

V. A. LIBRARY

1. The library should continue as the hub of America House activities.
2. The relationship of the library collection to all other activities should be intensified through the preparation of bibliographies, displays, and reviews to tie-in with their programs.
3. Subscriptions to periodicals should be limited to an average of 100 for each America House.
4. The number of hours the libraries are open to the public should be standardized at 48 hours a week.
5. An intensive publicity program with reference to the contents of the library should be maintained.
6. The present "weeding process" of book collections should be accelerated to remove the many titles which are seldom if ever used, are not of potential interest to the German public, or which have no relationship to the objectives of the America House program.
7. The procurement of German language translations of American books should be increased through direct procurement and through the book translation program until they equal 50 per cent of the total volumes.
8. Annual acquisitions of English language books should be limited to necessary reference materials and to other American books with a definite and specific bearing on the mission of the United States in Germany.
9. A professionally-trained librarian should be assigned to the headquarters staff to maintain continuous guidance on library services, relation of the library to other activities, and in-service training. Half of this individual's time should be spent in the America House and the German-American libraries. This means either the recruitment of another librarian for headquarters or the freeing of the present librarian from all duties, except catalogue direction, connected with the Central Distribution Section. The latter alternative is recommended. If the librarian is freed from the bulk of Central Distribution duties, another American employee should be assigned to the distribution work.