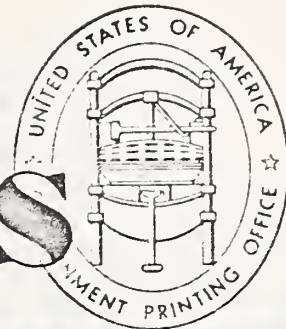






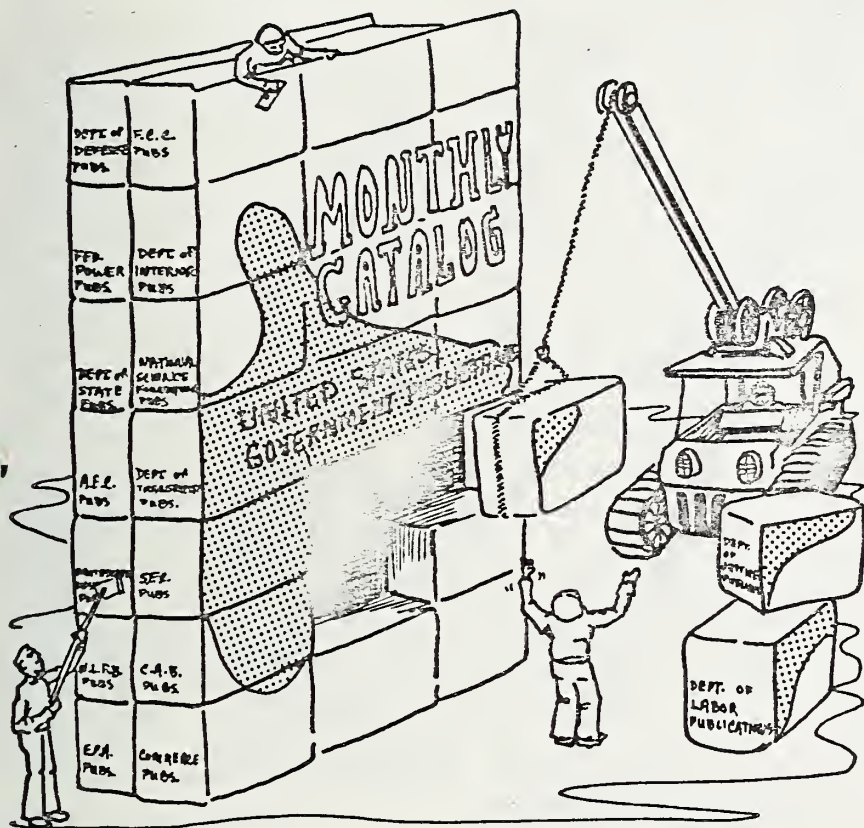
# Public Documents HIGHLIGHTS



Number 6

GP 327-6

October 1974



## News Notes

We are in the process of filling three new positions for professional librarians which have been established in the Documents area. One librarian will maintain constant contact with libraries and library associations served by Documents to advise them on Government Printing Office procedures to eliminate problems in the program. He will solve urgent problems that arise with depository librarians, and attend meetings and workshops concerned with the work of the Office of the Superintendent of Documents. The other two positions are for depository library inspectors who will be inspecting libraries throughout the country, offering suggestions and help with individual problems.

We are developing a training program for checkers in the sales program. Checkers verify the orders after they have been filled to insure that publications being mailed are the correct ones, and that the order is complete. A new "Checkers' Manual" is being prepared, and a 5-day training session will be conducted.

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## More About The "Monthly Catalog"

### Technological Developments

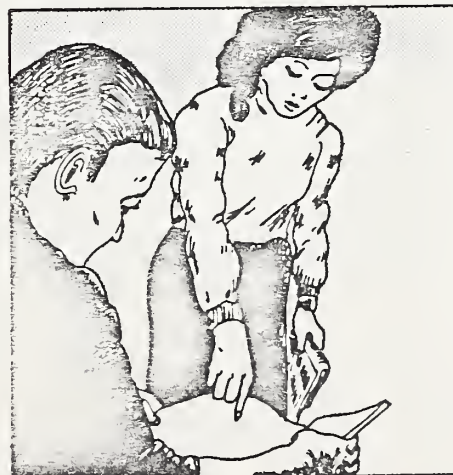
Our favorite reference tool, the "Monthly Catalog," with us since 1895, received a facelift in 1973 when its standard green cover was enlivened with cheerful color changes planned for each new year. Now, in 1974, we are in the midst of automating the preparation of the Catalog with the most advantageous changes since the addition of the index entry numbers in September 1974.

Our Library staff's first cautious steps into this new field show in the slender catalogs of the past months. Gradually the cataloger-indexers, edi-

tors and data processors have become familiar with the requirements of and possibilities inherent in the use of computers. An immediate improvement was the division of the index into subject, personal author and title files. The usefulness of divided catalogs have long been apparent to librarians.

At the start, the copy was set on linotype from computer printouts necessitating proof reading, re-entry for corrections, physical copy marking for the printers, and other time consuming procedures that seemed even

(continued on page 2)





## New Headquarters for Library and Depository Services

On September 1, the receipt of the key to a new building in Alexandria, Va., signified the first step in actualization of plans to relocate the Library and Statutory Distribution Service. Now that we have the key to our new home, we are moving in gradually. Some of the depository shipments are presently being sent from Alexandria. Soon we hope to be completely installed in our new location. In the meantime, we'll be in touch and our mailing address will not change.

The Depository Program, the Library Division, and the Monthly Catalog operations have been growing at the old location on North Capitol Street since 1895. Our work has increased as the volume of Government publications has increased and as we try to respond to new interest in and demand for these documents. There just wasn't any more room for us to expand. Working conditions were becoming increasingly cramped. For instance, the Depository Mailing Unit was servicing over 1100 libraries in the same amount of space it had when there were 600 libraries.

In the new building, we shall have 20,000 square feet of warehouse space, all of it immediately accessible. In the past, many publications had to be stored in places far removed from the depository mailing section.

Floor space for the Library Division, where your "Monthly Catalog," "Numerical Lists and Schedule of Volumes," "Classified List of Publications Available for Selection by Depository Libraries," and "Daily Depository Shipping List" are prepared, will be increased from 4,000 to 7,000 square feet. We expect to put a few new employees into the extra space to help us get our work done faster.

A tremendous amount of work and planning is necessary to move and to reconstruct all our functions in another place. These functions have been going on for a long time at the old place. We may have a few pangas, and we may lose a little moss gathered over the years. We think it's worthwhile. We expect to gain a new outlook, and hope to be able to serve you better. If, during this transition period, things seem to get worse before they get better, please be patient.

## More About The "Monthly Catalog"

*(continued from page 1)*

slower after the speed of computerized copy preparation.

Now a further step is planned. In the near future the texts and indexes, proofed at the time of insertion, will be produced by a photocomposition system using the GPO Linotron, a tape-driven photo-typesetting machine to be used in the automatic composition of material which is stored in a machine-readable computer data base. The great advantage that this electronic composing system offers is to make possible the reproduction of data stored in a computer, or on computer readable discs or tapes, by resetting it in graphic arts quality at a reasonable cost and much greater speed, and reducing the bulk or number of pages to be printed.

All in all, with its divided index and future increase in speed, the Catalog is well on its way into the use of technological developments to expand and improve its usefulness. You, the users, should have an active part in that usefulness, and we hope you will have, by expressing yourselves.



## BROADENING THE SCOPE

Each month the Public Documents Library receives many requests from librarians for the classification numbers of publications that they were unable to find in the Monthly Catalog. When our search for the publication confirms this omission in the Catalog, the natural question that arises is "Why was it never entered?"

While the Monthly Catalog should be the comprehensive listing of all Government publications and should be the medium by which the public can locate Government materials on all subjects, the Library can catalog only those publications which it receives. There is no difficulty in obtain-

ing publications that are printed or sold by the GPO, but we do experience some difficulty in obtaining non-GPO produced publications. We do make requests for individual publications when we become aware of a specific title that we should have and we do notify the agencies when we have not received issues of a certain series title that has been regularly received in the past. We generally rely upon the individual agency to furnish us with all of their material. Because our expectations were not always met in the past, Circular Letter no. 105, was sent to the Printing and Publishing Officials of the Federal Government, reminding them that according to Title 44, Sec. 1710 of the United States Code. Government departments are required to furnish the Superintendent of Documents with one copy of each publication issued by them exclusive of those of a purely administrative or confidential nature. Greater compliance with this law in the future, will enable us to broaden the scope of the Monthly Catalog by making more publications available to us for cataloging.

Frequently, libraries send us Xerox copies of title pages or covers of books that they received from the

agency, and which they would like to have cataloged and entered in the Monthly Catalog. We can provide class numbers for these publications but they sometimes prove to be incorrect since information may be missing from the title page or cover which would be needed to make a more accurate classification, e.g. a more complete title, additional subordinate bureaus, dates, edition information. This possible inaccuracy and our obvious inability to catalog without a complete book, makes it infeasible for us to enter these publications in the Monthly Catalog. When a library can give us the hardcopy of a publication for our permanent collection, it helps us to improve our service since we can then classify and catalog accurately and completely and place the entry in the Monthly Catalog for public knowledge for all. Xerox copies of the complete book can fulfill the same function but they create difficulties in correctly counting the book's pagination.

Through the increased cooperation of the Federal agencies and the libraries, it is our hope that we can make the Monthly Catalog the comprehensive public record it was meant to be.





## Questions and Answers About Depository Libraries and the "Monthly Catalog"

**Q.** Will there be a Regional Depository Library Workshop on the West Coast similar to the one that was held in New York City last July?

**A.** We are planning to conduct such a workshop in San Francisco next summer.

**Q.** What will the new mailing address be when the Library and Depository Divisions have moved to Virginia?

**A.** The mailing address will remain the same: Library Division, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20402.

**Q.** Is a printed list of subject headings used in the "Monthly Catalog" available? Many librarians would like to have such a list.

**A.** Our subject authority file consists of approximately 20,000 2" x 3" slips, each representing a subject or a reference. We have found this the best method of keeping the list current. Thought has been given to issuing this in printed form, but no final decision has been made.

**Q.** Is the "Monthly Catalog" going to have a numerical index as well as indexes for subject, author, and title? This would be very helpful.

**A.** This will be decided after we have perfected our computer program and input procedures. At the present time, we are aiming for electronic photocomposition which will speed up the printing of the Catalog. After this stage has been reached, further refinements will be considered.

**Q.** Why are some numbers in a series sent to depository libraries, and others not sent?

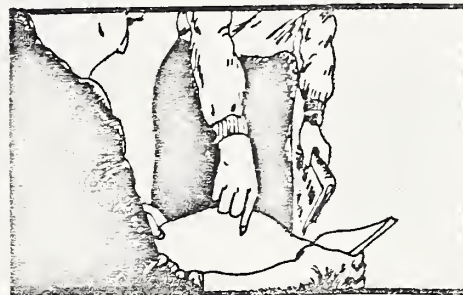
**A.** Sometimes not all issues of a series are printed at the Government Printing Office. By law, the Government departments issuing the publications should furnish the Superintendent of Documents with enough copies for distribution to depository libraries. We are now working with the individual agencies to solve this problem.

**Q.** Why can't Depository Library claims for missing publications be filled at the regional bookstores? Depository libraries and bookstores in the same regional areas of the United States are likely to have the same subject interests and requests.

**A.** The bookstores are operated under the Superintendent of Documents sales program while depository service is operated under depository library appropriation. The funds for the two programs are not interchangeable. Also, the bookstores have limited stock, inventories of only about 2000 titles.

## News Notes (continued from page 1)

Two-hundred employees have taken a 2-week Analytical Trouble Shooting (ATS) course. It is designed to teach employees how to solve problems, by working logically step-by-step to the root of the problem, solving the problem, and establishing procedures to eliminate the cause. Formal instruction in the ATS process is presented during the first week of training. In the second week, trainees return to their jobs, and concentrate on problems in their own work areas. This is proving to be of benefit to the Office, and when the program is completed, 300 employees will have received this training.



## Government Printing Office Depository Library Council of the Public Printer Meeting

The Depository Library Council of the Public Printer will meet at 8:30 a.m. to 5:00 p.m. on October 29 and 30, 1974. Meeting place will be the Government Printing Office, Hayden Conference Room, located on North Capitol and H Streets NW., Washington, D.C.

The purpose of this meeting is to discuss the Depository Library Program.

The meeting will be open to the public. Any member of the public who wishes to attend shall notify Dr. Ralph McCoy, Chairman, 1902 Chautauqua, Carbondale, Illinois 62901.

General participation by members of the public, or questioning of Council members or other participants shall be permitted with approval of the chairman.

Dated: September 27, 1974.

T. F. McCORMICK  
Public Printer.





# Librarians' Information Exchange

1. South Dakota School of Mines and Technology's Devereaux Library increases document use by placing posters on colored background at ends of ranges in Government documents area showing basic skeletal structure of documents' classification as subjects to familiarize users with Governments and to enable them to browse.

For example:

## GOVERNMENT DOCUMENTS CLASSIFICATION

### Agriculture Department

- A 1. Secretary's Office
- A 13. Forest Service
- A 43. Extension Service
- A 57. Soil Conservation
- A 68. Rural Electric Adm.
- A 77. Agricultural Research
- A 93. Economic Research
- A 98. Food and Nutrition

### Census Bureau

- C 3. Census
- C 21. Patent Office
- C 31. Civil Aeronautics
- C 41. Domestic Commerce
- C 42. International Commerce
- C 46. Economic Development
- C 47. Travel Service
- C 56. Census

### Environmental Protection Agency

- EP 1. Secretary's Office
- EP 2. Water Programs Office
- EP 3. Solid Waste Management
- EP 4. Air Programs
- EP 5. Pesticides
- EP 6. Radiation
- EP 7. Technology Transfer

### Treasury Department

- T 1. General
- T 22. Internal Revenue
- T 28. Mint Bureau

### Veterans' Administration

VA

2. "The Monthly Catalog—What's It All About?" is a slide and tape program prepared by North Dakota State University. More information on the program and its availability may be obtained from Mr. Michael Miller, Instructional Services Librarian, North Dakota State University Library, Fargo, ND 58102.

## List of Publications of Interest to Depository Librarians and Others Concerned with Government Publications

The revised edition of the manual, "Instructions to Depository Libraries," was distributed to depository libraries in late September. This was the first revision in several years and was welcomed by all involved in any way with depository work. Many suggestions from librarians across the country were incorporated in this edition which is perforated for use in a standard three-ring binder. It is designed to provide guidance regarding the duties and privileges of libraries designated as depositories for United States Government publications. Ad-

ditional copies are available from this Office.

Other publications available from the Superintendent's Office are:

Government Depository Libraries, Present Law Governing Designated Depository Libraries, Revised April 1974. (Committee Print of the Joint Committee on Printing.)

Explanation of the Superintendent of Documents Classification System.

List of Classes of United States Government Publications Available for Selection by Depository Libraries, Revised April 1974.

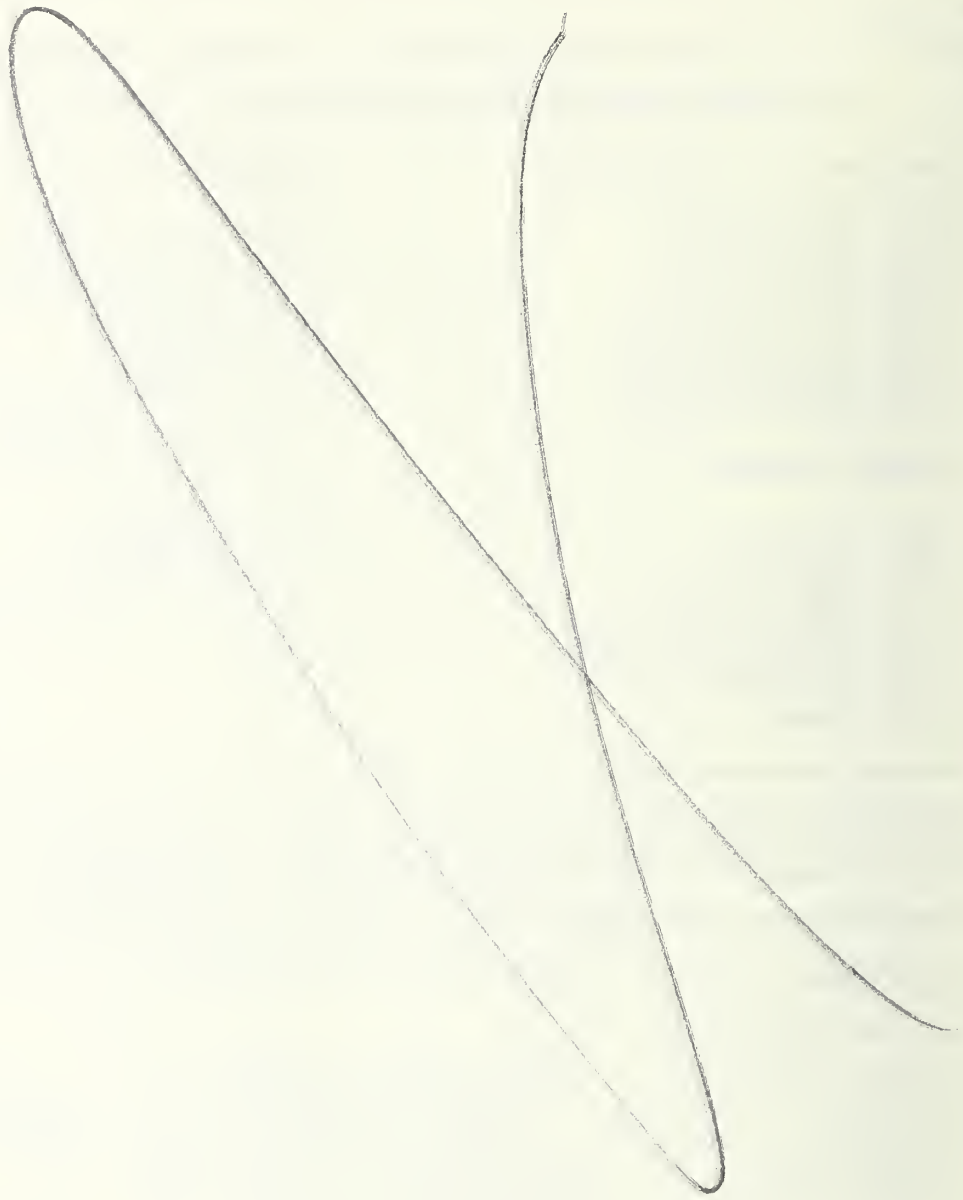
Selected United States Government Publications (monthly)

Government Periodicals and Subscription Services. (Price List 36)

Monthly Catalog of United States Government Publications. (\$19.35 per year)

HIGHLIGHTS

"Public Documents Highlights" is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Public Documents Department, Box 1533, Washington, D.C. 20013. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.





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