

Highlights

U.S. Government
Printing Office

February 1976
Number 14 GP 3.27:14

Assistant Public Printer
(Superintendent of Documents)

GPO Joins OCLC

During October 1975, the Government Printing Office through its Library Division became part of the Ohio College Library Center (OCLC) network. Inputting began on some cataloging with a hopeful eye to a technological breakthrough in the production of the **Monthly Catalog**.

The OCLC network consists of over 500 member libraries: 289 of which are depository libraries, and over 40 of which are Federal libraries. The total data base of the system is rapidly approaching 2,000,000 bibliographic records.

GPO is well aware of the many difficulties caused by the lateness of the **Monthly Catalog** engendered by computerization in 1974. Every effort is currently being made to speed up issuance of the **Catalog** while making the transition to an AACR/MARC format by July 1976.

Present plans call for purchase of five OCLC terminals and the services of a contractor to provide the necessary computer programs. During the first six months of this year, GPO hopes to input 80 to 100 bibliographic records per month. These records may become part of **Monthly Catalog**, and will be used to test the computer programs.

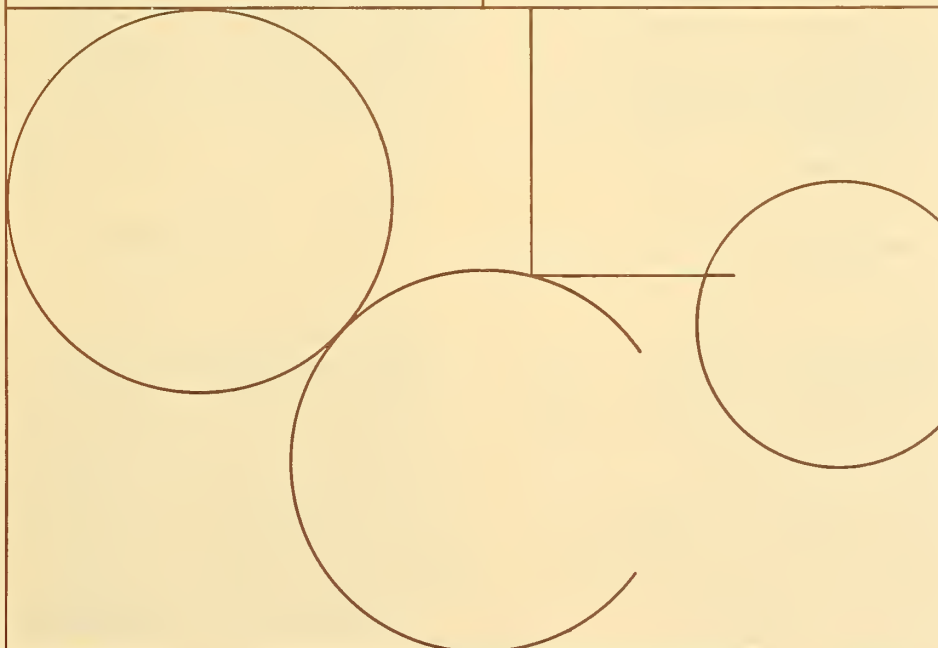
On December 9, 1975, the Bibliographic Control Committee of the Depository Library Council to the Assistant Public Printer held an *ad hoc* meeting on the **Monthly Catalog**. The purpose of the **Monthly Catalog** and the data elements it should include were

discussed. GPO will provide most of the requested data, but LC and Dewey class numbers will be included only if available from the Library of Congress via OCLC or the National Union Catalog.

The present arrangement of a text and three indexes will probably be continued. Main entries in the text will be primarily corporate authors. The author index will contain personal authors, corporate authors, and series. The subject index will include LC subjects and key words selected from the titles, if necessary. The title index will include regular titles and series statements. But all plans are dependent on computer programs. GPO sees a new format for the **Monthly Catalog**

as an evolving one, continually improving.

The Library of Congress and the Council on Library Resources look upon GPO's transition to an AACR/MARC format and the joining with the OCLC network as important steps in the creation of a "National Data Base." The Library of Congress through the Federal Library Committee is assisting GPO in the planning and implementation of the new system. The continuing coordination among GPO, the Library of Congress, depository libraries, and Federal libraries, will be beneficial to all. GPO through **Highlights** will keep depository libraries, as well as the larger library community, informed of future developments.



New Depository Libraries

How You Can Help Us Help You

We would like to welcome the following libraries, designated depositories during 1975:

Orange County Law Library
Santa Ana, CA D42C

Marin County Free Library
San Rafael, CA D44D

Southwestern University
School of Law Library
Los Angeles, CA D50B

Ventura County
Library Services Agency
Ventura, CA D54C

U.S. Court of Appeals
Judge's Library
Washington, DC D100D

General Services Administration
Library
Washington, DC DG-1036

Federal Election Commission
Library
Washington, DC DG-1036

Indian River Community College
Library
Fort Pierce, FL D112B

Wabash Valley College Library
Mt. Carmel, IL D166A

Indiana Supreme Court
Law Library
Indianapolis, IN D171A

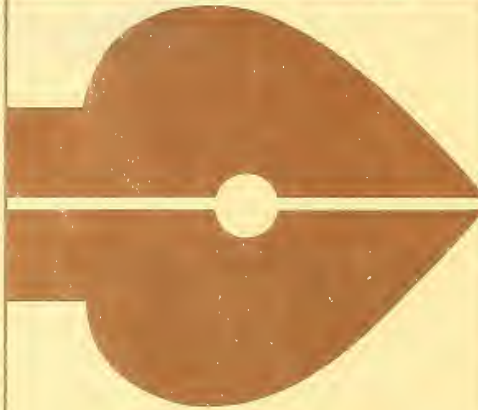
Kansas Supreme Court
Law Library
Topeka, KS D197A

Delta State University
W. B. Roberts Library
Cleveland, MS D313A

County College of Morris
Dover, NJ D363B

Rider College Library
Laurenceville, NJ D370B

University of Texas
Health Center at Dallas
Dallas, TX D589A



Have you often wondered why it sometimes takes so long to get answers to your depository, classification, and **Monthly Catalog** questions? And why occasionally you receive no reply at all? Would you believe that frequently the Library Division receives correspondence carrying only a person's name with no hint of affiliation or address? Or, that we have requests for complete depository shipments with no clues as to the requester? And even that we receive money to purchase material with no indication of the person or institution ordering? All of these things happen.

The Library Division has a very small staff to handle the many inquiries received from nearly 1200 depository libraries. You can help us expedite the replies to your inquiries in the following ways:

1. Address correspondence to the Library Division (SLL), Government Printing Office, Washington, D.C. 20401, so that your letters do not get lost in the thousands of sales orders and inquiries we receive every day. Letters addressed only to the Superintendent of Documents will go through sales order opening and routing procedures instead of being delivered directly

to the people who can answer your questions.

2. Be sure your return address is on the letter or claim form because envelopes are separated from the correspondence in processing.

3. Place your depository library number on all correspondence dealing with depository matters. This seems a small thing, but if we have to stop and check for a library number for each letter this delays our work. We also need library numbers for adding or deleting item numbers from your selections, for checking mailing lists, and for looking up telephone numbers.

4. Include telephone and extension numbers on your inquiries so that we can call you for further information if necessary, or answer your questions by telephone.

5. Give classification numbers, item numbers, titles, shipping list numbers, dates, and **Monthly Catalog** entry numbers when pertinent to your query. It delays processing your order if we must stop to search for the details of each request.

6. When you send us item cards, be sure your depository library number is added to the cards in the space provided.

7. State clearly the action to be taken when sending a list of item numbers to us. Are the items to be added to or deleted from your selections? It also helps if the items are listed in numerical order.

8. When sending a checked shipping list as a claim for a

Continued on page 3



Stamping Documents



An attractive Bicentennial Display of Government Documents catches the eye of visitors to the North Carolina State Library in Raleigh.

Continued from page 2

complete shipment, add your depository library number to each sheet of the shipping list. Accompanying letters and claim forms get detached and separated from the shipping list as we work on filling the claim, and the depository library number enables us to send the publications to the correct address.

9. If you recycle old library cards by using them for correspondence with us, remember to cross out the information that does not apply to the communication.

In short:

Send the correspondence to the correct address.

Tell us who you are and where to reach you.

Give us all details concerning the inquiry.

Let us know exactly what you need.

The rest is up to us. We will do our best to help you.

Most depository libraries use a rubber stamp on which appears the name of their library, the words "Depository Item," and a date: either that of the shipping list, or of processing. Handwritten on publications is the Superintendent of Documents number, unless it already appears as a printed part of the material.

The purpose behind the use of the phrase, "Depository Item," is to clearly indicate that the document is a part of the depository collection. If, as sometimes occurs, legal or medical depository items are housed apart from the general documents collection, the identifying stamp insures the documents librarian will be consulted should discard or some other measure be under consideration.

The purpose of the date is to relate to the shipping list. If the shipping list date appears on the document, reference to the list can quickly be made. If the date of processing is used, it will bear a close proximity to the shipping list date. However, some libraries using the processing date wisely stamp the shipping list with it for an even closer link. The date can also serve to in-

dicate the age of a document and is useful when considering discards.

The purpose of the Superintendent of Documents number is many-fold. It ties in with catalog controls as well as a much used system of arrangement. But it also serves if selected documents are cataloged under LC or Dewey since the discard process requires a listing of publications by the SuDocs number for the Regional Library.

Thus behind the requirements for this information appearing on documents are reasons well appreciated by depository librarians.



New Regional

Since the October 1975 **Highlights**, which featured an article entitled "Regional Libraries Needed," the number of states served by regionals has risen to 39. The University of Mississippi has undertaken the important task of serving the depository collections of that State. Now only 11 states remain in need of regionals.

Documents Highlighted

The theme of the 1976 Alaska Library Association Conference to be held in Juneau on March 7-10 will be "Government as Information Resource." The Alaska Library Association hopes to present a one credit workshop on Government publications in conjunction with the Conference.

Update: Publications on Automatic Distribution

In the issue of **Highlights** for August 1975 there appeared a list of publications being sent to libraries through automatic distribution. These are mailed directly from the contractor or printer rather than from the Library Division. They do carry the depository library number as a part of the mailing label address, which distinguishes them as depository items. Below is a listing of additional titles on automatic distribution.

Business Statistics, Weekly Supplement to Survey of Current Business—Item 229

Calendars of the United States House—Item 998-A

Consumer News—Item 857-I-1

Foreign Trade Reports—parts 135, 146, 410, 800, 990—Item 144

Index of Federal Specifications and Standards—Item 565

Military Sealift Command—Item 388-B-1

National Credit Union Administration Quarterly—Item 525-A

Securities and Exchange Commission News Digest—Item 908-B

Remember, to claim a publication that is mailed through automatic distribution the normal procedure should be followed. The Library Division receives copies in order to fill claims. But, as the publications do not appear on a shipping list, there is no specific deadline for making a claim. However, a good rule of thumb is to wait until the next issue is received before claiming the missing one.



Correction

Type gremlins were active during the production of the December issue of **Highlights**. They managed to call it number 12 on the front page of the issue, and the last page of the supplement, instead of the correct number 13. Also, on the front page of the supplement they managed to transpose part of a headline which should read: "Proposed Minimum Standards for the Depository Library System." We shall keep a sharp watch for the rascals in forthcoming issues.

Special Offer

Two very useful agricultural indexes have been compiled by a Government Documents Librarian in Tennessee who saw the need for them. His Library has agreed to make them available at cost. They are: **Index to Farmer's Bulletins** (covering numbers 1751-2256), and **Index to Home and Garden Bulletins** (covering numbers 1-211). Anyone wanting copies, or descriptive material on the indexes, should write to:

Mr. Wally Keasler
Chattanooga Public Library
601 McCallie Avenue
Chattanooga, Tenn. 37403



Public Documents Highlights is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. **Public Documents Highlights** is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation

may be submitted to the **Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401**. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

U.S. GOVERNMENT PRINTING OFFICE: 1976-O-210-569 #17



