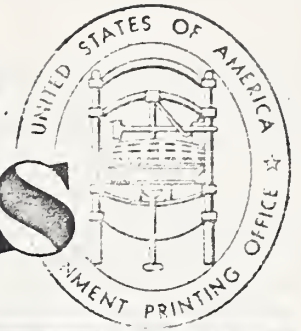






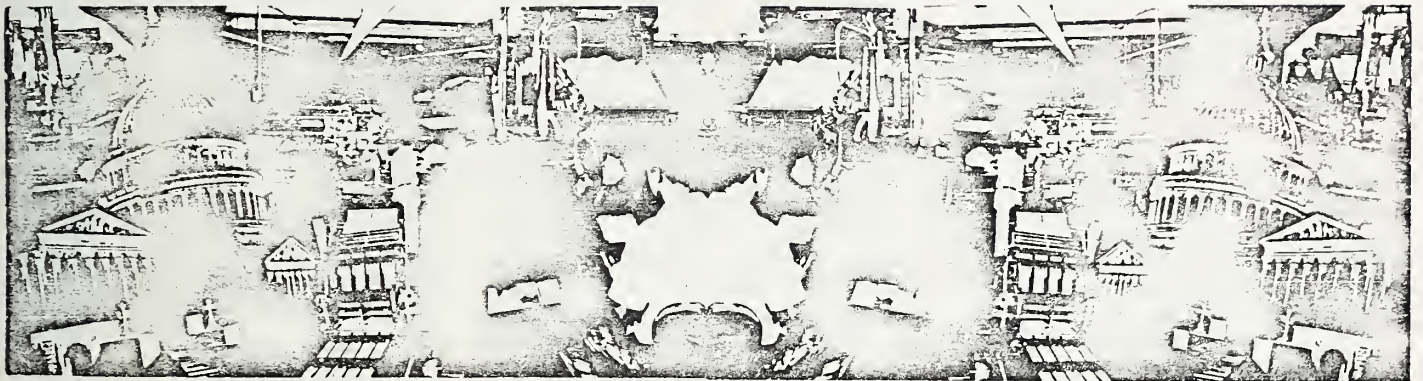
# Public Documents HIGHLIGHTS



Number 3

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## Micropublishing and the Government Printing Office

*The following summary of the history and current status of micropublishing at the GPO is presented in conjunction with the recent survey of Depository Libraries regarding their interest/utility for micropublished documents.*

Printing in the United States Government is a unique support service—unique because the printing itself and the equipment used are controlled by a special public law. In 1861, Congress established a Government Printing Office and then in the Act of January 12, 1895, Congress consolidated laws relating to public printing into Title 44, United States Code, "Public Printing and Documents." A permanent Congressional Joint Committee on Printing was established and the position of Public Printer of the United States was created as head of the GPO.

The Government Printing Office still operates under Title 44 which places all printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary other than the Supreme Court of the United States, and every executive department, independent office, and estab-

ment of the Government under the responsibility of the GPO. Printing or binding may be done at the GPO only when authorized by law.

In 1970 the late Public Printer, A. N. Spence, submitted a proposal to the Joint Committee on Printing urging permission for GPO to study the possibility of micropublishing. His proposal was presented in the following terms:

"The Documents Division of the GPO disseminates GPO-produced documents or those procured through GPO contracts to customers submitting paid orders. As I interpret the intent of the enabling legislation, my responsibility is to distribute Government-funded and created documents as widely as possible to the taxpaying public at the lowest possible price. As you know, micropublishing has been accorded a wide degree of acceptance in information producer and user circles for a variety of reasons.

The purpose of this communication is to obtain approval for the GPO to enter the field of micropublishing and to offer filmed documents to customers either in addition to or in lieu of printing. For the purposes of this communication it is held that the term micropublishing embraces all end products of a photominiaturized nature without regard to currently used nomenclature, size, or reduction ratios.

One of the reasons for this request is the ever growing concern of large users of information, primarily institutional and industrial libraries, with the sheer volume of printed information received. Microform has been the major ameliorator of the space problem. Also, microform can be more speedily and economically retrieved than can hard copy.

One of the areas of concern to me is the large number of titles which are lost annually due to exorbitant costs to go back to press on a limited number of copies, particularly when the number of pages is large. Original filming of an existing printed page costs pennies, the duplicate cost of a microfiche, representing a typical document, is but a fraction of the cost of one piece of lithographic negative. Approval of micropublishing would enable the GPO to revive existing lost documents and preclude others from falling into disuse.





My request for approval of a micropublishing system is based on my belief that a Government publication is nonetheless a publication whether it appears in film or printed form. This belief seems to be supported by the General Accounting Office ruling in 41 C.G.211 that, for the purpose of 31 U.S.C. 530a, providing for advance payments for subscriptions, periodicals, and other publications, 'microcards' are 'publications'.

Immediately there comes to mind the overall effect a micropublishing program would have on distribution to Depository Libraries. The advantages to the Libraries are obvious: Savings in space, ease of retrieval. Equally obvious, if film distribution is simply added to the existing printed program, costs will increase. Therefore, with your approval, it is proposed to send a questionnaire to Depository Libraries eliciting their views so that further recommendations can be made to you."

(signed) A. N. Spence,  
Public Printer.

There were several informal discussions between various members of the staff of the Joint Committee, the members of the Committee, as well as other knowledgeable officials both in and out of Government.

On April 20, 1972, Acting Public Printer Humphrey addressed a letter to the JCP in which he expressed his concern that, "Restrictions on the sale and distribution of microforms by the GPO are leading other agencies into this field, thereby duplicating or overlapping the functions of the Superintendent of Documents."

The JCP, in response, concluded that micropublishing was a part of Government printing and subject to the provisions of Title 44. The Public Printer, Thomas F. McCormick, submitted to the JCP a plan to obtain data on microfiche needs of the Depository Library community. The plan was as follows:

"To determine if there will be sufficiently wide interest at least in the library community to distribute microform copies, I believe the following logical steps are necessary:

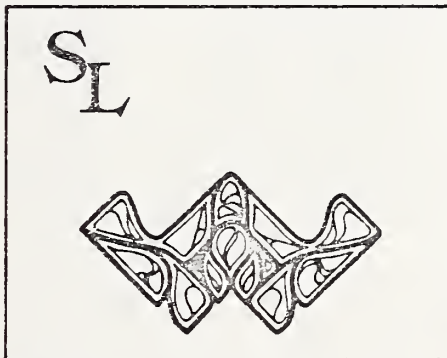
- a. Screen the Depository Libraries for interest/utility for specific categories of publications in microform.
- b. Evaluate the returns from the Depository Libraries to determine if there is a sufficient requirement for microform production.

c. After this evaluation, request permission of the JCP for a small sample of publications to be produced in microform by commercial contract for distribution by this Office.

d. After this pilot procedure, and if it proves satisfactory, plan for the expansion of the program to other depository categories."

The approval of the Public Printer's plan resulted in distribution of the survey on micropublishing which you should have received by now. Should results of this survey indicate sufficient interest, plans will be made for distribution of a small sample of publications to a group of libraries. The program would next be expanded to include other depository categories. Ultimately, this would mean that either microfiche or hard copy could be furnished for depository collection; however, should both be desired, it would be necessary to purchase one.

If the GPO is successful in each step, and the JCP approves, then by early 1975, Depository Libraries may get their documents in microfiche, if desired.



## Superintendent's Log

Initial response to "Public Documents Highlights" has been such that "Highlights" will now be circulated on a quarterly basis. We hope this newsletter will continue as a viable tool for dialogue between depository librarians and the Public Documents Department.

In this issue you will notice a new column, "Librarians' Information Exchange," which will provide a forum for librarians to offer tips or advice on procedures used in their libraries to help others improve the Government Documents operation. If you employ any special procedures or have any pointers that may be helpful to

others please drop a line to the Editor, "Public Documents Highlights" whose address is listed on the back page.

Returns on the "Biennial Report Questionnaire" (Report Series No. 12) are being compiled at this time. We have received many responses under the section "General Comments Regarding Depository Program," pointing out the growing importance of Government Documents in libraries throughout the country. Many librarians mentioned the possibility of micropublishing and its role in GPO's future plans. An article on micropublishing is included in this edition of "Highlights."

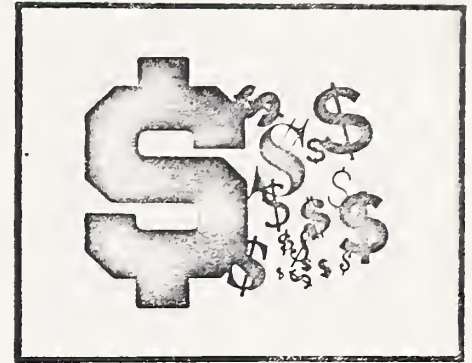
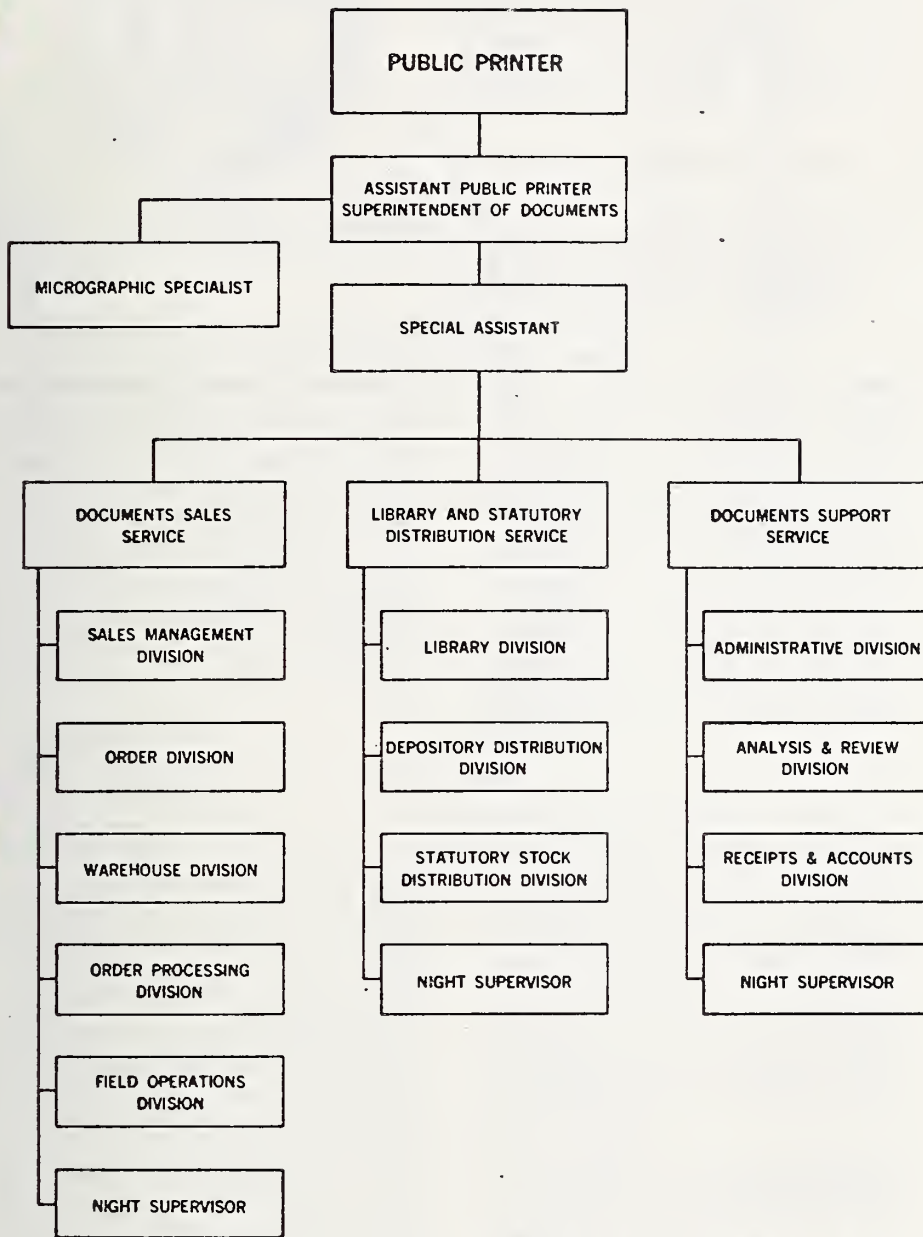
As part of the Documents Department's plans for a systematic review of possible uses for microforms, Mr. Jim Livsey has recently joined the Superintendent of Documents' office as Micrographics Specialist. Mr. Livsey, who comes to us from the Navy Publications and Printing Service, has 26 years experience in the graphic arts and printing fields as well as an extensive background in micropublishing systems planning. He is a member of the National Microfilm Association and Chairman of the Computer Output Microfilm Software Standards Committee. Librarians are encouraged to write or call Mr. Livsey regarding questions on microfilm, readers, reader/printers, formats, reduction ratios, storage devices, or indexing. His phone number is (202) 541-3772. His mailing address is: Superintendent of Documents, Attn: Jim Livsey, Box 2916, Washington, D.C. 20013.



A major reorganization of the Public Documents Department is underway as part of an effort to provide improved service in all aspects of the Documents operation. Initial plans for restructuring to establish three major Services, containing standard organizational elements of divisions, branches, sections, and units have been approved. A Library and Statutory Distribution Service will be a major element in the new organization. A chart of the new organization is shown on page three. Watch for further details on the reorganization in the next issue of "Highlights."



# Public Documents Department Reorganization Chart:



## Public Documents Sales Program

Recently several important changes have taken place in the Documents Sales Program. In an effort to make the sales program more cost-effective and to maintain it on a self-sustaining basis, unsubsidized by the American taxpayer, as required by law, modifications have been made in pricing and discount policies.

In general, prices are being increased to reflect the increased costs of materials, wages, and postage. Publications now in stock are being re-priced and current selling prices for many publications may differ from the prices printed in the publication.

Subscriptions and dated periodicals will be sold on a one year basis only, to permit periodic price adjustment. Also, back copies of dated periodicals will not be mailed as part of a subscription. Single copies may be available for a limited time after publication.

A 25 percent discount is allowed to purchasers of 100 or more copies of a single publication, pamphlet, periodical or subscription service when mailed to a single address. And, any book dealer, buying for the purpose of resale, can receive this discount regardless of quantity, providing the publications are mailed to his place of business. No discount will be allowed when the publication, pamphlet, periodical, or subscription service is mailed to a third party (unless in quantities of 100 or more).

As part of our effort to reduce costs, beginning with the January, 1974 issue "Selected U.S. Government Publications," which announces new and topical government publications for the general reader, is being published monthly rather than biweekly. The "Selected List" is being printed in a larger format, containing more listings to compensate for the change in frequency.

## Telephone Numbers

Do you sometimes want to call the Government Printing Office, or the Office of the Superintendent of Documents, but do not know which section to call, or get transferred from place to place?

For problems concerning sales orders, call (202) 541-2055.

For questions concerning depository claims, depository shipping lists, classification numbers, "Monthly Catalog" entries, and related subjects, you may call Mrs. Mae Collins, or Mr. Norman Barbee, in our library at (202) 541-2015.

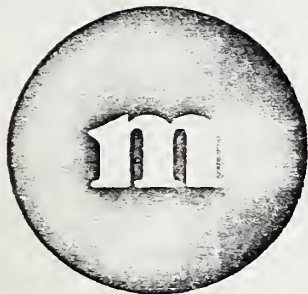
## Another Reminder

Claim forms should be used *only* for claiming publications missing from depository shipments. For faster handling, any inquiries should be listed on a separate sheet of paper showing your library name and address. It is possible that a question added to a list of missing publications could be overlooked, since different sections of the Office handle various phases of the work.

Please help us to help you.







## Survey on Microform Copies

By this time, your Depository Library should have received Part II of the "Biennial Report of Depository Libraries" which is being used to survey Depository Libraries to determine whether there will be sufficient interest by the library community to warrant distribution of specific categories of publications in microform rather than in printed (hard) copy. Your participation in this survey will have important consequences in determining the future of micropublishing in the GPO.

## Librarians' Information Exchange

(This suggestion was received from the North Dakota State University Library.)

Every library has a need for labels which do not peel and are resistant to the effects of heat, humidity, and time. If a label peels from a periodical which will be bound, no great harm is done, but when labels start falling from never-to-be-bound documents and pamphlets, trouble and waste of staff time result. North Dakota State University Library conducted an informal test of paper and fabric labels, with fabric labels the clear winner. Paper labels were discovered peeling from documents less than six months old.

On a tip from another library, North Dakota State University Library conducted the following test. Putting five of the labels, together with paper labels, on a sheet of paper placed on the shelf above the hottest radiator in the library, it was discovered that the paper peeled immediately, but after three years no change was seen in the fabric labels. As a result, the Documents Office of the NDSU library now uses fabric labels exclusively, even on bound volumes which previously had to be Seal-in labeled.

The Kwikat Collection (new books not yet cataloged, but ready for check-out) also uses the fabric labels since they do not require heatsealing and are permanent, but may be peeled off easily when ready for final processing. An additional plus—unlike paper labels, fresh typing does not smear.

## Questions and Answers on the Depository Operation in the Public Documents Department

*Q. How will our Depository Library know what publications have ceased due to the paper shortage?*

A. Some publications may be discontinued due to budgetary restrictions of various Government agencies, and the paper shortage. Discontinued notices will appear in the "Monthly Catalog" for such items. Information on items not found listed in the "Catalog" may be obtained from the Public Documents Library.

*Q. Why aren't all committee prints sent to Depository Libraries?*

A. A committee print is considered the property of the Committee preparing it and may be distributed to Depository Libraries only upon request of the originating Committee. Sometimes a Committee print, by specific legislation, will be issued also as a House or Senate Document. The publication will then be sent to Depositories in Document edition.

*Q. Why do we receive subscription copies of periodicals before we receive the same publication in a depository shipment?*

A. The Public Documents Department's automatic mailing equipment and facilities are utilized for the mailing of paid subscriptions. Most depository subscriptions are handled manually along with other depository publications. For this reason paid subscriptions are often received by libraries before the depository copies. Depository copies of the "Congressional Record," "Federal Register," and a few other periodicals are being mailed by means of automation. We plan to use this facility for mailing more depository material as soon as arrangements can be made to do so.

*Q. Why are subscriptions sometimes received when only a single issue of a periodical was ordered?*

A. When ordering a single issue of a periodical from the Superintendent of Documents, use the volume number and/or date along with the title, as well as the classification number in the appropriate place on the order form. This will indicate at a glance that it is not a subscription order, but a request for a single publication.

*Q. Is it true that the "Monthly Catalog," produced by the GPO, and "Government Reports Announcement," produced by the National Technical Information Service, will be combined?*

A. The Superintendent of Documents and the National Technical Information Service are charged by law (United States Code, Title 44, Section 1711; and Title 15, Section 1152) to perform different functions. While some of the publications listed in the two catalogs prepared by these agencies may overlap, it is unlikely that the two catalogs could be combined and still have the agencies carry out their separate duties as prescribed by law.

*Q. What factors are used in determining whether a publication will be a depository item?*

A. When a publication is sent to the GPO, a work jacket (or envelope) containing the specifications, number of copies to be printed, and delivery instructions, is prepared. At this time, if the publication is of educational value, and not of an administrative or confidential nature, enough depository copies are ordered printed for Libraries which are on the list to receive that particular item. This is a standard procedure.

"Public Documents Highlights" is circulated quarterly 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, Public Documents Department, Box 1533, Washington, D.C. 20013. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.



