Monthly Catalog Data Retrieval Using OCLC

Many libraries now have OCLC terminals or are connected with computer networks which link up with OCLC. As more and more MONTHLY CATALOG entries are placed in the OCLC data base by the Library Division's catalogers, depository librarians are expressing interest in examining these items.

"How does one find a document that the Library Division has cataloged and placed in the OCLC data bank?" This was the question put by the Editor of HIGHLIGHTS to the catalog librarians manning the five OCLC terminals here in the Library Division. By way of answer, he was initiated into the retrieval use of OCLC in calling up depository documents.

If an OCLC greenhorn, such as your Editor, could gain a reasonable proficiency in a short space of time in calling up documents at an OCLC terminal, there is great hope for other beginners with this wonderful new library tool.

Faced with an OCLC keyboard on a model 100 machine, the depository librarian may blanch. But a closer look reveals the keyboard modeled after that on a standard typewriter. Here is familiar territory even to typists of the hunt-and-peck variety, such as your Editor.

Clusters of special keys to the right and left of the board offer some unfamiliar territory. But any friendly OCLC operator will gladly tell about the many uses of these.

By way of illustration, a depository document now in the OCLC data base will be used. Its title is: **John Brown's Raid.** It does not have a personal author. If it did, the name would be placed in the data base. In this case, the author assigned is: **United States. National Park Service.**

The document happens to be a booklet published by the United States Department of the Interior, National Park Service, in 1974. Its Library of Congress number is 73–600184 and it has been given the OCLC number 755013. Its SuDocs number is I29.58/2:B81.

How does one go about calling up a document at the OCLC keyboard? To begin with, your Editor learned that the terminal can call up a document by the LC card number, OCLC number, by author, title, and author/title combination. In the near future it will also be possible to call up by SuDocs number.

Here at the Library Division, the OCLC terminal is turned on in the morning by reaching to the right-hand side of the machine and tripping the first steel lever to the ON position. Usually the screen has been cleared from the previous day's work and is in generally good order as to lighting, etc. One merely types in a previously recorded social security number to have the screen light up with "Good morning!" and ready for work.

If there were something still on the screen, one would look to check if the cursor (the small pulsating light on the screen) was in the upper left hand corner (HOME position); if not, one presses the HOME key and the cursor goes to its corner. Then to clear the screen, one presses at the same time two keys: CONTROL and CLEAR PAGE. The screen clears ready for new work.

To retrieve the document in question by LC card number, one presses

At OCLC headquarters in Columbus, Ohio, former Superintendent of Documents, Carper W. Buckley, listens intently as LSDS Director Jim Livsey explains terminal showing MONTHLY CATALOG data coming from GPO catalogers back in Alexandria during Advisory Council's April inspection of the new library technology center.

TS 465731

ⓝ ⓗ ⓦ ⓣ ⓩ ⓤ
① ② ③ ④ ⑤ ⑥

the number keys 7 and 3 and the hyphen. This is followed by the number keys 600184. Then one presses the DISPLAY key and the SEND key. There is a pause, sometimes a little wait, and lo, the entry fills the screen!

Above the entry, one reads the phrase: **Screen 1 of 2.** This indicates the catalogers have provided so much data that some carried over to the next screen. To see it, one presses the letter keys N and S followed by DISPLAY and SEND. This produces the next screen with the additional information. To drop back to the previous screen, one presses the letter keys P and S followed by DISPLAY and SEND. The previous screen appears and you have mastered a basic method of traveling forward and backward between entries.

If one happens to know the assigned OCLC number, as we do here, one has only to touch the key with the # sign, which is the symbolic tag for the OCLC call up, then the numbers 755013 followed by DISPLAY and SEND. Again the entry appears on the screen.

In the not too distant future, perhaps before the year's end, a decision will be made assigning a symbolic tag for SuDocs number call-up. Then one will press the symbol key and go on to I29.58/2:B81 and DISPLAY and SEND with magic result!

For a title call-up, one types the first 3 letters of the first word, here JOH, and presses the comma key, follows with the first 2 letters of the second word, BR, comma key again, the first 2 letters of the third word, RA, comma key, and DISPLAY and

SEND. Had there been a fourth word, the first letter followed by DISPLAY and SEND would have done the trick. The basic letter sequence being: 3,2,2,1 and DISPLAY and SEND.

For titles having less than four words, the commas must total three, so that a one word title would have a sequence of 3,,, and DISPLAY and SEND. Articles "A" "An" "The" are ignored as first words of titles, but are included in all other positions. Such little fine points are surprisingly easy to pick up; and veteran OCLC operators are delighted to pass them on to beginners.

As it happens, at the time your Editor is writing this, the title search just described will produce on the screen two works bearing the title: **John Brown's Raid.** They are numbered 1 and 2. The first has an author given as: **Graham, Lorenz B.** The second: **United States. National Parks Service.**

At this point it is helpful to know something about the item for which one is searching. The giveaway clue for the documents librarian is: **United States. National Parks Service.** So one goes on to press the number key 2 followed by DISPLAY and SEND. Once again the screen fills with the now familiar entry, and you have mastered another basic way of traveling between OCLC entries. The letter keys P and S followed by DISPLAY and SEND will get one back to the two previous titles.

In the case of author call-up, many documents have a special twist. If there is no personal author, Library Division catalogers are likely to assign the author as: United States plus the Department and/or Agency. In the instance of our docu-

ment, the assignment has been: **United States. National Parks Service.** But to call up all titles under that head is at present quite impossible.

However, a combined author/title call-up is possible, and, indeed, is one of the basic call-up procedures of OCLC. Thus, one types the 4 letter keys UNIT, a comma, followed by the 4 letter keys JOHN, then presses DISPLAY and SEND. This is the author/title search sequence 4,4.

In this case, the combination calls to the screen eight titles numbered 1 through 8. Scanning these, one notes that number 7 is: **United States. National Parks Service. John Brown's Raid. 1974.** So we move on, pressing number key 7 followed by DISPLAY and SEND. The screen changes and two numbered titles appear, both with the author listing: **United States. National Parks Service.** Number 1 bears the title: **John Brown's Raid.** We press number key 1 followed by DISPLAY and SEND. Our full entry appears.

If we were to call up an item with a personal author, let us say, Rev. Martin Luther King, Jr., one would type the 4 letter keys KING, the comma, the 3 letter keys MAR, the comma, and the letter key L plus DISPLAY and SEND. The basic author sequence being 4,3,1. We can even skip the middle initial if we don't know it, using 4 comma, 3 comma, plus DISPLAY and SEND. Both will give us a call-up of Dr. King's titles in the OCLC data bank.

Your Editor suggests practice for 30 minutes or an hour each day if possible, as a means of acquiring familiarity and ease at the keyboard.

Questions and Answers

QA

Q. In the February HIGHLIGHTS article on "Stamping Documents," reference is made to using either the shipping list date or the date of processing on documents. Is this an official change from the requirement for the former which appears in section 9 of INSTRUCTIONS TO DEPOSITORY LIBRARIES?

A. Yes, it is. In response to many requests of librarians whose processing departments use the date of receipt (termed "processing date"), the Superintendent of Documents in August of last year agreed to accept that, or the shipping list date, as meeting the requirement.

Q. What is the Joint Committee on Printing and how does it relate to the Depository Library Program?

A. [On receiving this question from a Maine librarian, your Editor turned to the staff of the Joint Committee for a reply. Here it is.]

"The Joint Committee on Printing consists of the Chairperson and two members of the Committee on House Administration, House of Representatives, and the Chairperson and two members of the Senate Committee on Rules and Administration. The members are: Wayne L. Hays, Representative from Ohio, *Chairperson;* Howard W. Cannon, Senator from Nevada, *Vice Chairperson;* John Brademas, Representative from Indiana; William L. Dickinson, Representative from Alabama; James B. Allen, Senator from Alabama; and Mark O. Hatfield, Senator from Oregon. The Chairpersonship rotates each congressional session between the House and the Senate.

"The JCP's primary function is the adoption of measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications. This organizational structure and the described responsibility are required by provisions of **Title 44, United States Code.**

"The JCP's authority encompasses the printing, binding and distribution programs of all three branches of the Federal Government and is mainly fulfilled via the promulgation and issuance of policy regulations. The JCP monitors over 300 printing plants, including the Government Printing Office.

"Since the depository library program is of vital interest to Congress and is a program administered by the Government Printing Office, the JCP is particularly interested in its success. A JCP print entitled **Government Depository Libraries** is issued each year in April. It lists all the depositories and sections of **USC** Title 44 which govern the depositories.

"Section 1710 of Title 44 also says that the 'Superintendent of Documents, at the close of each regular session of Congress, shall prepare and publish a comprehensive index of public documents, upon a plan approved by the Joint Committee on Printing.' That charge is now being carried out by combining the old index and the **Monthly Catalog.** The JCP is anxious that the **Monthly Catalog** will indeed be a timely and comprehensive publication, one that will serve the needs of Congress and the citizens."

Out-of-Print Documents

Are out-of-print depository documents a problem for your library? Special assistance in this area is readily available from the National Archives and Records Service.

It is now providing positive and negative microfilm, electrostatic and special photographic copy. Deposit accounts are accepted and telephone orders taken. For full information on current costs, write to:

  Printed Archives Branch
  National Archives and Records
  Service
  General Services Administration
  Washington, D.C.   20408

Returning Books?

The Library Division's friendly claims crew says it is a great help to have the shipping list number included with any item that you return to us. Just include the number on a piece of paper protruding from the item. This will make all our wheels turn more smoothly.

PUBLIC DOCUMENTS highlight/

REPORT ON THE DEPOSITORY LIBRARY INSPECTION PROGRAM 1975-1976

[The following report was given on behalf of the Superintendent of Documents by the Editor of HIGHLIGHTS to members of the Depository Library Council to the Public Printer meeting in Columbus, Ohio, April 22–23, 1976.]

I DEPOSITORY LIBRARIES TODAY

Recent years have witnessed a general upgrading of depository libraries. A major factor in this was the availability of funds which provided a necessary ingredient for change. However, other factors should not be overlooked. The last ten years have seen a steadily growing volume of useful Government publications. The public's level of documents awareness has risen, due to media messages and librarians' efforts, resulting in a greater patron demand for information from documents. Lastly, library administrators have responded by upgrading documents librarian positions, providing better work areas, and assigning needed clerical support.

What library inspectors are observing today is the impact of a drying up of funds. In large urban public libraries job freezes are all too common. Retiring, or otherwise out-going, depository librarians are not being replaced. Their duties are being added to those of remaining librarians. In academic libraries the same impact is being felt. At its worst, where college presidents weigh faculty cuts versus library cuts, it is librarians who are being terminated. In less severe cases, cutbacks are in clerical and student assistance to librarians. Unfortunately, these hit documents librarians especially hard. Their area heavily depends on good support personnel. In too many instances, depository librarians are being deprived of pages, typists, and told to continue serving an ever-growing public as usual.

All this is bad enough for those libraries which did manage to upgrade service during the last decade. But for those which didn't—and the documents area was often the last to be considered for upgrading—the situation encountered by inspectors is bleak. The person charged with looking after the depository collection is frequently in a near state of despair at trying to manage so much material and also attempting to provide service for demanding patrons.

In summation, depository libraries today are undergoing considerable stress. A very few are advancing in terms of personnel and services; many are holding their own; some are slipping behind; and a few are being decimated. All can use every bit of assistance that the depository library program can provide.

II EFFECTIVENESS OF THE DEPOSITORY LIBRARY INSPECTION PROGRAM

Just the awareness of the existence of a depository library inspection program prompts many librarians to have their collections under good control. It also provides them with some leverage when speaking with their administrators and presenting the need for adequate support of the documents area. It serves to encourage mutual aid and cooperation among documents librarians within a state.

The effectiveness of the inspection visit has many aspects. For some depository librarians, the physical presence of a human being embodying the interest of the Superintendent of Documents is profound. Their concerns are listened to, many questions are immediately answered, and special problems needing attention back in Alexandria are noted. Also brought to the notice of librarians are those phases of documents care which they may be overlooking. Suggestions are made to them in a spirit of helpfulness, rather than faultfinding.

In those special circumstances where the depository librarian lacks support from the library administration, inspectors make every effort to communicate with the library director. The nature and importance of the depository program are stressed, as well as its monetary value to the library, and the concern of the Superintendent of Documents that adequate administrative support be provided for carrying on effective depository service.

During the period prior to the regular inspection program, depository library collections were frequently Cinderella areas. Librarians tried to avoid being assigned to them. The opposite is true today. Enthusias' young librarians are seeking out the documents field as a place "where the action is." The inspection program

is directly helping them, enabling them to provide ever-better service, and thereby aiding the tax-paying public in obtaining ready access to documents.

Former Superintendent of Documents, Carper W. Buckley, insisted years ago that a regular inspection program was a guarantee of the good health of the depository library program. The soundness of his observation is borne out by depository library inspectors now meeting with documents librarians across America.

III DEPOSITORY INSPECTION STATISTICS

	1975	1976	FISCAL 1976		1975	1976	FISCAL 1976
ALABAMA	24			MISSISSIPPI		11	11
ALASKA	6		6	MONTANA	7		7
ARIZONA	8	1	1	NEW HAMPSHIRE	9		9
ARKANSAS	14		14	NEW MEXICO	10		
CALIFORNIA		19	19	NEW YORK	30		15
COLORADO	15		15	NORTH CAROLINA	20		20
DELAWARE	8		1*	OKLAHOMA	4		4
DISTRICT OF COLUMBIA	3		3	PENNSYLVANIA	13	4	12
FLORIDA	28			TENNESSEE	22	1	9
GEORGIA	11			TEXAS	2	29	29
ILLINOiS	8		8	VERMONT	1		1
KENTUCKY	3		1	VIRGINIA	24		1
MAINE	11		11	WASHINGTON	7		7
MARYLAND	9		3	WEST VIRGINIA	7	6	6
MICHIGAN	2		2	WISCONSIN	5		5
MINNESOTA	1		1	**Totals:**	**312**	**71**	**221**

*Re-inspection

Telecopier Communication

Does your library have a telecopier? We do here at the Library Division in Alexandria, Virginia. Its phone number is: (703)–557–2114.

You can transmit to us over the telecopier network, and we can transmit to you small items such as shipping lists.

Just call the Library Division at one of its regular numbers: (703)–557–2145, or 557–2146. Let us know your need and your telecopier number. We will do the rest.

Dialogue with a veteran OCLC terminal operator will reveal some shortcuts and variations. In a surprisingly brief space of time, any depository librarian with access to OCLC can become quite adept at retrieving documents data freshly minted by the Library Division staff at GPO.

Special Offer

A very useful work for depository librarians serving health oriented patrons has been compiled by Phyllis L. Wright of the Science Library at the University of Arizona. It is titled: **Public Health Service Publication Numbers, 1950–1971, Converted to Superintendent of Documents Classifications.** It is being made available at cost thanks to the Arizona State Library Association Government Documents Round Table. For further information write to:

U.S. Government Documents
  Dept.
Main Library
University of Arizona
Tucson, Arizona   85721

The Documents Prayer

Our Father who art in Washington,
SuDoc be thy name,
thy Depository come,
thy Publication be done,
in Microform as in Hard Copy.
Give us this day our Daily Shipment.
And forgive us our Class Numbers,
as we forgive those who number against us.
And lead us not into non-Depository status,
but deliver us from the Post Office.
For thine is the Census, and the Patents
and the Monthly Catalog forever.
    Amen.

    (Thanks & Smiles to:
    Ms. Mary Lynn Hyde,
    University of San Diego
    Law Library)

Depository Item Discard Lists Offered

Government Documents
Pueblo Regional Library
100 East Abriendo Avenue
Pueblo, Colorado   81004