

Public Documents Highlights



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Name Authority, Minimal Cataloging Top Issues Debated at ALA Meeting

(These are excerpts from various reports, and are not intended as a comprehensive account.)

Two issues raised at the spring meeting of the Depository Library Council to the Public Printer were major topics of discussion at the June meeting of the American Library Association.

These were:

- Personal name authority work, and
- Minimal level cataloging.

A discussion paper prepared by the Documents Cataloging Committee of GODORT and the Bibliographic Control Committee of the Depository Library Council indicated "widespread support for continuing name authority for corporate names, series and uniform titles." However, in a resolution, the groups agreed to "discontinuing name authority unless that presents a search problem."

Minimal Level Unclear

As to cataloging, the committees found that libraries are not able to keep up with workloads, and that diverse definitions and applications of "minimal level records" were not in anyone's best interest. Many libraries assign cataloging as a part-time effort, according to the report. Because this is considered unwise spending of cataloging dollars, it was urged that libraries investigate means of reducing cataloging time without disrupting services.

Since there did not seem to be agreement on what "minimal levels" should contain, nor what materials should be given this treatment, creation of a Minimal Level Cataloging Committee was proposed for consideration at the next ALA meeting. Also, a resolution was passed calling for the Government Printing Office and the Library of Congress to continue cataloging Government publications at or exceeding current levels.

LOC Record File

Attendees were told that the Library of Congress has a contractor who is manually changing headings in a bibliographic/au-

thority record flip based on data containing "old catalog" references. The project, affecting 240,000 records, is expected to take a year to complete.

Meanwhile, the GPO will continue to accept series authority records from Federal agencies, while the Library of Congress has placed a moratorium on this practice.

It was also announced that by early 1984, a Linked Systems Project will provide overnight transfer of authority records among the Library of Congress, the Washington Library Network and the Research Library Group so that users can search for records with their own system's codes. The Library of Congress indicated it considers this the first step in the development of a full Cooperative Data Base Building System (CODA-BASE).

Attendees were told that the next generation Online Computer Library Center terminal will be a personal computer, slightly modified for use with an online system. This terminal will continue handling the current software system, and is expected to be available next January.

Monthly Catalog Update

A progress report on the GPO's *Monthly Catalog* was presented by E. Gilbert Baldwin, Chief of Section 2, Classification and Cataloging Branch of Library Programs Service. He told attendees that:

- The 1976-80 cumulated index is available on microfiche, and costs \$24;
- The January-June 1983 semiannual issues will be printed soon;
- The July 1983 issue will be distributed around mid-August; and
- The fiche version will be a subscription item starting next January.

Baldwin also noted that the map surveys are in circulation and are due back in mid-August for evaluation.

On the subject of technical reports, Baldwin said that the GOP will not catalog Department of Energy documents that are dis-

Depository Council Sets Fall Meeting for Seattle

The Depository Library Council to the Public Printer will hold its fall meeting September 15-17 in Seattle's Park Hilton Hotel.

Registration begins Wednesday, September 14. An informal reception will be held in the lobby at 6 p.m., followed by no-host dinner.

You do not have to be a member of the Council to attend; everyone interested in the Depository Library Program is welcome to attend and participate in the discussions.

Reservations should be made soon, since the fall draws many visitors to Seattle. A special rate of \$50 a room (whether single or double occupancy) is available to those specifying attendance at the Council meeting.

For reservations, call direct at (206) 464-1980, or use these toll-free numbers: From outside the state of Washington, use 1-800-426-0535; from inside the state, use 1-800-542-7700.

If you wish to write, the address is:

The Park Hilton Hotel
Reservation desk
6th Avenue and Seneca Street
Seattle, WA 98101

Should there be any problems or special needs, as for Reservations Manager Marc DuVall.

tributed by the Technical Information Center. He also pointed out that the GPO will continue to catalog past-processed technical reports but no longer in dual format.

Baldwin said that the GPO and the Library of Congress are developing an agreement to formalize various cataloging projects to define each agency's role. Starting June 1, the GPO began using TOSCA (Total Online Searching for Cataloging Activities), the Library of Congress name authorities data base. He explained that this will result in the closing out of the GPO's manual authority files.

LPS is Active on Many Fronts

Public Documents Highlights is circulated regularly primarily for librarians of the Federal Depository Library Program, and mailed at first class rates.

Material for use in this publication should be sent to the Editor, **Public Documents Highlights**, c/o Superintendent of Documents (SD), Government Printing Office, Washington, DC 20401.

All submissions may be edited or condensed for space consideration. Comments are most welcome and may be printed if the sender is clearly identified.

DANFORD L. SAWYER, JR. Public Printer of the United States

MICHAEL F. DiMARIO Superintendent of Documents

Letters to the Editor

Dear Sir: Let me congratulate you on the "new look." The type is clear and readable and the overall appearance is an improvement. I don't know if you plan to use colored paper again, but I personally prefer the black on white. (Editor's note: Black on white is our preference too.)

As a former professor of the traditional documents course in several library schools, I found the Hernon-McClure report disturbing but not too surprising. Far too many librarians are blissfully ignorant of the complexities of the Federal Government and its multifaceted publishing program. I think I know the solution, but library school deans argue that their curricula include too many "required courses" already.

Harold E. Holland
Director of Libraries
Pepperdine University (Calif.)

Dear Sir: The print in **Highlights** is much too small.

Sylvia N. Schmaars
Librarian
Haverford College (Pa.)

Dear Sir: The May issue is packed with information and is well-organized. I like the pictures, too.

Margaret T. Lane
Baton Rouge, La.

Personals . . .

Pat Haugen, Government documents librarian at Winona, Minn. State University since 1971, has retired. At commencement exercise this summer, she was given the title of professor emeritus. She is a past president of the Minnesota GODORT group. She not only attended many of the Depository Library Council meetings but spent her 1978 sabbatical in Washington, D.C. visiting all the various agencies issuing documents received by depository libraries.

A review of activities by the Library Programs Service was presented to the GODORT/Federal Documents Task Force/Depository Libraries Work Group at the American Library Association meeting in Los Angeles. Highlights include:

● **Workflow Study**—A report has been issued by a GPO task force working with the ADP group on a functional analysis of LPS operations.

● **National Collection**—A 4-year LPS retention schedule has been established before these documents are retired to the National Archives Records Service. This extended schedule will make it easier for LPS staffers to verify bibliographic data, correct errors, and perform other tasks that require "book in hand."

● **LPS Warehouse**—Actions have been taken to upgrade equipment that will improve working conditions and operating efficiency.

● **Workshops**—They have been revised and restructured, and will resume in the fall with three sessions to be held September 26-29, October 17-20, and November 14-17.

● **Selection Printouts**—Last cycle implemented May 16; next is scheduled for December. The LPS intends to go with a semi-annual schedule, but sometime next year will reconsider reverting to a quarterly cycle.

● **DOE Surveys**—Now under review.

● **USGS and DMA Map Survey**—It has been distributed.

● **Acquisitions**—Efforts are being directed at improving coordination with documents suppliers. Some problems will persist because: (1) Sales documents can be distributed to retail points faster than depository

documents can be sent to libraries; (2) there is a microfiche conversion lag; and (3) the Publications Reference File announces new titles faster than the LPS can deliver the actual document.

● **Reprint Policy**—It has been liberalized. When a "short" shipment cannot be completed by a GPO supplier, the LPS will have the document reprinted.

● **PRF Microfiche**—Deliveries are taking 3 to 4 days less since the LPS stopped putting it on the Shipping List.

● **Microfiche Conversion**—Proposed revised guidelines are under internal review. Some recent delays have resulted from multiple-award contractors accepting high volumes of new documents. GPO's contract staff is adding an additional contractor "online" to absorb the excess work.

● **General Accounting Office Reports**—The LPS has asked the GAO to provide copies of all blue-cover reports for depository distribution.

● **List of Classes**—The June 1983 edition will be out soon, reflecting the "housecleaning" efforts of the LPS to purge "dead" item numbers.

● **Regionals-Only Shipments**—This one-time procedure was undertaken to clean out an accumulation of "short" shipments. There has been no change in distribution or selection policy.

Two More Depositories Named

Two more libraries have been designated as depositories. They are:

● Highline Community College Library in Midway, Wash., and

● Georgia State University College of Law Library at Atlanta.

Document Dishes Create a "Lucullan" Lunch

The Government Documents staff at the University of South Florida, responding to a suggestion by Depository Library Inspector Joseph McClane on a recent visit, hosted a "get acquainted" luncheon for "Documents Staffers" in the Tampa Bay area in May.

The 25 persons who attended from Clearwater, St. Petersburg, Sarasota, Lakeland and Tampa were treated to the following menu that was strictly GPO:

Chicken Tetrastini.....	<i>Food</i> (A 1.11/3:F 73/2)
Vegetable Medley, Carrots in Custard Sauce, Jellied Citrus Salad and Raw Vegetable Salad.....	<i>Cooking for Small Groups</i> (A 1.77:197)
Rolls and Brownies.....	<i>Bread, Cakes and Pies in Family Meals</i> (A 1.77:186/3)
Apple Cake.....	<i>Apples in Appealing Ways</i> (A 1.77:161/2)

The gourmet cooks were Donna Asbell, Julia Schwartz, Elizabeth Smith and Dorothy Tiemann, all from the Government Documents Department of the library of the University of South Florida.

GPO Reveals Marketing Strategies

New marketing initiatives by the Government Printing Office will greatly benefit libraries, Library Division Chief Mark Scully told attendees at a GODORT/Public Library Association Joint Program at the American Library Association meeting in Los Angeles.

Scully also noted that the GPO has made great strides in improving its order fulfillment system.

Discussing the marketing strategy, Scully said, "In the near future, we should see public service announcements on radio and TV informing us of the wealth of information available in depository libraries and encouraging us to 'contact our local library.'"

At the same time, he went on, "A second marketing campaign will be directed toward public libraries through the *Library Journal* and by direct mail." He pointed out that interested libraries will be sent information kits containing material to assist them in handling public inquiries on the Depository Library Program.

Everyone Will Gain

Scully said the marketing campaign for depository libraries still is in the planning stage but is being developed in consultation with professional librarians. "I believe that all parties stand to gain something from this campaign," he asserted. "The public becomes aware of depository libraries and their benefits; libraries will receive increased visibility; and the GPO moves toward its objective of promoting the Depository Library Program."

In discussing backlogs during the past decade, Scully noted that "in 1976, there were 500,000 publication backorders and the order fulfillment period was 30 to 90 days; if the manual record of your order happened to be lost in the process, your order would be recycled and an additional 90 days added to the process." He added that in 2 years, automation had reduced the turnaround time to 5 to 10 days.

Turning to serials, he declared that "there were 100,000 subscription orders backlogged at any given time; by the end of 1973, the year of subscription automation, the backlog had been reduced to 20,000 orders. Today, we strive for a 10-day turnaround on subscription entries." He pointed out, however, that dependence on issuing agencies and distribution contractors often means a 4 to 6-week delay before actual subscription start-up.

Complaints Reduced

"One final horror story," he told the group. "Ten years ago, there were 70,000 subscription complaints in the mill routine-

ly. Today, that figure has been reduced to 1,500, half of which refer to nonreceipts that the GPO knows were mailed to the customer."

Scully pointed out that the GPO currently has on file 1 million subscription address records, and each year about 38 million serial publications are distributed to customers.

According to Scully, "Current efforts to develop a Consolidated Order Processing System to further automate and expedite order handling and an Automated Call Directory System to manage incoming calls will further improve the level of service in the order processing area."

Commercial Publisher Set To Print EEOC Decisions

Equal Employment Opportunity Commission Decisions are to be published commercially beginning late this year, according to an announcement made to the GODORT/Federal Documents Task Force/Acquisitions and Bibliographic Control Work Group at the American Library Association meeting in Los Angeles.

The publisher will provide the Decisions as well as an Index. The Index will be copyrighted but the Decisions will remain in the public domain.

The group also was told that the National Technical Information Service has begun to offer "electronic ordering" by computer terminal, or by using a Touch-Tone telephone with an 800 number.

NTIS will be shortening its new documents accession time. Now 12 to 13 weeks, it will be down to 8 weeks by next January and 6 weeks by next June.

Trials and Tribulations . . .

A Chicago school teacher was having trouble with the reference file until a librarian said politely that the word "instructor" did not start with the letter "e" . . .

At a university library, a student insisted on seeking all materials listed under "Down Broad Street." After a prolonged exchange of frustrated responses, the librarian finally figured out that the student misheard the professor, who was discussing "Dun and Bradstreet."

(Editor's note. Send your trials and tribulations for use in this newsletter.)

Government Publications Highlighted by Librarian

Because he noticed that many library patrons haphazardly browsed through the voluminous shelves of Federal publications rather than using indexes or a catalog and came away frustrated, Mark Megalli of Gardena, Calif. Library established a new section that includes most of the interesting Government documents.

After determining which of these documents would appeal to the public, he housed them in a new section of the library. Called "Selected Government Publications," it contains about 15 to 20 percent of the entire Government documents collection.

According to Megalli, this project serves many purposes:

- Encourages library patrons to browse through Government publications, thus promoting increased use of these documents;
- Provides easy access to such publications for library patrons and staff, making it easier to find popular and interesting issues without consulting the card catalog;
- Eliminates 20 percent of the time usually spend on routine weeding;
- Promotes Government publications by arousing patron interest and curiosity and hopefully increasing circulation; and
- Increases the overall attractiveness of the section. Well-placed signs and displays result in increased patron attention and response.

Bookless Libraries Urged

A letter to the editor of The New York Times recently explored the possibility of "bookless libraries." It noted some advantages to an electronic library system:

"No book, pamphlet, newspaper or magazine would ever be lost, stolen, damaged or on loan.

"Many users of the system would be able to view the same material simultaneously.

"Library space would no longer be a limitation. In fact, many electronic libraries the world over could be integrated to form one 'logical' library system, offering the user quantities of material unthinkable in the traditional library system.

"In the not-too-distant future, electronic libraries will be able to translate material on command."

As might be expected, the writer of the letter is president of a computer software firm.

(Comments are welcome—The Editor.)

New Guidelines Established for Library Inspections

New guidelines have been established by the Library Programs Service for depository libraries:

All libraries requesting to become depositories will be inspected to determine whether facility has sufficient space and other resources; and understands its responsibilities under the law.

A biennial survey will be used to identify libraries with problems, and those libraries will be inspected.

Follow-up inspections will be made where problems are identified, to note improvements which have been made since the first previewed. Only at this time would libraries be placed on probation.

Each non-By-Law Depository library will be inspected at least every 7 years. (LPS is currently attempting to inspect libraries which were not inspected since 1977 or earlier.)

Workshops will be used to cover bylaw depository library issues and problems.

Teleconferencing and other techniques will be used to cover issue identification and problem resolution for areas which seem to affect more than a few libraries.

Any depository library may request an inspection at any time.

Notes from the ALA meeting . .

Under a new agreement announced at the American Library Association meeting in Los Angeles, there will no longer be duplicate distribution of maps.

From now on, the U.S. Geological Survey will service depository libraries with all USGS maps as well as those from the Defense Mapping Agency.

The Government Printing Office will administer such details as developing and updating selection lists, and will maintain bibliographic control of all maps under this new program.

* * *

Sen. Claiborne Pell (Dem.-R.I.), former chairman of the Joint Committee on Printing, was awarded an honorary life membership in the ALA.

* * *

E. J. Josey was chosen president-elect of the ALA. He is chief of the Bureau of Specialist Library Services, New York State Library, State Education Department.

* * *

Carol Turner was named Assistant Chair (Chair-elect) of GODORT. New chair of the

Map and Geography Round Table is *Philip Hoehn*.

GODORT GOINGS-ON

In GODORT developments:

● *Judy Myers* of the University of Houston Library was named to succeed *Bernadine Hoduski* of the Joint Committee on Printing as chair of the Documents Cataloging Committee;

● The GODORT Cataloging Manual will be issued soon; and

● GODORT has asked that the Government Printing Office include Department of Energy depository publications in the *Monthly Catalog*.

Ad Hoc Committee In Business

The newly formed Ad Hoc Committee on Depository Library Access to Federal Automated Data Bases (see May 1983 issue of *Highlights*, No. 59, Page 5) has begun holding two-day meetings once a month through December.

The purpose of the hearings is to evaluate the feasibility and desirability of providing access to Government information in electronic formats to depository libraries.

Chairing the committee is *Bernardine Hoduski*, professional staff member of the Joint Committee on Printing.

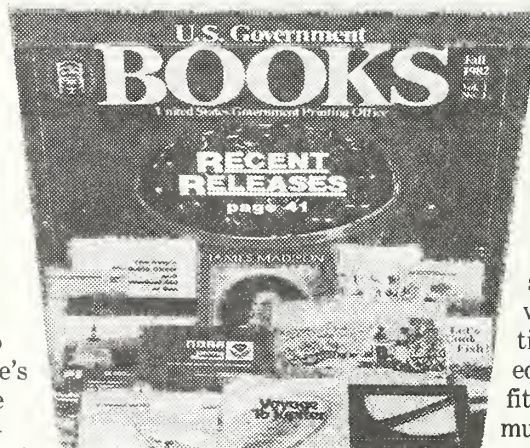
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