

DECLASSIFIED

E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

11-c
Misc. Inquiries



SHAW-WALKER

J. L. ROGERS
GOVERNMENT CONTRACT DIVISION

605 13TH STREET, N. W.
WASHINGTON, D. C.
DISTRICT 9100

DECLASSIFIED

DECLASSIFIED

SAB file missing.

STATE-ARMY-NAVY-AIR FORCES COORDINATING COMMITTEE

Security Advisory Board

September 10, 1948

White - Bu Fed Supply

MEMORANDUM FOR ALL SECURITY OFFICERS

SUBJECT: Storage of Classified Material

The attention of the Security Advisory Board has just been called to the fact that some security officers are not aware of a security weakness in certain combination file cabinets manufactured during the war. On some such cabinets, devices which eliminate this weakness have already been installed.

However, to make certain that no such equipment continues in use without the installation of the necessary security device, the manufacturer's local representative will get in touch with you in the very near future to check their equipment in your custody and provide you with the necessary devices and complete instructions for installation.

It is urged that you inventory the cabinets as soon as they are identified to you and arrange for the prompt installation of the necessary number of corrective devices.

If you have any questions on this memorandum, please call the undersigned on Code 191, Extension 3159 or 3639.

FOR THE SECURITY ADVISORY BOARD:

Shanette G. Blake
Shanette G. Blake
Secretary

Cleared with
Baykin 9-10
Borlaco 9-10
Arceus 9-10
Lichtler 7-10 } *by phone*

Waa + PO
have no SW

10/27 = all contacted but CSS, & Latov + 2VA
who will be covered
per Johnson. *SAB*

July 13, 1948

MEMORANDUM

TO: Colonel Field

FROM: Shanette G. Blake, Secretary

SUBJECT: Inquiry directed to Secretary Forrestal by Mr. Robert E. Summers of Dallas, Texas.

Since the bulk of the data desired by Mr. Summers is not available, either in SANACC or the SAB, it is suggested that you may wish to return Mr. Summers' letter to OSD for appropriate attention of the public relations staff, with a comment along the following general lines:

Very little of the information desired by Mr. Summers is available in either SANACC or the Security Advisory Board.

It is understood that the National Security Resources Board has done substantial work on the question of censorship and that, in addition to current studies on the subject, a complete history of censorship in World War II has been prepared which might be of use to Mr. Summers if available for release. *The history was prepared by the Office of Censorship prior to its liquidation and is understood to be available at National Archives.*

It is believed that Mr. Summers should be referred to the Loyalty Commission for any data he desires on the question of employee loyalty. Since he states he is covering the question of "to what extent loyalty checks should be used in protecting vital secrets of governmental agencies and departments," he presumably is also interested in standards in effect for determining whether any employee represents a security risk, in which connection the security principles and standards in effect in the sensitive agencies, most of which have already been published, might be helpful to him.

Since the media council was established by the Secretary of Defense, information desired by Mr. Summers on that subject should be furnished by your office.

It is not clear whether Mr. Summers' reference to the "recently proposed Security Board" refers to the Security Advisory Board which has been in existence for several years, but if it is determined by the Public Relations officer who finally handles this inquiry that it is advisable to furnish information on SAB activities, the following documents, copies of which are attached, may prove useful:

-2-

1. Hearings held November 14, 1947 before a Subcommittee of the House Committee on Expenditures in Executive Departments. These hearings cover the background of the preparation of the "Minimum Standards for the Handling and Transmission of Classified Information" in Executive Departments and Agencies as directed in Executive Order 9835 and give some of the background of press and Congressional objections thereto.

Later hearings (in March of 1948) which included testimony from Mr. Nat Finney of the Minneapolis Tribune and Mr. Carlton Skinner, Information Director for the Department of Interior were never published.

2. OWI Regulation No. 4, together with Change No. 1 thereto. These regulations applied to all executive agencies during the war and, as is obvious from Change No. 1, were patterned not only on the classification system in effect in the armed services, but, later, on the Combined Security Classification Agreement entered into between the United States and the British.

To further combat Mr. Summers' impression that there was no definite pattern of classification in effect during the war, copies of t of the Army and Navy security regulations, or extracts of the definitions of classification categories contained therein, might be useful.

Shanette G. Blake
Secretary

SGBlake:rh

State-Army-Navy-Air Force
~~XXXXXXXXXXXX~~

Febrary 24, 1948

Dear Mr. Ruttenberg:

Your letter of January 27, addressed to the Director of Publications, Department of State, requesting any State Department Bulletins which may have been issued regarding a "system of classification for the various governmental departments" has just been referred to this office for attention.

I regret that it is impossible to comply with your request since no State Department Bulletins have been issued on this subject.

Sincerely yours,

For the Security Advisory Board:

Shanette G. Blake
Secretary

Mr. Charles B. Ruttenberg
University of Pennsylvania Law Review
34th and Chestnut Streets
Philadelphia 4, Pennsylvania

2/20

Mr. R:

This will apparently have to be cleared either with PL or Press Section and am trying to find out which.

Do you think it should also be cleared with Moseley?

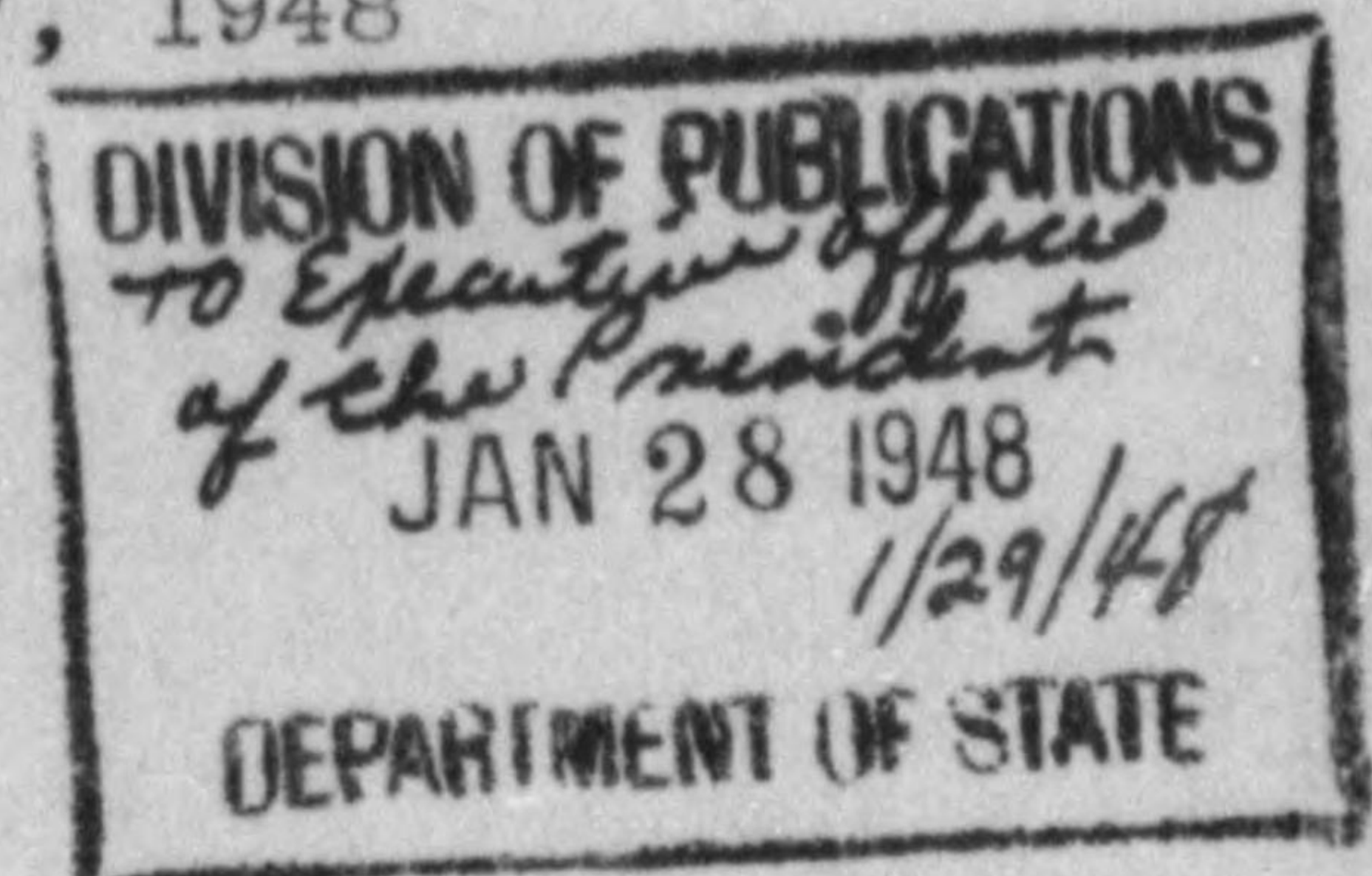
Mo B. - I think we should
just acknowledge and say
sorry no dice.
MR

682-27
D
Mrs Blake

UNIVERSITY OF PENNSYLVANIA LAW REVIEW
THIRTY-FOURTH AND CHESTNUT STREETS
PHILADELPHIA 4, PA.

January 27, 1948

Director of Publications
Department of State
Washington, D.C.



Dear Sir:

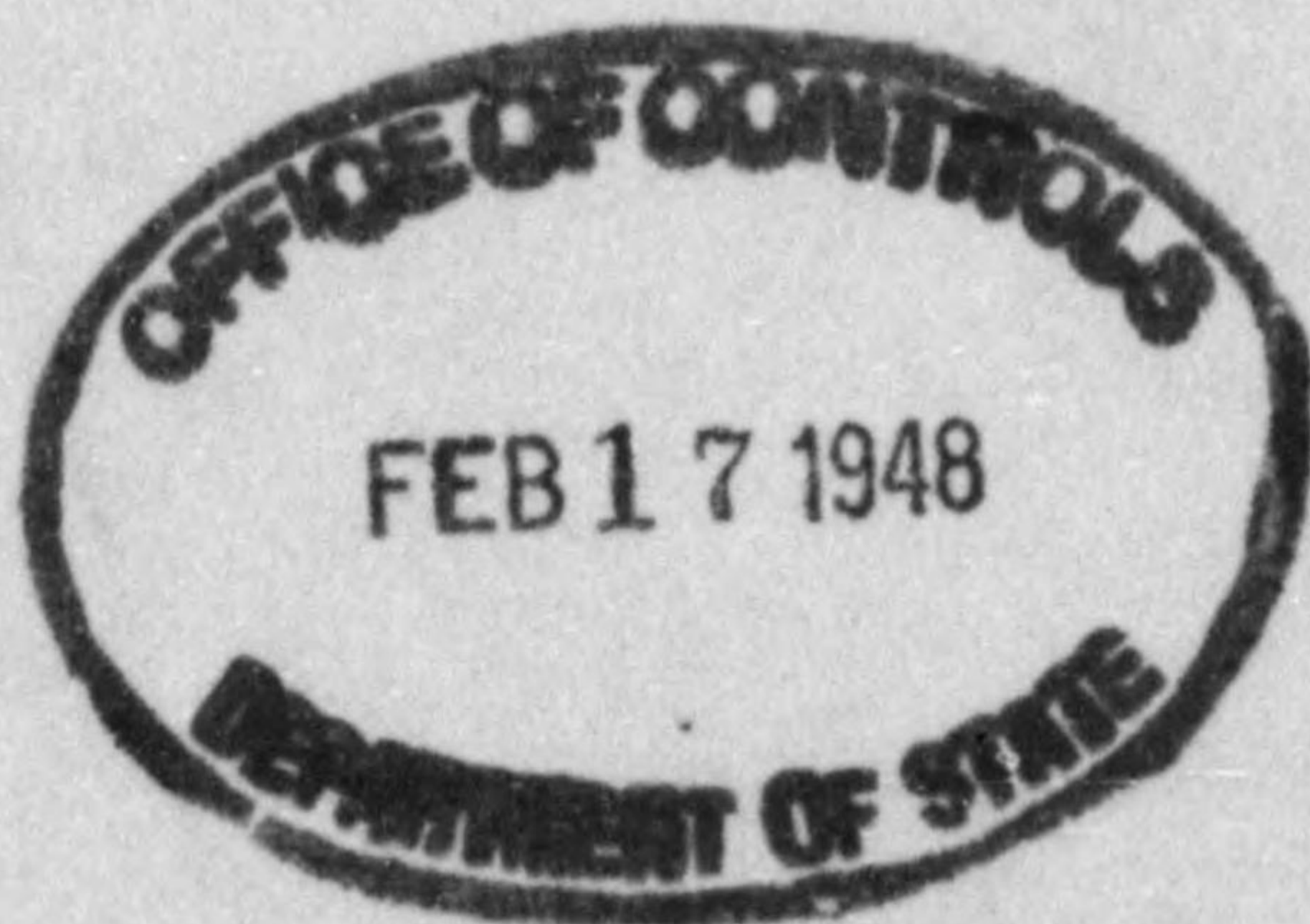
In the course of writing a note for a forthcoming issue of the University of Pennsylvania Law Review, I found that it would be necessary for me to have as much information as is available concerning the committee which has been engaged in drawing up a system of classification for the various governmental departments in relation to the information which they may disseminate to the public, and that which may be withheld. I understand that there may be some of this information in recent Department of State Bulletins. I would greatly appreciate your sending me any information you may have on the subject.

Thank you for your consideration in this matter.

Very truly yours,

Charles B. Ruttenberg

Charles B. Ruttenberg



WAR DEPARTMENT GENERAL STAFF

~~CONFIDENTIAL~~
MEMO ROUTING SLIP

TO Mrs. Blake, SAB

DATE 6 Jan 1948

OFFICE

1.

BUILDING

ATTENTION

ROOM

2.

4.

3.

5.

REMARKS

Forwarded for your file.

FROM: Colonel Blakeney

NAME

OFFICE

PHONE

BUILDING

ROOM

~~CONFIDENTIAL~~

24-74348ABCD-50M

~~CONFIDENTIAL~~

635-3569

To S.A.B.

6 January 1948

MEMORANDUM FOR RECORD:

1. On 19 December 1947, Mrs. Shanette Blake, Secretary of the Security Advisory Board, called at the office of the writer and presented a security matter involving a letter and questionnaire sent by the Federation of American Scientists to a "selected number of representative research laboratories, both military and nonmilitary."

2. Mrs. Blake stated that the case had been brought to her attention by Mr. James Kelly, Security Officer of NACA, who considered it very important and thought SAB should take some action to alert all government agencies to the security problem presented. Mrs. Blake said that she was to go on leave the following day and requested that I take the matter over for her which I agreed to do.

3. After studying the case, I then discussed it with Colonel Forney and Colonel Barlow who agreed that answers to questions 1 through 4 and to question 8 would constitute violation of AR 380-5 and the Espionage Act. While discussing this matter, Lt. Colonel Randolph came into the office with the same problem which he had received through Second Army. Colonel Forney directed that I handle the entire problem as a security matter.

4. After contacting Mr. Kelly, I then notified the following and informed them that the Army considered answers to questions 1 through 4 and to question 8 as constituting violations of AR 380-5 and of the Espionage Act:

State Department	- Mr. Patterson F.C.
CIA	- Mr. Bannerman
CSC	- Colonel Hatcher
AEC	- Colonel Hands, Major Harris, Mr. Del Genio

5. A letter was prepared by SMI Branch and published by TAG on 2 January 1948, addressed to CG each Army in ZI and MDW, Chiefs of Technical and Administrative Services, Chiefs of Special Staff Divisions, with information copies to USAF, CNO and Directors of General Staff Divisions, informing them of this move of the American Scientists, and warning them of the security implications.

HARRY H. MOLE, Colonel, GSC
Chief, SMI Branch

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~~~CONFIDENTIAL~~SAB

DEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D.C.

AGAO-S 380.01 (29 Dec 47)CSGID-M

2 January 1948

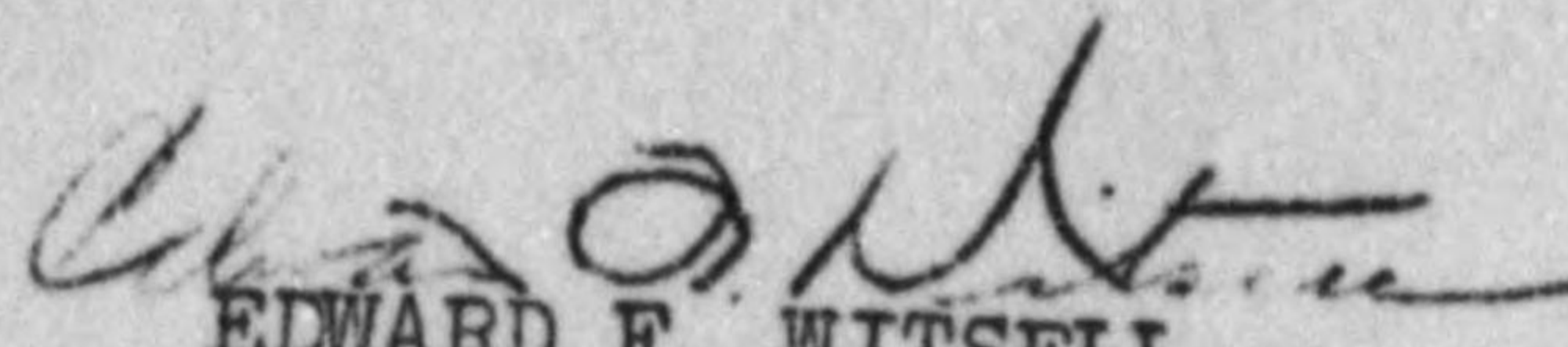
SUBJECT: Release of Data on Scientific Personnel

TO: Commanding Generals,
Armies (Z/I)
Military District of Washington
Chiefs of Special Staff Divisions, USA
Chiefs of Technical Services
Chiefs of Administrative Services

1. The Federation of American Scientists Committee on Secrecy and Clearance, Rockefeller Hall, Ithaca, New York, is circulating a "Questionnaire on Clearance Procedures" to "a number of representative research laboratories, both military and non-military". This circulation may include other types of plants working on classified military projects. Answers to questions one through four and question eight would constitute violation of AR 380-5 and of the Espionage Act.

2. Immediate notice to appropriate military and civilian agencies is requested. Any violations uncovered should be reported to Director of Intelligence, GSUSA, Attn: Chief, Security Group.

BY ORDER OF THE SECRETARY OF THE ARMY:


EDWARD F. WITSELL
Major General
The Adjutant General

COPIES FURNISHED:
Chief of Staff, U.S. Air Force
Chief of Naval Operations
Directors, General Staff Divisions, USA

~~CONFIDENTIAL~~~~CONFIDENTIAL~~

Sec Gp

WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
INTELLIGENCE DIVISION
WASHINGTON 25, D. C.

OFFICIAL BUSINESS

~~CONFIDENTIAL~~

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300
(PMGC)

Secretary, Security Advisory Board
State-Army-Navy-Air Force Coordinating Committee
Room 711
515 22nd Street, N. W.
Washington, D. C.

~~CONFIDENTIAL~~

Sec Gp
WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
INTELLIGENCE DIVISION
WASHINGTON 25, D. C.

OFFICIAL BUSINESS

30

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300
(PMGC)

*Mrs Blake
515-22nd St.*

~~REGISTERED~~

1127377

Secretary, Security Advisory Board
State-Army-Navy-Air Force Coordinating Committee
Room 711
515 22nd Street, N. W.
Washington, D. C.



TOTAL NUMBER OF PIECES LISTED BY SENDER				SIGNATURE OF COURIER	

WD AGO FORM 0931
1 NOV 1944

CON / Mrs. Blake
DC/R

In reply refer
to FC: BHP

December 22, 1947

~~CONFIDENTIAL~~

TO: Mr. John E. Gingrich,
Director of Security and Intelligence,
Atomic Energy Commission,
Washington 25, D.C.

FROM: J. W. Amshey
Acting Chief, Division of
Foreign Activity Correlation.

SUBJECT: Questionnaire being circulated by the
Federation of American Scientists

It has recently come to the attention of this Division that the Committee on Secrecy and Clearance of the Federation of American Scientists has been circulating a questionnaire, a photostatic copy of which is attached, to "representative research laboratories" throughout the United States. Assuming that these questionnaires are filled out as requested and in the detail specified, it is felt that the potential significance of this information, if collected from a large number of laboratories, is sufficient to warrant the interest of the Security Officers of the Atomic Energy Commission.

Enclosure:

As stated.

~~CONFIDENTIAL~~

*Col. Mole - coordinating
all interested agencies.*

RHP
FC: BHPatterson:hs

MEJ

*Col. Hatcher
lib.*

*1749 L. N. W.
No. 5818*

**FEDERATION OF AMERICAN SCIENTISTS
COMMITTEE ON SECRECY AND CLEARANCE**

*Richard L. Meier
(sec. local)
W. A. Higginsbottom
(2d sec.)*

ROCKEFELLER HALL, ITHACA, N. Y.

- S. H. BAUER, Chairman
- R. S. ROCKLIN, Secretary
- H. A. BETHE
- L. M. BROWN
- P. J. W. DEBYE
- G. K. FRAENKEL
- A. R. MOORE
- P. MORRISON
- R. R. WILSON

November 24, 1947

Dear Sir:

The services of scientists are being sought more and more by government laboratories and by laboratories with government contracts. A scientist considering a position in such a laboratory is faced with new problems of a sort not normally found in scientific work before the war. One of these problems involves the connection of his work with possible military applications, and the attendant elements of secrecy and clearance procedures.

Many reports have come to our attention of scientists who felt themselves unfairly treated in clearance procedures. In some cases they have found it difficult to obtain employment as scientists after clearance was refused. Whatever the merits of the individual cases may have been, many other well qualified scientists are reluctant to apply for work in laboratories engaged in government work because of possible injury to their future careers in case clearance were refused. Therefore this Committee believes that it will be of service both to the scientists and to the laboratories to present an objective, authoritative evaluation of this situation in various types of laboratories.

To obtain material for such an evaluation, we have selected a number of representative research laboratories, both military and non-military, to which we are sending the enclosed questionnaire. Since we hope to publish as soon as possible an article based on the results of the survey, we should greatly appreciate your filling out and returning this questionnaire at your earliest convenience. Any suggestions you desire to make will be appreciated.

Sincerely,
S. H. Bauer
S. H. BAUER, Chairman

C-1

*Dr. P.M. Doty
7.8.15.47
letter to you*

*12-22-47
Mr. Patterson, FC
sent a copy of this
to Atomic Energy
upon recommendation
of -> Col. Mark
R. H. Baird*

OSRD - Bureau

- 1) Would Bd advise contract schools?
- 2) Could NACA say Bd said info classif.
- 3) Just, what.
- 4) How answer ques. directed NACA Labs.

Questionnaire on Clearance Procedures

Return to:

FEDERATION OF AMERICAN SCIENTISTS
Committee on Secrecy and Clearance
ROCKEFELLER HALL, ITHACA, N. Y.

EXPLANATION: Because this questionnaire is being sent to many types of laboratories, some of the questions may not appear directly applicable to your laboratory. Also we realize that certain questions may be answerable only by some contracting government agency rather than by yourself. However, please answer as many questions as you can, and indicate, if possible, the reason for being unable to answer the others. If you wish to explain the answer to any question at length, feel free to do so, using separate pages if needed.

If a portion of your laboratory is devoted to secret work and the rest is not, or if divisions of a different nature exist within your laboratory, it may be difficult to answer this questionnaire for the entire laboratory. In that case we would be glad to have a questionnaire for each division, and will send on request as many extra forms as required.

Laboratory Date

Address

1. Please check the phrase best describing your laboratory:

- a. Operated by the federal government.
- b. All work done under contract with federal government.
- c. Over 50% of the work done under contract with the federal government.
- d. Less than 50% of the work done under contract with the federal government.
- e. None of the work done under contract with the federal government.

X 2. If the answer to Question 1 is b, c, or d, with which government agency or agencies do you have contracts?
.....

X 3. The portion of your work dealing with subjects classified by the government as secret, confidential, or restricted, is

- a. None
- b. Less than 50%
- c. Over 50%
- d. All

4. New projects in your laboratory are:

- a. Assumed classified (secret, confidential or restricted) until specifically declassified.
- b. Assumed unclassified unless specifically classified.

5. Please check the phrase or phrases which apply to your laboratory:

- 2 a. We require no clearance or "loyalty check" for any scientific personnel, either before or after they are employed.
- b. We require security clearance for scientific personnel engaged in classified work, but not for personnel engaged in unclassified work.
- c. We require a loyalty check as required by Presidential Executive Order 9835, dated March 21, 1947.
- d. We require complete security clearance for all our scientific personnel.
- e. Other:

6. If a man who had been once refused security clearance elsewhere applied to your laboratory to do only unclassified work for which he is well qualified for:

- a. The previous clearance refusal would not affect the likelihood of our employing him.
- b. The previous clearance refusal would make us very hesitant to hire him, because

? 7. Does your laboratory have different grades or types of clearance for scientific personnel? Yes; No
If so, please describe them:

8. If any type of clearance is required, by which agency or agencies is the employee or prospective employee investigated?

- a. Federal Bureau of Investigation
- X b. Office of Naval Intelligence
- c. Army Intelligence Division
- d. Other (specify:)

(OVER)

9. After receiving the report of the investigation mentioned in Question 8, the evaluation and decision as to whether to grant or withhold clearance is made by:

- a. The agency named in Question 8.
- b. Your own laboratory.
- c. Some other agency (e.g. Atomic Energy Commission)

Please specify:

10. In any case, to your knowledge, what criteria are used by those who decide whether to grant clearance?

- a. Exactly those named in the Presidential Executive Order 9835, dated March 21, 1947.
- b. Other (specify as completely as possible):
- c. Unable to answer.

11. If under the above procedure clearance is withheld from a person *presently employed*,

- a. Is he notified in writing of the specific charges against him? Yes; No
- b. Is he permitted to learn of the pertinent evidence supporting these charges? Yes; No
- c. Is he given adequate opportunity to try to refute this evidence? Yes; No
- d. Does this include the right to be represented by counsel? Yes; No
- e. Does this include the right to cross-question witnesses? Yes; No
- f. List any other privileges extended to him:

12. If clearance is withheld from an *applicant for employment*,

- a. Is he notified in writing of the specific charges against him? Yes; No
- b. Is he permitted to learn of the pertinent evidence supporting these charges? Yes; No
- c. Is he given adequate opportunity to try to refute this evidence? Yes; No
- d. Does this include the right to be represented by counsel? Yes; No
- e. Does this include the right to cross-question witnesses? Yes; No
- f. List any other privileges extended to him:

13. If a decision has been made to withhold clearance (with or without a hearing) is there some mechanism for appeal to a higher authority? Yes; No If so, describe:

14. In which agency is vested the final decision in cases appealed as in Question 13?

15. Is the laboratory director given full information on reasons for clearance denial? Yes; No

16. Does the laboratory administration participate at all in the hearing mechanism of Questions 11 through 14? Yes; No If so, in what way?

17. If an otherwise satisfactory employee is denied clearance because he is *suspected of disloyalty*, or thought to be a poor "security risk", is he allowed to resign "without prejudice"; i.e., receive references which don't mention the reasons for his resigning? Yes; No

18. Add any pertinent comments you wish, not covered by the above questions.

Signature and title of laboratory official

We would appreciate your attaching blank employment application forms and any other forms pertaining to secrecy or clearance which employees are required to fill out or sign. A return-addressed envelope is enclosed for your convenience.

FEDERATION OF AMERICAN SCIENTISTS
COMMITTEE ON SECRECY AND CLEARANCE
ROCKEFELLER HALL, ITHACA, N. Y.

S. H. BAUER, *Chairman*
R. S. ROCKLIN, *Secretary*

H. A. BETHE
L. M. BROWN
P. J. W. DEBYE
G. K. FRAENKEL
A. R. MOORE
P. MORRISON
R. R. WILSON

November 24, 1947

Dear Sir:

The services of scientists are being sought more and more by government laboratories and by laboratories with government contracts. A scientist considering a position in such a laboratory is faced with new problems of a sort not normally found in scientific work before the war. One of these problems involves the connection of his work with possible military applications, and the attendant elements of secrecy and clearance procedures.

Many reports have come to our attention of scientists who felt themselves unfairly treated in clearance procedures. In some cases they have found it difficult to obtain employment as scientists after clearance was refused. Whatever the merits of the individual cases may have been, many other well qualified scientists are reluctant to apply for work in laboratories engaged in government work because of possible injury to their future careers in case clearance were refused. Therefore this Committee believes that it will be of service both to the scientists and to the laboratories to present an objective, authoritative evaluation of this situation in various types of laboratories.

To obtain material for such an evaluation, we have selected a number of representative research laboratories, both military and non-military, to which we are sending the enclosed questionnaire. Since we hope to publish as soon as possible an article based on the results of the survey, we should greatly appreciate your filling out and returning this questionnaire at your earliest convenience. Any suggestions you desire to make will be appreciated.

Sincerely,



S. H. BAUER, Chairman

C-1

Questionnaire on Clearance Procedures

Return to:
FEDERATION OF AMERICAN SCIENTISTS
Committee on Secrecy and Clearance
ROCKEFELLER HALL, ITHACA, N. Y.

EXPLANATION: Because this questionnaire is being sent to many types of laboratories, some of the questions may not appear directly applicable to your laboratory. Also we realize that certain questions may be answerable only by some contracting government agency rather than by yourself. However, please answer as many questions as you can, and indicate, if possible, the reason for being unable to answer the others. If you wish to explain the answer to any question at length, feel free to so do, using separate pages if needed.

If a portion of your laboratory is devoted to secret work and the rest is not, or if divisions of a different nature exist within your laboratory, it may be difficult to answer this questionnaire for the entire laboratory. In that case we would be glad to have a questionnaire for each division, and will send on request as many extra forms as required.

Laboratory _____ Date _____
Address _____

1. Please check the phrase best describing your laboratory:
 - a. Operated by the federal government.
 - b. All work done under contract with federal government.
 - c. Over 50% of the work done under contract with the federal government.
 - d. Less than 50% of the work done under contract with the federal government.
 - e. None of the work done under contract with the federal government.
2. If the answer to Question 1 is b, c, or d, with which government agency or agencies do you have contracts? _____
3. The portion of your work dealing with subjects classified by the government as secret, confidential, or restricted, is

a. <input type="checkbox"/> None	c. <input type="checkbox"/> Over 50%
b. <input type="checkbox"/> Less than 50%	d. <input type="checkbox"/> All
4. New projects in your laboratory are:
 - a. Assumed classified (secret, confidential or restricted) until specifically declassified.
 - b. Assumed unclassified unless specifically classified.
5. Please check the phrase or phrases which apply to your laboratory:
 - a. We require no clearance or "loyalty check" for any scientific personnel, either before or after they are employed.
 - b. We require security clearance for scientific personnel engaged in classified work, but not for personnel engaged in unclassified work.
 - c. We require a loyalty check as required by Presidential Executive Order 9835, dated March 21, 1947.
 - d. We require complete security clearance for all our scientific personnel.
 - e. Other: _____
6. If a man who had been once refused security clearance elsewhere applied to your laboratory to do only unclassified work for which he is well qualified for:
 - a. The previous clearance refusal would not affect the likelihood of our employing him.
 - b. The previous clearance refusal would make us very hesitant to hire him, because _____
7. Does your laboratory have different grades or types of clearance for scientific personnel? Yes _____; No _____
If so, please describe them: _____
8. If any type of clearance is required, by which agency or agencies is the employee or prospective employee investigated?
 - a. Federal Bureau of Investigation
 - b. Office of Naval Intelligence
 - c. Army Intelligence Division
 - d. Other (specify:) _____

- 9. After receiving the report of the investigation mentioned in Question 8, the evaluation and decision as to whether to grant or withhold clearance is made by:
 - a. The agency named in Question 8.
 - b. Your own laboratory.
 - c. Some other agency (e.g. Atomic Energy Commission)
Please specify: _____
- 10. In any case, to your knowledge, what criteria are used by those who decide whether to grant clearance?
 - a. Exactly those named in the Presidential Executive Order 9835, dated March 21, 1947.
 - b. Other (specify as completely as possible): _____

 - c. Unable to answer.
- 11. If under the above procedure clearance is withheld from a person *presently employed*,
 - a. Is he notified in writing of the specific charges against him? Yes _____; No _____
 - b. Is he permitted to learn of the pertinent evidence supporting these charges? Yes _____; No _____
 - c. Is he given adequate opportunity to try to refute this evidence? Yes _____; No _____
 - d. Does this include the right to be represented by counsel? Yes _____; No _____
 - e. Does this include the right to cross-question witnesses? Yes _____; No _____
 - f. List any other privileges extended to him: _____

- 12. If clearance is withheld from an *applicant for employment*,
 - a. Is he notified in writing of the specific charges against him? Yes _____; No _____
 - b. Is he permitted to learn of the pertinent evidence supporting these charges? Yes _____; No _____
 - c. Is he given adequate opportunity to try to refute this evidence? Yes _____; No _____
 - d. Does this include the right to be represented by counsel? Yes _____; No _____
 - e. Does this include the right to cross-question witnesses? Yes _____; No _____
 - f. List any other privileges extended to him: _____

- 13. If a decision has been made to withhold clearance (with or without a hearing) is there some mechanism for appeal to a higher authority? Yes _____; No _____. If so, describe: _____

- 14. In which agency is vested the final decision in cases appealed as in Question 13? _____
- 15. Is the laboratory director given full information on reasons for clearance denial? Yes _____; No _____
- 16. Does the laboratory administration participate at all in the hearing mechanism of Questions 11 through 14? Yes _____; No _____. If so, in what way? _____
- 17. If an otherwise satisfactory employee is denied clearance because he is *suspected of disloyalty*, or thought to be a poor "security risk", is he allowed to resign "without prejudice"; i.e., receive references which don't mention the reasons for his resigning? Yes _____; No _____
- 18. Add any pertinent comments you wish, not covered by the above questions.

Signature and title of laboratory official

We would appreciate your attaching blank employment application forms and any other forms pertaining to secrecy or clearance which employees are required to fill out or sign. A return-addressed envelope is enclosed for your convenience.

Unclassified
Serial No. 454

missing
File
of Congress

April 17, 1947

MEMORANDUM FOR

Mr. William Affeld, Jr.
Central Intelligence Group

Subject:

Report of the Policy Planning
Committee of the Library of Congress

1. Reference is made to a recent conversation with you regarding the report of the Policy Planning Committee of the Library of Congress.
2. As a matter of possible interest, a copy of the reply to the letter sent to Dr. Evans by the Security Advisory Board is enclosed herewith.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

Unclassified
Serial No. 455

April 18, 1947

MEMORANDUM FOR

State Member, SAB
War Member, SAB
Navy Member, SAB

Subject:

Report of the Policy Planning
Committee of the Library of Congress

References:

- a. SAB Serial No. 432 dtd April 9, 1947
- b. Minutes 16th SAB Meeting
- c. Minutes 17th SAB Meeting

Enclosure:

Copy Letter fr Librarian of Congress

1. A reply to Serial No. 432, dated April 9, 1947, (draft of which was enclosed with Serial No. 429 of April 4, 1947) has now been received from the Librarian of Congress.

2. Unless the Board feels that further action is justified or necessary, this case will be considered closed.

3. The Central Intelligence Group has been furnished with an information copy of the enclosure.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE



THE LIBRARIAN OF CONGRESS

WASHINGTON 25, D.C.

April 14, 1947

Gentlemen:

I have read with great care your letter of April 9, 1947, concerning a statement in the draft report of the Library of Congress Planning Committee. I am glad to repeat the assurance you have been given informally that the possible fear as to the meaning relative to security is unfounded. I think it would reflect the Committee's meaning if the passage had said, in substance, that foreign publications should be secured when it was believed that information contained in them might be needed later on in the defense of this country. The term "security" means the security of the country and not to the classified character of certain documents. I regret that the ambiguous term was used.

However, the report is in the hands of Congress, and it is too late to make a change. I will use my influence to see that in any statement of policy Congress may adopt the point you make is adequately covered. Thank you for bringing it to my attention.

Sincerely yours,

Luther H. Evans
Library of CongressState-War-Navy Coordinating Committee
Security Advisory Board
Attention: Mr. Robinson, Col. Blakeney, Comdr. Gunther
Washington 25, D. C.

Serial No. 432

April 9, 1947

Honorable Luther H. Evans
Librarian of Congress
Washington 25, D. C.

Dear Mr. Evans:

It has come to the attention of the Security Advisory Board of the State-War-Navy Coordinating Committee that the report of the Planning Committee of the Library of Congress contains references to the acquisition by the Library of all material "of value in connection with national security", for use in case of emergency.

In discussions of this matter with representatives of the Library of Congress, the Secretary of the Security Advisory Board was assured that it had not been the intention of the Policy Planning Committee to direct acquisition of material of value in connection with the national security, when that material bore any security classification whatsoever.

It is, however, our belief that certain parts of Section III, B, 2, of this report could be misinterpreted by both government and non-Federal personnel who are unfamiliar with the intent of your program of acquisition, since no differentiation is made between classified and unclassified material in the wording of this section.

If you agree that the wording of this section is subject to possible misunderstanding, it is hoped that you may recommend some change in wording which will clearly indicate that material of value to national security which bears any security classification is excluded from this plan of acquisition.

Your cooperation in this matter will be sincerely appreciated.

Sincerely yours,

Hamilton Robinson
Director, Office of Controls
State Member
Security Advisory Board

Charles C. Blakeney
Colonel, GSC
War Member
Security Advisory Board

L. W. Gunther
Comdr., USN
Navy Member
Security Advisory Board

UNCLASSIFIED
Serial No. 382

March 14, 1947

MEMORANDUM FOR

State Member, SAB
War Member, SAB
Navy Member, SAB

Subject:

Report of Policy Planning Committee
of the Library of Congress

Reference:

a. Minutes 15th Meeting

1. Pursuant to directive from the Security Advisory Board at its 15th Meeting, the Secretary has discussed the report of the Policy Planning Committee of the Library of Congress with the Security Officer and the Assistant Chief Librarian, Library of Congress. In both instances, assurances were given that it was not the intent of the Policy Planning Committee to acquire copies of material relating to national security when that material bore any security classification whatsoever. Mr. Clapp, the Assistant Chief Librarian, advised me that the material would be research studies on mining, metallurgy, sciences, etc., but that the studies would be unclassified.

2. Mr. Clapp further stated that he felt that any comments or recommendations in this connection which the Security Advisory Board would like to make should be made to the Chairman of the Policy Planning Committee.

3. A copy of the latest report by this Committee has been made available to the Board. The report has minor changes and condensations throughout but the section to which the Board objected in the earlier report remains essentially the same.

4. I am enclosing a copy of the section to which the Board objected, extracted from the present draft of this report. Enclosure b contains a suggested draft of a letter to the Chairman of the Policy Planning Committee in this connection.

5. This subject will be discussed at the next meeting of the Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

RCB:ar

EXTRACT FROM LIBRARY OF CONGRESS PLANNING COMMITTEE

REPORT DATED February 14, 1947.

"III. What material should the Library of Congress acquire in order to maintain properly the relationships and to provide the services proposed for it:

A. The Library of Congress should provide service, first for the Congress, second for the agencies of the Federal Government, and third for non-Governmental libraries and private citizens. To perform these services, it will require a carefully planned acquisition program which should be part of a national acquisition program for all libraries in the United States.

B. The security of the United States requires that Government agencies concerned with foreign affairs and intelligence activities have at their disposal all published materials which may be required in case of emergency. The National plan for acquisition should therefore bring into the libraries of the United States, in such a way as to make them available for Government use and research work, at least two copies of all material of value in connection with national security. One of the copies should be in the National Library in Washington, or in one of the libraries giving National Service in a Special Field, and the other should be outside of Washington, preferably in a non-Federal library, if security permits.

C. The national plan for acquisition should bring into the country at least one copy of all currently published material of interest for research in all fields.

With the above in mind, the Library of Congress should

1. Acquire all the material that it needs in order to provide the best possible service to the Congress, and to supplement the service given to Federal Agencies by other Federal libraries in Washington and elsewhere.

2. Acquire at least one copy of all material of importance in connection with national security, except in the fields of agriculture and medicine (where there should be a copy in the Department of Agriculture Library or the Army Medical Library) and in such other fields as are covered by other libraries which may be recognized later as giving National Service in a Special Field."

Enclosure 4

D R A F T

Dr. Keyes D. Metcalf, Chairman
Library of Congress Planning Committee
* Librarian of Congress
Washington 25, D.C.

Dear Dr. Metcalf:

It has come to the attention of the Security Advisory Board of the State-War-Navy Coordinating Committee that the report of the Planning Committee of the Library of Congress contains certain references to the acquisition by the Library of Congress of all material "of value in connection with national security", for use in case of emergency.

The Board was considerably alarmed at the danger to the protection of classified material, implied in the wording of the plan outlined in the Committee Report. At our direction, the Secretary of the Security Advisory Board discussed this matter with the Security Officer and the Assistant Chief Librarian, Library of Congress. In both instances she was assured that it had not been the intention of the Policy Planning Committee to direct acquisition of material of value in connection with the national security, when that material bore any security classification whatsoever.

While the apprehension of the Security Advisory Board has been considerably lessened by these verbal assurances, it is believed that the rewording of your report, in order

Enclosure L

that its purpose in this matter may be absolutely clear, is a necessary security measure.

The Board believes that certain parts of Section III of your report may be misinterpreted by both government and non-Federal personnel, as meaning that both classified and unclassified material should be forwarded to the Library of Congress under this plan of acquisition. It is our opinion that security authorities throughout government could never sanction such a plan of acquisition for either the "non-Federal library" mentioned in this report or the Library of Congress, since security regulations limit the distribution and use of classified material to an absolute and necessary minimum.

With this in mind, may we suggest the following changes, as indicated, in certain parts of Section III of your report, provided the paragraphs successfully convey the meaning which we are assured was intended:

"III.....

"B. The security of the United States requires that Government agencies concerned with foreign affairs and intelligence activities have at their disposal ~~and~~ published materials which may be required in case of emergency. The National plan for acquisition should therefore bring into the libraries of the United States, in such a way as to make them available for Government use and research work, at least two copies of all material of value in connection with national security, when that material does not bear a security classification, to indicate the necessity for special safeguarding. One of the copies should be in the National Library in Washington or in one of the libraries giving National Service in a Special Field, and the other should be outside of Washington, preferably in a non-Federal library, if security permits."

"With the above in mind, the Library of Congress should

"2. Acquire at least one copy of all material in connection with national security, when that material does not bear a security classification to indicate the necessity for special safeguarding, etc."

Any alternative wording which will clearly indicate that classified material is excluded from this national plan of acquisition may, of course, be used.

It would be appreciated if you would advise the Security Advisory Board of your action on this letter. Your cooperation in the interest of the protection of classified material will be sincerely appreciated.

Sincerely yours,

Hamilton Johnson
~~Robert L. Bannerman~~
Alternate ~~State Member, SAB~~

Charles C. Blakeney
Colonel, GSC
War Member, SAB

L. W. Gunther
Comdr., USN
Navy Member, SAB

*file
c.c.e.*

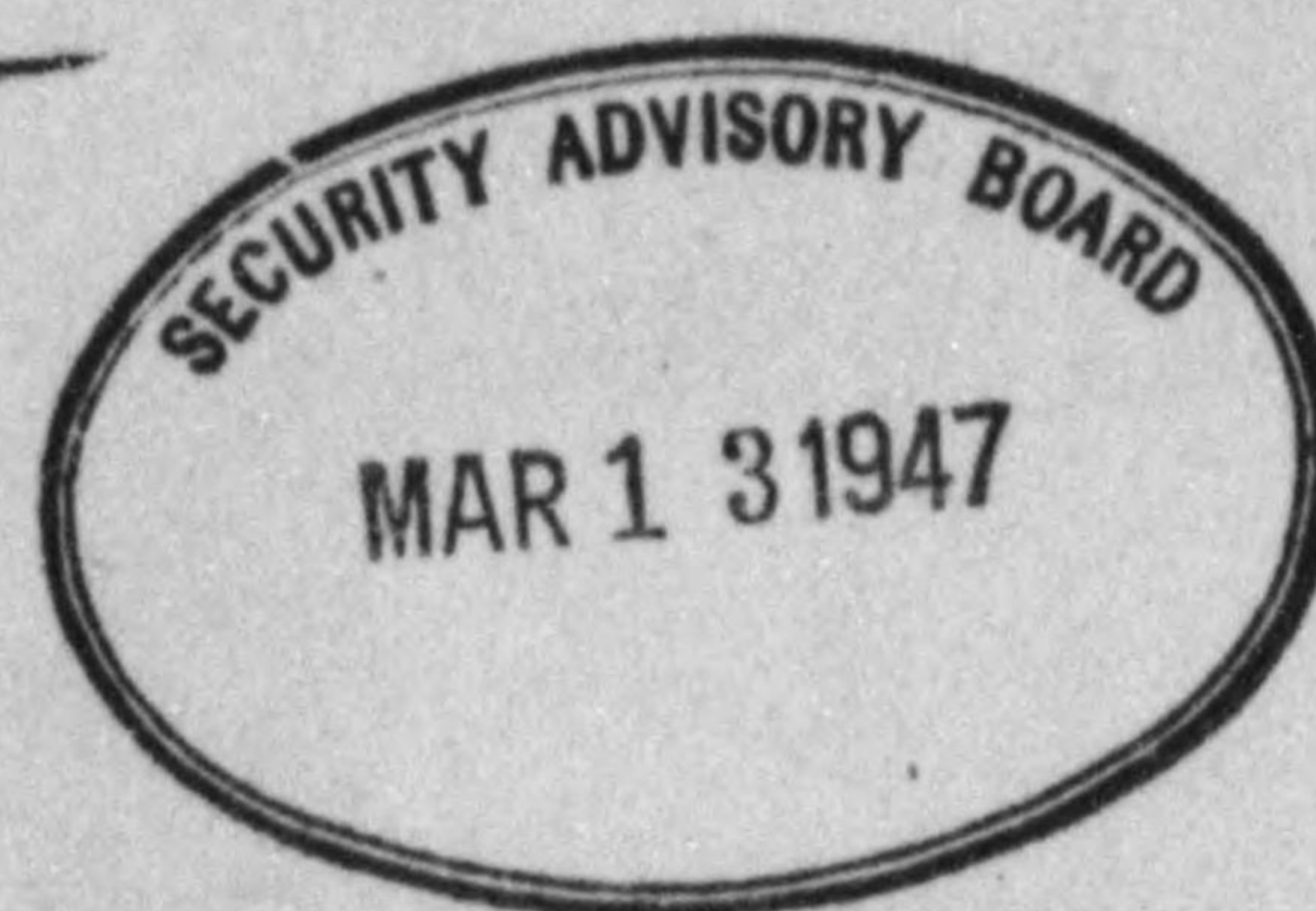
The Library of Congress
Office of the Librarian

SPECIAL ORDER No. 333
February 14, 1947

To: The Members of the Staff
From: Luther H. Evans, Librarian of Congress
Subject: New draft of Planning Committee report

Attached hereto is the new draft of the Library of Congress Planning Committee Report. It is hoped that the final draft will be approved within two weeks, but there is still time for the consideration of suggestions which Staff Discussion Groups may make next week.

Attention is called particularly to the following important points: (1) the definition of the respective responsibilities of the Library of Congress and the other Federal libraries; (2) the relation of the Library of Congress to non-Federal libraries; (3) the provisions as to rare books and fine prints, and other specific acquisitions principles; (4) the name of the institution; (5) the science and technology collection; and (6) the expansion of the Library's services to its users.



28 January 1947

The Librarian of Congress
Washington 25, D. C.

Dear Sir:

The Library of Congress Planning Committee, which you appointed last autumn, submits herewith its report and understands that you propose to submit it in turn to the Congressional Joint Committee on the Library. The presentation of this report completes the assignment of the Committee, but it should be made clear that its members stand ready to answer any questions put to them and to assist the Committees of Congress in any way possible in connection with the report.

The Committee, in accordance with your request, has addressed itself to the whole problem of the future of the Library of Congress. This has been done in a spirit of free inquiry. Every important issue has been pursued wherever it might lead, regardless of established policies or points of view of agencies or institutions whose interests might be involved in the findings. The Committee has been convinced that you and your colleagues at the Library of Congress desire a direct, fresh, and unprejudiced examination of the future role of the Library, and your staff has given its support in this spirit. The same fine cooperation has come from representatives of agencies and institutions, both governmental and non-governmental, with whom the Committee has taken counsel or from whom it has requested specific information.

As a result, the Committee has been able in a relatively short time to arrive at its conclusions and to make recommendations concerning the role the Library of Congress should play in the affairs of the nation. The role has been important in the past, but it should be even more important in the future. The Committee has tested the tentative drafts of its recommendations by having them discussed in meetings of a considerable number of library and scholarly associations. These discussions have been helpful in bringing out the views of a group much broader than the Committee itself. We are glad to report that the consideration given the recommendations by these groups of librarians and scholars has been followed by practically unanimous support of the Committee's proposals.

Respectfully submitted,

Herbert Eugene Bolton
Edward U. Condon
Douglas Southall Freeman
Waldo G. Leland
Wilmarth S. Lewis
Carl McFarland
Kathryn Mier
Lessing J. Rosenwald
Ralph R. Shaw
Walter L. Wright, Jr.
Keyes D. Metcalf, Chairman
Library of Congress Planning Committee

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LIBRARY OF CONGRESS PLANNING COMMITTEE REPORT

Introduction

This Committee was appointed by the Librarian of Congress to consider what should be the functions of the Library, and to prepare a report on them to be presented to the Congressional Joint Committee on the Library. The report is presented herewith, and if it is approved in this or in a revised form, the Committee hopes that it will serve as a basis for a Charter for the Library of Congress which will provide the legislative authorization required for the present and proposed activities of the Library.

The Committee has studied carefully the collections and services of the Library and is impressed with what the Library has done and can do for the nation. The Committee is convinced that the actual status of the Library as a National Library should be officially recognized in its name and that it should be designated The Library of Congress, the National Library of the United States of America.

The Committee believes that the library needs of the Congress and of the other agencies of the Federal Government and of the country at large will be served by further strengthening this institution, and it recommends that the Library undertake additional duties and services, which, as presently constituted, it can neither undertake nor perform, but which are properly the functions of the National Library.

The purpose of a national library is to make the world's accumulation of useful knowledge available for national needs. As the National Library of the United States, the Library of Congress should develop its general resources to a point beyond those in any other library, make its collections known and available to the people of the United States, and supplement the collections and encourage the work of other libraries in the United States.

The Committee believes that a turning point in the history of the Library of Congress has been reached. If the Library fails to provide the services outlined in this report, the Committee believes that it will be necessary to build elsewhere in the Government and throughout the nation the services which it is recommended that the Library of Congress should provide, and that these services, through their lack of centralization and their lack of connection with the greatest collection of books and other materials in the nation, will be less satisfactory and more expensive than if they were provided by the Library of Congress. The Committee believes that the nation will find it difficult, if not impossible, to discharge important responsibilities to its citizens and to the world unless the Federal Government is prepared to set up the kinds of library services which

- 2 -

are proposed, and the Committee sincerely hopes that the recommendations here presented will be given the most careful consideration by the Congress.

The report does not attempt to consider the administrative organization or routines of the Library of Congress. It does not deal directly with budget questions, but a statement about the appropriations requested for the past year is attached.

The report has been reduced to the briefest terms. In it the Committee recommends action along three lines as follows:

I. The Committee recommends that the Congressional Joint Committee on the Library ask the Congress to

A. Recognize by Resolution that the Library of Congress is in fact the National Library of the United States, and that, whenever its name appears in print on official publications or on its own letterhead, it be stated as "The Library of Congress, the National Library of the United State of America".

B. Recognize the Army Medical Library and the Library of the Department of Agriculture as Libraries giving National Service in a Special Field.

C. Recognize the responsibility of the Librarian of Congress to provide other Federal Agencies with materials that those agencies do not need for frequent use and do not have in their own collections.

D. Request the President of the United States to establish by Executive Order a Federal Library Council along the general pattern of the Council of Personnel Administration. This Council should be empowered, when it believes it to be in the national interest, to propose to the Congress recognition of other libraries in addition to the Army Medical and the Department of Agriculture Libraries as Libraries giving National Service in a Special Field. This Council should consider as one of its objectives such coordination among the Federal libraries in Washington as will best provide the several Federal agencies with the library materials and services needed to carry on their work efficiently, economically, and without unnecessary duplication.

II. The Committee recommends that the Congressional Joint Committee on the Library direct the Librarian of Congress to

A. Take the lead in establishing a National Manuscript Council made up of representatives of national, regional, and local historical organizations and agencies whose duty it will be to advise as to the preservation and distribution of manuscript material.

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B. Explore with such officers as the Archivist of the United States and the Director of the National Gallery the possibility of transferring holdings from the Library of Congress, which it acquired in the past, but would not acquire today because there are other Federal institutions that are more appropriate custodians for the material.

III. The Committee recommends that the Joint Committee on the Library recognize this report, after it has made such revisions in it as it deems proper, as a Charter for the Library of Congress, which will provide the legislative authorization required for present and proposed activities of the Library.

In addition to these recommendations, the report provides answers to the three following questions:

I. What should be the relationship between the Library of Congress and the Congress, and between it and the other Federal libraries, and what services should it provide for the Congress, the other Federal libraries, and the employees of Federal agencies?

II. What should be the relationship between the Library of Congress and non-Federal libraries, and what services should it provide for those libraries and for individuals who are not Federal employees?

III. What materials should the Library of Congress acquire in order to maintain properly the relationships and to provide the services proposed for it?

These questions are considered in detail in the following pages. In approaching them, the Committee has tried to avoid preconceived notions and to deal with each on its own merits. It has had no desire to rubber-stamp its approval on proposals already made by the Librarian to the Congress. It has tried to find and state the course of action which in the long run should prove most advantageous to the citizens of the United States. The report unavoidably brings in other Federal libraries. It does this, not because of any desire on the part of the Committee to go into matters outside its province, but simply because all Federal libraries, including the Library of Congress, are, and should be, mutually interdependent, and plans for the Library of Congress cannot be made satisfactorily without considering the whole Federal library situation.

The Committee goes on record emphatically that the Library of Congress should not attempt to collect inclusively except in those fields in which it has special responsibility. It believes that, while the Library should have good working and reference collections in practically all fields of knowledge, there are subjects where inclusive coverage by other Federal libraries or by a non-governmental institution is more fitting and will prove more fruitful, and its recommendations are made with the belief that the Library's basic tasks

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are to care for the needs of the Congress, and to supplement other libraries in Washington and throughout the United States, not to replace or absorb them.

THE NAME OF THE LIBRARY OF CONGRESS

The Committee has been urged to recommend that the name of the Library of Congress be changed to "The National Library" on the ground that, while it is the Library of Congress, it is also the National Library. Those making this proposal state that the general public does not understand the present position of the Library as a National Library and that the institution will never be seen in its proper perspective until its name is changed. The Committee does not accept this point of view, and recommends that the Library continue to be called the Library of Congress, but that, whenever the name appears in print on official publications or on its own letterhead, it be stated as follows:

The Library of Congress

The National Library of the United States of America.

And the Committee further recommends that the Joint Committee on the Library ask the Congress to recognize by resolution that the Library of Congress is, in fact, the National Library of the United States.

- I. What should be the relationship between the Library of Congress and the Congress, and between it and the other Federal libraries, and what service should it provide for the Congress, the other Federal libraries, and the employees of Federal agencies?

Federal libraries other than the Library of Congress fall into two general categories. The first and most common of these will be termed in this report an Agency Library. Such a library includes primarily material in fairly steady use by the staff of the agency which it serves. In many agencies whose functions include research, it will also include important research material. Its collections and services should be maintained at a high level. Its control and its content should be determined by the agency itself. Agency libraries may, and inevitably will, grow up in considerable numbers and, in the interest of efficient use of staff time, practically every government agency should have one or more of them to serve its own day by day staff and official needs. It is only when these agency libraries include considerable amounts of materials that are used infrequently that unnecessary duplication and expense begin to creep in.

The second type of Federal library is one which has a comprehensive collection in a special field, and gives national service in that field. The Army Medical Library and the Library of the Depart-

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ment of Agriculture fall into this group, and it is recommended that they be officially recognized by the Congress as Libraries giving National Service in a Special Field. Provision should be made for the recognition of other libraries which give national service in a special field, and a proposal for procedure in such cases is made later in this report.

The Library of Congress, the National Library of the United States, is neither an Agency Library nor a collection in a special field. It includes, necessarily, tremendous quantities of little-used material which it is in the national interest to have available in some government library when it is called for. Its collections should cover more or less comprehensively all fields of knowledge except those covered by the libraries that have been recognized as giving national service in a special field.

While the National Archives (which by law is the depository of the records of governmental agencies not in current use, and which is also a major research agency of the government) and the National Gallery of Art (with its great collections of paintings, prints, sculptures, and other forms of art) cannot be considered primarily as libraries, the services which these institutions give in their fields might be said to correspond to that given by the Library of Congress in the library field. It should be understood that in this report all recommendations and provisions recognize the functions of the National Archives and the National Gallery, and do not include duplication of their facilities.

All Federal libraries are mutually interdependent, and all government agencies should be able to rely in large measure upon the Library of Congress and the libraries giving national service in special fields, for the material that they require only occasionally. The extent to which the Library of Congress collections and services are developed determines the extent to which other agencies can rely upon that Library, and thus determines in large measure the extent to which the collections and services in the Agency Libraries must be developed.

It is in the public interest that the United States have a strong national library system with the Library of Congress as its capstone, a system so designed as to make available to government agencies material needed for their varied work. It is therefore recommended that it be the responsibility of the Librarian of Congress to provide other Federal agencies with the material that those agencies do not need for frequent use and do not have in their own collections. And in order to provide the most satisfactory library service for all government needs, it is recommended that the President of the United States be asked to establish by Executive Order a Federal Library Council along the general pattern of the Council of Personnel Administration. Official recognition of the Army Medical and the Department of Agriculture Libraries as collections giving National Service in a Special Field has already been recommended, and it is suggested that this Council be empowered to propose to the Congress similar

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recognition of additional libraries at any time when it decides that this is in the national interest. It is further recommended that the Federal Library Council should consider as one of its objectives such coordination among the Federal libraries in Washington as will best provide the several Federal agencies with the library materials and services needed to carry on their work efficiently, economically, and without unnecessary duplication.

As a part of the Federal library system, the Library of Congress should serve the Congress and the other Federal libraries and agencies and their employees as follows:

1. The Library of Congress should undertake for Members of Congress any and all library services, including reference, research, and other types of service involving use of the Library's collections which are required by Members in the performance of their official duties. There should be no exceptions to this rule. Only a lack of means to provide the necessary space, collections, and skilled staff would justify a failure on the Library's part to meet such demands.

2. The Library of Congress should provide upon request reference and lending service for Government Agencies. It should furnish the agencies with study rooms, access to the Library's collections, and in special cases should assemble material for their use; but the Library should provide research service and compile for other agencies extensive bibliographies only when the interest in the subject is widespread; when the work has been specifically authorized and financed by the Library's own appropriations; or when the arrangements specified in the next paragraph prevail.

3. The Library of Congress, since it is better prepared to perform extensive bibliographical and reference service and other cooperative library activities than other agencies of the Government, should make use of the authority granted by Section 601 of the Economy Act (47 Stat. 417) to accept transfers of funds which will enable it to undertake extensive bibliographical and reference projects on behalf of other agencies when such projects will result in greater efficiency and economy of effort.

II. What should be the relationship between the Library of Congress and non-Federal libraries, and what service should it provide for those libraries and for individuals who are not Federal employees?

The Library of Congress, as the National Library and the largest and most complete of all the libraries in the United States, should supplement the other libraries in the country, should take a leading part in cooperative movements among libraries, and should thereby help to bring about satisfactory nationwide library service to research workers and other seekers for information.

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The Library of Congress should take as its share of the national library program the following services for non-Federal libraries and for individuals who are not Federal employees.

1. A clearing house service through which will be made available a record of the publications at the disposal of American libraries. This should include printed catalogues showing the holdings of the Library of Congress; a card distribution service by which copies of the catalogue cards for books in the Library of Congress may be made available for use by other libraries in their catalogues at cost; the printing at regular intervals of as complete a list as possible of publications currently published in the United States; the maintenance at government expense of the most complete possible union catalogue of holdings in American research libraries, with free service of information from the catalogue; a general information service in regard to the authors, titles, and subjects of books that are found in the Library or are recorded in books that are in the Library of Congress.

The collecting and service of books about books should be a special responsibility of the Library of Congress as the National Library, and the Library bears the responsibility of leadership in the attempt to solve the difficult problems that arise in connection with the recording and making available of printed publications of all kinds.

2. Reference service to other libraries. This should be available to any library for material not as readily found elsewhere, after local holdings have been investigated and found inadequate. The Library of Congress should accept special responsibility for reference service in subjects relating to the United States, and should seek to have on its staff competent scholars in this broad field.

3. Interlibrary loan service. This should be encouraged if the material is not available as readily elsewhere. Since the Library of Congress is the largest of the country's libraries, this service will become very extensive. Material that should not be lent because of its value and rarity, or because it may be called for by the Congress or other government agencies or for general reference service, should be made available by photoduplication at cost.

4. Service to individuals. In addition to the service to libraries described above, the Library of Congress should provide service to individuals. All persons above the age of sixteen may use the Library's collections in its reading rooms. Reference service should be provided for them. Investigators, whose work is in the public or scholarly interest, should be provided with individual study rooms or desks to the extent of the facilities available. Reference service by mail and telephone should be provided also within reason wherever possible.

5. Extension service to State and small local libraries. The Library of Congress should help to provide the tools of scholarship through local libraries in order to supplement local resources, but it

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is not practicable for it to furnish direct service throughout the country to the average citizen, although there is a wide range of library service needed by the general public, especially by the thirty-five million people who do not have access at present to any public library. It should, however, participate in nationwide efforts to stimulate the improvement and development of local library service, particularly in the field of reference and research, and the great resources of the Library should be made available to the citizens of the country through State and local libraries and in cooperation with other appropriate Government agencies.

6. Special services made possible by Act of Congress empowering the Library to accept gifts from private individuals or non-governmental organizations for the purpose of undertaking useful bibliographical projects.

7. A general library service for the blind, performed on a national basis, in recognition of the Federal Government's responsibility for service to the blind, as acknowledged by the enactment of the Pratt-Smoot Bill in 1931.

8. An exhibition program. The Library of Congress has an obligation to the people of the United States to display for their benefit the treasures contained in its collections, which reflect our national history and the development of our civilization. It also has an obligation to participate by exhibits in the commemoration of important historical events or personages. Its program of travelling exhibits should be so expanded as to bring the record of the American past to the people of the United States through available facilities.

9. A publication program. The Library of Congress should carry on a publication program including information about the organization, services and collections of the Library; digests, indexes, and abstracts of State and Federal legislation for the needs of Congress and Government Agencies; lists and indexes prepared from the Library's collections in response to requests from Members of Congress, Agencies of the Federal Government, or public institutions, or initiated by the Library itself when the availability of the work is in the interest of the nation or the scholarly community; studies concerned with matters of current public interest; reproduction of important materials, particularly those dealing with the American record; and photoduplication service providing photocopies of material in its collections to Members of Congress and, upon a fee basis, to the public.

The distribution of these publications should follow the regular government practice for such publications.

III. What material should the Library of Congress acquire in order to maintain properly the relationships and to provide the services proposed for it:

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A. The Library of Congress should provide service, first for the Congress, second for the agencies of the Federal Government, and third for non-Governmental libraries and private citizens. To perform these services, it will require a carefully planned acquisition program which should be part of a national acquisition program for all libraries in the United States.

B. The security of the United States requires that Government agencies concerned with foreign affairs and intelligence activities have at their disposal all published materials which may be required in case of emergency. The National plan for acquisition should therefore bring into the libraries of the United States, in such a way as to make them available for Government use and research work, at least two copies of all material of value in connection with national security. One of the copies should be in the National Library in Washington, or in one of the libraries giving National Service in a Special Field, and the other should be outside of Washington, preferably in a non-Federal library, if security permits.

C. The national plan for acquisition should bring into the country at least one copy of all currently published material of interest for research in all fields.

With the above in mind, the Library of Congress should

1. Acquire all the material that it needs in order to provide the best possible service to the Congress, and to supplement the service given to Federal Agencies by other Federal libraries in Washington and elsewhere.

2. Acquire at least one copy of all material of importance in connection with national security, except in the fields of agriculture and medicine (where there should be a copy in the Department of Agriculture Library or the Army Medical Library) and in such other fields as are covered by other libraries which may be recognized later as giving National Service in a Special Field.

3. Acquire as complete a collection as possible of publications originating in the United States and of all material of interest in connection with the history of the United States, its government and law, its civilization, and its citizens and their activities.

4. Do its share - and its share should be larger than that of any other library - in the acquisition of at least one copy, to be available somewhere in the country, of all the material of interest to research workers. This material should be divided by subjects and the Library of Congress should accept responsibility for inclusive acquisition in certain subjects as its share in completing the national coverage.

5. Continue to collect extensively in the following fields where it has already taken responsibility for research

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collections, either by law or by practice approved by Congress:

a) Public documents. Through law and treaty, the Library receives foreign public documents in exchange for American public documents, and thereby has a responsibility for the collection of this material.

b) Legal material. The Library of Congress should continue to acquire legal material of all kinds from all over the world and should build up a comprehensive collection.

c) Publications of Academies and Learned Societies. Through the Act of 1866 which transferred to the Library of Congress the Library of the Smithsonian Institution, the Library receives publications, particularly those of Academies and Learned Societies, which come from all over the world in exchange for the publications of the Smithsonian Institution. The Library has the responsibility for continuing these collections and making them available to the public.

d) Books about books. In order to give the bibliographical service which is a special responsibility of the Library of Congress, it should continue to acquire bibliographical material of all kinds on an inclusive a basis as is practicable.

e) Music. Since music is an integral part of the culture of any people, and the Library of Congress already has in its possession the greatest collection of music to be found in any library in the world, and since the Music Division is the beneficiary of, and operates endowments and special funds for the development and use of the Music Collection, it should continue in its efforts to build up in its Music Division a comprehensive collection of American music and a representative collection of music from all parts of the world to meet the needs of scholars and of the public.

f) Audio-visual material. Following the practice already recognized by the Congress, the Library of Congress should continue to acquire collections of motion pictures, photographs, phonograph records, and radio recordings.

g) Maps. Since the Library of Congress has the largest collection of maps in the United States which is generally available, it should continue to develop its map collection as the national research collection this important field.

h) Prints. Since the Library of Congress already has a very large collection of illustrated books, and since historical prints form an important part of the records of all countries, the Library of Congress should continue its policy of collecting historical prints and prints made for book illustrations, but in the case of prints in which the interest is primarily occasioned by their artistic value, and which are now being collected on a large scale by

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the National Gallery of Art, the Library should turn over its present collection to that institution and should not in the future purchase prints in this category. The gift funds belonging to the Library of Congress for the purchase of such prints should be transferred to the National Gallery, providing that this can be done legally and within the spirit of the various gifts.

1) Rare books. The Gutenberg Bible, the first printed book, a fine copy of which is in the Library of Congress; great monuments in American history such as the Bay Psalm Book, which was the first book published in what is now the United States; records of early voyages and travels in this country; and early editions of great literary and historical works, particularly those written in or about America, should be in the National Library. The Library of Congress has a good and growing collection of books of this character, but this collection does not equal in extent or importance the collections which may be found in the national libraries of the more important foreign countries of material relating to their countries.

The Committee believes that such books should be in the Library of Congress, particularly books that deal with the sources and development of American civilization. It believes that the Library should purchase these books when it can do so without entering into unwise competition with wealthy collectors, or with other libraries which have already established preeminence in a particular field.

6. The Librarian of Congress should arrange for the establishment of a national research library and a specialized staff for the field of science and technology as part of the Library of Congress. With the increased importance of scientific and technological research in modern life, the literature in this field has become very extensive and difficult of organization and access. There are in Washington many fine collections covering special parts of this field, but there is at present no comprehensive science and technology library belonging or accessible to the Federal Government. It is of great importance to the security of the United States and to research workers that there should exist in Washington an outstanding and coordinated collection of science and technology which would include material from every part of the world, and would cover all branches of science and technology broadly interpreted, with the exception of medicine which should continue to be the responsibility of the Army Medical Library, and agriculture, which is the responsibility of the Library of the Department of Agriculture.

7. The Library of Congress should collect historical, literary, and scientific manuscripts of national interest, including those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole. It should take special responsibility for the acquisition, by transcript or photographic reproduction, of materials in manuscript collections or archives of foreign countries which relate to the origins and the building up of the United States. It should cooperate

with other depositories of manuscript collections throughout the country, to the end that manuscripts of local interest may be placed in the depositories where they will be most useful, and it is recommended that the Librarian of Congress take the lead in establishing a National Manuscript Council made up of representatives of national, regional, and local historical organizations and agencies, whose duty it will be to advise as to the preservation and disposition of manuscript material.

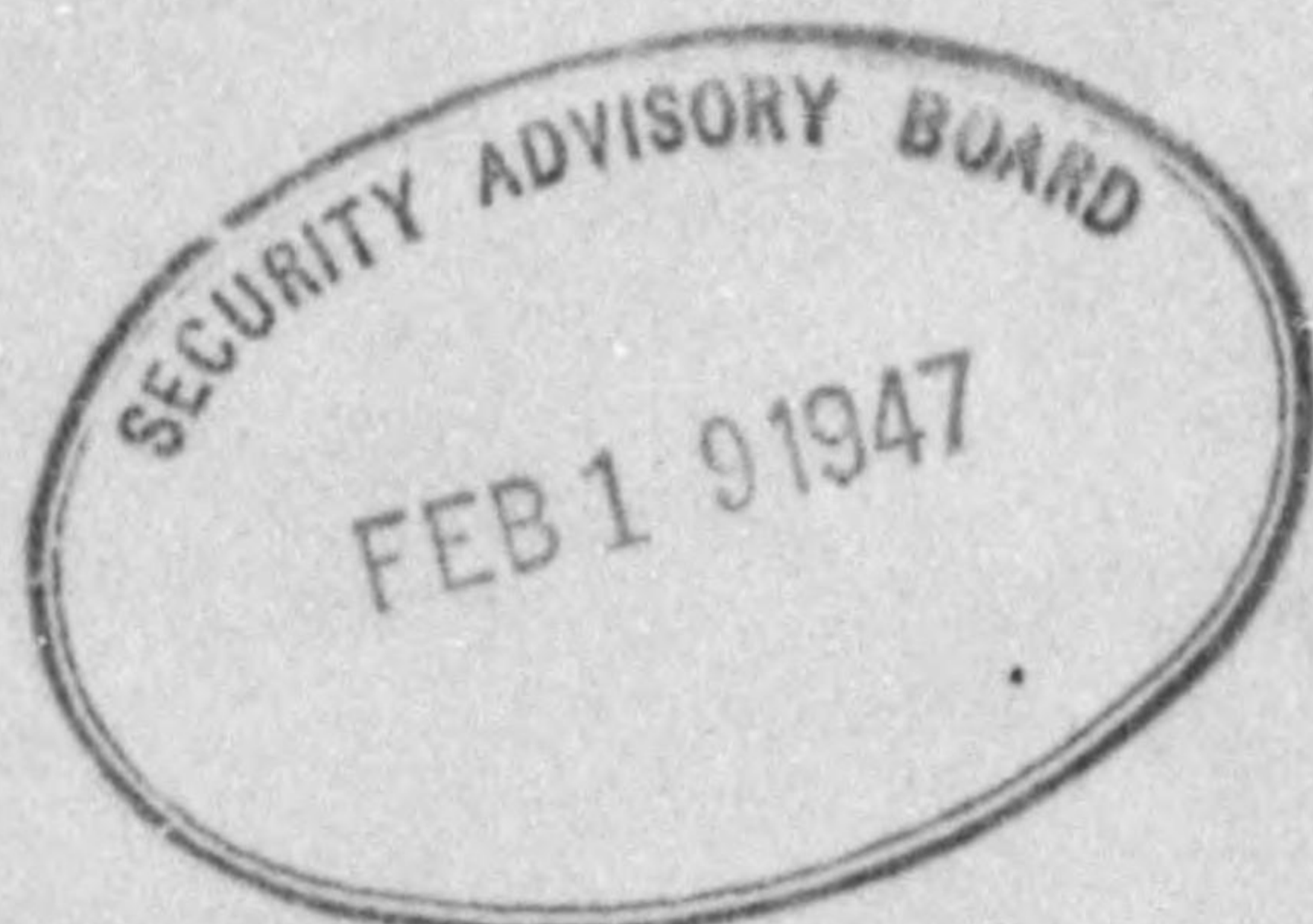
There are a number of holdings of the Library of Congress which were placed there because the Federal institution for the deposit and service of this type of material had not yet been established at the time of their acquisition by the Library of Congress. It is recommended that the Librarian of Congress explore with such officers as the Archivist of the United States and the Director of the National Gallery of Art, the possibility of transferring such holdings from the Library of Congress to the appropriate agency, and that, where necessary, appropriate legislation be recommended.

In connection with this acquisitions program and with the Library's service to Federal and non-Governmental libraries, the Librarian of Congress should build up the quality of the Library's staff unceasingly. Men and women of the highest scholarly attainments must be in charge of the Library's collections, otherwise the material cannot be efficiently utilized.

Draft of the Report of the Library of Congress
Policy Planning Committee

This report has been prepared in draft form for distribution to representatives of library and scholarly groups. It is not to be published. Suggestions and criticisms of the report as a whole or of any part of it will be welcomed by the Committee. In this connection three points should be noted:

1. The final report will be documented by appendices which discuss the problems considered in more detail and will be supplemented by a glossary.
2. This draft was prepared by the Chairman of the Committee. It is based on reports made by individual members of the Committee and on discussions of the Committee as a whole but the draft itself was not seen by any member of the Committee, except the Chairman, before it went to the typist. The Committee cannot, therefore, be held responsible for the report in its present form and the reader can feel free to make suggestions without fear of injuring feelings.
3. Criticisms and suggestions should be in the hands of the undersigned as soon as possible and must be received not later than January 3, 1947 if they are to be used.



K. D. Metcalf
Harvard College Library
Cambridge 38, Massachusetts
For the Library of Congress
Policy Planning Committee

*C/o Librarian of
Congress*

Chairman,

December 10, 1946

The Librarian of Congress
Washington 25, D. C.

Dear Sir:

The Library of Congress Planning Committee, for which you arranged last autumn, submits herewith its report and understands that you propose to submit it in turn to the Joint Committee on the Library. The presentation of this report completes the assignment of the Committee, but it should be made clear that the Committee members stand ready to assist the Committees of Congress in any way requested in connection with the proposals made in this report and to answer any questions put to them.

The Committee, in accordance with your request, has addressed itself to the whole problem of the future of the Library of Congress. This has been done in a spirit of free inquiry. Every important issue has been pursued wherever it might lead, regardless of established policies or points of view of agencies or institutions whose interests might be involved in the findings. The Committee has been convinced that you and your colleagues at the Library of Congress desire a direct, fresh and unprejudiced examination of the future rôle of the Library, and your staff has given its support in this spirit. The same fine coöperation has come from representatives of agencies and institutions, both governmental and non-governmental, with whom the Committee has taken counsel or from whom it has requested specific information.

As a result, the Committee has been able in a relatively short time to arrive at its conclusions and to make recommendations concerning the rôle the Library of Congress should play in the affairs of the nation. That rôle has been important in the past, but it should be even more important in the future. The Committee has tested the tentative drafts of its recommendations by having them discussed in meetings of a considerable number of library and

The Librarian of Congress

scholarly associations. These discussions have been helpful in bringing out the views of a group much broader than the Committee itself. We are glad to report that the consideration given the recommendations by these groups of librarians and scholars has been followed by a practically unanimous support of the Committee's proposals.

We believe that a turning point in the history of the Library of Congress has been reached. If the Library is to stop in its tracks and in the future grow in a limited way only, we believe that it will be necessary to build up elsewhere in the government and throughout the nation the services which in the report we have recommended that the Library of Congress should provide, and these services through their lack of centralization and their lack of connection with the greatest collection of books and other materials in the nation will be less satisfactory and more expensive than if they were provided by the Library of Congress. We believe that this nation will find it difficult, if not impossible, to discharge its responsibilities to its citizens and to the world unless it is prepared to set up the kinds of services which the Committee herewith proposes, and it is sincerely hoped that the recommendations will be given the most careful consideration by the Congress.

Respectfully submitted,

Keyes D. Metcalf, Chairman
Herbert Eugene Bolton
Edward U. Condon
Douglas S. Freeman
Waldo G. Leland
Wilmarth S. Lewis
Carl McFarland
Kathryn Meir
Lessing J. Rosenwald
Ralph R. Shaw
Walter L. Wright, Jr.

Library of Congress Planning Committee

LIBRARY OF CONGRESS POLICY PLANNING COMMITTEE REPORT

Introduction

This report is presented to the Joint Committee on the Library with the hope that it may serve as a basis for what might be called a Charter for the Library of Congress which, if approved by the Joint Committee on the Library in this or in a revised form, will be consulted when questions arise concerning present and proposed activities for the Library.

The report does not attempt to consider the administrative organization or the administrative routines of the Library of Congress. It does not deal directly with budget questions, but a statement about the proposed appropriations for the coming year is attached. It should be emphasized here, however, that the Library of Congress will be unable to carry through such assignments as are agreed upon for it unless it is given adequate financial support, and that it would be preferable to limit the Library's activities permanently than to expand along the lines that the report indicates and then contract in later years. Library activities cannot properly be turned on like a faucet in good years and off in bad ones, and the Congress and its Appropriations Committee may be proud of the fact that during the past 103 years they have never reduced the appropriations for the Library of Congress below those of previous years. This is as it should be, and is to a large extent responsible for the healthy growth of the Library, which has become the largest library in the world, and the most useful and most used government library anywhere.

This report, which is proposed as a basis for a Library of Congress Charter, has been reduced to the briefest terms and does little but answer three questions:

5.

1. What should be the relationship between the Library of Congress and the Congress and the other Federal libraries, and what service should it perform for the Congress, the other Federal libraries, and the employees of Federal agencies?

2. What should be the relationship between the Library of Congress and non-Federal libraries, and what service should it provide for those libraries and for individuals who are not Federal employees?

3. What material should the Library of Congress acquire in order to maintain properly the relationships and to provide the services proposed for it?

These questions are considered in detail in the following pages. In approaching them, the Committee has tried to avoid preconceived notions, and to deal with each on its own merits. It has had no desire to rubber-stamp its approval on proposals already made by the Library to the Congress. It has tried to find and state the course of action which in the long run should prove most advantageous to the citizens of the United States. It believes that if the Library is to operate efficiently and economically, it should welcome relief from responsibility for an activity it may have assumed if and when the activity proves unfruitful, or if another agency is in a better position to provide the service; just as it believes that the Library should take over work from other agencies if it can give the service to better advantage and at a lower cost to the government. The Committee has tried to avoid what is known in Washington as "empire building". It goes on record emphatically that the Library should not attempt to collect inclusively except in fields where it has special responsibility.

It believes that there are fields where coverage by a non-government institution is more fitting and will prove more fruitful, and its recommendations are made with the belief that the Library's basic task after caring for the needs of the Congress is to supplement and complement other libraries in Washington and throughout the United States, not to replace or absorb them.

What Should Be the Relationship between the Library of Congress and the Congress and the Other Federal Libraries, and What Service Should It Perform for the Congress, the Other Federal Libraries, and the Employees of Federal Agencies?

Federal libraries may be grouped into two general categories. The first and most common of these will be termed in this report a Working Library, which includes primarily material in fairly steady use. The second is a National Research Library, which includes tremendous quantities of little-used material which is collected because it is in the national interest to have it available in some government library when it is called for.

Working Collections may grow up in large numbers without unnecessary duplication of facilities or unwarranted expense, as long as these libraries are limited to material which is mostly of recent publication and is required relatively frequently by the staff of the agency. In the interest of efficiency and of staff time, practically every government agency must have its own working library to serve its own day to day staff needs. It is only when these Working Collections are enlarged so that space and service requirements are greatly increased, and considerable amounts of research materials that are used infrequently and should be weeded out, are retained that unnecessary duplication and unwarranted expense begin to creep in.

7.

All Federal libraries should be mutually interdependent, and all government agencies should rely in large measure upon one of the National Research Libraries for the material that they require only occasionally. The extent to which the Library of Congress Collections are developed determines the extent to which other agencies can rely upon that Library, and thus determines in large measure the extent to which the collections and services in the other agencies must be developed.

It is in the public interest that the United States have a strong National Research Library system headed by the Library of Congress and designed so as to make available to government agencies material needed for their varied work. It is recommended, therefore, that it be the responsibility of the Librarian of Congress to make working agreements with other Federal agencies to provide them with adequate collections in their special fields which will include the material that those agencies do not need for frequent use and so do not and should not have in their own collections.

In order to provide the most satisfactory research service for all government needs, the Librarian of Congress should take the initiative in establishing a Federal Librarians' Coördinating Council along the general pattern of the Council of Personnel Administration.

It should be the policy of the government in carrying out the plans noted above that no government library should be recognized as a National Research Library except the Army Medical Library and the Library of the Department of Agriculture and such other libraries as are approved by the Joint Committee on the Library and the Librarian of Congress, and that only National Research Libraries so approved

should acquire more than Working Collections. (If this recommendation is carried out the economies that would result are obvious).

In a Federal library system based on the above statement, the Library of Congress should provide service to the Congress and to the other Federal libraries and agencies and their employees as follows:

1. The Library of Congress should undertake for members of Congress any and all library services, research, and reference, and other types of service that can be performed through use of the Library's Collections, which are required by members in the performance of their legislative duties. (There should be no exceptions to this rule as far as the Library's conception of its obligations is concerned. Only a lack of means to provide the necessary collections and skilled staff would justify a failure on the Library's part to meet such demands.)

2. The Library of Congress should provide reference and lending service for government agencies when those agencies so request. It should furnish the agencies with study rooms, access to the Library's collections and in special cases should assemble material for their use; but the Library should not provide research service or compile for other agencies extensive bibliographies except a) when the interest in the subject is widespread throughout the Federal government; b) when the arrangements specified in the next paragraph prevail; or c) when the work has been specifically authorized and financed by the Library's own appropriations.

3. Since it is obvious that the Library of Congress is better equipped to perform extensive bibliographical and reference work than many other agencies of the government, it should make use of the authority granted it in Section 601 of the Economy Act (47 Stat. 417)

to accept transfers of funds which will enable it to undertake extensive bibliographical and reference projects on behalf of other agencies when this will result in greater efficiency and economy of effort. In addition, the Library should feel free to accept gifts from private individuals or non-governmental organizations for the purpose of undertaking bibliographical projects which will benefit the scholarly community.

4. In addition to these bibliographical research, reference, and lending services, the Library of Congress shall give assistance and advice in connection with a wide variety of government activities involving use of the spoken as well as the written word following lines approved by the Federal Librarian's Coördinating Council proposed above and within budget limits set by Congress. For example, at a request from other agencies, the Library might advise on book purchases for the Working Libraries. It might prepare special collections of books and phonograph records for distribution abroad, or make translations within reasonable limits from little known languages. It might continue as at present to print catalogue cards for the Army Medical Library, and to purchase reference works for the National Gallery of Art.

What Should Be the Relationship between the Library of Congress and Non-Federal Libraries, and What Service Should it Provide for Those Libraries and for Individuals Who are not Federal Employees?

The Library of Congress as the National Library and the largest and most complete of the libraries in the country should supplement and complement the other libraries in the United States and take a leading part in coöperative movements among libraries and thereby help to bring about satisfactory nation-wide library service to research workers and other seekers for information.

The cost of complete library service and the gathering together and making available of inclusive collections of research materials in one place is so great that not even the National Library should attempt to acquire all the material that may be requested in all fields and to make it available to all applicants. The Library of Congress, as the National Library, should take as its share of the National Library program the following services for non-Federal libraries and for individuals who are not Federal employees.

1. A bibliographical clearing house and centralized bibliographical service. This should include:

a) The maintenance at government expense of the most complete possible union catalogue of holdings in American research libraries with free service of information from the catalogue;

b) Depository catalogues in the larger libraries of the United States, selected with proper regard for geographic distribution, and in foreign countries, showing the holdings of the Library of Congress;

c) Card distribution service by which copies of the catalogue cards for books in the Library of Congress may be made available to other libraries at cost;

d) General bibliographical reference service from the bibliographical collections of the Library.

The Library of Congress bears the responsibility of leadership in the attempt to solve the problems of bibliographic control of material. It should initiate an experimental bibliographic planning project in cooperation with librarians,

scientific groups, and scholars, and develop a cooperative plan for the study of indexing and abstracting in relation to cataloguing and bibliography, in evaluating cataloguing techniques in relation to other bibliographical procedures, and generally for the development of effective bibliographies where few or no adequate controls now exist.

2. Reference (but not research) service. This should be available for any library without cost from material not as readily found elsewhere, after local facilities have been investigated and found inadequate. It should be given so far as the Library staff is equipped and able to give it, and to give it without interference to the service to the Congress and other agencies of the Federal government. Requests which involve an amount of work which the staff is unable to undertake without neglect of service to the Congress or to the Federal government, or neglect of major needs of the Library itself should be declined, but when the staff proves to be inadequate to meet reasonable demands the Librarian should report to Congress and ask for an increase in the appropriations for this work.

3. Interlibrary loan service. This should be provided if the material is not available as readily elsewhere. Since the Library of Congress is the largest of the country's libraries and will have more unique material than any other one institution, this service should become extensive, and should be carried on at government expense. Material that cannot be lent because of its value and rarity, or because it may be called for by Congress or other

government agencies or for general reference service should be made available by photoduplication at cost.

4. Extension service to State and small local libraries.

The Library of Congress should help to provide the tools of scholarship through local libraries in order to supplement local resources, but it cannot furnish direct service throughout the country to the average citizen, although there is a wide range of library service needed by the general public, especially by the 40,000,000 people who do not have access at present to any public library service. To attempt to meet directly the library needs of those 40,000,000 individuals who have no library service, or to attempt to meet directly the needs of many small local libraries, is not a practical function of the Library of Congress. The Library should, however, furnish leadership and stimulation for the improvement and development of local library service, and the great resources of the Library should be made available to the citizens of the country through state and local libraries and in cooperation with other appropriate government agencies through:

a) Sending by Inter-library loan of material not locally available and not within the normal scope of the local library.

b) Expanding and liberalizing the policy of reproduction of rare items or materials and the preparation and distribution to local libraries of photographic copies of the great documents of American History.

c) Preparation of popular booklists and lists of visual aid material for local distribution upon request from local or state libraries.

d) Circulation of exhibits based on the Library's collections so as to make these treasures a part of the nation's heritage and the preparation of suggestions for exhibits based on the exhibit program of the Library of Congress.

e) Preparation of popular information about materials in the collections of the Library of Congress.

f) Expert counseling service at a high level on technical and organizational library problems.

5. Service to individuals. In addition to the service to libraries described above, the Library of Congress shall provide service to individuals in and outside of Washington as follows:

a) Residents of and visitors to Washington may use the Library's collections in its Reading Rooms. Investigators whose work is in the public or scholarly interest shall be provided to the extent of the facilities available with individual study rooms or desks.

b) When scholars resident in the Washington area can demonstrate their inability to consult materials at the Library, loan privileges may be extended to them with the understanding that only those materials may be borrowed which are not available in other local libraries and which can be spared from official and reference use.

c) In order to provide service to scholarship not within the power, duty, or ability of the local library to render, the Library of Congress shall make its collections available to individuals

outside of the Washington area through inter-library loan upon the receipt of requests through a local library.

d) A reference service shall be provided to readers over the age of sixteen in the general and special Reading Rooms of the Library. The reference staffs in several divisions shall assist the public in the use of the general and special catalogues, the reference collections, the bibliographic sources, etc., and give such assistance as time permits in searches for specific information and in the identification of appropriate sources for research. Further, the Library shall attempt to locate through the holdings of the Federal agencies in Washington or elsewhere, or in non-government libraries in Washington or elsewhere, supplementary resources when the Library's collections cannot supply the needs. Reference service by mail and telephone shall be provided also within reason whenever possible.

6. The Library shall provide, in recognition of the Federal government's responsibility for service to the blind, as acknowledged by the enactment of the Pratt-Smoot Bill in 1931, a general library service on a national basis for blind readers.

7. The Library of Congress has an obligation to the people of the United States to display for their benefit the treasures contained in its collections, which reflect our national history and the development of our civilization. It also has an obligation to participate by exhibits in the commemoration of important historical events or personages. Its program of travelling exhibits should be expanded so as to bring the record of the American past to the smallest communities of the United States through the facilities of other

libraries, museums, and public institutions. In order to insure the optimum educational benefit from this program, the Library should seek the advice of both national and local educational groups as to the content and schedule of the exhibits.

8. The Library of Congress should carry on a publication policy including administrative statements which require wide circulation; informational guides to the organization, services, and collections of the Library; technical reports such as the Classification Schedules and Subject Headings of the Library, which are essential to the operations of its own staff and to the staffs of other institutions; digests, indexes and abstracts of state and Federal legislation for the needs of Congress; basic data studies concerned with matters of current public interest; bibliographies and indexes prepared from the Library's collections in response to requests from members of Congress, agencies of the Federal government, or public and semi-public institutions, or initiated by the Library itself when the availability of the work is to the interest of the nation or of the scholarly community; reproduction of important materials particularly those dealing with the American record; and records for use at home and abroad of accessions to the Library's collections and of material published in or relating to the United States. The Library shall be free to accept from private individuals or non-governmental agencies transfers of funds for the purpose of undertaking bibliographical projects which will benefit the scholarly community. The distribution of these publications shall follow the regular government practice for such publications.

Through its photoduplication service, the Library of Congress shall provide photocopies of material in its collections to members of Congress, and upon a fee basis to the public, subject to existing restrictions of copyright and any temporary conditions imposed by donors.

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3. What Material Should the Library of Congress Acquire in order to Maintain properly the Relationships and to Provide the Services Proposed for It?

A. The Library of Congress, as the National Library providing service for the Congress, for the government agencies, and in order to supplement and complement the services in the non-government libraries of the United States, shall have a large and definite place in a national acquisition program for the research libraries of the country.

B. The security of the United States requires that government agencies concerned with foreign affairs and intelligence activities have at their disposal all materials which may be required in case of any emergency, and the national plan for acquisition should bring into the libraries of the United States, in such a way as to make them available for government use and research work, at least two copies of all material of value in connection with national security. One of the copies should be in a National Research Library in Washington, and the other outside of Washington in a non-Federal library.

C. The national plan for acquisition should bring into the country at least one copy of all published material of interest for general research.

With the above in mind,

1. The Library of Congress should acquire all material that it needs in order to provide the best possible service to Congress, and to complement and supplement the service given to Federal agencies by other Federal libraries in Washington and elsewhere.

2. The Library of Congress should acquire at least one copy of all material of importance in connection with national security, except in the fields of agriculture and medicine, (where there should

be a copy in the Department of Agriculture Library or the Army Medical Library) and such other fields as are covered by other National Research Libraries which may in the future be approved by the Joint Committee of the Library and the Librarian of Congress as noted under 1 above.

3. The Library of Congress should do its share, and its share should be larger than that of any other library, in the acquisition of at least one copy somewhere in the country of all material of interest to research workers. Material in this group should be divided up by subjects, and the Library of Congress shall accept responsibility for inclusive acquisition in certain subjects in order to complete the national coverage.

4. The Library of Congress should continue to collect in the following fields where it has taken responsibility for research collections either by law or by practice already approved by the Congress:

a) Public documents. Through law and treaty the Library receives in exchange for American public documents foreign public documents, and thereby has responsibility for the collection of this material.

b) To give satisfactory service to the Congress and the other Federal agencies, the Library of Congress should continue to acquire as inclusively as needful legal material of all kinds.

c) Through the Act of 1866 which transferred to the Library of Congress the Library of the Smithsonian Institution, the Library receives publications consisting chiefly of academic and learned societies which are sent from all over the world in exchange for the publications of the Smithsonian Institution. The Library has the responsibility for continuing these collections and making them available.

Status Card

3-7-47 -

Discussed this matter with Mr. Clapp this date, new assistant chief librarian. He assured me that the material mentioned was "unclassified" material on rocketing, industry but all unclassified. He stated that it definitely was not matter on Manhattan Project for example. I discussed on filing briefly and he felt it would be in order for us to comment on this through Mr. Conroy to Dr. Metcalf. He will send us the latest copy today.

18.

d) In order to give the bibliographical service which is a special responsibility of the Library of Congress, it should acquire bibliographical material of all kinds on as inclusive basis as is practicable.

5. The Library of Congress, through copyright arrangements and practice already approved by the Congress, should acquire, in addition to books and pamphlets, collections of motion pictures, phonograph records and radio recordings, and photographs.

6. Since music is an integral part of the culture of any people, and the Library of Congress already has in its possession the greatest collection of music to be found in any library, and since the Music Division is the beneficiary of and operates ten endowments and special funds for the development of the Music Collection, it should continue in its efforts to build up in the Music Division a comprehensive collection of American music and a representative collection of music from all parts of the world to meet the needs of scholars and of the public.

7. Since the Library of Congress has the largest collection of maps in the United States, and since its collection is also the largest one available for general consultation, it should continue to develop its map collection as the National Research collection in this important field.

8. Since the Library of Congress already has a very large collection of prints prepared for book illustration, and since historical prints form an important part of the records of all countries, the Library of Congress should continue its policy of collecting prints except that in the case of what may be called

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fine prints in which the interest is primarily from the artistic point of view and which are of the type now being collected on a large scale by the National Gallery, the Library should turn over its present collections to that institution, and should not in the future purchase fine prints, and the gift funds belonging to the Library of Congress for the purchase of fine prints shall be transferred to the National Gallery as far as can be arranged legally and within the spirit of the terms of the gifts.

9. In the field of rare books, the Library of Congress collecting should lay particular emphasis on books which relate to the sources and development of American civilization.

10. With the increased importance of scientific and technological research in modern life and the rapid increase of this research in all parts of the world, the literature of science has become very extensive and difficult of organization and access. There are many fine collections in special parts of this field in Washington, but there is at present no comprehensive science and technology library belonging to the government. It is of great importance to the security of the United States and for the benefit of research workers that there should exist in Washington a coordinated outstanding collection of science and technology which will include material from every part of the world in this broad field. This Library should be the National Research Library for the United States government and for the American people in the whole field of science and technology broadly interpreted, with the exception of medicine which is collected by the Army Medical Library, and agriculture by the Library of the Department of Agriculture. It should be the responsibility of the Librarian of Congress to arrange

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for the building up of a National Research Library for the field of Science and Technology as a part of the Library of Congress: The location of the collections and the number of its subdivisions to be decided by the Librarian in consultation with the Joint Committee on the Congress and the Federal Librarian's Coördinating Council.

11. The interest of the Library of Congress in manuscript material must be limited, by necessity, to manuscripts of national interest, and should include those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole rather than those of local interest only. It should, however, take special responsibility for the acquisition, in original form or by transcripts or photographic reproduction, of manuscripts in foreign countries relating to the origins and the building up of the United States. It should work closely with the National Archives and with the local manuscript collections throughout the country, making every effort to see that manuscripts are placed in the depositories where they will be most useful, and it is recommended that the Librarian of Congress take the lead in establishing a National Manuscript Committee made up of representatives of regional historical organizations and societies, whose duty it will be to aid in the proper arrangements for and distribution of manuscript material.

The Library of Congress Title

The Committee has been urged by a large number of individuals who have no connection with the Library to recommend that the name of the Library of Congress be changed to that of the National Library on the grounds that, while it is the Library of Congress, it is also the National Library, and that it will be easier to obtain proper support and recognition for it if it is called by the name used in most other countries. Those making this proposal state that the general public does not understand that the Library is a National Library, and that the institution will never be seen in its proper perspective until its name is changed.

The Committee admits that there is much to be said in favor of the proposed change in name, but it believes that the name is of less importance than making sure that the Congress recognizes that while the Library should always be first of all the Library of Congress, it is in fact, if not in name, the National Library; and the Committee takes this opportunity to emphasize that if the Library of Congress is to give adequate service to the Congress and is to be the greatest library in the world in size, and in usefulness to the Congress and to the people of the United States, it must be adequately supported year in and year out.

With the above in mind, the Committee recommends that the Library continue to be called the Library of Congress, but that whenever the name appears in print on official publications or on its own letterhead, it be stated as follows:

The Library of Congress
The National Library of the United States of America

22.

And the Committee respectfully requests that the Joint Committee on the Library ask the Congress to officially recognize by resolution that the Library of Congress is the National Library in fact if not in name.

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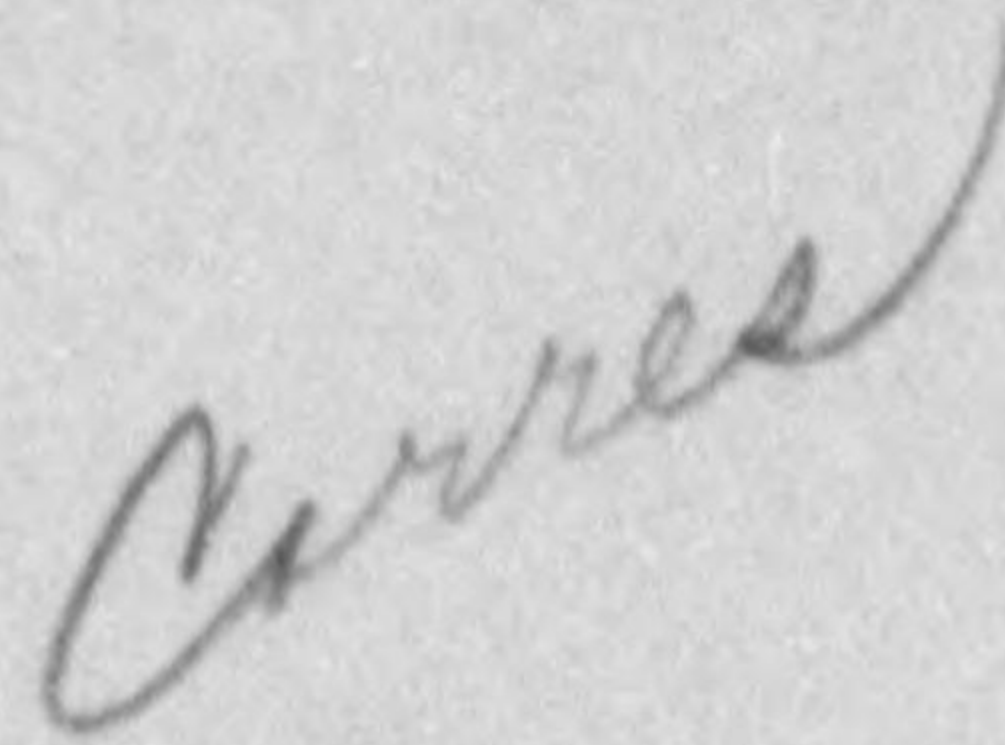
Mr. Robinson:

This may be just an unusual request, or it may be the first of a series in view of recent publicity.

Do you agree with this method of handling?



SGB



November 5, 1947

Miss Myrtle A. Moody
Acquisitions Department
Harvard Law School Library
Langdell Hall
Cambridge 38, Massachusetts

Dear Miss Moody:

Reference is made to your letter of October 27, 1947, in which you request all releases of SAB No. 1, Security Advisory Board, May 28, 1946.

Only one release was made of this document, that being the one dated May 28, 1947. The supply of the document has been exhausted and it is not expected that it will be reissued; therefore, it will be impossible for this Board to furnish you with a copy for your library.

For the Security Advisory Board:

Shanette G. Blake
Secretary

*Blake 537-3
HR*

HARVARD LAW SCHOOL LIBRARY
LANGDELL HALL, CAMBRIDGE 38, MASS.

ACQUISITIONS DEPARTMENT

October 27, 1947

U. S. Security Advisory Board.
Washington, D. C.

Gentlemen:

We would like to secure the following item
for use in this library.

U. S. Security Advisory Board.
SAB 1- May 28, 1946-
[Washington]
v.

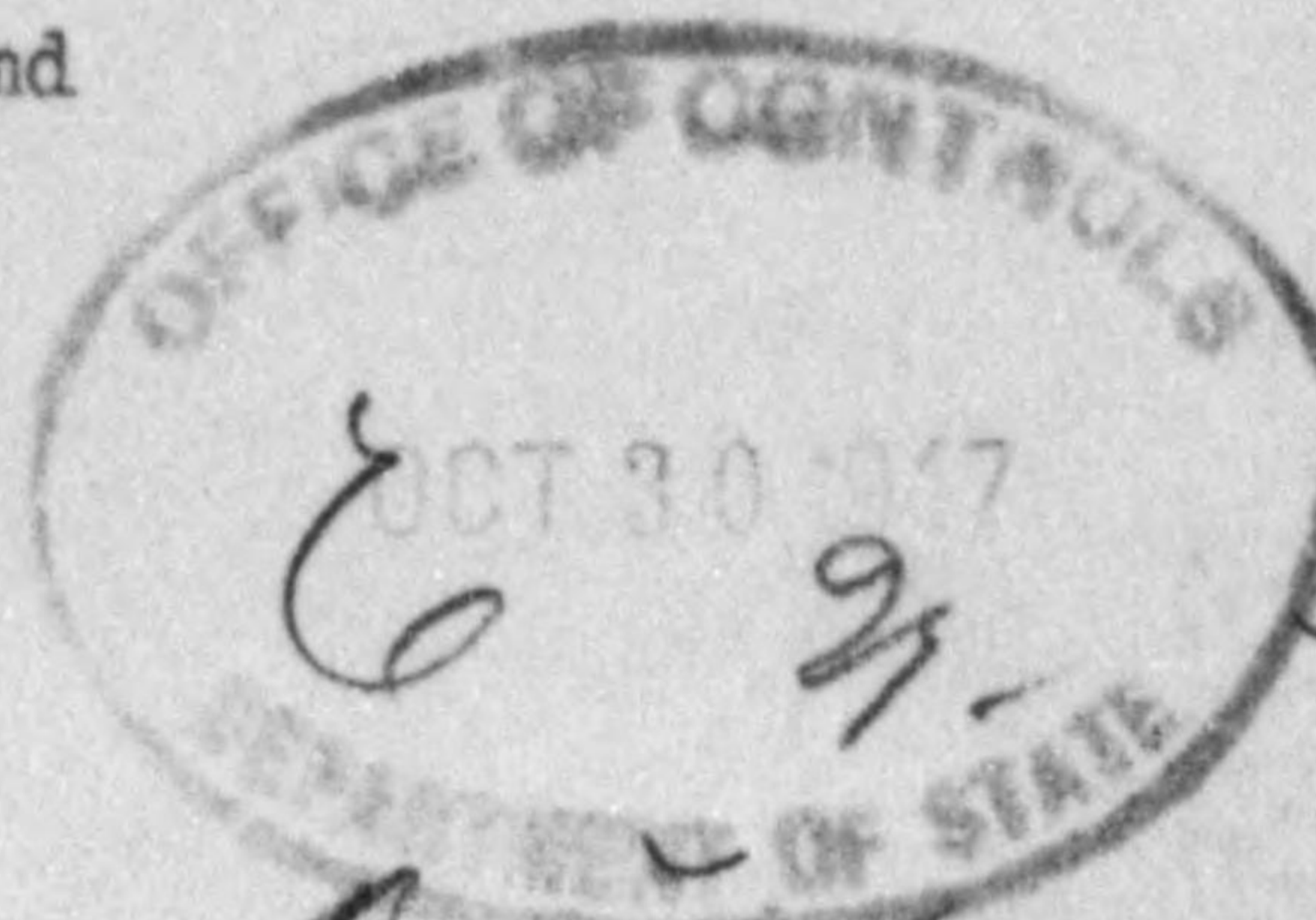
Will you please send us all the releases that
have been issued for this item.

We would appreciate it if you would put us
on your mailing list for future issues.

Yours very truly,

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