

February 22, 1972

Report of the Committee on Capital Improvements.

1. Most modern libraries are air conditioned. The need for air conditioning is well established in offices, shopping areas, and public buildings. It is inevitable that some day the Jacob Edwards Library will be. The estimated cost is \$25,000.00
2. In order to preserve our oldest books and to make the newer ones last longer, humidity control should be either incorporated with the air conditioning or done separately. Estimated cost is 4,000.00
3. In order to have power to carry the two items above and to provide for any future use, a new electric service should be provided. Estimated cost is 4,000.00
4. We still do not have an adequate adult reading room, music room or group study rooms as was recommended in the original report of needs for our library. We suggest that the present area be studied to see if we can more effectively use the space we have. Neither the history room nor the basement work room are being utilized to the fullest. In the event that the history room is made to double for any of the above, we would need new furniture and/or booths. We would have to find some temporary storage in order to do this. We could easily need ten or twelve thousand dollars for this. 12,000.00
5. Furniture in the regular reading and study areas upstairs is becoming worn to a point where we should consider renewing it completely, making it more utilitarian and comfortable. 7,000.00
6. We have played with the rain water and flooding problem to the point where we should fix it for good. We do have an understanding with a local contractor to fix one well, but we should do them all. Estimated cost 2,000.00
7. Since we gave the police permission to take over some of the parking stalls, more people are crowding into our present small space. We recommend that this be enlarged in both directions for the use of library users only. At the same time, remove the present awkward entrance to our boiler room in the rear and dress up the area. Estimated cost is \$5,000.00
8. The bookmobile idea has been studied and discarded

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8. The bookmobile idea has been studied and discarded, and then studied again. There are still many who believe that we should have one. In the event that we do the estimated cost is	6,000.00
9. We should even now be looking ahead to the time when we will need money for another addition, probably another wing to balance the last addition. The possible uses would be the enlarging of the music and adult reading rooms, the introduction of dramatic arts, movies or slide projections or other uses that are not now apparent. Possibly an enlarged children's area, a new and larger boiler room, making the present boiler room into a work area for the janitor. The town's share of this could easily be	150,000.00
10. The need for a new elevator is realistic. The cost	15,000.00
11. We should keep money in reserve for possible emergency use such as a new boiler. A reasonable amount	15,000.00
12. Finally, if trust interests and dividends were allowed to grow for a ten year period at least, the potential income would be quite impressive.	
Total Capital expenditures visualized in this report.	\$245,000.00

Submitted by Ted Lewis supported by Ray Lenti.

Regular Monthly Meeting of the Trustees

JACOB EDWARDS MEMORIAL LIBRARY

February 29, 1972

The meeting was held at 12:00 noon, in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Albert DiGregorio
Mr. Raymond Lenti
Mrs. Mary Jane Pioppi
Mr. Edgar V. Lewis
Mr. John J. O'Shaughnessy and
Mrs. Evelyn Petrelli, Acting Librarian.

Secretary's
Report:

The Secretary's minutes of the meeting of January 26, 1972 were accepted as read.

Treasurer's
Report:

Mr. Muenzberg announced that Mr. Mitchell was still away and that the Treasurer's report could be read by another Trustee; however it was moved and seconded that the reading of the Treasurer's Report for the past month would be held over until Mr. Mitchell returned.

Building
Committee
Report:

Mr. Lewis announced that he had given up on Mr. Louis Morin and had consulted with Mr. Oswald J. Laliberte, who promptly sent a man to the Library to examine what was to be done, and made plans to repair the difficulties with the door and locks.

Mr. Lenti reported that a man from the Consolidated Elevator Company has agreed to come out this Saturday, which would have been March 4th, to reinstate the elevator into proper working condition.

The Building Committee had prepared an elaborate and very comprehensive program of a plan for the future, and Mr. Lenti went over the highlights of the proposals; after many favorable comments were made by the Trustees, it was moved and voted that the Plan be made a part of the Minutes of this meeting, and that the new Librarian would be fully informed and made aware of the proposals and would be asked for comments.

Mr. Muenzberg congratulated this sub-committee for their excellent work.

Chairman's
Report:

Mr. Muenzberg reported on having met with the new Librarian, Mr. Colburn, at which time the annual salary was agreed

Jacob Edwards Memorial Library
Trustees' Meeting

February 29, 1972

upon in the sum of \$10,700. He requested an acceptance in writing from Mr. Colburn, and has received it, indicating that the new Librarian would begin his duties May 1.

Upon motion made by Mr. DiGregorio and seconded by Mr. Lenti, Mr. Muenzberg reported that expenses for moving the new librarian's home from Needham to Southbridge would be paid by the Library Trustees.

Mr. Muenzberg also reported that he has received a certification from the Commonwealth of Massachusetts in the sum of \$6,396 for 1972 on condition that we obtain a full-time Librarian; it is obvious of course that this condition has now been met.

New
Business:

A Bill has been introduced in the Legislature that our Library should become a Division of Library Extension rather than a Bureau under the Department of Education. It was indicated that a Division has a higher standing than a Bureau. After a discussion, it was voted to authorize the Librarian to write a letter to the Senators and Representatives in our area along the same lines as the letter which was written last year, recommending and requesting that they support this piece of legislation.

There was a discussion on the matter of amnesty for delinquent fines to be conducted for a week, as has been done with some success in other communities. The suggestion was made that a book-drop might be used instead of Amnesty Week, and further discussion was tabled for the time being.

The meeting adjourned at 12:55 P.M.

John O'Shaughnessy, Secretary

Regular Monthly Meeting of the Trustees

JACOB EDWARD MEMORIAL LIBRARY

March 28, 1972

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Albert DiGregorio
Mr. Edgar V. Lewis
Mrs. Mary Jane Pioppi
Mrs. Evelyn Petrelli, Acting Librarian
Mr. Edwin Colburn, Librarian
Mr. John J. O'Shaughnessy

Secretary's
Report:

The Secretary's minutes of the meeting of February 29 were read, and amended as suggested by Chairman Muenzberg to read that the Motion of thanks for the Building Committee's Report is from all of the Trustees, not only the Chairman. The correction is herewith made.

Building
Committee
Report:

Mr. Lewis reported for this committee, stating that the faulty locks on the doors have all been repaired, and the sign on the Forest Street side of the Library has been repaired and braced.

On the question of security in the Library, it was brought to the attention of the Trustees that people have been going into the lower and upper stacks without authority. Mr. Lewis recommends a diamond mesh type screen and new locks so that traffic cannot flow easily into these sections. A motion was made that this be done, and it was seconded by Mrs. Pioppi. It included the authorization of expenditures up to \$200 to install the diamond mesh screen with appropriate locks.

Librarian's
Report:

Mr. Colburn reported that he was packing on the 17th and moving to Southbridge on April 18th, and he also stated that he would be lecturing in California from April 13th to the 15th.

New
Business:

Chairman Muenzberg informed the Trustees that Mr. Neil Hannon would be invited to our April meeting, and it was expected he would give us a report on information which would be of interest to the Library in connection with proposed Urban Renewal projects in Southbridge.

There was some discussion on the question of preventing a public easement on the Parking Lot, and after the Secretary pointed out how this could be prevented, it was voted to

Jacob Edwards Memorial Library
Trustees' Meeting

March 28, 1972

instruct him to look into the matter of properly putting this into effect so that a public easement could not be acquired.

Acting
Librarian's
Report:

Mrs. Petrelli stated that there was the need for a panel for lights so that lights could be controlled from one central position. Mr. Lewis volunteered to see the Kennedy Electric Company about this problem.

The meeting adjourned at 1:05 P.M.

John J. O'Shaughnessy, Secretary

Regular Monthly Meeting of the Trustees

JACOB EDWARD MEMORIAL LIBRARY

April 25, 1972

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Albert DiGregorio
Mr. Edgar V. Lewis
Mrs. Mary Jane Pioppi
Mrs. Evelyn Petrilli, Acting Librarian
Mr. Edwin Colburn, Librarian
Mr. John J. O'Shaughnessy

Treasurer's
Report:

The Chairman introduced Neil Hannon who is the local director of HUD. who discussed the schematic drawings of the downtown area for the proposed re-development of Southbridge. Foster Street is to be dealt with as it presently exists with the possibility of a widening of Foster Street by taking part of the present parking lot of the Library and in return giving the Town or the Library a part of the present Duffy property which is just north of the Library parking lot.

He further stated that the Macy property will probably be used in part at least to widen Central Street and to square it off with Elm Street and the other cleared land will be utilized for general re-development. After a few questions from the Trustees and a general discussion of the situation, Mr. Hannon left.

Building Committee

Report: The Building Committee reported that no one from the Kennedy Electric Company has been contacted as yet. Mr. Laliberte completed the signs and the locks and was in the process of submitting a bill which has already been presented to the Trustees. The Building Committee also reported that Mr. Santullo's bill would be about \$300.00 for bricking up windows and possibly an additional bill would be submitted later. Mr. DiGregorio moved to ratify Mr. Lewis' actions in dealing with the Santullo Company and

Jacob Edwards Memorial Library
Trustees' Meeting

April 25, 1972

his motion was seconded by Mrs. Pioppi and
on a vote, the motion was passed.

The Secretary was directed to check into the matter of bonding
the Chairman as well as the Treasurer.

Mrs. Petrelli read a letter pertaining to Senate Bill 336
thanking us for our letter of support of this legislation.

Following this brief report, Mr. Colburn was officially
welcomed to the meeting and after a few brief remarks, the
meeting was adjourned at 1:10 P.M.

John J. O'Shaughnessy, Secretary

	<u>TRUST</u>		<u>EXPENDITURES</u> <u>TOWN</u>		<u>TOTAL</u>	
	<u>1971</u>	<u>1972</u>	<u>1971</u>	<u>1972</u>	<u>1971</u>	<u>1972</u>
JAN.	266.30	277.25	4671.72	5359.66	4938.02	5636.91
FEB.	<u>660.97</u>	<u>652.30</u>	<u>4282.31</u>	<u>4246.63</u>	<u>4943.28</u>	<u>4898.93</u>
To	927.27	929.55	8954.03	9606.29	9881.30	10535.84
Date						

Fines Jan. & Feb. 1972 457.63

Fines Jan. & Feb. 1971 475.97 18.34 less this yr.

RC 3/27/72

Regular Monthly Meeting of the Trustees

JACOB EDWARD MEMORIAL LIBRARY

May 23, 1972

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Albert DiGregorio
Mr. Edgar V. Lewis
Mrs. Mary Jane Pioppi ^{Asst.}
Mrs. Evelyn Petrilli, Acting Librarian
Mr. Edwin Colburn, Librarian
Mr. John J. O'Shaughnessy
Mr. Raymond Lenti

The Treasurer's Report was read and accepted as read.

Secretary's Report: The Secretary's report was read and accepted after a correction. The correction was to report that Mr. Raymond Lenti had been present at the April 25th meeting but his name had been inadvertently left out.

The Building Committee reported that the Kennedy Electric Company has been contacted with regard to the installation of the central switchboard and the Committee reports that this piece of work will be undertaken in the very near future. The Santullo bill was received and totals \$480.00 which is somewhat less than had been expected. Mr. DiGregorio suggested that the Building Committee pick out the type of paint to be used in redoing the Pioppi Room. With a discussion of the bonding of the Chairman of the Board of Trustees, Mr. Lenti moved that the Chairman be bonded for \$15,000.00 and this motion was seconded by Mr. DiGregorio and it was passed. The Librarian, Mr. Colburn, reported that he had made arrangements with Mr. Ted Goulet to check all of the entrances and exits of the Library each night before leaving. He also suggested that another telephone line be installed and Mr. DiGregorio moved to install a second telephone line and this motion was seconded by Mr. Lenti with the provision that the cost be reasonable and the motion carried.

Jacob Edwards Memorial Library
Trustees' Meeting

May 23, 1972

He further reported that he would like to continue employing Mrs. Canavan one night a week for three ~~weeks~~ ^{Months}. The Chairman contacted the town treasurer, Mr. Genereux who said that this would pose no employment problem and it would amount to approximately \$10.00 per week. ~~Mr. Colburn~~ ^{Mr. Colburn} also reported that he spends Monday and ~~evenings~~ ^{Wednesday} each week at the Library. He further reported that the Young Women's Club gave some toys to be used in the Children's Library Room and he also suggested that both Mrs. Petricelli and Mrs. Little be sent to the Book Exhibition to be held at Wentworth. This was voted approved.

The Meeting adjourned at 1:10 P.M.

John J. O'Shaughnessy, Secretary

Regular Monthly Meeting of the Trustees

JACOB EDWARD MEMORIAL LIBRARY

June 27, 1972

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Albert DiGregorio
Mr. Edgar V. Lewis
Mrs. Mary Jane Pioppi
Mr. Ellsworth Mitchell
Mr. Raymond Lenti
Mrs. Evelyn Petrelli, Asst. Librarian

Secretary's Report was read and accepted as read.

The Treasurer's Report was read and accepted.

Building Committee reported that the closing off of the top and bottom stacks has been completed satisfactorily by A. & W. Sheet Metal Company, Inc. The total bill was \$654.76. Because the verbal agreement was for \$500.00, A & W. Sheet Metal Company, Inc. has donated the remaining \$154.76.

A note of thanks will be sent to A & W. by the Librarian to thank them for their generosity. A check in the amount of \$499.99 is to be sent in payment.

Kennedy Electric has not been in to do the master switchboard as yet.

Painting the Pioppi Meeting Room is being looked into.

There will be no scheduled meeting during the summer, but a special meeting could be called by the Chairman if needed.

Meeting adjourned at 1 P.M.

Respectfully submitted
Evelyn A. Petrelli
Secretary Pro-tem

This certificate is granted on the basis of graduation from a library school accredited by ALA

Certificate Number 2374

The Commonwealth of Massachusetts
DEPARTMENT OF EDUCATION



DEPARTMENT

OF EDUCATION

BOARD OF LIBRARY COMMISSIONERS

CERTIFICATE OF LIBRARIANSHIP

EDWIN BELCHER COLBURN

is hereby certified as a *Professional Librarian* in accordance with the provisions of Chapter 78, Sections 22-31 of the Laws of the Commonwealth of Massachusetts.

In testimony whereof this Certificate is granted by the Board of Library Commissioners on this twentieth day of March, 1972

Julius R. Gordon

Bennett C. Wilson

Secretary

The basis on which the holder qualified for this certificate is indicated on the reverse side.

2010年12月10日

GOVTO.NET/RESEARCH/SLINKS/IA

Vernor W. Clapp died last Thursday morning, June 15, in the Alexandria Hospital in Virginia. His friends paid a memorial tribute to him at 2:30 p.m. on June 15, in the library's Coolidge Auditorium. The Librarian of Congress, L. Quincy Mumford, presided and introduced three speakers: William L. Davis, Librarian of Princeton University; Frederick H. Weyman, Director of the University of Michigan; and David C. Stearns, the Library's Honorary Consultant in the Humanities and a colleague from the beginning of Mr. Clapp's career. Their remarks will be reported next week.

Attending with his friends were his wife of nearly 45 years, Dorothy Ladd Clapp, their three children, Mrs. Joseph H. Koe, Jr., Vernor Warren Clapp, III, and Mrs. James F. Bronckey; and their 11 grandchildren. The family asked that, in lieu of flowers, contributions be sent to the Vernor W. Clapp Public Library Fund in the Library of Congress.

Worn on June 3, 1901, in the Transvaal, Ver-
non Clapp was the son of George Herbert Clapp,
an American citizen from New Hampshire engaged in
business in Johannesburg, and May Sybil Nelson, the
daughter of a Danish mining engineer, who had
ventured from her London home to the Union of
South Africa in 1896 to work in a Transvaal law
office. Married in 1893, the Clapps returned to the
United States in 1905 and settled in Brookline, Mas-
sachusetts, from that city's public schools, the home



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librarian went to Trinity College in Hartford, Conn. There he became captain of the track team, a member of Sigma Nu fraternity and Phi Beta Kappa and a 1922 graduate with an A.B. degree.

His spectacular career in librarianship began just a half century ago with summer employment in the Library of Congress. After graduate work in philosophy at Harvard University in 1922-23, he returned to the institution that was to be his working home for 37 years and was to claim his affection for the rest of his life.

His first job was cataloging manuscripts; the second (in 1923) began five years as a reference librarian in the Main Reading Room. Armed with the lively curiosity, quick intellect, and racing energy that characterized him, he became the first head of the Library's Congressional Unit when it was organized in the 1920's to provide special services to Congress. It

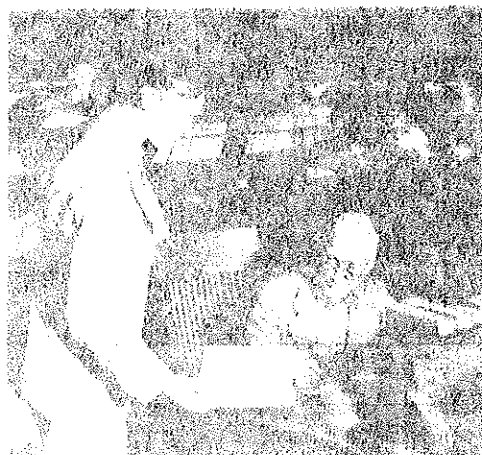
was in this period that he met Dorothy Devereaux Ladd, then an assistant book buyer in a Washington department store; they were married on August 24, 1929.

Named Special Assistant to the Superintendent of the Reading Rooms in 1931, he became Assistant Superintendent in 1932. In addition to the latter post, he directed the affairs of the (then) Division for the Blind while braille and talking books were being expanded and regional lending libraries established. In the 1930's, too, he prepared a short-title checklist of the books in the Jefferson Library that Congress had purchased in 1815 to replace its war-destroyed books; his analysis of the early LC catalogs served later to inspire and laid the groundwork for the library's Jefferson Bicentennial project to publish a catalog of the original library, a project he instigated. In 1936 he and David Mearns prepared an exhibit about LC resources for the Texas Centennial Exposition in Dallas; perhaps intrigued by a Jefferson manuscript with a prophecy of Texan greatness, they "passed the hat" among their colleagues and added a reproduction of Houdon's bust of Jefferson to the exhibit that work is now enshrined in a marble niche of the Great Hall. The pair collaborated, too, in compiling *The Constitution of the United States: An Account of Its Travels Since September 17, 1787* (LC, 1937), and *Magno Carta: The Lincoln Cathedral Copy Exhibited in the Library of Congress* (LC, 1939).

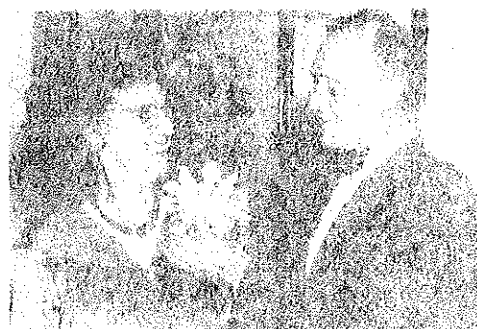
The Magna Carta, sent to the United States for safekeeping at the outbreak of World War II, joined the Nation's most priceless documents at LC—the Declaration of Independence, the Constitution of the United States, and the Articles of Confederation. After Pearl Harbor, it was Mr. Clapp who executed their evacuation from Washington and their preservation at Fort Knox, Ky.

Meanwhile, with the Library's reorganization into four departments in 1940, Mr. Clapp had become the first Director of the Administrative Department and was modernizing its fiscal procedures. He became, too, the first Director of the Acquisitions Department when it was created in 1943. There, with the Government relying on LC for strategic information and with books hard to produce, he changed the emphasis in book selection from subject to area, established new channels to world booktrade, and obtained Foreign Service help in acquisitions.

He met notable postwar challenges. At the war's end, he directed the Cooperative Acquisitions Project to procure for LC and 112 other American libraries some 2 million research items produced in Europe



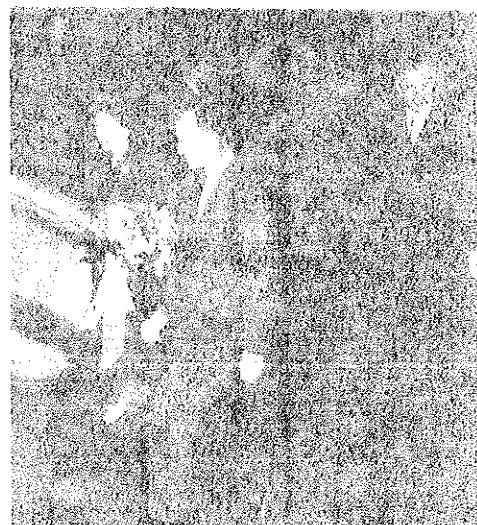
*Mr. and Mrs.
Clapp at his
retirement
reception
in 1956.*



*Delivering a
book in the
Main Reading
Room in the
1920's.*



David Mearns, Archibald MacLeish, and VWC examining the Declaration on its return in 1944 from its wartime home at Ft. Knox, Ky.



VWC, the then Princess Elizabeth, and the Duke of Edinburgh at the Library in 1951.



Wash. President Truman at Jefferson Papers publication ceremony at LC, May 12, 1950.



Launching CIP July 12, 1971. William Wells, Mrs. Carol Newman (President of American Publishers), and Mr. Clapp.

during or before the war and to assist the Army in screening captured documents in Germany. In Berlin in 1946 he negotiated successfully with U.S.S.R. military authorities for the release of bookstocks held in Leipzig on pre-war orders from some 50 American libraries. In 1945-46, he supervised a project to gather enormous stocks of surplus textbooks from military installations and distribute them at minimal cost to colleges and universities during a shortage of textbooks for returning veterans.

In 1945, too, Mr. Clapp was detailed to organize a library for the United Nations Conference at San Francisco—the beginning of the UN Library at New York, which he served later as a consultant. He took part, too, in getting the UN Charter printed in five languages in five hours in San Francisco, and he contributed essentially to the placement of sets of the Conference's enormous documentation in 40 libraries around the world and to the effort that produced their publication in 12 volumes.

In December 1947, Mr. Clapp was named Chairman of the U.S. Library Mission to Japan to advise on the establishment of a National Diet Library. With Dr. Charles Harvey Brown of Iowa State College, the mission completed its work in two months—planning legislative reference, bibliographic, and national library services and obtaining legislation in a special Diet session. The two men received General MacArthur's personal compliments for their unusual speed and accomplishment. In 1968, during ceremonies celebrating the NDL's 20th anniversary and dedicating its new building, the Government of Japan conferred upon Mr. Clapp the Order of the Sacred Treasure in recognition of his contributions to NDL.

On March 5, 1947, he had been appointed Chief Assistant Librarian of Congress. It was a popular appointment, and the post gave him scope for his great interest in research libraries, in the Library of Congress in particular, and for cooperative efforts among libraries. He was chairman of the governing committee of the Dewey Decimal Classification and active in the American Library Association, the Association of Research Libraries, the Special Libraries Association, the American Association for the Advancement of Science, and the Bibliographical Society of America. He served on numerous boards and commissions and was often a United States delegate to international bibliographical conferences. From July 1, 1954, until September 1, 1954, when the office of Librarian of Congress was vacant, he served with distinction as the Acting Librarian of Congress.

In 1955, two conferences of librarians were held at the Folger Shakespeare Library to consider means to solve the critical problems of research libraries and to apply scientific knowledge to library needs among other topics vital to libraries. The following year, the Council on Library Resources, Inc., was organized with a grant from the Ford Foundation, and Mr. Clapp was invited to head the new Council. Although his heart remained with the Library, the challenge to his inventive and wide-ranging mind was his meat and drink for the next 16 years.

He "retired" as Chief Assistant Librarian of Congress in September 1956, with Librarian Mumford speaking of the Library's loss and of "leadership that has greatly enriched this institution and has redounded to the benefit of the entire library world." The staff honored him at a "retirement" party with the creation of the Verner W. Clapp Publication Fund to issue, notably, facsimiles of historic and rare materials in the collections in salute to his enduring interest in sharing the Library's treasures and his devotion to great printing.

The rest is well-known current history in the library world. As President of the Council on Library Resources in 1956-67 and Consultant to CLR thereafter, his inventive mind and extensive knowledge of libraries found the scope he needed to work for libraries and librarians everywhere. He went where the problems were, he talked, he listened, he thought, and he acted. (And always—throughout his life—he wrote extensively and persuasively in more than 200 contributions to professional literature.) The results were the countless imaginative projects, some truly stunning in their magnitude, that he stimulated with personal interest and effort here and abroad. He gave his services to the Decimal Classification for many years, his advice and support to the National Union Catalog of Manuscript Collections, the retrospective National Union Catalog MARC, the development of LC's classification for Anglo-American law, and perhaps his favorite—Cataloging in Publication. Librarians expressed appreciation in the Tippecanoe Award, the Melvil Dewey Medal, a special citation from SLA. When he "retired" again in 1967 to become a full-time Consultant to CLR, Chairman Whitney North Seymour of the CLR Board of Directors could say: "Mr. Clapp has made the Council . . . significant throughout the world . . . He also helped to stimulate research . . . that led to the development of a permanent/durable . . . paper."

Last week Mr. Mumford told the staff in a special message: "When I became Librarian of Congress in

1954, his three decades of experience were invaluable to me. His integrity, courage, forthrightness, intelligence, broad learning, sense of humor, and unfaltering devotion to scholarship and to the Library of Congress were evident in everything he did for this institution." Recalling the LC activities initiated through his interest and CLR generosity, Mr. Mumford concluded: "His enormous contributions to the Library of Congress are permanent monuments to his memory."

CLR President Fred C. Cole, describing him as "a universal scholar and teacher," noted: "To the last he pressed himself continuously to increase his own knowledge in order to serve his profession and his fellow men."

He had become, ultimately, the library world's *dux*.

HUMAN RELATIONS COUNCIL AND COMMITTEES TO BE ESTABLISHED

In an effort to provide additional opportunities for effective communication between staff members and management personnel in the Library of Congress and to continue to work toward the achievement of the most productive and satisfying work situation possible for all members of the Library staff, the Librarian has asked departments and divisions to work with him in forming, on an ad hoc basis, (1) a Human Relations Committee in each of the Library's six departments and in the Office of the Librarian and (2) a Library-wide Human Relations Council (HRC).

The ad hoc Human Relations Committees are to be established according to whatever pattern seems most appropriate within a particular department, but they should reflect, insofar as is practical, the composition of the departmental staff in regard to sex, age, grade, and race. The Committees will consider areas of concern to staff members in their department and will discuss these matters with their respective department directors, who will respond to them in as effective a way as possible. Matters which a Committee believes are of Library-wide concern may be presented by the individual Committees to the Human Relations Council, which will have one representative elected from each of the seven Committees. The Human Relations Committees will each elect their chairman and other officers, will meet periodically, and will report to their respective department directors. These committees are expected to be formed by August 1.

The ad hoc Human Relations Council, which will be representative of the entire Library, will consider topics of general staff concern, especially those conditions and situations which if not resolved cause or may cause complaint or discontent. Areas of possible concern to the Council may include methods of strengthening communications at all levels, consideration of general staff or supervisory problems that may exist, and other general matters of Library-wide concern. Neither the Committees nor the Council should deal with specific complaints which can be handled through other groups, such as the Equal Opportunity Office (LCR 2010-3) or the Employee Relations Office (LCR 2020 series), in accordance with established Library grievance procedures.

As explained above, the Council will be composed of one representative each elected by the individual departmental Human Relations Committees. These representatives will elect from their number the Council Chairman and any other necessary officers. The Council will receive recommendations and reports on Library-wide matters from the individual Human Relations committees. The Council will make written recommendations or reports to the Librarian no less than four times a year and will arrange conferences with the Librarian, the Director of Personnel, and/or other members of Library management as needed.

Department directors, division chiefs, section heads, and other management personnel are asked to cooperate in the organizing and functioning of these staff groups. All staff members are encouraged to submit to their departmental committee suggestions and comments that will lead to improved work relationships throughout the Library of Congress.

Service for Domestic Newspapers Curtailed

The Serial Division collection of bound newspapers from the United States is being moved from Deck 6, North and South in the Annex Building to the Duke Street facility as part of a major Library-wide book move and stack cleaning program. As a result, service on the collection during the next 6 to 8 weeks will be curtailed. The collection is being moved in alphabetical order by states; as groups of states are moved, the titles affected will be unavailable for use. After the entire collection is relocated, service will resume on a 24 to 48-hour basis according to procedures now in effect for foreign bound newspaper requests.