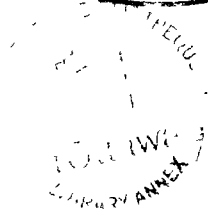


THE LIBRARY OF THE DEPARTMENT OF TRADE AND COMMERCE

by

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Submitted in partial fulfillment of the requirements
for the degree of Master of Library Science in the
Library School of the University of Ottawa
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PREFACE

The present survey was undertaken to introduce the Library to the members of the Library Committee and to the Personnel Officers of the Department of Trade and Commerce. All these Officers are interested in the results of the Library operations, but many of them are unaware of the extent of the collection and of the amount of work involved in the various phases of those operations. Accordingly, details have been given which might appear unnecessary to those who are familiar with library work. It was imperative that a report be prepared as soon as possible for the Department. At the same time, the writer had to submit a subject for a thesis leading to the degree of Master of Library Science. Under the circumstances why not combine the work and make the report serve a double purpose? The decision to do so was approved by both the Department and the University.

As written details on the origin of the collection are not readily available in the Department, only a brief history of the Library is outlined. Some information might probably have been obtained after a great deal of searching in files located in dormant storage, but it is in the actual functioning of the present Library that the Officers are interested and, therefore, information dating back thirty to thirty-five years was not considered essential.

Only the main users of the library are mentioned as it did not seem necessary to list the numerous people from various government departments, industries, universities or colleges requesting information.

It is realized that the chapter on Finance would have been more complete if the salaries, the cost of supplies, furniture, and the amount paid for maintenance had been mentioned, but some of these expenditures fall under the Administration Branch of the Department and, except for salaries, are not made available by units.

Since the survey is first intended for government officials interested in practical business and trade matters, it was felt that the list of subject headings, of industries, and of books and official publications would be a good approach to the description of the collection.

In the chapter comparing certain libraries in Ottawa, some statistics were not officially available, and the information has been arranged accordingly.

Originally this survey was to have been written in French, and then translated into English for the use of the officials of the Department. Valuable time could be saved by not translating it; hence, the decision to write in English. It is hoped that the present report will give a clear picture of the Library of the Department of Trade and Commerce in Ottawa and of the work which is being performed within its walls.

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LIST OF ABBREVIATIONS

Ag	August.
ALA	American Library Association.
ALADL	American Library Association. Descriptive List of Professional and Nonprofessional Duties in the Libraries... Chicago, A.L.A., 1948.
Ap	April.
chap.	Chapter.
CLA	Canadian Library Association. Ottawa.
CLAB	Canadian Library Association. Bulletin.
CRL	College and Research Libraries.
CSA	Civil Service Act. Chapter 48. Ottawa, Queen's Printer 1952.
CSR	Civil Service Regulations. Office Consolidation 1952. Ottawa, Queen's Printer. 1952.
DBS	Dominion Bureau of Statistics.
F	February.
Ja	January.
Jl	July.
LJ	Library Journal.
LT	Library Trends.
My	May.
O	October.
PAIS	Public Affairs Information Service.
P.C.	Privy Council.
RSC	Revised Statutes of Canada.
s	Section.
SLAPAL	Special Libraries Association. Public Administration Libraries, a Manual of Practice. Chicago, Public Administration Service, 1941.
TCAn	Trade and Commerce. Annual Reports.
WPTB	Wartime Prices and Trade Board.

HISTORY OF THE LIBRARY

The present Library of the Department of Trade and Commerce in Ottawa is based upon the amalgamation of two separate government collections: Trade and Commerce and Reconstruction and Supply.

Trade and Commerce before 1948. - The Trade and Commerce Library has been in existence for more than thirty years to service the employees of the Department but, until 1948, no record had been kept on the organization, statistics or development of the unit.¹ The staff comprised two employees only, none with library training.

The original collection of Trade and Commerce contained almanacs, atlases, encyclopedias, biographical works, trade and manufacturers' directories, statistical abstracts, yearbooks of many countries, Canadian and British statutes, and economic surveys on various countries published by the British Government. Many of these series were broken sets. Annual reports of the Department, monthly and annual reports on the trade of Canada (incomplete), a few texts on tariff and trade, several volumes on commodities, and some of the League of Nations reports supplemented the collection. After the amalgamation with Reconstruction and Supply in 1948, one librarian had to work one whole year (1949 to 1950) on the sorting, cataloguing and classification of these documents, since no catalogue or list had been prepared. Approximately 200

1. It is in 1919 that the first library stamp appears to have been used. On the first page of a copy of the Canadian Almanac, 1919, one reads: "Commercial intelligence, Jan. 25, 1919, Library". On the same page are printed with the same green ink, the following words: "This publication belongs to the Commercial Intelligence Branch, Dept. Trade & Commerce".

periodicals were received and they were all discarded every two years.

Reconstruction and Supply, 1945-1948. - The Library of the Economic Research Branch of the Department of Reconstruction and Supply, which was the only organized collection in that Department, began its operations in April 1945. It was a reference unit created to acquire books and public documents on economics and statistics, and to disseminate available information to economists and research workers interested in economic forecasting, reconstruction, and reconversion.

The collection began modestly. Fifty volumes and six filing cabinets containing pamphlets and newspaper clippings collected by the Advisory Committee on Reconstruction² from 1942 to 1944 constituted the nucleus of that collection. These books and pamphlets were grouped under the following subjects: housing, international organizations, national income, natural resources, public projects, and social security, etc.

The Librarian³ catalogued and classified the volumes and the pamphlets of permanent value, weeded out and reorganized the vertical file material to fill the needs of the new Department, and at the same time, acquired current additional material. At the end of 1948, the Library of the Department of Reconstruction and Supply possessed a good collection of textbooks on economics; some basic reference books; periodical indexes; yearbooks; Canadian, British and American publications on statistics; supplemented by pamphlets. It contained also one hundred periodicals on business and economics; several Canadian and American bank letters; many reports of the Dominion Bureau of Statistics (referred to hereafter as DBS), most of them beginning with the year 1945; the annual reports of

-
2. Canada. Advisory Committee on Reconstruction, Report, 1943. Ottawa, King's Printer, 1944, p. 1.
 3. Miss Margaret E. Ryerson.

many of the Canadian federal and provincial departments; the federal and provincial statutes; and the parliamentary papers. The entire collection was catalogued and classified. Six employees were on the staff, three of them professional librarians.

Trade and Commerce after 1948. - In November 1948, the Library of the Economic Research Branch of the Department of Reconstruction and Supply was transferred to the Department of Trade and Commerce. Its whole collection of material was moved to be integrated into the Trade and Commerce collection. Therefore, the new Trade and Commerce Library was the product of the integration of the two collections which involved the cataloguing of the former Trade and Commerce books, the amalgamation of all the cards into one catalogue and the shelving of all the volumes into one collection, the grouping of all the periodicals in alphabetical order, and the preparation of library records. The staff of the combined libraries remained the same, that is eight persons.

Librarians. - The Librarian of the Department of Reconstruction and Supply became the Librarian of the Department of Trade and Commerce⁴ but resigned in November 1949, and it was only in May 1950 that the Civil Service Commission appointed a new Librarian.⁵ Unfortunately, the development of the unit was retarded again by the resignation of this new Head in November 1950. Later on, changes in the staff were made and, in August 1951, the writer of this survey was appointed Librarian.

Library Committee. - In order to facilitate the Library administration the formation of a Library Committee was necessary and the first meeting was held in August 1951. There were nine members, representatives of

4. Miss Margaret E. Ryerson, now Mrs. A.W. Moxley of Halifax, N.S.

5. Miss Eliane Lefebvre, now a school librarian in Outremont, Que.

various Divisions of the Department, to act in an advisory capacity on questions of policy and purchase. The Library Committee still consists of nine members. The meetings are held irregularly, usually at the request of the Chairman.⁶

Purpose of the Present Library. - The aim of the present Library is the building of a special government collection designed to serve the needs of the administrative staff of the Department.

What is the Department of Trade and Commerce in Ottawa and what are the needs of its officials? It is a federal Department created by an Act of the Canadian Parliament.⁷ The powers and responsibilities given to the Minister in the above Act are very broad. The over-all programme of the Department seems to be summarized in the following lines that appear in one of the Annual reports of the Department of Trade and Commerce (referred to hereafter as TCA_n).⁸

Activities of the Department of Trade and Commerce reflect the changes in the international situation as well as the developments within the Canadian economy... Emphasis was placed on promotion of Canadian external trade, on participation in international efforts to restore normal trade practices and expansion of world trade. In the domestic field, the efforts of the Department were directed toward the continued development of the economy.

In order to fulfill this programme, the employees must have readily available current and background information on international economic and political events. It is necessary, therefore, that the Library should be able to supply such information as detailed statistics on almost all phases of the domestic economy; data on commerce and economics of all countries trading with Canada; prospective markets; advertizing methods; and means of transportation.

6. Mr. Hubert R. Kemp is the first Chairman of the Library Committee.

7. 50-51 Vict., chap. X, assented June 1887 and brought into force by a proclamation, December 3, 1892.

8. TCA_n, 1950, p. 9.

USERS OF THE LIBRARY

Library services are offered to the members of the Department of Trade and Commerce and the Department of Defence Production, and the users may be grouped as follows:

Area Trade Officers. - Interested in co-ordinating the activities of the Trade Commissioners who assist exporters in developing markets in various territories, and in locating sources of supply for importers, the Area Trade Officers use economic surveys and handbooks of various countries of the world; official publications on commerce, industries and market possibilities; newspapers, and foreign periodical publications.⁹

Commodity Officers. - Engaged in promoting foreign trade, in administering export and import trade controls, and concerned with a variety of trade policy matters, the Commodity Officers have to receive up-to-the-minute information on specific industries and commodities. Publications, particularly trade periodicals and official reports on special subjects, are distributed to employees of the following sections of the Commodities Branch: Chemicals; Automotive and agricultural equipment; Machinery and metals; Textiles, leather and rubber; Wood and wood products; Wheat and grains; Agriculture; Fisheries.¹⁰

Economists. - Interested in all aspects of the national and international economy, the Economists consult textbooks and periodicals on economics and statistics; Canadian and foreign documents on economic conditions, national income, commerce, investments, and prices.¹¹

9. Ibid., p. 15.

10. Ibid., 1952, p. 23.

11. Ibid., 1951, p. 35.

Industrial Development Officers. - Providing assistance to firms interested in establishing plants in Canada and to Canadian plants expanding into new production fields, the Industrial Development Officers use extensively the trade periodicals; the Canadian and foreign trade directories; the manufacturers directories; the publications on investments and operations of different types of stores.¹²

Information Officers. - Concerned with the promotion of trade by disseminating information to potential customers in various countries, with the editing of the fortnightly Foreign Trade and monthly Commerce Extérieur, with the publicity on trade missions, and the preparation of specific pamphlets on Canadian commodities in view of improving their sale throughout the world, the Information Officers consult reference books; biographical works; business periodicals; newspapers.¹³

International Economic and Technical Co-operation Officers. - Engaged, since the creation of the Division,¹⁴ in the administration of Canada's participation in the Colombo plan on both the capital aid and the technical programme, the Officers of the International Economic and Technical Co-operation Division have to see the United Nations reports on technical assistance; the statistical and economic surveys of under-developed countries; the United States reports on foreign assistance; some textbooks on economic conditions, philosophy and religion in Asiatic countries; several periodicals.¹⁵

International Trade Relations Officers. - Collecting, recording, and disseminating information on tariff, trade agreements, and import restrictions to exporters, trade associations and government departments,

12. Ibid., 1950, p. 33.

13. Ibid., 1952, p. 57.

14. September 1951.

15. TCAn, 1951, p. 49.

the Trade Relations Officers must see economic surveys of countries; information on tariff; international financial statistics; balance of payments and foreign exchange; economic and financial periodicals or newspapers.¹⁶

Transportation and Communications Officers. - Interested mainly in the problems of shipping and transport, the Officers of the Transportation and Communications Division consult reference books and periodicals on special subjects such as railway and shipping guides; atlases; shipping regulations, etc.

Research Workers. - Employees of various divisions engaged in research work are constant users of the Library material and consult statistical reports; reference volumes; periodicals; newspapers; pamphlets; clippings; etc.

Secretaries and Stenographers. - Dictionaries; almanacs; telephone books or city directories; and biographical works are generally consulted by the Secretaries and the Stenographers.

Department of Defence Production Officers. - Since the organization of the Department of Defence Production,¹⁷ the documents of the Library of Trade and Commerce have been widely used by the Economists and the Research Workers of several divisions of that newly formed Department. The Economists require economic studies and statistics on various types of industries; the employees of the Information Division use mainly reference books; others use the Financial Post Corporation Service Cards, the abstracts of statistics, some government reports and periodicals; the Legal Officers use mainly the statutes and the Canada Gazette.

16. Ibid., 1950, p. 32.

17. Established on April 1, 1951 by the Defence Production Act, 15 George VI, chap. 4.

Although the collection is primarily intended for the use of the members of the Department, library services are extended on request to other government agencies, industry officials, as well as professors and students.

LIBRARY FINANCE

A portion of the general budget of the Department is allocated annually to the Library to cover expenditures on books, periodicals, other publications, binding and, occasionally, special supplies or pieces of equipment. Ordinary office supplies are included in the general appropriations for the Department, and salaries come under the Administration Branch. For the compilation of financial statistics, items were grouped in accordance with the sample given in the Special Libraries Association, Public Administration Libraries, A Manual of Practice, (referred to hereafter as SLAPAL).¹⁸ The expenditures in 1953 were as follows:

Books and Other Publications	37%
Periodicals and Newspapers	35%
Services	15%
Binding	4%
Miscellaneous	9%

Books and Other Publications. - Under this broad heading, are included books, pamphlets, yearbooks, directories, and all non-free government documents and reports prepared by international organisations or associations.

Periodicals and Newspapers. - The demand for up-to-the-minute information is so heavy in the Department that many copies of some important periodicals and newspapers must be acquired. To be of value, data must be received as soon as published, and five or six names on one circulation list for a weekly periodical or a daily paper appear to be a

18. SLAPAL, p. 58.

sufficient number, if the publication is to reach the last person on the list in a reasonable length of time after its release.¹⁹

Services. - Under services are included the following publications:

1. The Financial Post Corporation Service Cards.²⁰ These cards on Canadian public companies are used almost daily for information concerning names and addresses of executives, location of head offices, history, intentions of plant expansion, data on production, branch plants, dividends paid, etc. 2. Moody's Industrials.²¹ This service provides, in book form with supplements, information on American companies and their subsidiaries, including Canadian plants. 3. Public Affairs Information Service²² (referred to hereafter as PAIS), is a subject index to economic and business periodicals (American, Canadian, foreign) as well as to pamphlets, certain important books, and international or government documents. It is a weekly service, cumulated five times a year and finally published in one bound volume yearly. This index is consulted many times each day and is found extremely valuable not only by the librarians but also by the users of the Library. The absence of such a bibliographical tool in a library interested in economics and business would certainly mean hours of research in periodicals every week. One hundred and thirty-nine of the titles of general periodicals received in

-
19. Ten airmail copies of the weekly "Economist" (London) circulate to sixty-five persons. This is one example.
20. Financial Post Corporation Service. Toronto, Financial Post. Several cards each week. (\$380.).
21. Moody's Manual of Investments, American and foreign. Industrial securities. N.Y., Moody's Investors Service. Annual, and supplements. (\$60.).
22. Bulletin of the Public Affairs Information Service. N.Y., Public Affairs. Annual, and weekly. (\$100.).

the Trade and Commerce Library are indexed in PAIS. 4. Industrial Arts Index,²³ and 5. Canadian Index²⁴ are also received. The former is used for the technical periodicals and the latter, as indicated by the title, for Canadian periodicals. The fact that the weekly newspaper, The Financial Post, is indexed monthly in the Canadian Index makes it very useful in Trade and Commerce.

There is no need to stress the necessity of subscribing regularly to the above publications. Details on companies are essential, and periodical indexes are indispensable. According to Winchell:

The importance of a good index, whether it be to an individual book, to a separate periodical, or to a group of periodicals or books cannot be over-estimated. Indexes of various kinds are required in all reference collections.²⁵

There is a sufficient amount of reference work done in the Library of the Department of Trade and Commerce to justify the expenditure on indexes.

Binding. - No binding had been done in the Library for twenty years. Consequently in the last three years, back copies of some periodicals and reports of permanent value to the Department had to be bound. The work of the St. Vincent de Paul Penitentiary in 1951, 1952 and 1953 proved to be of very good quality and more economical than that performed by commercial firms. As long as the work is satisfactory, it would be advisable to continue to patronize this institution thus giving its members the opportunity to practice a trade which contributes to their rehabilitation.

In future, the Annual Reports of the Department of Trade and Commerce and Foreign Trade, its fortnightly publication, will be bound. It will also be necessary to bind the annual, quarterly and monthly reports on the

23. Industrial Arts Index. N.Y., H.W. Wilson. Annual, and monthly. (Service basis price).

24. Canadian Index to Periodicals and Documentary Films. Ottawa, Canadian Library Ass'n. Annual, and monthly. (\$30.).

25. Winchell, Guide to Reference Books, p. 3.

Trade of Canada; the Canadian Statistical Review; the U.S. Survey of Current Business, all of which are continuously in use. Sets of important periodicals like the Economic Journal, the American Economic Review, the Economist, the Canadian Journal of Economics and Political Science, the Labour Gazette, to mention just a few, will also be retained in bound form. The importance of binding in a permanent library need not be emphasized here.

Four per cent of the Library expenditures would appear a reasonable amount to be allocated to binding every year.

Miscellaneous. - Memberships to associations, standing orders, special library supplies, and all expenditures not included in the preceding groups come under this last heading.

Financial Records. - Since all the purchases for the Department are made by the Supplies Branch, the financial records kept in the Library are reduced to a minimum as follows: 1. One copy of the requisition orders is sent to the Supplies Branch for (a) publications, containing information on author, title, publisher, price, requisition number, date and vote number; (b) supplies, giving description of items. 2. One copy of the requisition order is also sent, through the Supplies Branch of the Department, to the Department of Public Works for equipment or repairs. 3. One copy of the statement of accounts paid by the Department of Printing and Stationery is forwarded to the library. These simple records appear sufficient to answer quickly and efficiently questions relating to Library purchases.²⁶

26. For samples of the forms, see Appendix of this report, pp. 85-86.

ADMINISTRATION AND ORGANIZATION

The Library of the Department of Trade and Commerce is one of the divisions of the Administration Branch headed by the Comptroller-Secretary.²⁷ The Librarian is the administrator and organizer of the unit. The Library Committee acts in an advisory capacity on questions of policy and purchase.

Personnel. - The present Library staff consists of three trained librarians and six library assistants, including one typist.²⁸

Librarian. - In Trade and Commerce, the Head Librarian generally called "the Librarian" is (a) a professional employee concerned with the seeking, the acquisition, the organization and the dissemination of information to be used by the staff of the whole Department and (b) a business individual who understands that the Library exists to provide service and therefore must justify operational costs.²⁹

Obtaining the right kind of information which will be produced at the very moment it is required is the purpose of a good library. This involves, in Trade and Commerce, a good knowledge of the general organization of the Department and of the special needs of the various divisions. It is mainly through the reading of the annual reports, the contact with the Heads of the divisions and the co-operation of the senior officials that this knowledge is acquired. It is of great advantage that the Librarian be informed of plans and decisions. Once the Librarian knows what is probably going to be required, it is easy to check all the

27. Mr. Finlay Sim is the Comptroller-Secretary of the Department.

28. See organization chart p. 93.

29. LT, 1:173-188, O '52.

possible sources of information, to make a selection, and to see that the material is acquired, processed, circulated and preserved.

Planning seems to be a continuous process in all phases of library work performed by the Librarian. The planning, justification and administration of the annual budget in Trade and Commerce involves the preparation of a statement of specific needs for the coming year; the consultation with the Chairman of the Library Committee and with the Officers of the Administration Branch on the amount of funds required to provide for the expenditures expected, and the need and cost of increased services; the set-up of accounting procedures to keep the expenditures properly controlled; the compilation of an annual financial report to be presented to the Library Committee.

Planning the divisions of duties is another important aspect of the Librarian's task. Changes in the Departmental organization, discontinuation of some activities, or establishment of new ones, may necessitate improvement in the library service. A job analysis generally discloses that a better grouping of duties should be made.

A program of publicity has also to be planned. In Trade and Commerce, publicity is made (a) orally, (b) through special memoranda sent to individuals interested in specific topics, (c) through the medium of the weekly Accession Lists. A special note inserted from time to time in the Accession List, publicizing the various services, is found of value.

Planning the forms; the records; the shifting of some parts of the collections; the discarding or the binding of the publications are other phases of the work.

Planning the moves and the arrangement or rearrangement of the collection appear to be a regular feature in the Library of Trade and Commerce. The two collections of Trade and Commerce and Reconstruction

and Supply have been located in eight different places since 1945.³⁰ At least two other probable moves may be contemplated before the Library is settled in permanent quarters: one in the very near future will probably be in temporary quarters.³¹ As every one knows, a move means for the Librarian the measurement of the space allocated; the minute arrangement on the plan of all the shelves, filing cabinets, furniture, and other pieces of equipment; the labelling and numbering of every piece so that each one corresponds to the same number on the plan. The time spent on such a preparation is considerable but not wasted. Experience has proved that an "army" of unskilled workers is generally sent to do the moving as quickly as possible and they often overlook the best of plans. Moving involves also general supervision: 1. when the book collection is transferred from the shelves into boxes, and 2. from the boxes to the shelves. It must be stressed here that five different sizes of shelves are used in the Library and, in order to keep the right size at the right place, shelves have to be emptied; unscrewed; moved; screwed together again before the books can be reshelved. Although the circulation of periodicals, newspapers and current reports is not delayed more than a few days during a move, it is fairly accurate to say that a general move of a collection such as the one in Trade and Commerce means a delay of a month or so in the restoration of complete operations. It is hoped that when the Library of the Department of Trade and Commerce is moved into permanent quarters, it will be in a new modern building and that uniform shelves will then be provided for the Library.

30. Reconstruction and Supply in Temporary Bldg. No. 3, Rooms (a) 113, (b) 1102; Temporary Bldg. No. 2, Rooms (c) 2254, (d) 2168. Trade and Commerce in (e) West Block; (f) Birks Bldg; (g) Temporary Bldg. No. 2, Room 2168; (h) Temporary Bldg. No. 1, Room B-30.

31. Present plans are to demolish Temporary Bldg. No. 1 to make the site available for the National Library.

Staff management, public relations within and outside the Department, book selection, preparation of annual reports and agenda to the meetings are among other duties performed by the Librarian, who is also expected to share in reference work and advise on cataloguing or classification problems.

In short, the general duties consist of planning, administering, organizing and co-ordinating all the activities of the Library in such a way that all the operations are performed smoothly and efficiently.

Reference Librarian. - The main duty of the Reference Librarian is to answer the various requests made by the users of the Library in person or by telephone. Research workers are provided with the information available in the collection or obtained by contacting other libraries. As in most libraries, there are questions of an informational and bibliographical nature which are asked in the Trade and Commerce Library. Some questions can be answered very quickly by using bibliographical tools in the collection, others will require a great deal of research in indexes, various union lists and bibliographies. When the information is not available in the Library, it may be obtained from other libraries in Ottawa and, occasionally, outside Ottawa. In some instances, the only way to secure the information elsewhere is by photography. In such cases, the reference service includes the arranging for photographic reproduction of material.³²

Other duties of the Reference Librarian include the assistance to the reader in selecting the publication that will answer his problem by explaining: (a) the purpose of the catalogue and how it helps in finding the material in the Library; (b) the extent of the Library's resources,

32. ALADL, pp. 57-59.

the services available, and the arrangement of the collection; (c) the proper way to use the periodical indexes, the directories, and other reference tools.³³ The Reference Librarian prepares also short bibliographies on request and supervises the interlibrary loans. To be well acquainted with the content of material received, this employee shares the work involved in the preparation of the weekly Accession List and peruses the new books and pamphlets after they have been catalogued and classified.

The Reference Librarian replaces the Librarian when the latter is absent and at all times works in very close cooperation with all the other employees of the Library, thus providing efficient service.

Cataloguer. - The actual catalogue of the library originated in 1945 in the Library of the Department of Reconstruction and Supply and was then done by the Librarian. After the integration of the two libraries in 1948, a full time Cataloguer was appointed to work on the cataloguing and classification of all the books and documents collected in the Department of Trade and Commerce for a period of almost thirty years for which no systematic record had been kept. This professionally trained employee catalogued and classified the new material together with the old Trade and Commerce collection, following the rules of the American Library Association for cataloguing, the Dewey Decimal System for classification, and using the Library of Congress List of Subject Headings. The catalogue is now up-to-date and the Librarian who, at the beginning had been working full time on cataloguing, revising catalogue cards as well as preparing authority cards, etc., now shares the work of indexing the articles of interest in current periodicals for the weekly Accession Lists; places

33. Ibid., p. 62.

orders for books, pamphlets and documents; and keeps an order information file which shows at all times the status of material on order.

Library Assistants. - To perform the various duties relating to the library service, six assistants are working in the Library of Trade and Commerce.

The First Library Assistant is in charge of the records and the circulation of economic journals and trade periodicals. This Assistant keeps a kardex record of these publications, answers questions relating to them, places orders for the renewals of their subscriptions, and is responsible for the upkeep of the magazine collection.³⁴

The Second Assistant maintains a record on kardex, circulates the periodical and pamphlet material relating to various countries, keeps the publications in pamphlet boxes and is responsible for the upkeep of this part of the collection. She also answers the questions concerning these special publications and helps with the general periodical collection when the First Assistant is absent.

The Third Assistant reads the House of Commons and the Senate Debates during the session of Parliament and prepares a daily index of references of special interest to members of the Department, thus supplementing the tables of contents of each issue of the Debates and saving time for many officials. The index is typed and circulated in page form. The cumulation of the index on cards, by subjects, is kept for an indefinite period of time. This Assistant is also responsible for the filing and circulation of all the parliamentary papers and the vertical file material. During the inter session period various clerical duties are performed by this employee, such as helping with the preparation of duplicate lists,

34. As mentioned in another chapter, p. 56 the current periodicals are kept alphabetically by titles, on open shelves, for a period of one year.

processing material for binding, helping with the circulation, filing, and care of shelves.

The Fourth Assistant maintains a kardex record of (a) all the publications of the Dominion Bureau of Statistics; (b) some periodical reports of the United States Department of Agriculture, Department of Commerce, and Bureau of Labor Statistics; (c) many publications of various departments of the Provinces of Canada. In addition to the circulation and shelving of the above reports, she circulates and shelves books, and keeps the record of the loans.

The Fifth Assistant is responsible for the typing of all the catalogue cards, the correspondence, the stencils for the weekly Accession Lists, and for the various forms used in the Library. She also files the catalogue cards, and sends the volumes out on interlibrary loans.

The Sixth and last Assistant opens the mail, stamps the documents, directs them to the proper person on the Library staff; she clips and mounts the newspaper articles which have been marked and assigned subject headings by the librarians. She files the newspapers, the clippings; she pastes book pockets and labels, and circulates the weekly Accession Lists.

Appointments, Security and Welfare, Leave of Absence. - All the positions come under the Civil Service Commission and the appointments are made upon a competitive examination.³⁵ Vacancies are ordinarily filled by promotion, if there is anyone in the Library in a lower grade who is qualified to fill the vacancy.³⁶

35. CSA, s. 19.

36. CSR, s. 64.

Formal efficiency rating records of all the members of the staff are kept in the Personnel Division of the Department. They are revised annually by the Librarian for the Library staff and are used as a guide for promotion or salary increases.

On January 1st 1954, two librarians and four library assistants were permanent, the three others were on the basis of temporary civil service employees.

As civil servants, employees may benefit in case of sickness, if they decide to contribute to group insurance. Permanent employees are eligible to a pension at sixty years of age. Their contribution to the superannuation fund is five per cent of the salaries for women and six per cent for men. Since January 1, 1954, temporary employees are also eligible to a pension if they contribute to the superannuation fund. The Mutual Benefit Society offers life insurance at special low rates.

Eighteen days leave of absence for vacation purposes are granted annually to each employee. Eighteen days of sick leave are also granted and may accumulate and be carried over a period of years, if not used in the current fiscal year.³⁷

Selection of Books, Pamphlets and Periodicals. - It is a truism to state that "The high purpose of book selection is to provide the right book for the right person at the right time".³⁸ The chief concern of the Librarian is the building of a collection adequate to the needs of the employees of the Department, and next comes the task of maintaining that collection and of keeping it abreast of the changing interests of the users. To carry out this programme successfully, the Librarian must have a clear understanding of the Library's purpose and, in the Department of

37. CSA, s. 46, 47.

38. Drury, Book Selection, p. 1.

Trade and Commerce, must work in close co-operation with the members of the Library Committee and the Division Heads.

Publishers' catalogues, press advertisements, and book reviews included in various periodicals and newspapers are consulted regularly in order that the Librarian may be informed on the publications that are continuously released. The regular checking of the weekly bulletins of PAIS; Canadiana; the United States Business Check Lists; and the Department of Commerce reports mentioned in the U.S. Monthly Catalogue of Publications, is found useful. Lists of the British Government and United Nations publications are also examined.

Consultation of the accession lists prepared regularly by some of the libraries in Ottawa gives a good idea of what is being acquired in other government libraries.

When reference books are requested, Winchell's Guide to Reference Books, Croner's World Register of Trade Directories,³⁹ Coman's Sources of Business Information⁴⁰ are found useful tools for the selection.

In selecting books, the following factors are always taken into consideration:

1. Objectives of the Library. - Is the material related directly or indirectly to the work of the Department?
2. Resources. - Are the necessary funds available for the purchase of such books? Is the present stock sufficient to answer the demand and would the new acquisitions be unnecessary additions? Is the staff adequate to handle more work? Is there available space?

39. Croner's World Register of Trade Directories. N.Y., Croner, 1952.

40. Coman, Edwin T., Sources of Business Information. N.Y., Prentice-Hall, 1949.

3. Accessibility to Other Collections. - Is the publication available elsewhere to users or through inter-library loans? If it is, is it essential to acquire it?⁴¹

The value of pamphlet material is often questioned. Is non-book material essential in the Department of Trade and Commerce? - Yes, it indubitably is. That type of material, which is generally free or inexpensive, supplements the book collection in giving up-to-date information often very valuable which may never appear in book form. One of the important rules every librarian knows is that discrimination must be used in selecting pamphlets and that only publications of reputable firms or associations should be retained. This is good as a general rule applying to series of pamphlets, but if an unknown firm should prepare an excellent publication, must it be ignored because of the general rule? Certainly not. If it has real value for the collection there is but one solution: to get it. However, literature on propaganda or excess advertising is eliminated.

For the selection of non-book material, PAIS is found very useful; the lists or the reviews appearing in trade journals and newspapers are also consulted with interest and advantage.

In the selection of periodicals one should not forget that they have to be: (a) within the means of the library, (b) of high standard, (c) covering the important interests of the users, (d) other than those received in the majority of homes unless they are of real reference value.⁴²

The importance of a few of the periodicals in the collection might be questioned by people not acquainted with the Department's field of

41. Drury, Book Selection, p. 62.

42. Exceptions are made here. "Time", "Newsweek" and "Maclean's Magazine" for example are necessary to the work of the Department.

work, for instance: Boating Magazine, Playthings, Gift Buyer. These magazines provide essential information which can not be found elsewhere. It must be kept in mind that small industries as well as large ones are of interest to the Department and, in many cases magazines are the only sources of information on current developments.

Ayer's Directory of Newspapers and Periodicals,⁴³ Canadian Advertising,⁴⁴ Ulrich's Periodicals Directory,⁴⁵ and PAIS are used for questions concerning periodicals.

Acquisition and Processing of Material. - Free and non-free publications are acquired in the collection. After the book reviews have been screened and the selection made by the Librarian, the order information file is checked to ascertain that the publication has not already been ordered, and then the procedure is as follows:

1. A requisition is prepared for non-free material or a letter is sent for free publications. It is the library policy to try to be on free mailing lists for official or semi-official publications of reliable bodies.
2. An order card is typed for the information file.
3. The requisition is sent to the central purchasing office of the Department for order.

When the publication is received in the Library the following operations are performed for the processing of the material:⁴⁶

- (a) Checking the order card,⁴⁷ stamping the publication, and filing the card under "material received".

43. Ayer & Son's, Directory of Newspapers and Periodicals. Philadelphia. Annual.
 44. Canadian Advertising. Toronto, Maclean-Hunter Pub. Bi-monthly.
 45. Ulrich's Periodicals Directory. N.Y., Bowker. 7th ed. 1953.
 46. SLAPAL, p. 42.
 47. See Appendix p. 87 for sample.

- (b) Preparing a note for the Accession List.
- (c) Cataloguing, classifying.
- (d) Typing the catalogue cards and the book cards.
- (e) Filing the catalogue cards.
- (f) Pasting the pocket and inserting the book card,⁴⁸ labelling.
- (g) Circulating or shelving.

Many odd issues of periodicals or documents sent to the Department as sample or advertising material are routed to the Library by the Information Branch, the Commodities Branch, and the Trade Commissioners Service of the Department. Documents or pamphlets are also presented to the Library by officials who receive them on membership, private subscription, or complimentary basis.

Government publications are acquired from different sources:

(1) Some federal government reports are procured directly from the Queen's Printer. Until June 1953, the Library was placed on the free mailing list for one copy of all reports, not of a confidential character, distributed by the Queen's Printer in Ottawa.⁴⁹ Only one additional copy of some of the reports could be obtained free of charge, if requested. Other copies had to be ordered by requisition and were charged against the Library appropriations. This procedure was discontinued for almost all government libraries in April 1953.⁵⁰ However, a special order-in-council has since been passed to authorize free distribution of one copy of all government publications requested by the Library of the Department of Trade and Commerce.⁵¹ (2) Some

48. See Appendix p. 88.

49. Order in Council P.C. 1471, Ag 4, 1927, as amended by P.C. 1717, J1 26, 1930, and P.C. 133/3240, Ag 13, 1947.

50. Canada. Dept. of Public Printing & Stationery, Circular No. 1953-5 Ap 7, 1953. Ottawa, 1953.

51. P.C. 38/218, F 18, 1954.

reports published by federal departments are obtained by telephoning the Distribution Division of those departments. In many cases, reports are sent automatically to the librarians who have requested to be placed on mailing lists. (3) Publications of the provincial governments in Canada are also generally sent gratis on request. (4) Many documents of the United States Government are distributed without charge or sent on exchange to the Department. Others are purchased, with coupons, from the Government Printing Office in Washington. (5) British and other foreign documents are sent to the Department by the Trade Commissioners; acquired from the Information Office of these governments in Ottawa; or distributed by the Department of External Affairs in Ottawa.

Discarding Periodicals. - Until 1948, it was customary in the Trade and Commerce Library to discard all periodicals regularly every two years. Why eliminate such material in a permanent collection? Probably because the limited staff was unable to cope with the amount of work involved in the upkeep of those publications.

However, the work of the Department has changed in character in recent years, and now there are demands every week for publications issued several years ago. A survey of the loans made in the last three months of 1953 shows that seventy per cent of the requests were for current material; twenty-five per cent for publications two, three and four years old; the remaining five per cent for titles published before 1948. The majority of the loans in the last category were to users preparing economic surveys, or speeches to be delivered by the Minister or senior officials of the Department.⁵²

52. The Minister of Trade and Commerce; Deputy-Ministers; Advisers to the Minister; Chiefs of Divisions, and others.

A check of the inter-library loans for the year 1953 shows that seventy periodicals published before 1948 were borrowed from the Agriculture, National Research Council, Bureau of Statistics, and Bank of Canada Libraries. Ninety per cent of these were titles now received in the Library.

A careful selection of periodicals to be retained has been made. A few titles can be discarded after a year or two, but there can be no question of eliminating important economic journals, as they have a permanent value. If the present type of work continues, business periodicals may have to be kept from five to ten years, others permanently, according to the demand.

The Trade and Commerce Library's list of periodicals has been compared with those of the Bureau of Statistics, the Finance, and the Bank of Canada Libraries. A record is now available of the titles retained in the above libraries for a number of years and is of great assistance when a decision has to be made on the importance of certain periodicals. Except for journals of permanent value to the Department, the policy is to not retain for too many years publications of a general nature which are available in two or three other libraries in Ottawa. It is only by working in close co-operation with the other librarians that valuable material will be kept available for research in Ottawa.

In listing its holdings, the Trade and Commerce Library has been contributing to a project originated at the National Research Council Library.⁵³ When completed, the checklist will show the technical and scientific periodicals available in the more important libraries in

53. The fourth and last part of the list comprising letters Q to Z, was sent in June, 1953. No information is available as to the probable date of the publication.

Canada. Some business journals are classified as technical for the purpose of that list.

The policy followed in the past of discarding all periodicals is not to be encouraged. Some libraries are pleased to add them to their collection, and a list of duplicate material, both books and periodicals, no longer necessary in the Trade and Commerce Library is compiled and circulated to government libraries every year. The response to the circulation of these lists proves that they justify the work involved in their preparation.

Weeding. - In a library, weeding means to withdraw material considered unnecessary. What kind of material is to be considered unnecessary? That is a complicated question. Information might not be needed for two or three years and, then suddenly, become valuable. Rider says:

Suppose a library decide to weed out such materials as it might thereafter need. The question is: which of my neighbor libraries would be able and willing to oblige? And borrowing instead of owning is not always even an economical policy. Interlibrary loans also cost money.⁵⁴

and further,

How many top libraries which cannot "weed out" but must continue to remain of true research calibre will there have to be if they should be asked to serve the entire national need? One thing is certain: that library is no longer providing its users with the material it has weeded out.⁵⁵

These are certainly points to be considered before deciding to remove publications from a collection. Has it not been experienced in many special libraries that material discarded is requested shortly afterwards?

In the Trade and Commerce Library the following publications are generally discarded: (a) weekly and monthly releases superseded by annual reports; (b) articles clipped in periodicals which have appeared in book

54. Rider, *The Scholar and the Future of the Research Library*, p. 45.

55. *Ibid.*, p. 46.

form; (c) advance papers printed later in conference proceedings;
 (d) material not requested for two or three years which has become outdated, and is already collected somewhere else for historical purposes;
 (e) pamphlets which have definitely become obsolete and do not appear to have any historical value. The material weeded out is included on the duplicate lists circulated to government libraries.⁵⁶

Library Records. - In addition to the financial records and the supplies records mentioned previously under "Library Finance",⁵⁷ the following records are kept in the Library:

Personnel. - One copy of each of the employees "leave of absence" forms approved by the Personnel Division of the Department, is filed alphabetically by name. These are checked to ascertain that the employee is entitled to future leave.

Borrowers. - Cards recording the names, the department, the division, the office address and the telephone number of the borrowers are filed alphabetically. Servicing regularly two departments, Trade and Commerce and Defence Production located in different buildings, would be impossible if such records were not kept as a double check.

Committee. - Copies of the agendas and the minutes of the Library Committee, are filed under "Library Committee" in order of date.

Accession Lists. - One copy of the lists compiled weekly in the Library is kept in a book which is used extensively as a reference tool; additional copies are kept in folders in order of date to answer the demand for such copies.

Statistics. - Monthly records of circulation are entered on cards for annual cumulation.

56. Mentioned previously, p. 27.

57. See pp. 9, 12.

Loans and Correspondence. - Book cards of material on loan are filed alphabetically by authors. Copies of correspondence are retained in the Central Registry Division of the Department.

Library Building and Equipment. - The Library is now located in Temporary Building No. 1, Wellington Street, Ottawa, on the ground level floor. One large room (5 units)⁵⁸ on the north side houses the reference and the general collections. A small adjacent room is occupied by the Fifth and the Sixth Library Assistants. That is where all the incoming and outgoing items are routed. In the next room, equivalent to two units, are fourteen filing cabinets containing the vertical file material, and the stacks shelving the inactive collection. Across the hall, on the south side of the building in one room (4 units) are the periodicals. Twenty-four windows bring light into the green painted rooms.

In the north side rooms, the shelves on the walls facing the windows contain the reference books; in order to save all the natural light, the stacks containing the general collection are placed between the windows extending from the wall to the center of the rooms, 4 units deep.⁵⁹ The space between the stacks gives desk room for the staff to work. In the larger unit, in the center of the room, are the desks of the Librarian and the Reference Librarian, the catalogue, the information files, the telephone and one working table. The Cataloguer's desk with small filing cabinets, the shelf list, one working desk, typewriter etc., are at the end of the reference room, and the Assistant recording the government reports, looking after the shelves and files, has her desk, two working tables and one kardex located at the other end of the same room. The arrangement of the shelves follows the same pattern in the periodical

58. 1 unit, in a Temporary Building, is 20 feet by 15.

59. 1 unit of shelving is 36 inches long.

room which contains two desks, one large working table, a telephone, one kardex, one magazine stand and two special wooden cabinets for newspapers, the tops of which are used as tables when consulting them.

Four typewriters, small card cabinets, chairs, tables, file baskets, stools, stepladders, and waste baskets complete the equipment.

Whenever consideration is given to the question of permanent quarters for the Library, plans should provide for additional space both for the present collection and for adequate expansion. Proper working space both for the users of the Library and for the staff is most important.

BOOKS AND DOCUMENTS

Approximately 15,000 books and as many international and government documents are shelved in the Library of the Department of Trade and Commerce. They are divided into two main sections: 1. Reference collection occupying 808 linear feet of shelving. 2. General collection occupying 1295 linear feet of shelving. The physical arrangement of the shelves was described previously in this report under "Library Building and Equipment".⁶⁰

Reference Collection. - Everyone knows that reference books are works that are not generally read from cover to cover but are consulted when looking for specific information. The successful operation of a reference department in a special library is dependent on two elements: (a) a well organized reference collection, (b) a trained staff well acquainted with the material and able to work with speed and accuracy.

In the Trade and Commerce Library, reference work means sometimes the complete research job for the client. It is not unusual for an official of the Department to telephone and ask for a report, an article or "some kind of statement" (sic) which will give reliable data on a certain topic. The information is required immediately or not at all. To know where to look and then to find the reference volume at the right place: that is efficiency. The general policy adopted in the reference service is to assist any member of the organization. If a messenger or a junior clerk comes for information, it is assumed that he

60. See p. 29.

is delegated by someone else and, as a rule, his request is considered as important as that of a higher official.

Over 2,000 volumes are found in the so called reference collection.⁶¹ Although it is not customary to lend reference books, exceptions have to be made in Trade and Commerce. For instance, officials who have their office in a different building do not always find time to come to consult one item in a book. The result is that almost any book on the reference shelves may be obtained on short loan, varying from a few minutes in certain cases to two or three hours in others, depending on what volume it is, i.e., an almanac will be on loan for a shorter period of time than a statute. As a rule, users of the Library are most co-operative in returning material promptly.

The following selected list indicates to a certain extent the contents of the reference section:

Encyclopaedias. - "Encyclopaedias form the backbone of the reference work in any library" says Winchell in her Guide to Reference Books.⁶²

In the Trade and Commerce Library the works listed below are used to answer requests for authoritative information in concise form. The bibliographies at the end of the articles are also often consulted.

Collier's Cyclopedia of Commercial and Social Information. Comp. N. Robinson. N.Y., Collier, 1889. 2v.

Encyclopedia Americana. Ed. F.C. Beach. [1st ed.]. N.Y., The Americana, 1903-04. 16v. unpagged.

Encyclopaedia Britannica. 11th ed. Cambridge, University Press, 1910-11. 29v.

Encyclopaedia Britannica. Chicago, Encyclopaedia Britannica, c1947. 24v. + 6 Yearbooks.

61. It seems however, that in special libraries, almost everything is considered more or less "reference material".

62. Op. cit., p. 74.

Encyclopedia of Canada. Toronto, University Associates of Canada,
[1948] 6v. + Newfoundland Supplement, 1949. 1v.

National Encyclopedia. Ed. H. Zuzzallo. N.Y., Collier, 1934. 10v.

Nelson's Perpetual Loose-Leaf Encyclopaedia. N.Y., Nelson, 1909. 10v.

Almanacs. - For short current factual information, almanacs are the first volumes consulted. In Trade and Commerce they are:

Canadian Almanac and Directory. Toronto, Copp Clark. Annual.

Information Please Almanac. N.Y., MacMillan. Annual.

World Almanac and Book of Facts. N.Y., World Telegram. Annual.

Whitaker, J. Almanack. London, Whitaker. Annual.

Handbooks and Yearbooks. - Reference questions on economics or statistics are often answered by checking handbooks or yearbooks. The staff of the Department being interested in world statistics, yearbooks of many countries are found in the collection. In the very selective following list are mentioned the works that are the most in demand and which are received every year as published:

United Nations. Dept. of Public Information. Yearbook. N.Y. Annual.

United Nations. Statistical Office. Statistical Yearbook. N.Y. Annual.

United Nations. Statistical Office. Demographic Yearbook. N.Y. Annual.

Australia. Bureau of Statistics. Official Yearbook of the Commonwealth.
Canberra, Govt. Printer. Annual.

Brazil. Instituto Brasileiro de Geographia e Estadistica. Anuario
Estadistica. Rio de Janeiro. Annual.

Canada. Bureau of Statistics. Canada Yearbook. Ottawa, Queen's Printer.
Annual.

China. Ministry of Information. China Handbook. New York, MacMillan.
Irregular.

Colombia. Direccio Nacional de Estadistica. Anuario General de
Estadistica. Bogota, Imprenta Nacional. Annual.

Denmark. Royal Danish Ministry for Foreign Affairs and Danish Statistical
Dept. Denmark. Copenhagen. Irregular.

- France. Institut National de la Statistique. *Annuaire Statistique*. Paris, Imprimerie Nationale. Annual.
- Great Britain. Central Statistical Office. *Annual Abstract of Statistics*. London, H.M.S.O. Annual.
- Great Britain. Board of Trade. *Statistical Abstract for the Commonwealth*. London, H.M.S.O. Annual.
- Jamaica. Colonial Secretary's Office. *Handbook of Jamaica*. Kingston, G.P.O. Annual.
- Japan. Ministry of Finance. *Statistical Year-Book*. Tokyo, Bank of Japan. Annual.
- Middle East. London, Europa Pub. Annual.
- Netherlands. Central Bureau of Statistics. *Statistical Year Book*. Utrecht. Annual.
- New Zealand. Dept. of Census and Statistics. *Official Yearbook*. Wellington, Govt. Printer. Annual.
- Portugal. Instituto Nacional de Estadistica. *Anuario Estadistico de Portugal*. Lisbon. Annual.
- Scandinavian Year Book. London, Wm. Dawson. Annual.
- South Africa. Office of Census and Statistics. *Official Year Book of the Union of South Africa*. Wellington. Annual.
- South American Handbook. London, Trade & Travel Pub. Annual.
- United States. Bureau of the Census. *Statistical Abstract*. Wash. G.P.O. Annual.
- West Indies Yearbook. Montreal, Skinner. Annual.

It is interesting to follow the trends of requests for information on countries. For instance, a few weeks before the Conference of the Commonwealth Finance Ministers in Australia, in January 1954, the requests for information on the various aspects of the economy of the Sterling Area countries were four times more than on other subjects. For several weeks, before a Canadian Trade Mission headed by the Minister of Trade and Commerce went to South America in February 1953, the emphasis was for data on the countries to be visited by the Mission. It is therefore

extremely important to keep an up-to-date collection of world economic information in order to give efficient service at all times.

Other yearbooks and handbooks consulted frequently have to be mentioned here, they are:

Commodity Yearbook. N.Y., Commodity Research Bureau Inc. Annual.

Exporters' Encyclopaedia. N.Y., Ashwell. Annual and Supp. Bulletins.

Foreign Commerce Handbook. Wash. Chamber of Commerce of the U.S. Annual.

Modern Plastic Encyclopedia. N.Y., Plastics Cat. Corp. Annual.

Pratt, Ewing. Foreign Trade Handbook, a Guide to Exporting. Irregular.

Manufacturers and Exporters Directories. - For general information on business firms, names, addresses, products manufactured, and services rendered, the directories of manufacturers or exporters for the following countries are indispensable. Again, this list is incomplete and only the works consulted frequently are indicated. All these are received every year or as published:

Australia.

Business Directory. Melbourne, Cooks Australian Directories. Annual.

Belgium.

Belgique. Office du Commerce Extérieur. Répertoire Officiel de Producteurs Belges. Bruxelles. Irrégulier.

Canada.

Canadian Trade Index. Toronto, Canadian Manufacturers Ass'n. Annual.

Financial Post Survey of Industrials. Toronto. Annual.

Financial Post Corporation Service. Toronto. Frequently on cards.

Fraser's Canadian Trade Directory. Montreal, Fraser's Trade Directories. Annual.

Alberta. Dept. of Industries and Labour. Alberta Trade Index. Edmonton. Irregular.

Canada. (Continued)

British Columbia. Bureau of Economics and Statistics. British Columbia Trade Index. Victoria. Irregular.

Manitoba. Dept. of Industry and Commerce. Manitoba Trade Directory. Winnipeg. Irregular.

Saskatchewan. Dept. of Co-operation and Co-operative Development. Saskatchewan Trade Index. Regina. Irregular.

Cuba.

Cuban Commercial and Industrial Directory. Havana, Chamber of Commerce. Irregular.

Denmark.

Dansk Exportkalender. Copenhagen, Kraks Legat. Annual.

Egypt.

Who's Who for Agents and Distributors in Egypt and the Middle East. Alexandria, Middle East Pub. Irregular.

Great Britain and Commonwealth.

British Empire Trade Index. London, Business Directories. Annual.

Federation of British Industries, Register of British Manufacturers. London, Kelly's Directories. Annual.

Sell's National Directory and British Exporters Register. London, Business Dictionaries. Annual.

South Africa.

South African Industry and Trade Review. Cape Town, South African Pub. Irregular.

South America.

Anuario Kraft Gran Guia General de la America del Sur. Buenos Aires, Guillermo Kraft. Annual.⁶³

Sweden.

Swedish Export Directory. Stockholm, General Export of Sweden. Irregular.

63. Title of this volume is misleading, it is definitely a list of manufacturers and agents.

United States.

Moody's Industrials, N.Y. Moody's. Annual and Supplements.

Thomas' Register of Manufacturers. N.Y., Thomas Pub. Annual.

World.

Annuaire du Commerce International, l'Annuaire Bleu. Paris, Centre d'Expansion Française. Annuel.

International Directory, Foreign Trade Yearbook. Paris, Didot-Bottin. Annual.

Kelly's Directory of Merchants, Manufacturers and Shippers. London, Kelly's Directories. Annual.

Subject Directories. - The following section is also a popular one which is used mainly by the Commodities Division, the Industrial Development Division and the Department of Defence Production:

Automobiles.

Ward's Automotive Yearbook. Detroit, Ward's Reports. Annual.

Chemicals.

Green Book, Buyers Directory [Chemicals and Drugs]. N.Y., Schnell Pub. Annual.

Foods.

Canada Food Directory. Ottawa, Le Droit. Irregular.

Iron and Steel.

Directory of Iron and Steel Works of the U.S. and Canada. N.Y., American Iron and Steel Institute. 1951. Irregular.

Directory of Steel Foundries in the U.S., Canada and Mexico. Cleveland, Steel Founders' Society of America. Irregular.

Iron and Steel Works of the World. Ed. H.G. Cordero. London, Quin Press, 1952. 1st ed.

Leather.

Fraser's Canadian Leather Directory. Winnipeg, Fraser's Trade Directories. Annual.

Leather and Shoes Blue Book. Chicago, Rumpf, 1952. Irregular.

Machinery.

Canadian Machinery and Manufacturing Directory. Toronto, Maclean-Hunter Pub. Annual.

Pulp and Paper.

National Directory of the Pulp and Paper Industries. Montreal, National Business Pub. Annual.

Textiles.

Davison's Rayon and Silk Trades Including Nylon and Other Synthetic Textiles. Ridgewood, N.J., Davison Pub. Annual.

Fraser's Canadian Textile Apparel and Fur Trade Directory... Montreal, Fraser's Trade Directories Ltd. Annual.

City and Telephone Directories. - City Directories are purchased only every two years for Ottawa, Montreal and Toronto, but Telephone Directories are acquired every year for a couple of the largest cities in each province. They are consulted frequently by all divisions, for the proper spelling of names, the correct address, or the telephone number for long distance calls. City Directories are also often consulted to find the type of firms or the name of firms located at a specific address.

Dictionaries. - Dictionaries do not occupy a very large section of the shelves in the collection. However, some are purchased selectively and, in a few years it is hoped to have a good representative collection of foreign language dictionaries to be used in conjunction with the foreign countries yearbooks and annual surveys of trade. In many of these publications written in the language of the country, the only parts written in English or French are the headings of the tables and a summary

chapter at the beginning or the end. Available in Trade and Commerce Library are the following:

Dictionaries, Language.

English.

Fowler, H.W. A Dictionary of Modern English Usage. Oxford, Clarendon Press, 1944.

Gowers, E. ABC of Plain Words. London, H.M.S.O., 1951.

Funk and Wagnall's Standard. New York, Funk and Wagnalls, 1938.

The Concise Oxford Dictionary of Current English. Oxford, Clarendon Press, 1946.

Oxford English Dictionary. Oxford, Clarendon Press, 1933. 12v. + 1 Supplement.

Roget, P. Everyman's Thesaurus of English Words and Phrases. London, Dent, 1952.

Webster's New Collegiate Dictionary. 2d ed. Toronto, Allen, [1949].

English - Dutch.

Cassell's English-Dutch, Dutch-English Dictionary. London, Cassell, 1951.

English - French.

Cassell's New French-English, English-French Dictionary. London, Cassell, 1930.

Harrap's Standard French and English Dictionary. London, Harrap, [1949-1950]. 2v.

English - Swedish.

Bonniers English-Swedish, Swedish-English Dictionary. Stockholm, Svenske Bokforlaget Bonniers, 1950.

French.

Nouveau Petit Larousse Illustré. Paris, Larousse, 1951.

Dictionaries, Subject.

The Subject Dictionaries are frequently consulted by Research Workers and Commodity Officers when dealing with various commodities or industries.

Chemicals.

The Condensed Chemical Dictionary. F.M. Turner, ed. N.Y. Reinhold, 1950.

The Merck Index of Chemicals and Drugs. Rahway, N.J., Merck, 1952.

Economics.

Horton, B.J. Dictionary of Modern Economics. Wash., Pub. Affairs Press, 1948.

Winton, J.R. Ed. Dictionary of Economic Terms. London, Routledge, 1951.

Foreign Trade.

Henius, Frank. Dictionary of Foreign Trade. N.Y., Prentice Hall. 2d ed., 1947.

Marketing.

Dictionary of Marketing Terms, U.S. Usage. Basel, Verlag für Recht und Gesellschaft AG., 1952.

Materials.

Brady's Materials Handbook. N.Y., McGraw-Hill, 1951.

Military Terms.

Military Dictionary, English-French, French-English. Ottawa, King's Printer, 1945.

Petroleum.

Boone, L.P. The Petroleum Dictionary. Norman, University of Oklahoma Press, 1952.

All the reference books listed in this chapter are used, some many times a week, others occasionally. The efficiency of the service in the Library would be greatly diminished if recent editions were not acquired periodically.

General Collection. - To give the readers of this survey a general view of this part of the collection, the books have been segregated in broad divisions and the subject headings which appear most frequently

in the catalogue or which are most in demand have been enumerated.

They are broadly divided as follows:

General Economics	30%
Economic Survey of Countries	5%
Industries	25%
Commerce, Domestic and Foreign	35%
Communications	5%

The subject headings which are most frequently found when checking the catalogue are:

Agriculture	Commercial treaties
Balance of payments ⁶⁴	Controls
Business	Depreciation ⁶⁸
Business - Finance	Economic conditions (by countries)
Business - Yearbooks	Economic mobilization ⁶⁹
Business (by countries) ⁶⁵	Economic policy
Business cycles	Economics
Business forecasting ⁶⁶	Employment
Commerce (by countries) ⁶⁷	Fairs
Commercial policy ⁶⁷	Finance
Commercial products ⁶⁷	Food

64. Frequently requested, subdivided by countries.

65. Of particular interest to Area, Commodity, and Industrial Development Officers.

66. Especially used by the Economists preparing reports on forecast of economic conditions in Canada.

67. Used in many divisions of the Department.

68. The Capital Cost Allowance Division of the Department is responsible for the issuance of certificates of eligibility for capital cost allowances of capital expenditures. (Depreciation). See TCAn 1951, p. 47.

69. Consulted by Defence Production Department mainly.

Foreign exchange ⁶⁴	Mines and mineral resources
Foreign relations (by countries)	Money
GATT ⁷⁰	Monopolies
Geography, Commercial	Natural resources
Geography, Economic	Packaging
Industrial mobilization ⁶⁹	Prices
Industries (see special section)	Production
Industries (by countries)	Productivity
Industry and state	Raw materials ⁷³
Inflation (Finance)	Research, Industrial
International co-operation ⁷¹	Retail trade
Inventories	St. Lawrence waterway & power project
Investments ⁷²	Shipping ⁷⁴
Loans	Statistics
Manufacturers	Stockpiling ⁷⁵
Manufactures	Subsidies
Market research	Tariff
Market surveys	Taxation
Marketing	Transportation ⁷⁴
Mathematical statistics	Trusts, Industrial

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70. General Agreement on Tariff and Trade. The International Trade Relations Division of Trade and Commerce in co-operation with other Canadian government departments conducted large scale tariff negotiations with other countries at the International Conferences in Geneva 1947; Annecy 1949; Torquay, Eng. 1950-1951; Geneva 1951. See TCAn 1951, p. 35 and previous reports.
71. The main user is the International Economic and Technical Co-operation Division.
72. Foreign as well as domestic investments are frequently consulted.
73. Of great interest to Commodity Officers and Economists.
74. Mainly used by the Transportation Division.
75. Defence Production Officers and Commodity Officers are the users.

Underdeveloped States⁷¹

Warehouses

Unemployment

Wheat

Wages

Wholesale trade

The main industries on which material is collected are:

Agricultural machinery

Hardware

Airplanes

Iron and steel

Aluminum

Leather

Asbestos

Livestock

Automobiles

Lumber

Beverages

Machine tools

Building

Newsprint

Ceramics

Oils and fats

Chemicals

Packaging

Coal

Paint and varnishes

Copper

Petroleum and natural gas

Dairy

Plastics

Electrical apparatus

Pulp and paper

Engineering

Refrigeration

Fertilizers

Rubber

Fish

Shipping

Flour

Textiles

Food

Wheat

Fur

Wool

Grains

Government Reports. - It is not necessary to emphasize the importance of government publications in a government library. A considerable amount of research work is done in the various divisions of the Department of Trade and Commerce and official information has to be readily available.

Current reports published by the Canadian, American and British governments are constantly in demand. The publications of other foreign governments on commerce and economics are also frequently requested. In many instances, current information must be obtained as soon as it is released. All these government reports are treated as books, i.e., they are catalogued, classified, and placed on the shelves.

On the top of the list for the circulation of government documents are the numerous reports published by the Dominion Bureau of Statistics.⁷⁶ To answer all the requests, several copies of some of these reports must be acquired. All the monthly and annual reports since 1945 remain in the collection. The weekly and monthly reports are recorded in a kardex and the same method of circulation as that described under "Periodicals"⁷⁷ is used. One copy of each of these reports is provided free of charge to the Library.

All government reports circulate freely and without restrictions.

The following selected lists indicate some of the current government reports published periodically and available in the collection:

Canada.⁷⁸

Agriculture, Dept. of.

Annual Reports.

Agriculture Abroad. Quarterly.

Economic Annalist. Quarterly.

Special Studies on Marketing of Food Products. Irregular.

Citizenship and Immigration, Dept. of.

Annual Reports.

Statistics on Immigration. Annual and Monthly.

76. The DBS is a Bureau reporting to the Minister of Trade and Commerce. See TCAn 1951, pp. 53, 56 and also Annual Reports of the Dominion Statistician.

77. See p. 55.

78. For easier reading, entries have been inverted in this part of the essay.

Canada. (Continued)

Defence Production, Dept. of.

Annual Reports.
Bulletins on Industries. Irregular.
Press Releases. Irregular.

External Affairs, Dept. of.

Annual Reports.
Canada and the United Nations. Annual.
Canadian Representatives Abroad. Quarterly.
Diplomatic and Consular Representatives in Ottawa. Quarterly.
External Affairs Bulletin. Monthly.
Reference Papers. Irregular.
Statements and Speeches. Irregular.
Treaty Series. Irregular.

Finance, Dept. of.

Budget Speeches. Annual.
Estimates. Annual.
Minister's Speeches. Irregular.
Press Releases. Irregular.
Public Accounts. Annual.

Fisheries, Dept. of.

Annual Reports.
Trade News. Monthly.

Justice, Dept. of. Combines Investigation Commission.

Annual Reports.
Special Reports on Alleged Combines. Irregular.

Labour, Dept. of.

Annual Reports.
Labour Gazette. Monthly.
Labour Legislation in Canada. Annual.
Labour Organization in Canada. Annual.

Mines and Technical Surveys, Dept. of.

Annual Reports.
Special Surveys on Minerals. Irregular.

National Revenue, Dept. of.

Annual Reports.
Customs Tariff and Amendments. Irregular.
Taxation Statistics. Annual.

Northern Affairs and National Resources, Dept. of.

Annual Reports.
Hydro-Electric Progress in Canada. Annual.
Special Reports on Forestry. Irregular.
Water Power Resources of Canada. Annual.

Public Works, Dept. of.

Annual Reports.

Canada. (Continued)

Secretary of State, Dept. of.
Annual Reports.

Trade and Commerce, Dept. of.
Annual Reports.
Foreign Trade. Fortnightly.
Industrial Bulletins. Irregular.
Minister's Speeches. Irregular.
Press Releases. Irregular.
Special Reports of the Economics Division. Irregular.
Special Reports of the Industrial Development Division. Irregular.
Special Reports of the Information Division. Irregular.

Dominion Bureau of Statistics.
All Publications: Annual. Monthly. Yearly and Special Reports.⁷⁹

Export Credit Insurance Corporation.
Annual Reports.
International Economic Bulletins. Monthly.
Special Studies on Commodities and Countries. Irregular.

Transport, Dept. of. Board of Transport Commissioners.
Annual Reports.

Bank of Canada.
Annual Reports.
Daily News Summaries. [Abstract of News from Canadian, British and
American Newspapers].
Monthly Summary of Statistics.

The annual reports of the provincial departments are also frequently requested. Many of them have been collected in Trade and Commerce since 1945. The following ones are available in the collection for:

Agriculture.
Alberta, Manitoba, New Brunswick, Nova Scotia, Ontario, Prince Edward
Island, Quebec, Saskatchewan.

Budget and Estimates.
All Provinces.

Electric Power.
Ontario, Quebec.

Fisheries.
British Columbia, Nova Scotia, Ontario, Quebec.

79. Listed in the pamphlet: Canada. DBS, Current Publications. Ottawa,
Queen's Printer. Annual.

Labour.

British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec, Saskatchewan.

Lands and Forests.

Alberta, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec.

Mines.

British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec.

Public Accounts.

All Provinces.

Public Works.

Alberta, British Columbia, New Brunswick, Nova Scotia, Prince Edward Island, Quebec.

Statutes.

All Provinces.

Trade and Industry.

Alberta, Manitoba, New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Quebec.

Many reports of foreign governments are also essential in the collection, particularly those of the British and the American governments.

The most frequently used are for:

Great Britain.**Board of Trade.**

Abstract of Statistics. Annual.

Accounts Relating to Trade and Navigation. Monthly.

Board of Trade Journal. Weekly.

Overseas Economic Surveys for Several Countries. Irregular.

(Information on matters having direct bearing on commerce and industry for Commonwealth Countries).

Overseas Trade of the U.K. Monthly.

Statistical Abstract for the British Commonwealth. Irregular.

Central Office of Information.

Commonwealth Survey. Fortnightly.

Home Affairs Survey. Weekly.

International Survey. Irregular.

Central Statistical Office.

Digest of Statistics. Monthly.

Economic Trends. Monthly.

Colonial Office.

Annual [economic] Reports on Colonies and Protectorates.

Great Britain. (Continued)

Parliament.

Balance of Payments. Annual. Cmd. Papers.
Economic Survey. Annual. Cmd. Papers.
National Income. Annual. Cmd. Papers.

United States.

Agriculture, Dept. of.

Agricultural Statistics. Annual.
Foreign Agriculture. Monthly.
Foreign Crops & Markets. Weekly.
Miscellaneous Reports on Agricultural Products. Monthly.

Bureau of Mines.

Mineral Trade Notes. Irregular.
Minerals Yearbooks. Annual.
World Petroleum Statistics. Monthly.

Bureau of Labor Statistics.

Consumer Prices. Monthly.
Wholesale Prices. Monthly.

Bureau of the Budget.

Statistical Reporter. Monthly.

Commerce, Dept. of.

Facts for Industry. Irregular.
Foreign Commerce Weekly.
Foreign Trade Statistics of the U.S. Exports and Imports by
Commodities and Countries. 9 parts. Monthly and Annual.
Labor Force. Monthly.
Foreign Commerce Handbook. Annual.
Survey of Current Business. Monthly, Weekly, and Biennial Supplements.

Congress, Joint Committee on the Economic Report.

All Reports.

Council of Economic Advisers.

Report to the President. Annual.
Economic Indicators. Monthly.

Federal Reserve System.

Federal Reserve Bulletin.

President, Executive Office of.

Mid-year Report. Annual.
President's Report to Congress. Annual.

State, Dept. of.

Bulletin. Weekly.

In addition to these titles, a great number of other reports published by various foreign governments are received, many of which are sent by the Trade Commissioners.

Current government reports only have been listed in the preceding pages though, in a Department doing research work, older reports are also frequently requested. The first study prepared on a special topic is often more important than fifty subsequent ones, because the first may describe the method of compilation or the origin of some data not repeated elsewhere, etc. Hutchins says:

To many librarians, reference work with government publications means only the use of the most recent materials, but government publications are also essential source materials in history. The struggle to secure these precious series is perhaps more strenuous than for early files of periodicals.⁸⁰

Every librarian will agree that it is difficult to obtain some of those series. But it is also difficult, in dealing with Canadian government publications, to find out if any report at all has been written on a given subject. Until recently, in Canada, the only comprehensive work prepared on such publications was: Canadian Government Publications, a Manual for Librarians, by M.V. Higgins. Unfortunately, the said work has never been brought up-to-date and omissions, inaccuracies or typographical errors place the user in the necessity of checking almost each item to ascertain that it is right.⁸¹ However, in spite of the inaccuracies contained in this volume a tremendous task has been accomplished in compiling such a list of older Canadian publications and it serves a useful purpose.

80. Hutchins, Introduction to Reference Work, p. 126.

81. Higgins, op. cit., pp. 347-363 are to be consulted for publications of the Department of Trade and Commerce (DBS publications excluded).

A very useful reference work for government reports is the recently released Canadian Government Publications, 1953.⁸² It provides the users with a complete list of available publications of the Parliament, and Government of Canada. These publications are distributed by the Supervisor of Government Publications and Departmental Agencies for a nominal price, or free of charge by departments issuing them.

Another important contribution in this field is the monthly listing of some of the federal and provincial reports in Canadiana.⁸³

International Publications. - Publications of international bodies provide official information on a broader scope than government reports. They give data enabling the user to evaluate quickly the situation of certain international problems, or the position of certain products. The following ones are found in the collection:

Bank for International Settlements. Basle.
International Commodity Position.⁸⁴ Monthly.
Report. Annual.

International Bank for Reconstruction and Development. Washington.
Releases. Irregular.⁸⁵

International Cotton Advisory Committee. Washington.
Cotton. Monthly and Quarterly.

International Chamber of Commerce. Paris.
World Trade.
Publications.⁸⁶

82. Canadian Government Publications, Consolidated Annual Catalogue 1953. Ottawa, Queen's Printer, 1954.

83. Canadiana, Publications of Canadian interest noted by the National Library during the month. Ottawa, National Library. Annual and Monthly.

84. This publication is considered by the economists one of the best informative reports on world commodities.

85. Some of these releases give summaries of economic reports on special countries, by missions, before the final reports are published in printed forms.

86. Mostly pamphlets dealing with the technical aspects of trade, shipping regulations, resolutions passed at conferences.

International Labour Organization. Geneva.
 Yearbook of Labour Statistics. Biennial.
 International Labour Review. Monthly.
 Studies and Reports. Irregular.

International Monetary Fund. Washington.
 Balance of Payments Yearbooks. Annual and Quarterly.
 International Financial News. Weekly.
 International Financial Statistics. Monthly.
 Report on Exchange Restrictions. Annual.
 Staff Papers. Semi-annual.

International Sugar Council. London.
 Bulletins. Monthly.
 Sugar Yearbook. Annual.

International Tea Committee. London.
 Reports. Irregular.

International Tin Study Group. The Hague.
 Statistical Bulletins. Monthly.
 Yearbook. Annual.

International Wheat Council. London.
 Report. Annual.

United Nations. New York.
 All Reports of the Department of Economic Affairs.
 Monthly Bulletin of Statistics.
 Reports of the Food and Agriculture Organization (FAO).
 Studies of the Economic Commissions: Europe (ECE); Latin America (ECLA);
 Asia and the Far East (ECAFE).
 Yearbooks.

Special reports prepared by international organizations are either purchased, acquired through membership, or presented to the Library by members of the Department representing Canada at international meetings. These publications are catalogued, classified, and shelved. There is no need to stress how widely these publications are consulted in the Department.

Pamphlets. - Pamphlet material is important in the Trade and Commerce Library, as mentioned earlier in this survey.⁸⁷ Pamphlets of permanent value are treated as books; those of ephemeral value are assigned subject

87. See p. 22.

headings,⁸⁸ indicated in pencil on the cover of the publication, and are placed in the vertical file, arranged alphabetically by subjects.⁸⁹

For pamphlets of ephemeral value one card only is prepared indicating the author, the title, the publisher, and the date of the publication. For both types, the location of the pamphlet in the vertical files appears at the bottom of the card, in the right hand corner. Orange cards instead of white ones are used for the pamphlets and are filed in a separate catalogue. This procedure helps with the quicker identification of the pamphlets from other types of publications received in the collection. There are in the collection approximately 5,000 pamphlets on business, business forecasting, commerce, economic policy, economics, finance, immigration and emigration, income, industries, investments, technical assistance, tariffs, etc.

An important section of that collection deals with primary and secondary industries in Canada. Statistical bulletins released by important companies, statements issued by industry or association officials, special reports published by official or semi-official bodies are filed under the specific industry. The demand for this type of information has been particularly heavy in the last few years,⁹⁰ and it is advisable not to be too generous in weeding it out.

Publications of chambers of commerce, of municipal or city councils, of boards of trade or other associations giving information on

88. SLAPAL, p. 70.

89. The subject approach to the vertical file material appears to be the more logical one for the type of information collected. Individuals searching in the files of the Trade and Commerce Library for data will first look under the subject.

90. The Department is particularly interested in the development of new industries in Canada and in the expansion of industries already established, in view of developing resources and promoting trade. The numerous speeches by the Minister of Trade and Commerce, the Right Hon. C.D. Howe, in the House of Commons or to businessmen and to professional groups, always reflect his own and his Department's great interest in that field.

municipalities in Canada are grouped in another section of the filing cabinets, referred to in the Library as the "Locality File". Requests are often made for data on a particular city or town; the answer to the question is readily available when the material is filed under the particular place name. No catalogue card of any kind has been kept for that type of information. It seems that the preparation of a card would involve unnecessary work, since the direct approach to the material is the place name.

In 1951 and 1952, the topic "prices" was of particular interest. In the Department, official and semi-official publications on prices in Canada and the United States were used daily and it was found necessary to collect a file of the releases and orders of the U.S. Office of Price Stabilization. Since the end of many of the controls,⁹¹ however, these publications have not been consulted often. The reports are filed numerically, according to the code number assigned by the issuing office in Washington. Since Trade and Commerce was the only Department in Ottawa collecting that information, it is suggested in order to keep it available for future reference, to place it with the publications of the U.S. Office of Price Administration (1942-1946) filed in the Wartime Prices and Trade Board collection.⁹²

Each section of the collection described in this chapter on Books and Documents has its particular importance and supplements the other sections. To keep the collection adequate all must be maintained and increased when it is deemed necessary to incorporate new information.

91. Various dates in 1953.

92. See p. 64.

PERIODICALS AND NEWSPAPERS

Periodicals constitute an essential part of the collection; in many cases, they are of greater usefulness than books. Their value is well summarized by Grenfell in the following lines:

They furnish articles and papers more recent than any book on a subject, particularly in the ever-changing fields of politics, economics, science and technology. They contain articles and papers on subjects about which the library may have no books, particularly on matters of temporary interest. They have abstracts or digests which are generally the best media for answering general reference questions quickly because of the brevity of their contents and every periodical has its own annual or cumulative index and indexes are of the utmost importance for reference work generally.⁹³

In the Trade and Commerce Library, periodicals are circulated very generously with no restriction as to the type of periodicals or the users. Circulation privileges are not confined to subject interests of individuals but, whenever dealing with journals on specific topics, the policy has been to place first on the circulating lists the names of the people whose work deals primarily with these topics. The periodical collection is divided in two sections: 1. the general periodicals, and 2. the periodicals relating specifically to countries.

General Periodicals. - Under general periodicals are kept the economic journals, the trade magazines and the other periodic publications of a general character.

Handling. - Upon their reception in the Library, periodicals are stamped and passed on to one of the librarians for the indexing of articles that will appear in the weekly Accession List. They are then recorded

93. Grenfell, Periodicals and Serials, p. 119.

on the kardex and routed to individuals.⁹⁴ Two different cards, filed alphabetically, are used in the kardex. The first one shows the title of the publications in each case; the address of the publisher; the price; the frequency; the expiration date of the subscription; the order number; the indication as to indexing i.e., PAIS, IA, CI;⁹⁵ the date of issue, and the date received in the Library. The second card shows the title and indicates the routing of the issue, the dates of circulation and return. These cards were designed and printed specially for the Trade and Commerce Library.⁹⁶

Loans. - Routing slips bearing the printed name of the Library are stapled to the periodicals sent on regular circulation. Space is provided on each slip for the title of the periodical, date, and the names of the individuals to whom it is circulated. The loans of odd copies of periodicals are charged on a blue borrower's card showing the title, the date of issue, the name of the borrower, and the date of the loan. These cards are filed alphabetically each day in the record of items out on loan and are checked each month in order to see that publications are returned as soon as they are no longer required.

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94. The names are written on a 5 x 3 white card inserted in the kardex opposite the second card recording circulation.
95. Public Affairs Information Service; Industrial Arts Index; Canadian Index.
96. The chief advantage of having these cards printed specially is that daily, weekly, monthly or quarterly issues may be recorded on the same card. The top half part of the first card, divided in twelve vertical sections headed by each month, may be used for monthly or quarterly issues and for seven consecutive years, since seven horizontal lines have been printed. Enough space at the beginning of each line has been left for the recording of the year and the volume number. The bottom part of the card may be used for the daily and the weekly issues. These cards were designed by Miss M.E. Ryerson, the Librarian in Reconstruction and Supply. For sample, see Appendix, pp. 91-92.

Upon their return from circulation, periodicals are kept on open shelves in the periodical section of the Library, in alphabetical order, for one year. At the end of the year, those to be retained are either placed in pamphlet boxes for a certain period of time or sent out to be bound. Duplicate copies, after circulation, are made available on request to employees of the Department for clipping. All the operations described above are performed by the First Library Assistant.⁹⁷

Statistics. - Presently there are 301 different economic and business titles received in the general periodicals section. These periodicals are divided as follows:

220 monthlies

42 quarterlies

24 weeklies

15 dailies

Of these periodicals, 156 relates to industries

48 " to general economics

19 " to commerce

9 " to business

6 " to statistics

63 " to various subjects

The Trade and Commerce Library has also its problems with periodicals. Failure of the borrower to pass the periodicals along within a reasonable period of time is often the cause of delay and inefficiency in circulation. Another cause of dissatisfaction is the tendency on the part of some people to lend issues in circulation to persons not on the routing slips. In such cases, the issue is temporarily lost. One solution to this problem

97. See p. 18.

would be to charge each journal individually. That scheme is used in the Trade and Commerce Library for a few economic journals and is of much value in the prompt location of a specific issue; if applied to all the periodicals received and circulated by the Library, that scheme would require a considerably larger staff and involve unnecessary duplication of work. These problems of periodical circulation appear to be common to many special libraries and no one seems to think that they can be solved in a satisfactory manner for both parties.

Periodicals Relating to Countries. - The numerous requests for recent and background material relating to various countries in the world have made it necessary to separate that type of information from the general collection of periodicals. National Bank letters, government reports, official or semi-official publications dealing with economic conditions, commerce or industries in these countries are kept in that section.

Handling. - Country periodicals are entered on cards in a special kardex. The cards, filed alphabetically by countries, show the title, the publisher, the price and the expiration date for non-free material, the date of the issue and the date received in the Library, as well as the length of time each periodical should be kept in the Library. Symbols⁹⁸ on the kardex card indicate whether the contents of the publication relate to industry, commerce or economic conditions.

Approximately eighty-five per cent of that material is free. To a great extent it is supplied by the representatives of the Department posted in various countries. For the selection and organization of that material the Librarian works in close co-operation with the Area Trade Officers in Ottawa.

98. C. for Commerce; Ec. for Economic conditions; I. for Industry.

Systematic discarding of that type of publication is essential. In many cases, monthly statistical publications are discarded after the annual statements have been received; several bank letters or bulletins are discarded after a couple of years, unless articles of permanent value are included, and, in such cases, the articles only are clipped and retained.

Loans and Statistics. - The same method of circulation used in the general periodicals section is also used here.⁹⁹ The Second Library Assistant works on the recording, circulation and filing of that material. By December 1953, three hundred and ninety-five titles dealing with ninety countries, were filed, occupying thirteen units of shelving.¹⁰⁰

Three other libraries in Ottawa receive similar type of information: The Bank of Canada, the Bureau of Statistics, and the Department of External Affairs Libraries. It appears, however, that no library duplicates the other to any great extent. External Affairs collects yearbooks and economic surveys; the Bureau of Statistics keeps a set of trade statistics from foreign countries beginning with 1920, for many of them; the Bank of Canada has a fine collection of bank letters, yearbooks, and economic surveys beginning in 1935; and the Trade and Commerce Library has a current collection of economic surveys and yearbooks, supplemented by some bank letters, beginning in most cases after 1948, but the collection of trade statistics for different countries is far from being as complete as that of the Bureau of Statistics.

After a period of years, the best solution to the space problem will be: (1) to insure whether the historical material is preserved in one library in Ottawa, and (2) to dispose of duplicate material, to make room for new publications. Microcards or microprints would be the ideal solution for the preservation of the permanent material.

99. See p. 55.

100. 1 unit of shelving in this part of the Library contains 7 shelves 36 inches long.

Newspapers. - In the Trade and Commerce Library the demand for current newspapers is ordinarily heavy, although many individuals purchase regularly their own copies of the Ottawa, the Montreal, or the Toronto papers. The information contained in newspapers is valuable because it is up-to-date and usually reliable.

Handling. - The keeping of the records and the circulation of newspapers are performed by the First Library Assistant and the procedure followed is the same as the one described for periodicals.¹⁰¹ The newspapers returned to the Library are filed on open shelves in the Periodical Room for two months and are then discarded or placed in special folders by the Sixth Library Assistant, and kept for a period of time varying from six months to ten years. This length of time is based on a survey of the demand for the back issues and their availability in other libraries. Some libraries in Ottawa have collected files of Canadian daily newspapers for years in folders, bound forms, or microfilms. As a rule, these may be consulted easily. Therefore, when two or three copies of one title are stored permanently in other libraries, it is not advisable to keep in the collection copies seldom consulted and taking up valuable space.

Statistics. - Ten Canadian, two British and three American daily papers plus a few weeklies appear to be sufficient to answer the needs of the Library. All of them circulate as soon as the articles of special interest have been indexed for the weekly list of accessions. As many as ten copies of the weekly Financial Post, three copies of the N.Y. Journal of Commerce, two copies of the Montreal Gazette, the

101. See p. 54 of this survey.

Globe & Mail, and the N.Y. Times are purchased and used extensively.

Subscriptions for the following papers are taken by the Library of Trade and Commerce:

American Metal Market. N.Y. Daily.

Canadian Journal of Commerce. Montreal. Weekly.

Commercial & Financial Chronicle. N.Y. Semi-Weekly.

Daily Commercial News & Building Record. Toronto. Daily.

Daily News. St. John's, Newfoundland. Daily.

Family Herald & Weekly Star. Montreal. Weekly.

Financial Post. Toronto. Weekly.

Financial Times. Montreal. Weekly.

Financial Times (Airmail ed.). London. Daily.

Gazette. Montreal. Daily.

Globe & Mail. Toronto. Daily.

Halifax Herald Chronicle. Halifax. Daily.

Journal of Commerce. N.Y. Daily.

N.Y. Herald Tribune. Monthly Economic Review. N.Y. Monthly.

N.Y. Times. N.Y. Daily.

N.Y. Times. N.Y. Weekly.

Northern Miner. Toronto. Weekly.

Ottawa Evening Journal. Ottawa. Daily.

La Presse. Montreal. Daily.

Saturday Night. Toronto. Weekly.

Telegraph Journal. St. John, N.B. Daily.

The Times. London. Daily.

Vancouver Daily Province. Vancouver. Daily.

Winnipeg Free Press. Winnipeg. Daily.

Clippings. - Articles of interest in four Canadian newspapers (Montreal Gazette, Globe and Mail, Financial Post, Winnipeg Free Press) are marked by the Librarians, assigned subject headings, indexed, clipped, mounted, and filed by subjects, in order of date. Research workers refer very often to this clipping file on economic subjects. The clippings are weeded out every three years. It would be a good policy, in the Department, to keep indefinitely clippings dealing with various phases of industries and, later on, to microfilm them if they are still valuable. They certainly provide a useful and quick source of research information.

All the clipping operations are performed by the Sixth Library Assistant after the articles have been marked and assigned subject headings by the Librarians.

In closing this chapter on periodicals and newspapers, it must be mentioned that an up-to-date checklist of periodicals received in the Library is circulated every two years to all members of the staff in order that they may indicate the titles they wish to see. As mentioned, in the first paragraph of this chapter, periodicals are essential in the Department of Trade and Commerce, and the work involved in their processing in the Library is well justified by the demand for current and back issues.

WARTIME PRICES AND TRADE BOARD COLLECTION

The Wartime Prices and Trade Board (referred to hereafter as WPTB), created by an Act of the Canadian Parliament in September 1939, was in operation until March 31, 1951. Its reference collection organized in the fall of 1941 was, until the end of the Board, under the administration of the same trained librarian.¹⁰² In April 1951, by special arrangement between the Deputy-Minister of Finance¹⁰³ and the Associate Deputy-Minister of Trade and Commerce¹⁰⁴ some of the printed and typewritten reports collected by the WPTB Librarian were transferred to the Library of the Department of Trade and Commerce as a special historical collection on prices. At that time, one of the divisions of the Department, the Economics Division, was particularly interested in prices. The WPTB book collection however, was retained in the Library of the Department of Finance.

Reports transferred to the Trade and Commerce Library. - The following paragraphs indicate the type of information grouped in that special collection on prices:

Histories of the WPTB Administrations. - Confidential and semi-confidential information on the activities of the various administrations of the Board are contained in two filing cabinets. These histories form the most important part of that special collection. All the reports are typewritten, segregated by administrations and by divisions, and filed according to a code number. A key to the code is provided in book form.

102. Miss Sheila Stewart.
103. Kenneth W. Taylor.
104. Mitchell W. Sharp.

Particulars concerning the origin, the duration and the work of each division of the WPTB are described in these reports.

Board and Administrator Orders. - One filing cabinet contains the mimeographed, typewritten, or printed orders issued by the members of the Board and the Administrators. This is the only complete set of orders on price controls in Canada. Many of these orders were published in 1941 and 1942 as Canada Gazette "extras" and copies of these extras are no longer available for distribution. Many of the original orders were amended by new ones later on and in the volumes of consolidation of orders, published by the King's Printer, the text of the last order is printed in full and only the dates and numbers of the previous ones are mentioned. As a rule, librarians do not keep separate orders when the consolidations are published. It is only by comparing the original order with the various amendments that the complete history of a case can be reconstituted. Thus, this set is precious for its completeness. All these orders are filed numerically.

WPTB Source Material Listed in the Central Index of Industrial Economic Information. - The last edition of this Index, in book form, was prepared in 1949 by the Interdepartmental Committee on Industry Studies.¹⁰⁵ It indicates what information on various industries was available in the files of various government departments and where this information could be located.

WPTB Forms, Pamphlets, Speeches. - A dozen pamphlet boxes contain copies of pamphlets published by the Information Division on prices, cost-of-living, rationing, and controls; samples of forms used or

105. Ottawa. Interdepartmental Committee on Industry Studies, Central Index of Industrial Economic Information, October 1949, Foreword.

literature distributed by the Consumers Branch; speeches delivered by the Chairman of the Board; etc. These items have also some historical value.

United States Reports on Prices. - Many reports on the activities of the Office of Price Administration in the U.S. covering the various controls imposed during World War II have been retained. Some of those controls had a direct bearing on Canada's economy. These reports occupy two and one-half units of shelves.¹⁰⁶

World Reports on Prices. - Two units of shelves have boxes containing information published by countries other than Canada and the United States on prices, controls, or rationing of many commodities. One and one-half of these two units is occupied by material on the Commonwealth countries. It should be noted here that most of the reports are of an official nature. All the official publications are catalogued on standard library cards, and the catalogue is kept with this collection.

This special collection on prices and controls is unique and its historical and economic value cannot be overestimated. At present, it is used for the writing of an official history of the Wartime Prices and Trade Board. How long will officials of the Government decide to keep this collection in the Department of Trade and Commerce? Nobody knows. The recommendation to make, if this collection is to be transferred to another department some day, is to keep all this material in one place. Much of its value is due to its centralization.

106. Each unit has six shelves 30 inches long.

COMPARISON WITH OTHER LIBRARIES IN OTTAWA

It is difficult to compare the size, the work, and the staff of special libraries. Each library is a unit in itself and is organized to fill needs varying with each unit. It is true to say with Rider that:

Libraries are great complexes of tiny items, items which it is almost impossible to handle in any way "en bloc" because each one, tiny though it is, is highly individualized and demands equally individualistic treatment.¹⁰⁷

In that respect, the thirty-three government libraries concentrated in Ottawa present great variations: Volumes in the collections are from approximately 150 in the National Film Board to 525,000 in the Library of Parliament, and employees vary from one to thirty-three. The annual loans range from 104 in the Division of Entomology of the Department of Agriculture, to 79,300 in the DBS. The seating capacity for workers is one in some libraries and fifty in the Geological Branch of the Department of Mines and Technical Surveys.¹⁰⁸

The Library of the DBS collects mainly publications on statistics published by official government or international organizations; the National Research Council, the Bureau of Mines, the Forest Products Laboratory, and the Geological Survey Libraries, to mention a few of them, acquire mainly highly technical material in their specific field; the Combines Investigation Board Library finds that there is so little published in its field that newspaper clippings, legislative material, periodical articles or research studies constitute almost the total collection.

107. Rider, *The Scholar and the Future of Research Libraries*, p. 89.

108. Canada. DBS, *Survey of Libraries 1948-1950*, pp. 47-48.

Many of the government libraries have no restrictions on the circulation of their material, but in the Public Archives, for instance, the publications are available for consultation on the premises only; the Library of Parliament does not lend some of its material when the House of Commons is in session; and the National Research Council Library does not circulate the current issue of a periodical which is kept for reference until a new issue is released. Bibliographies are compiled in some libraries, namely those of the Geographical Branch, Finance, Trade and Commerce, etc.; but some librarians find that there is no time and no demand for such work, and they depend on published lists. These instances seem to show the variety of conditions, but they are by no means inclusive. Anyone examining those conditions finds it obvious that certain of the libraries have common interests.

A study of the various characteristics of special government libraries brings one to the conclusion that the libraries of the Bank of Canada, the DBS, the Departments of Finance and Trade and Commerce have more in common. These four libraries are interested chiefly in acquiring material in the social science group: two of them, the Bank of Canada and Finance, with emphasis on finance, banking and economics, the DBS with emphasis on statistics, and finally the Trade and Commerce with emphasis on economics and business. The DBS Library uses a modification of Dewey for the classification of its books; Finance uses the Library of Congress system; Trade and Commerce, the Dewey Decimal system; the Bank of Canada does not classify, books are shelved alphabetically by authors. The main users of the four libraries are economists, statisticians, and research workers.

With its 100,000 volumes DBS is the largest of these four libraries, the three others having between 15,000 and 25,000 volumes.¹⁰⁹ The

109. Ibid.

Trade and Commerce Library is the only one located in temporary quarters; the three others are in permanent buildings.

The DBS Library has the great advantage of having a good exchange service, the numerous statistical reports published by the various divisions of the Bureau being made available to the Library for exchange. Through its Trade Commissioner Service the Trade and Commerce Department offers the possibility of obtaining foreign information directly.

Unfortunately, official comparative statistics are not available for all these libraries on loans, budget, reference questions, etc. It is hoped that some day the results of the special survey of government libraries in Ottawa made on behalf of the Civil Service Commission in 1952-53 by Mrs. Margaret N. Reynolds, Librarian of the Department of Agriculture, will be made known for the benefit of everyone concerned.

INTERLIBRARY LOANS

Cooperation between libraries constitute an important part of the work in special libraries. Since most of them collect selectively rather than exhaustively, they have occasion to borrow from each other or from other types of libraries. In Ottawa there are many specialized collections, and interlibrary loans are done on a great scale.¹¹⁰

Resources of other libraries in Ottawa and outside Ottawa are drawn upon by the Trade and Commerce Library when the collection is unable to furnish the information requested, and to reciprocate publications are made available to other libraries upon request. However, as mentioned in C.L.A. Discussions:

Interlibrary loan is a courtesy and a privilege extended by one library to another; it is not a right. Consequently, it should not be assumed that all the resources of other libraries are available automatically on request; the primary purpose of most special libraries is to serve their own clientele first.¹¹¹

What is borrowed from other libraries? As a rule, in the Trade and Commerce Library, only material indispensable for office work and not available in the collection is borrowed.

During the year 1953, books, periodicals or reports were borrowed mainly from the following government libraries: Bank of Canada, Bureau of Statistics, External Affairs, Finance, Library of Parliament, Mines and Technical Surveys, National Research Council. Material was also borrowed from the universities of: Ottawa, McGill and Toronto, and from the Ottawa Public Library.

110. SLAPAL, p. 56.

111. Canadian Library Association, Research Library Section, General Discussion on Interlibrary Loans. Ottawa, January 21, 1953, p. 1.

What is lent to other libraries? Almost everything requested except reference books. However, in special cases, even reference works are lent for a short period of time, either for examination by the Librarian or for consultation by officials who are unable to come to the Library.

Where were interlibrary loans sent during 1953? To the government libraries mentioned in the paragraph above, and to the Libraries of the Air Transport Board, Combines Investigation Commission, National Defence, Joint Intelligence, and Unemployment Insurance Commission. The French, the American and the Japanese Embassies were also among borrowers, together with companies located in Ottawa, Montreal and Toronto.

According to the usual interlibrary loan procedure the original request for a loan is generally made by the Librarian or the Reference Librarian. Before making the request all the bibliographical details are checked, after which the request is made by letter or telephone. The routine work of returning the books to the proper library is done by the Fifth Library Assistant. Every month, the records are checked in order to keep in the Department as little as possible from other libraries.

Until recently, no uniform interlibrary loan policies or practices had been adopted in Canada: lending libraries established their own rules. However, some librarians felt that the ALA rules had to be followed and the forms used even if they are complicated.¹¹² These ALA Standard Inter-library Loans Request Forms are regarded as standard in the United States, and, as a courtesy, it is desirable to use them when borrowing from the American libraries. The Reference Section of the Canadian Library Association has been working on that project, and early in 1954 succeeded

112. American Library Association, General Interlibrary Loan Code 1952. Chicago, ALA, 1952.

in having these forms printed in Canada and distributed to libraries interested.

It is hoped that in the near future other directives concerning uniformity in the practice of interlibrary loans in Canada will be given by the Canadian Library Association and the National Library. It would be a worthwhile contribution to librarianship.

This chapter would be incomplete if one aspect of the work done by the National Library was not mentioned here: The checking of the National Union Catalogue by its librarians is found extremely valuable for the prompt location of material in other libraries.

LIBRARY TRENDS IN SPECIAL LIBRARIES

Considerable developments have taken place in the library field in the last few years. "Cooperation" appears to be the general theme, the result of which is central cataloguing, cooperative indexing of periodicals, union catalogues, cooperative buying of books, bibliographical centers, distribution of library printed cards, etc. While some of these cooperative projects have been in operation for a number of years, others are comparatively new, such as: cooperative acquisitions, cooperative library centers, exchange of publications on an international basis, and developments of new devices for microreproduction of library material. Thus, a great saving of time and space is effected by these projects which also contribute to bring to modern libraries such a volume of information that it is impossible for one to evaluate its magnitude.

Cooperative Acquisitions. - One of the most revolutionary experiments in recent years is the Farmington Plan, under which over fifty important American libraries cooperate in acquiring from abroad books or pamphlets of interest to scientists or other scholars. In operation since 1948, through a grant of the Carnegie Corporation, it had by 1949 agents from Switzerland, France, Belgium, Denmark, Italy, Netherlands and Norway undertaking to have new publications classified in their respective countries (by the Library of Congress scheme) and directed to the proper libraries in the United States. Additional countries in Central America and the Caribbean area have been added since. In 1952, participating libraries in the Farmington Plan agreed to share the responsibility of obtaining trade publications from South and Southeast Asia and the

Middle East, and arrangements for bringing Sweden, Finland, New Zealand, South America and Japan within its operation were being made in 1953.¹¹³

The Farmington Plan is a bold project which has brought, in a short period of time, very good results in the field of acquisitions.

In the United States again, the Division of Acquisitions and Distribution of the Department of State assumes the responsibility of acquiring foreign publications on behalf of federal agencies. Publications Procurement Officers are established at foreign posts and their main duty is to secure foreign publications for their Department. Over 60,000 are sent each month (mainly newspapers, periodicals and other serials) by six full-time and fifteen part-time officers stationed in various countries.¹¹⁴

In Canada, on a much smaller scale than in the United States, the Department of External Affairs distributes to various Government departments official publications received from international agencies, or from embassies or offices abroad. Foreign publications on commerce or industry are sent to the Department of Trade and Commerce by the Trade Commissioners. These publications are generally examined by the Area Trade Officers and brought to the attention of or distributed to Government officials in and outside the Department.

Information Centers. - Centers of information play also an increasingly important role in library development. To mention a couple of them in the United States, the Dayton Center, known as the Central Documents Office of ASTIA¹¹⁵ is responsible for the acquisition, screening, reproduction and distribution of documents, and the publication of catalogue cards. The

113. U.S. Library of Congress, Annual Reports 1952, p. 65; 1953, p. 26.

114. LT 2:130, J1 '53.

115. The Armed Services Technical Information Agency.

ASTIA Branch of the Library of Congress catalogues and prepares abstracts of the documents. Technical reports from all federal agencies are collected and made available to the public by the Office of Technical Services of the Department of Commerce, clearinghouse for technical information useful to American industry.¹¹⁶

Inter-library Centers. - One other great experimental plan in the library field is the Midwest Inter-library Center which takes the regional storage idea and carries it further by: eliminating the unnecessary duplicates, maintaining the sets for the regions as a whole, filling in gaps, and acquiring necessary material to round up the collections. Organized in 1949 in Chicago by ten midwestern universities through a grant of one million dollars, the Center assumes the responsibility of housing "little used material" (state documents, legislative journals, trade magazines, house organs, etc.), making it possible for the participating libraries to operate more economically. Inactive material is no longer crowding the shelves of individual libraries but continues to be available for research. The librarians behind the Midwest Inter-library Center hope that they have created an efficient device to solve the problems of ever-expanding research library and ever-increasing multiplicity of research material.¹¹⁷ No such plan has yet been undertaken in Canada. A central storage plan for government libraries in Ottawa would be found of great advantage by many librarians.

UNESCO Coupons. - One cannot speak of foreign book acquisitions without mentioning the UNESCO coupons which were designed to overcome currency exchange barriers. To purchase publications from "hard currency"

116. LT, 2:127-145, J1 '53.

117. CRL, 12:67-70, Ja '51.

countries, "soft currency" countries buy UNESCO coupons in their own currency and UNESCO reimburses the supplier of books from its own hard currency credits. Scientific equipment, art reproductions, periodicals, microfilms, maps, music are also purchased with those coupons.

Exchanges. - Exchanges of publications among various libraries have proceeded for years and constitute another important source of acquisitions. The most important plan for exchanges appears to be the UNESCO Clearing House for Publications, intended for countries without national book centres. A list of books wanted, available for exchanges, or for free distribution is published each month in the UNESCO Bulletin for libraries. Libraries completing the UNESCO questionnaire obtain free UNESCO publications in specific subject fields.

The United States Book Exchange Inc., a non-governmental organization, is international in scope and redistributes books received. By June 1953, after only five years of existence more than 450 libraries in United States and abroad were paying members, and over 175,000 publications are distributed in a year.¹¹⁸ The National Research Council Library in Ottawa is a contributing member of the United States Book Exchange Inc.

The British National Book Centre publishes and circulates to subscribers a monthly list of books and periodicals offered by libraries. Libraries wanting publications contact the BNBC which passes on their requests to the offering libraries.

Microphotography. - For preservation, space, and security, microphotography is considered the solution in modern libraries. A survey of microphotography undertaken in six European countries and in the United States was published by UNESCO in 1951. This survey shows that: (a) microphotography is not as widely spread in Europe as it is in the United States

118. U.S. Library of Congress, Annual Report, 1953, p. 25.

probably due to lack of general understanding; (b) the development of equipment and techniques has proceeded independently in different countries; and (c) sheet films are used in Europe, roll films, microcards, microprints, in the United States.¹¹⁹ Considerable progress in that field has been achieved in the last couple of years both in Europe and in the United States.

In the United States, a microprint is a printing press operation in which one hundred pages of text arranged in uniform decimal pattern are printed in carbon printer's ink on nine by six inch cards which have the properties of permanent record paper. Microprints are cheaper than any other type of microreproduction because of the economy of the printing press operations; they are easy to consult because of the decimal arrangement of the pages and they are kept on ordinary library shelves at same room temperature as books. The Readex Microprint Corporation and the U.S. Government Printing Office have announced the project of microprinting the non-depository 12,000 government documents published yearly. It is believed that in a few years government documents will be circulated to libraries in microprints only.

Fremont Rider recommended microcards to solve the problem of ever-increasing research libraries which, he claims, double their size every sixteen years.¹²⁰ Each book is catalogued in type legible to the naked eye at the top of a three by five inch card which is photo-sensitized and carries a microphotography of the complete text. The microcards containing fifty pages of text appear to be the most commonly used. This scheme is becoming more popular every day. The Microcard Foundation publishes periodically the Microcard Bulletin, listing the journals and reports being microcarded. To be economical such a project has to be done on a co-operative basis.

119. LJ 77:780-2, My 1, '52.

120. Rider, op. cit., p. 3.

Better known than microcards and microprints, microfilms have been used in many countries for several years. In Canada, the first important project in this library field appears to be the microfilming of early newspapers, undertaken in 1941 when the Canadian Library Council obtained a grant of \$15,000. for that purpose. By August 1953, the CLA Microfilm Project reported that sixty-eight early Canadian papers had been filmed. Positive copies are made available at low cost to thirty-five libraries in Canada and thirty-nine outside the country.¹²¹

Other important projects are underway at the National Library. The microfilming of the catalogue cards of the most important libraries in Canada for the preparation of the Union Catalogue in the National Library is one of the largest projects (if not the largest) undertaken in Canada in microfilming.¹²²

Microphototechniques are still in their infancy, but it is only by the wider acceptance of the process that progress will be made. With the exception of a few government libraries which have acquired microfilms of newspapers, nothing seems to have been done in that field in Ottawa.

121. CLAB 10:ii, Ag '53.

122. Ibid., p. 66.

REPORT AND CONCLUSIONS

An attempt has been made in the foregoing survey to describe briefly the collection of the Trade and Commerce Library and to analyse some of its operations. The growth of this Library has been rapid in the last five years due to the reorganization of the Department, the increase in staff, and the development of new fields of interest. Now that conditions have become stabilized, it should be in a position to operate on a normal basis.

In order to appraise the objectives of the activities of the Department, to study the library needs, and to translate this knowledge into library procedures designed to achieve the best possible results, specially qualified personnel is required.

It is recommended that a continual effort be made, with this responsibility in mind, to recruit and retain professional staff with university training and technical competence in librarianship. A minimum of one-third of the staff with library training is presently considered as a fair proportion in Trade and Commerce, provided the amount of routine work involved in the processing, circulation and shelving of the material is done by efficient clerical assistants. As long as the work of the Department continues at the same tempo, the staff will have to be maintained at this level.

The preparation of a library staff manual would be desirable. Such a manual explaining the constitution of the Library, stating the duties of its members, and describing the procedure followed in its various operations would be an excellent means of introducing the Library to new members of the staff. It would also give members of the staff a better understanding

of the objectives of the unit and of the proper professional attitude required to attain these objectives. This manual could be prepared as a cooperative project.

Short meetings of the Library staff for the purpose of disseminating important information on the operations of the Library should stimulate professional cooperation.

It is also recommended that librarians be encouraged to attend library association meetings and conferences and to play an active part in these meetings whenever possible. Personal contacts with people having similar professional interests are important and usually very stimulating. The meetings of the Librarians Group of the Professional Institute of Canada; of the Special Libraries Association; and of the Research Group of the Canadian Library Association are of particular interest to the Library of the Department.

Expenditure is justified not only for the purpose of owning a collection, but also to enable the Library to collaborate in the work of all the divisions of the Department. The real value of a library is measured by the support which it gives to all divisions in carrying out their activities.

The annual budget appropriation is adequate at present in Trade and Commerce and, under normal conditions, should prove sufficient. Increases in prices of publications, new fields of interests, and special projects may necessitate additional funds, but in such cases, it will be the responsibility of the Library Committee to recommend an increased appropriation.

The administration of the budget is the Librarian's duty in Trade and Commerce, and the allotment system is recommended. Such a system provides means of controlling expenditures. However, the allotments should be

flexible enough to permit the transfer from one category of items to another when necessary. The method suggested a year ago by the Comptroller's office of dividing the expenditures into four major groups has worked out very well and should be continued.

It is recommended that a regular monthly statement of accounts paid by the Treasury office be sent to the Librarian, as it is the only source of information on the amount of unpaid accounts carried over the new budget every year. It is also recommended that an annual financial statement be prepared by the Librarian and submitted to the Library Committee.

The collection of current books is adequate to answer the needs of the various divisions of the Department. The development of this collection however, must be planned systematically; its building up is the responsibility of the Librarian who must always keep in mind, when acquiring new material, the objectives of the various divisions of the Department.

Upon their publication, some of the reliable books on economics, business, trade, and related subjects will have to be acquired. Yearbooks, handbooks, directories, and indexes will also have to be purchased regularly. International publications, and government documents pertaining to economics, industries, commerce, economic conditions and foreign relations must be acquired as soon as published. Pamphlets on the above subjects are also of interest and must be retained as long as they prove valuable to the Department. Up-to-date information on topics relating to the work of the Department is obtained through newspapers and periodicals which must be received as soon as released. Those of permanent value will have to be retained.

The collection is definitely lacking older material, but as a good percentage of this material is available on loan from other government libraries in Ottawa, there is little need for its acquisition.

An encyclopedia of social science would certainly be consulted if it were available in the Library, and if a new edition is published, its purchase is hereby recommended.

The regular binding of periodicals and of a few reports of real value to the Department is also recommended.

Cooperation between Government libraries having an interest in similar subjects may eliminate unnecessary binding and storage. One or two complete sets of back issues of some periodicals may well be sufficient to serve four or five departments. Arrangement between departments that their libraries will be responsible for the retention of a certain number of specific titles is the only solution, otherwise several copies of the same periodical are retained in libraries, while other titles are all discarded after a few years.

It is recommended that the Trade and Commerce Library be responsible for the retention of periodicals relating directly to trade and industry in Canada.

The collection is being continually enlarged to fill the immediate needs of its users, and the greater portion of the present material will have to be retained. This growth will be continuous, since research work is regularly carried on in the Department.

Accumulation of material will one day or another cause a space problem in the Library. Although a certain percentage of the material is discarded each year, it is not an exaggeration to say that seventy per cent of the collection is of permanent value and will have to be preserved. To prevent deterioration, to save publications for historical purposes, and to save space, microprints, microfilms, and microcards will be the only solution. When the National Library is established in permanent quarters and is in a position to operate on a real reference and lending library

basis, it will likely be possible to dispose of certain older publications which will be of interest, and be of more use in a national library than in a departmental library. But the National Library will not be able to absorb all material and serve all interests. The libraries of the various Government departments will have to continue to collect and retain some specific material.

The annual statistical reports on trade, from foreign countries, are the part of the collection which will likely have to be kept on microcards or microprints in Trade and Commerce. These statistics are valuable to the Department for historical purposes. The DBS Library has a much more complete collection of those reports than the Trade and Commerce Library. Therefore, cooperation between the two libraries will be necessary before any project of this kind is undertaken.

To save valuable space, newspapers will have to be retained in microfilm rolls. The Financial Post, consulted several times a week, appears to be the most useful newspaper to be retained in Trade and Commerce. Since several Canadian newspapers are collected in Government libraries in Ottawa, and no American, or British ones are saved for a long period of time, it may well be a good contribution in the library field to preserve the New York Journal of Commerce and the London Financial Times, in Trade and Commerce.

The transformation of library material on microfilms, microcards or microprints will necessitate on the part of the Library the acquisition of reading apparatus.

The Library is now located in temporary quarters which are already crowded and leave no possibility of expansion. Some space could be saved in both the periodicals and the general collection rooms by eliminating the deep shelves (some are eighteen inches deep) and by using narrower

ones. The supporting posts in the building also take up valuable space, but nothing can be done about that. A storage room would partially solve the problem.

When the Library is moved to permanent quarters, it is recommended to have it in a central location, to design it to permit rearrangement of rooms adaptable to functional expansion, and to have the number of supporting walls reduced to a minimum.

Particular attention will have to be paid to lighting, humidity control, and intercommunication system.

It is particularly recommended to have uniform adjustable shelving.

Additional space should be provided for reading and research purposes, and additional working tables will be needed in the periodicals room and the reference room.

The functions of the Library Committee are advisory and informative. Its members reflect the interest of the Department as a whole rather than special, personal, or divisional interest.

The Committee consider problems connected with the administration and make recommendations to the proper authority. These problems involve personnel matters, dealing with size, and adequacy; budget questions, dealing with size and proper allocation; internal administration, dealing with problems and suggestions to improve the efficiency of the library; physical plant, dealing with space, its use and necessity of increasing it, or making the present space more useful.

It is recommended that the Library Committee meetings be held regularly.

As mentioned previously it is important for the Librarian to have a clear understanding of the Department, in order to organize the Library efficiently. But it is also important for the Officials of the Department

to understand the purpose and the regulations governing the administration of the Library. Without such an understanding shared by the Officials, the Librarian, and the Library staff, the service of the Unit may be seriously limited.

In order to promote a better understanding of the role of the Library in the activities of the Department as a whole, it is suggested that an informal booklet describing the organization of the Library and its various services be prepared for distribution throughout the Department.

Conclusions. - The existence of the Trade and Commerce Library is well justified by the amount and quality of the work performed by the staff, and the number of users taking advantage of its facilities. However, the real value of a special library is based upon its usefulness, and complete facts about this aspect of the subject would have been too long to compile and to incorporate in the present survey. Only a detailed analysis will show to what extent the material is used in Trade and Commerce.

It is difficult to measure the Library use in objective terms; and the effectiveness of the service cannot be satisfactorily evaluated only by a study of the registration of the publications circulated and the questions asked. Therefore, a thorough survey of the usefulness of the Trade and Commerce Library should analyse facts on the reference work and the advisory service, as well as the loans within and outside the Library. Such a survey, to be of real interest to the Department should include:

1. Circulation by types of publications (books, pamphlets, government documents, house organs, journals, periodicals and clippings).

2. Circulation of material by subjects. (It would be desirable here to subdivide the main classes into a fine breakdown, especially for industries and commodities).

3. Circulation by types of users (within and outside the Department).

4. Analysis of reference questions (answered from reference books, indexes, journals, etc., or answered without consulting a book).

5. Critical evaluation of data.

The Trade and Commerce Library, it is believed, performs a useful task in assisting the Officers of the Department and other officials, and in cooperating with other libraries. As a really progressive library, it will continue to strive for a very high rating and will endeavour to offer an ever-improving and efficient service.

Form used for Ordering Furniture, Equipment or Repairs

Requisition No.

OTTAWA

TO THE PUBLIC WORKS DEPARTMENT

Required for the use of the Department of Trade and Commerce

ROOM No.

BRANCH

ADDRESS

.....
Recommended

.....
Approved,
Deputy Minister.

Loan Card used where no book card is inserted in publication

LIBRARY LOAN	
AUTHOR	
TITLE	
BORROWER	Room Local
DATE	

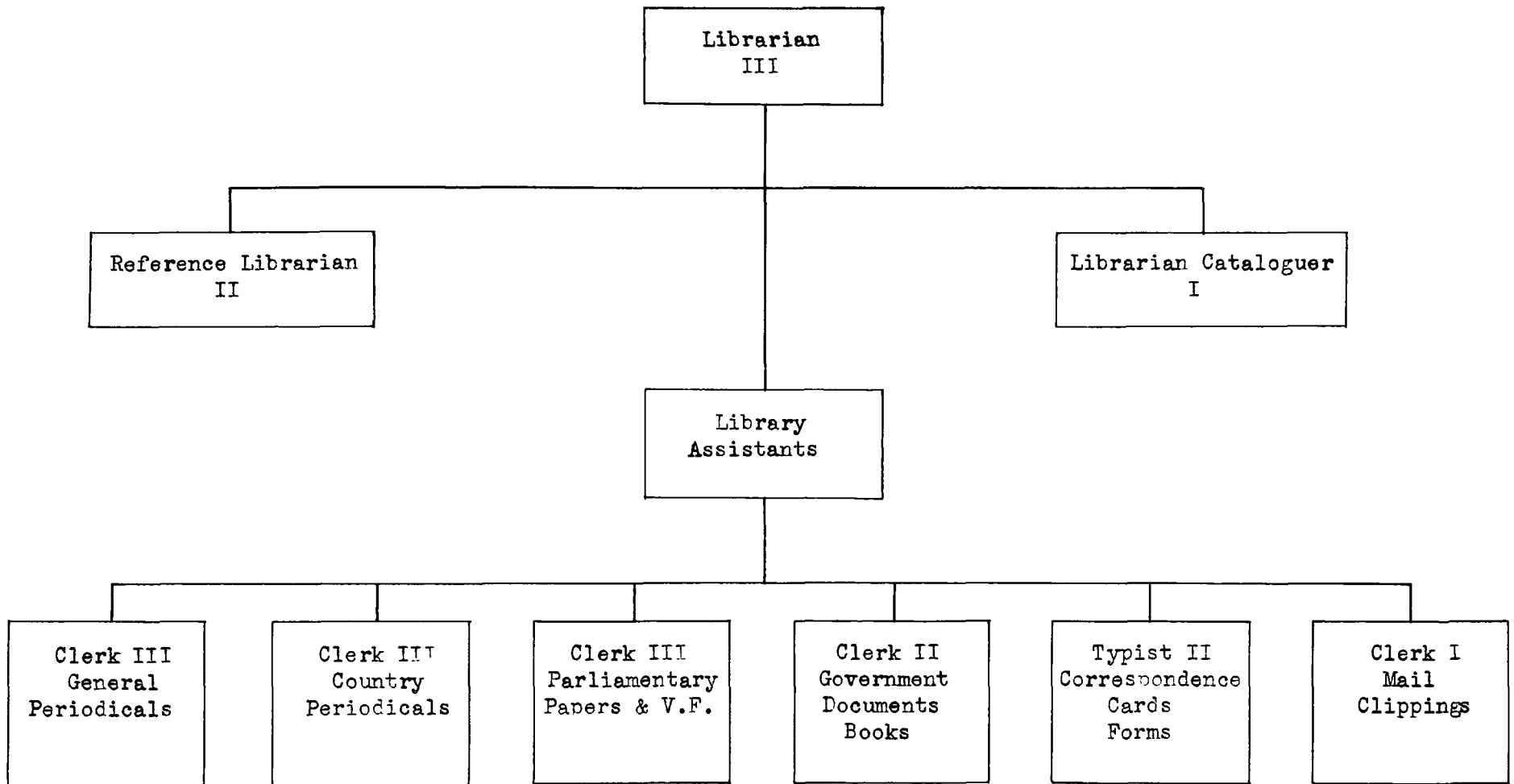
Loan Card for DES Publications

LIBRARY LOAN CANADA D.B.S.	
AUTHOR	
TITLE	
BORROWER	Room Local
DATE	

NAME							PRICE	FREQUENCY						
PUBLISHER							ORDERED	EXPIRES						
							REQ. NO.	INDEXED						
YEAR	VOLUME	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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OCT.																															
NOV.																															
DEC.																															

Card used for Recording Periodicals Received



ORGANIZATION CHART.

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