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Administrative Memorandum A-35

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Project Whirlwind
Servomechanisms Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: LIBRARY ORGANIZATION

To: 6345 Engineers and Non-Staff Supervisors and Secretaries

From: Virginia Andry

Date: April 28, 1949

A change of policy in the Barta Building Library, Room 217, will become effective May 1st. At that time the present librarian will take over additional duties as receptionist, necessarily leaving the library unattended during most of the day. Therefore, it will be important that the library become largely a self-service organization, with all of the Project personnel familiar with the contents of the files, the location of the various types of material, and with certain library procedures.

Toward this end, each storage unit including file cabinets and bookshelves has been plainly marked with a number; each drawer and shelf is lettered. Attached to this memo is an alphabetical listing of all the material filed, with a key to its location by file number and drawer letter, according to the chart also attached.

The PUBLICATION SERIES listing refers to the internally written 6345 reports under formal classifications; the Administrative, Conference, Engineering, Memorandum and Report Series. Memorandums of these series are catalogued by title, by author and by subject in a set of card files in cabinet number 3. There is a complete file of bound copies of these series on the bookshelves, unit number 19, for reference only, not to be removed from the library. To obtain a permanent copy of any such report for your own use, you may take it from the "extra copy" files and leave a notation for the librarian on her desk giving the series, number, copy number if one exists, number of copies taken, your name and the date. It would be greatly appreciated if you would notify the librarian if less than five copies of a particular report are left in the file.

SUMMARY REPORTS for loan are filed by number in cabinet number 4; extra copies, for outside distribution only, are stored in

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the safe, unit number 9.

If any of this material is taken to be sent or given to other than Project personnel, it must be cleared first through J. W. Forrester's office and his secretary must be given all the pertinent data.

The LIBRARY FILES, cabinets 7, 8, and 10, contain Project theses and all outside publications and reports, catalogues, etc. These items are classified alphabetically by author, title and subject in a single card file in cabinet number 3. The file folders are arbitrarily numbered as the material is received and the key number appears on the upper right hand corner of each card in the catalogue. When borrowing a report from these files please fill in your name, the copy number and the date on the blue "sign-out" card provided in each folder.

It cannot be overemphasized that each item taken from the library must be accounted for in the appropriate way according to the classification. Please do not neglect noting the necessary data in the proper place for each item that you remove from the files. In order to facilitate the recovery of borrowed material when it becomes necessary, each item should be signed for, held, and returned by one individual, then reassigned to the next person desiring it unless there is an attached circulation list. The librarian will no longer be free to trace an item through the laboratory as has been frequently necessary in the past when an emergency call has come in for material which has been passed from hand to hand without notification to the library.

Files containing classified material are kept locked. Reports may be taken by any individual from the open files, but only the librarian or the secretaries in Room 216 may open the locked files and assign the material they contain.

To borrow literature from OTHER MIT LIBRARIES list all available information on a card or memo and have the interoffice messenger bring it to the attention of the librarian, who will then handle the transaction in the usual way.

Your cooperation is requested in following these rules and suggestions, in order to keep library service at the highest possible

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level of efficiency and convenience to all concerned despite the necessary change of routine and procedure.

Signed Virginia Andry
Virginia Andry

Approved Hugh R. Boyd
H. R. Boyd

VA: mms

CLASSIFICATION OF LIBRARY MATERIAL AND LOCATION KEY

ADMINISTRATIVE MEMORANDUMS	
Card Catalogues	3a, b
Confidential	5c
Ditto Masters	11c
Extra Copies	12a
Reference Copies, Bound	19b
ADDRESS LISTS, 6345 PERSONNEL	20, top
BI-WEEKLY REPORTS	
Current; M Series by number	
For 1948, Bound	19c
BOOKS	
Card Catalogue	3c
Lending Series	20a, b, 19c
"Out" Cards in File Box	20a
BUILDING 32 LIBRARY LISTINGS, BOUND	19c
CARD CATALOGUES	
Books	3c
Publication Series	
By Author	3b
Subject	3a
Title	3a
Library Files	3c
PB Reports	3d
COMPONENTS STANDARDS BOOKS	19c
CONFERENCE NOTES	
Card Catalogues	3a, b
Confidential	5c
Ditto Masters	11c
Extra Copies	12b
Reference Copies, Bound	19c
CONFIDENTIAL MATERIAL	4, 5, 9, 16
See Specific Listings	
DIC CONTRACT MATERIAL	13c

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DITTO MASTERS

Administrative Series	11c
Conference Notes	11c
Confidential Material	9
DIC Contract Material	11d
Engineering Notes	11b
Lecture Series	11d
Memorandums	11a, b
Miscellaneous	11d
Personnel	11d
Report Series	11c
Theses	11d

DRAFTING STANDARDS NOTEBOOKS 19b

ELECTRONICS MAGAZINE 19d

ENGINEERING NOTES

Card Catalogues	3a, b
Confidential	5c
Ditto Masters	11b
Extra Copies	
E-1 - 189	12c, d
190 - Latest	13
Reference Copies, Bound	19c

LECTURE SERIES 4d

LIBRARY FILES

Card Catalogue	3c
Confidential Material	5c
Lending Items	7, 8, 10

LIBRARY LISTINGS, BUILDING 32
Looseleaf Notebook 19c

LIBRARY SUPPLIES 1, 19d

MASTERS -- SEE "DITTO MASTERS"

MECHANICAL DRAFTING STANDARDS
Looseleaf Notebooks 19b

MEMORANDUM SERIES

Card Catalogues	3a, b
Confidential	5c
Ditto Masters	11a, b

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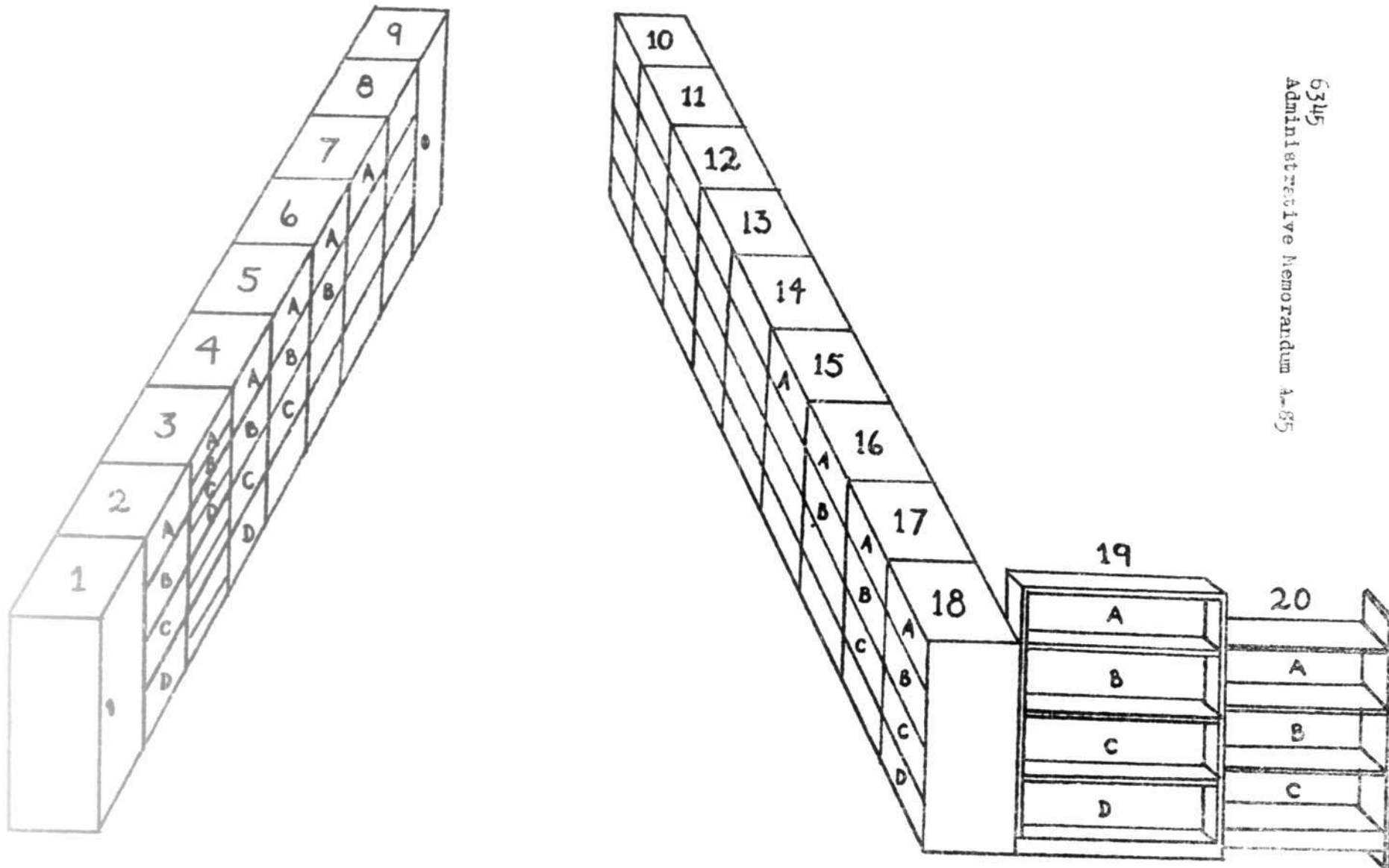
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MEMORANDUM SERIES (Continued)	
Extra Copies	
M-1 - 510	17
511 - 840	18
841 - Latest	6
Reference Copies, Bound	19a, b
"OUT" CARDS FOR BOOKS	
In File Box	20a
PB REPORTS	
Card Catalogues	2b, c, d 3d
<u>PROCEEDINGS OF THE IRE</u>	20c
PUBLICATION SERIES	
See Specific Listings	
PURCHASE REQUISITION CARBONS	2a
<u>RADAR FUNDAMENTALS SERIES</u>	19c
REPORT SERIES	
Card Catalogues	3a, b
Confidential	5b, d, 16
Ditto Masters	11c
Extra Copies	
R-1 - 128	14
129 - 157	15
158 - Latest	16
Reference Copies, Bound	19b
STANDARDS NOTEBOOKS	
Mechanical Drafting	19b
Test Equipment	19c
WWI Components	19c
SUMMARY REPORTS	
SR-1, Lending Copy	4b
SR-2, Lending Copy	4b
Reference Copy	4a
Storage Copies	5a, 9, 13d
Confidential Volumes 9	
SR-3 to Latest	
Extra Copies	9
Lending Copies	4c
SUPPLIES	1, 19d

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SYLVANIA MEMORANDUMS, BOUND	19b
TEST EQUIPMENT	
Requests	13c
Ditto Masters	11d
Standards Notebooks	19c
THESES	
Card Catalogue	3c
Ditto Masters	11d
Lending Copies	7, 8, 10
See R-Report Title File	
WWI COMPONENTS STANDARDS BOOKS	19c



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CHART OF LIBRARY FILE UNITS