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The Bibliographer in the Academic Library*

ROBERT P. HARO
Institute of Governmental Affairs
University of California, Davis

Academic libraries, in their quest to secure and make available library materials necessary to support instructional and research programs, are finding it necessary to rely upon librarians functioning as book selectors. The term bibliographer (frequently applied to these selectors) is gradually taking on new meaning in library service. The role of the bibliographer is changing to include (besides book selection) new duties and responsibilities such as advanced reference, research work, instruction, and liaison duties between teaching departments and the library. In addition, academic library organization is gradually being affected by the increasing use of bibliographers.

In this paper, I will be speaking about a librarian that is, or should be, a mixture of different library positions and who is, or should be, performing certain functions often associated with the teaching faculty. This librarian should be a coalescing agent within the library to amalgamate and then apply that body's resources to support the parent institution in accomplishing its educational objectives. While the search for and the dissemination of knowledge is one of the prime and determinant characteristics that institutions of higher education have in common, to the various academic libraries falls the imposing task of securing and making available the materials necessary to support all the instructional and research programs undertaken by their respective colleges or universities. How the necessary library materials are selected and, of equal importance, how information concerning the arrival and availability of these materials is disseminated can most effectively be accomplished by a bibliographer.¹

¹ This paper, and the reaction paper by Helen Welch Tuttle which follows it, were presented at the joint program meeting of the Reference Services Division and the Acquisitions Section of the Resources and Technical Services Division, on Monday, June 24, 1968, at the annual Conference of the American Library Association, Kansas City, Missouri.

² While this paper will not include a discussion of where in the library system bibliographers should be located, I hold the view that they should not be a part of either acquisition or reference departments. For purposes of administration and coordination, they should be directly responsible to an assistant director of libraries who is responsible for the development of the collection. However, this depends upon such variable factors as the size of the library collection and/or staff, the collection development program, research or area studies programs, available funds, etc., but most important, where the chief librarian chooses to locate such a person or persons.

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While the bibliographer in an academic library is neither a new nor an untried position, it is one undergoing considerable change, and is causing small but significant changes in academic library systems and procedures. Because the traditional concept of the bibliographer has been exemplified by primarily one function, i.e., book selection duties, it is not uncommon to find grouped together under the term "bibliographer" those librarians who function as book selectors in one capacity or another, such as subject specialists, subject bibliographers, or area studies librarians. I choose, therefore, to discuss all of these terms collectively under the heading of bibliographer, providing book selection duties amount to at least 50 percent of the librarian's responsibilities. The true and really effective bibliographer, however, should be more than just a book selector. He should be an advanced reference librarian, a researcher, an instructor in library use, a vital communication link between the library and appropriate academic departments, and a friend to the students. I do not mean to talk down the importance of book selection duties, but each of the previous duties not only makes selection easier, it also makes it more effective.

Why should a librarian be responsible for book selection? Herbert S. White provided a brief, but excellent, rationale for the librarian as selector when he wrote:

The technical man [read Professor] can tell you whether or not a book is good or whether or not the author is well known in the field—but only the librarian can decide whether or not the book is needed. In planning library collections it is frequently necessary to buy a very mediocre book because it contains the only information available on a subject and to pass up an excellent text because its contents are covered in other material the library possesses. Only the librarian can make the objective judgment required here—to weigh the alternatives and to decide—which book to sacrifice and which book to obtain.2

The librarian, according to White, should not only select library materials but should formulate and adhere to a systematic collection development program to ensure the orderly and, within financial limitations, comprehensive growth of his collection. Unfortunately, most academic libraries have grown in size not through a planned process of development, but rather through the uncoordinated, part-time efforts of faculty members, dilettante library administrators and overworked librarians. As for the faculty members called upon for book selection duties, especially in rapidly developing institutions, they invariably find it impossible to adequately handle these responsibilities or even to maintain the status quo. J. Périam Danton enumerated some of his reasons for this condition:

The remarkable increment in the pace, intensity, and activities of modern academic life which leaves most faculty members with little time or inclination

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for book selection; the great growth in the size and complexity of library collections and of world publishing, to the bafflement of the "old-fashioned," part-time faculty book selector; and, if it is chiefly poverty that makes dedicated book selectors of faculty, he becomes disinterested and unconcerned when his library nears the million volume figure.3

It is into this situation that the injection of a bibliographer's talents can best promote systematic policies and programs for the orderly enrichment and development of the library's collection(s). Already many of the major university libraries, including Columbia, Cornell, Harvard, Indiana, Michigan, Stanford, UCLA, and Washington (at Seattle), have transferred considerable book selection responsibilities to area or subject bibliographers. Indiana alone has a staff of fourteen "subject specialists"—bibliographers for my purposes—who devote about 70 percent of their time to book selection duties.4 UCLA has nine full-time bibliographers who devote all of their time to book selection duties. The bibliographers at UCLA are quite well paid, some with salaries equivalent to those of major department heads. They come in close contact with various faculty members and research staff on a regular basis, and often travel abroad—at library expense—for lengthy periods of time in pursuit of their duties.

At this point, there are many who may be thinking, "Yes, all that you have said is fine, but what about faculty opposition?" That is a very good point. Faculty opposition to book selection by librarians has been the experience and may continue to occur at many academic libraries. However, their support for the programs at Indiana and especially at UCLA indicates a growing willingness by faculty to be relieved of book selection responsibilities. Closely related to this is the question of book fund allocation. Will the library control funds, or will the faculty? To secure faculty cooperation in these matters, they must first learn to confide in the abilities and talents of the bibliographer, and to abide by his decisions.

Fully realizing the necessity for faculty cooperation and confidence in any program of book selection or library book fund allocations by librarians, I believe that such confidence can most easily be achieved when predicated upon librarians with specialized backgrounds, either through education or other experiences and training, and a well-defined collection policy. The question of a collection policy will be discussed later; of more immediate concern are the bibliographer's qualifications.

In discussing a bibliographer's background, there is a greater need to devote attention to matters other than the Master of Library Science degree. A subject background demonstrated by meaningful graduate study, an advanced degree, proficiency in one or more foreign languages, and an intimate knowledge of the book business, market, and out-of-print trade can be some of the necessary qualifications. I would like to stress the

4 For a more detailed description of the program at Indiana University, see Cecil K. Byrd, "Subject Specialists in a University Library," College & Research Libraries, XXVII, no. 3 (May 1966), 191-3.
advantages of a bibliographer's possessing both an advanced degree and proficiency in one or more foreign languages. A combination of these two goes a long way toward establishing a solid foundation for close faculty-library rapport on book selection policy, especially at those institutions engaged in developing their library resources to support area studies programs. To carry this one step farther, there is probably no substitute for substantive knowledge, and the almost inescapable conclusion would appear to be that if librarians are to select library materials, they must be as well prepared as the faculty they serve. Hence, for the large university and research libraries, there would seem to be a place for the Ph.D. on the library staff as a bibliographer.

Given the earlier qualifications for a bibliographer, additional duties that might include the preparation of annotated bibliographies, advanced reference service, instruction in library use, and liaison with appropriate teaching faculty and research personnel seem more desirable and contribute both to faculty acceptance of book selection by librarians and to the increased effectiveness of selection by bibliographers. Let us consider these non-book-selection duties of a bibliographer more closely.

**Advanced Reference**

It is not surprising to many of us how bibliographically naive and even ignorant many graduate students are in their own fields or areas of intended concentration. Upper division undergraduates are, in most cases, worse off. Even faculty members, many of them authorities in their own fields, flounder and are lost (bibliographically speaking) in areas related to, but outside of, their discipline or field of interest. The very nature of current inter-disciplinary research and teaching programs has caused, for example, many a political scientist to wonder how an urban sociologist secured certain data to base a conclusion upon, and also what in blazes he meant by certain terms used to present that conclusion! Because of his involvement as a bibliographer in the humanities, or the social sciences, or the applied behavioral sciences, or the life sciences, etc., he must be an authority on the bibliography and the bibliographical expertise necessary to conduct rapid, systematic, and in-depth research in his area of responsibility. Possessed of this knowledge, by one of several reasons, the bibliographer is in an excellent position to provide meaningful, advanced reference service. Granted the bibliographer may be able to provide some kind of reference service, how does this relate to present reference service?

A recent survey on reference service at a university library should prove informative and answer this question. Dr. Edward Jestes, a reference librarian, surveyed the quantity and the type of questions asked at a general reference desk. Jestes concluded that the bulk of reference service was of a routine and directional nature. He went on to say:

librarians . . . available to any patron would be freed from many interruptions and better able to concentrate on collection development, guides to the library
and literature, compiling bibliographies and indexes, and developing improved reference systems.\textsuperscript{5}

Going one step beyond Jestes' remarks, I would add that an appropriate bibliographer should be called upon to handle only the more detailed and sophisticated reference questions of graduate students and faculty.

What kind of reference service should the bibliographer offer? Annotated bibliographies, guides to the literature of select fields, and the compilation of indices are just some of the possible services. These aids are even more effective if up-dated frequently. During my term as social sciences bibliographer, I compiled six annotated bibliographies in the fields of economics, education, geography, history, political science, and Latin American studies varying in length from sixteen to twenty-one type-written pages. These items were distributed to appropriate academic departments, faculty, and graduate students and are still available at the general reference desk of the University of California Library at Davis. Items of this nature are by no means unique nor peculiar to the U.C. Davis campus. Not only do these bibliographies provide a written introduction to the literature of the field available in the library, they also serve as a basis for an additional duty of the bibliographer, instruction in library use.

\textit{Instruction in Library Use}

Effective utilization of bibliographers should include, if possible, teaching duties on a regular basis. Instructional duties to be performed by bibliographers are best summarized by Cecil K. Byrd's discussion of the subject librarians' teaching role at Indiana University:

\ldots Instruction in library resources and their use is given by the subject librarians in regularly taught courses, annual lectures to new students, lectures and seminars and classes on specialized library material, group tours \ldots\textsuperscript{6}

These courses are valuable to graduate students, especially when devoted to the fugitive and ephemeral library materials on or from the developing nations of the world. To advise students and even faculty about the arrival of important reference and research tools and then to provide instruction in their use is a logical extension and application of the bibliographer's special background and talents. As these instructional duties in library use closely ally a bibliographer with the teaching faculty, they also serve to establish good faculty-library relationships.

\textit{Liaison Duties}

Too often there exists between teaching faculty and academic librarians a reserved, and at times a remote relationship. A bibliographer, given the previously mentioned duties, can strengthen the faculty library

\begin{footnotes}
\item\textsuperscript{6} Byrd, "Subject Specialists in a University Library," \textit{College & Research Libraries}, XXVII, no. 3 (May 1966), 191-3.
\end{footnotes}

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relationships and create very personal and workable contacts. In some instances, they are accepted as ex officio members of teaching departments and are frequently invited to attend departmental meetings. Such a relationship encourages teaching faculty to both rely on the appropriate bibliographer and to apprise him of departmental changes and policies, and also of library needs of faculty members and graduate students. This last remark, especially graduate student needs, brings up what I consider an important duty of the bibliographer: working with students.

As most academic libraries grow in size to over 500,000 volumes, they tend to become highly institutionalized: impersonal service units that in many instances seem remote and insensitive to student needs. Not only are important materials necessary for research and study often difficult to locate and use, but the machine-like approach to student library problems can generate a latent mistrust and even contempt for the library system. I have observed a close friend, fittingly enough a humanities bibliographer, developing the confidence of students and establishing a working rapport not only between himself and the students, but between these students and the library, a tremendous boon and legacy for future libraries and librarians. The loneliness and frustration of graduate research and study, compounded by a highly complex and at times institutionalized library system, have been ameliorated by the sensitive and personal approach of this particular bibliographer, a friend to the students.

"Thank you for your ideas and moralizations about library service, Mr. Haro, but where do you propose we secure these bibliographers?" Unfortunately, this question places me at a distinct disadvantage. The obvious answer is that a bibliographer, as I have described, must be paid higher and have greater status than a regular librarian. This brings us to the problem of changes in academic library systems and procedures generated by the use of bibliographers, or, for that matter, other library specialists.

Traditionally, the path to increased status and salary in academic libraries has been based upon administrative and supervisorial responsibility. This policy is still followed in most libraries. There are, however, some interesting signs of progress toward recognizing a bibliographer's scholarship by increased status and higher pay scales. I speak now not only of articles in library and even higher educational literature, but of the new positions and changing employment policies at many large academic libraries that allow specialists to advance in pay and status along with their colleagues in administrative positions. Opportunities for increased status and pay for bibliographers are even more feasible at institutions that have faculty or near faculty status for their librarians.

Under the topic of status, not only should a bibliographer be given the responsibility for book selection, he should be given the authority to establish and coordinate book selection policies in his area with the chief
librarian, and where necessary, appropriate faculty. In addition, to effectively implement such policies, a bibliographer's position should allow him to deal with all levels of staff in the library system, and with students, staff, and faculty outside of the library. Not only does this make possible a free exchange of ideas between the library and the rest of the academic community, it also allows the bibliographer to function as a highly skilled coordinator, advocate, and apologist for the library's collection policies.

Expensive to hire and to maintain on the library staff, a capable bibliographer invariably costs the library more money and, if he is to be effective, changes in the library system and its relationships with the faculty and students must be forthcoming. Usually, funds for the purchase of library materials must be increased because of what Cecil K. Byrd calls "the systematic and comprehensive book selection programs which are the natural outgrowth of these appointments." Concerning changes in the library system, it must be flexible enough to allow a bibliographer to deal with not only all levels of staff, but with all service units in that library. Meanwhile, faculty and student demands on academic libraries' resources and services increase not only with the number of new programs, but with the increase in the size of the library's collection(s). As these libraries struggle to grow in depth and breadth, some into the hundreds of thousands and others into the millions of volumes, the need for disseminating information concerning the arrival, availability, and use of important library materials becomes as important as the need to select them. The good bibliographer can apply himself to and solve both of these problems at the same time. Whenever someone, even though a little more expensive to hire, can solve two problems for the price of one, is it not a bargain?

A well established and defined collection policy, such as the decision by the newly established University of California at Santa Cruz to concentrate on the South Pacific, adds purpose and direction to a library's purchasing, can expedite its acquisitions programs and procedures, and can provide, for the faculty, written guidelines concerning selection policy.

An Acquisitionist Looks at Mr. Haro’s Bibliographer

Helen Welch Tuttle
Assistant University Librarian for Preparations
Princeton University Library
Princeton, New Jersey

It would be impossible for one librarian to cover adequately the wide range of functions which Robert Haro’s bibliographer is to perform. The bibliographer’s first concern is with the book. He must understand thoroughly all aspects of its bibliographic makeup and description and the approaches to its contents. With this knowledge he will be able to settle problems which the subject specialist cannot. Selection is an art, and the best way to build distinguished collections which fulfill the scholarly purposes for which they are intended is to use a team approach in which the librarian-selector coordinates, but is aided by many others.

I REPRESENT not only acquisitions on this reactor panel, but also the old-fogey point of view. Even worse than that, I plan to issue a passionate call for a return to reality and to purity.

First, the matter of reality. Haro says that his bibliographer is at least 50 percent book selector and, in addition, he should be an advanced reference librarian, a researcher, an instructor in library use, a communications link between library and academic department, a maker of annotated bibliographies (in his spare time, no doubt), and a friend to the students. He left out one additional essential—his bibliographer would also have to be at least quintuplets.

I have always assumed that the bibliographer-selector came into existence simply because one person could not stretch time enough to both administer the acquisition function and coordinate selection. I remember being in a large Midwestern university library about fifteen years ago and visiting the office of the acquisition librarian. He was sitting at his desk reading a stack of booksellers’ catalogs. He was enjoying it. I wondered then, silently, how he managed to find time to do it. When I heard several years later that he had been promoted from Acquisition Librarian to Bibliographer in Charge of Collections, I felt a sense of pleasure in realizing that someone had found just the niche he enjoyed, having been freed from the preparations routine which he cared less about. I doubt if that bibliographer would welcome the enlarged sphere which Haro offers him.

The one sure thing that the librarian learns on the job is that a working day is a very short allowance of time. The suggested enlarged responsibilities for the bibliographer sound very stimulating, but with
such an assignment should go a twelve-hour working day, twelve days a
week, if the bibliographer and his library are going to be satisfied with
his work. That’s the reality of the situation.

My case for purity takes a little longer to state. Haro is talking mostly
about the content of books. Traditionally, the bibliographer in acquisi-
tions has been primarily concerned with the book as a physical object.
He has sought information complete enough to make sure that a title is
not already in the collection, to enable the agent to identify and secure
the title wanted, and to exercise bibliographic control over the title while
it is in process of acquisition and cataloging.

The word bibliographer, you will recall from your study of Greek,
means literally a book-writer, a抄写员. The present-day meaning, accord-
ing to the Oxford English Dictionary is “one who writes about books,
describing their authorship, printing, publication, etc.” The most recent
ALA Glossary of Library Terms (published, alas, in 1943) gives two
definitions of bibliographer:

1. A person familiar with methods of describing the physical characteristics of
   books, who prepares bibliographies, catalogs, and lists.
2. One who writes about
   books, especially in regard to their authorship, date, typography, edition, etc.

It is fortunate for me and the posture in which I feel comfortable that
there is no recent edition of the Glossary. In the next edition, no doubt,
Haro will have the new-fangled, superficial, know-it-all bibliographer
whom I’m already prepared to resent.

Adopting a traditionalist point of view enables me to lean back on the
“greats” in bibliography—Bradshaw, Greg, McKerrow, Pollard, Esdaile,
and Van Hoesen. The first sentence in Van Hoesen’s Bibliography: Prac-
tical, Enumerative, Historical (1937) reads, “Bibliography is the science
of books.” He enlarges on this simple definition a little further on, saying
that bibliography is “the organization of the records of knowledge, but
not the . . . organization of knowledge itself.”

Along the same lines, but at greater length, Greg says,

It is sometimes said that a bibliographer should distinguish the relative merit
and importance of the books enumerated, and that the ideal bibliographer will
read and judge as well as record and describe. The ideal bibliographer will not
waste his time over what is no concern of his. His subject is books, not universal
knowledge. . . . The criticism of a work on hydrocarbons is the business of a
scientific chemist. . . . The mere bibliographer who criticizes the works he cata-
logues is guilty of impertinence.1

Esdaile, in his Manual of Bibliography, says the same thing in pretty
much the same words, using the same example of the chemist who is in-
dispensable in judging a chemistry book.2

Bibliography, I suggest, is a skill and a basic one for all librarians.

1 W. W. Greg, “What is Bibliography?” Transactions of the Bibliographic Society,
XII (1911-13), 46.
2 Arundell Esdaile, Esdaile’s Manual of Bibliography, 4th rev. ed. by Roy Stokes
Every librarian, particularly every academic librarian, should be a bibliographer. If he is working with books only or with books and people, he can hardly be considered a professional librarian unless he can handle bibliography. The depth of his penetration into bibliography and the aspects he chooses to master will vary with his particular responsibilities and interests.

The bibliographic specialist on the library staff may choose to penetrate very deeply indeed. He will not be contented with knowing the various printed bibliographies and their uses. He will learn about bookmaking and the materials from which books are made, the conditions of transcription and reproduction, methods of printing and binding, practices of publishers and booksellers, book illustration and illumination, and all of this for the full range of recorded literature. McKerrow points out rather wistfully that “the virtue of bibliography as we used to count it was its definiteness, that it gave little scope for differences of opinion, that two persons of reasonable intelligence following the same line of bibliographical argument would inevitably arrive at the same conclusion.”

This kind of bibliography is a science and is one of the reasons why some library schools feel justified in calling their subject “library science.” This is the unique contribution which the bibliographic specialist makes to scholarship, and it is in this area that the faculty needs him, not in their own areas of subject competence. As Greg says, “It is pathetic to find editors discussing the order of undated editions on a basis of vague probabilities, when often the erroneous retention of a catchword or some similar bibliographical trifle puts the matter altogether beyond dispute. It is not that bibliographers ought to rush into the task of editing, but that editors ought to give themselves a thorough bibliographical training.”

This brand of bibliography is an extension of a skill, and an acquisition department should have a bibliographic consultant on its staff who can aid and advise in those disciplines which can profit from this method of attack on their subject matter. Esdaile gives dramatic examples of the productiveness and strength of this approach to scholarship as it has been used to establish Caxton’s claim to be the first printer in England and to assign printing priorities to nine Shakespeare quartos which were long in question.

I have been speaking of analytical bibliography, the study of books as physical objects. Enumerative, systematic, or descriptive bibliography is the bringing together of books into a listing according to some guiding principle. Its function is to present groups of books in an orderly fashion. This is the study of books as ideas. But even here, I suggest that the librarian-bibliographer should not be required to be an authority on the subject of the books. Especially should he not go as far as Haro suggests...

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when he says, "the almost inescapable conclusion would appear to be that if librarians are to select library materials they must be as well prepared as the faculty they serve." Fudge! Bosh! And similar obscenities expressing strong disagreement.

In academic libraries we have the advantage of knowing quite definitely who our clients are. They are the students and the faculty, and their library needs are for the resources which support teaching, independent learning, and research. Book funds are never as large as we'd like. To make the most of them we must buy the things our clientele need, and there always seem to be faculty who actually know what those things are and are eager to advise librarians.

In the old-fashioned academic library, a great many people contribute to selection—the public service staff, the faculty, and the students. Acquisitions coordinates selection, filling in the blanks and controlling the relative growth of the subject areas and specialization by means of the book funds.

I don't mean that there should be no librarians designated to guide the growth of the library collections. A selector-librarian can build a basic collection, buy the items recommended by study guides, and keep up with current literature through reviewing media. But he cannot structure the peaks of the collection, the unique scholarly facilities which support the exceptional scholar's push beyond present knowledge. Only the scholar can know what is needed there, and he is constantly learning and moving into new paths and finding new connections with other areas of knowledge.

If bibliography is a science, selection is an art. The collection builder should not lose the strengths of the old ways of collection building. He should try to take care of its weaknesses. He should make as full use of the faculty expert as the expert will allow. He should make as full use as possible of the public service librarian, who learns each day of new needs of the library's users. Both bibliography and selection underlie all library service. They are the foundations upon which library service is built. You may recall that several years ago there was a great deal of exploration and staking of claims in the matter of responsibility for book selection within the ALA structure. The Committee on Organization wisely recommended that responsibility for evaluation and selection of materials be dispersed among all the type-of-library and type-of-activity divisions, and the Council adopted that recommendation as Association policy.

So let there be a specialist in the building of library collections and, if the job and the library are large enough, let there be a dozen of them with the subject areas neatly divided among them. And let the students and the faculty take advantage of the bibliographic specialization of these selectors in learning to use the complex resources which many of our academic libraries provide and which are not readily available to the uninstructed.

But, if we're going to assign librarians to the specific task of building the library collections:

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Let's not force them into an arrogance about their knowledge and judgment being equal to that of the many scholars in their usually smaller and more specialized subject areas.

Let's be sure that the useful specialization of the faculty is fully exploited.

Let's not require an impossible range of duties which no single person has time to cover adequately so that he ends by doing little which is satisfactory to himself, his library, or his patrons.

And, finally, let's invent a new name for a new assignment (selection) instead of stretching a still-useful one (bibliographer) out of shape.
The Processing Department of the Library of Congress in 1968

William J. Welsh, Director
Processing Department
Library of Congress
Washington, D.C.

The Processing Department, with over one thousand seven hundred employees in eleven separate divisions, three offices, one special project, sixteen overseas offices, and with a budget of nearly $20 million, annually acquires over eight million books and other pieces of library material for selection for the permanent collections of the Library of Congress by purchase from over 1,000 dealers, by exchange agreements with over 20,000 institutions, by transfer from other U. S. Government agencies, by gift, and by copyright deposit. The department also catalogs, classifies, and otherwise prepares these materials for use by the Congress, federal agencies, and the American public. Charged with the administration of the Library's responsibilities under Public Law 89-480 and Title II-C of the Higher Education Act of 1965, the department acquires through the first of these programs, 1,700,000 pieces annually for LC's collections and for other American research libraries, and catalogs and classifies these and all other materials of scholarly interest for the entire American library community. It also operates the self-supporting Card Distribution Service which distributes over 110 million printed catalog cards annually to over 20,000 libraries in the U. S. and abroad; publishes hundreds of volumes of book catalogs which comprise the American national bibliography and other lists which make known the availability and location of essential research material; and maintains and edits the Library of Congress and Dewey Decimal classification schemes used by the vast majority of libraries throughout the world.

Programs initiated during the last few years have substantially increased the activities, responsibilities, and staff of the Processing Department. Because of this growth and the consequent need for new lines of communication and coordination, a reorganization was effected in February 1968. The department was divided into three major functional areas: (1) acquisitions and overseas operations; (2) cataloging; and (3) processing services, including the production and bibliographical-control activities of the department. Each major area became the responsibility of an Assistant Director, who supervises the divisions and offices concerned with that area and coordinates their activities. The three Assistant Directors are responsible for:

1. Acquisitions and Overseas Operations
   - Acquisitions
   - Overseas Operations
   - International Relations

2. Cataloging
   - Cataloging
   - Classification
   - Subject Access

3. Processing Services
   - Production
   - Bibliographical Control
   - Card Distribution

These three areas are further divided into more specific functional units, each under the supervision of a Division Chief or Office Director.

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Assistant Directors also form (with the Director) a management team for the resolution of major departmental policy problems.

Edmond L. Applebaum, the Assistant Director for Acquisitions and Overseas Operations, in addition to his responsibilities for coordination of the Library's programs under Title II-C of the Higher Education Act of 1965 and Public Law 480, assumed administrative responsibility for the Exchange and Gift Division, the Order Division, the Overseas Operations Division, the Selection Office, and the field offices overseas. C. Summer Spalding, the Assistant Director for Cataloging, took over the responsibility for the Descriptive Cataloging, the Shared Cataloging, the Subject Cataloging, and the Decimal Classification Divisions, and the Cataloging Instruction Office. Stephen R. Salmon, the Assistant Director for Processing Services, was assigned the responsibility for the four divisions engaged in the production and control activities of the department: the Card Division, and the Catalog Maintenance and Catalog Publication, the Serial Record, and the Union Catalog Divisions. In addition, he is responsible for coordinating the department's technical publication program and the implementation of mechanized systems within the department.

Acquisitions and Overseas Operations

National Program for Acquisitions and Cataloging. The Library of Congress initiated in fiscal 1966 and implemented in fiscal 1967 the National Program for Acquisitions and Cataloging (NPAC), an acquisitions and cataloging project of worldwide significance which was authorized by Title II-C of the Higher Education Act of 1965 and amended and extended by the Higher Education Amendments of 1968. Under Title II-C Congress appropriated $300,000 in fiscal 1966, $3 million in fiscal 1967, $5 million in fiscal 1968, and $5.5 million in fiscal 1969 to the Department of Health, Education, and Welfare, for transfer to the Librarian of Congress.

Under NPAC the Library of Congress seeks to acquire abroad, catalogue immediately, and disseminate cataloging data rapidly for all current monographs, as well as monographic series, of research value, in order to meet the urgent needs of American libraries through a centralized national cataloging effort. To avoid unnecessary duplication of cataloging already accomplished in other countries, the Library has adopted "shared cataloging" techniques wherever possible in cooperation with the producers of foreign national bibliographies—using the descriptive cataloging data already prepared for these publications and speeding the transmission of data to Washington for completion and distribution as quickly as possible.

Ten shared cataloging centers—in London, Vienna, Wiesbaden, Oslo, Paris, Belgrade, The Hague, Rio de Janeiro, Florence, and Tokyo—are now operating. They cover not only the publications of the countries in which they are located but also those of East Germany, Switzerland, Sweden, Finland, Denmark, and Belgium. LC has also made arrange-
ments with the national libraries of Australia, Bulgaria, Canada, Czech-
oslovakia, New Zealand, the Union of South Africa, and the U.S.S.R.,
to receive their cataloging data in Washington as promptly as possible.
This brings the total number of countries receiving shared cataloging
coverage to twenty-three. The NPAC regional acquisitions center in
Nairobi is centralizing the receipt of materials from ten countries of
Eastern Africa. Since Indonesia is no longer an excess currency country,
the function of the LC office in Djakarta will be changed in fiscal 1970
from a PL-480 activity to a regional acquisitions center to cover In-
donedia and possibly at a later date Malaysia and Singapore. The Ru-
manian National Library has also indicated that government approval
has been given for cooperation in a shared cataloging program but the
details have not yet been negotiated.

The overall LC cataloging output for printed cards in fiscal 1968 was
180,000 new titles. This represents an increase of 26,000 titles over the
previous fiscal year's total of 154,000 titles.

Ninety-seven university and other research libraries are cooperating
in NPAC by receiving depository sets of all currently printed LC cards
(each set consisting of about 200,000 cards in fiscal 1968) and by reporting
titles ordered from shared cataloging countries for which no LC catalog
copy is available. Since the beginning of the program in 1966, a total of
239,549 such reports for current titles (i.e., 1966 to date) have been
searched, resulting in the placement of orders for 52,704 titles.

Since early 1967 the LC shared cataloging center in Paris has been
processing French agricultural publications acquired by the National
Agricultural Library. These have been sent along with regular NPAC
materials to Washington for full shared cataloging treatment at LC and
subsequent forwarding to NAL. This cooperative practice was recently
extended to agricultural publications from Scandinavia, the Netherlands,
and Belgium.

The project whereby LC has been printing National Library of
Medicine classification and subject headings in brackets on LC cards
for medical titles purchased by NLM in Great Britain, France, Germany,
the Netherlands, and Belgium has been extended to include Italian
and Scandinavian imprints as well. Blanket order selections for NLM
from these countries are processed by the appropriate LC shared cata-
loging centers and are then forwarded to LC for full cataloging treat-
ment prior to transfer to NLM.

On October 11, 1968, the President signed into public law (PL 90-
557) the bill making appropriations for the Departments of Labor and
Included in this bill is $5.5 million for Title II-C of the Higher Educa-
tion Act of 1965, which provides funding for NPAC. This amount does
not represent an increase over fiscal 1968 because the cost of producing
the Monthly Index of Russian Accessions, previously funded under a
separate HEW appropriation heading, must now come out of Title II-C
funds. A request of $7,356,000 has been made for Title II-C in the fiscal
1970 budget.
The Higher Education Amendments of 1968, signed into law on October 16, 1968 (PL 90-575), extended Title II-C of the Higher Education Act for fiscal 1969 and the next two succeeding fiscal years. It authorized an appropriation of $6 million for fiscal year 1969 and $11.1 million for the next two years. In addition, this section of the Act was amended to give the Librarian of Congress authority (1) to purchase additional copies of materials acquired through the Title II-C program; (2) to provide not only cataloging information about currently acquired materials but also other aids to higher education, such as bibliographies, indexes, guides, and union lists, describing not only current books but other materials important to research; and (3) to pay the administrative costs of cooperative arrangements for acquiring for institutions of higher education, or combinations thereof, library materials published outside the United States and not readily obtainable outside the country of origin, with the participating libraries paying for the materials, shipment, and related service charges. Full implementation of these amendments will not be possible, of course, until funding for the program is increased.

Public Law 480 Program. The Bureau of the Budget has informed LC that because of limitations on the U.S.-owned foreign currencies available, the Library's PL-480 Program in Israel will be limited to a total expenditure of $200,000 in local currencies during the current fiscal year. Since the Library's plans were based on an appropriation of $318,900, plus a carry-over from the previous fiscal year, all possible economies will have to be made in order to stay within the $200,000 limitation. It is hoped that the limitation on use of excess currencies in Israel will be lifted in fiscal 1970, but there is no assurance that this will be the case.

Publications continue to be provided to participants in the Indonesian program with funds carried over from the previous fiscal year, but an attempt is being made to exercise increased selectivity in the acquisition of publications. Unless Indonesia reappears on the excess-currency list in the meantime, however, it will probably be necessary for libraries to underwrite the cost of participating in this program in the next fiscal year. Participants have been informed of this and cost estimates have been submitted. Response thus far indicates that support will be sufficient to continue the program. Participation will be opened to all who are interested beginning July 1, 1969. The broader the participation, the lower the assessment to each library will be. It is expected that the Library's Field Director in Indonesia will make a survey trip to Malaysia and Singapore early in 1969 to investigate the feasibility of extending the responsibility of the Djakarta center to these two countries in fiscal 1970. As is now the case in all other PL-480 countries, serial publications can now be provided from Indonesia on a selective basis, depending upon the needs of the individual recipient.

Beginning in 1969, an additional full set of current publications from India, Pakistan, Nepal, Ceylon, and Yugoslavia is being shared by the Center for Research Libraries, the National Library of Medicine, and
the National Agricultural Library. Each of these institutions has agreed to make publications received under this program available on inter-library loan to other American libraries. Because of budgetary and staff limitations it is not possible at this time to provide an additional set from Indonesia, Israel, or the United Arab Republic.

A second camera is being provided for the microfilming of newspapers and official gazettes in the Library’s New Delhi center because the number of titles selected for filming is beyond the capacity of a single camera. The second camera may also permit the filming, on a limited basis, of retrospective material. As of December 1968, the New Delhi center was filming eighty-three Indian, seventeen Pakistani, five Ceylonese, and four Nepalese serials, most of them newspapers, in addition to twenty-six separate official gazettes of the various state and federal governments. Selected newspapers from Indonesia, the United Arab Republic, and Yugoslavia are being filmed by the Library’s Photoduplication Service in Washington. LC will rely on the Jewish National and University Library in Jerusalem for the filming of Israeli newspaper titles.

In the interest of improving the PL-480 English-language program, under which selected monographic and serial titles are provided free of charge from India, Pakistan, Nepal, and Ceylon, a questionnaire is being submitted to the 310 American libraries that receive this material, as well as to faculty members at various institutions who have special interests in this area. It is hoped that the responses to this questionnaire can be evaluated in time to be taken into consideration in preparing the Library’s fiscal 1971 budget estimates.

With the termination in fiscal 1969 of PL-480 cataloging support from participants, automatic distribution of LC printed card sets for PL-480 publications was discontinued. As of December 1, 1968, card sets for these materials became available on a standing-order basis for each of the programs individually at prevailing Card Division rates. Libraries participating in the National Program for Acquisitions and Cataloging may want to reproduce cards representing PL-480 titles that are included in the depository sets which they receive through NPAC rather than order individual card sets. December 1968 also marked a transition from the PL-480 code numbering system in use before that time to a new series of numbers which will be identical with the LC printed card number. A detailed description of the new system was included in LC’s Cataloging Service, Bulletin 85, dated October 1968. During the period of approximately six years that the PL-480 cataloging program has been in operation, printed catalog cards have been provided for over 55,000 monographic and serial titles in nearly thirty languages.

Bibliographic Control and Distribution of Federal Documents. Following up Bureau of the Budget Bulletin 67-10 of June 5, 1967, which requested the executive agencies to provide LC with four copies each of all publications not printed at the Government Printing Office, LC has made telephone calls to recently established agencies to determine whether they issue publications. A form letter transmitting a copy of
the bulletin was sent to those new agencies which do issue publications and to others from which there has been no response.

Since July 1967, the Superintendent of Documents has been supplying LC with printer's copy for each issue of the *Monthly Catalog of U. S. Government Publications*. LC also has a title file of the periodicals listed in the February issue of the *Catalog*. The publications received from the federal agencies are checked in these files and one copy of each item which is not found is forwarded to the Superintendent of Documents to be considered for listing in the *Catalog*. It has been determined that the following groups of materials are not listed, and items in these categories are no longer forwarded to the Superintendent:

1. Post Office mail route schedules
2. Federal specifications
3. Army regulations (unless substantial and with a specific title)
4. All publications limited in circulation or which may be used only with special permission of the issuing agency
5. Material which is very local in nature: e.g., trail guides for national forests, job postings in a specific locality, announcements of sales of surplus property
6. Telephone directories not sold by the GPO
7. Administrative issuances intended for governing the internal operations of an agency
8. Reprints of articles from commercially published journals.

LC continues to receive each week nearly sixty packages of publications from various agencies and from the five GPO Field Service Offices. These Field Offices supply LC with publications in the following categories: (1) maps; (2) brochures on national parks and national forests; (3) publications of an educational character; (4) training manuals of general interest; (5) annual reports; (6) statistical reports; (7) comprehensive announcements issued by agencies about position openings, including federal career directories; (8) research studies; (9) telephone directories; (10) lists of publications; and (11) recruiting and advertising posters.

The Field Offices do not send security-classified materials, engineering drawings and specifications, reprints from commercial works, and reprintsings of federal publications when the contents are unchanged. By December 1968, of the 3,637 publications forwarded by LC to the Superintendent of Documents, 544 had been selected for inclusion in the *Monthly Catalog*, 2,101 had been rejected because they fell into the categories of materials not listed in the *Monthly Catalog*, 545 had been found to be duplicates of publications received by the Superintendent from other sources, and 447 still awaited review by the Editor of the *Catalog*. From the items returned, a general idea may now be obtained of the types of materials which GPO will reject. Inquiries indicate, however, a need for information about such publications, and the problems of disseminating information about them are under consideration.
Changes in Documents Expediting Project. Shortly after the end of World War II, LC entered into an agreement with the Joint Committee on Government Publications, consisting of representatives of the Association of Research Libraries, the American Library Association, the American Association of Law Libraries, and the Special Libraries Association, for the establishment of the Documents Expediting Project. In the early years of this cooperative effort the Committee exercised the policy function of determining membership in the Project, and acted in an advisory capacity on other matters relating to the acquisition of public documents. In recent years, however, the feeling developed that there was no real need for the Committee to continue its existence, since most of the problems encountered by the Project had been resolved during its developmental phase. Therefore, with the concurrence of LC, the Committee was discontinued following discussions held at the 1968 ALA Conference in Kansas City, and LC assumed full responsibility for all aspects of the operation and administration of the Documents Expediting Project. LC plans to continue sponsorship of the Project without altering its operation and services in any respect.

Monthly Checklist of State Publications. Beginning with the January 1969 issue of the Monthly Checklist of State Publications each entry will be numbered consecutively throughout the entire volume for indexing purposes (except periodicals listed in the June and December issues). Index entries have, heretofore, referred to image numbers. This change will facilitate reference from the index to the entries in the Checklist by referring the reader to an item number, thus eliminating the task of scanning an entire page for one entry as was the case in preceding issues.

A concentrated effort to make the Checklist more comprehensive has resulted in an increase each year in the number of titles entered, as follows:

1966: 19,997
1967: 22,268
1968: 23,495

This increase has been due largely to the cooperation of the state agencies in responding to requests for their documents.

Automation of the Order Division. Long-standing plans for the mechanization of the Order Division were the basis for a formal system design and implementation, now in the design phase, which is being worked out cooperatively between the Order Division and the Information Systems Office. Borrowing freely from other successful computer-assisted technical processing systems, primarily the one at Yale University Library, and following the basic formulas laid down in the United Aircraft Corporation systems study that was undertaken through contract with LC, the major benefits of the system would be:

Machine performance of routine and repetitious tasks [such as filing and following up].
Reduction of clerical processing so that a single keyboarding provides all the documents necessary to complete a transaction.
Better control over material in the system through the increased capacity of a machine system.
Reduction in record keeping by the use of the machine for collection and analysis of statistics.

The decision to consider applying automated techniques to technical processing beginning in the Order Division was made because the logical point of attack seems to be at the input to the central bibliographic system, and a machine record for subscriptions was already in operation.

Cataloging

New Processing Priority System. The Library will inaugurate a new system of cataloging priorities early in 1969. Cataloging has been governed by a 20-year-old simplistic system of four priorities—priority 1 (rush), priority 2 (hasten), priority 3, and priority 4. The last mentioned was not so much a priority as a kind of interim cataloging not resulting in printed cards; it was discontinued in 1963.

With the great expansion of acquisitions and cataloging programs in recent years the categories and sheer numbers of titles assigned to rush cataloging reached such a variety and volume that priority 1 overbalanced other priorities and encompassed a large mass of materials without proper differentiation relative to the mission and needs of the Library as a national institution. The result of the overhaul of the system will be a new schedule of seven priorities in which the responsibilities of LC to the Congress, to the federal government, to the research library community, and to the general library community have been balanced as carefully as possible. The order in which books are cataloged will be under closer control. The most noticeable change will be the higher priority accorded to current American trade books and federal and state government publications.

The Library will make a concerted effort to speed up its processing of these high-priority materials. The time required for cataloging and printing cards for much new material of high priority has in recent years become altogether too long. In any system in which processing operations are of necessity extensively split up by function, resulting in multiple handling of the material before processing is completed, there are many possibilities for delays. The sum total of these delays can reach alarming proportions. A campaign will be launched to imbue all participants in the processing cycle with a sense of mission to see that materials keep continuously on the move, to provide the necessary physical facilities for their transport from station to station, and to insure continual monitoring of all stages of operations.

Cataloging Rules and Romanization Tables. During 1968 some fifteen additions and changes in the Anglo-American Cataloging Rules proposed by the Library of Congress and approved by the ALA Committee
on Descriptive Cataloging were published in two issues of Cataloging Service, Bulletins 82 and 83. The Bulletins also contain statements concerning policies of the Library of Congress, for the most part relating to the implementation of the new code. Among the latter are reported the Library's decision to bring headings for Roman Catholic liturgical books into agreement with the Anglo-American rules, the treatment of collective form subject headings for the Bible and certain anonymous works including medieval romances, and the Library's use of information cards for Bible and treaty headings to relate entries prepared under the Anglo-American rules to those prepared under the ALA rules.

The Library is currently working on a revision of Chapter 12 of the Anglo-American rules relating to the treatment of motion pictures and filmstrips in an effort to extend the coverage of the rules to include slide sets, video tapes, transparencies, etc. The entire chapter will be reprinted in revised form as a separate publication.

At the close of the year the Library had more than a dozen proposals for additions and changes in the Anglo-American rules ready for consideration by the ALA Committee on Descriptive Cataloging at the Association's 1969 Midwinter meeting, as well as additions to the rules for capitalization to extend them to the capitalization of the Serbo-Croatian, Slovenian, and Bulgarian languages. In progress is the revision of the rules for Thai and Indonesian names, undertaken in consultation with experts from outside the Library. Preliminary work has begun on the rule for entry of the Tripitaka.

Work on romanization tables for Amharic and Tibetan is nearing completion; for Cambodian it is still in the initial stage. These tables should be ready for presentation to the ALA Committee on Descriptive Cataloging during 1969. Preparations are also being made for the publication of tables for Macedonian, Church Slavic, and the non-Slavic languages written in the Cyrillic alphabet, e.g., Azerbaijani, Kazakh, Uzbek.

Alternative Classification Numbers for Fiction in English. Beginning October 1968, an alternative literature class number is being provided for all titles that LC classifies in PZ1, PZ3, and PZ4. This additional class number is assigned in response to a long-standing demand by research librarians who wish to classify fiction in English in the appropriate literature classes, rather than follow the LC practice of classifying such works—except rare books—in PZ1, PZ3, and PZ4. The alternative class number is enclosed in brackets and is printed in the lower left-hand corner of the card below the PZ1, PZ3, or PZ4 call number used at the Library. The alternative literature number is a class number but not a complete call number; that is, it is complete to the extent that for works of individual authors the author is designated, but it does not include the alphanumeric symbol identifying the particular title and edition. For collections, the pertinent class number is provided, but not a book number for the particular title, compiler, or editor.

A Dewey Decimal Classification number is also provided for all fic-
tion in English, in order that libraries using the Decimal Classification and preferring to arrange fiction with the literature of which it is a part may benefit from this new service. The Dewey number for fiction appears in the same form and in the same location as the Dewey numbers for works in other subject fields.

Cataloging of Serials in the Library of Congress. The failure of the Library to provide satisfactory cataloging control of serials has led to the decision to make some major changes which, in the course of time, should do much to remedy the situation. These changes will, in some cases, provide card subscribers with a better service than they have had heretofore; in other cases, services that used to be provided will be discontinued.

Many English, Germanic, Romance, Slavic, and Far Eastern language periodical-type serials are now being cataloged from the first issue received instead of from the first bound volume. This practice will be extended to all English-language serials and eventually to all serials of this type as rapidly as possible. This should mean that catalog cards for periodicals will gradually become available, in many instances, years before they would have been available in the past.

Recataloging and reprinting of cards to reflect changes in serials, however, will be discontinued, except insofar as LC is able to recatalog titles that have ceased publication. These bibliographical changes will continue to be announced in the "Changes in Serials" section of New Serial Titles. The Library will make interim entries for these changed serials in its own catalogs. These entries will not be printed because they will often not include the bibliographical detail called for under the cataloging rules and hence would not meet the Library's standards for publication.

In May 1968 the serials cataloging activities of the Library were consolidated through the transfer of the Serials Section of the Descriptive Cataloging Division to the Serial Record Division. In anticipation of the merger several experiments were undertaken to determine whether some of the functions formerly performed by catalogers could be entrusted to searchers and accessioners. The searchers were placed under the supervision of the catalogers and the latter were provided with typists who prepared the several visible file cards required for each entry and also served as accessioners. The experiments were successful and the formation of cataloger-searcher teams, assisted by typists, resulted in a marked increase in production. At the end of the year, teams had been established for English-, Slavic-, and Romance-language materials.

Children's Literature Program.

(a) Catalog cards for children's literature. Beginning on January 2, 1969 the Library of Congress will combine the AG card series of annotated catalog cards for children's literature and the unannotated cards issued in the regular card series for the same titles into a single series of cards for children's literature. The new series of cards will con-
continue to be designated by the symbol "AG," which appears in the lower right-hand corner directly below the card number. The cards will include annotations and contain subject headings and added entries suitable for use either in card catalogs representing general library collections or in separate catalogs representing children's collections. These cards will appear in the National Union Catalog, in the Library of Congress Catalog—Boohs: Subjects, and in the proofsheet service.

To incorporate the information formerly contained on two separate cards representing the same title into a single printed card, it will be necessary to make the following adjustments in descriptive and subject cataloging practices and in format for the new children's literature cards. With respect to descriptive cataloging practice, added entries will be made for all illustrators of children's books and titles will be traced for all books represented in the series. Two sets of subject headings will be supplied, except for titles for which no regular headings for use in general catalogs would be required. Subject headings intended for special catalogs of children's literature will appear in brackets following the regular headings (if any), as follows:


1. France—Description and travel—Juvenile literature. [1. France—Description and travel.]

Dewey Decimal Classification numbers will be assigned from the current full edition for most titles. When there are one or more prime marks within the Dewey number, the digits to the left of the first prime mark will constitute the abridged number in almost all cases. Full Library of Congress call numbers will be supplied for all titles added to the Library's classified collection. Alternative literature class numbers for fiction in English will not be supplied, however, for juvenile fiction classed in PZ7. The new annotated cards will be available at the same price and under the same conditions as other LC printed cards. Card sets with overprinted headings will no longer be sold.

(b) Subject headings for children's literature. With increasing frequency librarians specializing in children's literature have expressed the need to know what subject authority lists are used by the catalogers preparing the catalog cards and to know what philosophy and policy they follow in applying subject headings. In response to this need the Library plans the publication early in 1969 of a list of subject headings that are special to annotated cards for children's literature (including modified LC headings, Sears headings, and new headings established for exclusive use on annotated cards), together with a statement on the philosophy and policy underlying the application of subject headings to this kind of material.

Cataloging Instruction. An essential element in LC's response to the National Program for Acquisitions and Cataloging has been its Office of Cataloging Instruction, which has filled the yawning gap between the
Library's need for descriptive catalogers and the supply of them. Forty percent of the positions filled since the Title II-C program became effective were filled by graduates of the course in cataloging provided by the Office. College graduates with an interest in learning cataloging, with an apparent potentiality for this work, and with needed language skills were selected from the staff and given two months of formal training and applied laboratory work on an eight-hour-a-day basis. The course was given four times during the year with twenty students in each class. On completion of the course the successful graduates became regular trainee catalogers and were advanced to a professional grade as soon as experience showed that their work was satisfactory for beginners. Without this successful training program LC could not have made the spectacular increases in its cataloging production which have been essential to NPAC.

In addition to the full course for the training of catalogers, the Office of Cataloging Instruction developed a number of subsidiary courses designed to assist employees engaged in other technical service operations. Shelflisters, MARC editors, and other bibliographical editors found the “Introduction to Cataloging” course, offered four times, very helpful in giving them better comprehension of their own work and better performance resulted. In this case the students were in class one hour for twenty-four consecutive workdays. A course of formal training for filers was developed in which the rules were taught systematically and the proper use of the rule book in solving special problems was carefully explained. This course involved ten one-and-a-half-hour sessions in the classroom.

Classification Schedules and Related Publications. At the present time all schedules of the LC classification are in print. Printer’s copy for the classification schedule KF (Law of the United States) was prepared and sent to the Government Printing Office on November 1, 1968. The preliminary edition of Class KF, with subject index, is expected to be available for distribution late in 1969. The KF schedule can currently be obtained from LC’s Photoduplication Service on microfilm or as electrostatic positive print.

In October 1968 a second segment of the KF shelflist, resulting from the retrospective classification of holdings of LC’s Law Library in the field of United States law which were cataloged before March 1967, was made available to other libraries desiring to assign KF call numbers to their law collections. The second portion of the KF shelflist, like the first, consists of electrostatic positive prints of 3” x 5” cards, with KF call numbers written in the upper left corner. It represents chiefly treatises and monographs entered under headings beginning with the letters B to H which were classified in Class KF and shelflisted between March 1, 1968, and September 30, 1968. The sets consisting of 2,415 cards can be obtained from LC’s Photoduplication Service.

A major revision is being undertaken to bring Class N (Fine Arts) up-to-date. The new edition of the Class N schedule, being prepared with the collaboration of the librarian of the National Collection of
Fine Arts (Smithsonian Institution), will be a thorough modernization of the classification of fine arts. This revision is being carried out without disturbing the existing structure of Class N, insofar as possible. Publication of the printed schedule is expected in late 1970.

The following reissues of classification schedules, i.e., reprints with cumulative supplementary pages, came off the press in 1968:

- Class B-BJ.............. (Philosophy)............April, 1968
- Class C.............. (History—Auxiliary Sciences)..........January, 1968
- Class M.............. (Music)..............May, 1968
- Class P-PA.............. (Classical languages and literature)..........April, 1968
- Class PA Supplement. . . . . . . . August, 1968

Beginning with List 149 (January-March 1968), which was issued May 22, 1968, LC Classification—Additions and Changes is being reproduced by photo-offset from typewritten camera copy rather than by letterpress. The new format was chosen in order to make the list available to users more promptly and in order to effect economies. The lists will continue to be issued four times a year and will not be cumulated. The size of the pages conforms to that of the LC classification schedules.

Reorganization of Shelflisting Operations. In the fall of 1968 shelflisting operations were reorganized in order to improve the processing of materials and to utilize the increased staff more effectively. The section was divided into four shelflisting units, each responsible for designated classes and types of materials, i.e., the General Shelflisting Unit, Language and Literature Unit, Law Shelflisting Unit, and Serials and Social Sciences Unit. A fifth unit, the Shelflist Services Unit, was established to provide maintenance and clerical support for miscellaneous shelflisting activities. This reorganization has permitted a physical relocation of the Shelflist, placing the employees responsible for certain classes in juxtaposition to those classes in the Shelflist.

Physical relocation, reduction in span of control, specialization in work assignments, change of workflow, and greater utilization of clerical support have provided better quality control, improved control of materials in process, and increased shelflisting production.

Decimal Classification Activities. The Decimal Classification Division continued its work on the schedules and index of Dewey 18, publication of which is anticipated for 1971. Among the new features planned for this edition are: (1) the introduction of six new auxiliary tables, similar to the Area Table of Dewey 17; (2) a complete reworking of 800 Literature to make it simpler to apply without reducing its detail; (3) fewer than four hundred relocations, as compared with 746 in Edition 17 and 1,603 in Edition 16; (4) a completely new schedule 510, designed to provide for mathematical literature of the 1960s and 1970s; (5) a completely new law schedule in 340, developed along broad lines for the use of general libraries with law collections, but so organized that if sufficient demand later arises for it, a specialized law classification for international use can be built upon it by ordinary expansion techniques; (6) provision in the Area Table for extra-terrestrial worlds; (7) the intro-
duction throughout of an “adding” procedure for all number-building operations, thus at last eliminating the traditional confusions of the instructions to “divide like”; (8) modifications of the editorial rules to alleviate many of the difficulties encountered by classifiers in using the 17th edition schedules; (9) the provision of an index which, like the traditional indexes of 14, 16, and revised 17, will give precise leads to all significant terms in the schedules, but, in addition, will provide a broader guide to the hidden resources of the system.

Adding spectacularly to its direct service to libraries as a central source of DC numbers for specific works, the Division classed 74,835 titles, compared with 59,799 in 1967 and 35,000 in 1966. The 1968 coverage included all titles cataloged for the MARC program, all current (1966-1968) titles cataloged in English, and the more important and difficult current titles cataloged in the other major western European languages and received through the National Program for Acquisitions and Cataloging.

Processing Services

Card Division Mechanization Project. Phase I of CARDS (the Card Automated Reproduction and Distribution System) has been operating since October 1968, and has already made possible a significant improvement in service. Regular orders received on the new forms are now shipped within eight calendar days of receipt, as opposed to three or four weeks under the manual system, provided, of course, that the cards desired are in stock.

Approximately 30 percent of all regular orders are now being received on the new forms. Because of the faster service these forms make possible, some libraries which use multi-part forms are re-typing the necessary information on the single-part card order forms supplied by the Card Division while others are designing new multi-part forms incorporating an LC card order part meeting the requirements of the new system. Several commercial forms manufacturers are working on compatible multi-part forms, and some library supply houses have already advertised such forms for sale. Libraries are encouraged to use either the new single-part forms (available free from the Card Division) or the compatible multi-part forms as soon as they become available, not only to obtain cards faster but to help the Card Division provide better service on all types of orders.

So far, the operations depicted in Figure 2 have been successfully automated. Information from the front of the new order slips (the subscriber number, a code indicating the type of handling desired, and the stock number of the catalog cards desired) is read by an optical character reader at a speed of 1,200 documents per minute. The reading system was designed by the manufacturer (Recognition Equipment, Inc., of Dallas, Texas) to recognize twenty-five common typewriter fonts, which a statistical survey had indicated were the ones most widely used by libraries in ordering catalog cards. Experience so far has indicated that the
PHASE I
OF CARDS
Card Automated Reproduction and Distribution System
system will recognize not only these fonts but many other commonly-used typewriter fonts as well. Handprinting (in the special boxes provided on the form) can also be recognized, but with a higher reject rate; typing is therefore preferable, since there is less risk that an order will be delayed due to inability of the system to process it.

Once read, the information from the front of the form is recorded in a code composed of small fluorescent bars sprayed on the back of the order slip by an attachment to the reading system. These bar codes are then used in automatically sorting the order slips into sequence by card number, using one of four high-speed sorters. These machines, also built by Recognition Equipment, Inc., like the character reader, operate under computer control at a constant rate of 1,200 documents per minute. The primary purpose of this sorting operation is to improve productivity at the next step, which is the actual drawing of cards from stock to fill the individual orders. Since all orders for the same title are now together, they can be filled at the same time, and since all orders to be filled from one drawer are together they can be filled with one opening of the drawer. After the first month of operation, productivity in card drawing had already increased 60 percent, and further improvement is expected.

The mechanical sorting by card number also makes possible another improvement in the card drawing operation. Under the former manual system, about 30 percent of the orders sent to the card drawing unit could not be filled because of lack of stock. In the new system, the order slips, once sorted, are compared by the computer with a magnetic tape listing of those card numbers known to be out of stock; those slips with matching numbers are sorted out by machine and sent directly to the reprinting unit to await the arrival of new stock, thus bypassing the card drawing unit and effectively reducing the workload of that unit by 20 to 30 percent.

After the orders have been filled, the third principal automated operation takes place. At this point, several printed catalog cards have been placed behind each order slip; the intermixed cards and order slips are again placed on the high-speed sorting machines, and the cards and slips are sorted into sequence by subscriber number, so that all of the slips and cards to be mailed to a particular subscriber are brought together, ready for mailing. Modification of the sorting equipment to enable it to handle intermixed pieces of paper varying in size, shape, and thickness (the slips are 24-pound paper and the cards 125-pound paper) was one of the main technical accomplishments of the project.

Addresses and invoices for each shipment thus arranged are also printed out by the computer at this point, and the completed orders are now ready for manual packaging and shipment.

A general system flow chart of the entire Phase I system is reproduced as Figure 3. Each numbered box in this chart summarizes a set of flow charts for major subsystems or major manual operations. Three of these represent subsystems either not discussed above or referred to only in passing, and they deserve mention here. Box 8 represents the inventory...
Figure 3
control subsystem, which includes not only the routines for creating the out-of-stock tape mentioned earlier, updating it daily with information on titles which have just gone out of stock or just come back in stock, and sorting out slips for titles known to be out of stock, but also included procedures to initiate reprinting and to print registers which list titles in the reprinting cycle by card number and by subscriber number. Box 9 represents the accounting control subsystem, which not only creates the invoices packed with each shipment but also produces the monthly statements and a variety of other required fiscal documents. Box 7 represents the order control subsystem which provides an automatic means of insuring that all orders received at the beginning of the system are accounted for, and that subscribers are not billed erroneously.

As the term “Phase I” indicates, the system described above is intended to be not only a stand-alone system but also the first part of a larger system, illustrated in Figure 4. Implementation of the larger system is dependent on approval by the Congressional Joint Committee on Printing. If such approval is granted and the total system is implemented, the amount of sorting necessary will be drastically reduced. More importantly, the time required to fill orders will be still further reduced, cards will no longer be periodically out of stock, and the need for space to maintain a large inventory of cards will be eliminated.

As indicated in Figure 4, some sorting of the actual order slips will still be necessary to arrange them by subscriber number for return to the individual subscribers. The card number, however, will not be sprayed on the back of the slip; instead, the card number from each order, together with the subscriber number and hold code, will be recorded on magnetic tape. This magnetic tape will then be read by another computer, which will retrieve from mass storage units the machine-readable representations of each catalog card needed to fill that day’s orders. As these records are retrieved, the computer will also obtain from another type of storage the digitized image, or picture, of each character needed for these particular cards, and assemble the catalog records, with the pictures of each character, on another magnetic tape. This tape in turn will be read by one of two photocomposition machines which contain miniature computers as well as cathode ray tubes (much like television picture tubes) and sophisticated optical systems. The photocomposition machine will compose a photographic master containing ten card images, in appearance almost identical to the cards now printed by letterpress and conventional offset techniques (both Roman and bold faces will be used as on present catalog cards, in addition to Greek, Hebrew, Cyrillic, Arabic, Armenian, and eventually other non-Roman characters). Composition of the masters will take place at a speed of several thousand characters per second, and at a very high resolution (450 lines per inch).

From this point on, further processing steps will occur on a continuous conveyor-belt “assembly line.” The master will be automatically developed and dropped onto automatic presses. Each press will reproduce the required number of copies of the cards, automatically eject the mas-
Figure 4

Library Resources & Technical Services
ter, clean itself, and load the next master; in the meantime, the printed sheets of cards will travel through another station on the line, where they will be cut by rotary knives into separate catalog cards (the blank stock will be pre-drilled with rod-holes). The next station will consist of a custom-built stacking and collating device, which will assemble each customer's order, with an address card on top of each stack. From this point, the cards will pass through a shrink-wrap packaging station, where each order will be wrapped with a thick polyethylene film, sealed, and then dropped in the mail bag. In sum, then, the total system is designed to automate the entire order-filling and card printing operation, from the receipt of the order to the outgoing mail bag.

Each process in the Phase II system, including the shrink-wrap packaging operation, has been demonstrated on an experimental basis, but as mentioned above implementation of the full system must await approval by the Joint Committee on Printing. After such approval is obtained, approximately one year will be required to install the system and put it into operation. By this time, the Library hopes to have converted at least 100,000 catalog records to machine-readable form, which will allow fairly full utilization of the initial system on a single shift basis. Full implementation of the Phase II system, however, will require conversion of all (or nearly all) of the four and a half million titles for which cards are stocked, and this will take several years; during this interim period, therefore, some orders will be filled automatically using the Phase II system, and other orders will be filled using the Phase I system described earlier.

Division of the Official Catalog. The Library's Official Catalog, the card catalog designed to serve the Library's staff, is being divided into two parts: (1) a Name and Title Catalog, and (2) a Subject Catalog. This division is intended to make the catalog a more efficient working tool for the Library's technical processing activities. It will also serve as an experiment in testing the effectiveness of divided catalogs for other purposes.

The Name and Title Catalog will contain all entries for works by and about persons, families, and corporate bodies; all entries for titles; and all authority cards, references information and decision cards associated with these entries. Entries for quasi-personal names (e.g., names of gods and mythological beings, fictional persons, etc.) are excluded; also excluded are subject entries for political jurisdictions.

The Subject Catalog will contain entries for topical subjects, geographic areas, political jurisdictions as subjects, and, in general, subject entries for any proper name not known to be the name of a real person or a corporate body. It will also include the authority cards, references, etc., associated with these subject entries.

The division of the Official Catalog has been undertaken in conjunction with the necessary expansion of the Catalog. New catalog cases, into which the Subject Catalog entries are being shifted, will increase the total Catalog by one-third. The Catalog now contains approximately 16.25
million cards. Upon completion of its division and expansion it will be housed in 19,200 catalog trays.

Publication of the Pre-1956 National Union Catalog. The National Union Catalog Publication Project, administered by the Library of Congress with funds transferred by the American Library Association, continued its work with the editors and other members of the staff striving to edit this massive file of over 13 million NUC cards preparatory to shipping them to Mansell Information/Publishing, Ltd., in London for publication in book form. By December 31, 1968, 711,052 edited cards had been forwarded to Mansell in twenty-five shipments, sufficient material for thirty-four volumes. The first 5 volumes were off the press at the end of 1968.

Technical Processes Research Office. The Technical Processes Research office (TPR) in 1968 continued to conduct investigations of the Library's bibliographical control apparatus in support of the overall effort to create a data base of machine-readable records.

Studies of a representative group of subject access vocabularies, including comparison of the language of term relations, the specific-to-general see reference, and the role of relations between terms, shed light on the compatibility of particular vocabularies and are laying the foundation of a generalized methodology for describing and analyzing subject vocabularies.

As an outgrowth of these studies, the Classification Research Committee of the International Federation of Documentation (FID/CR) published in the November 1968 issue of its Report Series (Report no. 8) "Two Papers on Thesaurus Construction," previously presented at the 33rd International Congress on Documentation in Tokyo in 1967. A third paper, "Compatibility in Subject Access Vocabularies; the Role of Relations between Index Terms," was prepared for the postponed 1968 Congress on Scientific Information in Moscow and is to be included in a volume of Congress papers which VINITI is planning to publish.

In the area of computer filing, the development of a generalized program for computer generation of sort keys for records in the MARC II format is being guided by TPR, working jointly with staff members of the Information Systems Office (ISO). The output of this program, SKED (Sort-Key Edit), is used with a modified version of a manufacturer's sort/merge program. Upon completion, SKED should provide a basic structure for special computer routines to produce more sophisticated arrangements suitable for large research library files.

A sampling methodology for the study of name authority records (another TPR-ISO project) has recently been designed by a consultant mathematical statistician and is in early stages of implementation.

TPR is represented on the working task force for the study of the feasibility of conversion of retrospective catalog records to machine-readable form (RECON). Technical support for the project in the
making of statistical analyses of the size and composition of the data base to be converted was provided by the Office staff.

Other special analyses completed were: (1) extent of change in LC catalog records after initial publication; (2) exceptions to alphabetic filing in the American Library Association's recent *ALA Rules for Filing Catalog Cards*; (3) the utility of labeling data elements in the MARC II format; (4) occurrence of nonroman characters on LC catalog cards; and (5) features of seventeen indexing vocabularies as represented in their introductions.
An Argument Against the Use of Conventional Headings in the Cataloging of Primary Legal Sources

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Conventional form headings are superfluous. Primary legal sources require no special treatment or principle with the minor exceptions of uniform laws, laws and court rules promulgated by a superior jurisdiction for a subordinate jurisdiction, and codes of one sovereign state adopted by another sovereign state. These exceptions can be accommodated by modifying the corporate entry. The jurisdiction should be considered the author of its own laws regardless of original source of the bill or code. Further, conventional form headings are contrary to actual use, and their application constitutes an attempt to make practice conform to a principle devised by librarians instead of drawing principles from actual practice.

I SEE FROM A RECENT issue of Library Resources & Technical Services (Summer 1968) that the promoters of “form headings” or “non-author headings” or “conventional headings” or “category headings”—call them what you will—are still advocating their use when cataloging primary legal sources. But the promoters seem to base their recommendations more on theory than on reality, or even logic. I say this because it appears to me that they are so engrossed in “cataloging theory” they cannot find time to investigate the actual use of legal materials. Although I have previously voiced my objections to the use of “form headings” I believe the time is right to further explore the question of actual use of legal materials vis-à-vis “form headings.”

The beauty of Seymour Lubetzky’s two principles is that they are based on how a patron would actually use the card catalog. One cannot say the same for the “principle of form headings,” for no one but a librarian understands them, much less uses them.

But first let us examine the reasoning supplied by those who attempt to justify the use of form headings. Werner Ellinger is right in the article cited above when he states there is an exception to the author entry principle as far as primary legal sources are concerned. There are definitely cases in which a patron would look under the jurisdiction affected, not under the author. Now that the Uniform Commercial Code
has been adopted by all the states and the District of Columbia, it makes an excellent example. The American Law Institute and the National Conference of Commissioners on Uniform State Laws, jointly, published the official draft in 1952, and one year later the Pennsylvania legislature passed the code into law to be effective 1 July 1954. The main author entry is:

American Law Institute.

Uniform commercial code.

But a patron looking for the Pennsylvania Uniform Commercial Code would hardly look under American Law Institute even if he happened to know that the American Law Institute and the National Conference of Commissioners on Uniform State Laws drafted the original. He would check:

Pennsylvania.

Uniform commercial code.

even though the corporate body, Pennsylvania, is not the original author.

The same is true of whole codes of one country adopted in toto by another sovereign state. One would not look under Germany for the Japanese or Korean code.

Likewise, one would not look under the country or court which has the authority to pass laws or rules for a subordinate state or court and, in utilizing this authority, promulgates laws or rules for its subordinates. One would look for an entry under the name of the country or court affected. For example, although the Supreme Court of Illinois drafts the rules for the Appellate Courts, someone looking for the Appellate Court rules would check:

Illinois Appellate Court.

Rules.

not:

Illinois Supreme Court.

Rules for the appellate courts.

So far, so good. The exception is well taken. We agree there is an exception, though I would prefer to call it a modification of the corporate author rule and leave it at that. But the promoters of “non-author headings” or “form headings” or “conventional headings” or “category headings” do not stop there. They say, in effect, we have an obvious exception to the author entry in certain special cases in primary legal sources. We must devise a whole new “principle of form headings” to accommodate this exception. First we will modify the author entry to put these special classes under the jurisdiction affected and not under the originating jurisdiction or original author—Pennsylvania, Japan, Korea, and Illinois Appellate Court, in our example. But we are not satisfied to stop here; we insist on adding a “form heading”—Laws, statutes, etc. and Court rules in this case. As a result one now has an exception to, or a modification of, the author entry topped off with “form headings,” which are not
only irrelevant but also confusing and inaccurate as I pointed out in a
previous article.\(^6\) Why not adjust or modify the rule concerning corporate
entries to cover the situation concerning primary legal materials? Why
insist on “form headings” in addition to this adjustment or modification
and call it a “principle of form headings”?\(^7\)

But that’s not all! Once the “form heading principle” has been in-
jected, its promotor now says that we must go back and apply the prin-
ciple to all laws and all court rules. In other words, the exception de-
termines the rule. We must now apply “form headings” to all of a state’s
divorce laws, criminal laws, property laws, inheritance laws, etc., which
are authored and passed by the legislators in the name of the govern-
mental corporation whom the legislators so obviously serve.

This, in turn, introduces the question raised by Ellinger concerning
authorship of legislation. He says:

A piece of legislation, or the document representing it, can be associated
with a concept of authorship only in a farfetched and contrived manner, and
entry under a heading arbitrarily proclaimed an author heading results in a
precedent for other entries not based on principle. A statute or any other type
of legislative enactment is the result not of spontaneous and original author-
ship, but of a complex, institutionalized process established in the constitution
of the jurisdiction concerned. The real authorship of the resulting document
(which may rest with an individual scholar, a committee, an advisory commission
or the staff of an executive agency) is submerged in the legislative process; in
fact, this process is designed to deprive the document of even the appearance of
a piece of individual authorship.\(^7\)

But, according to Ellinger, we can take this “farfetched and contrived”
entry, add a “form heading” to it, and everything will be all right. But
is it? The answer is definitely “no.” The entry is still “farfetched and
contrived” if one accepts Ellinger’s analysis; the “form heading” is no
cure.

I believe the dilemma results from unduly restricting the concept of
authorship, equating authorship with “individual authorship,” and re-
fusing to understand or utilize the corporate entry. (Actually, Ellinger’s
objection would apply to all corporate entries, not just law. Works of an
individual are often entered under the corporation for which he works.
Often works of committees are also entered under the name of the cor-
poration. In fact, in a lot of cases no attempt is made to determine the
individual author. So determining individual responsibility is not always
the essential factor.)

Now, who is more obviously the agent of a corporate body than a
legislator or a legislative reference service which writes many bills? They
are acting in the name of the corporate entity, the state. Or even if the bill
is authored by an outside individual—a lobbyist perhaps—when the legis-
lature adopts the bill it becomes the property of the state. A commission
or institute which proposes a uniform law is interested in its adoption,
not its authorship. The commissioners know they will not be credited
with authorship and could probably not care less. Besides, these laws
and codes are amended before passage and are changed over a period of time, taking on a new identity in both cases. Thus, surely the jurisdiction should be considered the author of its own laws. This is not “farfetched or contrived.”

Furthermore, I feel one can seriously question the logic of making an exception to a principle (corporate entry), adding another exception (form headings), calling both a “principle of form headings,” and then applying this “principle” to the cases easily covered by the original principle (corporate entries).

Going back to my original example and proceeding from there to the actual use of primary legal sources, let us examine the entry:

Pennsylvania.
Uniform commercial code.

and ask if the entry is enhanced or clarified by adding the “form heading” Laws, statutes, etc., as:

Pennsylvania, Laws, statutes, etc.
Pennsylvania uniform commercial code.
the way it presently appears in the card catalog. The answer is again “no.” Not only is the entry not enhanced or clarified, the entry is just not one a patron would check. “Pennsylvania uniform commercial code,” yes; “Pennsylvania, Laws, statutes, etc./Pennsylvania uniform commercial code,” no.

But let me present facts to support my statement about use.

In the first place, students, professors, attorneys, and others working with legal materials use A Uniform System of Citation, 11th edition, as a guide to legal citations. This 117-page guide was compiled by the staffs of the Columbia Law Review, Harvard Law Review, University of Pennsylvania Law Review, and Yale Law Journal, and is often called the Uniform Citator or Harvard Citator. This is the “bible” of the legal researcher. He would not think of departing from the system it has established.

Nowhere in its 117 pages does one find a “form heading.” Though law librarians have used Laws, statutes, etc., Constitutions, and Treaties for years, for some reason these “form headings” have never found their way into the “bible” of legal citations. The only possible answer is that the patrons of the law libraries have found no use for them. So, if the patrons ignore them, why should librarians persist in using them?

Since authors of law review articles use the Uniform Citator and it has no provision for “form headings,” one would not expect to find “form headings” in footnotes of law review articles. But just to make sure, my assistant, Mrs. Judy Bennett, and I checked articles in some thirteen law reviews and examined approximately fifteen hundred footnotes. We found no “form heading.” However, we did find such entries as:

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Massachusetts Annotated Laws.
New York Banking Law.
Washington Revised Code Annotated.
Wyoming Statutes Annotated.

But how about legal bibliographies which might follow a different style? Here we examined fifteen bibliographies with approximately one thousand entries compiled by someone other than a librarian. (We excluded librarians because they have learned an artificial way of citing legal materials. Anyway, we were interested in how the patron uses library materials.) Again, we found no “form headings.” I can only conclude the patron uses one system and the librarians use another.

Thus, it becomes apparent that “form headings” are “farfetched and contrived,” not corporate entries under jurisdiction. In essence, we, as librarians, are saying to the patron that if he wants to use our card catalogs he must learn entries of our devising and entries he would not normally use. We have created an artificial situation that must be learned. Personally, I believe no one can blame the patron if he rejects this synthetic system and refuses to use it.

Therefore, unlike Lubetzky’s principles based on actual practice, librarians advocating “conventional headings” have undertaken the procrustean task of making practice conform to a principle of their own making. Odds are that they will never accomplish such a feat.

My recommendation is that we drop Rules 20 through 25 of the new Anglo-American Cataloging Rules and treat legal materials, including primary legal sources, as we would any other material. The injection of “form headings” contained in these rules only leads to confusion. To make them work, all patrons would have to be educated in the use of the AACR. Even if such an educational program were possible, we would still have an awkward arrangement which is contrary to normal usage.

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The Value of the Kirkus Service for College Libraries

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The purpose of this study was to test The Kirkus Service as a reviewing medium in terms of the needs of college libraries. To determine the relevance of Kirkus to college libraries, the authors took as a standard the new Books for College Libraries. All adult nonfiction Kirkus reviews, except special sections such as Lenten religious supplements, appearing in 1962 were used as a checklist. Of the 1,336 nonfiction reviews in Kirkus, 450, or 33.7 percent, were found in Books for College Libraries. As a result, it was determined that Kirkus as a reviewing medium for college libraries is quite relevant. It is further enhanced by the promptness of its reviews which generally appear prior to the book's publication.

In the selection of books for any type of library, perhaps the greatest need is to obtain competent evaluations, and to get them as early as possible. If a book is to be bought, the sooner it arrives, the better, for the typical item is most sought after during the first few months of its life, while it is being widely discussed and its material is up-to-date. Even top quality books lose considerable interest and usefulness within a year of their publication.

For college libraries, the excellence of Choice is well known. It offers broad coverage, and high quality, discriminating reviews. However, its value is reduced by the length of time which often elapses between the publication date of a book and the appearance of its review.

The purpose of the present study was to test another reviewing medium in view of the needs of college libraries—The Kirkus Service. This periodical, which started in January, 1933 as The New York Office, has been known by several titles. Its present name was adopted in 1967. Originally designed to furnish advice to booksellers about forthcoming titles, its service is now aimed primarily at public libraries. That it is well thought of in this connection is indicated by such representative opinions as the following: Wheeler and Goldhor speak of its promptness and add, "Its judgments are perceptive of library needs . . . and the
annotations are extremely well done.” Carter and Bonk point out that “the Service is very widely used by public librarians as a primary selection tool.” Several years ago Merritt testified to the promptness of Kirkus’ reviews, finding that in the year 1948, over 86 percent of them appeared before the respective publication dates of the books reviewed. Kirkus’ record on this score was found to be much better than The Booklist and Library Journal.

Because it started as a tool for booksellers, before adding material of direct interest to libraries, The Kirkus Service usually is considered as a help primarily for public libraries, as suggested by Carter and Bonk, but is it relevant also to college libraries? Seeking an answer to this question, the authors decided to take as a standard the new Books for College Libraries, which is “a selected list of approximately 53,400 titles based on the initial selection made for the University of California’s New Campuses Program and selected with the assistance of college teachers, librarians, and other advisers.” How many recent books reviewed by Kirkus actually were chosen for BCL? Because this guide includes titles published prior to the year 1964, the Kirkus reviews appearing in 1962 were used as a checklist. All adult nonfiction reviews were examined, except for special sections such as Lenten Religious supplements. The results of the check are given in Table 1.

**TABLE 1.**

**Numbers and Percentages of Nonfiction Books Reviewed by Kirkus in 1962, Found Also in Books For College Libraries, by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Nonfiction Reviews in Kirkus</th>
<th>Number of Titles Found in Both Kirkus and BCL</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>100</td>
<td>43</td>
<td>43.0</td>
</tr>
<tr>
<td>February</td>
<td>129</td>
<td>41</td>
<td>31.8</td>
</tr>
<tr>
<td>March</td>
<td>99</td>
<td>30</td>
<td>30.3</td>
</tr>
<tr>
<td>April</td>
<td>105</td>
<td>41</td>
<td>39.0</td>
</tr>
<tr>
<td>May</td>
<td>63</td>
<td>19</td>
<td>30.2</td>
</tr>
<tr>
<td>June</td>
<td>76</td>
<td>24</td>
<td>31.6</td>
</tr>
<tr>
<td>July</td>
<td>141</td>
<td>42</td>
<td>29.8</td>
</tr>
<tr>
<td>August</td>
<td>179</td>
<td>51</td>
<td>28.5</td>
</tr>
<tr>
<td>September</td>
<td>183</td>
<td>66</td>
<td>36.1</td>
</tr>
<tr>
<td>October</td>
<td>56</td>
<td>18</td>
<td>32.1</td>
</tr>
<tr>
<td>November</td>
<td>92</td>
<td>31</td>
<td>33.7</td>
</tr>
<tr>
<td>December</td>
<td>113</td>
<td>44</td>
<td>38.8</td>
</tr>
<tr>
<td>Totals</td>
<td>1336</td>
<td>450</td>
<td>33.7</td>
</tr>
</tbody>
</table>

One-third of the general adult nonfiction titles reviewed by Kirkus in 1962 were recommended by BCL in 1967 (really about 1965). Consequently, it would appear that this service is indeed quite relevant to academic collections. Further because of the promptness of its reviews, Kirkus should be considered by college librarians as a potential book selection device.
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Optimum Distribution of Centrally Processed Material

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The problem of determining a minimum cost route for the distribution of centrally processed material is shown to be similar in structure to the classical “traveling salesman problem.” Although an efficient procedure for a unique optimum solution of this problem has not yet been discovered, there is described and illustrated a simple procedure for obtaining a near-optimum solution, quite accurate enough for pragmatic library purposes.

The Library Problem

When a library system with several separate service points uses centralized processing, it is necessary to transport the processed material from the point of processing to the various service points. Normally such a system would also distribute routine supplies from a central point. Finally, many library systems, particularly public libraries, allow books borrowed from one branch to be returned at any other branch. In all these cases a similar transportation problem is involved. In the typical situation a truck, go-cart, or the like will at some regular interval begin from some point in the system (probably where the centralized processing is done, or where the vehicle storage and maintenance facilities are located), visit each service point receiving processed books, supplies, or having books to be returned to or from some other branch, and then return to the original starting point. It is of course desirable to make this tour at minimal cost.

The Traveling Salesman Problem

This library problem is similar in structure to the classical “traveling salesman problem.” A salesman, starting from a given city, wishes to visit each of a specified group of cities once and only once and return to the original point of departure. In what order should he travel the cities in order to minimize the total distance traveled? In the library version of this problem, we are concerned with the cost rather than the distance. Since a longer distance may sometimes be economically superior to a shorter distance (because of freeways, traffic density and the like) we will, for library applications, replace distance by cost. With this one change the solution of the library problem described above is identical to that

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of the traveling salesman problem. The only data required for solution are the costs of transport between all pairs of service points to be visited.

Although simple to state, the traveling salesman problem has proven difficult to solve. The number of logical possibilities is far too great to make trial and error practicable; and an efficient algorithm for a unique optimum solution has not yet been established. (Those readers interested in the mathematical details are referred to the bibliography.) It is possible, however, to achieve a near-optimum (i.e., near-lowest cost) solution, quite accurate enough for pragmatic library purposes, by means of an elementary procedure requiring no mathematical background.

**A Simple Solution**

This procedure is best explained by means of an example. Suppose that a library system uses centralized processing, done at the main library (A), and that these materials must then be distributed among eight branches (B-I), each in a different location. The first step is to arrange the cost of transport between each of these nine locations in a square, as shown below.

![Cost Matrix](image)

The cost of transport between two points is, in this example, considered to be identical regardless of the direction of travel. Each cost is therefore listed twice—once for each direction. For example, the 1.6 cost of transport from A to D is listed in the D column of row A and the identical D to A cost in the A column of row D. (If the costs varied with the direction, the method would work just as well. There would simply be twice as many separate costs, each listed once, with regard both to points and direction.) The costs running along the upper left to lower right corner diagonal, from row A column A to row I column I, are made infinitely large. This is because it makes no sense to say we traveled from

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A to A, or B to B, and so on. By making these cases infinitely great in cost we exclude them from any possibility of being included in a near-optimum lowest cost route.

Once the cost square is set up, we proceed as follows. Pick the row representing your starting point. On this row locate and circle the lowest cost. In the example the starting point would be row A, representing the main library, and the circled lowest cost would be 0.8, in column I. (See solution below.)

<table>
<thead>
<tr>
<th>FROM</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Inf.</td>
<td>4.8</td>
<td>2.0</td>
<td>1.6</td>
<td>2.8</td>
<td>3.3</td>
<td>4.9</td>
<td>2.3</td>
<td>0.8</td>
</tr>
<tr>
<td>B</td>
<td>4.8</td>
<td>Inf.</td>
<td>3.6</td>
<td>5.6</td>
<td>6.8</td>
<td>1.9</td>
<td>9.6</td>
<td>2.8</td>
<td>5.6</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>3.6</td>
<td>Inf.</td>
<td>2.1</td>
<td>4.3</td>
<td>2.0</td>
<td>6.3</td>
<td>2.1</td>
<td>2.8</td>
</tr>
<tr>
<td>D</td>
<td>1.6</td>
<td>5.6</td>
<td>2.1</td>
<td>Inf.</td>
<td>4.0</td>
<td>4.1</td>
<td>4.3</td>
<td>3.5</td>
<td>1.9</td>
</tr>
<tr>
<td>E</td>
<td>2.8</td>
<td>6.8</td>
<td>4.3</td>
<td>4.0</td>
<td>Inf.</td>
<td>6.2</td>
<td>4.3</td>
<td>4.1</td>
<td>2.2</td>
</tr>
<tr>
<td>F</td>
<td>3.3</td>
<td>1.9</td>
<td>2.0</td>
<td>4.1</td>
<td>6.2</td>
<td>Inf.</td>
<td>8.3</td>
<td>2.3</td>
<td>4.5</td>
</tr>
<tr>
<td>G</td>
<td>4.9</td>
<td>9.6</td>
<td>6.3</td>
<td>4.3</td>
<td>4.3</td>
<td>8.3</td>
<td>Inf.</td>
<td>7.1</td>
<td>4.2</td>
</tr>
<tr>
<td>H</td>
<td>2.3</td>
<td>2.8</td>
<td>2.1</td>
<td>3.5</td>
<td>4.1</td>
<td>2.3</td>
<td>7.1</td>
<td>Inf.</td>
<td>2.9</td>
</tr>
<tr>
<td>I</td>
<td>0.8</td>
<td>5.6</td>
<td>2.8</td>
<td>Inf.</td>
<td>2.2</td>
<td>4.5</td>
<td>4.2</td>
<td>Inf.</td>
<td>2.9</td>
</tr>
</tbody>
</table>

Since the first leg of the tour was from A to I, the second leg clearly must begin at I. The lowest cost in this row is also 0.8, in column A. But since each branch is to be visited just once we know we cannot return to A except to terminate the tour. We must therefore bypass this cost and circle instead the next lowest cost representing a branch which has not already been visited. In this case this cost is the 1.9 of column D. Now proceeding to row D we must bypass the 1.6 and 1.9 and circle the 2.1 of column C. And so on. The near optimum tour turns out to be the visitation order A → I → D → C → F → B → H → E → G → A. Notice as a check that no two circles lie in the same row or column.

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Library Resources & Technical Services
Commercial Processing Firms: A Directory*

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Library of Congress Office
Oslo, Norway

History

COMMERCIAL CATALOGING in its modern connotation is ten years old. Yet the concept is not new. It was proposed as early as 1872.¹ The Library of Congress offered copies of its catalog cards for sale in 1901 and the H. W. Wilson Company began its card service in 1938. However, its modern development, combining both catalog cards and book preparation, dates from 1958. The expansion from one firm in that year to over fifty in 1968 indicates the phenomenal growth of the commercial cataloging industry during the past ten years.

It is no mere coincidence that this same period showed a rise in school expenses from 20.5 billion dollars in 1955 to 44.8 billion dollars in 1966. College spending in the same period rose from 5 to 15.2 billion dollars.² Included in these expenditures was the creation of 10,000 elementary school libraries and 1,000 junior and senior high schools.³ These new library facilities required books and librarians. The abundance of the former and the shortage of the latter created an acute situation and was one of the stimuli to the growth of commercial cataloging.

In all libraries the manpower shortage has been crucial. Catalogers, especially, have been in short supply. Accelerated educational programs, increased student use of libraries, and the growing number of research projects required more books, which in turn had to be cataloged. The demands of an increased and more varied program of activities both in the library and out in the community have left little or no time for librarians to catalog the new books.

Some schools and colleges found that funds were available for books but not for additional professional personnel. The solution was to buy a fully cataloged and processed book.

The formation of library systems resulted in centralized book purchasing to realize more advantageous book discounts. This quantity buying led book jobbers into commercial cataloging.

In the United States the annual book production more than doubled during this same period, increasing from 14,000 titles in 1959 to 30,000

in 1967. Another statistic reveals that total book sales approximated $2.5 billion in 1967, a growth of 10 percent over 1966.4

But the greatest stimulus was the availability of federal funds through the Elementary and Secondary Education Act (ESEA), the National Defense Education Act (NDEA), the Library Services and Construction Act, and certain provisions of the Economic Opportunity Act. A summary of the first annual report on Title II of ESEA, covering fiscal 1966, indicates library expenditures of $61.8 million for books and $14 million for audio-visual materials. An additional $4.1 million was spent for the processing of library materials. Two-thirds of the Title II money was spent by elementary schools. A total of 3,637 (3,378 elementary and 259 secondary) new public school libraries were established with an additional 42,246 elementary and 19,577 high school libraries expanding their collections.6

Fiscal 1967 saw these figures rise to 4,850 (4,260 elementary and 590 secondary) new public school libraries being established with 48,672 elementary and 21,924 high school libraries being expanded. A little less ($61.6 million) was spent on books, but $20.2 million was expended for audio-visual materials and $5.7 million for processing of library materials.6 These statistics explain the concentration of commercial processing firms on school libraries and the recent interest in commercial cataloging of audio-visual materials.

The acquisitions by libraries generated by these conditions exceeded their capacity or ability to organize the materials for immediate use. Smaller school, college, and public libraries were especially caught in the processing squeeze, and desperate school principals and library administrators sought rescue from these troubled waters. Book jobbers and publishers, motivated by thoughts of business expansion, profit, and public relations, quickly set sail in a variety of ships. The response was immediate. One publisher stated in 1961 that he had to sell cards in order to sell books. This is even more true today. Competition is forcing book dealers and publishers into the cataloging field against their will. It may also attract those who want to get on the economic bandwagon but who may not be interested in libraries. These factors in turn affect the quality of the cataloging and processing. Some firms are not particularly service minded. Many companies have been hampered by the same problems of space and staff turnover that exist in libraries. Others have discovered that cataloging is expensive. They have either instituted economies that are reflected in their services or have sought additional operating capital.

Funds have been forthcoming from the big corporations. They were waiting in the wings, having been attracted by the educational market, which Nelson Associates estimates at 6.5-7.0 percent of the gross national product. Libraries are a part of this educational market. Thus the merger trend, evident in other industries and a part of the economic development of our times, came to book publishing and book selling and so to commercial cataloging. Although consequences of this super-
structure have already been seen in publishing, the effects on the commercial cataloging sector are not yet too visible. But effects there will be. Big business emphasizes profits, and its divisions, including the commercial cataloging/processing firms, must make a respectable entry on the companies' balance sheets. Profits demand standardization and uniformity. Commercial cataloging could use both, but not if pursued solely for profit with no regard to quality or usefulness of the product. To find the member in the hierarchy responsible for poor service may be difficult.

Industrial genealogy is as interesting and as complicated to trace as the more personal variety. The Science Press is a subsidiary of the Printing Corporation of America which in turn is a part of American Can Corporation. A. C. McClurg with its subsidiary, Carl J. Leibel, is a subdivision of Mercantile Industries (a diversified financial service), or was until its acquisition by Bro-Dart, Inc. in August, 1968. Documentation, Inc. is a part of Leaseco Data (a lessor of computer and data processing equipment and services). Graflex, Inc., a subsidiary of Singer Company, recently acquired the Specialized Services & Supply Company of Cincinnati. The Society for Visual Education is also a subsidiary of Singer Company. These examples reveal how far removed some of the parent corporations are from libraries and from an understanding of their problems.

Xerox Corporation owns both Professional Library Service and Library Journal Cards, Inc. This has resulted in some changes. Professional Library Service will only be involved in the production of computerized book catalogs, audio-visual cataloging, and the preparation of special bibliographies. Library Journal Cards will prepare kits for elementary schools, including the a/v kits previously made by PLS. University Microfilms, another member of the Xerox family, assumed the book cataloging and processing program for a contemporary high school list and a college book program. Ingram Book Company (formerly Tennessee Book Company) along with its New Orleans Office (formerly Jenkins Book Company) offers a cataloging service that is produced by one of its subdivisions. This division, National Book Cataloging and Processing Center, announces its service as if it were an independent company with no mention of its parent firm. As already noted, Bro-Dart, Inc., announced the acquisition of A. C. McClurg & Company, and this no doubt will produce changes at the latter's cataloging division, Carl J. Leibel.

Some publishers and wholesalers do not perform their own cataloging and processing but subcontract for the services which they offer. Metro Litho Company of Chicago and Specialized Service & Supply Company of Cincinnati are such subcontractors. Other firms merely copy cataloging information available from a variety of sources and sell it as their own. This lack of original cataloging limits the extent of their services. Publishers' services too are limited since they catalog only their own publications.

The commercial cataloging/processing firms offer a long and varied bill of fare that is served plain or fancy and that can be ordered a la
carme or table d'hôte. The menu ranges from a free card to a completely cataloged and processed book. These books can be purchased singly or as a complete library, installed and staffed. The choice lies between do-it-yourself and instant libraries. The average industry entrée may be described as a school library book cataloged with title page form of name entry, abridged Dewey classification, and Sears List of Subject Headings; processed with a plastic jacket, spine label, and pocket pasted either in the front or the back of the book. It is accompanied by a set of catalog cards, with or without annotations, with the call number in the upper left corner, and with the subject headings typed or printed in black capital letters.

With 90 percent of the ESEA Title II money being spent for school library materials, it is predictable that the majority of the companies direct their services to the school library. Libraries have become a lucrative market and it is understandable that all the companies want their share. But one wonders if there are not too many firms entering the field. They are duplicating the cataloging of the same books. Librarians have sought to eliminate this duplication through the establishment of state and regional processing centers. Now the university and research libraries expect that their current cataloging will be covered by the Library of Congress through its All-the-Books Program (for current American books) and its PL 480 and Shared Cataloging Programs (for current non-American publications).

Librarians cannot ignore these commercial efforts to supply cataloging and processing assistance but neither can they ignore the quality of workmanship. Care must be taken in selecting a service. Certainly some are better than others. Quality and quantity of cataloging varies as does the completeness of the processing. Since this directory aims to be a comprehensive register of commercial processing firms, a listing here is not a recommendation. But the itemized details of the services offered by the various companies form a basis for comparative study, and the following guidelines present points to be considered before making a choice.

Guidelines

Service—What is the nature and extent of the services offered? Cards only? Kits only? Processing only? Complete cataloging and processing? Is the service directed to a particular type of library—elementary, secondary, college, public? Is there a standard plan and custom cataloging? Standard plan refers to a basic pattern determined by the company for the cataloging and processing of its books and sold at a fixed price. Custom cataloging indicates any cataloging and processing designed to meet variations from the basic plan. Prices are dependent on the specifications demanded by the library customer. The two plans enable a library to buy its cataloging ready-made or tailor-made.

Book selection—How comprehensive is the supply of titles? Are all titles available? Or only titles from the firm's own selected list? Or only
titles from certain publishers? Are titles available at all reading levels? Or are books offered for one type of library, e.g., a school library? What percentage of your book purchases are cataloged by the firm? With the variety of cataloging offered by the various companies, it is advisable to buy from an agency that can supply many titles from many publishers. If you choose to buy from several sources, you will receive several types of cataloging/processing. Will you reconcile these differences yourself, ignore them, or pay for custom cataloging to make your cards and books uniform?

Book ordering—Must you order the books from the firm? Or may you order from other sources and have the books sent to the firm for cataloging? If the latter, what are the billing arrangements: a separate invoice from each source or will the firm bill you on one invoice for the books and the cataloging?

Cataloging—Does the firm follow accepted professional practices? All firms claim that they do but some simplify the rules more than others. Title page form of name entry is used almost exclusively. This results in variations in the entry for a single author if his name is printed differently in his books, e.g., Smith, J. J.; Smith, James J.; and Smith, James John. Only a few firms maintain name authority files, and cross-references for names and subjects are seldom furnished. You must make them yourself. If the firm does not find cataloging copy on LC, Wilson, or other cards, it may add an extra charge for original cataloging, report the book unavailable, or send the book uncataloged. In the latter case, the library will have to do the cataloging. Also to be considered are the gift books, pamphlets, and the so-called free and inexpensive materials which a library acquires. Who will catalog these? The firms do not advertise cataloging for these materials.

Classification—The customer should be aware that classification may not be consistent. The firms follow the latest editions of the classification schedules with the resulting complications of new and changed numbers. Notification of these changes are not made to the customer. If a firm does not do its own cataloging and classification but copies from other cards, the classification will undoubtedly be inconsistent. A combination of LC, Wilson, and LJ cards will blend numbers from both the abridged and unabridged editions of Dewey. Changes also occur in the LC classification. If your library follows the LC classification, it is recommended that you accept the whole number. What symbols are used for biography, easy books, fiction, etc.? Do they fit your needs? You should consider the standard classifications carefully since variations from them carry extra charges. When you contact a firm for information, you will receive a questionnaire to indicate your choices, but there may be no statement on the form pointing out which specifications cost more or which are included in the standard plan. Ask first or later you may pay more than your budget allows.

Subject headings—Consistency is also a factor here. If a firm uses a

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combination of the cards available on the market, the customer may receive a blending of Library of Congress and Sears subject headings. The latest editions of the subject heading lists are always used; and, as in the case of classification, neither adjustments are made nor notification is given of the changes.

**Author notation**—One, two, or three letters of the author's surname are used. The first letter only or all the letters may be in upper case. However, variety here should not cause serious problems in your shelving. It is certainly not the most important point nor the deciding factor in selecting a firm.

**Catalog cards**—Ask for a sample set. Most firms send one along with their promotional literature. You will be able to judge the appearance of the cards but not necessarily the quality of the cataloging. It should be noted that cards from different firms may not be alike. Some companies intentionally vary indentions by one space, or use bold face type, or in some other way make their cards different. By this means they can obtain a copyright and so prevent other firms from photoduplicating their cards. Some carry annotations; others do not. Subject headings are printed or typed in black capital letters. Some firms provide extra unheaded cards free, while others do so only on request or at an extra charge.

**Processing**—What are the details of the standard plan? Any variation that you order—location of pocket, position of spine label, ownership stamp, etc.—may carry an extra price tag and could amount to a considerable sum on a large order. For example, a request for accessioning can cost 15 cents per book. Subject headings typed in red cost 15 cents per card. The latter is certainly a needless and expensive luxury.

**Price**—Evaluate and analyze the price for cataloging/processing in relation to services offered. Does it cover full cataloging and processing or merely the application of another firm's kit to a book? Is there a minimum order requirement? Are the books discounted? Some are not. The price of the book and the cost of cataloging/processing may be listed separately, but some firms discount the book, add the price of processing, and quote a list price in their catalogs. The efforts to include discounts in the directory were finally abandoned. If you have a large order, you may want to negotiate a contract. However, it is not advisable to submit cataloging to bids. You risk changing vendor from year to year and receiving different kinds of cataloging, perhaps different classifications for an additional copy or a different edition of the same title. The latter can happen even from the same vendor. Some libraries report that they have been able to obtain a larger percentage of their book orders locally or directly at a better discount and more quickly than from a commercial processing firm. These libraries probably find a kit service more practical. What are your own cataloging costs? In determining this you must not only consider personnel, materials, and equipment, but also such expenses as light, heat, rent, depreciation, etc. Compare prices carefully. The presi-
dent of one of the firms wrote: "It seems that we commercial catalogers offer a basic plan primarily so we can make it appear that our price is low."

Delivery time—Promptness is the important factor here. In the directory the information under "Delivery time" covers the period from receipt of a purchase order by the company to the shipment of the books to the customer. From the library viewpoint this is the elapsed time from the placement of the order until the book is placed on the shelf ready for the patron. How long was this time interval when your library did its own ordering, cataloging, and processing as compared with the performance of the commercial processor?

Professional supervision—Buy a service supervised by a professional librarian, especially one with cataloging experience. In this directory this is indicated by "librarian" and "librarian/cataloger" respectively. It must be kept in mind that the librarian works for the company, follows company policy, and is impersonal toward your library.

Field representatives—These are salesmen, not librarians. They cannot or should not be expected to solve or advise on library problems. They sell books and know all the requirements for spending federal funds, but they are not library consultants. However, some firms do send their librarians on consulting assignments. If you wish such a service, investigate the qualifications of the consultant.

Book catalogs—Compare the various book catalogs in format, appearance, and frequency. Is the firm able to carry the project to completion? In discussions with the firm, specify whether you are interested in cataloging and printing, or only printing. In the latter case, you will provide the cataloging information. Book catalogs represent a considerable investment. Ask the firm to supply sample pages or a list of libraries for which it prints book catalogs. Consult with other librarians and benefit from their knowledge. The contract you negotiate should specify every detail: format of the catalog, frequency, cataloging input, cross-references, penalties for errors, and late delivery, etc.

Customer satisfaction—A consumer report is difficult to obtain. Ask the librarians in your area if they have used or are using one of the commercial services or if they know of a library that has. In this way you can profit from their experience.

Further Considerations

Librarians should remember that in buying a cataloging and processing service they are not buying book selection. It is true that many titles in the dealers' catalogs are selected from recommended lists, but hopefully the responsibility for book selection will not be abdicated to the convenience of list buying. Book selection is a local professional responsibility to be exercised in the light of the needs and interests of the local community. As Ruth Warncke, Deputy Executive Director of the
American Library Association, stated in an address to the Chicago Book Clinic: “Selection is the essence of librarianship. . . . A librarian can buy an ‘opening day’ selection with certain obvious books but this is like having only two cups of flour—an essential ingredient but no cake.”

Brochures and promotional literature should be recognized and evaluated as advertisements. Processing firms would make a contribution if they dated their literature, used standard library terminology, and stated specifically what was included in the standard price and what was extra. Other factors being equal, profit will take precedence over professional considerations. “Original cataloging is done by professional librarians.” This claim is subject to interpretation. All firms are dependent on outside bibliographical aids. Some state the fact (others do not) that they use cards from LC, Wilson, LJ, etc., as the basis for their cataloging. If no cards are available, they either hold the book for LC or other cataloging copy or send the title uncataloged. If the firm performs original cataloging, it may charge extra for this even though this is not always stated in the literature.

In most cases the work is done by professional librarians but not always by a librarian with administrative experience in a large cataloging or technical services department. In the opinion of this writer this experience is essential in the large processing centers operated by private industry. In other firms “professional librarians” refers to only one librarian; in still others, to a sales manager or a former library clerk. This writer was somewhat disturbed to have the question of the use of the ALA Cataloging Rules for Author and Title Entries and the Rules for Descriptive Cataloging in the Library of Congress (before the publication of the Anglo-American Cataloging Rules) answered with the statement: “either or both!” Of course, the services offered determine the qualifications of the staff. If a firm supplies cards or kits prepared by another firm or merely performs the task of pasting book pockets, etc., from these kits on the books, then a clerical staff is sufficient.

“All you do is file the cards.” This is the ideal to be expected from a complete cataloging and processing service. However, buying a commercial service is not the same as having a cataloger on your premises. To be useful and usable, a catalog must have consistent entries and some connective structure. The former is not guaranteed and the latter is not obtainable. Most companies offer no name or subject cross-references. The latter can be partially supplied by placing a copy of Sears List of Subject Headings or LC’s Subject Headings at your card catalog for reference. Name cross-references are not so simple. Title page form of name entry and lack of authority files result in inconsistencies in author entries. In addition to making cross-references and changing the more glaring of the inconsistent entries, a librarian may have to correct typing errors or supply a missing pocket. Competition is healthy. It is the American way of life. But librarians should make it serve them by refusing to accept careless workmanship.

Each title is a separate item in a firm’s inventory, and as such it is
cataloged as a unit by itself without relationship to any other book, even if that book is another edition of the same title, is on the same subject, or is by the same author. Libraries have reported inconsistencies in the classification numbers and subject headings for two different editions of the same title as well as two similar books on the same subject. One library received five Dr. Seuss books classified as “easy” while the sixth was labeled as fiction. This is the result of item by item cataloging in contrast to the integration of titles into an existing collection.

In her study on processing centers Sarah Vann found that ten libraries that had used commercial cataloging firms for periods ranging from one month to five years gave the following reasons for discontinuance of the service:

“More expensive than processing books ourselves.”
“We tried—but unfortunately the major portion came with a little card reading, ‘Sorry, we cannot supply cards for this title.’”
“We also tried—but had to make so many additions or changes that it was not practical.”
“Slow service.”

Every coin has two sides, and some criticism should also be directed toward the customer. There may be too much revision of cards on the part of some librarians. Outside observers, that is, nonusers, of commercial cataloging have lamented the lack of standardization. However, the customer, or user, revels in the availability of cataloging tailored to his exact specifications, and so must assume some of the blame for lack of uniformity. When a librarian will pay fifteen cents extra per card to have subject headings typed in red, or will take his business elsewhere if he cannot have biography classified in 92 instead of B, or cannot have the book pocket pasted on the front flyleaf, then the company will yield to his demands. In business the customer is always right even if he is wrong (except when he requests the use of Dewey, 10th abridged edition in 1968). Human nature, competition, and the profit motive will cater to the fancies of the client and thus perpetuate colorful local practices.

Mention has been made that a library may have to perform some cataloging. However, altering a book and its cards to fit local practices defeats all the advantages derived from centralized cataloging, be it local or commercial. If changes are to be made, they should be made from the old to the new. The reverse is a never-ending job and a losing venture.

The companies state that they would welcome standardization and conformity. Variations in processing interfere with an even work flow and with efficient assembly line techniques. Standardization should result in reducing cataloging costs which, one hopes, would be passed on to the customer. Is it not possible for the library community to arrive at a consensus on such matters as the placement of the pocket, the use of plastic jackets, the location of spine labels, the type of book cards, the number of letters in the author notation, and the classification of biography, fiction, and easy books? Standardization of these items should make both

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seller and buyer happier. Books could stand on the dealers' shelves pre-cataloged and preprocessed ready to ship immediately upon receipt of a library's order. Now processing and some cataloging must await a library's purchase. This causes delay, and delay is the primary complaint directed against the companies. Firms explain that their tardiness is due to customer requests, to slow mail service, and to delays in receipt of books from publishers and receipt of cards from the Library of Congress.

Standards are needed in another area as well. Commercial cataloging of non-book materials is developing rapidly and in a slightly different way than the commercial cataloging of books. Processing firms do not serve as jobbers for audio-visual materials as they do for books. Therefore, they are considering contractual agreements with the producers of audio-visual media rather than with libraries. With only one customer to please for each item cataloged, the cataloging firms can set up assembly-line methods resulting in efficient and more economical operations.

But variety in cataloging is not eliminated. It is shifted from the specifications demanded by the library customer to the wishes of the a/v producer and the decisions of the commercial cataloging firms. Librarians are not in agreement about the treatment of a/v materials as their several manuals on the subject testify. It is little wonder if commercial catalogers develop varied practices. The companies have expressed a willingness to work with this compiler on book processing standards, and they are apparently interested in standards for the handling of non-book media. Instead of producing more manuals, all interested parties should agree on one set of procedures centered around one set of cataloging rules. If the Anglo-American Cataloging Rules are not adequate, they should be revised until they are. The ALA Descriptive Cataloging Committee and the ALA Committee on Instructional Materials should join forces, or appoint a subcommittee, to work on such a project. The time would seem to be ripe for the library profession to develop standards for both book and non-book cataloging and processing.

If librarians cannot agree on some form of standardization, the initiative may come from outside. The commercial processing firms might agree on a specific pattern and hold firm against all requests for change. This should not lessen competition. There seems to be ample business for all.

Uniformity is basic to economical centralized cataloging and processing operations whether nonprofit or commercial. It is even more essential in the emerging one world of librarianship. Library systems must become compatible. Many factors point to this: state-wide or universal library cards, cooperative library projects, the national and international exchange of cataloging information, and, last but not least, automation with all its implications for technical services. At the midwinter meeting of ALA in 1968Sir Frank Francis of the British Museum stated, "The achievements of adequate bibliographic control transcend what we each do in our own small corner of the library world."

The following directory lists companies that offer some type of cata-
loging and processing service on a commercial basis and it provides comparative descriptions of their services. Again the compiler emphasizes that a listing herein does not constitute a recommendation. The first directory (Library Journal, April 1, 1964) listed fourteen firms. In the past two years 128 book and audio-visual companies have been contacted, resulting in the registration of over fifty names in this second directory. With this revised edition as a basis, the compiler hopes to issue supplements with corrections and additions on a regular (perhaps annual) basis.

All cataloging companies known to the compiler, as of January 1969, are included. However, it is an exercise in detective work to discover the sources for catalog cards and kits. Names of firms have been obtained through reading advertisements in library periodicals, visiting ALA exhibits, and investigating suggestions received from librarians. This second edition has been expanded to include card reproduction services and those firms that supposedly offer a cataloging service but in reality do not. Also included are the names of firms participating in the LC Cards-with-Books Program and those companies subscribing to and/or selling LJ cards. Omitted at its own request is one smaller firm in California that could not handle any increase in business. Other omissions may be due to the fact that the firms did not answer the compiler's request for information. Any agency that has been omitted is herewith extended apologies and requested to send information to the compiler, c/o RTSD, American Library Association, 50 East Huron Street, Chicago, Illinois 60611. Corrections of information and suggestions for improvement of the directory are requested both from the commercial firms and from librarians. The purpose of the directory is to be of service to librarians.

Information has been obtained through correspondence and personal contact. To provide the details listed in the directory, companies were asked to complete a questionnaire and to send their promotional literature. Plans made by the compiler to visit all the commercial firms proved impossible. Those that were visited by the author and other catalogers are indicated with a statement at the end of the descriptive matter. Grateful acknowledgement is made of the assistance and cooperation of the following catalogers who generously answered the call for help and visited firms in their areas (Massachusetts, Pennsylvania, and Montreal): Margaret Brown, Laura Colvin, Frances Hinton, Audrey Smith, and Laura Van Bellen. Sincere thanks are also extended to Mary Dodendorf, Mary Gaver, Maurice Tauber, and especially Elizabeth Rodell for suggestions and encouragement. An expression of thanks is due also to all the commercial processing firms. Without their cooperation and assistance this directory would not be in print. The firms, with but few exceptions, have reviewed the information on their services. Although the directory is compiled at the request of the ALA Resources and Technical Services Division, the opinions and comments are the sole responsibility of the compiler.
REFERENCES

7. Sutherland, Dorothy B. “Chicago Clinic Opens Show and Hears Librarian’s Opinions,” Publishers’ Weekly, 192:78 (July 1, 1968).

DIRECTORY OF COMMERCIAL PROCESSING FIRMS

Advance Reproductions
1508 Elmwood Avenue
Evanston, Illinois 60201
Catalog card reproduction service has been discontinued.

Alanar Book Processing Center
1609 Memorial Avenue
Williamsport, Pennsylvania 17701

Bro-Dart, Inc.

ALESCO (American Library and Educational Service Company)
21 Harristown Road
Glen Rock, New Jersey 07452
Telephone: (201) 652-4338
Began cataloging service: 1961
Includes former Catholic Library Service of Paulist Press
Selection and ordering of processed books
From firm’s own catalog
Elementary and secondary schools
Cataloging
Anglo-American Cataloging Rules
Title page form of name entry
Authority file for names
Cross-references made from real to pseudonymous names
Other name references made when considered important
Classification
• 220 •

Library Resources & Technical Services
Delvey, latest abridged ed.
Special
  Fiction F
  Short story collections SC
  Easy books E
  Individual biography 92
  Collective biography 920
Subject headings
  Sears, latest ed.
  Kapsner's Catholic Subject Headings used where applicable
  Cross-references made when considered important
Author notation
  First 3 letters of author's or biographee's surname for fiction and biography
  First letter of author's surname for nonfiction
  None for easy books and short story collections
Cards
  Print own cards
  Call no. and headings printed at top of cards
  Annotations or contents
Processing
  Date due pocket printed with call no., author, and title
  Attached front or back flyleaf or unattached per library request
  Book card printed with call no., author, and title
  Spine label attached 2 inches from bottom of book
  Plastic jacket attached
Price
  Processing $1.00 per book
Delivery time
  90 days
Supervisor of cataloging
  Librarian/cataloger
Visited 1966

92 Schoenbrun, David
GAU The three lives of Charles de Gaulle. Atheneum, 1966
[c1965]
373p.

Charles de Gaulle as a soldier of France's Third Republic, the liberator of the Fourth Republic, and the creator of the Fifth Republic—an enigmatic man who has outlived most of his contemporaries and whose political strength puzzles many. Biog. note about auth. p. [374]

1. Gaulle, Charles de, President France 1. T x De Gaulle, Charles

ALESCO
5-BB-438

Volume 13, Number 2, Spring 1969

* 221 *
**AMERICAN LIBRARY AND EDUCATIONAL SERVICE COMPANY**

21 Harristown Road
Glen Rock, New Jersey 07452

see

**ALESCO**

**AMERICAN LIBRARY LINE**

654-8th Street NW
P. O. Box 2442
Telephone: (404) 874-6868
Atlanta, Georgia 30318

Cataloging/processing service discontinued in July 1966. See entry under National Book Cataloging and Processing Company, its former Processing Division.

**AMERICAN PUBLISHERS CORPORATION**

1024 W. Washington Blvd.
Chicago, Illinois 60607
Telephone: (312) 666-6484

Began cataloging service: 1964

Selection and ordering of processed books
- From firm's own catalog

**Cataloging**

- *Anglo-American Cataloging Rules*
- Title page form of name entry

**Classification**

- Dewey, latest abridged ed.
- Special
  - Fiction: Fic
  - Short story collections: SC
  - Easy books: E
  - Individual biography: B or 92
  - Collective biography: 920

**Subject headings**

- *Sears*, latest ed.

**Author notation**

- None

**Cards**

- Print own cards
- Unit cards only supplied
- Annotations
- Extra cards supplied free

**Processing**

- None

**Kits**

- Unit cards plus pocket and spine label with pressure-sensitive adhesive

**Price**

- Included in price of book as listed in catalog
- No minimum order

**Delivery time**

- 2-4 weeks

**Supervisor of cataloging**

- Librarian/cataloger

- 222 -

*Library Resources & Technical Services*
Smith, Theresa Kalab

Peppy, written and illus by Theresa Kalab Smith. Steck-Vaughn, 1965

38 p illus

Peppy and two of his forest friends have great fun dressing up like circus animals, until an eagle appears and the animals try to run.

1. Monkeys — Stories 2. Animals — Stories 1. Title

E; Fic

American Pub Corp
Chicago, Ill

ASSOCIATED LIBRARIES, INC.
229-33 N. 63rd Street
Philadelphia, Pennsylvania 19139
Telephone: (215) GR 6-3200
Began cataloging service: 1960
Selection and ordering of processed books
  From firm's own catalog
  Juvenile books. Elementary schools
Cataloging
  Anglo-American Cataloging Rules
  Title page form of name entry
Classification
  Dewey, latest abridged ed.
  Special
    Fiction F
    Short story collections F
    Easy books E
    Individual biography B
    Collective biography 920-928
Subject headings
  Sears, latest ed.
Author notation
  First 3 letters of author's or biographee's surname
Cards
  Print own cards
  Call no. and headings printed at top of cards
  Annotations
Custom cataloging
  Available only on very large orders
Processing
  Date due pocket printed with call no., author, and title
  Attached inside back cover
  Book card printed with call no., author, and title

Volume 15, Number 2, Spring 1969
Spine label attached 1 inch from bottom of book
Plastic jacket attached—15 cents extra charge
Prebinding available—extra charge

Kits
Set of cards plus 2 extra unheaded cards, book pocket and card, and spine label

Prices
- Cards (sold only with books) 12 cents per set
- Kits (sold only with books) 29 cents
- Processing without plastic jacket 60 cents
- On orders of less than 15 books 10 cents service charge per book

Delivery time
3 weeks

Supervisor of cataloging
Librarian
Visited 1967

Colby, C.B.
186p. illus.

Facts about common animals such as beavers and squirrels and facts about uncommon animals such as armadillos, hyrax, and okapis.

1 Animals - Habits and behavior I Title 591

Col

Associated Libraries, Inc.

ASSOCIATION OF ATLANTIC UNIVERSITIES LIBRARY PRINTING CENTER
St. Mary's University Library
5932 Inglis Street
Halifax, Nova Scotia, Canada
see
St. Mary's University Library

AUDIO CARDALOG
P. O. Box 989
Larchmont, New York 10538
Began cataloging service: 1958

Selection and ordering
A periodical (monthly September-June) providing reviews and appraisals of 40 spoken word recordings in all subject fields on 3 × 5" punched file cards each month. Can be used as buying and selection guide.

Cataloging
Each card set includes title main entry, author and subject cards.
Subject heading list not indicated. Each card includes the following:

Library Resources & Technical Services
Synopsis (contents) of recording
Rating and appraisal (selection aid)
Utilization suggestions (age and grade level)
Record label and size
Although cards do not follow regular cataloging format, they could be used as a card catalog for the recordings.

Classification
None
Processing
None
Price
Annual subscription $30.00
Editor
Educator and audio-visual expert

MAJOR BARBARA

Synopsis: George Bernard Shaw’s play that involves a Salvation Army lass and a munitions manufacturer and points up the moral that the greatest crime is to countenance the continuing existence of poverty. Players include Maggie Smith, Robert Morley, Celia Johnson, Alec McCowen, Warren Mitchell and Gary Bond. A Theatre Recording Society presentation.

Rating and Appraisal: Excellent performance and direction of a play that has angered and elated audiences since 1905. The writing is crisp, the acting sharp and delicate as need indicates.

Utilization: The record may be used in school to introduce the dramatic work of the author and to motivate reading of this and other plays. It may be added to loan collections in school, college and public libraries and may be offered in adult education courses as an aspect of modern theatre studies.

Record Label: Caedmon TRS 319 (mono) and TRS 319S (stereo). Four 12 inch 33,3 rpm records with accompanying script and program notes.

1. Title
2. Author
3. Irish Literature

© Audio CARDALOG – 1967

BAILEY FILMS
6509 DeLongpre
Hollywood, California 90028
Offer cards for own materials prepared by Specialized Service & Supply Co.
Contact firm for information

BAKER & TAYLOR
50 Kirby Avenue
Sommerville, New Jersey 08876
Telephone: (201) 722-8000
Began cataloging service: 1966
Selection and ordering of processed books
Any title on elementary level available from this firm
From firm’s own catalog for titles on secondary level
Juvenile. Elementary and secondary schools
Cataloging
Bro-Dart, Inc.
Special Classification
Fiction

Volume 13, Number 2, Spring 1969
Short story collections  SC
Easy books  E
Individual biography  B; 92 (25 cents extra)
Collective biography  920

Author notation
First 3 letters of author's surname for fiction
First 3 letters of biographee's surname
First letter of author's surname for nonfiction

Cards
Bro-Dart; LC; print own if these not available
Call no. and headings printed at top of cards
Annotations
Extra unheaded cards supplied

Custom cataloging
Available. Computer-produced cards and kits

Processing
Date due pocket printed with call no., author, and title
Attached back; also front or unattached per library request
Book card printed with call no., author, and title
Spine label attached 2 inches from bottom of book
Plastic jacket attached or unattached per library request

Price
Kits (sold only with books)  25 cents per kit
Processing  60 cents per book
Prebinding  $1.40 per book

Delivery time
6 days  partial order
75 days  complete order

Supervisor of cataloging
Librarian/cataloger

BRITISH COLUMBIA MEDICAL LIBRARY SERVICE
1807 W. 10th St.
Vancouver, British Columbia, Canada

MEDICAL LIBRARY SERVICE

BRO-DART, INC.
1609 Memorial Avenue
Williamsport, Pennsylvania 17701
6 Edmondson Street
Telephone: (717) 376-1935
Brantford, Ontario, Canada

Began cataloging service: 1958

Academic library service (Stacey Division)
Selection and ordering of processed books
Any American and foreign title available from this firm
Books-Coming-Into-Print Program: prepublication stand. order approval service
Continuation service for annuals, books in series, etc.
Out-of-print service available

Cataloging
Anglo-American Cataloging Rules
With LC superimposition for LC cataloging
Classification
Dewey, latest unabridged ed.
LC
Special

Library Resources & Technical Services
Subject headings

LC

Author notation
First letter of author's surname; complete surname of biographee

Cards
Print own cards
Call no. and headings printed at top of cards

Custom cataloging
Available

Processing
Any style pocket printed with call no., author, and title (library if required)
Attached front or back flyleaf
Any style book card printed with call no., author, and title (library if required)
Spine label attached 2 inches from bottom of book
Plastic jacket attached

Price
LC cards 35 cents per set
Processing $1.75-$2.50 per book depending on customer specifications
Paperback rebinding $1.25 per book

Delivery time
90-120 days

Public library services including Recreational libraries
Selection and ordering of processed books
Any American and foreign title available from this firm
McNaughton Plan
Publication date delivery of popular fiction and nonfiction on a lease contract with inactive books returned and new books received monthly
New and Current Books (formerly Books for Publication Date Shelving)
Books-Coming-Into-Print Program

Cataloging
Anglo-American Cataloging Rules
With LC superimposition for LC cataloging
Title page form of name entry for Dewey/Sears cataloging

Classification
Dewey, latest unabridged ed.
Dewey, latest abridged ed.
Special
Fiction None
Individual biography B
Collective biography 920

Subject headings
Sears, latest ed.
LC

Author notation
First letter of author's surname; complete surname of biographee

Cards
Print own cards
Call no. and headings printed at top of card

Custom cataloging
Available

Processing

Volume 13, Number 2, Spring 1969  •  227  •
Any style pocket printed with call no., author, and title and library
Attached front or back flyleaf
Any style book card printed with call no., author, and title
Spine label attached 2 inches from bottom of book
Plastic jacket attached

Price
- McNaughton Plan: free
- LC cards: 35 cents per set
- Processing: $1.75-$2.50 per book dependent on customer specifications
- Paperback rebinding: $1.25 per book
- Prebinding: $1.25 per book

Delivery time
- Date of publication: New and Current Books & McNaughton Plan
  - 30-120 days
- Other book programs
  - School library, Media center, and Public library

Children’s Room Services (Bro-Dart Books; Carl J. Leibel)
Selection and ordering of processed books
Any title available from this firm

Cataloging
- Anglo-American Cataloging Rules
- Title page form of name entry
- Dewey, latest abridged ed.
- Special Fiction: None or F or FIC
- Easy books: E
- Individual biography: B or 92
- Collective biography: 920

Subject headings
- Sears, latest ed.

Author notation
- First letter of author’s surname; complete name of biographee

Cards
- Print own cards
  - Call no. and headings printed at top of cards
- Annotations

Processing
- Date due pocket printed with call no., author, and title
  - Attached back or front flyleaf or unattached per library request
- Book card printed with call no., author, and title
- Spine label attached 2 inches from bottom of book
- Plastic jacket attached

Price
- Kits (sold with books): 25 cents per kit without jacket
  - 40 cents per kit with jacket
- Kits (sold without books): 25 cents per kit
- AV kits: 35 cents per kit
- Plastic jacket only attached to book: 15 cents per book
- Processing: 60 cents per book
- Paperback rebinding: $1.25 per book
- Prebinding: $1.25 per book

Delivery time
- 30-60 days

Other services
- Cataloging of audio-visual materials

- 228 -

Library Resources & Technical Services
Machine readable cataloging records
Book catalogs
Supervisor of cataloging
Librarian/cataloger
All cataloging prepared by firm's Alanar Book Processing Center
Visited 1967

623 Lord, Beman
L Look at guns; illus. with photographs. Walck, H. Z.
(1963)
46p illus

1 Firearms 1 Title

PS 1338 Covici, Pascal, 1930-
.C65 Mark Twain's humor: the image of a world. Dallas,
Southern Methodist University Press [1962]
266 p. 23 cm.
Includes bibliography.


CCC
see
CATALOG CARD CORPORATION
CMS RECORDS, INC.
12 Warren St.

Volume 13, Number 2, Spring 1969

229
New York, New York 10007
Telephone: (212) WO 4-3380
Offers Bro-Dart a/v cards
Contact firm for information

CAEDMON RECORDS, INC.
505-8th Avenue
New York, New York 10018
Telephone: (212) 594-3122
Offers Bro-Dart a/v cards.
Contact firm for information

CANADIAN BOOK WHOLESALE CO., LTD.
1600 Midland Avenue
Scarborough, Ontario, Canada
Telephone: (416) 751-4161
Began cataloging service: 1966
Selection and ordering of processed books
Any title available
Order from this firm or other supplier
If ordered from other supplier, there is extra charge for cataloging
Elementary and secondary schools
Cataloging
Anglo-American Cataloging Rules
AA Rules used for form of name entry
Authority file for names
Classification
Dewey, latest abridged ed.
Special
Fiction
Short story collections
Easy and Picture books
Individual biography
Collective biography
Subject headings
Sears, latest ed.
Canadian headings used for Canadian content
Author notation
First 3 letters of author's or biographee's surname
Cards
Print own cards
Call no. and headings printed at top of cards
Extra unheaded cards supplied free
Processing
Pocket printed with call no., author, and title
Attached back
Book card printed with call no., author, and title
Pre-gummed date due slip unattached
Spine label attached 1 inch from bottom of book
Plastic jacket attached
Price
Processing of elementary books 69 cents per book
Processing of junior high and secondary books 89 cents per book
Processing of books ordered from other supplier $1.25 per book
Minimum order—amount not specified

Library Resources & Technical Services
Delivery time
4 months or title cancelled
95 percent of books delivered in this time period

Supervisor of cataloging
Librarian/cataloger

Other services
Audio-visual materials cataloging projected for 1969

CANADIAN LIBRARY SUPPLY CO., INC.
78 Sheppard Ave., E
Willowdale, Ontario, Canada
Telephone: (416) 223-6830

Began cataloging service: 1964

Selection and ordering of processed books
Any title available
Order from other supplier to be sent to this firm for cataloging

Juvenile, Elementary and secondary schools. Public libraries

Cataloging
Anglo-American Cataloging Rules
AA Rules used for form of name entry
Authority file for names
Copyright date used

Classification
Dewey unabridged ed.
Dewey abridged ed.
Special
Fiction
Short story collections
Easy books
Individual biography
Collective biography

Subject headings
Sears, latest ed.
LC

Author notation
First 2 letters of author's and first 3 letters of biographee's surname
Cutter numbers available with custom cataloging

Cards
Print own cards
Call no. and headings printed at top of cards
Extra unheaded cards supplied free

Custom cataloging
Available

Processing
Date due pocket printed with call no., author, and title
Attached front or back
Book card printed with call no., author, and title
Spine label attached 1 1/4 inches from bottom of book
Plastic jacket attached

Kits
Catalog cards, book pocket and card, and spine label

Price

Cards

Volume 13, Number 2, Spring 1969
Under 250 50 cents per set
Over 250 25 cents per set

Kits
Under 250 50 cents per kit
Over 250 25 cents per kit

Processing
50-250 $1.25 per book
Over 250 1.00 per book

Minimum order for books—50

Delivery time
30 days

Supervisor of cataloging
Librarian
Visited 1965

598.2 Rand, Austin Loomer
Chicago, Encyclopaedia Britannica, c1962.
unp. illus. (True to life books).

CLS/67 1 Birds. I Title.

CAPITAL LIBRARY SERVICE
133 Centerway
Greenbelt, Maryland 20770
Telephone: (301) 345-3844
Began cataloging service: 1961

Selection and ordering of processed books
Any title available
Order from other supplier to be sent to this firm for cataloging
Secondary schools. Colleges

Cataloging
Anglo-American Cataloging Rules
AA Rules used for form of name entry

Classification
Dewey  } per LC or Wilson cards
LC  }

Subject headings
Sears  } per LC or Wilson cards
LC  }

Author notation

* 232 *

Library Resources & Technical Services
Per library request

Cards
- LC or Wilson cards; print own if these not available
- Prepared per library request

Annotations

Custom cataloging
- Primary service of firm. Will supply any library request on book ordering, classification, subject headings and processing

Processing
- Plain pocket printed with call no., author, and title
- Attached inside back cover
- Date due slip attached back flyleaf
- Book card printed with call no., author, and title
- Spine label attached 1 inch from bottom of card
- Library ownership on title page

Price
- Processing $1.25 per book
- Custom Dependent on specifications

Delivery time
- One month after books received

Supervisor of cataloging
- Librarian

CARDALOG
- see

AUDIO CARDALOG

CATALOG CARD CORPORATION (CCC)
- 7940 12th Avenue, South
- Minneapolis, Minnesota 55420
- Telephone: (612) 881-2625
- Began cataloging service: 1967

Selection and ordering of cards
- Card service only. No books ordered or processed
- No catalog of titles for which cards are available is furnished
- List of cards "unable to supply" accompanies shipment

Cataloging
- Anglo-American Cataloging Rules
- Title page form of name entry
- Classification
  - Dewey, latest abridged ed.
  - Special
    - Fiction
    - Easy books
    - Individual biography
- Subject headings
  - Sears, latest ed.
- Author notation
  - First 2 letters of author's or biographee's surname
  - First 1 or 3 letters of surname also available
- Cards
  - Print own cards, computer produced
  - Call no. and headings printed or not printed at top of cards per library request

*Volume 13, Number 2, Spring 1969* 233
Gregor, Arthur S
The adventure of man; his evolution from prehistory to civilization.
Illus. by John Martinez. Macmillan 1966
184p illus maps bibl
573.2

CATALOG CARD DUPLICATION SERVICES DIVISION
GENERAL MICROFILM COMPANY
100 Inman Street
Cambridge, Massachusetts 02139
see
GENERAL MICROFILM COMPANY
CATHOLIC LIBRARY SERVICE
21 Harristown Road
Glen Rock, New Jersey 07452
see
ALESCO
LA CENTRALE DES BIBLIOTHEQUES
1940 est, boulevard Henri-Bourassa
Montreal (12e) Quebec, Canada
Telephone: (514) 381-8891
Began cataloging service: 1963
A service of the Federation des Collèges classiques, in collaboration with the
Fédération des Commissions scolaires catholiques du Québec
Selection and ordering of cards

234

Library Resources & Technical Services
Card service only. No books ordered or processed
List of books, “Choix des livres,” for which cards are available
Principally for French-language school libraries—elementary, secondary, college

Cataloging

Anglo-American Cataloging Rules
With some French language adaptations
AA Rules used for form of name entry
Some searching of names is done
Place of publication included in imprint

Classification
Dewey, latest unabridged ed.
LC

Subject headings
Vedettes-matiere Biblio
Library of Parliament Subject Headings

Author notation
Cutter numbers
LC author numbers

Cards
Print own cards
Unit cards only
Both Dewey and LC numbers listed below tracings

Processing
None

Price
“Choix des livres” (10 issues per year) $10.00 per year
Cards .30 per set
.15 per card

Delivery time
1 week

Supervisor of cataloging
Librarian/cataloger

Visited 1967

Douville, Raymond, 1905-
La vie quotidienne en Nouvelle-France; le Canada, de Champlain à Montcalm par Raymond Douville et Jacques-Donat Casanova. [Paris] Hachette [c1964]
268 p. 20 cm. (La vie quotidienne)

“Sources bibliographiques”: pp. (259)-263.


971.01
D742v

F5035
FCC : 6-47
(6)

Volume 13, Number 2, Spring 1969

235
CHILDREN'S PRESS, INC.
1224 West Van Buren
Chicago, Illinois 60607
Telephone: (312) MO 6-4200
Began cataloging service: 1963
Selection and ordering of processed books
From firm's own catalog
Juvenile, Elementary schools, Public libraries.
Cataloging
LJ cards
Processing
LJ kits
Spine label attached per library request
Plastic jacket not supplied
Price
LJ cards (sold only with books) 12 cents per set
LJ kits (sold only with books) 29 cents per kit
Processing with LJ kits 75 cents per book
No minimum order
Delivery time
3 weeks
Supervisor of cataloging
Non-librarian

CHARLES W. CLARK CO., INC.
564 Smith St.
Farmingdale, New York 11735
see
COM-PRO LIBRARY BOOK CO., INC.

COLLIER-MACMILLAN SERVICE
866 Third Avenue
New York, New York 10022
Telephone: (212) 935-5610
Began cataloging service: 1966
Selection and ordering of processed books
Only firm's own books available—Macmillan, Free Press, Collier books
Elementary and secondary schools.
Cataloging
Anglo-American Cataloging Rules
Title page form of name entry
Classification
Dewey, latest abridged ed.
Special
Fiction
None
Short story collections
None
Easy books
None
Individual biography
B
Collective biography
Unspecified
Subject headings
Sears, latest ed.
Collier's Encyclopedia, latest ed.
Author notation
First letter of author's surname; full surname of biographee
Cards
Print own cards
Call no. and headings printed at top of cards
Annotations

Processing
Date due pocket printed with call no., author, and title
Attached front or back or unattached per library request
Book card printed with call no., author, and title
Spine label attached 1/4 inch from bottom of book
Plastic jacket attached

Kits
Set of cards plus extra unheaded cards, book pocket and card, and spine label

Price
Kits (without plastic jacket) 30 cents per book
Kits (with plastic jacket) 50 cents per book
Processing 60 cents per book

Delivery time
2-3 weeks

Supervisor of cataloging
Librarian

Visited 1967, at which time changes in procedures were under consideration. No new information received in response to request.

COM-PRO LIBRARY BOOK COMPANY, INC.
564 Smith Street
Farmingdale, New York 11735
Telephone: (516) 694-4666
Firm advertises complete processing for any book from grades k through 12.
Contact firm for details

COOPERATIVE BOOK CENTRE OF CANADA, LTD.
66 Northline Road
Toronto, 16, Ontario, Canada
Telephone: (416) 751-3530
Began cataloging service: 1964

Selection and ordering of processed books
Any title in English language published or distributed in Canada, Gt. Brit. or U.S.A.
available from this firm, or
available from publisher to be sent to this firm for cataloging
Elementary and secondary schools. Public libraries. Colleges

Cataloging
Anglo-American Cataloging Rules
Title page form of name entry
Classification and Subject Headings
Dewey, latest unabridged ed. used with LC Subject Headings, latest ed.
Dewey, latest unabridged ed. used with Sears, latest ed.
Dewey, latest abridged ed. used with Sears, latest ed.
LC Classification used with LC Subject Headings, latest ed.
Canadian Subject Headings supplement LC and Sears.
Special
Fiction None
Short story collections None
Easy books E

Volume 13, Number 2, Spring 1969
Individual biography
Collective biography

Author notation
First 3 letters of author's and biographee's surname

Cards
Print own cards
Call no. and headings printed at top of cards
Unit cards available

Processing
Pocket printed with call no., author, and title
Attached back flyleaf

Book card
Adhesive label printed with call no., author, and title supplied
Spine label attached 1 inch from bottom of book
Plastic jacket attached

Price
Dewey cataloging
Cards (printed with headings and sold with book) 40 cents per set
Cards (sold separately) 40 cents per set plus 10 cents per title search fee

Processing
Library of Congress cataloging
Cards (printed with headings and sold with book) 90 cents per set
Cards (sold separately) 90 cents per set plus 10 cents per title search fee
$1.50 per book

Other services
Cataloging of audio-visual materials

Delivery time
Not specified

Supervisor of cataloging
Librarian

Visited 1965

921 Beals, Frank Lee, 1881-
252 p. illus. 20cm. (American adventure series)

l. Cody, William Frederick, 1846-1917. I. Title.

921 118748
RD Anthology of XIX century American poets.  
821.008 [Phonodisc] Spoken Arts 963.  
Ant 2 s. 33 1/3 rpm. mono.  

Read by Donald Hall, Kenneth S. Lynn, and Alexander Scourby.  

1. American poetry - Collections.  

<table>
<thead>
<tr>
<th>FS</th>
<th>Experiments with reflection of light</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp</td>
<td>41 fr. col. 35 mm. (Experiments in physical science)</td>
</tr>
</tbody>
</table>

1. Optics. 2. Light - Experiments.  
(Series)  

535.323 AV143019

---

CORONET INSTRUCTIONAL FILMS  
65 E. South Water Street  
Chicago, Illinois 60611  
Telephone: (312) DE 2-7676  
Cataloging service projected  
For firm's 8mm. films, filmstrips, and recordings  
Possibly will offer Professional Library Service Kits  
Contact firm for information  

COSMO BOOK DISTRIBUTING COMPANY  
Institutional Division  
East Rutherford, New Jersey 07073  
Telephone: (201) 933-8300  
Began cataloging service: 1967  
Selection and ordering of processed books  
Any title available from this firm  
Juvenile. Elementary and secondary schools  

Volume 13, Number 2, Spring 1969
Cataloging

Specialized Service and Supply Co., Cincinnati

Anglo-American Cataloging Rules

Title page form of name entry

Classification

Dewey, latest abridged ed.
Special
Fiction F
Short story collections SC or 808.8
Easy books E
Individual biography B or 92
Collective biography 920

Subject headings
Sears, latest ed.

Author notation
First 2 letters of author's surname

Cards
Specialized Service and Supply Co. cards
Call no. and headings printed at top of cards
Extra unheaded cards supplied at extra charge

Processing
Date due pocket printed with call no., author, and title
Attached back flyleaf
Book card printed with call no., author, and title
Spine label attached 1 inch from bottom of book or per library request
Plastic jacket attached

Price
Processing 85 cents per book
Minimum order 25 books

Delivery time
60–90 days

Supervisor of cataloging
Non-librarian

CREATIVE VISUALS

Box 310 R
Big Spring, Texas 79720

Advertises that library cards are available for most series of its overhead transparencies. No information received in response to request.

CROSSLEY-VAN DEUSEN CO., INC.
3929 New Seneca Turnpike
Marcellus, New York 13108
Telephone: (315) 679-4891

Began cataloging service: 1964

Selection and ordering of processed books
Any title available
Order from this firm or other supplier to be sent to this firm for cataloging
Elementary and secondary schools, Colleges

Cataloging
LC, Wilson, Bro-Dart, CCC, LJ, etc.

Classification
Dewey, latest unabridged ed.
Dewey, latest abridged ed.

Library Resources & Technical Services
Special Fiction
None; F or FIC, 25 cents extra for elementary schools; 20 cents extra for secondary schools
Short story collections Per library request
Easy books E
Individual biography B; 92, 25 cents extra for elementary schools;
Collective biography 920
20 cents extra for secondary schools

Subject headings
Sears, latest ed. per cards used
LC

Author notation
Any number of letters or Cutter numbers per library request

Cards
LC, Wilson, Bro-Dart, CCC, L.J, etc.
Call no. and headings printed at top of cards

Annotations
Processing
Date due or plain pocket printed with call no., author, and title
Attached per library request
Book card printed with call no., author, and title
Spine label attached per library request
Plastic jacket attached or not per library request

Prices
Cards 20 cents per set
Processing of elementary books 70 cents per book
Processing of secondary books with Wilson cards 90 cents per book
Processing of secondary books with LC cards 90 cents per book plus extra charge for LC cards

Minimum order—50 books

Delivery time
6–8 weeks

Supervisor of cataloging
Non-librarian

DOCUMENTATION INCORPORATED (Doc INC.)
4833 Rugby Avenue
Bethesda, Maryland 20014
Telephone: (301) 656-9500
Began cataloging service: (date unknown)

Selection and ordering of processed books
Any title available
Order from this firm or other supplier to be sent to this firm for cataloging
All types of libraries

Cataloging
Anglo-American Cataloging Rules
Classification
Dewey, latest unabridged ed.
LC
Subject headings
LC
Author notation
First letter of author's surname
Cutter numbers available per library request

Volume 13, Number 2, Spring 1969
Cards
LC; print own cards if LC not available
    Call no. and headings printed at top of cards or not per library request

Processing
Date due pocket printed with call no., author, and title
    Attached in back or front or unattached per library request
Book card printed with call no., author, and title
    Spine label attached
    Property stamp
    Plastic jacket attached

Book catalogs
    Computer produced to library's specifications
    Library furnishes all cataloging information

Price
    Dependent on type of service and customer specifications

Delivery time
    Dependent on type of service and customer specifications

Supervisor of cataloging
    Librarian/cataloger

Visited 1967

DOUBLEDAY & CO., INC.
School and Library Division
501 Franklin Avenue
Garden City, L. I., New York 11530
Telephone: (516) 747-1700
Began cataloging service: 1967
Selection and ordering of processed books
And Doubleday title available

Cataloging
    LJ

Processing
    With LJ kits
    Date due pocket printed with call no., author, and title
    Attached back flyleaf
    Book card printed with call no., author, and title
    Spine label attached 2 inches from bottom of book
    Plastic jacket attached

Price
    LJ kits (sold only with books)  29 cents per kit
    Processing                   74 cents per book

Delivery time
    Not specified

ECONOLIST
9744 Wilshire Blvd.
Beverly Hills, California
No longer in business.

EDUCATIONAL READING SERVICE, INC.
East 64 Midland Avenue
Paramus, New Jersey 07652
Telephone: (201) 261-4210
Began cataloging service: 1967
Selection and ordering of processed books
Any title available from this firm
Elementary and secondary schools. Colleges. Public libraries

Cataloging
Title page form of name entry
Classification
Dewey, latest abridged ed.
Special
Fiction F
Short story collections SC
Easy books E
Individual biography B
Collective biography 920
Subject headings
Sears, latest ed.
Author notation
First letter of author's surname for fiction; 3 letters for nonfiction
Cards
LJ and Bro-Dart; print own cards if these not available
Call no. and headings printed at top of cards
Annotations
Extra unheaded cards supplied free

Processing
Date due pocket printed with call no., author, and title
Attached front or back cover
Book card printed with call no., author, and title
Spine label attached 1 1/2 inches from bottom of book or per library request
Plastic jacket attached

Price
Cards (sold only with books) 29 cents per set
Kits (sold only with books) 29 cents per kit
Processing for books listed in firm's catalog 60 cents per book
Processing for books not in firm's catalog 75 cents per book

Delivery time
3 weeks for books in own catalog
60 days for other books

Supervisor of cataloging
Non-librarian

Other services
Cataloging of records, filmstrips, tapes, transparencies, filmloops

551.4 Buehr, Walter
B World beneath the waves; written and illus. by Walter Buehr. Norton 1964
112p illus note on the author
An introduction to oceanography, explaining the characteristics of different ocean bottoms, and describing marine, vegetable, and animal life.

1. Marine animals 2. Ocean 1 Title

551.4
Educational Reading Service
Paramus, New Jersey

Volume 13, Number 2, Spring 1969

243
Lilly and Billy meet a real magician on their Halloween "trick or treat" rounds, and find out that tricks can be more fun than treats!

1. Halloween—Stories 2. Magic—Fiction  I Title  Fic

ENCYCLOPAEDIA BRITANNICA EDUCATIONAL CORPORATION
425 North Michigan Avenue
Chicago, Illinois 60611
Telephone: (312) 321-6800
Began cataloging service: 1967
Selection and ordering of audio-visual materials
EBE 16mm. sound films, 8mm. silent film loops, filmstrips, recordings, study prints, transparencies, books
Cataloging
EBE kits prepared by Alanar Book Processing Center at Bro-Dart
Processing
None
Price
1 kit free
each additional kit 45 cents
5 or more kits for same title ordered at same time 40 cents
20 or more kits for same title ordered at same time 35 cents

FS 596 Animals with backbones (Filmstrip) Encyclopaedia Britannica Educational Corp. 1964 EB 10780
7 filmstrips (60fr each) color (Basic life science series)

1 Vertebrates 2 Amphibia 3 Birds 4 Fishes 5 Mammals 6 Reptiles  
FS 596  
Alanar DS 1967

Library Resources & Technical Services
ENRICHMENT TEACHING MATERIALS
246 Fifth Avenue
New York, New York 10001
LG cards available from this firm for its recordings and filmstrips
30 cents for 5 cards per title
Bro-Dart audio-visual cards may also be available. Contact firm for information

EYE GATE HOUSE, INC.
146-01 Archer Avenue
Jamaica, New York 11435
Telephone: (212) 291-9100
Selection and ordering
From firm's own catalog of filmstrips
Cataloging
Classification
Dewey, latest unabridged ed.
Subject headings
Sears, latest ed.
Cards
Print own cards; also Specialized Service & Supply Co. cards
Annotations
Kits
Set of cards (6-10) plus pressure-sensitive labels
Price
35 cents per kit

Filmstrip
028.7
Encyclopedias. Eye Gate, 3-4-E, 1965.
34 fr, col, series guide (Library research tools series)

1 School libraries 1 Series

653-3-4-E

FCC
see
LA CENTRALE DE BIBLIOTHÈQUES
FÉDÉRATION DES COLLEGES CLASSIQUE
see
LA CENTRALE DES BIBLIOTHÈQUES
Volume 13, Number 2, Spring 1969
Fédération des Commissions scolaires catholiques de Québec

see

La Centrale des Bibliothèques

Fichimprim
St. Benoît-du-Lac Monastery
Brome County, Quebec, Canada
No cataloging or processing service offered

Fides, Publishers
La Maison Bellarmin
25 ouest rue Jarry
Montreal, 11, Quebec, Canada
Catalog card service discontinued in 1962.

Film Associates
11559 Santa Monica Blvd.
Los Angeles, California 90025
Telephone: (213) 477-0031
Kit service projected
For firm's film and filmstrips
To be prepared by one of the large commercial cataloging firms,
possibly Professional Library Service
Contact firm for information. No information received for "Directory" as of
January 1969

Follett Library Book Company
1018 West Washington Blvd.
Chicago, Illinois 60607
Telephone: (312) 666-5863
Began cataloging service: 1960
Selection and ordering of processed books
From firm's own catalog
Elementary and secondary schools, Public libraries

Cataloging
Title page form of name entry
Latest copyright date used
Classification
Dewey, latest abridged ed.
Special
Fiction None; any designation at extra charge
Short story collections SC
Easy books E
Individual biography B or 92
Collective biography 920
Subject headings
Sears, latest ed.
Author notation
First 2 letters of author's surname
Cards
Print own cards
Call no. and headings printed at top of cards
Annotations
Processing
Date due pocket printed with call no., author, and title
Attached verso of back flyleaf

Library Resources & Technical Services
Hofsinde, Robert

Indian warriors and their weapons. Written and illus. by Robert Hofsinde. Morrow 1965
96p. illus.

The author, himself an Indian, discusses seven representative tribes as to the weapons they use, the special clothes and charms they wear in battle, and the fighting methods they employ.

1. Indians of North America—Social life and customs
2. Indians of North America—Costume and adornment I. Title

Follett Library Book Co.

FOLLETT PUBLISHING COMPANY
201 North Wells
Chicago, Illinois 60606
Telephone: (312) 236-5365
Began cataloging service: 1962
Selection and ordering of processed books
Only firm's own books available
Juvenile
Cataloging
Anglo-American Cataloging Rules
Classification
Dewey, latest abridged ed.
Special
Fiction
Easy books
Individual biography
Collective biography

Subject headings
Sears, latest ed.
Author notation
First 2 letters of author's or biographee's surname

Volume 13, Number 2, Spring 1969
Cards
Supply Metro Litho cards for kit service. Supply Specialized Services & Supply Co. cards for complete processing service. Call no. and headings printed at top of cards.

Annotations
Processing
Pocket printed with call no., author, and title
Attached verso of back fly-leaf
Book card printed with call no., author, and title
Spine label attached 1 1/2 inches from bottom of book
Plastic jacket attached

Price
Processing 79 cents per book
Kits free if requested with book order

Delivery time
6 weeks

Supervisor of cataloging
Librarian

914.95 Darbois, Dominique
D Yanis, boy of Greece. English adaptation by Sandra Greifenstein. Follett ©1968
48p B/W illus (Children of the World Books)

1 Children in Greece I Greifenstein, Sandra, adapter
II Title
Grades: 3-5
Titan LB Follett Publishing Co.

F Greenleaf, Margery
GRE Banner over me. Illus. by Charles Mikolaycak. Follett ©1968
288p illus

1 Hastings, Battle of, 1066—Stories 2 Gt. Brit.—History—Norman Period, 1966-1154—Stories I Title
Grades: 6 & up
Titan LB Follett Publishing Co.
Current M. Gardner Co.
749 N. Keyser Ave.
Scranton, Pennsylvania 18501
Telephone: (717) 342-9401
Began cataloging service: 1960's
Selection and ordering of processed books
Any juvenile title available from this firm
Cataloging
Bro-Dart and other available cards
Special classifications
Fiction F or Fic
Easy books E
Individual biography B or 92
Author notation
First 5 letters of author's surname
Processing
Date due pocket printed with call no., author, and title
Attached or unattached per library request
Book card printed with call no., author, and title
Spine label attached 1 1/2 inches from bottom of book
Plastic jacket attached
Price
Cards 12 cents per set
Kits 29 cents per kit
Processing 60 cents per book
Delivery time
Prompt
Supervisor of cataloging
Librarian/cataloger
Visited 1967

General Microfilm Company
Catalog Card Duplication Services Division
100 Inman Street
Cambridge, Massachusetts 02139
Telephone: (617) 864-2820
Card reproduction service
Price
Microfilm/Xerox straight duplication of cards 5 cents per card
Recataloging (add, delete, or change call no.) 6 cents per card
Subject cards (duplicate by overlay) 6 cents per card
Photo of NUC, NLM, etc. 20 cents per card
Production of full set of cards from NUC 20 cents per first card, 5 cents each thereafter
Minimum charge: $5.00

Golden Press, Inc.
Educational Division
850 Third Avenue
New York, New York 10022
Telephone: (212) 753-8500
Goldencraft Booklets
LJ kit and book in one plastic wrapper 29 cents plus price of book

Volume 13, Number 2, Spring 1969
Services available to non-members have been cancelled.

E. M. Hale & Co.
1201 South Hastings Way
Eau Claire, Wisconsin 54701
Telephone: (715) 832-8303

Began cataloging service: 1966

Selection and ordering of processed books

Only following books available from this firm

- Hale-Cadmus, Hale Giant Books, American Heritage Smithsonian Library,
- Hale House, Grosset & Dunlap, Putnam, Coward-McCann, John Day
- Juvenile. Elementary and secondary schools. Public libraries

Cataloging

Anglo-American Cataloging Rules

- Title page form of name entry

Classification

- Dewey, latest abridged ed.
- Special
  - Fiction
  - Short story collections
  - Easy books
  - Individual biography
  - Collective biography

Subject headings

- Sears, latest ed.

Author notation

- First letter of author's surname for easy books and nonfiction
- First 3 letters of author's surname for fiction and of biographee's surname

Cards

- LJ cards; print own if these not available
- Call no. and headings printed at top of cards
- Annotations
- Extra unheaded cards supplied free

Custom cataloging

- Choice of classification for fiction, easy books, and individual biography
- Labeling of reference books
- Number of letters in author notation or Cutter numbers

Processing

- Date due pocket printed with call no., author, and title
- Not printed for fiction, easy books, and biography
- Attached per library request

Book card printed with call no., author, and title

- Not printed for fiction, easy books, and biography
- Spine label attached 1½ inches from bottom of book or per library request
- Plastic jacket at 20 cents extra charge

Price

- Kits 29 cents per kit
- Standard processing 50 cents per book
- Custom processing 75 cents per book

Delivery time

30 days

250

Library Resources & Technical Services
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Author</th>
<th>Edition</th>
<th>Publisher</th>
<th>Year</th>
<th>Pages</th>
<th>Illustrations</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>652.8</td>
<td>Codes and ciphers; secret writing through the ages</td>
<td>Laffin, John</td>
<td></td>
<td>Abelard-Schuman</td>
<td>1964</td>
<td>152</td>
<td>(Cadmus edition)</td>
<td>A simple and comprehensive history of secret writing from ancient to modern times. There are many examples of codes and ciphers, and some cipher messages with answers, as well as a list of definitions. Index 1. Ciphers 2. Cryptography I. Title 652.8</td>
</tr>
</tbody>
</table>

**HERTZBERG-NEW METHOD, INC.**
East Vandalia Road
Jacksonville, Illinois 62650
Telephone: (217) 245-7131
Began cataloging service: 1967
Selection and ordering of processed books
- From firm's own catalog of popular Perma Bound paperback titles
Cataloging
- PLS kits
**Price**
- Kits 35 cents per kit
- Processing 85 cents per book

**H. R. HUNTING**
300 Burnett Road
Chicopee, Massachusetts 01020
Telephone: (413) 594-4728
Selection and ordering of processed books
- From firm's own catalog
- Juvenile. Elementary and secondary schools
Cataloging
- LC cards and LJ kits
- Custom cataloging
- Available
Processing
- None
**Price**
- LC cards (sold only with books) 15 cents per set
- LJ kits (sold only with books) 29 cents per kit
Visited 1967

*Volume 13, Number 2, Spring 1969*
IMPERIAL BOOK COMPANY
501 King Street
Philadelphia, Pennsylvania 19144
Telephone: (215) VI 3-2525
Began cataloging service: 1960
Selection and ordering of processed books
Any title available
Order from this firm or other supplier to be sent to this firm for cataloging
Juvenile. Elementary schools
Cataloging
LC, Wilson, or any other cards or bibliographical tools available
Author notation
First 3 letters of author's or biographee's surname
Cards
LC, Wilson, or other cards
Call no. and headings printed at top of cards
Processing
Date due pocket printed with call no., author, and title
Attached front or back
Book card printed with call no., author, and title
Spine label attached
Plastic jacket attached
Price
Processing with LJ kit 60 cents per book
Processing $1.00 per book
Delivery time
40 days to 1 year
Supervisor of cataloging
Non-librarian
Visited 1967

IMPERIAL FILM COMPANY, INC.
321 South Florida Avenue
Lakeland, Florida 33802
Telephone: (813) 683-2301
LC cards sold with firm's filmstrips, records, color slides
4 copies of one card 15 cents
cards for set of 4 filmstrips 60 cents
cards for set of 5 filmstrips 75 cents
cards for set of 6 filmstrips 90 cents
May also be offering Professional Library Service cards and kits

INFORONICS, INC.
806 Massachusetts Avenue
Cambridge, Massachusetts 02139
Telephone: (617) 898-3400
MARC II-based cataloging services
Machine-aided reclassification services
For details contact firm. Further information available in forthcoming supplement

INGRAM BOOK COMPANY
347 Reedwood Drive
Nashville, Tennessee 37202

NATIONAL BOOK CATALOGING AND PROCESSING CENTER

...
INTERNATIONAL PROCESSING AND CATALOGING CENTER (INTER-PAC)
851 Washington Street
Peekskill, New York 10566
Telephone: (914) 737-8802
Began cataloging service: 1968
Selection and ordering of processed books
From firm's own catalog
Juvenile, Elementary and secondary schools, Public libraries
Cataloging
LJ kits
Classification
Dewey, latest abridged ed.
Special
Fiction F
Short story collections SC
Easy books E
Individual biography 92 or B
Collective biography 920
Subject headings
Sears, latest ed.
Cross-references supplied
Author notation
First 3 letters of author's surname for fiction; first letter for non-fiction
Cards
LJ
Processing
Date due pocket printed with call no., author, and title
Attached front or back flyleaf
Book card printed with call no., author, and title
Spine label attached 2 inches from bottom of book
Plastic jacket attached
Price
Not specified
Delivery time
2 weeks
Supervisor of cataloging
LJ's librarian/cataloger
Other services
Cataloging for selected Spanish titles and records published by Empresas Clute

JITCO
see
JOHN I. THOMPSON COMPANY
JIM HANDY
2821 East Grand Blvd.
Detroit, Michigan 48211
Telephone: (313) TR 5-2450
Offers Bro-Dart audio-visual kits. Contact firm for information
JENKINS BOOK COMPANY
600 Magazine Street
New Orleans, Louisiana 70130
see
NATIONAL BOOK CATALOGING AND PROCESSING CENTER

Volume 13, Number 2, Spring 1969
Krrrn Lrnnerv
Medical Library Service
1807 W. 10th St.
Vancouver, British Columbia, Canada

see

MEDICAL LIBRARY SERVICE

LARC

see

LIBRARY AUTOMATION RESEARCH & CONSULTING SERVICES

LJ CARDS, INC.

see

LIBRARY JOURNAL CARDS, INC.

CARL J. LEIBEL, INC.
1256 South Hatcher Avenue
La Puente, California 91747
Telephone: (213) 964-6591

see

Bro-Dart, Inc.

LIBRARY AUTOMATION RESEARCH AND CONSULTING SERVICES (LARC)

Suite 432
4500 Campus Drive
Newport Beach, California 92660
Telephone: (714) 546-8990

No book ordering, cataloging, or processing services offered. Emphasis of firm is on research and consultation on total systems planning for libraries.

LIBRARY JOURNAL CARDS, INC.

A XEROX COMPANY

Box 703
Times Square Station
New York, New York 10036
Telephone: (212) 243-3020

Began cataloging service: 1964

Selection and ordering of processed books
Card and kit service only. No books ordered or processed
Titles from all recommended sources available

Cataloging

Anglo-American Cataloging Rules
Title page form of name entry for personal authors
AA Rules for all other name entries
Copyright date used

Classification

Dewey, latest abridged ed.
Special
Fiction, biography, easy and picture books
For these and other instances where classification variations are possible, 3 extra cards and extra blank spine labels are supplied so that library may follow own practice. Call no. not printed in upper left corner. Recommended or alternate numbers listed lower right hand corner of cards

Collective biography 920

254 Library Resources & Technical Services
Subject headings
   Sears, latest ed.

Author notation
   First letter of author's surname

Cards
   Print own cards
       Call no. and headings printed at top of cards
   Annotations
       Extra unheaded cards supplied free

Processing
   None

Price
   Kits  29 cents per kit

Delivery time
   24-48 hours

Supervisor of cataloging
   Librarian/cataloger

Visited 1967

Pillet, Roger A

André François Villeneuve; photographie: De Layne Hudspeth; décor: Nancy Campbell Hays. Follett 1965
32p illus photos

Prince André, a blue dog, rescues the beautiful poodle, Princess Michelle, from a big green dragon. Text in French with an English translation on the last page.

I. Title

B 13-144

LJ Cards Inc © 1965

LIBRARY LETTER SHOP
41 Bunker Lane
West Newton, Massachusetts
Card reproduction service has been discontinued

LIBRARY OF CONGRESS
Card Division
Building 159
Navy Yard Annex
Washington, D.C. 20541
Began cataloging service: 1901
Selection and ordering of processed books
   Card service for books, serials, maps, motion pictures, filmstrips, music phonorecords

Volume 13, Number 2, Spring 1969  •  255  •
Cataloging

Anglo-American Cataloging Rules
With LC superimposition
Authority file for names

Classification
LC
Dewey, latest unabridged ed. (with segmented notation)
Subject headings
LC
Author notation
LC author numbers

Cards
Print own cards
Unit cards only.
Annotations (for children’s literature cards only)
Summaries (for motion pictures and filmstrips only)

Price
Ordered by LC card number 10 cents, 1st card if 3 or more ordered of same card at same time
Ordered by author/title 15 cents, 1st card if 3 or more ordered of same card at same time
Additional copies of same card 6 cents each
One or two cards per title ordered by LC card number 22 cents
One or two cards per title ordered by author/title 27 cents
Cross-reference cards 4 cents per card if subscribe to entire annual output

Contact Card Division for subscriber number and further instructions for ordering cards

LIBRARY PRINTING CENTER
St. Mary’s University Library
5932 Inglis Street
Halifax, Nova Scotia, Canada

LIBRARY PROCESSING SYSTEMS
404 Union Blvd.
Allentown, Pennsylvania 18103
Telephone: (215) 432-8516
Began cataloging service: 1964
Selection and ordering of processed books
Any title available
Order from this firm or other supplier to be sent to this firm for cataloging
All types of libraries

Cataloging
Anglo-American Cataloging Rules
AA Rules used for form of name entry

Classification
Dewey, latest unabridged ed.
Dewey, latest abridged ed. if requested
LC
Special
Fiction F or 800’s
Short story collections SC or 800’s
Easy books E
Individual biography B, 92 or 921
Collective biography 920
Subject headings
LC
Sears, latest ed. if requested
Kapsner if requested

Author notation
Per library request

Cards
LC; print own if these not available. Wilson if requested
Call no. and headings printed at top of cards
Annotations at extra charge

Custom cataloging
Available

Processing
Pocket printed with call no., author, and title
Date due pocket if requested
Attached front or back or unattached per library request
Book card printed with call no., author, and title
Spine label attached per library request
Plastic jacket attached at extra charge

Price
Processing with Wilson cards $1.20 per book, average
Processing with LC cards 1.55 per book, average
Processing for colleges 2.00 per book, average

Delivery time
2-4 weeks for books
if cards not immediately available, 2 temporary catalog slips sent with book
3 weeks to 5 months for catalog cards

Supervisor of cataloging
Librarian/cataloger

Other services
Reclassification
Computer cataloging
Cataloging of music, manuscripts, audio-visual materials, etc.

Visited 1967
J. B. Lippincott Company
East Washington Square
Philadelphia, Pennsylvania 19105
Telephone: (215) WA 5-4100

Began cataloging service: 1968
Selection and ordering of processed books
From firm’s own catalog
Elementary and secondary schools.

Cataloging and Processing
Specialized Service and Supply Company, Inc., Cincinnati

Prices
Kits (sold only with books) 29 cents per kit
Processing 75 cents per book

A. C. McClurg & Co.
2121 Landmeier Road
Elk Grove Village, Illinois 60007
Telephone: (312) 625-6850 or (312) 437-5120

Bro-Dart, Inc.

Volume 13, Number 2, Spring 1969
McGraw-Hill Book Company
Text-Film Division
330 West 42nd Street
New York, New York 10036
Telephone: (212) 971-3333
Offer cards for audio-visual materials prepared by Specialized Service & Supply Co
Contact firm for information

McNaughton Book Service
P. O. Box 914
Williamsport, Pa. 17701
see

Bro-Dart, Inc.

Medical Library Service
(Keith Library)
1807 West Tenth Avenue
Vancouver, B. C., Canada
Telephone: (604) 736-5551
Centralized cataloging service available only for members

Metro Litho
453 West 43rd Street
Chicago, Illinois 60609
Telephone: (312) KE 8-2288
Began cataloging service: 1959
Selection and ordering of processed books
Service available only for publishers and book jobbers.
Service not sold directly to libraries

Cataloging
Anglo-American Cataloging Rules
Title page form of name entry
Classification
Dewey, latest unabridged ed.
Dewey, latest abridged ed.
Special
Fiction
Short story collections
Easy books
Individual biography
Collective biography
Subject headings
Sears, latest ed.
LC (for colleges only)
Cross-references
Author notation
First letter of author's surname for nonfiction
First 5 letters of author's surname for fiction
Cards
Print own cards
Call no. and headings printed at top of cards
Annotations
Extra unheaded cards supplied at extra charge
Custom cataloging
Available

Library Resources & Technical Services
Young, Margaret B


86p illus photos index

An introduction to the modern American Negro, his past history and a look at his present education, employment, housing and cultural contributions—with a brief sketch on the civil rights movement.

1 Negroes I Title

Maidment, Robert


8 col transparencies col maps 10 1/2 x 12 in (Educational audio-visual aids)

For use in an overhead projector.

With this is issued: teachers manual.

CONTENTS: Globe facts.-Grid lines.-Latitude and longitude.-Understanding seasons.-Climate zones.-Time zones.-Map distortion.-Map direction and distance.

1 Map drawing 2 Topographical drawing I Title

Volume 13, Number 2, Spring 1969
NICEM

see

National Information Center for Educational Media

National Book Cataloging and Processing Center
662 11th Street, N. W.
P. O. Box 2597
Atlanta, Georgia 30318
Telephone: (404) 875-6848

Began cataloging service: 1958 as Processing Division, American Library Line. Separate firm 1966. Its cataloging service offered also by Ingram Book Co. (formerly Tennessee Book Co. and its subsidiary Jenkins Book Co.)

Selection and ordering of processed books

Any title available
Order from this firm or other supplier to be sent to this firm for cataloging Elementary and secondary schools. Small public libraries. Junior colleges

Cataloging

Anglo-American Cataloging Rules
Title page form of name entry
Authority file for names

Classification
Dewey, latest abridged ed.
Dewey, latest unabridged ed.
LC

Special
Fiction F, Fic or per library request
Short story collections SC or SS
Easy books E
Individual biography B, 92 or 921
Collective biography 929 or 921-928

Subject headings
Sears, latest ed.

Author notation
First 1-3 letters of author's surname
Cutter numbers—10 cents extra per book

Cards

Print own cards
Call no. and headings printed at top of cards
Extra unheaded cards supplied on request

Custom cataloging
Available

Processing
Date due or plain pocket printed with call no., author, and title
Attached per library request
Book card printed with call no., author, and title
Spine label attached 1 inch from bottom of book
Plastic jacket attached or unattached per library request

Kits
Cards plus gummed pocket, book card, and spine label

Price

Cards (unit cards in gummed pocket) 20 cents per set
15 cents per set for 10 or more of same title
Kits 50 cents per kit
40 cents per kit for 10 or more of same title
Reproduction of catalog cards 4 cents per card
Processing for public libraries

* 260 *

Library Resources & Technical Services
Fiction 80 cents per book
Nonfiction $1.05 per book
Added copies 60 cents per book
Processing for school libraries
Flat rate 95 cents per book
Added copies 60 cents per book
Processing for junior colleges
Flat rate $1.50 per book
Added copies 60 cents per book
Prebinding 1.30 per book

Delivery time
Cards Same day
Kits 3 days
Fiction 2 days
Nonfiction 10-14 days

Supervisor of cataloging
Librarian/cataloger

649 Ginott, Haim G

3. Domestic education. I. Title.

NATIONAL INFORMATION CENTER FOR EDUCATIONAL MEDIA (NICEM)
University of Southern California
University Park
Los Angeles, California 90007
Telephone: (213) 746-6681
Began cataloging service: 1964

Selection and ordering of processed material
Card service only for non-book materials
16mm. motion pictures, 35mm. filmstrips, 8mm. cartridges, recording discs, overhead transparencies, slide sets, pictures, etc.
All types of libraries

Cataloging
Classification
Provided by library
Subject headings
Sears, latest ed.
Cross-references provided

Cards
Print own cards on computer
Headings printed at top of cards

Volume 13, Number 2, Spring 1969

261
Kits
   Set of cards plus labels
Price
   Not stated
Delivery time
   Not stated
NATIONAL RECORD PLAN
28 West 25th Street
New York, New York 10010
Telephone: (212) 675-6552
Cataloging service never materialized due to lack of interest by librarians

PAULIST/NEWMAN PRESS
12 Harristown Road
Glen Rock, New Jersey 07452
see

ALESACO

PROFESSIONAL LIBRARY SERVICE
A Xerox Company
2200 East McFadden Avenue
Santa Ana, California 92705
Telephone: (714) 547-9531
Began cataloging service: 1959
Selection and ordering of processed books
   Any title available
   Elementary and secondary schools: Junior colleges, Public libraries
Cataloging
   Standard plan for elementary and secondary schools
   Cataloging
      Anglo-American Cataloging Rules
      Authority file for names
Classification
   Dewey, latest abridged ed.
   Special
      Fiction
      Short story collections SC
      Easy books E
      Individual biography 921
      Collective biography 920
Subject headings
   Sears, latest ed.
Author notation
   First 3 letters of author's or biographee's surname
Standard plan for college and public libraries
Cataloging
   Anglo-American Cataloging Rules
   Authority file for names
Classification
   Dewey, latest unabridged ed.
   LC
Subject headings
   LC
Author notation
   Cutter numbers
Cards
Print own cards
Call no. and headings printed at top of cards
Custom cataloging
Available
Processing
Date due pocket printed with call no., author, and title
Attached front flyleaf
Book card printed with call no., author, and title
Spine label attached 2 inches from bottom of book
Plastic jacket per library request
Property stamp at extra charge
Book catalogs
Available
Price
Elementary and secondary schools
Processing $ .85 without jacket; $1.00 with jacket
Processing of added copies .80 " " .95 " "
Original cataloging 1.50 " " 1.65 " "
Junior college and public libraries
Processing 1.75 " " 1.90 " "
Processing of added copies 1.00 " " 1.15 " "
ALA (Choice) Opening Day Collection 1.90 " "
Prebinding 1.25 per book
Kits .35 per kit
Delivery time
120-150 days
Supervisor of cataloging
Librarian/cataloger
Other services
Custom cataloging of all media
Visited 1967
Change of address for ordering purposes:
Cataloging and processing of books to be ordered from University Microfilms
Cataloging of audio-visual materials and production of book catalogs to be ordered from Professional Library Service


(Card 1 of 2)
The Scribner treasury; 22 classic tales...
c1953; (Card 2 of 2)

Money, Keith.
1 v. (chiefly illus., ports.) 29 cm.

California Association of School Librarians
Book list for elementary school libraries. Margaret H. Miller, ed. Santa Ana, Calif., Professional Library Service c1966;
391p.
A classified list of 5010 books for grade levels kindergarten to grade 6.

Library Resources & Technical Services
RANDOM HOUSE
School and Library Service
457 Madison Avenue
New York, New York 10022
Telephone: (212) PL 1-2600
Began cataloging service: 1963
Selection and ordering of processed books
Only firm's own books available
Elementary and secondary schools. Public libraries
Cataloging
Contracts for cataloging
Processing
Book pocket printed with call no., author, and title
Attached last page
Book card printed with call no., author, and title
Spine label attached
Plastic jacket attached
Price
Processing 55 cents per book
Visited 1967, at which time changes in procedures were under consideration.
No new information received in response to request.

SSS
see
SPECIALIZED SERVICE & SUPPLY CO.

SVE
see
SOCIETY FOR VISUAL EDUCATION

St. Mary's University Library
Library Printing Center
5932 Inglis Street
Halifax, Nova Scotia, Canada
Card reproduction service available to non-members of Association of Atlantic Universities. Write directly for information and prices.

SCIENCE PRESS, INC.
300 West Chestnut Street
Ephrata, Pennsylvania, 17522
Telephone: (717) 733-7981
Began cataloging service: 1965
Custom cataloging
Library may do its own cataloging for its book catalog or pay for cataloging by this firm, based on LC proof sheets and original cataloging
Book catalogs
Produced by computer or sequential card camera
Price
$2-$4 per title, depending on specifications
Supervisor of cataloging
Librarian/cataloger
Above information based on personal interview in 1966. No new information received in response to request.

Volume 13, Number 2, Spring 1969
SEDGWICK PRINTOUT SYSTEMS
410 East 62nd Street
New York, New York 10021
Telephone: (212) 868-5304
Another office to be operational in Detroit, Michigan, in 1969
Computer-produced book catalogs advertised
No information received in response to request

SOCIETY FOR VISUAL EDUCATION, INC. (SVE)
1345 Diversey Parkway
Chicago, Illinois 60614
Telephone: (312) 525-1500
Began cataloging service: 1968(?)
Selection and ordering of processed materials
  Only firm's own filmstrips, 2 × 2" slide sets, study print sets, 8mm. loops,
  records, multi-media kits
Cataloging
  Specialized Service & Supply Co., Inc., Cincinnati
Kits
  6-10 cards plus pressure-sensitive labels
Price
  Kits for all material except multi-media kits 85 cents per kit
  Kits for multi-media kits $3.00

SPECIALIZED SERVICE & SUPPLY CO., INC. (SSS)
1329 Arlington Street
Cincinnati, Ohio 45225
Telephone: (513) 541-6594
Began cataloging service: 1966
Selection and ordering of processed books
  Any title available
  Order from other supplier to be sent to this firm for cataloging
  Juvenile, Elementary and secondary schools
Cataloging
  Anglo-American Cataloging Rules
  Title page form of name entry
  Copyright date used
Classification
  Dewey, latest unabridged ed.
  Special
    Fiction None or F
    Short story collections SC or 808.8
    Easy books E
    Individual biography B or 92
    Collective biography 920
Subject headings
  Sears, latest ed.
Author notation
  First 2 letters of author's surname
Cards
  Print own cards
  Call no. and headings printed at top of cards
  Annotations
  Extra unheaded cards supplied at extra charge
Custom cataloging
  Available on large orders

• 266 •
Library Resources & Technical Services
Processing
Date due pocket printed with call no., author, and title
Attached back flyleaf
Book card printed with call no., author, and title
Spine label attached 1½ inches from bottom of book
Plastic jacket attached

Price
Kits for books 29 cents per kit
Kits for audio-visual materials 35 cents per kit
Processing 75 cents per kit

Delivery time 30 days

Supervisor of cataloging
Librarian/cataloger

Other services Cataloging of charts, maps, globes, films, slides, records, games, models, etc.

---

E Caudill, Rebecca
Ca A pocketful of Cricket; by Rebecca Caudill; illus. by Evaline Ness. Holt, c.1964.
unp col illus

1 Crickets-Stories 1 Illus. II Title

sss3740

Filmstrip
511.1
Modern mathematics: sets 9-12; by Joseph J.
51 fr, col (Using modern mathematics series)

1 Numbers, Theory of 1 Series II Urbancek, Francesca L. III Urbancek, Joseph J.

753-531-3

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Volume 13, Number 2, Spring 1969
Spoken Arts, Inc.
59 Locust Avenue
New Rochelle, New York 10801
Telephone: (914) NE 6-5482
Offers Bro-Dart audio-visual cards. Contact firm for information.

Stacey Division
Bro-Dart, Inc.
2575 Hanover Street
Palo Alto, California 94304
Telephone: (415) 326-9955
See
Bro-Dart, Inc.

Stone Bridge Press, Inc.
Gilsum, New Hampshire 03448
Telephone: (603) 352-1026
Began cataloging service: 1965
Selection and ordering of processed books
Any title available from this firm
All types of libraries
Cataloging
Anglo-American Cataloging Rules
Title page form of name entry
Classification
Dewey, latest abridged ed.
Dewey, latest unabridged ed.
LC
Special
Fiction
Short story collections
Easy books
Individual biography
Collective biography
Subject headings
Sears, latest ed.
LC
Author notation
First 1-3 letters of author's surname
Cutter numbers
Cards
Wilson; print own cards if these not available
LC cards at 25 cents extra charge
Headings typed at top of cards
Dewey and LC numbers typed at bottom of card for library's choice
Extra unheaded cards supplied at extra charge
Custom cataloging
Available
Processing
Date due pocket printed with author and title
Plain pocket with date due slip separate
Attached front or back or unattached per library request
Spine label attached per library request
Plastic jacket attached
Property stamp at 2 cents extra charge
Cutter numbers at 10 cents extra charge

| 268 | Library Resources & Technical Services |
Price
Cards for books 15 cents per set
AV cards 25 cents per set; 10 cents added charge without color codes
Kits 30 cents per kit
AV kits 40 cents per kit; 10 cents added charge without color codes
Minimum order for cards 50 sets
Minimum order for kits 25 kits
Processing 60 cents
Custom processing 70 cents and up dependent on customer specifications

Delivery time
6-12 weeks

Supervisor of cataloging
Librarian/cataloger

Other services
Cataloging of audio-visual materials with color-coded catalog cards

Cunningham, Floyd Franklin, 1899-
1001 questions answered about water resources, by Floyd F. Cunningham. New York, Dodd [c1967]
xiv, 258 p. illus. 22 cm.

Water resources development. 2. Watersupply.
I. Title.

333.91 TC406.C8

Bongiorno, Mary M
How can I find out? by Mary M. Bongiorno and Mable Gee. Illus. by Lucy and John Hawk
inson. Childrens Press [c1963]
unp. illus. 25 cm. (A reading laboratory book)

I. Gee, Mable, jt. author. II. Title.

Fic/E

Volume 13, Number 2, Spring 1969
FS
551.4 Mountain building (Filmstrip) Jamaica, N. Y.,
Eyegate House,
53fr. color 35mm. (Earth science, 2-2-E)
with teacher's manual.

Accompanied by recording, DWR-6429-A.

1. Geology. (Series)

STONE BRIDGE PRESS, INC, ©

Rec
975.3 Freedom's pledge (Recording) Narrated by
FRR Victor Perrin. Written and produced by
John R. Poss. XCTV 90947 Chicago, Society
for Visual Education,
1s. 12in. 33⅓rpm.

To accompany filmstrip A375-2.


STONE BRIDGE PRESS, INC, ©

STORY HOUSE CORPORATION
Charlottesville, New York 12036
Telephone: (607) EX 7-5961
Began cataloging service: 1967
Selection and ordering of processed books
from firm's own catalog of Vinyl prebound paperbacks
Cataloging
LC or other available cards
Classification
Customer supplies call no. on purchase order if processing desired
Cards
Call no. and headings typed at top of cards if information supplied

• 270 •

Library Resources & Technical Services
Processing
Pocket printed with call no., author, and title if information supplied
Attached inside back cover
Book card printed with call no., author, and title if information supplied
Spine label attached
Property stamp
Prices
- Cards: free
- Call no. and headings typed on cards: 15 cents per book
- Pocket and book card: 10 cents per book
- Property stamp: 5 cents per book
- Processing (all of above items): 35 cents per book
- Rebinding: $1.25 per book

SUPERIOR DATA/GRAPHICS
5717 Santa Monica Blvd.
Hollywood, California 90038
Telephone: (213) 467-6161
New procedures under consideration at that time but no further information received in response to request.

TENNESSEE BOOK COMPANY
347 Reedwood Drive
Nashville, Tennessee 37202
see
NATIONAL BOOK CATALOGING AND PROCESSING CENTER

JOHN I. THOMPSON COMPANY
Library Science Group
1118-22nd Street
Washington, D. C. 20037
Telephone: (202) 337-4200
Began cataloging service: 1961
Selection and ordering of processed books
- All titles available from this firm
- Specializes in science and technology titles
- Technical and research libraries
Cataloging
- Custom cataloging
  - Based on LC cards
  - Separate files kept for each customer
- Cards or book catalog
Processing
- Pocket
  - Attached inside back cover
  - Spine label attached 1½ inches from bottom of book
Price
- Dependent on customer specifications
Supervisor of cataloging
- Librarian
Other services
- Indexing
  - Provide staff to operate a library
Visited 1967

Volume 13, Number 2, Spring 1969
3 M Company
2501 Hudson Road
St. Paul, Minnesota 55119
Offers cards for audio-visual materials prepared by Specialized Service & Supply Co.
Contact firm for information

Tweedy Transparencies
208 Hollywood
East Orange, New Jersey 07018
Telephone: (201) 676-6500
Began cataloging service: 1968
Selection and ordering of overhead projection transparencies
From firm's own catalog
Elementary and secondary schools, Colleges, Public libraries
Cataloging
Title entry
Classification
Dewey, latest unabridged ed.
Subject headings
Sears, latest ed.
Author notation
None
Cards
Print own cards; may also offer Professional Library Service cards
Title entry, description, etc., listed on 4 lines double-spaced
Subject headings printed at top of cards
Author and added entries not supplied
Processing
None
Price
Not specified
Delivery time
Immediate
Supervisor of cataloging
Non-librarian

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**MOON - PHASES**

523.32 Phases of the Moon

Transparency, Tweedy, color, overlays 1966.

Local Library Catalog No. __________

Tweedy, Basic Science Series 1106-8

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* 272 *  
Library Resources & Technical Services
UNIVERSITY MICROFILMS
A Xerox Company
Ann Arbor, Michigan 48106
Telephone: (313) 761-4700
Began cataloging service: 1969
Selection and ordering of processed books
- Any title available
- Secondary schools, Colleges.
Cataloging, etc.
- Consult description under Professional Library Service
Other services
- Audio-visual cataloging and book catalogs
- Order from Professional Library Service

FRANKLIN WATTS, INC.
Dept. LP
575 Lexington Ave.
New York, New York 10022
Telephone: (212) PL 1-3600
Selection and ordering of processed books
- Franklin Watts and Keith Jennison large-type books available
Price
- Kits 29 cents per kit
- Added card sets 15 cents per set
- Processing of Franklin Watts books 75 cents per book
- Processing of Keith Jennison books 80 cents per book
- Minimum order 12 books
Above information based on advertisement in LJ, September 1968.
No information received in response to request.

WESTERN PUBLISHING COMPANY
850-3rd Avenue
New York, New York 10022
Telephone: (212) 758-8500
Offers cards for audio-visual materials prepared by Specialized Service and Supply Co.
Contact firm for information

H. W. WILSON COMPANY
950 University Avenue
Bronx, New York 10452
Telephone: (212) 588-8400
Began cataloging service: 1938
Selection and ordering of processed books
- Card service only
- Elementary and secondary schools, Public libraries
Cataloging
- Anglo-American Cataloging Rules
- Title page form of name entry
Classification
- Dewey, abridged ed.
Special
- Fiction Fic
- Short story collections SC
- Easy books E
- Individual biography 92
- Collective biography 920

Volume 13, Number 2, Spring 1969
Subject headings
  Sears, latest ed.
Author notation
  None
Cards
  Print own cards
    Call no. and headings printed at top of cards
Price
  set of cards 12 cents per set
  weekly list of available cards $4.00 per year
Delivery time
  3 days
Supervisor of cataloging
  Librarian/cataloger

Quarles, Benjamin, ed.
  Frederick Douglass. Prentice-Hall 1968
  184p (Great lives observed)

1 Douglass, Frederick

68W16,123 (W) The H. W. Wilson Company

XEROX OF CANADA, LTD.
Library Card Center
901 Bleury Street
Room 354
Montreal, 1, Quebec, Canada
Telephone: (514) 878-9771
Catalog card reproduction service
Price
  1-99 cards 7 cents per card
  100-1000 cards 6 cents per card
  1000 cards and over price on request
  Minimum order $5.00
Above prices are for camera-ready cards. There is an extra charge for extra handling.

Other Xerox companies
XEROX CORPORATION
1250 Midtown Tower
Rochester, New York 14603

Library Resources & Technical Services
XEROX SYSTEMS CENTER
121 N. Broad Street
Philadelphia, Pa. 19109

XEROX SYSTEMS CENTER
P.O. Box 3300
Grand Central Station
New York, New York 10017

GEOGRAPHICAL INDEX

California
Bailey Films
Econolist
Film Associates
Graduate Theological Union Bibliographical Center
Carl J. Leibel
Library Automation Research and Consulting Services
National Information Center for Educational Media
Professional Library Service
Stacey Division
Superior Data/Graphics

Canada
British Columbia
   Medical Library Service
Nova Scotia
   St. Mary's University Library
Ontario
   Canadian Book Wholesale Co.
   Canadian Library Supply Co.
   Cooperative Book Centre of Canada
Quebec
   La Centrale des Bibliotheques
   Fichimprim
   Fides
   Xerox

District of Columbia
John I. Thompson Co.
Library of Congress

Florida
Imperial Film Co.

Georgia
American Library Line

Volume 13, Number 2, Spring 1969
National Book Cataloging and Processing Center

Illinois
Advance Reproductions
American Publishers Corporation
Children's Press
Coronet Instructional Films
Encyclopaedia Britannica
Follett Library Book Co.
Follett Publishing Co.
Hertzberg-New Method
A. C. McClurg
Metro Litho
Society for Visual Education

Louisiana
Jenkins Book Co.

Maryland
Capital Library Service
Documentation Inc.

Massachusetts
General Microfilm Co.
H. R. Huntting
Inforonics
Library Letter Shop

Michigan
Jam Handy
University Microfilms

Minnesota
Catalog Card Corporation
3 M Co.

New Hampshire
Stone Bridge Press

New Jersey
ALESCO
Baker & Taylor
Catholic Library Service
Cosmo Book Distributing Co.
Educational Reading Service
Paulist/Newman Press
Tweedy Transparencies

New York
Audio CARDALOG
CMS Records
Caedmon Records
Charles W. Clark Co.
Collier-Macmillan Service
Com-Pro Library Book Co.
Crossley-Van Deusen Co.
Doubleday & Co.
Enrichment Teaching Materials
Eye Gate House
Golden Press
International Processing and Cataloging Center
Library Journal Cards, Inc.
McGraw-Hill Book Co.
National Record Plan
Random House
Sedgwick Printout Systems
Spoken Arts, Inc.
Story House Corp.
Franklin Watts, Inc.
Western Publishing Company
H. W. Wilson Co.

Ohio
Specialized Service & Supply Co.

Pennsylvania
Alanar
Associated Libraries
Bro-Dart, Inc.
Charles M. Gardner Co.
Imperial Book Co.
Library Processing Systems
J. B. Lippincott Co.
McNaughton Book Service
Science Press

Tennessee
Ingram Book Co.
Tennessee Book Co.

Texas
Creative Visuals

Wisconsin
E. M. Hale

DISTRIBUTORS AND PUBLISHERS PARTICIPATING IN THE CARDS-WITH-BOOKS PROGRAM

Acme Code Company, Inc.
102 First Street
Hackensack, New Jersey 07601
Advances in Chemistry Series
American Chemical Society

Volume 13, Number 2, Spring 1969
1155-16th Street, N. W.
Washington, D. C. 20036
Allied Book Resources
40 West Main Street
Mount Kisco, New York 10549
American Bibliographical Center
800 East Micheltorena Street
Santa Barbara, California 93103
American Publishers Corporation
1024 West Washington Boulevard
Chicago, Illinois 60607
Argosy-Antiquarian, Ltd.
116 East 59th Street
New York, New York 10022
Associated Book Service
Attn: Mr. Wally Rusucci
5 Lawrence Street
Bloomfield, New Jersey 07003
Australia & New Zealand Book Co.
Pty. Ltd.
12 Fleet Lane
Chatswood, N.S.W., Australia
Barnes and Noble, Inc.
105 Fifth Avenue
New York, New York 10003
Barron's Educational Series, Inc.
113 Crossways Park Drive
Woodbury, New York 11797
Bell and Howell Company
Micro Photo Division
1700 Shaw Avenue
Cleveland, Ohio 44112
Benjamin Blom, Inc.
4 West Mt. Eden Avenue
New York, New York 10452
Bro-Dart, Inc.
1609 Memorial Avenue
Williamsport, Pennsylvania 17702
Brussel & Brussel, Inc.
80-5th Avenue
New York, New York 10011
Christian E. Burckel & Associates
33 & 35 Washington Street
Yonkers, New York 10701
Byron Company
West Linn, Oregon 97068
California Book Supply
215 East Regent Street
Inglewood, California 90301
Volume 13, Number 2, Spring 1969  

Cambridge University Press  
510 North Avenue  
New Rochelle, New York 10801  
Chandler Publishing Company  
604 Mission Street  
San Francisco, California 94105  
Chemical Rubber Company  
Publications Division  
2510 Superior Avenue  
Cleveland, Ohio 44113  
University of Chicago Press  
Sales Department  
5750 South Ellis Avenue  
Chicago, Illinois 60637  
Chilton Books  
East Washington Square  
525 Locust Street  
Philadelphia, Pennsylvania 19106  
Charles W. Clark Company, Inc.  
156 Haven Avenue  
Port Washington, New York 11050  
Clark McCutcheon  
Post Office Box 391  
Port Washington, New York 11050  
Coe Doty & Company  
Post Office Box 22  
Wyomissing, Pennsylvania 19610  
Collier-Macmillan Library Service  
60 Fifth Avenue  
New York, New York 10011  
Collier-Macmillan Canada, Ltd.  
55 York Street  
Toronto 1, Ontario, Canada  
Committee for Economic Development  
711 Fifth Avenue  
New York, New York 10022  
Cowles Communications, Inc.  
488 Madison Avenue  
New York, New York 10022  
T. S. Denison and Company, Inc.  
321 Fifth Avenue  
South Minneapolis, Minnesota 55415  
Drexel Winslow and Farrington  
Post Office Box 55  
Butler, New Jersey 07405  
Dufour Editions  
Booksellers & Publishers  
Chester Springs, Pennsylvania 19425
Dutch Australian Book Depot Pty., Ltd.
157 Elizabeth Street
Melbourne, C. 1, Australia

Ealing Corporation
2225 Massachusetts Avenue
Cambridge, Massachusetts 02140

E.B.S. Inc. Book Service
359-361 North Central Avenue
Valley Stream, New York 11582

Encyclopaedia Britannica, Inc.
10th Floor
425 North Michigan Avenue
Chicago, Illinois 60611

Excel Mail and Book Service
235-41 West Firth Street
Bayonne, New Jersey 07002

Financial Executives Research
Foundation, Inc.
50 West 44 Street
New York, New York 10036

Frederick A. Praeger, Inc.
Post Office Box 8282
Washington, D.C. 20024

Ira J. Friedman, Inc.
215 Main Street
Port Washington
Long Island, New York 11050

Charles M. Gardner & Company
749 North Keyser Avenue
Scranton, Pennsylvania 18501

General Conference of Seventh-Day
Adventists
6840 Eastern Avenue, N. W.
Washington, D. C. 20012

Ginn Library Services
6900 East 50th Street
Indianapolis, Indiana 46219

Gregg Press Incorporated
171 East Ridgewood Avenue
Ridgewood, New Jersey 07450

Harper & Row, Inc.
49 East 33rd Street
New York, New York 10016

Hawthorn Books, Inc.
70 Fifth Avenue
New York, New York 10003

Hill Book Bindery, Inc.
249 Manor Road
Austin, Texas 78722
PUBLISHERS, JOBBERS & SYSTEMS THAT SUBSCRIBE TO
AND/OR SELL LJ CARDS

Acme Code Company, Inc.
Allied Book Resources
American Heritage Publishing Co., Inc.
American News Co., Inc., New York, New York
American School Supply Company
Baker & Taylor, Momence, Illinois
Baker & Taylor, Somerville, New Jersey
Benefic Press
The Bobbs-Merrill Company, Inc.
The Book House
The Bryant Company
The Byron Company, West Linn, Oregon
Canaan House, Waterville, Maine
Cape Library Book & Supply Company
Cascade Pacific Books
Catholic Book & Supply, S. Milwaukee, Wisconsin
The Caxton Printers, Ltd.
Childrens Press
Colborn School Supply, Grand Forks, North Dakota
Collier-Macmillan Library Service
Cosmo Book Distributing Company, New Jersey
Creative Educational Society, Inc.
Dannelly Book Dist.
Department of Health, Education, and Welfare
Detroit Library Service
Dial Press, Inc.
Diamondstein Book Company
Richard Doty, Wyomissing, Pa.
Doubleday & Company, Inc.
Dujarie Press
Economy Library Book Company
Educational Common Market, Inc.
Educational Reading Service, Paramus, New Jersey
Elk Grove Press, Inc.
Harry L. Epply Book Co., Scottsburg, Indiana
Faulkner's Educational Books
The Fideler Company
Follett Publisher
Charles M. Gardner, Scranton, Scranton, Pa.
Garrard Publishing Company
The Garrett Book Company, Coalgate, Oklahoma
Giant Publishing Corp. (also Book Fairs)

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Prentice-Hall, Inc.
Professional Library Service
Protecto Book Covers, Chicago, Illinois
Publishers Library Binding Co.
G. P. Putnam & Sons
Rand McNally & Company
Responsive Environments Corp.
A. H. Roemer Company, Inc., Union, New Jersey
R. Rosen
Joseph Ruzicka, Inc.
St. Francis Book Shop
Schnell's Book Service
Scholastic Magazine, New York, New York
School Book Service
Charles Scribner's
Sherman Books, Park Ridge, New Jersey
Silver Burdett, Indianapolis, Ind.
Standard School Service, Inc.
Steck-Vaughn Company, Austin, Texas
Sterling Publishers
The Gerald Sutliff Company, Inc.
Texas Book Store
Texas Library Book Sales
Thames Book Company
Triangle School Service
Twayne Publishers, Inc.
The Viking Press, Inc.
Vroman's, Pasadena, Calif.
Waffle Book Company
Walker & Company
Franklin Watts, Inc.
Wayne County Public Library
Western Library Service
Western Publishing Co. (Golden Press)
A. Whitman
Wiant's, Inc.
Zellner's Book Service

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Program topics reported here for seventeen of the regional groups cover many areas of technical services. The most popular subject for meetings was cooperation (4 groups), followed by classification and reclassification (3 groups), acquisitions, and the Anglo-American Cataloging Rules (2 groups each).

The Arkansas Resources and Technical Service Group’s 1968 program was a four-member panel discussion on the change from the Dewey Decimal to Library of Congress classification.

The annual meeting of the Northern California Technical Processes Group included a discussion of the Stanford University Libraries’ Automation Program presented by library staff members.

Programs of the Southern California Technical Processes Group during 1968 included a dinner meeting on the subject of “Programmer’s View of Librarians,” an all-day acquisitions problem-solving meeting with dealers and librarians, another all-day meeting on commercial library processing services including dealer demonstrations and discussions, and a two-day workshop/seminar meeting on MARC II.

The Chicago Regional Group of Librarians in Technical Services held their meeting on “Library Planning and Design” with Donald Ohlsen (Skidmore, Owings and Merrill) as the speaker. Ohlsen also showed slides of the new University of Chicago library building.

The Technical Services Section of the Connecticut Library Association presented a program on the subject of reclassification and conversion to Library of Congress Classification. The speakers were Marian Sanner (Enoch Pratt Free Library) and William E. Connors (College Library of the State University of New York, New Paltz).

At the most recent meeting of the Resources and Technical Services Section of the Georgia Library Association, Wylis E. Wright (Williams College) spoke on “The New Cataloging Code,” presenting the history of the revision and discussing the reasons for some of the principal changes from the previous rules.

Francis A. Johns (Rutgers University Library) gave a paper on “Scientific Ephemera” at the annual meeting of the Resources and Technical Services Section of the Illinois Library Association.

The Resources and Technical Services Section of the Iowa Library Association sponsored a panel discussion on “Cooperative Technical Processing in Iowa Public Libraries” with Ann McKinley (North Iowa Area Library Extension, Mason City), Doris Foley (Keokuk Public Library) and Marilyn Greve (University of Northern Iowa) as panelists. They agreed that the library systems discussed have much in common and pointed out the impossibility of assigning call numbers, subject headings, and form of authors’ names to fit all catalogs, and the necessity, therefore, of cooperatively making decisions which will satisfy as many libraries as possible.

The fall meeting of the Technical Services Section of the New Jersey Library

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the whole picture of the library in mind. "Automation Plans and Network Development on the New York State Level and Their Relationships to Technical Services" was the topic for the fall meeting of the New York Technical Services Librarians. The speakers were Peter Paulson (The New York State Library) who reviewed the history and present state of library networks and interlibrary cooperation, particularly in relation to the public library systems, and the Reference and Research Library Resource Systems in New York as well as the role of the New York State Library in network development; and Irwin Pizer (SUNY Biomedical Communication Network, Upstate Medical Center Library) who described the Biomedical Communication Network.

The fall program of the Northern Ohio Technical Services Librarians was a report on the Ohio College Library Center presented by its director, Frederick Kilgour.

The Ohio Valley Group of Technical Service Librarians covered many topics during its annual two-day meeting. Elizabeth Rodell (RTSD Executive Secretary) spoke on "Current Projects and Activities of the ALA Resources and Technical Services Division." Five guided tours were offered: the new library building at Catherine Spalding College, the special library at the Courier-Journal and Louisville Times newspapers, the audio-visual facilities and construction program at the Louisville Free Public Library, the LC Reclassification Project at the University of Louisville Library, and the automated procedures at the Kornhauser Memorial Medical Library of the University of Louisville. C. Sumner Spalding (Library of Congress) spoke about "The Anglo-American Cataloging Rules and Their Implementation at the Library of Congress." The final program was a panel discussion on "Implementation of the Anglo-American Cataloging Rules at the Local Level." Ann F. Painter (Graduate Library School, Indiana University) presided, and the panelists were Helen E. Dean (Ohio State University Libraries), William H. Garnar (Louisville Free Public Library), Philip D. Shore (Earlham College Library), and Sumner Spalding.

The Ontario Resources and Technical Services Group of the Ontario Library Association sponsored a symposium on the theme of "Co-operate!!—Is It a Question or a Challenge?" Four practicing librarians and a professor of library science examined the need for cooperation among Ontario libraries and the development of a network library system. All agreed on the necessity of cooperation to meet new demands for service, and that the issues were not new but were made more urgent by the use of machines. The emphasis was placed on the role of the librarian in solving problems, in initiat-
ing cooperation, and in setting up networks. The panelists were Peter Paulson (The New York State Library), Donald Redmond (Queen's University), John Dutton (North York Public Library), Clinton Lawson (Midwestern Regional Library System, Kitchener), and John Wilkinson (School of Library Science, University of Toronto).

Because of the new constitution of the Ontario Library Association, the Ontario Resources and Technical Services Group ceased to exist on December 31, 1968, after forty-two very active years. The Council of Regional Groups will miss the Ontario Resources and Technical Services Group very much indeed.

Classification was the subject for discussion at the meeting of the Technical Services Division of the Pacific Northwest Library Association. The group divided almost evenly to hear Benjamin Custer (Library of Congress) speak about the seventeenth edition of the Dewey Decimal Classification or Raimund Matthiis discuss the problems of changing from Dewey to the Library of Congress classification.

At the annual meeting of the Potomac Technical Processing Librarians, William J. Welsh (Library of Congress) presented “A Tribute to John Cronin.” Quincy Mumford (Librarian of Congress) then added his own tribute to Cronin and concluded his remarks by reading the letter written by President Johnson to Cronin at the time of his retirement. At the afternoon meeting, Pauline Seely (Denver Public Library) discussed “The Revised ALA Filing Rules” and explained certain policies followed in compiling the code, such as the directive given to the Editorial Subcommittee to develop a code without regard for computerized filing. She stressed the need to revise rules of cataloging to eliminate problems arising from the need to “file as if,” inverting, transposing, or making mental insertions. The new Anglo-American Cataloging Rules help with some of these but more work is required. John Rather (Library of Congress) then discussed the “Application of Automation to File Arrangement,” explaining how a computer sorts, and the complications of dealing with the variations of catalog information, which make fixed-field sorting too limited. He concluded with remarks on the formulation of a tag instructions code and the development of the MARC II program.

The Southeastern Regional Group of Resources and Technical Services Librarians heard Helen Welch Tuttle (Princeton University Libraries), whose topic for discussion was “Report on Technical Services Cost Ratio (TSCOR).”

After several programs dealing primarily with the cataloging aspects of technical services, the Tennessee Technical Services Librarians sponsored John David Marshall (Middle Tennessee State University) whose topic, “A Most Difficult, A Most Beautiful, A Most Romantic, A Most Pleasant Thing,” was a discussion of the acquisition of books and the pleasures and difficulties inherent therein.

TRIBUTE TO MRS. RODELL

The RTSD Board meeting January 27, 1969 in Washington, D.C., passed the following resolution:

RESOLVED: The RTSD Board of Directors records its gratitude for and honor to Elizabeth Rodell who for over six years graced our company as our effective and charming Executive Secretary. We send you, Elizabeth, our warmest regards.
RESOURCES AND TECHNICAL SERVICES DIVISION

Proposed Amendments to the
Bylaws of the
Acquisitions Section
Cataloging and Classification Section
Reproduction of Library Materials Section
Serials Section

The Bylaws Committees of the sections have had little to do over the years. At the 1969 Midwinter meeting in Washington, the Executive Committee of each section of the Division voted to abolish its Bylaws Committee. The Division Bylaws Committee will continue to exist and to have a representative from each section. Should the need arise for amending the bylaws of any section, it could be handled by the Division Bylaws Committee.

The changes detailed below will be discussed and voted upon by the membership of the sections at the RTSD membership meeting at Atlantic City. Members should study the proposed amendments. Anyone wishing to communicate his comments or views in advance of the conference should write to the chairman of the Bylaws Committee of his section.

Because the text of the section bylaws is almost identical, the Acquisitions Section bylaws changes are printed below. The same changes are proposed for the bylaws of the other three sections.

Acquisitions Section Bylaws

Art. IX. Other Committees.

Sec. 1. Standing and annual committees.

(d) Individual committees. The standing and annual committees include the following committees, with functions, size and special regulations as may be deemed necessary by the Section:

- Acquisitions Policy and Research Committee (standing)
- Bylaws Committee (standing)*
- Conference Program Committee (annual)
- Nominating Committee (annual)

Art. XII. Amendments. (This is Article XIII in CCS and SS Bylaws)

Sec. 1. Proposals. Amendments to the bylaws may be proposed by the Executive Committee, by any other section committee, or by petition signed by ten members of the Section. Proposed amendments shall be presented in writing to the chairman of the Section and to the executive secretary of the Division at least three months prior to the meeting at which they are to be acted upon; they shall then be referred to the chairman of the Bylaws Committee of the Division**, which shall report upon them at a meeting of the Section.

* Delete the underlined words.
** Insert the underlined words.

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ALA RULES FOR FILING CATALOG CARDS
DIFFERENCES BETWEEN 2d AND 1st EDITIONS
(ARRANGED BY 2d ed. RULE NUMBERS)

2. Modified and special letters
   2d ed. is same as 1st ed. main rule—all modifications disregarded.
   The 1st ed. alternative—to regard umlauts, ö, ü, ö, å—is not mentioned
   in 2d ed.

4. Articles
   In 1st ed. “de” and “ye” are disregarded. In 2d ed. they are covered in
   Rule 12 and are regarded.

5. Initials
   2d ed. is same as 1st ed. alternative—interfile all initials, disregarding
   inversions and punctuation. The 1st ed. main rule—to arrange inverted
   initials standing for authors’ names before initials that are not inverted—
   is not mentioned in 2d ed.

6. Abbreviations
   In 2d ed. “Mrs.” is filed as spelled, not as if written “Mistress” as in
   1st ed.

7. Elisions, possessives, etc.
   The 1st ed. exception for elisions—foreign articles and prepositions with
   a final vowel elided are to be treated as separate words and not as con-
   tractions—is omitted in 2d ed. All elisions and contractions are treated
   as one word in 2d ed.

9. Numerals
   In 2d ed. “and” is used before the last element in compound numbers in
   English—it was omitted in spoken numerals in 1st ed.
   2d ed. gives uniform rules for compound numbers, 1st ed. did not. From
   the example in 1st ed. a number 1812, when not a date, would file as
   eighteen hundred twelve; in 2d ed. this would be read as one thousand
   eight hundred and twelve.
   In 2d ed. 6 1/2 is filed as six and a half; in 1st ed. it was six and one half.
   In 1st ed. 100 in German is arranged as ein hundert; in 2d ed. as hundert.
   Foreign compound numerals that were written as separate words in 1st
   ed. (e.g., diez y seis) are now written as one word by Library of Congress
   (e.g., diecisés).

10. Words spelled in different ways
    Both editions prescribe interfiling. The 1st ed. alternative—to arrange
    according to the spelling of the title page—is not included in 2d ed.

11. Words written in different ways
    Both editions prescribe interfiling, but the choice of form is different:
    1st ed. chooses accepted usage in each case, 2d ed. always chooses the
    one-word form. The 1st ed. implied alternative—to arrange as printed—
    is omitted in 2d ed.

18. Proper names spelled differently
    The 1st ed. note—that many libraries disregard slight differences in
    spelling in case of forename entries—is omitted from 2d ed.

19. Order of entries under same word
    2d ed. is basically the same as the “Alphabetic order” (Rule 24.b) in 1st
    ed. The 1st ed. Note—small libraries may prefer to interfile personal
    names also—was not accepted for 2d ed. One variation between 1st and
    2d ed. is that in 2d ed. identical title and subject headings are interfiled,
whereas in 1st ed. title entries were filed after identical subject entries. The 1st ed. “Classed order” (Rule 24.a) is entirely omitted from 2d ed.

20. Surname entries
In 2d ed. a surname followed by only a designation (e.g., Jones, Captain) is interfiled with entries under the same surname followed by forenames or initials. In 1st ed. such entries precede the same surname with initials or forenames.

21. Compound surname entries
2d ed. is the same as the alternative in 1st ed. (Rule 20.b)—interfile with titles and other headings. The 1st ed. main rule (20.a)—to file before titles and other headings—is not mentioned in 2d ed.

22. Names of clan, family, house, dynasty, etc.
The rule is the same in both editions, but only the example in 1st ed. Alternative rule (21.b) is the same as 2d ed. The first example in the 1st ed. is omitted in 2d ed. because it is based on the rejected rule for compound names.

23. Corporate name entries beginning with a surname
The rule is the same in both editions, but only the example in 1st ed. Alternative rule (22.b) is the same as 2d ed. The 1st example in the 1st ed. is omitted in 2d ed. because it is based on the rejected rule for compound surnames.

25. Given name entries
2d ed. is the same as Arrangement 2 (After surname) (Rule 18) in 1st ed. The 1st ed. Arrangement 1 (Before surname) (Rule 17) is omitted.

26. General arrangement under author
B.2 Main and added entries
In both editions all main and added entries are interfiled and subarranged by the titles of the books, but 1st ed. has a Note (“an earlier practice is to arrange the secondary author entries in a separate alphabet after the main author entries”) and an Optional exception (“when a secondary entry is the editor or translator of another person’s work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. . .”). Neither of these is included in 2d ed.

B.7 Translations
The 1st ed. Alternative rule (25.a)(7)(b)—arrange translations alphabetically by language immediately after the original title—is not included in the 2d ed., except as part of Rule 27D under Organized author arrangement.

B.9 Editions with the same title
The 1st ed. gives several possible methods of arranging editions and suggests that belles-lettres be arranged differently from scientific, technical, and other factual material. The 2d ed. rule is different from the 1st ed. in that it is consistent for all types of material, and the method is different from those in the 1st ed. except for one of the alternatives suggested for belles-lettres. In the 2d ed. all types of material are arranged in straight chronological order by dates of publication.

B.11 Analytical entries
In the 1st ed. analytical entries are subarranged by main entries

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of the books; in the 2d ed., by imprint dates of the books. Analytical entries are either interfiled with main entries or filed after them depending on the form in which the analytics are made. In the 1st ed. analytical entries were filed after separate works.

B.12 Author-title subject entries

The basic rule is the same in both editions, but the 2d ed. pays no attention to particular edition or translation of the title criticized as the 1st ed. does.

27. Organized author arrangement

1st ed. suggests several possible arrangements, all different from the 2d ed. The 2d ed. is based on the uniform title system described in Anglo-American Cataloging Rules. Titles are arranged alphabetically by the uniform titles, interfiled among other titles (then alphabetically by title page titles), instead of in groups in a prescribed order (complete works first, etc.) as in the 1st ed.

28. Corporate entry arrangement

2d ed. arrangement is the same as the basic recommended arrangement in 1st ed., but the 2d ed. includes the interfiling of titles, which the 1st ed. does not. The 1st ed. also mentions that special schemes of arrangement may be used by large libraries as the need for them arises, while the 2d ed. permits no variations from the strict alphabetical order.

29. Bible

In the 2d ed., arrangement is in straight alphabetical order word by word, disregarding punctuation. This is the same as the note at end of Rule 29 and the example in Appendix V in the 1st ed. The 1st ed. Rule 28, grouped arrangements for large collections, and Rule 29, partial alphabetic order for smaller collections, are not mentioned in 2d ed. The 2d ed. points out the many entry changes that will result from Anglo-American Cataloging Rules and recommends their adoption because the resultant filing order will be better.

30. Other anonymous classics and sacred books

The two editions are basically the same, but the 1st ed. includes also a permissive special arrangement if the collection of entries is large.

31. Place arrangement

The straight alphabetical order of the 2d ed. is the same as 1st ed. Rule 32. The grouped order of 1st ed. Rule 31 is omitted. In both editions subheadings beginning with Dept., Bureau, etc., are arranged by the first word of the subhead. The 1st ed. alternative, to alphabet by the topical word, is omitted from 2d ed.

There are two places in the 1st ed. that specify that state designation must be inserted after names of cities before subheadings in order to keep entries together (footnote 14 on p. 24, and Note on p. 53). This is omitted from 2d ed. because in 2d ed. the entry forms resulting from the cataloging rules are accepted. The order preferred by the notes in the 1st ed. could be achieved automatically in the 2d ed. if the cataloging rules were changed.

32. Subject arrangement

The straight alphabetical order of the 2d ed. is the same as the Note on p. 61 at end of Rule 35 and example in Appendix V in 1st ed. The 1st ed. Rule 34, grouped order based on the LC list, and Rule 35, simpli-
fied order, are omitted. One variation from all 1st ed. alternatives is the arrangement of the chronological group before the alphabetical group.

33. Title entry arrangement

The rules are basically the same in the two editions but the order of editions of the same title will be different in the 2d ed., because the rule for arrangement of editions is different. Subarrangement of periodical titles is the same, but the 1st ed. says that subtitles may be regarded if needed to distinguish between titles while the 2d ed. does not. The rule for inverted titles in the 2d ed. follows the 1st ed. alternative rule (37.f)(a), and omits the 1st ed. main rule (37.f)(1), according to which an inverted title is filed before a longer running title.

35. Cross-reference arrangement

In 2d ed., “see also” references precede all other entries under the same word or words. In 1st ed. “see also” references came after entries of the same heading but before further subdivisions of the heading, but a note stated that some libraries prefer to file them before the entries for the same subject.

36. Numerical and chronological arrangement

The two editions are basically the same. One minor variation occurs in the heading for a military unit with a name rather than a number: according to the example in 1st ed., Georgia infantry. Anderson's brigade files after Georgia infantry. 4th brigade; in the 2d ed. it would file before, because it would be alphabetized by Anderson's and 4th brigade would be alphabetized by brigade.

Pauline A. Seely, Editor
Denver Public Library
Denver, Colorado 80203

IN THE MAIL

User Requirements

Reference is made to the article by Marianne Cooper that appeared in the Summer 1968 (Vol. 12 No. 3) issue of Library Resources & Technical Services. Specifically the last sentence on the bottom of page 342 (cont’d to p. 343) refers to “... satisfying a pre-determined portion (e.g., 95%) of the clientele. ...” Please note that this interpretation of my research findings is in error and should read “of the circulation requirements of the clientele” if the sentence is to be correct. The findings dealt with satisfying a percentage of the circulation requirements of the users and not the number of users. The last part of the referenced sentence should also reflect this same concept.

However in defense of Miss Cooper, I would hasten to add (1) that one other person has published an article which contained this same mistake and (2) in defense of myself I believe my original articles refer to user requirements and not users. It should be noted that user satisfaction and user circulation satisfaction are two different parameters for describing library circulation. Different library operating rules and strategies would probably be used, depending on which of these parameters one wishes to optimize.

The article by Miss Cooper was excellent and points up the need for further evaluation of some of the weeding techniques described and the possibility of using such techniques for identifying those volumes which should be placed in a regional library center. It is extremely important that libraries remain at some
optimal size, but in the process of thinning we must preserve somewhere within reasonable availability at least one copy of those volumes removed by stack thinning.

I would welcome the opportunity to work with any librarian who would like to test the application of my thinning technique (using last circulation date) in a part or all of their library.—Richard W. Trueswell, Head, Department of Industrial Engineering, School of Engineering, University of Massachusetts, Amherst.

Binding

This letter has reference to the article by Paul N. Banks, entitled "Some Problems in Book Conservation" which appears in the Summer 1968 issue of LRTS. This article deserves careful thought because of the importance of the things Banks has to say.

At the outset, with a few exceptions, Certified Library Binders normally do no rare book binding. In the industry it is called "fine binding" or "extra binding." It is a separate and distinct branch of the graphic arts industry, requiring special skills and is quite costly in terms of man-hours devoted to a single volume. Of course, no one with any knowledge of binding would oversee by hand or machine a rare book, nor treat it as an ordinary library volume is treated.

Rare books do not circulate, nor are they subject to the normal rigors of library use. The volumes for which the LBI Standard is intended are not rare book volumes. They do circulate, and they are subjected to the use and abuse of library volumes. No library binder equates both volumes, as Banks does, nor assumes the LBI Standard applies to them.

Banks has a serious misquote on page 331 where he says "keeping this 'rule of reversibility' or 'rule of nondestructiveness' in mind, let us turn back to books; specifically, to page 16 of the Library Binding Manual of the Library Binding Institute, where it says that 'LBI Standard library binding is the method of choice for all permanent library materials' [italics supplied]." I believe that he is referring to the Library Binding Handbook and not the Manual (which was published by ALA). I am sure he did not deliberately misquote, but nowhere on page 16 does the sentence he purports to quote appear.

On page 15 we say in a section outlining the basis of a sound program for maintenance of library material: "Use of LBI Standard Library Binding for all permanent material to be kept in the form of books and for all material subjected to normal library use." This is then further developed on page 16 where permanent materials are defined and four methods of treatment specified: microphotographic, lamination, fine binding and library binding (LBI Standard). This latter excludes the former.

Quite important is a misunderstanding of problems of book manufacture, particularly in terms of end use. Saddle sewing is limited to very thin volumes and is not usually appropriate for library binding, except for such materials as music. Fold sewing by hand is probably the finest book sewing ever devised. It predated the art of printing and is the only permissible sewing for fine or extra binding. Many certified library binders do this (it is now usually called "bench" binding) and because done by hand is expensive. It is usually done where volumes cannot be oversewn or by those doing fine binding. Fold sewing by machine (Smyth) without tapes is used on most publishers' editions, and with tapes on reinforced editions. The difficulty lies
in the fact that as books wear the thread does not give way, but the paper
does where it is folded. Hence, even with tapes, the problem lies in the
paper, not with the sewing. This is one of the reasons oversewing was
invented, namely, to cope with the problems of modern paper (i.e., paper
used since about 1870). Smyth sewn volumes are adequate where volumes
are not intended for many circulations or uses. But, by and large, this method
is not adequate to cope with the problems of most American libraries. It is
interesting to note that in recent years, as European libraries have been
faced with the usage factor found in American libraries, they have been
turning to the oversewing machine and oversewing for their circulating
material.

Finally, it is important to understand the place of the LBI Standard in
maintaining library volumes. It has been developed over the years to ac-
complish a budget saving task for libraries—namely, to prolong the life of
volumes while at the same time insuring their completeness for reader usability,
at the minimum cost per use.

As an industry, certified library binders have made many improvements
in industrial technology, and, as a result of this, the price of library binding
has increased less than that of most things libraries buy, including books
and periodicals. Contrary to the assertion that present standards were based
on profitable manufacturing methods, they are based on library needs where
use and circulation are a factor; they were developed by librarians working
with library binders and have their economic justification in the fact that
maintenance of library materials is reduced to a minimum. They are not
based on the requirements of maintaining rare volumes, but, rather, volumes
intended for use.

Notwithstanding these comments, it would appear that Banks is correct
in asserting that librarians should assume responsibility for learning more
about the technical aspects of the care of books in their charge. At some
point, librarians and industries affected must begin to work together to
resolve problems of book manufacture, paper, binding, etc. Perhaps the
starting point would be for the industry, the library schools, and library
associations to sit down together and plan together on how to resolve some
of these problems. Since the discontinuance of the Joint Committee by
ALA this has not been done except on an ad hoc basis.—Dudley A. Weiss,
Executive Director, Library Binding Institute, Boston, Massachusetts.

Mr. Weiss is quite correct about the misquotation on page 331 of my
article, and my face is very red. Indeed, I can no longer find the quotation
at all; however, I am certainly not in the habit of making up quotations to
fit the case!

The sense of the quotation is, nevertheless, correct. In a speech by Mr.
Weiss entitled The Business of Librarians: Maintenance of Materials (pub-
lished by the Library Binding Institute in 1961), he says, “A sound program
in any library essential to maintain library materials, is based upon: . . . 3:
Use of LBI Standard Library Binding for all permanent materials to be kept
in the form of books. . . .” Again, under the general heading “Permanent
Materials.” “. . . D. Library binding: for all permanent material to be
kept in the form of books, to be subject to normal library use, or if not so
subject, must be complete and available for use. Most permanent materials, both
books and periodicals, fall into this category of treatment” (emphasis supplied
in both cases).

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Mr. Weiss represents, of course, the manufacturers of the products in question—rebound library books. As such, his use of the word “permanence” is related to the product which his constituents manufacture. Analogous is the term permanent in connection with house paint—permanent paint is that which lasts ten years rather than five. However, the conservator must try to think in terms of forever when he uses this word. (This is certainly not to say that all books can or should be kept forever.) No form of binding will last forever, although we now have hopes of being able to make paper endure indefinitely; thus all books are going to have to be rebound eventually. Mr. Weiss does not suggest how one rebinds a book once its oversewn binding does begin to break down. “[LBI Standard Binding] has been developed over the years . . . to prolong the life of volumes. . . .” But it prolongs their life only so long as the present binding remains sound. What next?

It is true, as Mr. Weiss says, that most librarians and Certified Library Binders do not confuse rare and non-rare books. Perhaps most Certified Library Binders do not attempt to repair or rebind rare books, although I have seen examples of leaves of rare books mended with newsprint and leather bindings rebacked with Fabrikoid by a Certified Library Binder. But Mr. Weiss has ignored my central thesis, which is that there must be, in addition to “rare” and “non-rare,” a third category, “permanent,” which consists of those books which scholars will want to have available for use not only for the present but for in the future, generations hence. If research collections are to be preserved for these future scholars, a non-destructive form of binding is essential. Whatever virtues oversewing may have, it is certainly destructive.

It is true that Smyth-sewing is not quite as strong as oversewing. However, in a survey of 1100 library books with binding failures, only 2 percent of the publishers’ bindings had sewing failure (Permanence/Durability of the Book, Richmond: W. J. Barrow Research Laboratory, 1963, p. 32). While oversewing would have, according to this survey, reduced the sewing failures to less than one per cent, it seems to me that the slightly increased rate of failure is a small price to pay for having books which can be rebound again and again in the centuries to come. Imagine whole libraries full of books which are going to have to be discarded when their bindings begin to break down because there is no practical means of rebinding them. Unfortunately, research libraries in such condition are already with us.

While it may be true that European circulating libraries are beginning to turn to the oversewing machine, the British Museum bindery (which serves a research rather than a circulating library) has not used its machine in many years. And because machines which sew through the folds and production lines based on those machines are widely used (very much more widely used than oversewing machines, of course), there is an effective choice for the librarian with books which he does want to try to preserve. Oversewing, then, is not the standard method, to the practical exclusion of all others, as is the case in this country. Circulating books can be oversewn for maximum durability and reference books of lasting value can be sewn through the folds for maximum permanence.

While oversewing probably has a legitimate place for circulating and school library books, in research collections the destruction being caused by this machine is both incalculable and unconscionable, as Verner Clapp and others have pointed out. Fortunately, librarians are beginning to be aware of this problem; hence the issuance of the Performance Standards of the American
Library Association. This is a vital first step toward offering the librarian—the consumer—a better opportunity to choose the kind of binding which best suits the books at hand. And in most cases, where the librarian understands the need and the processes of binding, he will be willing to pay more for a non-destructive binding. Thus better binding need not be unprofitable for library binders.—Paul N. Banks, Conservator, The Newberry Library, Chicago, Illinois.

QUESTIONNAIRES FOR PHOTODUPLICATION DIRECTORY

A revised edition of Directory of Library Photoduplication Services, edited by Cosby Brinkley, is in preparation. It will include selected data on interlibrary loan practices, as well as on photocopy services. Questionnaires are being mailed to libraries with substantial activities in these areas. Libraries not receiving the questionnaire and wishing to be considered for inclusion may obtain the form from: Mr. Cosby Brinkley, Photoduplication Service, Swift Hall, University of Chicago, Chicago, Illinois 60637.

PLEA FOR ALA SCHOLARSHIP CONTRIBUTIONS

Individuals, companies, and professional organizations are encouraged to contribute to the general scholarship fund of the American Library Association’s Scholarship Program. The number and frequency of the awards, known as the ALA Scholarships, will be determined by the total amount of funds contributed by donors. Each scholarship will be $2500, and as many as possible will be awarded annually.

The program, approved by the ALA Council at the 1969 Midwinter meeting in Washington, D. C., is designed to help worthy students to begin and/or further their library education at the graduate level. Scholarships will be awarded without regard to race, creed, color or national origin. The recipient must enter a formal program of graduate study leading to a degree or advanced certificate at an ALA accredited school.

A jury appointed by the chairman of the ALA Awards Committee in consultation with the incoming president of the Library Education Division will administer the scholarships. The jury will be composed of five members, three of whom are members of LED and two of whom are members of the ALA Awards Committee. The staff liaison to the jury will be the LED executive secretary. When funds permit, the recipients of the scholarships will be announced at the inaugural banquet during the ALA annual conferences.

Contributions to the general scholarship fund should be made payable to the American Library Association, 50 East Huron Street, Chicago, Illinois 60611, and sent to the attention of Mr. David H. Clift, Executive Director.

CITATIONS, SCHOLARSHIPS AND SPECIAL GRANTS—1969

Among the awards and citations for outstanding contribution to the development of libraries which will be awarded at the 88th Annual American Library Association Conference in Atlantic City, June 22—28 are:

Melvil Dewey Medal—An engraved medal and a citation presented annually to an individual or a group for recent creative professional achievement of a high
order, particularly in those fields in which Melvil Dewey was actively interested, notably library management, library training, cataloging and classification, and the tools and techniques of librarianship. Donated by Forest Press, Inc.

Library Binding Institute Scholarship—An annual scholarship of $1,000 made to a worthy student to further his library education. It is made to a resident of the United States of America without regard to race, color, creed, or geographical origin. Donated by the Library Binding Institute. Administered by the Library Education Division.

Joseph W. Lippincott Award—An award consisting of $1,000, an engraved medal, and a special citation made annually to a librarian for distinguished service in the profession of librarianship, such service to include outstanding participation in the activities of professional library associations, notable published professional writing, or other significant activity in behalf of the profession and its aims. Donated by Joseph W. Lippincott. Administered by the ALA Awards Committee.

Margaret Mann Citation—An annual citation, awarded by the Cataloging and Classification Section of the Resources and Technical Services Division, made to a cataloger and/or classifier, not necessarily an American, for his outstanding professional achievement in the areas of cataloging and classification, either through publication of significant professional literature, participation in professional cataloging associations, introduction of new techniques of recognized importance, or outstanding work in the area of teaching within the past five years.

Esther J. Piercey Award—An award, established in 1968, in the form of a citation given to recognize the contribution to librarianship in the field of the technical services by younger members of the profession. The recipient will be a librarian with not more than ten years of professional experience who has shown outstanding promise for continuing contributions and leadership in any of the fields comprising technical services by such means as: (a) leadership in professional associations at local, state, regional, or national levels; (b) contributions to the development, application, or utilization of new or improved methods, techniques, and routines; (c) a significant contribution to professional literature; (d) conduct of studies or research in the technical services. The award shall be given to an individual each year in which the Jury believes there to be a qualified recipient.

SUBJECT ANALYSIS OF LIBRARY MATERIALS

An American Library Association Preconference Institute, sponsored by the Information Science and Automation Division; Resources and Technical Services Division's Cataloging and Classification Section; and Columbia University, will be held on June 19–21, 1969, at the Traymore Hotel in Atlantic City.

The program will be a 1969 updating of the Conference on Subject Analysis of Library Materials, Columbia University, 1952, to provide an interpretive overview of the state of the art of subject analysis, especially as it has developed in the last twenty years.

Registration blanks will be mailed to all ALA members. Registrations to the limit of 700 will be accepted with the registration fee of $35.00 on a first-come, first-served basis. The fee includes a banquet ticket, coffee service during the meeting breaks, and one copy of the proceedings to be published by Columbia University's School of Library Service.

Volume 13, Number 2, Spring 1969 • 299 •
Richard B. Sealock, for the past eighteen years librarian of the Kansas City, Missouri, Public Library, has accepted an appointment as executive director of Forest Press, Inc., the publisher of the Dewey Decimal Classification, effective October 15, 1968, it was announced by the governing board of the Press.

A native of Lexington, Illinois, Mr. Sealock graduated from Eureka College with an A. B. in 1929, received his B.S. in L.S. at the University of Illinois in 1930, his M.S. at the School of Library Service, Columbia University, in 1935, and an honorary L.H.D. from Eureka in 1967. He served in the Eureka College, University of Illinois, Queens Borough Public and Enoch Pratt Free libraries. After two years as assistant librarian of the Gary (Indiana) Public Library he was appointed librarian in 1945, moving from there to Kansas City in 1950.

He has been active in professional organization affairs. Among other assignments he served as treasurer of the American Library Association, 1956-1960, and as a trustee of its endowment fund, 1959-1965; as a member of the ALA Council, 1961-1966, of its Board of Accreditation, 1956-1958, president of the Library Education Division, 1955-1956, and chairman of the Executive Board’s Committee on Publishing, 1964-1966. He has served as vice-chairman and chairman of the Council of the Denver Bibliographical Center and is currently its president. He has contributed extensively to bibliographical and professional literature.

The Dewey Decimal Classification, the first edition of which was published by Melvil Dewey in 1876 and which is now in its 17th edition, is used by many tens of thousands of libraries world-wide, making it without doubt the most widely used book-classification. Its influence upon the development of libraries has been profound. The very fact of this wide use, by libraries of all sizes and types, from small public to large university libraries, in national bibliographies and in countries of diverse languages and cultures, and with an increasing complexity of subject-matter, creates acute problems of adaptation and consistency. Mr. Sealock’s duties will involve not only the business aspects of the work of the Press but also these technical and professional aspects, including consumer relationships, research in the underlying problems, relationships with other world classifications, etc.

In 1924 Melvil Dewey gave the Classification to the non-profit Lake Placid Club Education Foundation which he had founded to be maintained as a self-perpetuating trust on behalf of the library world. After Mr. Dewey’s death in 1931, the Foundation established Forest Press to assume the responsibilities of editing and publishing. Since 1953 the Press has contracted for the editing with the Library of Congress, under the supervision of the representative Dewey Decimal Classification Editorial Policy Committee.

Deo B. Colburn, who, as business manager of the Press, has been its principal executive officer, has been involved in the affairs of the Decimal Classification since 1915, when, as a young man, he came into the service of Melvil Dewey. He has been both the business manager and a director of the Press since its establishment in 1933, and the secretary of the Editorial Policy Committee since its establishment in 1937. He will continue with the Press as its business manager until his retirement in 1969.
The ALA, RTSD, Cataloging and Classification Section Audiovisual Media in Libraries Committee was set up to investigate and recommend to the RTSD/CCS Executive Committee the feasibility of developing a national standard or standards which would guide libraries in the organization of non-book materials. This includes the cataloging, classification, as well as the processing and physical preparation for use. In setting up the Committee it was recognized that apart from the descriptive cataloging and entry guidelines for certain but not all non-book materials in the new Anglo-American code, very little national attention is being given to classification questions and the problems of physically processing these materials for use.

While there are a number of ALA audiovisual committees, no one of these committees was set up to truly grapple with the comprehensive problems stated above.

In its first open meeting in Kansas City, the Committee attempted to identify those areas of concern felt by both the library profession, the commercial agencies which were attempting to serve them, and the publishers, themselves. Some of the problems identified included: (a) media publishers are not certain there is a need for cataloging services, (b) there is a lack of standardization in the cataloging/classification area, (c) question of color coding versus other types of coding presents problems, (d) methods of circulating media need study, (e) there is a need for carefully prepared annotations on catalog cards, (f) in the face of anticipated application of data processing to library info services, an early identification of a nationally acceptable cataloging classification code is urgent.

A number of smaller but very important questions were raised. Also a matter of real concern is the need for an index to media in print and for greater review coverage to guide school and other types of libraries in selection. The Committee is presently studying all major codes and manuals for the cataloging, classification, and processing of non-book materials in libraries. These include the DAVI code, the Michigan code, the California code, the North Carolina code, and the Ontario Board of Education code.

The Committee will also consult with experts in the media and library field to determine the most acceptable approach to the problems it faces.

The Committee invites responses from the field identifying problems, important details, and specific approaches to the organization of non-book materials in libraries. The experience of those in the field who know the day-to-day problems and have coped with them in practical, successful ways are urgently needed by the members of the Committee as they proceed with their work.

Please direct all such letters to Dr. Richard L. Darling, Department of Educational Media and Technology, Montgomery County Public Schools, Rockville, Maryland 20850.
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