

# THE TECHNICAL LIBRARY AND INFORMATION SERVICE OF THE ENGINEER-IN-CHIEF'S DEPARTMENT

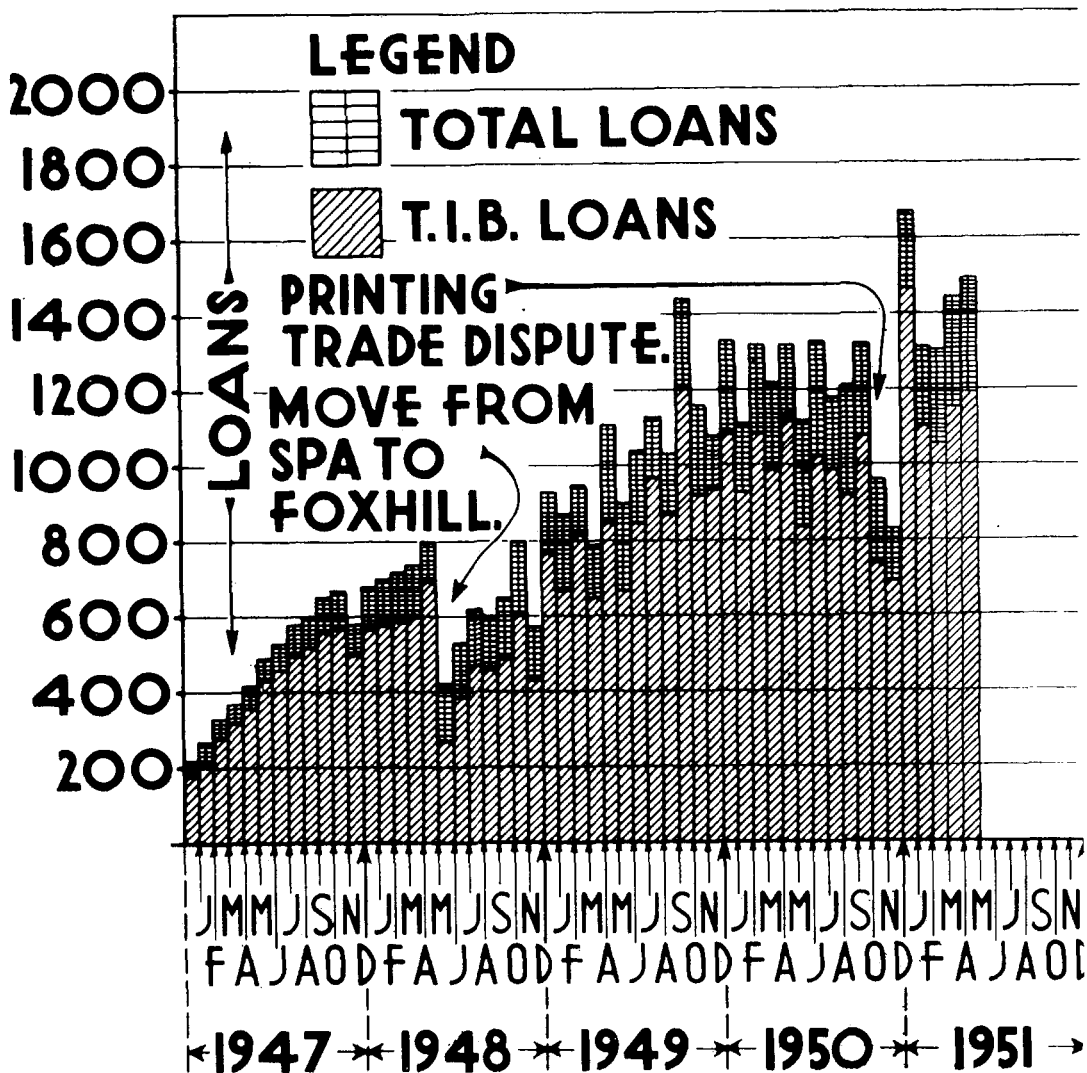


FIG. 1.—TOTAL AND T.I.B. LOANS

The institution of technical libraries and information centres is a logical trend towards efficient centralisation and they have become a recognised part of many industrial and Government organizations.

This short article gives some idea of the way in which the Technical Library and Information Service of the Engineer-in-Chief's Department serves this function.

It is not intended to describe the details of library technique, classification, indexing, cataloguing, etc., or the tools of the work, but merely the use to which the service is put. (Figs. 1 and 2).

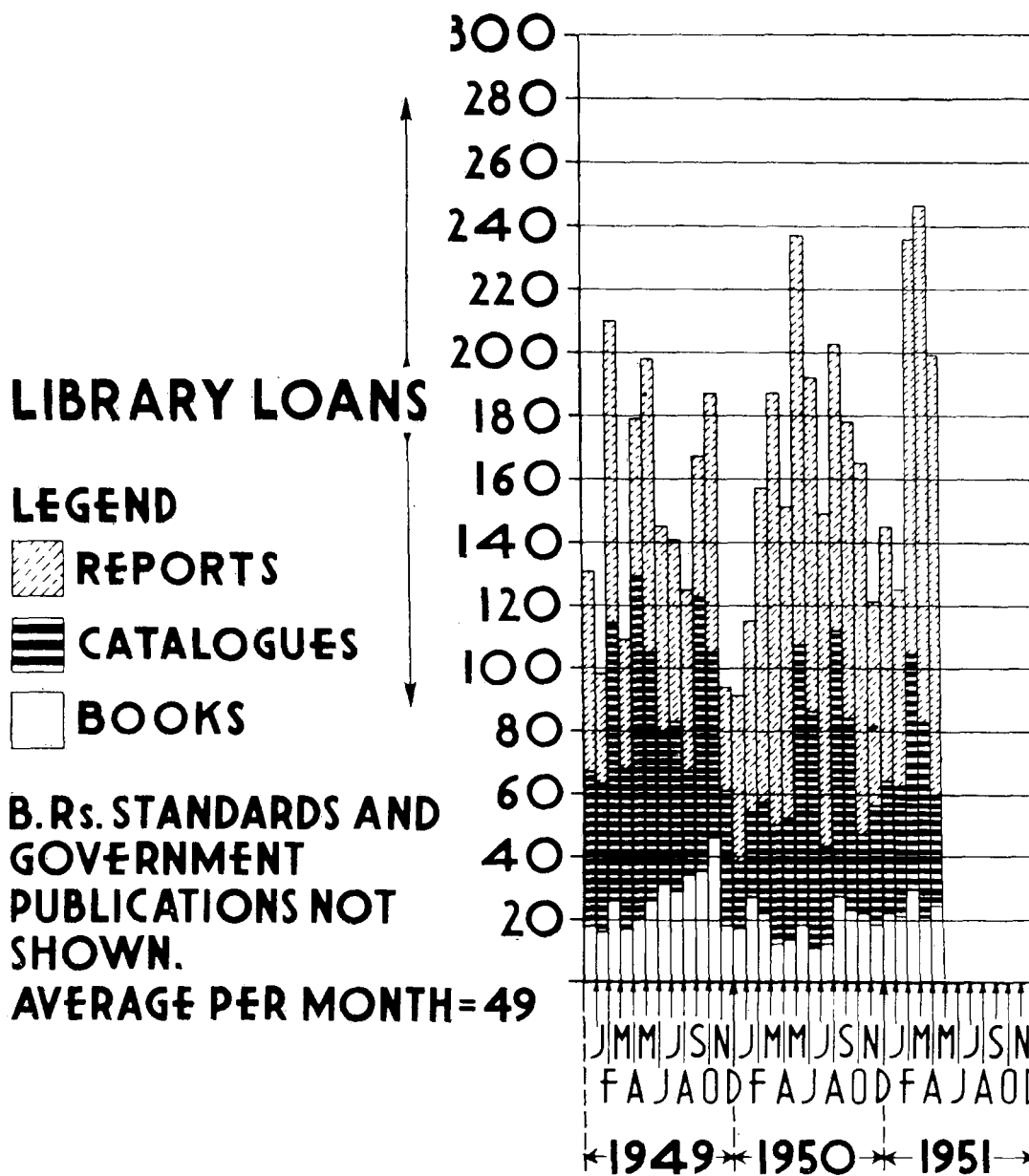


FIG. 2.—LOANS OTHER THAN PERIODICALS

### Holdings

The organization, which was set up in 1945, has gradually been built up until now it has over 15,700 holdings. These include reports, catalogues, periodicals, transactions and books.

By far the largest groups of holdings are reports and catalogues (the organization is on the mailing list of 1,000 firms all over the world), and it is these that are the most used (fig. 2).

### Technical Information Bulletins

Over 100 different trade publications are received in the Technical Library. Articles of interest from these are extracted and circulated weekly to the Department in a Technical Information Bulletin.

These bulletins contain also accessions of reports, catalogues, books and other holdings. They are sent out on Tuesdays and include all information received up to noon the day before.

To avoid a protracted circulation, no copy of the T.I.B. is minuted to more than three members of the Department.

Copies are sent to E.-in-C.'s outports, Admiralty Engineer Overseers and other Admiralty Departments.

The average monthly borrowings as the result of the T.I.B. are about 1,000 (fig. 1).

### **Loans of Holdings**

These are illustrated graphically in figs. 1 and 2. It will be seen that the total loans average 1,300 per month.

It is important to realize that the organization is more an information service than a library. Fig. 2 illustrates this fact by showing the loans of books overshadowed by those of reports and catalogues.

In addition to the loans, shown on the graphs, personal enquiries average 40 per day.

Reduced to simple figures, this means that each member of the library staff is dealing with 3-4 enquiries or loans every hour in addition to routine correspondence (which is considerable and includes the Journal of Naval Engineering), cataloguing and general clerical work.

### **Conclusion**

All the many things the section is asked to deal with have not been mentioned here—bibliographical searches, trade enquiries, etc.—but sufficient has been shown, it is hoped, to illustrate the extent to which the function for which it was intended is being fulfilled.

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