, manual files must be maintained to recover the data. We find the system effective, efficient, economical and rapid.

##### **Machine System.**

The machine system is capable of manipulating the information in its file in any way we chose. The key which ties the machine records together and relates the machine to our order system is the order number. This is a unique number for each order and is derived from pre-numbered order forms at the time of typing.

##### **Ordering Phase.**

Outgoing orders, a six part 3 x 5 continuous stock form, are typed on an IBM 826, an electric typewriter with a slave keypunch. As the purchase order is prepared, selected information is picked up on the keypunch. The selection of information follows after preset tab stops on the typewriter, coordinated to the keypunch by a plastic tape, which turns the keypunch on and off. The keypunch does not evaluate the data it accepts. This one typing operation captures and records on an 80 column punched card the order number, date of order, vendor, estimated cost, fund to be charged and the library location for which the book is ordered. The typed order form is proofread against the handwritten order recommendation form. Any errors relating to the information captured by the keypunch are listed on a revision sheet. These changes are processed with the weekly batch. There is, therefore, no need to verify the punched cards. The order forms are burst, filed and the orders mailed each day. The punched cards are held for the weekly processing.



On the sample cards in Figure 1 these areas should be noted:

- 1) The 2 in the first column identifies an outgoing order for the computer system.
- 2) The order forms are prenumbered (upper left). The order number is repeated in the lower portion of the order form by the typist so that this information will be added to the punched card.
- 3) The information picked up by the key-punch is in the same sequence as it is typed.
- 4) The vendor's copy of the order is slightly more than 3 x 5. Our order forms are continuous stock pin feed. The wording on the left margin was designed as a typing guide and for the vendor's information. The copies for internal use burst to 3 x 5 by omitting this guide.
- 5) The numbers on the left margin control, which punch on/punch off pattern is to be selected on the plastic tape. The tab stops are the same for all lines
- 6) In prices we have not supplied the decimal point. In any print outs prepared by the computer it will be automatically inserted.

#### Receiving Phase.

Three copies of each order are filed by title in the Order Department. This file is used exclusively by the Order Department staff as the majority of questions concerning books on order may be answered from the Public Catalogue. When a book is received, the orders are pulled from the title file and checked against the title page and invoice. The receiving clerk annotates one copy of the order, called the update copy, with the received date, cost as given on the invoice, and the number of volumes received. The update copy of the order is placed in a hold basket so that the added information can be

keypunched. The remaining copies of the order are placed in the book which is forwarded for cataloguing.

The update copies (cf. Figure 2, p. 94) are collected from the Order Department daily. The new information added by the receiving clerk is key-punched and the order number and cost verified. The verification of the order number is important so that the wrong order and receipt are not matched. The keypunch operator also collects and punches the weekly revision lists prepared by the order proofreader.

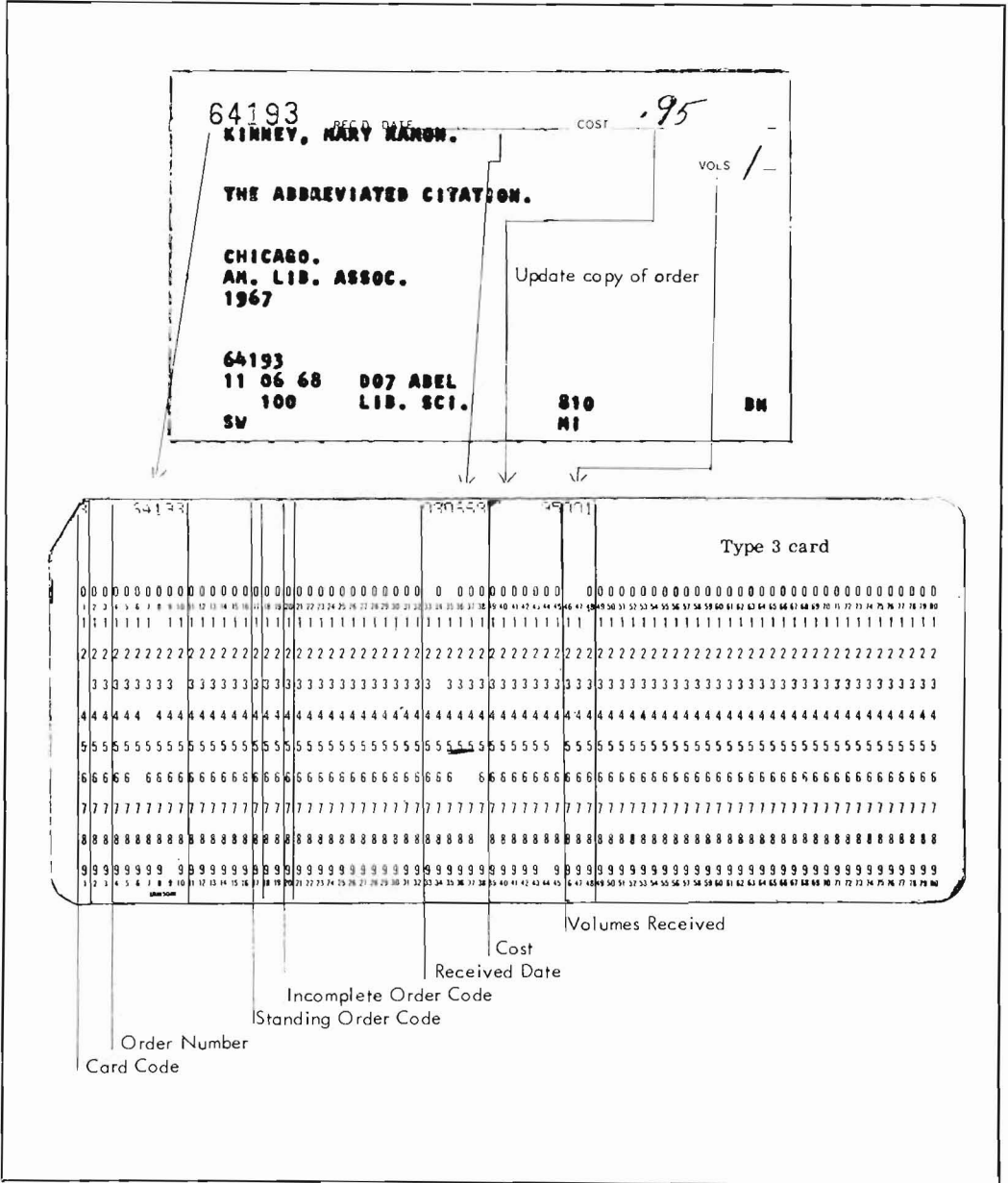
#### Computer Processing Phase.

Three types of information are supplied to the computer system. Type one, budget figures including fund codes and fund names; type two, the outgoing orders; and Type three, the received orders. Each type has its own pattern of recorded information called a card layout, and this pattern is identified for the computer by the 1, 2 or 3 for the related card type in the first column of each punched card. The budget cards are normally prepared once a year, but new funds or revisions may be added at any time.

Once a week the punched card records of outgoing orders, received orders and revisions, type 2 and 3 cards, are sent to the University Computer Centre for processing. As the computer reads the cards, it has been programmed to check for valid card types, date, vendor codes, funds and locations. An error in the order number, such as double punches, is serious as it is the tag in the system. Similarly after a card type is noted the computer anticipates a given pattern of data. If this does not follow, problems arise. The information on these cards cannot be processed and the records are rejected. When errors are detected in other information, the orders are accepted but are listed as requiring revision. Any order which requires revision will continue to list until a correction is made. The most frustrating problem of any machine system is that a machine cannot be put off with a vague promise of better things to come.

# Figure No. 2

## Sample cards. Received Order – type 3





The accounting information for the week's activities is read from cards onto magnetic tape, sorted into order number sequence and matched against the master order list. As it processes received orders, the programme compares the order number against the file or outstanding orders. When matches occur, the completed order is set aside to be listed by the fund in the Activity Report. When no match occurs, the receipt card is rejected and is listed along with entries requiring revision in the Weekly Error List. If the computer run is within the last seven days of the month, a statement giving current spent and encumbered amounts for each fund is automatically prepared.

#### **Followup System.**

Dealers are assigned in the Order Department before an order is typed. The vendor code system used is composed of two elements. First is an alphabetic indication of the type of vendor, e.g. "D", domestic, "F", foreign, etc.; second is a two digit numerical code assigned to major vendors; out-of-print catalogue orders, and miscellaneous dealers. The frequency of claiming is based on the alphabetical portion. To obtain a list of outstanding orders the machine file is sorted into vendor types and the orders listed in numerical sequence. For orders identified by this list as overdue, the typed copy of the original order is temporarily pulled from the complete numerical file for photocopying. The photocopy is mailed to the dealer with an accompanying form letter. Claims to the major vendors are prepared at the rate of 100 claims per hour. It would be possible to mail the computer produced list by order number to at least some of our dealers with no additional work. We feel, however, that indiscriminate claiming is undesirable, particularly in areas where cancelling should occur or for orders which have no definite date for completion. With the system of photocopying the clerk is able to make these decisions as the file copies are being pulled.

The basic reports produced are: 1) the Error Listing, 2) the Activity Report, 3) the Monthly Statement, and 4) the Overdue

Orders List. Many other reports can be produced by the rearranging or comparing the stored information on request. For example, we could calculate the number of orders placed and successfully completed from out-of-print catalogues, or the average delay between ordering and receipt for science books from Dealer X.

#### **OPERATING DETAILS**

Let us examine some features of the accounting system in more detail. Order recommendation forms are received daily in the Order Department after being searched in the Public Catalogue and for Library of Congress copy. After scanning for legibility and clarity, the orders are assigned vendor and fund codes. After typing and proofreading, they are filed in the Public Catalogue and Order Department for a final check against duplication and then mailed. As mentioned, the outgoing orders are the result of typing directly onto the multiple order form, not computer printed. This reduces costs and allows us to mail orders daily. It is also easier to proofread and correct errors immediately. The order number which controls the machine system is assigned at the time of typing, from pre-numbered order forms. The machine record identifies each order number as outstanding, received, or void.

#### **Codes.**

The extent to which coded information is used must be carefully analysed in any automated system. The economy of space for expressing information must take into account the user. Our general philosophy is to avoid codes whenever possible, particularly numerical ones. If they are unavoidable, we try to provide the computer with the necessary tables to uncode the information when reports are prepared. For example, code 100 which is used by the machine system to represent the fund Engineering Physics, but both the code and the name appear on the order form. When reports are prepared, Engineering Physics will print wherever 100 was stored.

#### **Prepaid Orders.**

The normal pattern of receipts is the

book and invoice to be processed at the same time. However, upsetting as they are to the Order Department, any system must be able to handle prepaid orders and standing orders. Until the mechanized accounting system was in effect our control over prepaid orders was less than ideal, amounting in fact to little more than chance review. Now, when order is prepaid, or conversely if a bill does not arrive with the book, we may proceed with the payment or receipt and flag the record to note that the information is incomplete. The partially completed transactions are listed weekly. As the missing half of the order arrives, it is entered into the machine record, and the order is removed from the Incomplete Order List.

#### **Standing Orders.**

When any order is placed claims are sent on the regular schedule of 10 weeks. When an item is received but the order is not completed, a standing or continuation order is created. A special update copy is used to check in the book and to inform the keypunch operator to revise the vendor code to "C" for continuation in addition to adding the normal received order information. When this order is processed by the computer, it will not notify us that something has already been received on that order number as normally occurs when two receipts are entered on the same number. When the final volume is received, the "C" is omitted and the standing order is complete.

Government documents and serials are also purchased through the Order Services and the accounting system. New serial subscriptions are charged to one of the subject area funds, but renewals are entered against a general serials account using order number 9,999,999. A breakdown of the serials account is provided by the subscription costs and subject areas provided in a separate serials holding programme.

#### **Exchange Account.**

Transportation and exchange charges are another irregularity. Even when there is only one book per invoice transportation

costs are not included as part of the book cost because of the confusion of identifying when the charges have been taken. As the invoices are approved, a daily manual record is made of transportation, credit notes and any other miscellaneous charges. At the end of each month the resulting net charge or credit is added to the machine exchange account.

Over ninety percent of our invoices are paid in foreign currencies. As books are received the clerks convert all foreign monies into dollars using fixed exchange rates. This is not as ominous as it first appears as we accept US dollars at par value, and our largest European dealers provide invoices in Canadian dollars as well as local currency. At the end of each month the University Business Office forwards a record of the actual exchange and bank draft charges which is added into the exchange account running balance. The balance in this fund is distributed at the end of each year on a percentage basis to all book funds.

#### **Supplies and Equipment.**

The supplies and equipment funds are processed in the same manner as the book orders except that the University assigned purchase order number (five digits) is used and it is preceded by 95 so that it will fall in a number sequence readily identifiable from the book orders.

#### **Revisions.**

Records stored in the machine system may be revised at any stage by entering the new information on the proper card type. Only data to be revised is entered with all other fields left blank.

#### **Year End Routines.**

At the end of each fiscal year the machine records for all orders received during the previous year are transferred onto a storage tape for statistical comparisons at future date. All outstanding, incomplete and continuation orders are carried forward into the next year. After new budget cards, type I, are submitted and the outstanding order file is purged to eliminate orders no longer

valid, a statement is prepared and normal processing of incoming orders continues uninterrupted.

#### RANDOM THOUGHTS

No system finally operates in the precise way it was proposed. The following discussion illustrates and explains some of our changed premises and pitfalls. The original plan called for the capture of all bibliographic information entered on the order form at the time of ordering. The machine readable record was then to be used in the cataloguing phase for the preparation of accession lists. The project never proceeded to the second stage for the following reasons. Even though all of our orders and presearched and LC copy obtained, a sufficient number of changes were made to the records during cataloguing, so that retyping the entry became easier than an elaborate system to provide correction routines. Secondly, the amount of information captured by the keypunch in an 825 hookup has a direct effect on the typist's speed, so that additional equipment would have been required. These costs coupled to the problems introduced by corrections proved prohibitive.

The follow-up system proved our geographic isolation in Halifax. It is nearly impossible for orders to reach us as soon as we might wish. We had expected to follow-up on outstanding Canadian and American orders after six weeks and on foreign orders after eight weeks. The volume of our claims was enormous and greatly disturbed our dealers. We found that over half of the orders we claimed were en route and that not only did trucks, boats or trains take time, but the customs added a few days even with the proper forms. We have since changed our schedule to ten weeks between follow ups for all dealers.

The Activity Report, a listing by fund of orders received, was run for the first five months of the project on a weekly basis. However we have found that interest in this information outside the Order Department did not materialize as expected, and we could not justify the expense of prepar-

ing it. This report is now monthly on the week prior to the final monthly statement. This gives the Order Department an opportunity to verify any suspicious entries before the statement is distributed.

About two hours a week are required to check errors identified by the computer during the weekly run. This is done by the Order Librarian and is an excellent supervisory tool as it allows him to spot irregularities of procedure immediately.

The main problem which we found in converting to a machine system was the discipline imposed by a machine. A work schedule was set up so that our work would be processed each Wednesday night. The rigidity of preparing the work every week at 5:00 p.m. without fail was an idea foreign to library operations. Secondly, the machine must be told with complete accuracy what is expected of it for it cannot make the simple decisions which people can.

The original machine record for the outstanding orders was created from the old fund file. For the first few months of operation matches did not always occur for the received orders, giving an immediate lesson in the inevitable inaccuracy of manual files. For five months the manual system of accounting and the machine system were run simultaneously and balanced at the end of each month. Gradually the records drew closer together until the files were sufficiently close to no longer warrant the double check.

#### CONCLUSION

The machine system as described has fulfilled our requirements for an internal accounting system. The collection of accounting data is successfully integrated into the manual bibliographic system so that the machine system operates without additional steps. The speed and coverage of the claiming remains dependent on human decision, but the printed schedules keep us well informed on how efficiently we are performing the followup function. The use of a computer rather than unit record equip-

ment has put the actual preparation of the reports outside of the library operation but this is more than compensated for by the greater flexibility of the equipment.

Anyone interested in additional details of forms, procedures or computer programmes for an IBM 360 machine should contact the Planning Services, Dalhousie University Library.

**Footnote:**

Descriptions of a similiar system are found in the following publications.

Vagianos, Louis. "Acquisitions: Policies, Procedures, and Problems", in Canadian Association of College and University Libraries. Papers presented at the CACUL Workshop on Library Automation. Association. 1967. pp. 1-9.

Wedgeworth, Robert. Supplement to op. cit. pp. 9 - 24.

Wedgeworth, Robert. "Brown University Fund Accounting System", Journal of Library Automation 1 (March 1968), 51-65.

**Appendix I**

Order Department Files:

1. Outstanding Order Files. One copy of every valid order is filed in the Public Catalogue by main entry and three copies of each order and the LC copy are filed in the Order Department by title.

2. Complete Numerical File. One copy of every order is filed here in continuous numerical sequence whether the order is outstanding, received, cancelled or void.

Note: A Fund File was maintained for five months after the introduction of the machine system to serve as a check. This file has been discontinued.

**Appendix II**

Equipment and Costs

Volume

average: 2,000 orders/month placed

Machinery

- IBM 826 Model 6
- IBM 360/50
- Keypunch and Verifier

\$176.00/month, less education allowance  
2 hours/month  
10 hours/week on equipment available in the University Computer Centre

Personnel

- Typist and Keypunch Operator
- Order Editor
- Proofreader and Mail

2 people, one full time equivalent  
4 hours/day  
4 hours/day

Supplies

- 6 part multiple order form
- Punch Cards

\$0.0225 each  
\$100.00 a year

# THE YEAR IN REVIEW

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Subscribers to the Library of Congress proof slip service are aware that there is a submerged publishing world. But the erudite volumes which pass through these channels are rarely mentioned by the reviewing and advertising media.

As a guide to our readers, the APLA BULLETIN offers the following select bibliography of the more significant of these titles.

**Thum, Marcella.**

Librarian with wings. New York, Dodd, Mead, 1967.

**Pettit, Ernest L.**

The book of collectible tin containers with price guide,

**Andrew, Lye.**

Creative rubbings. London, Batsford; New York, Watson-Guption, 1967.

**Braun-Ronsdorf, Margarete.**

The history of the handkerchief, by Dr. M. Braun-Ronsdorf. Leigh-on-Sea (Ex.) F. Lewis, 1967.

**Bankoff, George Alexis, 1903-**

The gates of heaven are narrow [by] George Sava. London, Hale, 1968.

1. Corpulence. I. Title.

[NLM: 1. Obesity—popular works. WD 212 S263g 1968,

**Dąbrowski, Kazimierz.**

Personality-shaping through positive disintegration. Introd. by O. Hobart Mowrer. [1st ed.] Boston, Little,

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# BIBLIOGRAPHIES OF PROVINCIAL GOVERNMENT DOCUMENTS

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Catherine Pross

Studies of provincial governments in Canada have been few, one of the chief reasons being the difficulty of gathering material on the subject. Few libraries claim to have a complete collection of the printed material produced by a single province. Even some legislative libraries which are closely connected with the workings of government and have been designated official depositories by the governments concerned, report gaps in their holdings. The problems of acquisition encountered by bodies so fortunately situated indicate the frustrations of working with Canadian provincial documents.

A preliminary study for a survey of these problems (1) has produced some interesting bibliographical information which will be discussed below. Some of the bibliographies mentioned here do not deal exclusively, or even chiefly, with provincial government documents, but were counted worthy of consideration because they contain information which cannot be found elsewhere. Some extremely valuable bibliographies, such as Tremaine's *A Bibliography of Canadian Imprints, 1751-1800* (2) have been omitted where their contents have been incorporated in more recent or more general works, such as Bishop's *Publications of the governments of Nova Scotia, Prince Edward Island, New Brunswick, 1858-1952*. (3) Checklists issued by some government departments in the various provinces have been mentioned where known. Since questionnaires were only sent to a selected sample of departments, more work must be done to compile complete information on these.

A description of the most generally useful bibliographic aids will serve as an introduction to the subject. *Canadiana* (4) has provided the best over-all coverage of provincial documents since 1953. For those provinces whose legislative libraries issue a checklist of documents received, *Canadiana* could be valuable in that it is monthly, while the checklists are annual. However, the National Library seems to meet technical problems in putting out its publication. For instance, Prince Edward Island publications are sent to the National Library as soon as the Legislative Assembly rises from session each spring. Entries for publications sent in May 1967 were still appearing in the March 1968 issue. Cumulations for *Canadiana* have not yet appeared for 1966 or 1967, nor has a consolidated index of government documents listed been produced. Nevertheless, future improvements have been indicated; the 1968 issues promise quarterly and semi-annual cumulations of the index.

Another aid, *Canada Year Book* (5), mentioned some provincial documents from 1914-1946. In 1940 it backlisted a number of provincial royal commissions to 1870 and has listed some annually ever since.

The Government Reference Libraries Committee of C.L.A. is at present having a list of provincial royal commissions compiled, but the results of this research are not yet published.

Since *Canadiana* and *Canada Year Book* provide only limited coverage, one must examine the tools existing for individual

provinces. For convenience sake, they will be discussed in geographical order, beginning at the east coast and moving westward.

#### Atlantic Provinces

After 1957 coverage for the Atlantic Provinces is provided by the *Atlantic Provinces Checklist* (6). This is arranged by province and under province by subject, with an author index. It includes non-government items as well as government documents. Annual reports of government departments have been omitted because of lack of space

For Newfoundland a bibliography is being prepared by Agnes O'Dea of the Center for Newfoundland Studies, which is scheduled for publication by Memorial University of Newfoundland in 1969. It will cover the period 1611-1960, perhaps to date, and will include Newfoundland documents. Books and pamphlets mentioned cover Newfoundland and Newfoundland-Labrador; periodical articles refer to the island of Newfoundland only. The bibliography will probably be in alphabetical order with a subject index. (7)

The Newfoundland Department of Mines, Agriculture and Resources, Mineral Resources Division is one of the Newfoundland government departments which issues a checklist of its publications. The checklist is kept up to date and supplied on request; a list is also given in the Department's annual report.

The *Bibliography of the Geology of the Province of Newfoundland and Labrador*, prepared by James Butler and E. Bartlett for the Geological Survey of Canada, may also prove a useful source of information on Newfoundland documents. It is unpublished as yet.

Some retrospective coverage of documents of the three Maritime provinces appears in Dr. Olga Bishop's *Publications of the Governments of Nova Scotia, Prince Edward Island, New Brunswick, 1758-1952*.

The most recent bibliographic work on Nova Scotian government documents has been done at the N. S. Legislative Library. A Nova Scotia Queen's Printer's catalogue appeared in August 1964 but included only the Gazette, extracts from revised statutes, and acts. In 1965 the Legislative Library compiled *A Finding List of Royal Commissions Appointed by the Province of Nova Scotia 1877-1965*. This notes dates of appointment, hearings, date of reports and commissioners of each commission. For 1966 and 1967, Miss Shirley Elliott, the Legislative Librarian, has been compiling lists of Nova Scotia documents received at the library and recently has been given authority to have an annual list printed for distribution. The first is now in the hands of the Queen's Printer.

The New Brunswick Legislative Library has produced an annual list of New Brunswick publications since 1955, with additional information on changes in government organization made each year. Since 1952, the New Brunswick Queen's Printer has been required by Order-in-Council to deposit in the New Brunswick Legislative Library copies of anything printed under the Queen's Printer Act. However, the Queen's Printer never sees much of the government printed material, and, as in many other provinces, obtaining a complete collection presents problems. Mr. Boone, the New Brunswick Legislative Librarian, forwards a copy of everything received at his Library to the National Library for inclusion in *Canadiana*.

Another New Brunswick checklist which may prove useful is that being compiled by H. A. Taylor, Provincial Archivist. It is a checklist of secondary sources for the history of the province and will include government publications of a special nature and of considerable historic content such as Royal Commissions. Mr. Taylor writes, "it will be essentially a checklist and will not have any bibliographical apparatus, the main purpose being to lead the inquirer on a subject to the whereabouts of the source". (8)



Efforts have been made in Prince Edward Island to produce an annual list similar to that put out by the New Brunswick Legislative Library. In 1966 D. B. Boylan, P. E. I. Legislative Librarian, was hopeful that he and the Queen's Printer would be able to "insure a sessional list of all papers and reports tabled in the Legislative Assembly, following the completion of each session", and to "publish a small booklet listing all publications of the Government of Prince Edward Island... annual in frequency...". (9) This year he has had to report that these proposals have not been implemented because of cost. One of the government departments on the Island which sends a list of publications on request is the Department of Agriculture.

#### Quebec and Ontario

Documents of Quebec and Ontario before 1867 have been listed in several works. Marie Tremaine's *Bibliography of Canadian Imprints* names all the known printed documents produced by these two provinces up to 1800. Coverage between 1801 and 1840 is not complete, but several publications are listed in Toronto Public Library's *Bibliography of Canadiana*. (10) Dr. Olga Bishop's *Publications of the Government of the Province of Canada* (11) records documents of Quebec and Ontario from 1841 to 1867.

Coverage of Quebec documents since 1867 is good. *Repertoire des publications gouvernementales du Quebec, 1867-1964*, compiled by Andre Beaulieu, Jean-Charles Bonenfant and Jean Hamelin, was published this year by the Quebec Queen's Printer.

In April 1966, the Quebec Queen's Printer put out the first edition of a list of publications on sale at its office. A note accompanying the list advised as follows:

This list will be revised periodically and, when necessary, additional leaflets will be published. It deals only with governmental publications which are available directly at the Office of the Queen's Printer. We hope, for the next edition, to be able to present a complete list of all

the governmental publications on sale, whatever their source. (The next edition appeared in April 1967, and was still limited to publications on sale at the Queen's Printer's Office).

The list of governmental publications on sale will be combined with an Annual List of governmental publications, a complete systematic repertory of all the publications, on sale or not, published during the year. The list is now being completed for the years 1965 to 1966.

I have not yet seen a comprehensive bibliography for 1965-66; however, Philippe Garigue has produced *Bibliographie du Quebec, 1955-1965* (12). A list bringing this bibliography up to date appeared in Canadian Journal of Political Science in March 1968 (1 no. 1), with a promise of further lists in subsequent issues. It includes a section devoted to Quebec documents.

Coverage of Ontario documents since 1867 is not so complete. In April 1963 a report was prepared by the Government Publications Committee of the Ontario Library Association on publications in Ontario. The Committee was able to point out that Miss Hazel MacTaggart had compiled *Publications of the Government of Ontario, 1901-1955* (13) under the sponsorship of the OLA. But the Committee also had to report that there was no comprehensive coverage between 1867 and 1900, nor was there any after 1955 when Miss MacTaggart's research ended.

Some aspects of Ontario Government publication between 1867 and 1900 have been covered by students of that government. A thesis now being prepared on the politics of resource development in Ontario by V. Nelles at the University of Toronto, will have a bibliography dealing in part with this period. *Renewing Nature's Wealth; A Centennial History of the Public Management of Lands, Forests and Wildlife in Ontario 1763-1967* by R. S. Lambert with P. Pross (14) contains a bibliographic section. F. Schindeler's bibliography in his work on legislative-executive relations in



Ontario, soon to be published by University of Toronto Press, may also contain some useful references. I understand that Dr. Olga Bishop is supervising a number of projects with the hope of filling in the 1867-1900 gap in checklists.

For the period after 1955, one must refer to various sources. *Canadiana*, of course, provides some coverage. The *Directory and Guide to Services of the Government of Ontario* (15) is an annual publication which contains a selective list, but has several limitations. Some departments are not mentioned (in 1962 at least 15 departments and commissions were omitted); no standard bibliographical form is used; and often no dates are given for publications. Debates, gazettes, and journals are omitted. A bi-monthly booklist produced by the Ontario Legislative Library includes only commissions, committees, and special publications. Some departments issue lists of their publications. The Ontario Department of Agriculture produces an annual one, besides listing publications in its annual report and keeping the list current in its own publications. The Department of Trade and Development issues a checklist at trade fairs and departmental events.

In November 1967, the Hon. C. S. MacNaughton, Treasurer of Ontario, announced a new management plan for Ontario which will create "a central service for the establishment and maintenance of quality standards for government publications and for the publication, cataloguing, and distribution of these publications". (16) In May of this year the Deputy Provincial Secretary wrote: "The announcement by the Government that a new government publication service would be established is featured by... maintenance of an up-to-date catalogue of Ontario publications." (17)

#### Prairie Provinces

The Manitoba Legislative Library was declared a depository of Manitoba government publications in 1952, and all departments, divisions, and agencies are required to deposit there three copies of every official

publication. The Library maintains an accession list. Also, a list of Royal Commissions in Manitoba has been compiled at this library by Miss Marjorie Morley, Legislative Librarian. (18)

Saskatchewan has a bibliography which covers the years from 1867 to 1952. This is Christine MacDonald's *Publications of the Governments of the Northwest Territories, 1876-1905, and of the Province of Saskatchewan, 1905-1952*. (19) Since then, the only readily available coverage has been in *Canadiana*. In 1966, Mr. Gottselig, the Legislative Librarian wrote:

No effort has yet been made to compile a listing for Saskatchewan government publications since 1952. However, one copy of every Saskatchewan government publication received by the Saskatchewan Legislative Library is deposited in the National Library and hence listed in *Canadiana*. (20)

Departments which issue annual checklists of their publications include those of Education and Agriculture.

Since what is now Alberta was once part of the Northwest Territories, MacDonald's *Publications of the Governments of the Northwest Territories, 1876-1905* . . . . . mentions the early government material relating to Alberta. In 1954, the Alberta Queen's Printer produced a *Catalogue of Alberta Government Publications* which included in-print material, free and for sale. The Bureau of Statistics in the Department of Industry and Development publishes an annual checklist for its publications.

#### British Columbia

In British Columbia, Marjorie Holmes has compiled *Publications of the Government of British Columbia for the years 1871-1947* (21). In April of this year, W. E. Ireland, Legislative Librarian for British Columbia wrote, "We have in contemplation a further revision, the goal probably for 1971, the date of the centenary of Provincial status". (22)

The Legislative Library is responsible for forwarding to the National Library copies of all documents for inclusion in *Canadiana*. According to Mr. Ireland, the Library makes every effort to be sure its collection is complete, even in attempting to acquire internal mimeographed material.

A useful bibliography produced by a department is the one issued in 1967 by the B. C. Department of Industrial Development, Trade and Commerce listing publications in print, and some popular out-of-

print material.

The information presented here has been gleaned only from a preliminary investigation, and as work progresses on the study of problems connected with the production and distribution of these documents, a more complete, and perhaps more accurate, picture of bibliographic sources can be presented. The final report on the survey will be published at the discretion of the Canadian Political Science Association.

#### FOOTNOTES

1. The survey is being carried out by my husband and me at the request of the Canadian Political Science Association and with the financial support of the Canada Council. Questionnaires have been sent to users of documents, university, legislative and archival Libraries, provincial Queen's Printers and government departments, and will be followed up with a series of interviews. Through the cooperation of the respondents much of the information contained in this paper has been gathered. Further information should be available at a later date.
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12. Montreal, Presses de l'Universite de Montreal, 1967. 227 p.
13. Toronto, University of Toronto Press for the Queen's Printer, 1964. 303 p.
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# ON GETTING AHEAD IN THE LIBRARY PROFESSION

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Frank J. Anderson

No profession should be entered without much malice aforethought. Before making the decision to become a librarian one should do a good deal of considering the future possibilities, comparing alternative professions, and weighing prognosis of success. Once the decision has been made one should not leave things to chance, but a total career picture should be plotted out. The following rambling remarks may be of assistance to the young man, or young woman, who has decided to make a career of book procuring and pandering.

For your professional preparation settle for nothing less than a solidly accredited "name" library school. The name of your school will either haunt you or help you. So you may as well ride it, rather than have it ride you. Get in to a "name" school even if you have to enter on probation, or go into hock in order to finance it.

Once enrolled ingratiate yourself with the director of the school. Do this personage small favors, and be on the alert for publicity concerning him which may appear in professional journals or the local press. Comment personally to him on these items, or send him a brief congratulatory note. Contrary to popular opinion flattery is a swift road to advancement.

Spout off about professionalism and THE LIBRARY PROFESSION at every opportunity, both in and out of class. You can soon become a minor expert on the topic by skimming through LIBRARY LITERATURE to discover the pertinent articles. Read a few. Get several juicy paragraphs down pat and interpolate these

whenever the opportunity presents itself. Be sure to preface your remarks with a portentous "Well, as Downs says . . ." or Asheim or Powell, or some other impressive name.

Volunteer for student committees which the faculty suggest might be formed, and also volunteer for any of the little odds-and-ends jobs that nobody else wants to do. This will assure you a scholastic reputation of being energetic and indefatigable. Might even lead to membership in Beta Phi Mu. Be sure that your name gets into print in school bulletins and newsletters as being chairman, or member, of the this-and-that committee. These notices will be "grist" for your resume when you are job hunting.

Your first job in the field is of vital importance, since if you play your cards right you can get glowing letters of recommendation from your immediate supervisor, and maybe even from the chief librarian. You should try to get your first job in a prestige library system, so that you may forever after bask in the glow of reflected glory. The larger the system is the better it will be for you, since it follows that the larger the staff the lighter the work load. This gives you some time to observe how the big operators work, and you can later emulate, or at least mimic, them.

Work hard, at least while being observed, so that in his monthly evaluation

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report your department head can note ". . . this lad is a ball of fire, with an unlimited capacity for work." Cultivate a nice balance of deferential humility and aggressive tenacity. Speak out in staff meetings. Back your opinions with authority by opening your remarks with such as, "Well, back at Blank Library School Ralph (or Les, or Larry) seemed to think the underling philosophy was . . ." Your listeners are thus impressed with your erudition and infer that you are on a first name basis with the "big boys" of the library world.

You should be able to manage at least one piece of library publicity involving yourself as hero. Re-discover some long hidden book which is perhaps interesting for its provenance. Or ferret out some little oddity in a manuscript collection such as the out-sized bar bill of some sanctimonious, but long deceased local notable. With little research you might be able to blow it up into a good story. Since it means publicity for the institution the librarian should be happy to promote it. Be sure your name (spelled correctly) is prominent in the press releases. If the story is worthy of pictures be on hand when the newspaper lensmen appear, since a photo of you and the chief librarian will make excellent material for your job resume folder.

Time your exit from this first job so that the publicity deal is fairly fresh news in the library world. In no circumstances stay more than one year in your first job! Familiarity breeds contempt and after a year your colleagues and superiors will begin to discover the flaws in your professional competence and the annoying quirks of your personality.

You must now seek your "first position". This, your second job, should be as the chief librarian of a moderately-sized system. Not too big, but yet not too small. Seek a Goldilocks type "just right." If the system is too large you might not be able to handle it, if too small you'll have to work too hard.

Before you arrive in the city where your new library is located herald your advent with a fat publicity release which you yourself concoct. Be sure to mention that you are a graduate of Blank Library School, and also that you resigned from a position at the Blink Public Library.

This first position of yours is a very important section of your total career since this is the job in which you puff yourself up into a "big name" in your state and region. It is important that this position be as a chief librarian since this puts you on an equal footing with the head librarians of the larger public and university libraries in your area. You can meet them and converse with them on this basis at library meetings and conventions. Become known to such people. Seek them out at meetings. Follow up with letters, commenting on a bit of (real or imagined) sage advice which you gleaned from being in contact with them.

In your own bailiwick join everything you can think of. Civic, cultural and commercial clubs. If there aren't very many, promote and form some new ones. Let yourself be elected to committees, and even do a little work if you have to. The important thing is to be sure you get plenty of personal publicity. Write your own releases and impinge yourself on the consciousness of the community. Head your stories up with - - - "Joe Blow, City Librarian, graduate of Blank Library School, and formerly on the staff of Blink Public Library spoke to the Blonk Elementary School's PTA on the importance of blunk . . ." After ten or so public exposures you can insert "well-known local lecturer" in your news releases. Clip all these stories for your scrap book.

Work toward getting some articles printed in professional library journals, so that you may append a list of "publications" to your job resume. Skill in writing is not mandatory for such articles, although skill in re-writing is. A useful device which will supply you with material for articles is to require your department

heads to give you detailed reports on their operations. Get them to state specifically their philosophy of service, and to describe the scope of their department and the methods used to achieve their service goals. Work these reports over a bit, title them, and affix your name as author, then spread them around to the various publishers. Technical processes, circulation, reference and children's departments will give you at least four articles. Combinations, modifications and permutations of the original reports will net you several more.

Suppose the better known, widely circulated journals have a plethora of articles on hand and reject your offerings. State and regional library publications are good outlets, and of course don't overlook the possibility of breaking into print via the publications of your Alma Mater. If nobody wants to print your stuff, start up a library publications department and mimeograph your own. Publish the material as a series of papers. Give the series a jazzy title such as Horizons, Views, Contributions, or Vistas of Librarianship. Be sure your name is prominently displayed in the masthead as editor.

Publication of a "scholarly" article can help you achieve minor renown as an expert on a particular topic. Choose something of interest to you and the profession in general such as recruitment, salaries, or professionalism. Search out ten or fifteen articles, make a loose outline or skeleton then drape large chunks from these articles onto the skeleton. Cite the quoted materials in footnotes with a few sage comments of your own. If you succeed in getting this published you'll be "in" as a topical expert. A word of caution! Don't quote chunks exceeding 500 words or you will cross the border line between scholarship and plagiarism; and instead of being hailed as an expert are more likely to be classed as a bum and a robber.

One year in this position should give you the reputation of being a "comer", and bright young man in the profession. It will probably provide about all the in-

ternal discord, disruption and financial mismanagement the library can stand too. Move on! Your successor can patch the library together, and your glittering reputation will prevent anyone from listening to your successor's tales of woe as to how you loused things up.

Your second position should be overseas. This will give you an exotic background, a file of 2x2 colored slides, notes for articles for the professional journals, souvenirs with which to decorate your home, and material for a couple of years' talks to Rotary, Kiwanis, and others. Stay in this post at least two years. There is an obvious income tax advantage to such a course, and later on you can pose as a small scale martyr who left a promising career in the USA in order to serve as an apostle of modern librarianship to benighted areas in Paris, Rome, or Madrid.

The third, or penultimate, position in your career blueprint should be at A.L.A. headquarters. This not only provides the prestige of official cachet, but the view from the top is all-encompassing and you will quickly become privy to the ins-and-outs of the American library scene. Don't worry about the pay at headquarters since you will stay there only as long as it takes you to spot a prestigious, high-paying job in a pleasant geographical location.

Once you've spotted the job go after it full speed ahead, since this could well be your "snug harbor". Apply discreetly, casually mentioning some of your big name contacts, and offering to supply your resume on request. When the board members take your bait, send your five-pound resume off via airmail, and at the same time a separate letter indicating you've dispatched the resume. This will impress the board with the fact that you are the executive type who knows that time is something more valuable than money. Prepare yourself for the interview by checking into local prides and prejudices of the city where the library is located. This will enable you to make nonchalant references at the luncheon when the board

looks you over. Such pre-knowledge will astound them. Brush up on the biographical data of the board members, with special attention to their political affiliations and memberships in service clubs. Wear the appropriate lapel button and practice the jargon of the prevailing political stances. Be convincingly professional and expert, yet humble, when being interviewed. If all these ploys click you'll be offered the job before you leave town.

Act interested — after all this could be the job in which you ride out your career until retirement. Check into the budget thoroughly and make sure it is adequate to provide plenty of staff, including an associate librarian. Memberships, travel and expense money should be sizeable items. A library-owned vehicle of

recent vintage, available for your use, would be nice. If all these live up to expectations, dicker for moving expenses and relocation allowance, then sign the contract.

So with a little planning of your career you too can achieve "snug harbor" in under five years out of library school! Soon after your arrival in your "final" job join all the better social, civic, cultural and sporting clubs, out of library funds of course since these are vital areas of library public relations. Delegate all your responsibilities to your associate librarian, except that of check signing, which will keep you in the driver's seat. And now, in this latter segment of your library career, live graciously, rest on your laurels, and tell the years until retirement.

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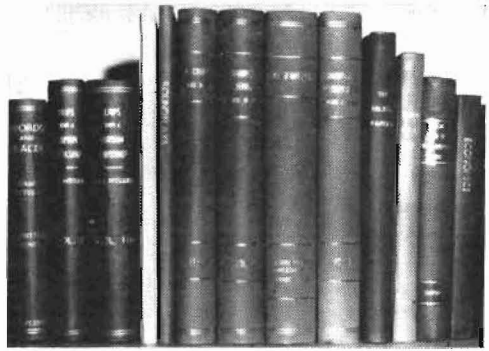
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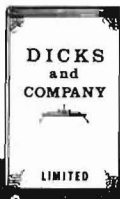
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# FROM THE PRESIDENT'S DESK

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The first meeting of the new executive of A.P.L.A. was held at the residence of the Past President, Miss Alberta Letts, on October 5. Those present were the President, Mrs. A. J. Travis; Past President, Miss Alberta Letts; Vice President and President Elect, Mrs. Carin Somers; N. B. Vice President, Miss Elva Cameron; Secretary, Miss Gertrude Barrett; Past Treasurer, Miss Pauline Home; Treasurer, Miss Jane Trimble; and the Managing Editor of the A.P.L.A. Bulletin, Reverend G. Hallam.

A review of the 1968 Annual Conference showed it to be most successful and business arising from the '68 Conference was dealt with in detail.

I think perhaps the theme, or if you would call it, the hope of the '68-'69 executive is that A.P.L.A. activities will reflect a degree of balance and determination.

Balance in that long standing members of A.P.L.A. with experience in committee work will accept the call to chair committees and then in turn will balance the committees by calling on the new members to give the chairman and the association the benefit of

their new ideas and their determination to see these new ideas through.

The '68 Conference was one of co-operation and the new executive hopes that it will receive responsible membership participation. To the new members of A.P.L.A. our request is that you do not hesitate to serve on committees. Don't be afraid to come forward and propose yourself for committee appointment.

Resolutions from the '68 Conference are being dealt with now and the two standing committees — Education and Archival — will be calling on the membership for assistance and guidance.

Plans for the '69 Conference will be publicised as soon as they have been finalized and all suggestions would be most appreciated by the President.

*New Treasurer.* After this meeting Miss Trimble announced that she had found it necessary to resign as Treasurer. Mr. Lloyd Melanson of Saint Mary's University Library, Halifax, has agreed to serve in this capacity.

## Contributors

Mrs. Marshall is Data Processing Librarian, Dalhousie University Library, Halifax; Mrs. Pross formerly was Librarian with the Provincial Archives of Nova Scotia; Mr. Anderson is Librarian, Wofford College, Spartansburg, South Carolina.



## Report of the Special Committee on Archival Materials

In the fall of 1966 the Executive of the Atlantic Provinces Library Association was asked by the Librarians' Committee of the Atlantic Association of Universities to consider the role and responsibility of libraries for collecting archival and related research materials to include local newspapers, business reports, church records, etc., on the provincial level. In the spring of 1967 the Executive of the Atlantic Provinces Library Association struck the following representative committee for this consideration:

Mr. Maurice Boone,  
Librarian of the Legislative Library,  
Fredericton, New Brunswick

Rev. Charles Brewer,  
Chief Librarian,  
Saint Francis Xavier University,  
Antigonish, Nova Scotia

Miss M. E. P. (Betty) Henderson,  
Associate Librarian,  
Prince of Wales College,  
Charlottetown, Prince Edward Island

Miss Agnes O'Dea,  
Centre for Newfoundland Studies,  
Memorial University of Newfoundland,  
Saint John's Newfoundland

Sister Francis Dolores,  
Chief Librarian,  
Mount Saint Vincent University

At a meeting of the Executive Board of the Atlantic Provinces Library Association it was decided that government documents were to be excluded from the realm of concern of this Committee. The materials with which this Committee is concerned are those that are recognized as library research materials indispensable in providing certain types of relevant and systematic documentation. Yet they are distributed in a number of locations with no one agency responsible to see that they are preserved in their entirety — and readily available for research purposes.

The preliminary function of this Committee, therefore, has been to collect and study local procedure, practices and policies within each of the four provinces — e.g. Is

the responsibility left to the University, the Provincial Archives or some other related agency? Is there a clearly defined policy in collecting and locating? From this last question emerges the concern for care, custody and accessibility.

The members of the Committee have consulted with various people in their respective provinces, made a survey, and have forwarded to the Chairman their findings and suggestions. However, the Committee at this time has not compiled a cumulative tabulation of these findings and would like to be granted continuance for this purpose. In addition, the Committee invites suggestions and relevant findings from persons other than its own members.

There are some generalities on which the Committee would like to report at this time:

1. The fact that no one agency is responsible for archival material in each province is common to all four provinces.
2. Although there is a great deal of duplication among the agencies in each province, the Provincial Archives and the Provincial Libraries lead in the collecting of this material, followed by the Legislative Libraries and the Universities.
3. Church records are either collected by church related schools and seminaries or are held by diocesan offices from whence they may revert to the libraries of their own Universities.
4. In most of the four provinces, it was suggested that in order to eliminate duplication of effort, the Provincial Archives become the central agency for this type of material. Although co-operation and co-ordination among the Provincial and Legislative Libraries and the Archives now exist it must be strengthened.
5. A further suggestion was made to the effect that all original material should be deposited with the historical Archives in return for microfilm copies to be held in the Provincial Archives.

# THE RABBIT HOLE

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"... down went Alice after it, never once considering how in the world she was to get out again." Alice in Wonderland.

The Rabbit-Hole is to be a regular feature of the APLA Bulletin. We invite contributions from readers and we offer contributors the same latitude (and longitude) as the Rev. Dodgson afforded Alice. Any reader who feels himself falling through the earth and approaching the Antipathies is urged to put it all down on paper and send it to the attention of the Editor. "Perhaps (you) shall see it written up somewhere."

## THE INFORMATION PROBLEM

Over the years, libraries have had to adjust to many changes in order to continue to function but, until recently, their value to society and viability as institutions had never been threatened. The thrust of the challenge has come to them by way of the information explosion and the communications revolution. The explosion and revolution are best illustrated in the fields of science and technology. For example, since the 17th century there has been an annual scientific literature growth of 7% compounded. This works out to a growth factor of 10 for each half century. Moreover, most scientists who have ever lived are active today and 50% of them have been produced during the last 10 years. Since the usual object of making a record is to communicate, the information problem generated the communications revolution.

This year 3,000,000 articles in some 35,000 journals in more than 60 languages are being published. What we face is a breakdown in established systems of communication by record. The systems of the past are being saturated.

Managing and solving the information problem has traditionally rested with libraries. Unfortunately, many librarians have failed to respond effectively to the unprecedented developments they have been forced to accept and many libraries are breaking down. The breakdown has taken three forms:

- 1) *The Physical Crisis.* Resulting from the sheer bulk of the material generated each year.
- 2) *The Operational Crisis.* Resulting from the exorbitant cost, in both time and money, needed to make each item readily available to the growing number of users.
- 3) *The Intellectual Crisis.* Resulting from our inability to describe an item by words or numbers which will make it readily available.

Most librarians would not dispute this and are looking for help. The most promising area from which we may expect relief stems from the growth of a new technology. This technology, based on the information sciences, is an interdisciplinary effort whose practitioners are information scientists whose goal is the creation of efficient information systems.

The methodology of this new science is represented in its assumption of radically different approaches to the solution of traditional problems. These new approaches are introducing many new devices into library operations, e.g., computers, electronic communications devices and microphotography, and messages in all forms — oral, printed, graphic, digital — with almost no constraint in space and time. This implies that when the applications of the new devices to library problems are increased

and extended, the user will no longer be limited by the requirement that he must travel to the library. More important, if this end is a worthy one to pursue, the library's operations must now be viewed within the context of four goals.

- 1) Application of the computer to the performance of internal functions.
- 2) Implementation of appropriate information retrieval schemes.
- 3) Communication with multi-media files.
- 4) Creation of library networks.

These are not mutually exclusive categories nor will they develop independently. Yesterday's image of the library as an archive where books are stored must give way to today's need for a communication centre — an active source of information exchange and redistribution centre which is responsive to every user's needs.

The needs and challenges are quite clear, but we must not be over optimistic simply because suitable equipment configurations

with unlimited potential are now available to us at reasonable prices. Improvements will not be easy to bring about. Solutions will be found, but they will not come easily. Many constraints and problems will have to be overcome. Some I have already stated, other are implied, but two should be *underscored*:

The first involves the rate of input and output of information to the human brain, i.e. regardless of improvements in processing information or the rate at which it is produced, recorded and accumulated, the rate at which we read and can absorb seems to remain constant.

The second arises from a characteristic human inertia. This is exemplified by the fact that users do not exploit libraries and information centres. We must assume that they are incurable and design new services which will require minimum effort on the part of the user to receive maximum benefit.

Now let thy servant depart for I have shown you the salvation of Israel.

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not share them? The Bulletin  
offers you a platform and an  
audience.



# HELP!!

# OUT of the IN box

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a sampling of notes from the library world.

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## *Publications to note:*

The Scandinavian Public Library Quarterly started publication in 1968 and is "designed to carry articles about the organization and activities of Scandinavian public libraries, convey a Scandinavian viewpoint on important library problems, provide reviews of current library literature published in English, German, French and the Scandinavian languages which might be of interest to public libraries". This journal is in English, the scope is broad, and the generous review section covers a wide range of material.

A "house organ" of interest to libraries is "Pioneers" published by the Library Bureau of Remington Rand Office Systems Divisions. A free publication, with an obvious bias, it provides short articles, attractively illustrated, on new libraries.

## *Services Inaugurated:*

The Newfoundland Regional Library reports that its first bookmobile has been accepted with great enthusiasm. Since service began October 1st Miss Sylvia Wigh has completed the first circuit covering a 40 mile radius around St. John's.

The Library of the Newfoundland Teachers Association has been re-organized and is now ready to serve teachers of the province. This task took place under the direction of Miss Ellen Whelan, librarian at Gonzaga High School.

The Saint John Regional Library has embarked upon a co-operative programme with the Co-ordinator of Music for the Saint John schools, whereby the Library's record collection is made available for use in the schools' music classes.

Miss Barrett, Children's Librarian of the Saint John Regional Library, has inaugurated a programme involving: regular Saturday story hours; weekly class visits from the city schools to various branches of the library; a book deposit system distributing 3,000-4,000 books a month to 20 schools too distant for children to use any part of the library system.

## *Notes of Interest:*

Mr. James Gallbraith was appointed Chief of the St. John's Public Libraries in August. He was formerly Deputy Borough Librarian at Newcastle-under-Lyme, Staffordshire, England.

Sister Mary Andrea, Librarian at Holy Heart of Mary Regional High School has been appointed President of the School Library Council for the coming year.

Miss Agnes O'Dea, Librarian of the Centre for Newfoundland Studies at Memorial University Library, was granted three months leave of absence this summer to travel in Europe pursuing bibliographical research with a view to updating her Bibliography of Newfoundland.

Mr. Claude Potvin, Assistant Librarian at the Albert-Westmorland-Kent Regional Library, has been named advisor of the ACBLF (Association Canadienne des Bibliothécaires de Langue Francaise) for a period of three years.

Mrs. Mildred Comeau-Savoie, Cataloguing Librarian at l'Universite de Moncton, has been awarded a one year bursary by the French government for study and travel in France.

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