

# Building A Functional Government Library

By: Cynthia Osborne

Bureau of Land Management - Wyoming



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Resources Development Internship Program  
Western Interstate Commission for Higher Education

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Building A Functional Government

Library

U. S. Bureau of Land Management  
Wyoming State Office, Cheyenne, Wyoming

Resources Development Internship Program  
Western Interstate Commission for Higher Education  
Internship Program

August 4, 1975 - October 24, 1975

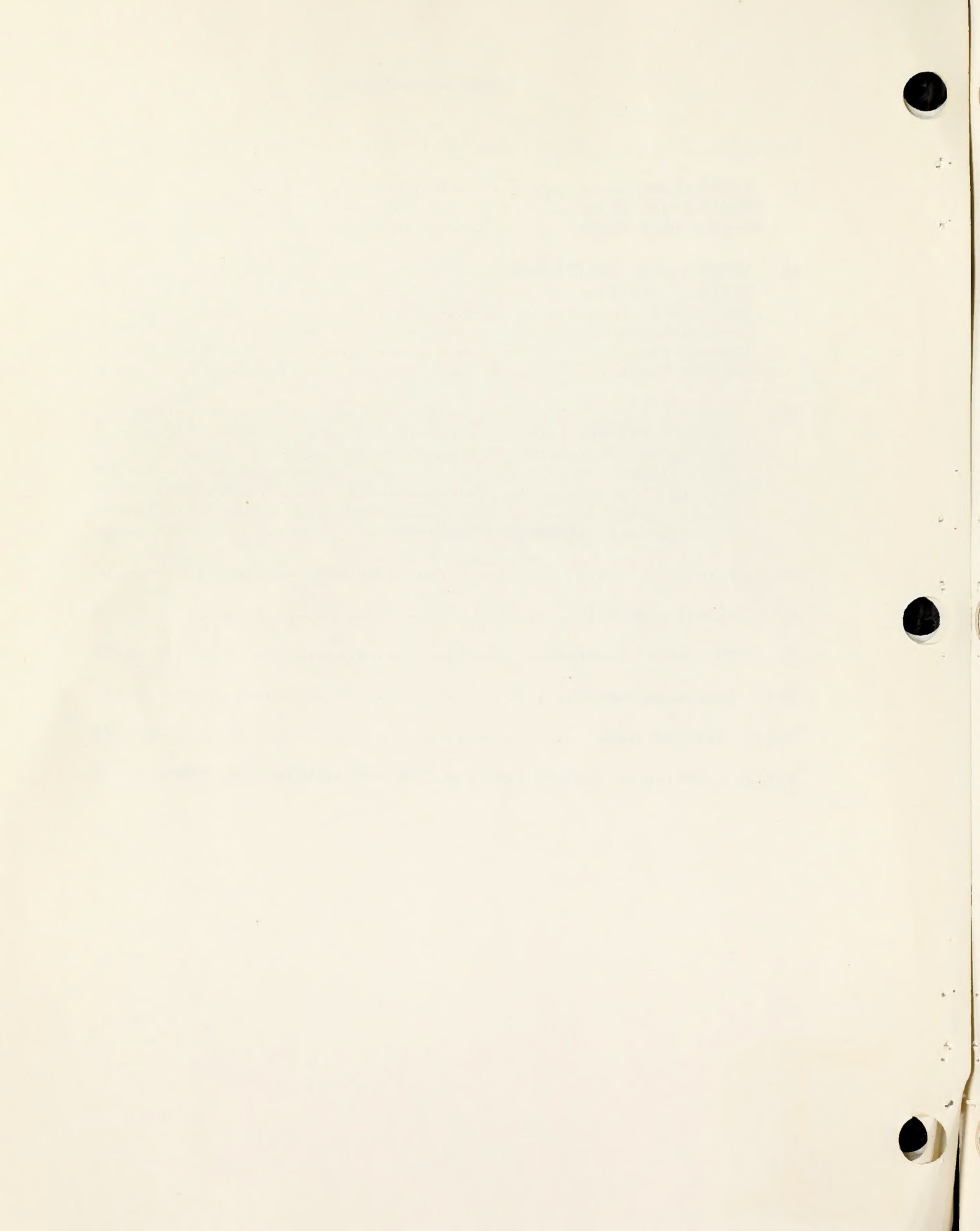
by  
Cynthia Osborne

Bureau of Land Management  
Library  
Denver Service Center

University of Michigan  
Library  
Detroit Service Center

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## Abstract

The Bureau of Land Management in Wyoming is primarily responsible for the administration of approximately 28 percent of the land in Wyoming. In addition, the Bureau of Land Management has some responsibility for about two-thirds of the land within the state. Concerned with national resources, it administers programs on lands, livestock forage, timber, watershed, recreation, wildlife habitat and minerals. The Wyoming State Office library reflects these programs with hard-bound and softbound materials.

A Resources and Development Internship Program was implemented to catalog library material, improve the access to material and develop a general system of library operation.

The project report includes an analysis of past and present library operations, which provides an understanding of the future needs. Details of the cataloging procedure indicate the importance of catalog and shelf control for organization purposes. The Users Handbook and Cataloging Manual, designed for the Wyoming State Office library, are included in the report.

# WSO Cataloging Manual

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## Building A Functional Government Library

### I. Introduction

The Bureau of Land Management, under the Department of Interior, was established July 16, 1946. The bureau is responsible for managing the national resource lands and their resources. These lands are primarily located in the Western section of the United States.

The Wyoming State Office is one of twelve state offices for the Bureau. Located in Cheyenne, Wyoming, the Wyoming State Office (WSO) administers the Bureau's activities in Wyoming, Kansas and Nebraska.

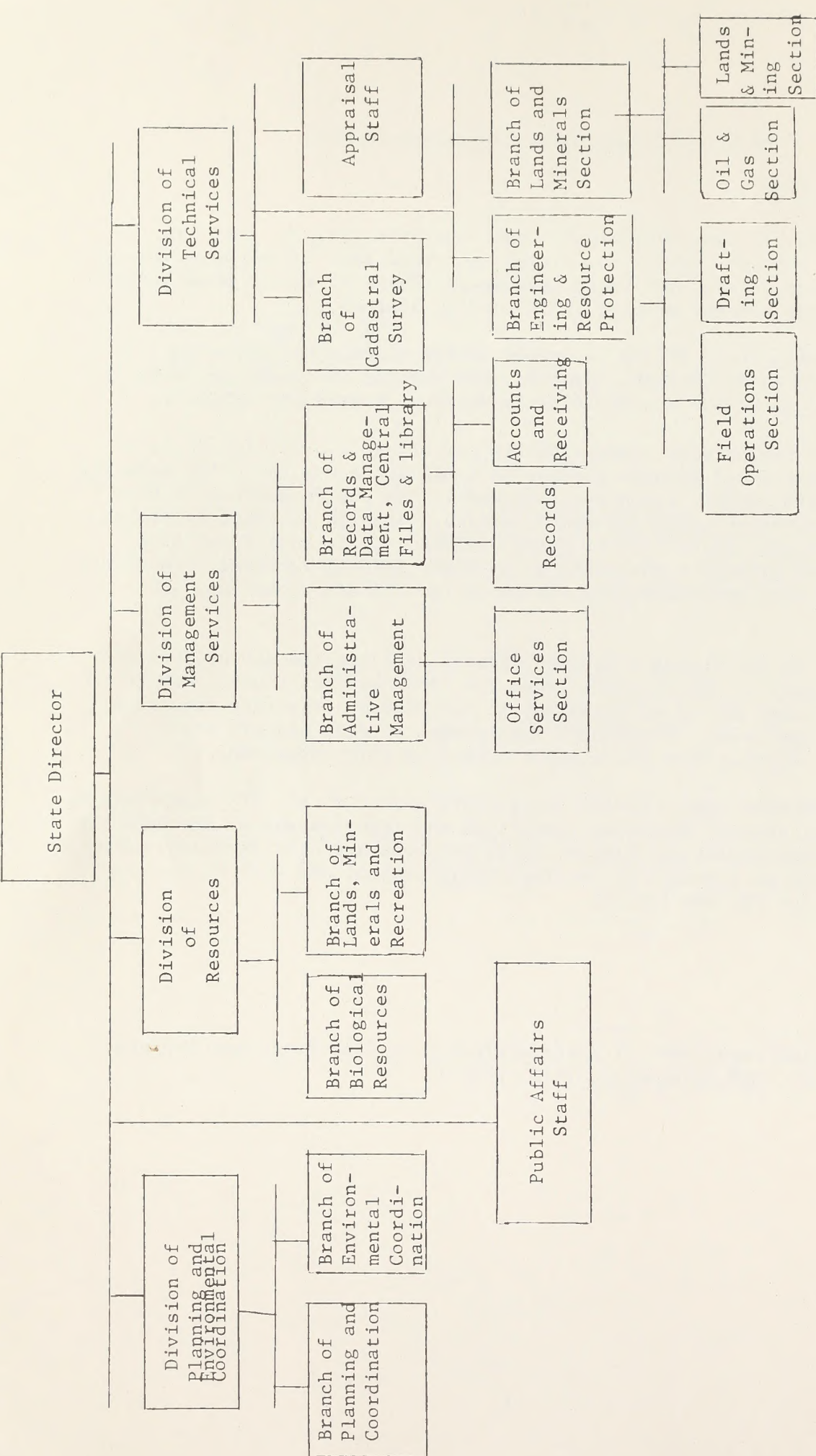
"The BLM has primary responsibility for about 17.5 million acres or 28% of the state and manages another half-million acres for other agencies. It administers mineral resources reserved to the public under more than 13 million acres of privately-owned surface. It also surveys, maintains land records and issues mineral leases relating to an additional 12.5 million acres otherwise administered by other federal agencies. In short, the BLM has some responsibility for about two-thirds of the land in Wyoming."<sup>1</sup>

Located in the Joseph O'Mahoney Federal Building the BLM offices are located on each of the floors between 2nd floor and 8th floor. Office space is crowded due to an expansion in the Bureau activities requiring additional employees. Government involvement in coal and oil shale deposits in Wyoming have had a major effect on this expansion.

The following report covers the library's role in the BLM organization, the history, present operating conditions and future needs of the library. The Cataloging Manual and Library Users Handbook are also included. They were designed as a result of the internship project and will be used as guidelines for the WSO library.

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<sup>1</sup>United States Department of Interior/Bureau of Land Management/Wyoming State Office, BLM in Wyoming, 1975, page 1.



## Organization Chart

The organization chart indicates the flow and the dimensions of the bureau's activities in Wyoming.

The Central Files personnel come under the Branch of Records and Data Management. Located in Central Files are the Paperwork Management and the library. The Paperwork Management consists of

"all records or documents, regardless of physical form or characteristics, that are created or received by the Bureau and have historical value as evidence of organization, functions, policies, decisions, procedures, operations, or other activities."<sup>2</sup>

The library houses reference material, books, pamphlets, the complete set of the BLM Manuals and records and legal material.

"The BLM's primary responsibility is to the national resources. Its basic programs, therefore, are administered in the following categories: lands, livestock forage, timber, watershed, recreation, wildlife habitat and minerals. All other BLM activities are in support of these resource programs, and include construction and maintenance of facilities, cadastral survey, fire protection, land records, maintenance and realty services."<sup>3</sup>

The library material reflects these basic programs with hardbound and paper bound materials.

The Paperwork Management and the library are categorized by the subject function classification code, which is covered in the BLM Manual under the Paperwork Management.

"The Classification Chart is the controlling document for the Paperwork Management Program consisting of a logical arrangement, in numerical order, of headings based upon subject matter descriptive of Bureau functions."<sup>4</sup>

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<sup>2</sup>United States Department of the Interior/Bureau of Land Management. BLM Manual, 1220 Paperwork Management.

<sup>3</sup>United States Department of Interior/Bureau of Land Management/Wyoming State Office. BLM in Wyoming 1975.

<sup>4</sup>United States Department of Interior/Bureau of Land Management, BLM Manual, 1220 Paperwork Management.

Project Objectives and Purpose:

Western Interstate Commission for Higher Education (WICHE) Internship project was initiated for work in the library for a twelve week period, from August 4 to October 24, 1975. The objectives and expected results from the project were established by the WSO and submitted to WICHE as follows:

Brief Statement of Project Objectives -- The purpose of this internship is to inventory and catalog library material, improve the access to materials, and develop a general system of library operation to include maintenance of the collection and services to the Wyoming State Office and District personnel. All in accordance with BLM Manual 1220 - Paperwork Management.

Brief Statement of Results Expected from the Project -- We expect improved library management and chargeout procedures as outlined in the Bureau's Paperwork and Library Management Manuals. The project should point out strong and weak points of the system we now operate. From this study we should be able to provide greater lateral utilization of our central files system on a statewide basis.

The project advisory committee set up the objectives and provided guidance for the internship.

Members included:

Position with BLM

Mr. Antonio Alcon (Project Supervisor)	Supervisory Records Specialist
Mr. Robert Carrier	Chief, Branch of Records & Data Management
Mr. Philip Hamilton	Chief, Branch of Lands & Minerals Operations
Mr. Ken Rhea	Planner, Branch of Planning Coordination
Mr. George Hollis	Wildlife Specialist, Branch of Biological Resources

## II. Library - Past and Present

### Introduction

Even though the BLM has expanded throughout the federal building, Central Files is as centrally located as possible. Personnel in Central Files includes one file clerk who handles Paperwork Management and the library. On October 28, 1975, a management assistant position was established. This position will be concerned with work flow, time-cost studies, mail management and liaison work between the district office, central files and the Wyoming State Office. The basic library work will remain in the hands of the file clerk.

The Wyoming State Office library must serve the needs of the total BLM organization. A knowledge of past and present library operations is important for assessing the future needs. These goals must be in conjunction with goals of the total organization.

### Physical Layout

The physical layout of Central Files includes 118 glass-enclosed cabinets for library materials and ten five-drawer filing cabinets for Paperwork Management. The library cabinets are nearly full, so space for expansion is limited. Conditions are crowded at present but the FY 76 budget includes new storage facilities for Central Files.

The library through the years had become quite disorganized; many factors led to the state of disorder.

1. A file clerk alone has had responsibility for all filing and library work.
2. Changes in file clerks and periods without a full-time worker.
3. Understanding of and interest in library operations have varied with changes in personnel.
4. Changes in BLM procedures and subject function code alterations which were never corrected throughout the system.
5. No other identification, other than Subject Function Code, to keep materials in order.
6. Materials were coded into categories too broadly.
7. Items were misplaced in cabinets and shelf reading was never done.
8. Weeding was not done unless the person(s) who worked with the material took time to go through his section and dispose of insignificant material.

## Cataloging

Prior to August 1975, the cataloging procedure was inadequate for meeting the needs of the library. The Central Files maintenance guidelines, a compilation of the most significant parts of the BLM Manual, Sections 1220, 1271, and 1272, were followed.

"Stamp all other library material with subject-function stamp. If uncertain about proper code (most items come in coded), check with individual most concerned. (This does not include manual releases, Federal Register, clippings, circulars or newspaper clipping book material.) If material is file box material, it is merely stamped and dropped in -- however, if there is no file box, file individually on shelf until volume creates need for file box. These items then must be listed in the Library Index. File box breakdowns should be broad."<sup>5</sup>

The procedure was sufficient when the library was small, but as the library grew, a tighter control was needed.

BLM Manual 1279 - Library Maintenance was issued to give better control.

"We are in the process of implementing two new procedures to comply with Rel 1279. One -- to set up and maintain a card index on each of the various publications we receive. Two -- catalog all bound volumes, loose reference material and the file boxes. This will be accomplished by preparing 3 x 5 cards showing the necessary information according to 1279.21 and setting up another card index system."<sup>6</sup>

Implementation has been slow and incomplete. Information on the cards included subject function code, descriptive title of the code, title of the material and author. Cards were made for hardbound materials and a few softbound items. For most of the pamphlet material, the file box method was still in use. Valuable and worthless material had been placed in coded file boxes and the only means of retrieval was by going through the entire box or boxes.

Besides the index cards a library index is made. This index is printed on an 8½" x 11" sheet and lists material by subject function code. The index gives title, author and date. This list is sent out to the district offices. The list is for hardbound books and material not placed in the file box. If there was a file box for the subject function code, this would be indicated on the index but contents of the box were not listed.

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<sup>5</sup>United States Department of Interior, Bureau of Land Management, Wyoming State Office, Central Files Maintenance.

<sup>6</sup>United States Department of Interior, Bureau of Land Management, Wyoming State Office, Central Files Maintenance.

As a result of the internship, a more detailed cataloging system has been implemented. All material, except articles and short reprints are given a Subject Function Code and stored in a folder or binder which is placed at the end of the material classified in the code. A catalog card is made for the folder. All other library material is cataloged because significant material is not always in hard bound form.

Summary of the procedure:

1. Decide on the proper subject function code and the title designation, which gives the material a unique call number.
2. Place the call number on the upper left hand corner of the cover and on the spine if at all possible.
3. Make a catalog card on the material. Information on the card includes:
  - The subject function code.
  - The title designation.
  - The title.
  - Author, publisher and date.
  - Number of pages, edition statement.
  - Notes, contents, synopsis.
  - Tracings.
4. A cross referencing system has been established but is not fully developed. This system is by subject function code alone. A piece of library material is cataloged under the best and most useful classification. If there is another subject function code, the material could be classed under an identical card. The alternative subject function code is added to the top center of the card in parenthesis (3500) and the card is filed behind the 3500's in alphabetical order.

The card catalog has tripled in size. Previously cards were grouped behind the subject function code; now the card catalog is arranged alphabetically within each code subdivision. The catalog also serves as the authority for the arrangement of material on the shelf. Word-by-word alphabetization is used.

## Acquisitions

Many of the new acquisitions are received from government agencies. These items are sent to the library directly or to bureau personnel who forward them to Central Files. Material is often classified and put into the library regardless of its caliber as professional literature. The inability of the subject specialist or file clerk to assess the quality of the material has given worthless material valuable library space. Bureau employees may order specific library materials for their field. Those employees who rely on reference material and those who have taken an interest in the library have stronger collections in their subject area. The problem lies not because of those who have acquired research materials but because of the lack of interest in other subject areas. This has led to an unbalanced collection.

## Weeding

Weeding of the collection has varied from each section, depending on the interest of those working with the material. During the recataloging phase of the internship project, weeding of outdated, valueless material was done.

## Library Users

Central Files has a variety of user demands. Paperwork Management receives use in some capacity daily. Library items which get frequent use include BLM Manuals, Bureau and Wyoming State Office instruction and information memos.

Other library items get little use. Several factors have contributed to this situation.

1. Inability to find material because library was so disorganized.
2. Materials were not of value to the research.
3. Library was not considered as a source of significant information.

Journals and newsletters are kept in the library. This valuable, current material is not used as much as it should be. Bureau employees find it difficult to take time to visit the library.

The practice of routing journals to various offices has been discontinued because of the high volume of interoffice mail.



### III. Future:

The unsatisfactory conditions in the library have been present for a long time. Through the efforts of some of the current administrative officers, the situation is being corrected. An Internship Program was ideal for this situation because no presently employed worker has the time or background to attempt the task of cataloging the materials. However large this task, it is only a dent in the work that is needed to be done to make the library a real asset to the organization.

Suggestions for the WSO range from the essential and immediate to long range idealistic goals. Hopefully, in the future, a full time librarian position will be opened in the WSO. Knowledge of the BLM activities and of library operations could help the library reach its full potential.

#### Physical Layout:

As mentioned earlier, new shelving and files will be installed in Central Files this fiscal year. The room will be rearranged, better utilizing the existing space. The new shelving will provide 722 inches of additional space and library materials. After the rearranging is complete, directional information, marking shelves for easier access should be done. Labels with the code and the descriptive title of the code would help in retrieving the material.

#### Cataloging:

The basic cataloging done during the WICHE project was essential for getting the library organized and for orderly growth in the future.

Access by subject function code is the most useful approach but it should not be the only means of retrieval. An alphabetized title card catalog would be beneficial. Author access would be helpful, but for the WSO library it would not be widely used. A subject listing would also be useful.

If the subject-function code continues to be the classification for BLM libraries, a standardized subject heading thesaurus derived from the code should be developed and given to each library. Instead of a subject card catalog, the WSO library could implement a ready reference file with broad subjects and proper names not included in the alphabetized index of the subject function classification chart. This reference file would tell the library users the code the material was filed under.

The cross referencing system, established in the Fall of 1975, should be extended. Not enough cross referencing was done during recataloging because the whole coding system was not familiar to the cataloger.

Titles of publications, such as Bureau of Mines Circulars, USGS Bulletins and Wildlife Monographs, should be recorded on catalog cards and cross-referenced.

The subject-function code should become flexible enough to fit special needs of the collection without changing the basic breakdown of the classification chart.

Any expansions must be made in conjunction with personnel working in the subject area.

#### Acquisitions:

Providing the WSO with a well-balanced collection designed to meet the needs of Bureau personnel should be the library's goal.

There are many deficiencies in the collection. Some areas are well developed for research material while other areas need much attention.

A librarian would be helpful for equalizing the collection.

New publications could be ordered from one source, the library. Consultation and input from the subject specialist could raise the quality of material coming into the library.

Bibliographies, indexes, and literature guides are vital for reference work. These materials are lacking in the WSO library and need to be built up.

Knowing where one can find material is another requirement of library operations. Another deficiency is the lack of an Interlibrary Loan System. This is an area that could be expanded. Across the street from the federal building is the State Library. Although individual employees of the bureau have frequented the State Library, no formal ties between the WSO and State Library have been made.

#### Weeding

Weeding should be done periodically, preferably before the first of each fiscal year, with the subject specialists who work with the material. Materials that are cross-referenced should be checked by all section leaders who work with the material. When disposing materials, all catalog cards should be pulled from the drawers.

### Library Users:

As the library improves, Bureau personnel must be made aware of increased services. The expanded card catalog is valuable only if it is used. This will require some explanation and training to get people to use it.

Orientation for new Bureau employees will be implemented after the management assistant is familiar with the position. The problems with mail distribution and journal routing will also be an area of study for the management assistant. This is a critical problem. The journals are a valuable asset to the collection, but if they are not used, they are a wasted expense.

Library use will increase when the library becomes an active contributor to the organization and not just a storehouse for professional literature.

### Reference and Information Services:

At the present time little is done for reference services. The file clerk does not have time for such services. These services could be implemented only with additional employees, preferably a professional librarian.

1. An interlibrary loan connection would be an outstanding reference. This system was explained under acquisitions.
2. Literature searching and research: Bibliographies could be prepared for individuals working on projects. Material could be gathered on the subject.
3. Telephone Reference: A greater use of the telephone for answering ready reference questions and for better communication could be implemented.
4. A newsletter on recent acquisitions, and other library information could be sent out periodically.

These are a few possibilities of reference services for long range goals.

#### IV. Project:

The original project outline provided weekly objectives to follow:

Objectives to be accomplished by intern during each of project's twelve weeks.

- First Week: Inventory and catalog legal and hard bound reference material. (Title alone is not adequate - especially for detached district offices.)
- Second: Inventory and catalog pamphlet and paperback reference material (Title alone is not adequate - especially for detached district offices.)
- Third: Inventory and catalog pamphlet and paperback reference material (Title alone is not adequate - especially for detached district offices.)
- Fourth: Prepare "library needs" list from interviews with users. (How can we develop and improve a good library service?)
- Fifth: Delete obsolete material with assistance of user specialists. (How can we develop a "self-cleaning library?")
- Sixth: Inventory and catalog hard bound reference material in library and users offices. (All BLM books must be inventoried - not personal books.)
- Seventh: Inventory and catalog hard bound reference material in library and users' offices. (All BLM books must be inventoried - not personal books.)
- Eighth: Set up a permanent charge out and recall system for this office. (All BLM books purchased must be turned in when employees leaves.)
- Ninth: Contact and list services of Washington, Cheyenne Federal agencies, Public & College libraries. (What do they have to offer and who to contact.)
- Tenth: Prepare library self-service guidelines for users. (Self-service instructions posted in library and memo to users.)
- Eleventh: Clear up unfinished business and begin written report.
- Twelfth: Complete written project report and suggestions for improvement of library.

NOTE: Systems developed or suggested must be based on simple maintenance as no full-time librarian is available.

At the first library committee meeting, it was established that getting a complete card catalog and an orderly arrangement of the material should be the major emphasis. All committee members agreed that access by subject function code would be the most beneficial means of retrieval, because bureau members know the code for their subject fields. They use the code for classifying any paperwork management they initiate.

The library index and index cards were already in subject function order. The existing inventory was to be used as a checklist for missing material and as an indication of the material covered by each section. However, it was out-of-date and incomplete, providing little assistance.

Cataloging the material absorbed the project time. Its importance to the library's organization was significant enough to override the other portions of the project.

The major responsibility was to catalog the WSO library. It was advantageous to take a complete section at one time. Familiarity with the subject was gained by going through the complete series. All the file boxes were emptied. Duplicates filed under different codes and items incorrectly cataloged were caught at this time. Preliminary and final decisions on the proper coding were done. Some sections required advice from the bureau's personnel who work with the subject. These subject experts assisted in weeding and properly coding the collection. Cross referencing suggestions were also made at this time.

Approximately seventy-five boxes were emptied and will not be reused in the library. The materials in the boxes were cataloged, weeded or placed in an article folder. File boxes are now used for items similar in nature, such as back issues of periodicals or monographs in a series put out by the same agency. In the 9220's - Pest Control, there are file boxes broken down by pest and the articles pertaining to that pest are located there. Likewise, in the 5000's - Forest Management, there are file boxes for tree species. Hardbound and softbound materials were coded and an index card for each was made.

Articles and short reprints were placed in manila folders or three ring binders at the end of the code or codes the articles were classified under.

Some of the subject function codes were expanded for easier retrieval.

Areas of expansion include the 3500, 6601, and 1736. For example:

In the 1736 River Basin planning section, the code was broken down into river basins.

- 1736.1 Missouri River Basin
- 1736.2 Pacific Northwest Basin
- 1736.3 Pacific Southwest Basin

The project also included the establishment of a Handbook for Library Users and a Cataloging Manual which are included in the report.

## V. WSO Cataloging Manual

All library items received in the WSO Central Files will be cataloged with a complete call number, unless the item is a short article or reprint. The main entry is by title. If the article is highly significant, it may be placed in a manila folder and cataloged.

The cataloging techniques are based upon the BLM 1279 Library Management Procedures and the cataloging procedures of the Montana State Office as described in "Establishment of a Resources Library System". Adaptations were made for the WSO Library.

Materials in the WSO Library include hard bound books, theses, series, reports, Environmental Impact Statements, pamphlets, and proceedings, and Bureau manuals.

The catalog system is designed to be simple yet effective. A completely uniform system is impossible due to the diversity of material.

The basic format is done in block form. A possibility of five paragraphs can be placed on the card. A simplified typing and card format is used for uniformity.

Sections 1736, River Basin Planning, and 1792, 1793, Environmental Impact Statements follow alternative cataloging rules for retrieval purposes.

## Abbreviations

app.	appendix
BLM	Bureau of Land Management
c.	Copyright
DES	Draft Environmental Statement
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ER	Environmental Review
FES	Final Environmental Statement
#	number
p.	pages
+	plus - additional pages
USDA	U.S. Department of Agriculture
USDC	U.S. Department of Commerce
USDHEW	U.S. Department of Health, Education, and Welfare
USDI	U.S. Department of the Interior
USDL	U.S. Department of Labor
USDT	U.S. Department of Transportation
USGPO	U. S. Government Printing Office
USGS	U.S. Geological Survey
v.	volume
WSO	Wyoming State Office

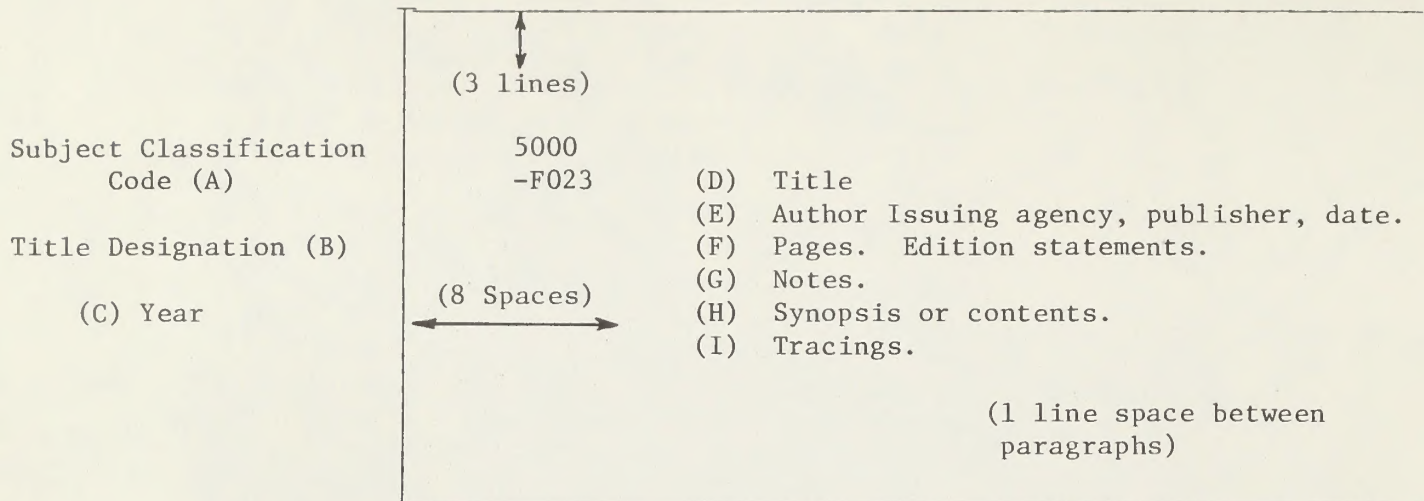


## Definitions for WSO Library Card Catalog

- Call number -- The subject-function classification and the title designation which identifies and helps locate a piece of library material.
- Corporate Author - An organization or group of people that acts as an entity: associations, institutions, business firms, non-profit enterprises, government, specific agencies of government.<sup>1</sup>
- Cross reference - The number at the top of the catalog card and filed behind that series in the card catalog. The material would be located on the shelf according to the call number.
- Proceedings -- The reports, lectures, and/or discussions of a meeting or a convention.
- Series -- A number of separate works issued in succession under a collective title.
- Title designation- The 1st two or three letters of the 1st word in the title other than "a", "an" or "the".
- Title page -- A page at the beginning of a publication, bearing its full title and usually the author's name and publication information.

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<sup>1</sup>American Library Association. Anglo-American Cataloging Rules.



(A) Subject Function Code: The subject function code is generally chosen by the bureau personnel who will be working with the material. Examine the material for the relevancy of the code number to the library's existing collection. Cross references can be identified at this time also.

(B) Title Designation: The title designation consists of the first two or three letters of the first word in the title other than a, an, or the.

Two letters are used unless:

1. The word begins with

Co  
Im  
In  
Na  
Re  
Pr

2. When there is more than one title in the same code with the same beginning letters, use the first three letters.

When the first three letters are identical, an arbitrary number is chosen to represent the title, keeping in mind the material is shelved in alphabetical order. Intervals of ten allow for growth in the collection.

Examples:

Man10 Management of pollution control.

Man50 Manual for pollution control.

Eco10 Ecology and man.

Eco20 Ecology and population control.

Eco40 Ecology of the city.

When adding material to the collection, it is important to check the catalog for existing title designation. The purpose of a title designation is to give each piece of material a unique number.

Material already in the collection may need to be revised so its title designation is unique.

(C) The year of publication is added to the call number:

1. When there are two or more editions of the same material. 2. When the material is issued periodically, the year or month and year are placed in the call number. Annual reports are a good example of when to use the year.

(D) Title: The title used on the card catalog should be taken from the title page if at all possible.

Title and subtitles are both used on the card and are separated by a colon. Example: Bitterbrush topping: Shrub response and cost factors.

The first word or first two words in the title are capitalized if the first word is a, an, or the.

Small case letters are used for the rest of the title unless there are proper words in the title. The same capitalization rule is followed for sub-titles after the colon.

(E) The second paragraph consists of the author, publisher and the date.

Author: The name of the author(s) is written in direct order. If there are more than three authors, use the first author's name followed by et.al. John Doe, et.al.

The author may be a corporate body such as the Department of the Interior. When a division of an agency is used, write down the parent or largest division first and proceed down to the division who was responsible for the authorship. Separate the divisions with a slash. USDI/BLM USDA/Forest Service. The author is followed by a period and two spaces.

**Publisher:** The company or government agency which published the material follows the author. The publisher is followed by a comma unless there is no date and then it's followed by a period.

**Date:** Use the date given on the title page. If there is no date on the title page use the copyright date preceded by a small case "c". (c.1957.) Use the latest copyright date but not the latest printing date.

**(F) Pagination:** The number of pages is recorded according to the last numbered page. If there are additional pages at the end of the book, unnumbered or numbered with Roman numerals, use the page number and a plus (+) designation. 23+ p.

**Edition statement:** If there is more than one edition for the item, put which edition. Example: 2d ed.

**(G) Notes:**

Information in the notes may include:

1. Series information.

a. The name of the series.

b. The holdings of a series - indicated by Holdings include: with the dates or volumes numbers listed below:

Holdings include:

1965

1966

1967

2. Proceedings information.

Location and dates of the conference or seminar.

3. Reports, (annual, biennial).

Holdings include: with the dates listed below it.

1969

1970

(H) Synopsis or content notes.

Information which aids in the understanding of the contents of the material is included in the content notes.

A synopsis of the material may range from one sentence to a paragraph. Many of the Department of Agriculture Forest Service Research papers include catalog cards with the material. Although the library cannot use the card itself the synopsis can be retyped or pasted onto the WSO cards. Content notes may be taken from the table of contents and can be written in sentence fragments.

(I) Tracings:

Tracings are typed on the bottom of the main card. Tracings indicate where other cards on the same item are located. This gives control to the cross-referencing system and the card catalog itself. They are numbered:

1. (3900).
2. Traffic in America Series.

Variations of the basic card:

Hardbound and softbound items are cataloged under the basic card rules unless they get under a specific type.

Proceedings: Title designation for proceedings is taken from the name of the conference or organization. (Proceedings) follows the title. Capitalize Proceedings and place in parenthesis. The location and dates of the conference are put in the notes.

Annual, Biennial Reports: Title designation for reports is taken from the title of the material not including words such as annual report. (Annual) or (Biennial) follows the title. Capitalize the word and place it in parenthesis.

Special sections of the library: Certain sections of the library required alternative rules for cataloging.

1736 River Basin planning.

General river basin planning material is placed in 1736.

The subject function code is broken down numerically by the river basin.

1736.1 Missouri River Basin

1736.2 Pacific Northwest River Basin

1736.3 Pacific Southwest River Basin

The material is classified alphabetically within the code by the name of the tributary. For example: The Platte River material is given the code 1736.1, P1.

A numerical number is chosen if the item needs an addition to make its call number unique. 1736.1, P1 30.

#### 1792 Environmental Impact Statements.

Environmental Impact Statements (EIS) are cataloged and arranged in alphabetical order according to the name of the project or the location of the project. Environmental Impact Statements on the Powder River Basin would have the call number 1792 Po for Powder River Basin. The Highway Department (EIS) are cataloged by the county, if available, or by the highway name. All EIS will have a catalog card in the 1792 section. When an EIS has been reviewed by BLM, it receives an ER number. Environmental reviews (ER) are kept in the files until the drafts are received by the library. At this time any correspondence is stapled into the inside cover or a manila packet is made and set beside the material on the shelf. These EIS are put in order on the 1793's by the ER number. A card is made and placed in the 1792 section in alphabetical order and one is placed in the 1793 section in the order of the ER number.

When final copies of an EIS are received, draft copies may be thrown away unless the impact statement was done by BLM.

#### Marking the Library Material

The material is marked with its call number in the upper left hand corner and on the spine if at all possible. A marker with permanent black ink, such as a laundry marker, is best.

Material with dark covers, where black ink would not show, requires additional attention. White self-adhesive tabs are placed on the material with the call number printed on them. A coating of mod-podge or white glue such as Elmers' is put over the tab. This glue dries clear and the tabs will remain intact.

## VI. WSO Library Handbook:

Central Files -- Room 4026 -- Extension 2388

Library materials are arranged by the BLM subject function classification code. Within each division the material is arranged alphabetically by title.

Materials found in the library include BLM Manuals, bureau orders, instruction and information memos, hardbound books, reports, environmental statements, printouts and legal material.

All the library materials are given a subject function code. The subject function classification chart and its alphabetical index will be of assistance in locating the material.

Shelf Arrangement: Within each code division the arrangement is hardbound books and softbound material, articles and short reprints, journals - (Back issues).

Hardbound books and softbound materials: Are interfiled alphabetically by title. They are given a title designation in addition to the code. The title designation represents the first two or three letters in the title other than "a", "an", or "the". This is the call number or identification number. Articles and short reprints are given code only. They are kept in manila folders or binders at the end of the section of the same subject function code.

Journals: That are retained are categorized in the most general code and kept in green file boxes at the end of the section. Current journals are kept on the Southeast wall of Central Files. Only the past four to six issues of the majority of journals are retained. Journals kept for longer periods are stored in the library under its subject function code.

Bibliographies and Guides to the Literature: Bibliographies and guides to the literature are interfiled with the hardbound and softbound materials. They have a complete call number.

Charge Out System: Charge out cards are available on the table. Put the title and/or the call number, your name, and the date on the card and place the card in the space where the material was taken out.

Returning Material: Return material to the incoming box instead of putting it back on the shelf.

Loan Policy: There is not a set time limit for charging out materials except manuals which are limited to 3 days.

## Definitions for WSO Library Card Catalog

- Call number - The subject-function classification and the title designation which identifies and helps locate a piece of library material.
- Corporate Author - An organization or group of people that acts as an entity: associations, institutions, business firms, non-profit enterprises, government, specific agencies of government.
- Cross reference - The number at the top of the catalog card and filed behind that series in the card catalog. The material would be located on the shelf according to the call number.
- Proceedings - The reports, lectures, and/or discussions of a meeting or a convention.
- Series - A number of separate works issued in succession under a collective title.
- Title designation - The first two or three letters of the first word in the title other than "a", "an", or "the".
- Title page - A page at the beginning of a publication, bearing its full title and usually the author's name and publication information.



## Abbreviations

app.	appendix
BLM	Bureau of Land Management
c.	Copyright
DES	Draft Environmental Statement
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ER	Environmental Review
FES	Final Environmental Statement
#	number
p.	pages
+	plus - additional pages
USDA	U.S. Department of Agriculture
USDC	U.S. Department of Commerce
USDHEW	U.S. Department of Health, Education, and Welfare
USDI	U.S. Department of the Interior
USDL	U.S. Department of Labor
USDT	U.S. Department of Transportation
USGPO	U.S. Government Printing Office
USGS	U.S. Geological Survey
v.	volume
WSO	Wyoming State Office

The card catalog is in order by subject function code. Within each code breakdown the cards are arranged alphabetically word by word by title of the material.

---

(4000) - H

(A) 6710

Wi30 (B) - Wildland shrubs-their biology and utilization.

(C) - USDA/Forest Service/Intermountain Forest and Range Experiment Station. August 1972. (C3)

(D1) - 494 p. (D2)-2d. edition.

(E) - Research paper INT-1

(F) - A descriptive manual of Wildland Shrubs of the Western Region.

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Information on the card may include:

- A. The call number in the upper left hand corner tells where the material can be found. The top line is the subject function code. The second line is the title designation, taken from the first word in the title other than "a", "an", or "the". The number is an arbitrary one added to give each piece of material a unique call number and to have everything in alphabetical order.
- B. The title of the material.
- C. The author, C<sup>1</sup> the author may be a person or an organization. C<sup>2</sup> Publisher and C<sup>3</sup> date.
- D. D<sup>1</sup> The number of pages. If additional pages are included in the material, index or appendix, use a + designation after the number of pages. D<sup>2</sup> Edition statement. If there is more than one edition of the material, the edition number of the item is placed on the card.
- E. Notes: This includes information about the material such as the number of holdings of a series, or the number.
- F. Synopsis or content notes: These notes give additional information about the material. (3500)
- G. This card would be filed within the 3500's in alphabetical order because the material has information about the subject-function code, but the material would be found on the shelf according to the call number found on the upper left hand corner.

VII. Acknowledgements

For invaluable assistance in the project:

Betty Eustace - File Clerk - Central Files

Robert Currier - Chief, Branch of Records & Data Management

Tony Alcon - Project Supervisor

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United States Department of the Interior, Bureau of Land Management,  
Wyoming State Office. Central Files Maintenance.

## Subject-Function Classification Chart

- 4000 - RANGE MANAGEMENT
- 4100 - GRAZING ADMINISTRATION
- 4110 - Inside Grazing Districts
- 4111 - Awards of Grazing Privileges
- .1 Qualifications of Applicants
  - .2 Base Property Qualifications and Classification
  - .3 Adjudication and Apportionment of Grazing Privileges
  - .4 Adjustments of Grazing Privileges
- 4112 - Management Practices
- .1 Management Considerations
    - .11 Multiple-Use Objectives
    - .12 Requirements
    - .13 Allotments
    - .14 Range Improvements
    - .15 Allotment Management Plans
    - .16 Grazing Management System
    - .17 Management of Rehabilitated Areas
  - .2 Designation of Ranges for Particular Kinds of Livestock
  - .3 General Rules of the Range
  - .4 Subletting of Grazing Privileges
  - .5 Southwest Desert Range
  - .6 Cheatgrass Ranges
  - .7 Mediterranean Annual Ranges
- 4113 - Supervision and Inspection
- .1 Procedure for Enforcement of Rules and Regulations
- 4114 - Advisory Boards and Local Associations
- .1 Grazing District Advisory Boards
  - .2 State Advisory Boards
  - .3 National Advisory Board Council
  - .4 Local Associations of Stockmen
- 4115 - Records and Administrative Procedures
- .1 Records
    - .11 Case Records
    - .12 Grazing Capacity Data
    - .13 Allotment File
    - .14 Dependent Property Surveys
    - .15 Unit Adjudication Records
    - .16 Reports
  - .2 Procedures
    - .21 Licenses and Permit Procedures; Requirements and Conditions
    - .22 Transfers and Relinquishments
    - .23 Appeals and Hearings
    - .24 Special Rules for Grazing Districts
    - .25 Range Improvements and Contributions
    - .26 Pledge of Licenses and Permits as Security for Loans
- 4116 - LU Project Lands
- .1 Transfers from USDA to Interior
- 4120 - Grazing Administration (Outside Grazing Districts)
- 4121 - Awards of Grazing Leases
- .1 Qualifications of Applicants
  - .2 Adjudication of Applications for Grazing Leases
  - .3 Adjustments of Grazing Use
- 4122 - Management Practices
- .1 Considerations
  - .2 Designation of Ranges for Exclusive Use by Specified Grazing Animals
  - .3 General Rules of the Range
- 4123 - Supervision and Inspection
- 4124 - Local Associations
- 4125 - Records and Administrative Procedures
- .1 Leasing Procedures; Requirements and Conditions
  - .2 Cancellation or Reduction
  - .3 Assignment or Relinquishment of Grazing Leases
  - .4 Range Improvements and Contributions
  - .5 Pledges of Leases as Security for Loans
  - .6 Records
- 4130 - Grazing Administration (Alaska)
- 4131 - Grazing Leases
- .1 Conditions
  - .2 Procedures
  - .3 Disposition of Leased Lands
  - .4 (Unassigned)
  - .5 Protests, Hearings, and Appeals
  - .6 Trespass
- 4132 - Grazing Permits (Reindeer)
- .1 Conditions
    - .14 Rights Reserved: Public Land Laws Applicable
    - .15 Location, Settlement, Entry, and Other Disposition of Lands Included in Grazing Permit; Notice to Permittee of Disposition and Reduction of Permitted Area
  - .2 Procedures
  - .3 Protests
  - .4 Trespass
- 4133 - Management Plans
- 4134 - Use Supervision
- 4135 - Records
- 4136 - Societies and Associations
- 4200 - (UNASSIGNED)
- 4300 - (UNASSIGNED)

Subject-Function Classification Chart

4400 - STUDIES

4410 - Management Studies

4411 - Basic Requirements

- .1 Plant Ecology
- .2 Plant Physiology
- .3 Plant Taxonomy
  - .31 Plant Symbols and Names

4412 - Physical Resource Studies

- .1 Resource Inventories
- .2 Range Studies
- .3 ERDS

4413 - Allotment Management Plan Evaluation

- .1 Interrelationship of Studies
- .2 Management Evaluation
- .3 Evaluation Conclusions
- .4 Subsequent Evaluation
- .5 Record Keeping and Filing

4414 - Special Studies

4415 - Information and Results

- .1 Physical Resources
- .2 Economics
  - .21 Principles and Theories
  - .22 Methods and Techniques
  - .23 Fees and Charges
  - .24 Ranch Analyses
  - .25 Livestock Industry Analyses
  - .26 Resource Tenure
  - .27 Economic Analyses

4500 - (UNASSIGNED)

4600 - UNAUTHORIZED USE

4700 - WILD, FREE-ROAMING HORSE AND BURRO MANAGEMENT

4710 - Management Principles

4711 - Management Coordination

- .1 Recommendations from the Joint National Advisory Boards on Wild Free-Roaming Horses and Burros
- .2 State Agencies
- .3 Cooperative Agreements
- .4 District Advisory Boards

4712 - Management Consideration

- .1 Management; General
  - .11 Planning
  - .12 Intensity of Management
  - .13 Habitat Reservation and Allocation
  - .14 Management Tools and Techniques
- .2 Establishment of Specifically Designated Ranges or Herd Management Areas
  - .21 Designation
  - .22 Criteria for Designation
  - .23 Management Plan
- .3 Removal and Relocation of Animals
  - .31 Method of Capture
  - .32 Relocation of Animals
  - .33 Disposal
  - .34 Acts of Mercy
  - .35 Disposal of Carcasses
- .4 Animals on Private Lands
  - .41 Allowing Animals on Private Lands
  - .42 Active Maintenance of Animals on Private Lands
  - .43 Removal of Animals from Private Lands

4713 - Protection of Wild Free-Roaming Horses and Burros in the Identification and Removal of Claimed and Trespass Horses and Burros

- .1 General
- .2 Action on Claims
- .3 Action in Absence of Claims
- .4 Disposal of Unclaimed Trespass Horses and Burros
- .5 Records and Filing

4714 - Enforcement Provisions

- .1 Arrest
- .2 Penalties
- .3 Related Prohibitions and Penalties

4800 - AUTOMATIC DATA PROCESSING

## Subject-Function Classification Chart

- 5000 - FOREST MANAGEMENT
- 5010 - Interagency Cooperation
  - 5020 - Other Cooperation
  - 5030 - Major Projects
  - 5040 - Sustained Yield Units and Cooperative Agreements
    - 5041 - Annual Productive Capacity
    - 5042 - Master Units
    - 5043 - Sustained-Yield Forest Units
    - 5044 - Cooperative Sustained-Yield Agreements
    - 5045 - Exchanges
      - .1 O. and C. Timberlands
      - .2 Public Domain Timberlands
  - 5050 - Exports and Imports
    - 5051 - Exports-Imports Canada
    - 5052 - Exports-Imports Japan
    - 5053 - Exports-Imports Other Nations
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    - 5061 - Silviculture
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      - .2 Reforestation
      - .3 Precommercial Thinning
      - .4 Commercial Thinning
      - .5 Fertilization
      - .6 Genetics
      - .7 Harvesting
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        - .72 Effects of Logging on Other Forest Resources
- 5100 - FOREST MANAGEMENT PLANS
- 5110 - Timber Management Plans
    - 5111 - Stand Surveys
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    - .5 Sale Area Mapping
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| .2 Advertised Sales                               |  |
| .3 Cash Sale of Vegetative Resources              | 5460 - Sales Administration                                      |
| .4 Nonadvertised Sales                            |  |
| .5 Contract Numbering Procedure                   | 5461 - Contract Payment  |
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| .1 Advertising Requirements                       | .2 Receipt of Payments   |
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| .1 Sale Procedures                                | .2 Inspection Frequency  |
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| .2 Withdrawal of Trect From Advertising           | .6 Scale Sales   |
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| 5444 - Non-Advertised Sales                       |  |
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5520 - Free Use of Other Forest Products	5721 - Fertilization
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This intern report was read and accepted by a staff member at:

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This report was completed by a WICHE intern. This intern's project was part of the Resources Development Internship Program administered by the Western Interstate Commission for Higher Education (WICHE).

The purpose of the internship program is to bring organizations involved in community and economic development, environmental problems and the humanities together with institutions of higher education and their students in the West for the benefit of all.

For these organizations, the intern program provides the problem-solving talents of student manpower while making the resources of universities and colleges more available. For institutions of higher education, the program provides relevant field education for their students while building their capacity for problem-solving.

WICHE is an organization in the West uniquely suited for sponsoring such a program. It is an interstate agency formed by the thirteen western states for the specific purpose of relating the resources of higher education to the needs of western citizens. WICHE has been concerned with a broad range of community needs in the West for some time, insofar as they bear directly on the well-being of western peoples and the future of higher education in the West. WICHE feels that the internship program is one method for meeting its obligations within the thirteen western states. In its efforts to achieve these objectives, WICHE appreciates having received the generous support and assistance of the Economic Development Administration; the Jessie Smith Noyes Foundation; the National Endowment for the Humanities; the Wyoming Office of Manpower Planning; and of innumerable local leaders and community organizations, including the agency that sponsored this intern project.

For further information, write Bob Hullinghorst, Director, Resources Development Internship Program, WICHE, P.O. Drawer 'P', Boulder, Colorado 80302 or call (303) 492-7177.



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