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TO: Miss Adams

June 16, 1955

FROM: Marguerite Burnett

SUBJECT: Report of attendance at Convention of Special Libraries Association  
Detroit, Michigan, to discuss archives before Financial Group, and  
with Federal Reserve librarians.

My part at the Detroit Convention of S. L. A. was mainly concerned with two meetings. The main one was the panel discussion on June 14, on "Archives for Companies", on which I was both moderator and first speaker. The other was the informal discussion and experience meeting that the group of Federal Reserve librarians held on Sunday afternoon, June 12, preceding the opening of the convention.

Before going into details I should like to characterize the results of my participation as profitable beyond my expectations. With the Federal Reserve librarians I felt I had an unusual opportunity to put across the idea of what we have been trying to do in New York and to win their wholehearted cooperation. I was surprised and pleased at their response. All seemed very interested and earnest in their resolve to be helpful to the best of their ability. I realized you had done good spade work in visiting the various librarians on their home ground and arousing their interest. I was able to do follow-up work by answering questions that had arisen later in their minds as they pondered the problem or made a start at searching out archival material.

In the panel discussion meeting there was spontaneous audience response that showed me there was already considerable interest in archives stirring the library world.

ARCHIVES FOR COMPANIES - PANEL DISCUSSION

The panel was held in the Administration Building of the Ford Museum at Dearborn, in a huge room with stage, that dwarfed our small group of about 50 persons. However, by having the speakers' table set on the floor just in front of the group we achieved a feeling of informality that made discussion easy.

The group included bank and financial librarians from many cities in the United States, and also librarians from other subject groups who were attracted by the topic. One was from an historical society in Iowa, as I remember, who told me she was much interested in my talk. In fact, for your information, I received a lot of favorable comments, from strangers as well as from the librarians who knew me personally. This pleased me as evidence that I had been able to put my ideas across to my audience.

In addition to my prepared talk (which I delivered from notes only) I interpolated some extemporaneous remarks, and ended with an appeal, that I made as dramatic as possible, for their individual cooperation in uncovering treasures that might interest the Committee on the History of the Federal Reserve System. Let us hope that I planted some seeds that will flower later. Your name was mentioned frequently, and because of the fact that I am known for my long connection with the Federal Reserve Bank of New York, I think most people will remember how to get in contact with you.

My address, as you know from the text of my paper, covered first the work of the Committee, and secondly the librarians' responsibility for the bank's or company's ~~it~~ archives. Since you have a copy of my paper, I shall mention only some of the points that came out in the address of Mr. Stanley Graham, Supervisor of the Reference Section at the Ford Motor Company Archives at Fair Lane. One was that a definite distinction is made there between purely operating records of the Ford Company and those that have reference value. The former, including 40 years of personnel records, are housed in another building, called "Central Records." Only about 10% of records go to Archives.

The Archives at Fair Lane considers itself a service department and expects to answer reference questions on their material, mainly from the Ford Co., but also from outsiders. The subject index is based primarily on the department from which the records came, taken from the Organization Chart. Another index will eventually bring out important specific topics, item by item.

A good deal was said about the type of box used for storage, which is both dustproof and fireproof, and also about laminating fragile pieces. A remark that interested me was that microfilming, while use for convenience in certain circumstances, was not considered a substitute for preserving the actual document. It is thought that if a document is important enough to microfilm it should be kept in its original form.

The oral history program was referred to by two different speakers. One comment that I thought significant<sup>was</sup> that an oral interview resembles an iceberg, of which 7/8 is concealed beneath the water. A great deal of advance preparation is done before the person is approached. This program is considered very important and is being carried forward constantly. But I am not mentioning it further since you are already familiar with the similar project at Columbia University, where the Ford expert was trained.

#### FEDERAL RESERVE LIBRARIANS' CONFERENCE

Fourteen Federal Reserve librarians, including myself, and two representatives from the Bank of Canada library, squeezed into the suite that Alvern Sutherland and Jo Ann Aufdenkamp occupied together at the hotel, and talked hard and fast in a smoke-filled room from 2.30 p.m. to 7 p.m. on Sunday. Only Atlanta and Dallas Banks were unrepresented; Cleveland had its Pittsburgh Branch librarian, Mrs. Phyllis Funk, there for the first time, and Chicago had an assistant from the library as well as the librarian Jo Ann.

#### Requests for Action

Liaison Officers. A request was made by one librarian, and echoed

Requests for Action (cont.)

by the others, was that they be sent the names of the liaison officers for our Committee in each individual Bank. It would be very helpful if they knew someone with whom they could discuss their problems.

Authority for librarians. Pittsburgh Branch librarian (Mrs. Funk), seems to be active now along archives line and I suggest we send her a questionnaire to fill out. She is also in charge of files and is in an especially strategic position. She says much is left to her own decision as to keeping or destroying. She suggested that it would help if the librarians could be given some sort of official directive to "go after" things so that there would be some authority behind them. For example, she knows of an important file in the Cash Department of their Bank that she would like to get hold of. The officer in charge is hoarding it. He has five years to go before retirement and I guess she thinks that is too long to wait.

Congressional Hearings

Philadelphia Bank reports that its library makes photo-offset cards for testimony at Congressional hearings (presumably for Federal Reserve persons only), both under name of person testifying and under the subjects. The question was raised whether additional offset cards could be made for all the Federal Reserve libraries, on a subscription basis. Alvern Sutherland said she might be able to do something about this if she ever gets her replacement assistant. Nothing definite was decided.

Joint Economic Report of the President

Richmond Bank (Pat Walford) said she made a complete index for the Joint Economic Report, but did not say for what years.

ARCHIVES \* FEDERAL RESERVE SYSTEM

To: Miss Adams

June 16, 1955

From: Marguerite Burnett

Federal Reserve Board: Discarding policy in library - If a book has not gone out in 10 years, it is discarded. Also earlier editions of textbooks are discarded as they are very hard up for room.

Boston: Records are scattered. Dead files have an elaborate index. Man in charge retired.

M. Eaton, former librarian, historically minded and saved much. Material on 40th Anniversary of Federal Reserve. When move into new building was made, everyone thought library had a lot of space available so sent up a big volume of stuff that nearly swamped them. Felt the library was made a "catch-all".

Clippings: Keeps New England stuff, Banking Crisis of 1922, Borderline stuff that might be asked for by another department.

Chicago: Jo Ann said she had gone after the First Vice President in the matter of assembling old files to start an archives collection since her own vice president is not interested. First Vice President seemed interested in the idea. Jo Ann intends to take a strong stand for a separate archives collection but wants it under supervision of library.

8 or 10 employees have recently retired (no more on this).

Re my suggestion that while waiting for formation of separate archives collection, the librarian could start an index to other files and collections elsewhere in the Bank, Jo Ann remarked that there was a danger that such files might be thrown out without librarian's knowledge.

Cleveland: Mr. Flinkers is doing a good job of setting up books that will give a complete chronology for the Bank, i.e. for all F.R. matters. He plans to get photostats for the archives.

Kansas City: Not much of archival nature in library, about 1 drawer. Hearings that were held in Kansas City on the location of the Federal Reserve Bank for that district have been kept. Correspondence, memos, meetings, are kept in Administration Department. Other material is in vault somewhere.

A woman who "is trying to retire" goes through material to decide what should be kept. It was not clear whether she is in the library or elsewhere.

New York: Miss Bogardus thinks an archives collection should be under the direction of the librarian but does not want the material inter-filed with the current economic material. She thinks one member of

June 16, 1955

the Library staff should be assigned to take care of such archival material and become familiar with it.

Philadelphia: The corporate records of the Bank are in the files or with the Secretary to the Board. Running index to the employees' magazine is maintained. This is a good source for events in Bank's history.

Pittsburgh Branch: Mrs. Phyllis Funk, the Librarian, had 3 drawers of historical material which was microfilmed. She was told to destroy the originals but has saved them. Now she wonders what she should do in case of an air raid, whether this material should be saved. It is all in one "tab". She also asked what one's point of view should be about reports and other papers concerning the private concerns of the Bank's directors. Should one keep extensive files on such corporations and their subsidiaries? The consensus of the group was "NO". If one needed such material, one could undoubtedly get it from the corporations themselves.

The Bank maintains a "log" of important happenings in the Bank.

Richmond: Miss Walford asked about a box labelled "Archives" now resting on top of her file case. Mr. Storrs had said it must not be destroyed. She wondered how long she must keep it. With no information as to contents, this question was impossible for me to answer.

Nothing in the library has been discarded yet, except a few Who's Who.

St. Louis: The Secretary to the Bank keeps the biographical sketches of officers.

The Library has not discarded anything yet.

San Francisco: Nothing confidential in the library.

CONVENTION PROGRAM

FINANCIAL DIVISION, SPECIAL LIBRARIES ASSOCIATION  
Detroit, Michigan  
June 13-16, 1955

Monday, June 13, 1955

- 7:30 A.M. - 9:00 A.M. .... Get-together Breakfast - Parlor C.  
5:30 P.M. .... Cocktail Party for members only  
7:00 P.M. .... Financial, Advertising and Business Divisions -  
Michigan Room

"Marketing Research Behind the Ford of the Future"  
Mr. Robert Eggert, Marketing Research Manager,  
Ford Division, Ford Motor Company  
Door prizes furnished by Advertising Division

Tuesday, June 14, 1955

- 8:15 A.M. .... Bus leaves Hotel for Henry Ford Museum with  
Business, Financial, Museum, Publishing and  
Transportation Divisions

- 9:00 A.M. - 12:00 Noon .... Meeting at Ford Museum

"Archives for Companies"  
Moderator: Miss Marguerite Burnett,  
Committee on History of the Federal Reserve  
System  
Participants: Mr. Stanley Graham, Ford Motor  
Company  
Miss Eleanor Fair, Metropolitan  
Life Insurance Company

- 12:30 P.M. - 2:00 P.M. .... Luncheon with above-named Divisions at Lovett  
Hall, Henry Ford Museum

- 2:30 P.M. - 5:00 P.M. .... Trip to Ford Archives with above-named Divisions

"Business Archives Service to Industry as  
Exemplified by the Ford Motor Company Archives"  
Henry E. Edmunds, Archivist, Ford Motor Company

Wednesday, June 15, 1955

9:00 A.M. - 12:00 Noon ..... Parlor C

Simplifying Some Library Practices

Moderator: Miss Marion E. Wells, First National Bank of Chicago

Ordering Books and Ephemeral Material: Miss Gertrude Fitzgerald,  
American Bankers Association

Practices of Ordering Magazines: Mrs. Louise McElroy,  
Clark, Dodge and Company

Ordering of Government Documents: Miss Ethel Klahre,  
Federal Reserve Bank of Cleveland

Ordering UN, OEEC, etc. Documents: Miss Mary MacDonald,  
Federal Reserve Bank of Kansas City

Routing of Periodicals: Miss Margaret Siegmund,  
Bankers Trust Company

Turning the Library Inside Out: Miss Doris Zimmerman,  
Federal Reserve Bank of Philadelphia

Uses of Photocopy in the Library: Miss Ethel Shields,  
Eastman Kodak Company

12:30 P.M. - 2:30 P.M. ..... Luncheon - Detroit Branch, Federal Reserve Bank  
of Chicago, 160 Fort Street, West

2:30 P.M. - 5:00 P.M. ..... Annual Business Meeting - Detroit Branch,  
Federal Reserve Bank of Chicago