

Friday  
November 19, 1954

Internal Memorandum

Interview with Mr. Joseph Askling

Mr. Askling is an expert on indexing. He was recommended by the Columbia University Library School, and he came to give us an estimate on the cost of indexing the inventory of the Carter Glass Papers. He is a lecturer on the subject of indexing at Columbia University and at Queens College, and he gives the only course on indexing and abstracting given in the United States. His experience has included the indexing of the reports of the Carnegie Corporation, and he also does work for the Bell Laboratories, these among many others. It is obvious that he is an expert in his field and that he knows he is an expert. His advice in this whole matter was therefore valuable, and the information which he gave us will be of great assistance in making a recommendation to the Committee.

Mr. Askling took time to go through the Glass Inventory at some length. His first question was what kind of an index we wanted. I told him that we wanted an index for the use of students, that we must have at least a correct and complete index of names mentioned in the inventory and that we would also like a subject index. Mr. Askling says that we should figure on a maximum cost of \$2.00 per page of the inventory which, seeing there are 614 pages, would mean a maximum cost of \$ 1228.00. There are some pages which contain only a notation that no material of importance was to be found in such-and-such a box. Therefore the actual number of pages on which index work would be done is certainly less than 600, which would reduce the cost. Mr. Askling said that the work could be done in about two months' time, and he figured that the index itself would take 25 to 30 pages.

He would like a written descriptive contract if he does the work. He is provided with a long background of reading history and of a father who was in the banking world, so that he has a certain knowledge of the field against which to work.

Mr. Askling would expect to provide us with a typed copy of the index which he would have proofread and would guarantee for correctness.

I asked his advice, because of his familiarity with libraries and library work, about several aspects of this which have been troubling us. He says that the present format of the Inventory is entirely acceptable to libraries. If we could get 20 more copies run off, which would give us 40 copies in all, he would then suggest that they be bound in blue folders of the type we have used together with the index and perhaps the foreword which we have discussed. Handled in this way, they would make a volume for which no apology would be needed (I would hope that the writing on the back would be a little neater than it is on the volume which we have). He would then suggest that they be scattered in college libraries so as to fairly well cover the country. Mr. Askling himself would want two copies. The colleges which he suggested would be as follows: 2 copies to go to the University of Chicago; 1 to Stanford University; 1 to the University of California; 1 to the Canadian National Library; 1 to Texas; 1 to Colorado; 1 to Missouri; 1 to Ohio; 1 to Tulane; 1 to Columbia; 1 to the New York Public Library. This would be in addition to a list which includes 6 copies for the University of Virginia (there is still doubt on this), 2 to Dr. Kincaid, 12 to the Committee, 1 to the Board, 1 to Mr. Carter Glass Jr., 2 to the Library of Congress, 1 to Princeton, 1 to Harvard, 1 to the Copyright Office, 1 to the Rockefeller Foundation. This comes to some 40 copies, but there are, I think, duplicates in the list, and it could be cut down.

If we handle the index in this way, it probably should be put on the system called varitype, which the Bank has. They could handle 25 pages, whereas they rather tended to balk at 614. This would provide us with a very neat and highly legible index job.

With this material and these suggestions in hand, we can go ahead to make recommendations to the Committee when a meeting of the Executive Committee is called.

Post Script -

Mr. Askling suggested that notices of the existence of this inventory be sent to the following publications: The Library Journal (the person to reach there is Mrs. Helen Wessels, she is at Bowker and Company, address in the telephone book); second, to the American Library Association Bulletin which is published in Chicago (the address can be obtained from our own library); and third, to the Special Libraries Association which puts out a pamphlet of its own.

Mildred Adams