American Library Association

Library War Service

(HEADQUARTERS: LIBRARY OF CONGRESS, WASHINGTON)

S. A. T. C. No. 1

Washington, D. C., Nov. 1, 1918.

To the Librarian:

Numerous requests have come to Headquarters of the Library War Service for direct service to the Student Army Training Corps in various schools and colleges throughout the country. This circular will serve as a preliminary answer to such requests and inquiries and as a statement of such service as it now seems feasible for the A.L.A. War Service to render to the S.A.T.C.

It seems necessary, however, to say that the ability of the War Service to carry out the supply of books and periodicals contemplated in this circular (Sections 2, 4, 6,) will be largely dependent on the results of the forthcoming campaign for money.

S. A. T. C.—SECTION A.

1. The S.A.T.C. presents only a partial analogy to the situation in the training camps and abroad. Units of this student corps are stationed only in educational institutions already established and with plants in most respects adequate to care for the book needs of the student soldiers and sailors. College and university libraries are on the ground, provided with generally adequate equipment in the way of books, and with library organizations prepared to cope with a situation new only in certain military and instructional aspects. In the camps there were, speaking broadly, no libraries or librarians until the A.L.A. furnished both buildings and books. In every college there is a library more or less well equipped with the needed books and with a staff of trained librarians. Many of the colleges are in cities and towns having public libraries, able and willing to help the college libraries to the extent of their resources.

The work of the A.L.A. Library War Service, it is plain, must be one supplementing these existing agencies, and should be offered only where there is need of aid because of exceptional local conditions. University and college libraries, therefore, which are able to handle the present demand without assistance should read this circular as a word of explanation of what is being proposed for others less fortunate than themselves. Librarians of public libraries to whom it is sent will, it is hoped, notify the War Service Headquarters of cases in which they are unable to afford needed assistance to the colleges.

2. RECREATIONAL READING. In most cases the college and public libraries alike have already cared for this feature

(a) By throwing open their books for circulation to any men in uniform (occasionally with some guarantee either by commanding officer, college library, or Board of Trustees). It is especially urged that this practice be made general. Whenever local ordinances and regulations require a legal guarantor, it will generally be found possible to provide a single person or institution to serve for all S.A.T.C. men in lieu of individual guarantors for each soldier:

(b) Magazines and popular books are provided for "Y" and K. of C. huts, hostess houses, and other established means for offering soldiers reading matter, in addition to the opportunities of the college library itself. It is not contemplated that the
War Service will supply the "Y" and K. of C. huts with books required to be read in courses of instruction. In case of necessity the War Service will provide its "standard set" of eleven magazines and also a few general reference books for such huts. Ordinarily the college and local public library can furnish them enough books and magazines. But where there is a dearth of such reading matter the War Service can and will supply a moderate number of "gift books" from its stock on hand on application to Headquarters. Applications (which should come from the college librarian or the supervisor) should make it clear that local resources have been exhausted.

(c) College librarians are doubtless well aware by this time that S.A.T.C. men in Section A and in the naval units have little free time for recreational reading, and that such service must generally be afforded in places near their barracks. Section B men, having five evenings a week free, have greater need of this sort of service.

3. REQUIRED STUDY. Under the S.A.T.C. Curricula drawn up by the War Department Committee on Education and Special Training, "required reading" in the old sense is generally impossible. The student supplies his own text-books. And college libraries will not ordinarily be expected to provide duplicates in quantity for required collateral reading. The question of material for "supervised study" for the so-called essential subjects is, however, likely to press heavily on the college librarian. Copies of the circulars outlining these courses (for Section A men) are now in the hands of college officers, and can be seen by librarians, in case they are not themselves already provided with them. These essential subjects, as college librarians are doubtless aware, are (a) War Issues, (b) Military Hygiene and Sanitation, (c) Military Law and Practice, and (for most Section A men) (d) Surveying and Map Making. These subjects have formed no considerable part of the instruction in the ordinary college. The college libraries generally are not prepared to furnish books on these topics in the required quantities from their present stock. In some colleges and universities in which the need is very great, the ordinary division of the book funds among the several departments has been either suspended or the amounts reduced, and the book funds diverted to a greater or less degree to the purchase of books for use in the study of these "essential subjects." Such a course seems practical and desirable, and the possibility of such diversion of book-funds is brought to the attention of college librarians as affording a solution of some financial difficulties.

4. WAR ISSUES COURSE. Required of all students. Librarians are urged to procure from the Committee on Education and Special Training of the War Department, Old Land Office Building, Washington, D. C., a copy of its Bibliography (C.e. 17) on the Issues of the War, Instructors in charge of this course probably have copies already. The Library War Service assumes that every college library can afford to purchase at once (if it does not already own) the 33 items starred on this bibliography. The cost (exclusive of the New York Times History of the War, which most college libraries now own) is approximately but $48.00, a sum within the reach of practically every college library.

Instructors in the War Issues Course are naturally expecting to use a generous supply of the pamphlets (including the War Encyclopedia) issued by the Committee on Public Information. The War Encyclopedia is at present (Nov. 1) out of print. A reprint (25,000 copies only) is being hastened through the Government Printing Office. A new edition is in process but will not be ready for some weeks. Officers of the Committee on Public Information urge librarians to order pamphlets on the basis of not more than one copy to every ten men enrolled in the course. It would be safer to make it one copy for every fifteen men, as the Committee cannot (naturally) confine the issue of its publications to the college libraries. Application should be made to the
Division of Education, Committee on Public Information, 10 Jackson Pl., Washington, D. C. Librarians are asked to remember that transportation of printed matter is very slow under present conditions.

It is highly probable that there will be difficulty in securing the material needed for the work of the second quarter (January-March) in this course. Librarians will be wise in conferring at once with the head of department having the second quarter’s work in charge, and arranging without delay for books and pamphlets. This work is concerned with the political systems of Europe. Many of the books which will be wanted are published in Great Britain and can be had in sufficient quantities only if ordered by cable now. The American offices of these British firms are not likely to have in hand stock sufficient for the needs of two hundred thousand students, and there may be great difficulty in securing permission to ship copies in any great numbers.

This office will probably issue later lists of material distributed free of charge which will be helpful in the War Issues Course, and in other essential subjects, as well as lists of other valuable aids, such as maps. The Library War Service is not in a position to furnish generally books and pamphlets for this course. It is thought that the libraries can meet the need. Very exceptional cases will, of course, be considered sympathetically, particularly those of newly established institutions with necessarily small libraries.

5. OTHER “ESSENTIAL SUBJECTS”

(a) Military Law and Practice. The two primary sources for the instruction in this course are the Regulations for the Army of the U. S., Washington, Government Printing Office, 1917, War Dept. Document 454; and the Manual for Courts Martial, etc., issued by the Judge Advocate General’s Department of the Army, War Dept. Document 560. These can be procured in the necessary quantities by the Commanding Officer of the S.A.T.C., who will probably be glad to see that copies in sufficient number reach the college library. As a rule the libraries will do well to rely on the officers of the Army assigned for duty to the colleges in procuring necessary War Department publications, rather than attempt to secure them through the ordinary channels.

(b) Sanitation and Hygiene (Military). The ordinary manuals on hygiene and sanitation will not be of much value as reference books for this course; which is required of all students. Aside from their text-books students should have access to a few standard books on military sanitation and the hygiene of the soldier. Certain titles suggested are:

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<th>Title</th>
<th>Publisher</th>
<th>Price</th>
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<tr>
<td>Ford, J. H., Field Hygiene and Sanitation.</td>
<td>Blakiston</td>
<td>$1.25</td>
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<tr>
<td>Munson, E. L., Principles of Sanitary Tactics.</td>
<td>Banta</td>
<td>2.15</td>
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<tr>
<td>Mason, C. F., Complete Handbook for the Sanitary Troops.</td>
<td>Wood</td>
<td>4.00</td>
</tr>
<tr>
<td>Wilson, J. S., Field Sanitation.</td>
<td>Banta</td>
<td>1.00</td>
</tr>
<tr>
<td>Keefer, F. R., Textbook of Military Hygiene.</td>
<td>Saunders</td>
<td>1.75</td>
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<tr>
<td>Lynch &amp; Cumming, How to Keep Fit in Camp and Trench.</td>
<td>Blakiston</td>
<td>.30</td>
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<tr>
<td>Fisher, I., and Fisk, E. L., Health for the Soldier and Sailor.</td>
<td>Funk</td>
<td>.60</td>
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It is not contemplated that the Library War Service will ordinarily furnish these books. The list is given as an aid to meeting needs rapidly.

(c) Surveying and Map Making. Colleges not having work in civil engineering or departments of engineering will need to purchase books and maps in aid of the work in this course. The Committee on Education and Special Training will, it is understood, shortly issue specific directions for the maps and books in this work.
6. THE TRAINING DETACHMENTS established in many colleges have now become Section B of the S.A.T.C. Many of these sections have worked out a routine and are provided with books as aids of instruction. In colleges not having engineering departments and strong engineering libraries, there has been crying need for technical books for use of Section B men who are working intensively on narrow lines and who have more free time than those of Section A.

In view of this situation the Library War Service is now prepared to furnish military and technical books in small quantities (and in duplicate where needed) to such colleges as cannot adequately meet the instructional needs of Section B. The college librarian will ordinarily act as supervisor of this collection and see to the care, record and proper use of the books thus furnished. Commanding officers will ordinarily undertake willingly to see that such books are not abused. Books on gas engines, automobile construction and repair, electricity, wiring for telephones, gun-smithing, rough carpentry, etc., etc., are the sort most frequently in demand. Librarians needing books of this kind should specify the subjects taught, the number of men in training, the extent of their own resources, and the provision made for the care of the books. They will do well to consult with Commanding Officers of Section B before framing a list of their wants, which will be supplied as rapidly as the other demands on the War Service permit.

7. RECREATIONAL READING. See above under Section A. It is urged that the librarians of colleges having Section B men cooperate to the full with the local public library and with the "Y" and K. of C. secretaries, using A.L.A. gift books available locally.

8. WAR ISSUES COURSE. SECTION B. This is given on a less ambitious scale than the course planned for Section A. Instructors having this course in charge will know rather definitely about the books needed. Colleges and High Schools not having these books, and not able to get them from public libraries, are urged to write to Headquarters stating their difficulties.

9. CORRESPONDENCE. The Headquarters force of the A.L.A., Library War Service, will be glad to answer any specific questions on matters discussed in this circular, or on related topics. Librarians are requested to state their wants fully, after exhausting local means of aid. Many letters already received reveal an ignorance of sources of supply directly at hand. This is particularly the case in letters from "Y" and K. of C. secretaries recently detailed to the colleges from the camps. College librarians, therefore, and town librarians should use every effort to make their facilities known to the other agents in the same work.


Very respectfully,

HERBERT PUTNAM,
General Director.

By
William W. Bishop,
In charge S.A.T.C. Section.