CONTENTS

Page

OCLC at OSU: The Effect of the Adoption of OCLC on the Management of Technical Services at a Large Academic Library. D. Kaye Gapen and Ichiko T. Morita 5


Standardizing the Reporting of Cataloging in the University of California System. Eleanor R. Payne 34

Decision Tables: A Tool for Librarians. Fred J. Heinritz 42

Present-Day Publishing in Hong Kong. Lai-bing Kan 47

Inquiry into the Syndetic Structure of the Library of Congress Subject Headings in Anthropology. Jan Wepsiec 61

Resources and Technical Services Division: Annual Reports, 1976/77 81

RTSD Nominees—1978 Election 90

American Library Association Resources and Technical Services Division Bylaws 92

In the Mail 106
EDITORIAL BOARD

Editor, and Chairperson of the Editorial Board ................................................. WESLEY SIMONTON
Assistant to the Editor ....................................................................................... SUZANNE H. MAHMOODI

Assistant Editors:

J. MICHAEL BRUER ................................................................. for Resources Section
PHYLLIS A. RICHMOND
PAUL BERRISFORD ........................ for Cataloging and Classification Section
DOROTHY J. GLASBY ....................................................................... for Serials Section
FRANCIS F. SPREITZER ........................................ for Reproduction of Library Materials Section
HELEN F. SCHMIERER ........................................................................ Reviews

Editorial Advisers:

MAURICE F. TAUBER (for Technical Services)
KAREN HORN (for Regional Groups)

Library Resources & Technical Services, the quarterly official publication of the Resources and Technical Services Division of the American Library Association, is published at 1201-05 Bluff St., Fulton, MO 65251. Editorial Office: American Library Association, 50 E. Huron St., Chicago, IL 60611. Advertising Traffic Coordinator: Leona Siewch, Advertising Office, ALA Headquarters, 50 E. Huron St., Chicago, IL 60611. Circulation and Business Office: Central Production Unit/Journals, ALA Headquarters, 50 E. Huron St., Chicago, IL 60611. Subscription price: to members of the ALA Resources and Technical Services Division, $7.50 per year, included in the membership dues; to non-members, $15.00 per year; single copies $4.00.

Second-class postage paid at Chicago, Illinois, and at additional mailing offices.

LRTS is indexed in Library Literature, Library & Information Science Abstracts, Current Index to Journals in Education, Science Citation Index, and Hospital Literature Index. Its reviews are included in the Book Review Digest, Book Review Index, and Review of Reviews.

Contributors: Manuscripts of articles should be addressed to the Editor: Wesley Simon-
ton, Library School, University of Minnesota, Minneapolis, MN 55455. Each manuscript should be in two copies, typed in double space, with illustrative matter in finished form for the printer. Preceding the article should be its title, the name and affiliation of the author, and a 75- to 100-word abstract. The article itself should be concise, simply written, and as free as possible of jargon. Citations should be brief, easy to understand, and consistent in form within the article. Copies of books for review should be addressed to: Central Production Unit, American Library Association, 50 E. Huron St., Chicago, IL 60611.

Editors: The courtesy of citation to the original publication is requested when material is reprinted. Publication in LRTS does not imply official endorsement by the Resources and Technical Services Division nor by ALA, and the assumption of editorial responsibility is not to be construed necessarily as endorsement of the opinions expressed by individual contributors.
OCLC at OSU: The Effect of the Adoption of OCLC on the Management of Technical Services at a Large Academic Library

D. Kaye Gapen
Assistant Director for Technical Services
Iowa State University
Ames, Iowa

and

Ichiko T. Morita
Head, Automated Processing Division
Ohio State University Libraries
Columbus, Ohio

The organizational and procedural changes necessary to adopt the OCLC system in a large academic library over a five-year period are described. Organization and work-flow diagrams are presented in demonstrating new approaches to accessing authority files and the shelflist. Unit costs derived for the same period have been presented in a related article: "A Cost Analysis of the Ohio College Library Center On-Line Shared Cataloging System in the Ohio State University Libraries."

Early in 1971, the Ohio College Library Center (OCLC), located across the Olentangy River from the Main Library of the Ohio State University (OSU), announced that the planning phase for the implementation of on-line shared cataloging and catalog card production, requiring more than three years, had been completed. The OSU Libraries, as an early member of OCLC, also had been preparing for the adoption of this new, innovative method of cataloging.

The purpose of this paper is to present a detailed picture of a large academic library with established and often complex technical service procedures attempting to change some of those procedures in order

Manuscript received August 1976; accepted for publication November 1976.

Volume 22, Number 1, Winter 1978
to make use of a new tool, the OCLC system, as effectively as possible. More specifically, what has been the effect of OCLC computerized processing on cataloging, card production, and public catalog maintenance? In the case of the OSU Libraries, there were two computers to deal with—that of OCLC and that used in the Library Control System (LCS), an OSU-supported on-line computerized circulation system, which had become operational in 1970 just prior to the introduction of OCLC. A further item to be discussed is new programs designed and implemented to deal with that long-standing big library problem: "the cataloging backlog."

We are concerned here with four time periods: fiscal 1969–70, 1971, 1972–74, and 1974 to date. These time periods are reflected in the figures, which consist of organization and flow charts for each of the time periods.

1969–70

In 1969–70, the last pre-OCLC fiscal year at OSU, the organization chart for OSU Libraries technical services looked much like that of any other large academic library (Figure 1). The only items that may be slightly unusual are the division of serials into acquisitions and cataloging, the existence of search units in both acquisitions and cataloging, and the existence of a Library of Congress Editing Unit (hereafter, "LC Editing" or "LCE"), consisting of clerical personnel in the Catalog Department.

The flow of materials was comparable to that of other academic libraries (Figure 2). The Acquisitions Department did the initial ordering, with preorder searching in the in-process file, the public card catalog, the National Union Catalog (NUC) and other national and international bibliographies. This preorder searching was done primarily to obtain correct bibliographic information for ordering the work, to avoid unwanted duplication, and to provide as valid entries as possible in order to keep the department's files consistent and serve as a basis for entries in the cataloging process. If the LC card number was found during the process, it was included on the multiple order slips to aid the catalogers.

Upon receipt of materials, the Acquisitions Department carried out regular processing activities and sent on the books either to the Catalog Department or to a storage area called "Precat," which houses all the books purchased by the libraries that cannot be cataloged immediately because of insufficient staffing. Each book is assigned a "precat number" (e.g., PREA12345) and is available through main entry in the public card catalog and through title, author/title, and precat number in LCS.

In the Catalog Department, the titles were searched in NUC or the Library of Congress (LC) depository cards by a catalog search clerk. If no copy was found, the title was assigned to a professional cataloger for original cataloging. If copy was found, it was screened by
Figure 1
Organization Chart, 1969–70

a professional cataloger and then given either to a professional cataloger or to a clerk in LC Editing. The work of both the professional catalogers and the LCE clerks was revised by the chief reviser. Both professional catalogers and the LCE clerks checked the name-and-series and subject authority files and the card shelflist before sending the book and the cataloging information to the chief reviser. Following revision, Catalog Maintenance and Card Production (hereafter, “Catalog Maintenance” or “CMCP”) personnel prepared the official authority slips and a unit card for photoduplication of card sets based on the information supplied by the Catalog Department. The Photoduplication Unit reproduced necessary cards that were returned to CMCP where the traced headings were overtyped. After the card sets were typed and revised, clerks or students alphabetized the cards for filing in the Main Library public card catalog, the shelflist,
and the authority files. Catalog Maintenance also sent card sets through campus mail to the department libraries. During the interim required for card production, the books were sent from the Catalog Department to the Labeling Unit and then on to the appropriate library location.

Even with the placing of books in the Precat areas, more items than could be cataloged ended in the Catalog Department, and the result was a floating department backlog of approximately 10,000 books.

During 1969–70, with the advent of OCLC, the libraries’ faculty began planning how to use the OCLC system most effectively. The assistant director for technical services appointed a committee whose resulting proposals recommended the establishment of a unit of clerical personnel, with a professional head and assistant head who would be
responsible for cataloging with OCLC and NUC copy. The unit was to operate on an independent basis and, in the flow of materials, was positioned between the Acquisitions Department and the Catalog Department.

1971

In late 1971, the Quick Editing Unit (hereafter, “Quick Editing” or “QUE”) was formed by drawing together units already in existence. From the Catalog Department came LC Editing, Labeling, the Search Unit, and the Monographic Duplicates Unit. Some additional personnel came from an ad hoc unit that had been created to process a bulk purchase of items from another university. A new Automated File Control (AFC) section was formed, whose primary responsibility was (and is) the maintenance of the bibliographic integrity of the Library Control System (LCS). AFC also monitored the transferral of OSU cataloging from OCLC to LCS (Figure 3). (The record in the LCS system consists of call number, author, title, edition statement, title number, date of publication, and charging information.)

1972–74

The implementation of OCLC and LCS and the establishment of the Quick Editing and the Automated File Control units caused a revision of the former organization chart. Acquisitions and Bindery remained essentially the same organizationally, but the establishment of the two new units led to a reorganization of the Catalog Department to include only serials and monographic cataloging units. Monographic cataloging was further subdivided to include original cataloging and LC cataloging, since not all cataloging with copy could be done in Quick Editing. Catalog Maintenance was removed from the Catalog Department and combined with Automated File Control to comprise the Bibliographic Records Division, which reported directly to the assistant director for technical services. Quick Editing was also directly responsible to the assistant director for technical services and was subdivided into three units: Search and Editing, Duplicates, and Labeling (see Figure 4).

The work flow changed drastically (see Figure 5). The Acquisitions Department continued to do preorder searching but began to include the OCLC data base as a search tool, with about three hours per week of search time. Once books were received, acquisitions channeled them to Precat, to Quick Editing Duplicates, to Serials Cataloging, or to Quick Editing Search and Editing.

In Quick Editing, the following procedures were carried out for all new books that were to be searched and cataloged. (1) The search clerks searched the OCLC data base. (2) If copy was found, the search clerk noted on a worksheet the call number and any series and/or nonsubject added entries. (3) Students checked the authority files and followed procedures using information in either the authority files or
the book in hand. (4) The QUE editor checked the call number in the card shelflist and filed a temporary slip to hold the number. (5) The QUE editor returned the book to the OCLC terminal, along with the worksheet containing the results of the name/series authority file checking and the call number verified in the shelflist, and proceeded to catalog the book and order the production of catalog cards. (QUE editors are clerical staff members who catalog with copy, working independently without revision after a training period.) (6) After the cards were received from OCLC, Catalog Maintenance personnel checked the subject authority file and, if necessary, altered subject headings and prepared cross-references.

If no cataloging copy was available on OCLC, the search clerks used other search tools including NUC, the Micrographic Catalog Retrieval...
System, and Library of Congress depository cards. If the search clerks found cataloging copy in one of these sources, a picture of the copy was taken with a Polaroid camera and the book and copy entered the QUE work flow at step 2.

If no copy was found on the first search in Quick Editing, the books were held for twenty weeks and then re-searched in any search tools that had been updated during the period. Books with copy were given to the editors by the search clerks. Books without copy were sent to the Catalog Department for original cataloging. In addition to books without copy, Quick Editing also sent to the Catalog Department books with copy that could not be cataloged on OCLC (such as serials or microform publications), books with copy that could not be processed correctly through the OCLC/LCS interface, and books with copy requiring local assignment of call numbers to ensure consistency with OSU cataloging practices and policy (such as PZ 3s and PZ 4s and legal materials).
In addition to this, the Catalog Department was also searching its department backlog on OCLC, copying the information and preparing a workform for input by CMCP.

**Preorder searching in In-Process file, Public Catalog, NUC, national bibliographies and three hours/week OCLC.**

**Figure 5**
Flow of Materials, 1971-73
The original catalogers and those clerks involved in cataloging in the Catalog Department continued their previous procedures, with the addition of some new routines for the transferral of original cataloging from a traditional unit card to a worksheet and including with the cataloging information the appropriate MARC tags, indicators, and subfield codes. One major change was the elimination of revision of the work of the original catalogers after an initial training period. To maintain consistency and a continuing high standard of cataloging,
the catalogers continued to check the card shelflist and all authority files before sending the worksheet for each title to Catalog Maintenance, where clerks and students input the cataloging records to the OCLC data base. Concurrent with the OCLC production of catalog cards, procedures continued in effect for some manual production of catalog cards, authority file cards, and necessary cross-references for the public card catalog. Books cataloged in the Catalog Department were sent immediately to Labeling and then to the particular library locations.

Catalog Maintenance's responsibilities were expanded to include some manual card production, the receipt of cards from OCLC along with their subsequent processing, subject authority file checking for Quick Editing cataloging, authority file and public card catalog cross-reference maintenance, and filing in the shelflist, authority files, and public card catalog.

Automated File Control was still responsible for monitoring the OCLC/LCS interface, for adding new records to LCS that could not be processed through the interface, and for making any needed corrections to maintain the LCS records.

The underlying basis of the procedural changes at this point was to attempt to use LC cataloging as much as possible. Alterations or additions to LC cataloging were permitted only (1) to maintain OSU call number consistency, (2) to provide any added information needed to continue filing practices already established in the card catalogs, and (3) to make sure that the cataloging records agreed with the book in hand.

No major Technical Services Department reorganization occurred between July and December 1973. Nor did any changes occur in the total Technical Services work flow. But substantial changes were made in the procedures for checking and maintaining files. As a result of studies conducted in Quick Editing and experience with OCLC and LCS, two important procedures were revised in an attempt to reduce processing time per title (Figure 6).

The first change called for the QUE editors rather than the searchers to do the initial searching of the new books on OCLC. Then, if copy was found in OCLC, the editor turned to an LCS terminal and typed in the proposed call number from OCLC using an algorithm that caused an LCS display of that number and the thirty surrounding call numbers in shelflist order with their authors and titles. This procedure, which is equivalent to checking the card shelflist, is called “automated shelflisting.” If the call number is judged to be valid on the basis of the LCS search, any necessary corrections in the OCLC record are made and the production of catalog cards is ordered.

The second change directed that all of the authority file checking for books cataloged by QUE be done by Catalog Maintenance after the cards were printed by OCLC and received by OSU. With the implementation of the procedure, Catalog Maintenance now checked
and maintained the authority files for all of the entries connected with Quick Editing's cataloging. The advantage for QUE was that only one call-up of an OCLC record was necessary if copy was available in the data base. The disadvantage was that CMCP would now have to correct those OCLC printed cards for which the authority file revealed discrepancies between OSU and OCLC entries.

Before undertaking these two new procedures, Technical Services

---

**Figure 6**

Flow of Materials, 1973-74

*Volume 22, Number 1, Winter 1978* · 15 ·
Figure 6 (cont.)
Flow of Materials, 1973–74

CMCP—Catalog Maintenance and Card Production
LCS—Library Control System
QUE—Quick Editing

Return Cards With Error Form To Editor Or Cataloger
Editor Or Cataloger Locates Temp Or Solves Problem
Editor Or Cataloger Returns Cards And Form To CMCP

Library Resources & Technical Services
staff seriously considered the tradeoff. A preliminary study indicated that the time saved in QUE would outweigh the time and effort expended in CMCP. In retrospect, this judgment seemed to be valid, in that QUE production increased from 19,000 titles in 1972-73 to 41,000 titles in 1973-74. A price was paid, however, for this increased production, in that Catalog Maintenance has had to limit some of its error checking and make a greater number of cross-references in the authority files and public card catalog in order to handle these new responsibilities with the same staff levels. In addition to the authority files and public card catalog maintenance, some new procedures were required to handle a slight increase of call number verification problems caused by the use of the automated shelflisting in LCS. In order to repay Catalog Maintenance somewhat for increasing the quantity of its work, Quick Editing assumed the responsibility for inputting to OCLC the original cataloging from the Catalog Department, a workload of approximately 600 records per month.

The result of two and one-half years' of organizational and procedural change has been a streamlining of procedures to use OCLC in an efficient and cost-beneficial manner while still maintaining the traditional physical files needed for a high standard of cataloging. The present organization chart is presented as Figure 7.

August 1974-

In August 1974, a task force study resulted in the implementation of a revised work flow. The first goal was to gain bibliographic control of all materials in the Technical Services work flow, that is, to provide a means of providing for the general user and Public Services librarians the exact location of each book not yet fully processed. The second goal was to distribute the uncataloged backlog fairly to all location libraries, as well as the Main Library.

The specific procedural outline can be seen in Figure 8 and generally involves assigning “control/storage” ("C/S") numbers to all roman alphabet monographs for which no cataloging copy is found at the first search. Once the numbers are assigned, the books are placed on search holding shelves for ten weeks, and a record for each title is added to LCS. As soon as the records appear on LCS, the copies of the book are charged to Quick Editing. At the end of ten weeks, the books on the holding shelves are re-searched, and any books for which copy is found are routed to the QUE editors for cataloging. If the searchers do not find copy, the books are discharged from QUE and charged to the Catalog Division (reorganization during this time period changed the name from “department” to “division”). In this manner, the first goal is reached, namely, bibliographic control of materials while in process.

After the books are charged to the Catalog Division, they are placed on the Catalog Quota Review Shelves. Each of the twenty-six location librarians and the Main Library has a quota of books that may receive
original cataloging. The Catalog Division estimated how many monographs the catalogers could catalog in a four-week period, and the implementation committee then figured percentages of the total based on the number of monographs originally cataloged for each location during the preceding year. As a result, each location librarian reviews all books as potential candidates for original cataloging. Items that are chosen to be cataloged are discharged from the Catalog Division once they have been cataloged, in approximately one week's time. Items that the location librarian feels do not merit original cataloging are discharged from the Catalog Quota Review Shelves, labeled with the control/storage number, and shelved at the appropriate location library. At any future point, any location librarian may return a book
with a control/storage number for quota cataloging as part of a monthly original cataloging quota.

Besides achieving the second goal of distributing fairly the uncataloged backlog to all location librarians, the implementation of the new flow of materials has had several unplanned benefits. First, the general meetings that were held to explain the new flow of materials
Figure 8 (cont.)
Flow of Materials Begun July 1974
led to more discussion between public and technical service librarians. Each became more aware of the other’s constraining factors, problems, and responsibilities. Second, Technical Services as a group examined interdepartmental procedures, learned more about each other, and, as a result, were able to cut some procedures that were found to be of no benefit to anyone. Third, the Public Services librarians began to have more input regarding additional access points that they thought would be useful in finding materials in the public card catalog. Fourth, the Catalog Division was able to clear out its uncataloged backlog for which there had previously been no bibliographic control. Finally, having no uncataloged backlog buildup in the Catalog Division meant that the amount of items that would have been held there for two months and necessarily re-searched before original cataloging was cut to zero. The savings in searching time and rehandling has been considerable.

OCLC and the OCLC/LCS interface played an important role in the implementation of the new flow of materials. All of the books cataloged after the second search had been assigned control/storage numbers and the records added to LCS. When those books were cataloged via OCLC, the catalog records with LC call numbers were added to LCS, again through the interface function, and it was now necessary to delete the duplicate records with control/storage numbers. The OCLC/LCS interacted through the cancel function of OCLC.

The effect of all these organizational and procedural changes has been a streamlining leading to greater efficiency and a greater degree of bibliographic control. Not only has OCLC greatly affected file approach and maintenance and work flow and organization at OSU, it and LCS interact to allow the libraries to provide improved user services at no increase in cost.

References


Volume 22, Number 1, Winter 1978 • 21 •
The Historical Development of the Second Edition of the Anglo-American Cataloging Rules

CAROL R. KELM
Former Executive Secretary
Resources and Technical Services Division

In March 1974 representatives from Britain, Canada, and the U.S. met and established the Joint Steering Committee for Revision of AACR. Establishment of the ALA RTDS Catalog Code Revision Committee, the Canadian Committee on Cataloguing, and the Library Association/British Library Committee on Revision of AACR followed. These committees worked with the editors, Paul Winkler and Michael Gorman, in developing the text of the second edition of the Anglo-American Cataloging Rules, which is scheduled for publication in fall 1978.

An interesting summary of the history of Anglo-American cooperation in the preparation of cataloging rules from 1908 to 1967 has been provided by Wyllis Wright, the chairman of ALA’s Catalog Code Revision Committee from 1954 to 1967. The issues he mentions have continued to be issues in the decade following the publication of the Anglo-American Cataloging Rules (AACR) in 1967. He discusses such matters as nonauthor headings other than titles (e.g., headings with form subheadings like “Laws, statutes, etc.”); the desire to develop the best code possible without regard to past practices or the cost of altering entries already in the catalog; the shift from the emphasis on the proper treatment of classes of publications, of persons, and of organizations to proper treatment of types of authorship or types of names; title entry for all serials; the influence of the computer on the future of cataloging; and entry of institutions under place where located. Wright’s article presents an appropriate context for a consideration of the present catalog code revision effort. The results of this effort (i.e., the second edition of AACR, hereafter designated as AACR 2) can be classified as evolutionary rather than revolutionary.

Manuscript received and accepted October 1977.
In the early 1970s, several factors emerged to set the stage for a new edition of AACR. Piecemeal revision of AACR (e.g., the cancellation of rules 98 and 99 that required entry under place for certain institutions, or the extensive revision of rules 3–5 that dropped the possibility of entering under editor or compiler) showed clearly that a systematic revision of the code was needed. The Library of Congress’ interest in “desuperimposition,” i.e., discontinuing the use of headings established under pre-AACR rules, the establishment of the British Library, and the development of International Standard Bibliographic Descriptions also emphasized the need for a second edition of AACR.

The possibility of a new edition that would reconcile the British text and the North American text* and incorporate the rule revisions accepted since the publication of the 1967 code were discussed at a meeting held at the American Library Association headquarters on March 29, 1974. Attending the meeting were John Byrum of Princeton University Libraries, representing ALA as chairman of the Resources and Technical Services Division (RTSD) Catalog Code Revision Committee (CCRC); Peter Lewis of the University of Sussex (England) Library, representing the British Library (BL); Jean Lunn of the National Library of Canada, representing the Canadian Committee on Cataloguing (CCC) as its chairman; C. Sumner Spalding, of and representing the U.S. Library of Congress; and Carol R. Kelm, RTSD executive secretary. Peter Lewis chaired the meeting and subsequently became the chairman of the Joint Steering Committee for Revision of AACR (JSCAACR). At that meeting the JSCAACR was formed to coordinate the AACR revision project and to guide the two editors in their work. A roster of JSCAACR voting representatives and nonvoting deputies is attached (appendix 1). The following objectives of the AACR revision were defined at the March 1974 meeting and announced publicly:

1. To reconcile in a single text the present North American text and the British text of the AACR.
2. To incorporate in the single text all amendments and changes since 1967 that have already been agreed upon and implemented by the authors under procedures following from the 1966 “Memorandum of Agreement on Catalog Code Revision between the American Library Association and the Library Association.”
3. To consider for inclusion in the revision all work currently in process and all proposals for amendments by the authors of the revised text and national committees of other countries that use English versions of the AACR texts, that have been put forward by a date not later than seven months after the commencement of editorial work on the revision.
4. To provide for international interests in AACR as are made known to the

*For major differences in entry rules between the two texts, see p.371 of the North American text.

Volume 22, Number 1, Winter 1978 • 23 •
Joint Steering Committee for Revision of AACR by the date mentioned in 3 above.²

On behalf of the JSCAACR, the ALA applied for funding from the Council on Library Resources (CLR) in November 1974. By March 1975 budget details were worked out and CLR approved the request for $111,431 to support the work of the editors and the JSCAACR between January 1, 1974, and December 31, 1976. In December 1976 CLR made available an additional $22,228 to support the extension of the project to August 1, 1977.

The JSCAACR appointed Paul Winkler as the editor from the U.S. and Michael Gorman as the associate editor from Britain during its July 1974 meeting. Editorial work began in January 1975. The editors attended JSCAACR meetings but did not vote on the issues decided by JSCAACR. The JSCAACR assumed responsibility for: determining questions of policy for the editors; considering all proposals in relation to the timetable; ensuring adequate communications between all persons and bodies concerned with the revision; assessing for approval the rules framed by the editors in accordance with agreed policies; and presenting for publication the revised text and index. To fulfill its charge, the JSCAACR met at the following times and places:

- July 12, 1974, New York, N.Y.
- January 23–24, 1975, Chicago, Ill.
- May 15–17, 1975, Washington, D.C.
- November 3–6, 1975, Princeton, N.J.
- February 9–13, 1976, Washington, D.C.
- October 25–29, 1976, Toronto, Ontario
- August, 7–12, 1977, Washington, D.C.

During the course of these meetings JSCAACR recorded 894 separate decisions. The minutes of the meetings from March 1974 through October 1976 covered 465 single-spaced typed pages, excluding exhibits.

At its January 1975 meeting the JSCAACR developed the detailed program of work that it hoped to complete by the end of 1976, and developed guidelines for the editors and for the national committees of the British, Canadian, and U.S. library organizations and institutions participating in the revision. Four position statements were adopted at that time and announced publicly:

1. The Joint Steering Committee resolves that the Second Edition of the Anglo-American Cataloging Rules will maintain general conformity with the Paris Principles on which the 1967 rules are based.
2. The Joint Steering Committee resolves that the Second Edition will take particular account of developments in the machine processing of bibliographic records.
3. The Joint Steering Committee affirms its commitment to conformity with the International Standard Bibliographic Description for Monographs (ISBD(M)) as the basis for bibliographic description of monographs, and

- 24 -  

Library Resources & Technical Services
to the principle of standardization in the bibliographic description of all categories of materials.

4. The Joint Steering Committee accepts the commitment entered into by the predecessors to base the revision of relevant chapters of Part 3 of AACR primarily on the following four sources:
   - Draft Revisions of Chapter 12 and 14 of the AACR (U.S.)
   - Non-Book Materials Cataloguing Rules (U.K.)
   - Nonbook Materials: The Organization of Integrated Collections (Canada)
   - Standards for Cataloging Nonprint Materials (U.S.)

Thus the framework within which the revised catalog code was to evolve took shape. The Canadian Committee on Cataloguing, made up of representatives of the Association pour l'avancement des sciences et des techniques de la documentation (ASTED), the Canadian Library Association (CLA), and the National Library of Canada (NLC), was established in March 1974. The CCC submitted documents JSC/CSC-1 through 332 for consideration by JSCAACR in the course of its work. In Britain the Library Association/British Library Committee on Revision of AACR (LA/BLC) was set up and submitted for JSCAACR consideration documents JSC/UK-1 through 59. The Library of Congress submitted documents JSC/LC-1 through 171 to JSCAACR for consideration.

ALA's participation in the Joint Steering Committee for Revision of AACR was approved by the ALA Council in July 1974. Within ALA, the Catalog Code Revision Committee (CCRC) had been established in June 1973 in the RTSD Cataloging and Classification Section (CCS), with a membership of eleven persons representing different kinds of libraries and various kinds of expertise. In January 1974, CCRC became a division committee instead of a section (CCS) committee, because of the importance of the project, with the following function statement:

To propose additions and modifications of the Anglo-American Cataloging Rules for the inclusion in the second edition of that work; to review successive drafts presented by the Editor and summarize the ALA point of view for presentation to the Joint Steering Committee; to designate consultants and to appoint ad hoc advisory committees to deal with specific, defined problem areas, as needed. Such consultants and the Chairperson of each ad hoc advisory committee, if not a member of the Committee, serves as a non-voting ex-officio member of the Catalog Code Revision Committee. The Committee shall have final responsibility within ALA to speak for ALA, through its Chairperson or delegate, in the revision of AACR. The Chairperson of this Committee shall serve as the ALA representative to the Joint Steering Committee. The authority for code revision is vested in the RTSD Catalog Code Revision Committee until the second edition is published at which time the authority shall revert to the CCS-DCC. * CCS-DCC shall continue to handle all matters relating to descriptive cataloging except those pertaining to the second

* i.e., the Descriptive Cataloging Committee of CCS, which had served as the ALA unit responsible for revision of the code in the past.

Volume 22, Number 1, Winter 1978 • 25 •
C. Sumner Spalding, editor of the 1967 AACR, served as a consultant to CCRC after his retirement from the Library of Congress, i.e., from February 1975 until his resignation in early 1977. A roster of the CCRC members is given in appendix 2.

Each national group organized its own procedures and timetables to fit within those of the JSCAACR, since suggestions from persons or organizations for revision of specific rules were to be communicated to the appropriate national representative to the JSCAACR no later than July 1975. The CCRC met at the following times and places:

- July 7, 11, 1974, New York, N.Y. (ALA Annual Conference)
- November 15–16, 1974, Washington, D.C.
- January 17–21, 1975, Chicago, Ill. (ALA Midwinter Meeting)
- April 18–19, 1975, Chicago, Ill.
- June 26–July 1, 1975, San Francisco, Calif. (ALA Annual Conference)
- October 9–11, 1975, Chicago, Ill.
- January 15–18, 1976, Chicago, Ill. (ALA Midwinter Meeting)
- April 21–24, 1976, Chicago, Ill.
- July 14–19, 1976, Chicago, Ill.
- June 13–16, 1977, Detroit, Mich. (ALA Annual Conference)

On June 13, 1974, letters were sent to ALA division presidents and chairmen of round tables likely to be interested explaining the catalog code revision project and inviting each of the units to appoint a representative to the CCRC. During the course of the AACR revision, regular contact was maintained with the RTSD Filing Committee, the RTSD/RASD/ISAD Representation in Machine-Readable Form of Bibliographic Information Committee (MARBI), and the RTSD Serials Section AACR Revision Study Committee.

In December 1974 letters similar to those sent to ALA division presidents and round table chairmen were sent to organizations outside of ALA that might be interested in participation in the catalog code revision effort. The list of organizations was compiled from the names of organizations that had participated in the 1967 code revision (see pages viii–ix in the AACR North American text), supplemented by additional organizations listed in the 1973 Bowker Annual of Library and Book Trade Information and suggestions made by CCRC (appendix 4). The organizations varied as to whether they appointed a nonvoting representative who attended CCRC meetings, or whether they simply received the voluminous CCRC documentation. By June 1976 it was clear that a number of organizations that had been receiving documentation were providing no input into the project, and a number of organizations were dropped from the mailing list on the
basis of their response or lack of response. To assist CCRC in its work, an annotated bibliography of publications commenting on AACR was commissioned.6

Pursuant to a decision at its November 1974 meetings, CCRC established twenty-six Rule Review and Revision Proposal Teams (RRRPT) to review related groups of rules. Each part of the 1967 AACR rules was assigned for examination by a specific team. In addition to the CCRC members, ALA and non-ALA representatives served as members of teams. Eventually some teams were combined, and two additional teams were appointed. In the fall of 1976 the teams were reorganized into four: one each for description, choice of entry, form of heading, and machine considerations. Each of these four teams included CCRC members, ALA representatives, and non-ALA representatives. All during the code revision effort the teams presented recommendations for action to CCRC that were subsequently voted upon by CCRC. By September 1976 the voting members of CCRC and the nonvoting representatives of ALA units and other organizations decided that the team structure had outlived its usefulness. One major problem has always been the amount of time required for team discussions, which sometimes left insufficient opportunity for the group as a whole to consider the same problems. Moreover, as CCRC's chief concern became consideration of draft texts submitted by the editors, it became apparent that the team discussions were to an extent repetitive of those of the committee as a whole. Therefore, during the concluding phase of the revision project—that which was devoted to overall review of the final draft text—CCRC members and the representatives of ALA units and other organizations functioned as a single group. It was by these organizational processes that the proposals for change in the 1967 cataloging rules, in documents numbered CCRC/lim. 1 through 59, were considered by CCRC and rejected or forwarded to JSCAACR in documents numbered JSC/CCRC-1 through 179. Most of these JSC/CCRC documents contained substantive suggestions concerning the organization, notation, or content of the rules or examples.

At the same time that the national groups were preparing documents for JSCAACR consideration, JSCAACR had approached its task (early in 1975) by asking the editors to categorize each rule in one of the following ways: agreement between the British and North American texts; agreement in substance but variation in wording between the two texts; agreement in principle but disagreement in detail; disagreement in principle; rule present in one text only. JSCAACR worked through the 1967 AACR by dealing with rules by category, taking into consideration the recommendations of JSCAACR constituent bodies.

Early in its deliberations JSCAACR decided that rules for the second edition should be recast in the positive and imperative, and that the rules should avoid the use of sexist terminology as far as possible.

Volume 22, Number 1, Winter 1978 · 27 ·
JSCAACR also agreed that romanization tables should not be included in the second edition. At one time in its deliberations, JSCAACR favored using the International Organization for Standardization (ISO) romanizations in the examples. However, in Decision 805, JSCAACR agreed to use the ALA/LC romanization tables. This represents no change from the North American text of the 1967 AACR.

It was decided that suggestions on rules for certain categories of materials (i.e., law, music, maps, and incunabula) should be forwarded directly to the editor (Paul Winkler) rather than first being processed by the national committees and national libraries.

Between the meetings of JSCAACR the editors prepared a total of 222 rule revision documents in the JSC/RR series for consideration by JSCAACR. At the October 1976 meeting of JSCAACR, CCRC pressed for the distribution of copies of the draft of AACR 2 to reviewers in Britain, Canada, and the U.S. JSCAACR approved such distribution. In addition, LA/BLC worked with the IFLA International Office for Universal Bibliographic Control in London to distribute copies of the draft to library organizations in Australia, Denmark, Malaysia, New Zealand, Kenya, and South Africa where AACR is used. Comments were received from all but Kenya. The national committees in Britain, Canada, and the U.S. were responsible for selecting the organizations in their own countries that would be offered the review draft. After discussion and correspondence with ALA Counsel William North concerning copyright matters, copies of the review draft were distributed to fifty-four U.S. organizations in mid-spring 1977 (see appendix 5). Michael Gorman was named joint editor at the April 1977 JSCAACR meeting in order to acknowledge his larger contribution to the second edition.

The JSCAACR has reached its goals as identified in March 1974 and January 1975: the two 1967 texts have been reconciled; amendments approved since 1967 have been incorporated; international interests and machine processing developments have been taken into account; provisions of the ISBDs have been incorporated into the text; and rules for many kinds of media have been added or expanded. Like AACR, AACR 2 will please some but not all; but on balance it appears to be a satisfactory compromise of various views on key issues. During the 1977 ALA Annual Conference in Detroit, CCRC recommended that the RTSD Board of Directors endorse the publication of the final draft of AACR 2 as approved by JSCAACR (unless the ALA representative reported to the RTSD president after the August 1977 JSCAACR meeting that any subsequent JSCAACR decisions were unacceptable) and encouraged ALA Publishing Services to proceed with its part in the production of AACR 2 as quickly as possible. The RTSD Board of Directors voted eight to two in favor of this recommendation. At its August 1977 meeting JSCAACR "unanimously agreed that the text resulting from the decisions taken and from directives and delegations of responsibility and judgment given
to editors and members should be presented for publication as the Second Edition of AACR." The manuscript of AACR 2 was scheduled to reach the publisher in January 1978. A fall 1978 publication date is planned.

It remains only to point out that the Library of Congress has participated actively in the development of AACR 2. LC's acceptance of the code's decisions is important to the American library community that uses the products of the Library of Congress cataloging operation. It is significant that the Library of Congress plans to adopt the code on January 1, 1980, at the same time it freezes its manual catalogs. The major issue in 1980 for many U.S. libraries will not be the cost of implementing changes in catalogs due to the changes in AACR 2, but rather the implication of closing their catalogs and starting anew with the new rules and perhaps a new catalog format.

References

6. Darlene Waterstreet, Bibliography of Publications Relating to the Anglo-American Cataloging Rules (North American & British Texts of 1967—with Annotations and an Index to Rules (Chicago: ALA/RTSD Catalog Code Revision Committee, 1974), 41p. This can be ordered from the RTSD Office (50 E. Huron St., Chicago, IL 60611) for $1 per copy (prepaid).

APPENDIX I

Members of the Joint Steering Committee for Revision of AACR
March 1974-August 1977

<table>
<thead>
<tr>
<th>Voting Representative</th>
<th>Nonvoting Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Library Association</td>
<td></td>
</tr>
<tr>
<td>John Byrum X</td>
<td></td>
</tr>
<tr>
<td>(Princeton University/Library of Congress)</td>
<td></td>
</tr>
<tr>
<td>Frances Hinton X</td>
<td></td>
</tr>
<tr>
<td>(Free Library of Philadelphia)</td>
<td></td>
</tr>
</tbody>
</table>

Volume 22, Number 1, Winter 1978
<table>
<thead>
<tr>
<th>Voting Representative</th>
<th>Nonvoting Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Committee on Cataloguing</td>
<td></td>
</tr>
</tbody>
</table>
| Jean Lunn  
(National Library of Canada) | 1974--June 1975 |
| Edwin Buchinski  
| Ronald Hagler  
(University of British Columbia, School of Librarianship) | X |
| British Library |
| Peter Lewis, *Chairman*  
(University of Sussex) | X |
| Joel Downing  
(British Library) | X |
| Library Association |
| Phillip Escreet  
(University of Glasgow) | X |
| Geoffrey Hamilton  
(Department of Energy Library) | X |
| Library of Congress |
| C. Sumner Spalding | 1974--75 |
| Elizabeth Tate | 1975--76 |
| Ben R. Tucker | 1976--77 |
| Robert M. Hiatt | X |

**APPENDIX 2**

**ALA RTSD**  
Catalog Code Revision Committee  
1974--

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Term</th>
</tr>
</thead>
</table>
| John Byrum  
(Princeton University/Library of Congress) | *Chairman* |
| Lizbeth Bishoff  
(Grant Community High School/Waukegan Public Library) |  |
| Winifred Duncan  
(Chicago Board of Education, Division of Libraries) |  |
| Neal Edgar  
(Kent State University Library) |  |
| Barbara Gates  
(Brown University Library) (March 1977-- ) |  |
| Doralyn Hickey  
(School of Library Science, Univ. of Wisc.--Milwaukee/School of Library and Information Sciences, North Texas State Univ.) |  |
| Frances Hinton  
(Free Library of Philadelphia) |  |
| Carol Ishimoto  
| Paul Kebabian  
| Åke Koel  
(Yale University Library) (June 1974-- ) |  |
| Joan Marshall  
(Brooklyn College Library) (March 1977-- ) |  |
| Marian Sanner  
(Enoch Pratt Free Library, Baltimore) (Jan.--May 1974) |  |
| Helen Schmierer  
(University of Chicago Library) (March 1976-- ) |  |
| Edith Scott  
(University of California, San Diego, Library) |  |
| Gordon Stevenson  

Resource person:  

Recording Secretary (nonmember of CCRC):  
Ann Murphy  
Marilyn Jones  
(University of Minnesota Library) (Jan. 1977-- )
Appendix 3

Representatives from non-RTSD ALA Units

<table>
<thead>
<tr>
<th>Unit</th>
<th>Date Invited</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of School Librarians</td>
<td>June 1974</td>
<td>Robert Little</td>
</tr>
<tr>
<td>American Library Association—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audiovisual Committee</td>
<td>Feb. 1975</td>
<td>Evelyn G. Clement</td>
</tr>
<tr>
<td>American Library History Round Table</td>
<td>June 1974</td>
<td>Constance Rinehart</td>
</tr>
<tr>
<td>American Library Trustee Association</td>
<td>June 1974</td>
<td>Lee Brawner</td>
</tr>
<tr>
<td>Association of College and</td>
<td>June 1974</td>
<td>LeRoy Ortopan</td>
</tr>
<tr>
<td>Research Libraries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Services Division</td>
<td>June 1974</td>
<td>Annette Shockey</td>
</tr>
<tr>
<td>Federal Librarians Round Table</td>
<td>June 1974</td>
<td>Mary Sauer</td>
</tr>
<tr>
<td>Government Documents Round Table</td>
<td>June 1974</td>
<td>Bernadine Hoduski</td>
</tr>
<tr>
<td>Health and Rehabilitative Library Services Division</td>
<td>June 1974</td>
<td>Dallas R. Shawkey</td>
</tr>
<tr>
<td>Information Science and</td>
<td>Nov. 1975</td>
<td>Marilyn Jones</td>
</tr>
<tr>
<td>Automation Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual Freedom Round Table</td>
<td>June 1974</td>
<td>Barbara Gates</td>
</tr>
<tr>
<td>Library Administration Division</td>
<td>June 1974</td>
<td>James R. Dwyer</td>
</tr>
<tr>
<td>Library Research Round Table</td>
<td>June 1974</td>
<td>Morris Schertz</td>
</tr>
<tr>
<td>Reference and Adult Services Division</td>
<td>Jan. 1975</td>
<td>Lawrence Leonard</td>
</tr>
<tr>
<td>Social Responsibilities Round Table</td>
<td>June 1974</td>
<td>Helen Schmierer</td>
</tr>
<tr>
<td>Young Adults Services Division</td>
<td></td>
<td>Concetta Sacco</td>
</tr>
</tbody>
</table>

Appendix 4

Non-ALA Organizations

<table>
<thead>
<tr>
<th>Associations Accepting Participation</th>
<th>Representative or Document Receiver Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of Law Librarians</td>
<td>Cecil Kwan</td>
</tr>
<tr>
<td>American National Standards Institute</td>
<td>Linda Schneider (3-75/7-75)</td>
</tr>
<tr>
<td>American Theological Library Association</td>
<td>Deborah Bodner (8-75/ )</td>
</tr>
<tr>
<td>Art Libraries Society of North America</td>
<td>Lydia Lo</td>
</tr>
<tr>
<td>Association for Educational Communications and Technology</td>
<td>Nancy John</td>
</tr>
<tr>
<td>Association for Educational Communications</td>
<td>Alma Tillin (4-75/9-76)</td>
</tr>
<tr>
<td>Association for Asian Studies</td>
<td>William Quinly (10-76/ )</td>
</tr>
<tr>
<td>Canadian Committee on Cataloguing</td>
<td>Constance Rinehart</td>
</tr>
<tr>
<td>Catholic Library Association</td>
<td>Louis Jacob</td>
</tr>
<tr>
<td>Church and Synagogue Library Association</td>
<td>Edwin Buchinski</td>
</tr>
<tr>
<td>Council on Library Resources</td>
<td>Arnold M. Rzepecki (3-75/7-75)</td>
</tr>
<tr>
<td>Educational Media Council</td>
<td>Thomas Pater (7-75/ )</td>
</tr>
<tr>
<td>Joint Advisory Committee on Nonbook Materials</td>
<td>Alice Toomey</td>
</tr>
<tr>
<td>Joint Advisory Committee on Nonbook Materials</td>
<td>Lawrence Livingston</td>
</tr>
<tr>
<td>Medical Library Association</td>
<td>Carolyn Whitenack</td>
</tr>
<tr>
<td>Middle East Librarians Association</td>
<td>Margaret Chisholm (3-75/7-75)</td>
</tr>
<tr>
<td></td>
<td>Suzanne Massonneau (7-75/ )</td>
</tr>
<tr>
<td></td>
<td>Emilie Wiggins</td>
</tr>
<tr>
<td></td>
<td>John A. Elfts</td>
</tr>
</tbody>
</table>

Volume 22, Number 1, Winter 1978 • 31 •
National Federation of Abstracting and Indexing Services
Society of American Archivists
Special Libraries Association

Toni Carbo Bearman
Ann M. Campbell
F. E. McKenna (3-75/3-76)
Caryn S. Katz (4-76/)

Associations Not Appointing Representative or Document Receiver
American Association of Publishers
American Merchant Marine Library Association
American Society for Information Science
Association of Jewish Libraries
Association for Recorded Sound Collections
Association of Research Libraries
Black Caucus of the American Library Association
Council of National Library Associations
Education Film Library Association
National Commission on Libraries and Information Science
Theatre Library Association

Appendix 5
Agencies that Received Review Draft

<table>
<thead>
<tr>
<th>Unit</th>
<th>Number of Draft Copies Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources and Technical Services Division Units: Resources and Technical Services Division Board of Directors (1976-77 roster; voting members)</td>
<td>8 of 10 offered (10 members)</td>
</tr>
<tr>
<td>Cataloging and Classification Section Executive Committee (1976-77 roster)</td>
<td>10 of 11 offered (11 members)</td>
</tr>
<tr>
<td>Cataloging and Classification Section Policy and Research Committee (1976-77 roster)</td>
<td>8 of 10 offered (10 members)</td>
</tr>
<tr>
<td>Resources and Technical Services Division Filing Committee (1976-77 chairperson)</td>
<td>1 of 1 offered (chairperson only)</td>
</tr>
<tr>
<td>RTSD/ISAD/RASD Representation in Machine-Readable Form of Bibliographic Information Committee (MARBI; 1976-77 roster)</td>
<td>8 of 11 offered (11 members)</td>
</tr>
<tr>
<td>Discussion Groups: Technical Services Administrators of Medium-Sized Research Libraries Discussion Group</td>
<td>1 of 2 offered</td>
</tr>
<tr>
<td>Technical Services Administrators of Smaller Research Libraries Discussion Group</td>
<td>1 of 2 offered</td>
</tr>
<tr>
<td>Technical Services Directors of Large Research Libraries Discussion Group</td>
<td>2 of 2 offered</td>
</tr>
<tr>
<td>Other ALA Units: American Library History Round Table Association of College and Research Libraries Government Documents Round Table Information Science and Automation Division</td>
<td>1 of 1 offered 5 of 5 offered 1 of 1 offered 5 of 5 offered</td>
</tr>
<tr>
<td>Non-ALA Units: American Theological Library Association</td>
<td>1 of 1 offered</td>
</tr>
</tbody>
</table>

*Computer-Output-Microfilm (COM) Hardware and Software: The State of the Art* is designed for library systems analysts, administrators, and others who need an understanding of COM hardware and software capabilities that are of particular significance for the design of library applications. These capabilities include mode of operation, recording technology, method of input preparation, physical form of output, typography, page formatting, retrieval coding, microfilm indexing, and possible interfaces with other technologies." The report reflects the state of the art through December 1976. It is divided into three parts: (1) a state-of-the-art survey, (2) COM recorder specification summaries, and (3) a bibliography. The bibliography includes all items used in the report as well as additional references pertinent to COM hardware and software. Because this paper may appear in an expanded hard copy edition sometime in the future, electrostatic positive prints are not being offered.
Standardizing the Reporting of Cataloging in the University of California System

ELEANOR R. PAYNE
Head, Catalog Department
University of California, Davis
Davis, California

In order to standardize reporting of cataloging so that meaningful comparisons could be made from one campus to another in the statewide University of California system, the Catalog Committee was charged with developing cataloging definitions upon which such standardized reporting could be based. The charge, which emanated from the university’s Library Council, included the statement that “the final definition should reflect the needs and philosophy of UC catalogers”; and the systemwide Library Management and Information Systems Task Force, for whose use the project was undertaken, added that the definitions should be able to accommodate cataloging performed in branch libraries and that any cataloging based upon card copy should not be based upon the classification of the person doing the cataloging (as irrelevant) nor upon the amount of time spent per title (as too difficult to ascertain). The resulting categories are defined as “original cataloging,” “partial copycataloging,” and “copycataloging,” which most campuses were already using. The difference is that explicit and detailed guidelines have been added to prevent variations in interpretation, and they are now uniform systemwide. They have been in effect since 1 July 1975 and are considered to have stood the test of time between their adoption and this report; no revision is considered necessary at this time.

In the fall of 1974, the University of California Catalog Committee, comprised of the heads of the catalog departments in the nine-campus system, was charged by the university’s Library Council with developing “a working definition of Original Cataloging and Copycataloging for use by the Library Management and Information Systems Task Force.”

Manuscript received July 1976; accepted for publication August 1976.
Systems Task Force in their project to gather uniform statistics throughout the University system."

Drafts were prepared by the chairperson and discussed on each of the university's campuses to ensure at least general agreement. All suggestions and comments from catalog librarians throughout the system were given careful consideration and excluded from the subsequent draft only when discussion revealed incompatibility with the committee's charge or probable unworkability.

The first draft of the definitions (November 1974), in perhaps too literal line with the committee’s charge, had only two categories, “original cataloging” and “copycataloging.” “Original cataloging” was defined as cataloging generated in its entirety by the reporting library or cataloging based upon card copy (either Library of Congress (LC) or National Union Catalog (NUC) that required substantive changes in two or more of the following elements: (1) main entry, (2) description, (3) tracings, and (4) classification. Everything else was to be considered “copycataloging.” Objections to the definitions boiled down to two: (1) “substantive” would need specific refinement if wide variations in judgment were to be avoided; and (2) “copycataloging” was far too broad a category to cover cases where modifications could range from none at all to extensive.

The second draft (February 1975) therefore included three categories: “copycataloging,” “partial copycataloging,” and “original cataloging.” “Copycataloging” was conceived of as card copy that would be accepted pretty much “as is,” with only limited additions and no changes—changes to be counted automatically as partial copycataloging. After discussion, this was also rejected, on the grounds that, like the definitions of “copycataloging” before it, “partial copycataloging” would represent too broad a range of modifications of card copy, from the simple to the quite complex. In addition, a name changed because of “desuperimposition” was to be considered a substantive change in one of the four elements, but this policy was rejected on the grounds that desuperimposition is part of the authority work underlying all cataloging. The second draft also established the principle that “source of card copy” for original cataloging could not include LC, to discourage extensive modification of card copy that is, after all, the systemwide standard.

*Members: Grace M. Callahan (Santa Barbara), Judith A. Ganson (Riverside), Esther D. Koch (Los Angeles), Muriel A. Marks (Santa Cruz), Roy D. Otoian (Berkeley), Eleanor R. Payne (Davis, chairperson), Edith S. Scott (San Diego), Stephen I. Tarczy (San Francisco), Beverly J. Toy (Irvine). The council is composed of the nine university librarians, the executive director of systemwide library planning, deans of the library schools at Berkeley and Los Angeles, the vice-president and assistant vice-president of academic affairs, the directors of the Institute of Library Research and the University Library Automation Program, the senior budget analyst, the Academic Senate's Library Committee chairman, and the president of the Librarians Association.

Volume 22, Number 1, Winter 1978
The third draft (April 1975) attempted to narrow the "substantive changes in two or more elements" on NUC card copy to only two: subject headings and classification, since these were perceived to require the most frequent changes. Discussion ruled this out as too restrictive. Open entries, because they required additions, had been considered as "partial copycataloqing" until this draft. This was rejected because holdings statements could not be considered as modifications to the basic card copy.

The fourth draft incorporated some minor editorial changes, the general notes were somewhat expanded, and the fifth draft was adopted systemwide effective 1 July 1975. Each catalog librarian and copycataloqer in the UC system was provided with the five-page working document, as well as a 12.5-by-8cm. card on which the chart (Figure 1) had been compressed for easy reference. In September 1975

<table>
<thead>
<tr>
<th>Source of card copy</th>
<th>I. Copycataloqing</th>
<th>II. Partial Copycataloqing</th>
<th>III. Originals</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC (by or for) card copy that:</td>
<td></td>
<td>All card copy modifications not covered in I, e.g.:</td>
<td>- 0 -</td>
</tr>
<tr>
<td>1. Is acceptable &quot;as is&quot;</td>
<td></td>
<td>1. Variant eds. (incl. translations)</td>
<td></td>
</tr>
<tr>
<td>2. Is modified by:</td>
<td></td>
<td>2. *Incomplete card copy (no call nos.)</td>
<td></td>
</tr>
<tr>
<td>a. Local option (Cutters; deletions/ additions in call numbers, tracings, etc.)</td>
<td></td>
<td>3. CIP copy</td>
<td></td>
</tr>
<tr>
<td>b. *Simple completion (Cutters, dates to class; completing open entries; etc.)</td>
<td></td>
<td>4. Problems that cannot be solved by simple completion, change, or substitution</td>
<td></td>
</tr>
<tr>
<td>c. Simple change (imprint date; changes in personal or corporate names, etc.)</td>
<td></td>
<td>5. Local &quot;mixes&quot; not covered by 1-4 above (branch library needs, campus authors)</td>
<td></td>
</tr>
<tr>
<td>d. Simple substitution (author no. for PZ3/PZ4; Latin America for Spanish America, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Simple repetition (e.g. names already on card)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Presents a choice on face of card</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1
Cataloging Definitions, University of California

Library Resources & Technical Services
4. Needs only typographical correction

<table>
<thead>
<tr>
<th>NUC</th>
<th>- 0 -</th>
<th>Modifications 1,2,4,5 above unless they are substantive enough to warrant being counted as &quot;original.&quot;</th>
</tr>
</thead>
</table>

Substantive changes in or provision of two or more of the following:

a. ME (choice, not form)
b. Description (excl. simple)
c. Tracings:
   (1) subjs. (only when added or "better" one substituted)
   (2) a.e. (unless already on card)
d. classification; not substantive are:
   (1) class taken from Mansell
   (2) belles lettres, when class is LC-established
   (3) translation, when class is LC-established
   (4) analytic, when class supplied to cataloger

| - 0 - | - 0 - | Only when LC has established entry, subject headings, & classification for variant ed. or translation |

*Open entries are to be counted as either copycataloging or partial cataloging, using same criteria as closed.*

Figure 1 (cont.)

*Volume 22, Number 1, Winter 1978*
Northwestern University adopted a version of the UC reporting system, with adaptations based on the Dewey (rather than LC) classification and fully automated bibliographic operations. The great amount of time expended on the effort within the UC system is considered to have been worth it, because, while occasional questions regarding interpretation do arise, no revision has been considered necessary to date.

The document on standardizing cataloging work reporting follows. Minor changes have been made for purposes of publication.

**CATALOGING DEFINITIONS FOR PURPOSES OF REPORTING**

*Basis for definitions:* All definitions are based upon level of difficulty. Specifically excluded as bases are time expended (as too difficult to ascertain) and job title or classification of the person doing the cataloging (as irrelevant).

*Scope of definitions:* These definitions apply both to monographs (including analytics) and serials.

*Rule of thumb:* When undecided about a count that does not fall neatly into “copycataloging” or “original cataloging” as defined in the following, count as “partial copycataloging.”

**General notes:**

*Abbreviations:* For all three of the cataloging categories below (copycataloging, partial copycataloging, original cataloging), ignore “errors” in abbreviations or punctuation, whether or not you choose to “correct” them.

*Call number:* In all cases, “call number” is used to mean classification number, Cutter number(s), and date, taken together as an entity, e.g., LB2341.H39; ND1839.M54A42; HG4521.S335 1973.

*Classification:* The first element of the call number, e.g., in examples above, LB2341; ND1839; HG4521. “Classifying a work,” however, is used to mean assigning the entire call number; in the case of belles lettres, when an author number has not been established by LC, it presupposes in addition determining the nationality of the writer.

*Cutter number(s):* The second element of the call number, e.g., in examples above, H39; M54A42; S335. “Sliding,” modifying, or expanding the Cutter are used interchangeably to mean changing the Cutter number to allow the work to fit into the collection in some predetermined order, usually alphabetical.

*Desuperimposition:* No added weight will be given to entries reflecting desuperimposition, since it is part of authority file work, underlying all cataloging.

*Open entries:* No distinction will be made between open and closed entries for purposes of reporting, i.e., open entries will not be considered incomplete card copy if that card copy describes the work in hand to date.

*Punctuation:* See under *Abbreviations* above.

*Recataloging:* Since statistics reported under these definitions may be used either by the reporting library or systemwide (i.e., all UC campuses together) and either as a workload measure or as a report of titles held for collection size measure, recataloging of monographs and cataloging “successive entries” for serials will be recorded separately, i.e., not counted with new titles.
cataloged in order not to distort collection size measures. Reporting can thus be based upon the needs of the requestor.

Reclassification: Reclassification will be counted as maintenance and will not be reported with either cataloged or recataloged titles.

Sets: A set (i.e., a work published in parts or fascicles with the expectation of being completed at some predetermined point in time or number of parts) will be counted as a monograph.

Successive entries: see Recataloging above.

I. COPYCATALOGING:
   A. Source of copy: LC copy* that is intended to represent the work in hand (some will fall into partial copycataloging, as explained below).
   B. Count here:
      1. Card copy that is accepted “as is” (no modification).
      2. Card copy modified by:
         a. Local option (e.g., Cutters modified to accommodate alphabetical shelf order; deletion or addition of date in call number; deletion of tracings such as illustrator, translator, or series; addition of tracings such as title, subtitle, or series).
         b. Simple completion (e.g., adding Cutters and/or date to the classification number, completing open entries [either by closing or by annotating the card if left open], etc.).
         c. Simple change (e.g., reprinting or impression (not edition) requiring only a changed date, not entire imprint; dates added to distinguish one entry from another; subheadings in corporate entries modified to bring them in conformity with latest LC practice, etc.). (This category includes changes made by checkers working in the card catalog before receipt by catalogers.)
         d. Simple (i.e., LC-authorized or established) substitution (e.g., substituting author number for PZ3/PZ4, substituting Latin America for Spanish America, etc.).
         e. Simple repetition of names already on card to meet needs of divided catalogs (e.g., main entry repeated as subject heading for autobiographies, diaries, memoirs, art books, etc.) or changed LC practice (names for festschriften, etc.).
      3. All card copy that presents a choice on the face of the card (e.g., both LC and NLM subjects/classification provided, both series and separates classification provided, both PZ4 and a “literary” (author) number provided, etc.).
      4. All card copy that needs only typographical correction (e.g., transposed letters or numbers, omitted letters or numbers, words incorrectly romanized, etc.).

II. PARTIAL COPYCATALOGING:
   A. Source of copy:
      1. LC (may or may not represent the specific work in hand; most will not).

*Defined as copy done by or for LC and identified by card number in the lower-right corner of the card (e.g., 61-47011, 45-10359; 0-7029 Revised; A45-4627; CA25-177 Unrev’d; 74-9505 MARC). For more information, see The National Union Catalog, Pre-1956 Imprints (“Mansell”) 1:xvi and xviii and Cataloging Service 102:1 (January 1972).
2. NUC (encompassing all non-LC contributed card copy).

B. Count here:
1. Card copy representing a variant edition, including translations, and therefore requiring modification to make it “fit.”
2. Card copy that is incomplete (e.g., no call numbers, such as occurs in NUC copy or in law; NLM card copy that does not have LC subject headings, etc.).
3. CIP (Cataloging in Publication) copy.
4. Card copy presenting problems that cannot be solved by simple completion, change, or substitution (see 1B.2b–d).
5. Local “mixes” not otherwise covered in points 1–4 above (e.g., modifications of card copy to meet the needs of branch libraries or to give representation in the catalog to campus authors).

III. ORIGINAL CATALOGING:

A. Source of copy:

NUC copy of marginal utility, i.e., requiring substantive modification (see B.2. below).

Specifically excluded from being counted as original cataloging is all LC card copy (see footnote under COPYCATALOGING) on the grounds that the cataloging is the systemwide standard and that whatever modification or completion is necessary is not sufficient to take it out of the partial copycataloging area. The few exceptions are statistically (though of course not personally) insignificant.

B. *1. Card copy locally engendered in its entirety; or
2. NUC copy requiring substantive modification of or supplying of two or more of the four elements (main entry, description, tracings, classification):
   a. Main entry: count as change only if choice (not form) is changed.
   b. Description: do not count routine modifications in collation (e.g., change in pagination or the addition or deletion of “ill”), change in imprints, addition of simple notes (“Photocopy of typescript,” “Translation of . . .,” “Vita,” “Thesis [Ph.D.]—University of Nebraska,” “Includes bibliographies,” etc.), or the addition or deletion of a series statement; the resultant copy is still counted as partial copycataloging.
   c. Tracings:

Subject headings: to be counted as a change only when a necessary subject heading is added or when an LC-authorized subject heading is substituted for a nonauthorized one engendered by the library reporting to NUC. Specifically excluded from counting are repetitions as a subject heading of any name already on the card copy (e.g., such as occurs for autobiographies, memoirs, festschriften, etc.); substitutions explicitly authorized by LC (e.g., Latin America for Spanish America, etc.); and subdivision (whether by subject, geographical area, or date) of a subject heading already on the card copy (e.g., Chemistry to

*In instances where no card copy is available from any source normally used by the reporting library, but where main entry, subject headings, and classification appropriate to the work have been supplied by LC, count the result as “partial copycataloging.”
The following modifications of, transference of, or additions to classification will not be considered substantive:

1. The classification number appears on non-LC card copy from Mansell, but is LC-authorized, and is appropriate to the work in hand. (Cutters and/or dates do not count as supplied classification.)

2. The work in hand is belles lettres (novels, novellas, short stories, poetry, drama, including translations of any of these) by an author with a classification (author's "literary number") established by LC; the classification is thus simply transferred from another source rather than supplied.

* N.B.: "Supplied" in this context is to be interpreted as meaning that the cataloger had to establish the author's nationality and then the classification number and Cutter.

3. The work in hand is a translation, the original of which has been classified by LC. Again, modifying Cutters is not considered a change.

4. The work in hand has been classed separately locally, as compared to treatment as part of a set by LC.

**BALLOTS INSTRUCTIONAL VIDEOTAPE SERIES**

The BALLOTS Center has produced the first videotape in a proposed series for use in training library staff using the BALLOTS system. "Searching the BALLOTS Files," a forty-eight-minute color videotape, introduces the indexing to each of the four BALLOTS on-line files, the manner of formulating search requests, the types of display formats that can be used to present records found in the files, and the way to specify the order in which files are searched. The BALLOTS Zentec video terminal is used in this presentation, but the searching techniques illustrated are applicable both at this specially programmed terminal and at general-purpose video or typewriter terminals.

"Searching the BALLOTS Files" can be purchased or rented from the BALLOTS Center. It is available in 3/4-inch video cassette or 1/2-inch reel-to-reel format: the format desired should be specified in ordering. Purchase price is $120.00 (with tax, $127.80 to California residents). Rental cost is $25.00 per month minimum charge ($26.63 to California residents). Purchasers or renters of the tape must agree not to copy it without express written permission from the BALLOTS Center.

Order from Ms. Jaclyn Caselli, Library Services, BALLOTS Center, Stanford University, Stanford, CA 94350.
The decision table is a valuable aid in describing, understanding, and improving both manual and automated library procedures. However, it has yet to receive from librarians the attention it deserves. This article explains how these tables are made and used. Several examples and a bibliography are given.

Computer programmers utilize two basic graphic techniques to clarify the logic of the procedures they seek to automate. One of these, the decision flow chart (more commonly known as "flowchart"), has received wide attention from librarians, who have found it a valuable aid in describing, understanding, and improving manual and automated library procedures. The second technique, the decision table, has yet to receive from librarians the attention it deserves. The purpose of this article is to describe this technique and to illustrate how it may be applied to library work, with a view to encouraging wider use by the profession.

Figure 1 is a decision table representing the following hypothetical cataloging rule: If the publication attributes the authorship to the actual author, skip to rule 2. If, however, the publication attributes the authorship erroneously or fictitiously to someone who is not the author, enter it under the actual author and make an added entry under the attributed author, if he is a real person.

Note that horizontal and vertical double lines divide the table into four parts, each with a different function. The upper-left quadrant (known as the "condition stub") contains the conditions. These are expressed as questions that must be answered either "yes" or "no," in the manner of flowchart question boxes.

The upper-right quadrant (known as the "condition entry") lists all possible yes-no responses to the questions. Since each condition has
two possible responses, the number of possible responses will be two
to the power of the number of conditions. In this case, \(2^2=4\).

The lower-left quadrant of the table (known as the "action stub")
lists all possible actions to be taken. The lower-right quadrant (known
as the "action entry") indicates (by means of an X) whether the action
is to be taken in a particular case.

The numbered columns comprising the two right quadrants are
called "rules." Each rule represents a different combined response to
the conditions.

It is sometimes possible to simplify a table by combining rules. Fig-
ure 1 is a case in point. We observe that rules 1 and 2 require the
same action and differ only in their response to the second condition,
where rule 1 is "yes" and rule 2 is "no." Since the response to the sec-
ond condition has no effect on the action taken, it may be eliminated
and the first two rules combined into one. This simplification is shown
in Figure 2, the final version of the table.

Decision tables can be useful in many areas of decision making in
libraries, as illustrated by the following examples taken from acquisi-
tions and administration. The conditions and actions related to a book
order procedure are presented in Figure 3. Note that the eight logical
possibilities \(2^3 = 8\) engendered by the three conditions have been reduced to four.

Figure 4 is an aid for processing student enrollment data needed by a library school director for various administrative reports. As in the other examples, the conditions are so arranged that the logical possibilities can be narrowed quickly in the manner of the game “twenty questions.” Thus, if the student is in a planned program, the right half of the table (rules 5–8) is immediately eliminated from consideration. If the student is in a planned program and female, only rules 1 and 2 remain as possibilities, and so on. A table not arranged in this manner must be tested rule by rule.

**Figure 3**  
A Book Order Procedure

<table>
<thead>
<tr>
<th>Condition</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Cost (\leq 100)?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Order Form Signed by Dept. Chairman?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Book Cost (\leq) Dept. Book Order Fund Balance?</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place Order Form in “Order” Box</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Place Order Form in “Hold” Box</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Place Order Form in “Reject” Box</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Figure 4**  
Student Enrollment Data

<table>
<thead>
<tr>
<th>Condition</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Student in a Planned Program?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Is Student Female?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Is Student Taking 12 or More Credits?</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Tally as Category 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tally as Category 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Decision tables are sometimes useful in simplifying flowcharts, as shown in the following example. Figure 5 represents the decision chart to be simplified. It may be converted into a decision table by reading each logical path backwards from “Stop” to “Start,” each path becoming a rule. The chart has four paths (two from each of the “stop” points), which in table form may be simplified to three rules, as shown in Figure 6. Observe that condition B has also been put before condition A. Converting the Figure 6 table into chart form gives us Figure 7. A comparison of Figure 7 with the original chart of Figure 5 shows that considerable simplification has occurred.

Since decision charts and tables are both useful in analyzing procedures involving alternatives, it is natural to ask under what conditions should one use one or the other. There is no single answer to this

![Figure 5](image)

Decision Chart to Be Simplified

<table>
<thead>
<tr>
<th>Condition</th>
<th>RULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition B?</td>
<td>1</td>
</tr>
<tr>
<td>Condition A?</td>
<td>2</td>
</tr>
<tr>
<td>Action 1</td>
<td>3</td>
</tr>
<tr>
<td>Action 2</td>
<td></td>
</tr>
<tr>
<td>Action 3</td>
<td></td>
</tr>
</tbody>
</table>

![Figure 6](image)

Table from Chart (Simplified)
question for all situations. A series of cross-referenced tables can be used in tandem to cover a series of events. However, when one wishes to emphasize the overall sweep and flow of a procedure, a chart is usually more convenient. In situations involving complex logical relationships between several conditions, a table is usually the better choice.

Selected Bibliography

Present-Day Publishing in Hong Kong

LAI-BING KAN
University Librarian
The Chinese University of Hong Kong

Current publishing activities of the Hong Kong government, the two universities, the learned societies and professional associations, miscellaneous organizations and associations dealing with social services, commerce, and industry are reviewed.

An account of commercial publishing, publishing by religious organizations, private individuals, reprinting of out-of-print or rare items, newspaper and periodical publishing and their statistics is also given. General information about publishers' organizations and bibliographical control as well as ordinances and regulations on the control of publications and printed documents is also presented.

FROM 2,013,000 IN 1951, the population of Hong Kong has grown to 4,477,600 in 1975. With the educational developments during the years and a steady increase in the number of people who are completely literate in both English and Chinese, it seems reasonable to expect a gradual increase in the demand for reading materials in Chinese and English to be published in Hong Kong or otherwise imported from overseas. The amount of new items published in Hong Kong in 1951 was 249; it increased to 1,899 in 1976. By far the largest number of titles published is in general literature, with textbooks for the middle and primary school students in the colony and in Southeast Asia ranking second, and history, biography, geography, and travel books ranking third. Newspaper readership has increased quite a bit, from a sale of 250 copies per thousand people in 1964 to 350 copies printed per thousand in 1975. (In 1972, the readership was 375 copies for every 1,000 people.) The majority of the people of Hong Kong prefer to read and write in their native language.

This paper presents an overview of the current publishing activities in Hong Kong. Since official documents are usually less readily understood by people from other countries and less easy to secure than other
categories of materials produced by academic presses and commercial publishers, an account of the reports and publications currently issued by the Hong Kong government is given first. Nongovernmental publishing activities are then categorized and reviewed in the following sections.

**Government Publishing and Publications**

There are forty odd government departments, commissions, and offices that issue publications from time to time. These publications may be divided into the categories of legal publications, reports, periodicals, and miscellaneous publications:

A. **Legal publications** include the following:

1. *Hong Kong Government Gazette*, the official publication, issued weekly at an annual subscription cost of $320 (U.S. $64).
2. *The Laws of Hong Kong*, which is constantly revised and updated. The current edition (twenty-one volumes), in loose-leaf format, includes the volumes of minor amendments. Separate reprints of the laws, ordinances, subsidiary legislation, regulations, and minor amendments for different subjects may be purchased. Although a few of these reprints may cost as much as $30 to $40 (U.S. $6-$8) or above, the majority cost a few dollars only.
3. Noter-ups (for updating the laws).
4. Ordinances.
5. Regulations.


B. **Reports** include:

1. *Hong Kong Annual Report*, which reviews the major events and developments of the previous year. It consists of a number of chapters on different topics and appendices of statistical tables and miscellaneous information. The English edition and the Chinese edition each cost $15 (U.S. $3).
2. Committee reports, which are issued by various ad hoc and advisory committees, commissions of enquiry, various boards, and working parties.
3. Departmental reports, including annual reports of the directors, commissioners, chairmen, registrars, or heads of the re-
spective government departments. Before the financial year 1975-76, forty-odd departments issued annual reports. After 1975-76, about a dozen departments will cease producing annual reports, while others will produce them less frequently.

(4) Law Reports. Besides the Law Reports and Law Reports and District Court Law Reports, there are the digests and indexes to these reports, which cover long periods. Also there are Noters-up to the Hong Kong Law Reports.

C. Periodical publications. There are a number of regularly published periodicals and serials issued by the government. Examples of titles of interest to a Western audience are Agricultural Science, Agriculture Hong Kong, Enterprise, Hong Kong (monthly), and Fisheries Bulletin.

D. Miscellaneous publications include:

(1) Census and statistics publications and reports such as Economic Background: The 1976-77 Budget; Hong Kong Trade Statistics; Population Projections.

(2) Civics and educational booklets, such as Educational Television Booklets and suggested syllabi of various school subjects.

(3) Log books.

(4) Meteorological reports.

(5) Postcards.

(6) Sessional papers.

(7) Urban Council publications, including art reproductions, catalogues of exhibitions, folios, handbooks, etc.

(8) Maps, including topographical maps and survey plans published by, or on behalf of, the Crown Lands & Survey Office, Public Works Department.

Most of the government publications are printed by the government printer and are obtainable from the Government Publications Centre. The topographical maps and survey plans published by, or on behalf of, the Crown Lands & Survey Office, Public Works Department, are obtainable from the Sales Section of that office and at Kowloon Government Offices.

A glance at the Government Publications Directory issued by the Government Publications Centre will give a good picture of the publishing activity of the Hong Kong government. Department publications that are not printed by the government printer are not listed.

The Hong Kong government exchanges its publications with governments in other parts of the world through the Colonial Secretariat. When requesting or ordering Hong Kong government publications, one should always quote the code numbers listed in the Government Publications Directory. Enquiries about bulk sales should be directed to the General Office at Beaconsfield House. Individual sales continue to be handled at the Government Publications Centre and through booksellers in Hong Kong.

Volume 22, Number 1, Winter 1978
Scholarly Publishing

Scholarly publishing in Hong Kong is mainly represented by the universities, although postsecondary colleges such as Chu Hai College and Baptist College also contribute to this area. At the University of Hong Kong, there are the Hong Kong University Press and the Centre of Asian Studies, while at the Chinese University of Hong Kong, there are the Publications Office, the Translation Centre, the Social Research Centre, the Institute of Chinese Studies, the Economic Research Centre, and other research institutes. These are the main sources of our academic publications.

The Hong Kong University Press was established some twenty years ago for the publication of works of scholarship written by members of the university, past and present, or others who have been associated with it. It publishes scholarly journals and other periodical series in fields of learning of particular interest to Hong Kong, as well as papers and proceedings of conferences and seminars held at the university. Other works of scholarly interest, especially, but not exclusively, in the field of East Asian studies, including reprints of earlier works with new scholarly introductions, have also been issued under their imprint. The Press also publishes the official periodicals of the university, such as the Calendar, the Gazette, Annual Reports, etc. Further, it has also published textbooks of value to the schools of Hong Kong. The publication programme is determined by a University Press Committee.

The terms of reference for the Press are very wide, as is indicated by the current list of about 120 titles in print, which may be categorized as follows: Approximately one-half are by local authors and editors and one-quarter by overseas authors. More than half are original monographs and the rest are made up of reprints, textbooks, commissioned works, conference proceedings, and theses. Approximately 80 percent are in English, 10 percent in Chinese, and 10 percent bilingual. There is a wide range of subjects represented, with a strong emphasis on orientalia and Hong Kong subjects. Subjects most frequently represented include economics and social studies; English language and literature; science, engineering, and mathematics; and art, archaeology, and architecture. Several out-of-print titles are available in photocopy or microfilm form in the Out-of-Print Programme of University Microfilms.

Established in January 1968, the Publications Office has been managing the publishing activities of the Chinese University of Hong Kong. It is organized so as to serve the present needs of the university with sufficient flexibility to respond readily to growth. Within the publication programme as determined by the Senate Committee on Academic Publications, the Publications Office publishes and distributes academic works as well as numerous administrative publications of the university.

From its inception to early 1976, the Publications Office had published ninety titles including research papers, journals, and texts in a wide variety of subject fields in addition to administrative publications.
Academic journals published by the office include *The Journal of the Chinese University of Hong Kong* (annual, in Chinese and English, covering the humanities, commerce, social sciences, and theoretical and applied science), *The Journal of the Institute of Chinese Studies* (semiannual, in Chinese and English, covering only Chinese studies), and *Renditions* (semiannual, devoted to English translations of materials related to various aspects of Chinese studies, the first publication of its kind).

Lin Yutang’s monumental *Chinese-English Dictionary of Modern Usage* was published by the University Dictionary Project in December 1972; its world distribution is handled by McGraw-Hill, Inc., of New York.

The Publications Office, while continuing to publish a good variety of titles, is planning to place more emphasis on the publications in the field of Chinese studies. The idea of reprinting has led to the formation of the Committee on the Compilation and Printing of collectanea of Chinese classical titles. A few important rare Chinese titles have been selected and reprinted; three of these appeared as titles of the Library Series. An annual catalogue of publications of the university is issued by the Publications Office.

The colleges of the Chinese University also publish their own journals, e.g., *The Chung Chi Journal*.

The Hong Kong University Press and the Publications Office of Chinese University have always received more offers of manuscripts than they have been able to accept. A large number is submitted from abroad, concerned with the Far East and involving Chinese typesetting. As Hong Kong is well equipped to handle bilingual (Chinese/English) publications, much of the publishing programmes of the two universities has been directed toward manuscripts that require this special treatment. While the Chinese University’s Publications Office has copublished several titles with university presses in the United States, both universities should collaborate with more universities abroad, for this would result in better interuniversity relations and cultural exchange and also enable more effective distribution of the finished products. It should be noted that the Chinese University is actively preparing for the formation of a university press, to be known as the Chinese University Press. It will be formally established in the middle of 1977.

At present, in both universities the largest category of published research work is that of journal articles. Most of these are published in journals outside Hong Kong. Although the two universities have published a number of monographs, textbooks, conference proceedings, and journals, this pattern of publishing outside Hong Kong is likely to continue for a while. The publishing programmes of the two universities are supported also by the research centres, such as the Centre of Asian Studies of Hong Kong University and the Social Research Centre of the Chinese University. The former has produced several series of short re-
search studies by offset from typescript in very small editions, while the latter has issued a series of occasional papers on studies on Chinese societies. It has also published papers and reports which are based on studies of other societies or which have a general theoretical and methodological significance.

Apart from the publication of manuscripts from outside Hong Kong, the future publication programmes of the universities will naturally be influenced by the amount of scholarly research achieved in Hong Kong. The total amount of scholarly research being done in and about Hong Kong has increased greatly during the last decade. A clear picture of the variety of research projects is given in two directories of current research. The need for better textbooks, particularly in Chinese, for Hong Kong schools may also be an important element in the future publishing plans of the two universities.

In passing, mention should be made of the publishing activities of Chu Hai College and Hong Kong Baptist College. The former has published the Chu Hai Journal since 1963 and the Chu Hai Series, of which five numbers have been issued. It also has three research institutes which publish occasional monographs. The Baptist College publishes three journals: The Journal of Science & Engineering, (1972– ), The Journal of Business & Economics (1973– ), and the Journal of Social Science (1975– ). It also publishes monographs occasionally, including items in sociology and philosophy, as well as textbooks of mathematics and English for their first-year students.

Publications of Learned Societies and Professional Associations

There are a number of learned societies and professional associations in Hong Kong, each with its own specific interests and programmes. The Hong Kong Branch of the Royal Asiatic Society, for example, encourages an active interest in East Asia, in particular, China, through the medium of lectures and discussions and by publishing an annual Journal. The Royal Asiatic Society was originally founded in 1847, ceased to exist in 1859, and was revived in 1959. The present Journal has been issued up to volume thirteen.

Reports and memoirs are published by other learned and professional groups. The Hong Kong Natural History Society, for example, publishes its Memoirs irregularly, the latest being no.10 (April 15, 1975). The Hong Kong Bird Watching Society publishes The Hong Kong Bird Reports. To correlate and publish from time to time the field records of all bird watchers in the colony and to publish and keep up to date an annotated checklist of the birds of Hong Kong are among the objectives of the society. Other examples include the Archaeological Society of Hong Kong, which publishes a journal and monographs of archaeological finds. The Hong Kong Institution of Engineers also publishes a professional journal called The Hong Kong Engineer.

The Hong Kong Library Association was founded in 1958. It pub-
lished a Bulletin and a Newsletter in the beginning years, and the Bulletin has been replaced by the Journal since 1969. So far, three issues of the Journal have been published, whereas the Newsletter is published a few times a year. The association publishes a directory of libraries in Hong Kong, the most recent edition in December 1975 entitled Library Services in Hong Kong: A New Directory, compiled by the present writer.

Besides these professional bodies, there are also research institutes, such as the New Asia Institute of Advanced Chinese Studies, the Southeast Asia Research Institute, the three research institutes of economics, Chinese literature, and Chinese history attached to Chu Hai College, and the Union Research Institute. These organizations from time to time produce monographs and various publications that are useful for research purposes.

**Organizations and Associations Dealing with Social Services, Commerce, and Industry**

Organizations such as the Hong Kong Council of Social Service and the Hong Kong Family Planning Association have their own publication programmes. The Hong Kong Council of Social Service publishes a number of reports, monographs, reference books, and periodicals. Examples are the Directory of Social Services (1972), Community Development Resource Books (1972, 1973, 1974, 1976), Social Research Index (1971), Research Catalog (1972, 1974), She lien chi k'an (Chinese Quarterly), Welfare Digest, reports of surveys of social service needs, and annual reports. The Hong Kong Family Planning Association publishes pamphlets and booklets for the education of the local community. A recent publication is the volume entitled Silver Jubilee, 1950-1975.

The above organizations maintain their own research libraries. So do those organizations dealing with commerce and industry, such as the Hong Kong Productivity Council, the Hong Kong Federation of Industries, the Hong Kong Management Association, and the Hong Kong Tourist Association.

The Publication Section of the Hong Kong Productivity Council is responsible for the overall production of the council's publications, including many study mission and survey reports. The monthly bilingual bulletin, Hong Kong Productivity News, continues to generate considerable interest in industrial productivity in Hong Kong. Apart from publicizing the council's activities, increasing emphasis is placed on the dissemination of specialized technical knowledge of modern industrial methods and processes. The bulletin aims to include more technical articles written by local and international experts. The Industrial Data Sheet provides up-to-date statistical information on twenty-four major sectors of the manufacturing industry, together with an overall statistical summary of the industry in Hong Kong as a whole. Examples of the former include Report on Salary Trends & Fringe Benefits (1975-76, English and Chinese), Report of the Hong Kong Plastic Mould Making

The Hong Kong Manager, the journal of the Hong Kong Management Association, is a bimonthly publication in English and Chinese. This association also publishes proceedings of its annual conferences.

The Hong Kong Tourist Association also has a growing publications list, including reports and manuals; a magazine, Orient; an Official Map; and a number of information leaflets, including A Statistical Review of Tourism, Hong Kong 1976.

Religious Publishing

During the four-year period 1971 to 1974, a total of 142 religious titles was published. Among the publishers of religious books, the Chinese Christian Literature Council is the oldest, having been established in Shanghai more than eighty years ago. It moved to Hong Kong some twenty years ago and has since published a great number of titles. Its publications are listed in a catalogue; each month, two or three new titles are published. The Catholic Truth Society also has a large publishing programme, with a catalogue of 200-odd in-print titles of Chinese books published by the society. The Studium Biblicum O.F.M. also has a long history in Hong Kong. It has published Chinese Bible editions, some of which carry commentaries; musical compositions; books on social questions; Franciscan literature and books on spiritual life; retreat courses; Latin handbooks on theology; and miscellaneous dictionaries, vocabularies, and titles. Studium Biblicum issues a small catalogue of publications. The Bible Society in Hong Kong publishes a scripture catalogue which lists the Bibles, New Testaments, portions, and selections currently available. They have on hand films for offset printing in 138 different languages of Southeast Asia and Africa.

One of the large publishing companies of religious books is Taosheng Publishing House. It has issued a printed catalogue (1974) with supplements and booklists. From time to time, it issues “Current Publications,” which up-dates the previous catalogues. Altogether, it has published more than 400 titles, which include the Theological Education Series, the Taosheng Everyman Reader Series, and two other series; books for secondary school curriculum and youth curriculum; books for Bible study courses, hymnals, and song books; worship and devotional books; books on theology, history, and biography; maps and charts; books on evangelism and testimonies; Bible studies and commentaries; catechetical instructions and sermons, etc.

Other religious publishers include the China Alliance Press and the Christian Witness Press, each of which has several hundred titles in print.

Commercial Publishing

A number of commercial publishers with broad coverage produce
items of popular interest covering a wide variety of subjects, ranging from literary and cultural to scientific, technological, and medical fields. The Chinese Medicine & Acupuncture & Research Centre (affiliated with the Chinese Medicine Publications Ltd.) has specialized in Chinese medicine and acupuncture in the past twenty years. Many others produce items of general interest, written for the layman and general public. Books for travel, tourism, cooking, history, social problems, population, etc., are numerous. Specializing in fiction is the Universal Press, whose items or series are not only popular in Hong Kong but are also widely read in overseas communities. They are sold at about three to five times the list price in Chinese bookshops in the United States. Many of these novels are love stories, mysteries, and historical romances, and many appear in a regular series or are in the form of pictorials and magazines. Still others, such as the Highland Press, which publishes a number of books and Current Literature, a monthly journal, specialize in creative literary works. Shih Yong Book Store publishes books on Chinese medicine and acupuncture.

A few companies, namely, the Joint Publishing Company (Hong Kong branch), Chung Hwa Book Co., Ltd. (Hong Kong branch), Commercial Book Company (Hong Kong branch), the Peace Book Co., and the Sinminchu Publishing Company represent the Mainland Chinese group that publishes items on the humanities and social sciences, as well as items of topical interest on anti-Confucius campaigns and other items of Communist interest.

The Seventies Publishing Co. publishes the journal Seventies and a series entitled Ko pi on current international affairs, including the problems on Mainland China, Taiwan, Vietnam, and the United States, etc. Books published by this organization are very popular among the patriotic youths in Hong Kong.

The Union Press publishes items on all subjects for the general public, which have gained a good market in Southeast Asia. For a number of years, Chih Luen Press has published the Look fortnightly magazine, which has a wide circulation locally and in overseas communities. This press also has published a variety of Chinese books on literary subjects, history, philosophy, biographies, travels, as well as around forty English and more than forty Chinese titles on Communist Chinese topics, events, and trends. Chih Luen Press further publishes a series known as Chien Wang ts'ung k'an. Another publisher, the Modern Critique Association, which publishes the quarterly Modern Critique, is interested in producing anticommunism items and books on current affairs and politics.

The World Publishing Company has published a number of scholarly items and also items of popular interest for more than ten years. The World Book Company is a separate company that publishes a number of popular books. The Shanghai Book Store and the Shanghai Book Co., Ltd., are separate organizations that produce items of popular interest, the former publishing more titles in the literary and historical fields.

Volume 22, Number 1, Winter 1978
The Academic Press Co. also produces popular items, and the Wan Li Book Co., besides publishing the Wanli's Talking Book Series, language books and readers, and books on art, painting, photography, music, recreation, interior decoration, cooking, accountancy, and primary readers of classical literature, also publishes a great many scientific and technological items in the areas of electricity and electronics, wireless installations, transistors, mechanics, metallurgy, navigation, transportation, etc.

A number of publishers produce Chinese translations of Western books of literature and on a variety of topics for the readers in Hong Kong. The publisher World Today, besides publishing the monthly World Today, also specializes in publishing translations of well-known American books into Chinese, which cover a variety of subject fields and biographies. Another publisher of note is the Ming Pao, which publishes the Ming Pao Monthly, covering current affairs topics as well as literary and other subjects.

There are about forty textbook publishers, the larger ones being the Ling Kee Book Company, Longman Group (Far East) Ltd., Oxford University Press, Heinemann Educational Books (Asia) Ltd., and McGraw-Hill F. E. Publishers Ltd. The Ling Kee Book Company began publishing Chinese and English textbooks in 1954.

Reprinting

The reprinting business has been flourishing in Hong Kong for more than ten years. Ever since the beginning of the 1960s, when a number of overseas academic libraries (especially in the United States) began to set up oriental collections to support their programmes on Chinese studies, there has been a great demand for books on China. Research programmes were launched on different historical periods, on modern China, and on contemporary China, as well as on a variety of subject areas—literary, cultural, social, economical, and political. First of all, second-hand classical books and out-of-print items became extremely expensive because the demand far exceeded the supply. Asian or Oriental libraries in the United States often had to compete with each other for one or two copies of the titles offered for sale by Tsi Ku Chai, Kai Man Book Store, Chung Mei Book Co., Universal Book Co., etc. They often had to cable in order to secure items. With the development of photo-offset, it has become easy to reproduce out-of-print, rare, and difficult-to-get items. In the beginning, publishers in Taiwan started to produce sets of reprints of monographic series, separate monographs, and journals. Soon, a few book companies in Hong Kong followed and reprinted titles useful for reference. Among these were Lung Men Press, Ltd., which during a period of ten years reprinted more than 300 well-selected scholarly titles including a number of series and about 30 journals. The originals were usually slightly edited, and each reprint usually carries a preface or introduction written by the editor. This was often useful to the reader, relating the history of the publication, the
editions, a biography of the author, etc. In the early 1970s, the Lung Men Press was reorganized, and, although it is still in operation, a new publisher, known as the Chung Wen Bookstore, which maintains a more or less similar publishing policy as the Lung Men Press, has come to the fore since July 1971. This bookstore has published seven to eight circulat meals of its publishing news since then. Other reprint companies include: (1) Chung Shan Book Co., which produces a number of titles originally published during the Republican period or earlier. It may even excerpt articles from scholarly journals or put together a number of essays and books and reprint them as independent items or as series. (2) Sun Chau Book Company, which reprints a large number of art books and a number of contemporary Chinese titles originally published on the Mainland. There is another Lung Men Book Company that also reprints Mainland Chinese items, but it does so to a less extent than Sun Chau.

These are usually difficult-to-get items (books or journals), which have never been available openly in the book market in Hong Kong. They may be items smuggled from Mainland China. When an item of such a nature is secured by the reprint book companies, it is reprinted for a wide circulation among the local scholars, students, and libraries, as well as for overseas countries.

Besides the above-named companies, there are anonymous publishers that reprint books and journals. Examples are reprints of the period from the early Republican regime to the period preceding the Second World War. These comprise titles by well-known writers of the era of the May Fourth Movement and those by the leftist writers. Numerous titles originally published in the 1950s were also reprinted. Some of these items have been carefully selected and are useful for reference; some were reprinted with good quality paper and techniques. However, there are other valueless items also reprinted, many of which have also been badly reproduced.

Periodical and Newspaper Publishing

Officially, there are 358 current titles registered with the government authorities—the Urban Council Public Libraries and the Registrar of Newspapers. Included in this figure are 240 periodicals, of which 171 are in Chinese, 47 in English, 22 bilingual, and 2 in Japanese. These cover a wide range of subjects, from specialized technical journals to local entertainment guides. Among the titles that enjoy a long history and good standing is the Far Eastern Economic Review, which, as its name implies, is a publication devoted to Eastern economic affairs. It commands a circulation outside the colony. Another journal in this field is the Hong Kong Economic Papers. The Far East Medical Journal, which started in 1965, has survived to the present, and its circulation is not confined to Hong Kong. The Asia Magazine enjoys a large circulation in Southeast Asia. It is distributed as a Sunday supplement in fifteen leading Asian newspapers, including the South China Morning Post (Hong Kong). One
of the leading Chinese pictorial publications is the weekly Tung Fong (East Pictorial).

There have been several attempts to start new English-language magazines since 1946, but the majority of these failed to secure a circulation wide enough to warrant their continued publication.

There are 118 newspapers registered with the Registrar of Newspapers. About 350 copies of newspapers are printed for every 1,000 persons in Hong Kong. Hong Kong residents are among the world's most avid readers with the second highest newspaper readership in Asia (Japan prints 490 copies for every 1,000 persons, and the world average is 109).

Hong Kong's newspapers include 4 English dailies and 103 Chinese-language papers. The English papers are the South China Morning Post, the Hong Kong Standard, The Star, and the Asian Wall Street Journal. The China Mail, which had a long history of 129 years, ceased publication in 1974. The three English papers have a combined estimated circulation of 115,000, while the Chinese newspapers have an estimated circulation of 1.4 million. There are four Chinese dailies that sell more than 100,000 copies each. While a number of dailies deal with general news, there are some forty Chinese dailies whose contents are solely entertainment oriented. The leading Chinese newspapers are the Wah Kiu Yat Po (Overseas Chinese Daily News) and the Sing Tao Jih Po (Sing Tao Daily), both of which started in 1925. While the Kung Sheung Yat Po (Industrial & Commercial Daily) and the Hong Kong Times speak for the Nationalist government in Taiwan, the Ta Kung Pao, Wen Wei Po, and New Evening Post voice orthodox Chinese Communist policies.

**Publishing and Printing in General**

While there is a large consumer's market of educational textbooks and general reading materials in Hong Kong, there is a good deal of printed matter being exported each year. Australia has replaced Britain as Hong Kong's biggest overseas customer. About half of all the books published in Australia are now printed in Hong Kong. Exports of all sorts of printed matter in fact amounted to approximately $212 million in 1976. This more than doubled in value over the past five years, when compared with $99 million in 1971 and constituted 0.65 percent of the total value of exports of commodities out of Hong Kong in 1976.

There are about 1,200 printing firms, with about 25 percent of them responsible for the bulk of production, mostly by offset and usually with German or Japanese equipment. Many specialize in printing books, textbooks, periodicals, calendars, and diaries.

As mentioned above, during the past ten years many overseas publishers have established offices or regional headquarters in Hong Kong. Printing can be done at less cost here than elsewhere, and excellent dis-
distribution and communication facilities are readily available.

Many educational book publishers also have established their regional headquarters in Hong Kong. These include Heinemann Educational Books, Oxford University Press, McGraw-Hill Far Eastern Publishers, and IPC of London. The Asian editions of Time, Newsweek, and more than half a million copies of Reader's Digest are printed monthly in Hong Kong.

The standard of offset printing is high, with printing and illustration production techniques comparing favourably with those of the world's leading printing nations. Electronic colour-engraving machines are common, and colour separation technique is good. Two- and four-colour printing machines are widely used, and leading printers introduced eight-colour rotary and web-offset machines as early as 1962.

**Bibliographical Control**

In the year 1974, according to the Government Gazette, a total of 920 titles of books and new periodical titles was published. According to the Books Registration Ordinance, No. 60 of 1976, printers in Hong Kong are obliged by law to submit five copies of every title published or printed to the Urban Council Public Libraries (City Hall). Based on the publications deposited there, the chief librarian is required to compile and publish a quarterly list entitled *A Catalogue of Books Printed in Hong Kong* as Special Supplement no. 4 of the Hong Kong Government Gazette. By and large, this catalogue reflects a picture of the publishing activities in Hong Kong. However, one must bear in mind that there are inevitably printers who, for one reason or another, may not have submitted all their publications to the Urban Council Public Libraries, and the Catalogue therefore may not be complete. Nevertheless, it is the most reliable source for identifying items that have been published in Hong Kong since 1965. Before that year the catalogue was more difficult to use because its arrangement was by the date of deposit rather than alphabetically by author. This Catalogue includes government publications with the exception of bills, ordinances, regulations, and forms. The first issues of new periodical titles are listed in full entries, and subsequent numbers are noted in the appendix. Newspapers and periodicals that contain news, intelligence, and reports of occurrences are not included in this Catalogue because they are registered with and are deposited at the Home Affairs Department, which administers the Control of Publications (Consolidation) Ordinance (Cap. 268). There is no comprehensive list of these except the one included in Newspapers, Broadcasting Services, News Agencies and Foreign Correspondents in Hong Kong, issued by the Hong Kong Government Information Services twice a year.

Published guides to the current periodicals of Hong Kong include Cheng's *An Annotated Guide to Current Chinese Periodicals in Hong Kong* (1973), which contains 173 titles, and Chen's *Guide to Chinese
Periodicals (1972), which lists some Chinese periodicals published in Hong Kong that are distributed in Taiwan. Both of these are incomplete, and some of the titles have by now ceased publication.

Indexing periodical literature is again an area that deserves more attention. So far, efforts along this line are exemplified by Hong Kong Studies: A Bibliography (Berkowitz and Poon, 1969), Hong Kong: A Social Sciences Bibliography (Ip and others, 1974), and Hong Kong Contributions to Medical Literature: 1965–69 (Kan, 1970), which covers all the periodical articles on medical subjects published in medical journals in Hong Kong for that period of time. The Chung-kuo chin erh shih nien wen shih che lun wen fen lei so yin (a classified index to Chinese periodical articles in literary, historical, and philosophical fields published in the past twenty years) also covers part of the periodical literature that appeared in Hong Kong journals. Further, Rydings’ A Hong Kong Union Catalogue, covering books, pamphlets, periodical titles, and articles is also very helpful for research purposes.

References

1. The Government Publications Centre, General Post Office Building, Ground Floor, Connaught Place, Hong Kong.
2. Sales Section, Crown Lands & Survey Office, Public Works Department, 19th floor, Murray Building, Garden Road, Hong Kong.
3. Kowloon Government Offices, 10th floor, Nathan Road, Kowloon.
4. General Office, Beaconfield House, 1st floor, Queen’s Road Central, Hong Kong.
5. David F. K. Ip and others, Hong Kong: A Social Sciences Bibliography (Hong Kong: Centre of Asian Studies, University of Hong Kong, 1974), 355p.
8. Ibid. p.164.
9. Ibid. p.165.
13. H. A. Rydings, A Hong Kong Union Catalogue: Works Relating to Hong Kong in Hong Kong Libraries (Hong Kong: Centre of Asian Studies, University of Hong Kong, 1976), 2v.
Inquiry into the Syndetic Structure of the Library of Congress Subject Headings in Anthropology

JAN WEPSTEIN
Formerly Bibliographer for the Social Sciences
University of Chicago Library
Chicago, Illinois

Analysis of relationships between Library of Congress subject headings in the discipline of anthropology reveals a faulty structure with reference to levels of generalization. Broad headings are related to specific headings on distant levels of generalization and some specific headings are related to headings on higher levels; headings are incorrectly related to other headings; confusion of meaning between headings exists as a result of the introduction of new terms for already existing concepts. Possible solutions to these problems are suggested.

ALPHABETICAL subject headings systems, either as a portion of the dictionary catalog of a library collection or as a subject index to periodical articles, have been of particular interest to librarians and documentalists since World War II. Many studies published during this period have dealt with the approach of the reader to the library catalog on the assumption that a fuller understanding of this approach would provide an answer to some of the problems of the dictionary catalog. Such, however, has not proved to be the case, and we have not made significant progress from Lilley's 1954 evaluation: "The quantitative user-centered method of measuring the subject catalog may be said to have the diagnostic value, but to lack prescriptive value."1

Scope and Procedure

The present inquiry, based on the eighth edition of Library of Congress Subject Headings (LCSH),2 is devoted to an analysis of the syndetic structure of certain subject headings denoting concepts in the study of man by means of anthropological methods, with primary interest in the levels of generalization. That is to say, the inquiry is main-

Manuscript received May 1976; accepted for publication June 1976.

Volume 22, Number 1, Winter 1978
ly concerned with subordinate and superordinate relationships among headings; collateral between headings is dealt with only incidentally, as a result of changes recommended in the existing syndetic relationships. Analysis of subdivisions of headings is limited to those with a substantive relationship to one or more of the subject headings analyzed. Scope notes are also analyzed. Although our concern here is with the discipline of anthropology, it is possible that a similar situation exists in other subjects concerning aspects of human society.

In developing subject headings, the subject cataloger or indexer must keep abreast of current research. In this activity, various surveys outlining the relationships of concepts may be helpful in developing subject headings in a given field. For anthropology, Hoebel\(^3\) presents the following outline:

![Anthropology Outline](attachment:image)

Other useful outlines and discussions will be found in Honigmann, Kessing, and Greenberg.\(^4\)

Analysis of the Present Syndetic Structure of Subject Headings

The present discussion is concerned with six "clusters" of subject headings. The term "cluster" is used here to refer to the group of headings suggested as related to a given heading by hierarchic or collateral relationship. In each case, the LCSH cluster is presented first, followed by discussion and proposals for change.

It is important to note the method of indicating relationships in LCSH. Headings following a see also (sa) reference stand in either a subordinate or a collateral relationship to the term preceding see also. An example of the subordinate relationship is seen in "Man see also Philosophical anthropology"; an example of collateral relationship is seen in "Man see also Anthropology." Headings standing in a collateral relationship are usually treated in a reciprocal manner, with references presented each way. As noted above, one use of the see also reference is to refer from a broad to a specific heading, as "Man see also Philosophical anthropology"; typically, the reference is not made in the other di-

---

*62*  
*Library Resources & Technical Services*
rection. It should also be noted that headings beginning with the same word as the superordinate heading are not usually related in a formal way.

Let us begin with the heading that indicates the subject matter of the study of man, i.e., Man as presented in Figure 1.

All subordinate headings, with the exception of Philosophical anthropology, which is used for works concerning the place of man in nature without the application of anthropological methods, should be canceled: Anthropometry, Color of man, Craniology, and Human biology, because they should be related to Somatology; Heredity, because of the heading Heredity, Human; Persons, indicating "an individual human being with individual characteristics and unique social relationships," because it is a psychological concept and should be related to a subject heading in the Psychology cluster; Men in literature, denoting males represented in literature, because it should be related as subordinate to Men and also to an appropriate subject heading in literature; Ethnology, because it should be related as subordinate to Anthropology.

Among the headings related reciprocally, Anthropology should be retained in its present relationship, but Creation and Men should be canceled. Creation here stands for the theological and mythological concepts of the origin of man and should be related as subordinate to Bible—Ethnology. One should bear in mind that there is a heading Man—Origin. Men stands for males, mainly their sociocultural aspects, and should be related as subordinate to Culture.

Primates is the only superordinate subject heading and should be retained in its present relationship.

Subdivisions, as already mentioned, are outside the scope of this article, but consideration should be given to the need for relating Man—Influence of the environment to Human ecology and Anthropo-geography (Figure 3) to Man—Migrations.6

**Figure 1**
Present Cluster for Man

*Man*

- Anthopology
- Anthropometry
- Color of man
- Craniology
- Creation
- Ethnology
- Heredity
- Human biology
- Men
- Men in literature
- Persons
- Philosophical anthropology

*xx* Anthopology

- Creation
- Men
- Primates
  - Animal nature
  - Attitude and movement
  - Constitution
  - Economic value
  - Influence of climate
  - Influence of environment
  - Influence on nature
  - Migrations
  - Origin

*Volume 22, Number 1, Winter 1978*
A suggested cluster of headings related to Man is presented in Figure 2. In the figures presenting the suggested clusters, the symbol “(R)” is used to designate collateral relationship with reciprocal references.

It is appropriate to mention that in the Library of Congress subject headings system a certain amount of overlapping has occurred. In the case of the subject headings Man and Anthropology (see Figure 3) for example, the latter is the study of the former. Anthropology is to be understood as a broad general heading for the study of man, using the research methods devised by this discipline.

The headings related to Anthropology by means of see also references represent not one but several levels of specificity. The subordinate headings Applied anthropology; Ethnology* (whose meaning, changed

### Figure 2
**Proposed Cluster for Man**

- Man
  - sa Anthropology (R)
    - Philosophical anthropology
  - xx Anthropology (R)
    - Primates

- **Social change**
- **Somatology**
  - Technical assistance—
    - Anthropological aspects
  - Woman
  - Names of races, tribes, etc., e.g.,
    - Caucasian race; Guayaqui
    - Indians; and subdivision Race
    - question under names of
    - countries, e.g., United States—
    - Race question

- xx Civilization
  - Man
    - Classification
    - Field work
    - xx Anthropology—Methodology
      - Methodology
    - sa Anthropology—Field work
      - Mathematical anthropology
    - Research
      - See Anthropological research
      - Vocational guidance
        - See Anthropology as a profession

### Figure 3
**Present Cluster for Anthropology**

- Mathematical anthropology
- Medical anthropology
- National characteristics
- Nomads

---

*Library Resources & Technical Services*
since the beginning of the century, now embraces cultural anthropology) and Somatology (representing physical anthropology) should be retained in their present relationship. However, the subject heading Archaeology warrants detailed consideration. First, there is a heading Anthropology, Prehistoric with see also references to Archaeology and Man, Prehistoric. Judging by the suggested classification numbers, Archaeology is broader than either of the other subject headings. The relationship between Anthropology, Prehistoric and Archaeology should be reversed, making Archaeology a superordinate heading. There is no clear differentiation between Archaeology and Man, Prehistoric. Certain headings, e.g., Art, Prehistoric and Terramare, are related to both of these subject headings. There is no consistent pattern for subject headings for main epochs in the development of the culture of prehistoric man. Bronze age and the headings for some specific cultures are related to Man, Prehistoric, but Copper age and Stone age are related to Archaeology. In the event that Man, Prehistoric is retained, its scope should be clearly defined. If the three subject headings Anthropology, Prehistoric; Archaeology, and Man, Prehistoric are retained, but without clear differentiation, the latter two would become rather near-synonyms. The cancellation of Man, Prehistoric would be preferable.

The remaining subordinate headings should be canceled and new relationships established as follows: Anthropometry, Color of man, and Cranioiology should be related as subordinate to Somatology; Educational anthropology, Medical anthropology, and Technical assistance—Anthropological aspects as subordinate to Applied anthropology; Anthropo-geography (regardless of research findings as to whether man originated in one place or in several places) as subordinate to Man—Migrations (Figure 2) and superordinate to Human ecology. The following subordinate subject headings—Acculturation, Age groups, Assimilation (Sociology), Civilization, Historical sociology, National characteristics, and Social change—should be canceled here and related as subordinate to Culture. Componential analysis in anthropology should be related as subordinate to Ethnology—Methodology and to Linguistics. Ethnopsychology should be canceled here but related as subordinate to Culture. Language and languages should be canceled and replaced by Sociolinguistics, subordinate to Culture. This change will guide the reader to the subject headings Linguistic change, Literature and society, and Sapir-Whorf hypothesis. Mathematical anthropology should be retained only as subordinate to Anthropology—Methodology. Nomads should be canceled here but related as subordinate to Society, Primitive. The last subordinate heading is Woman. Judging by its subdivisions, this subject heading is used for works having a sociocultural content; it should be canceled here and related as subordinate to Culture.

The general see also reference note should be canceled here, as it is repeated in a rephrased form under Ethnology. The part of this note relating to races should be included as a scope note under Somatology.
The headings Anthroplolgical museums and collections, Anthropological societies, Anthropologists, and Anthropologists, Women should be added as subordinate to Anthropology. There are three headings which overlap in part: Anthropology, which denotes not only the body of knowledge about man but also information about the methods and history of scholarly research underlying this body of knowledge; Anthropology—Methodology, whose meaning is clear; and Anthropological research, which includes methods and history of research; it would be desirable to define the scope of Anthropological research and relate it as superordinate to Anthropology—Methodology.

Of the two headings related reciprocally, Man should be retained and Civilization should be canceled here and related as subordinate to Culture.

Two headings should be added: Science as a coordinate heading and Social sciences as a superordinate heading.

Figure 4 presents the suggested relationships for this cluster.
Selected for the analysis of syndetic relationships one step lower than Anthropology is the cluster of subject headings related to Ethnology, presented in Figure 5.

The following subordinate headings should be retained in their pres-
Present Cluster for Ethnology

ent relationship: Anthropo-geography, with an added xx reference from Man—Migrations; Bible—Ethnology, with an added reference sa Creation; Ethnobotany, Ethnozoology, Folk-lore, and Structural anthropology. Man, Prehistoric, if retained by the Library of Congress, should be defined and become a subordinate to Archaeology. Moving pictures in ethnology should be treated in a manner similar to Photography in ethnology, that is, related as a subordinate to Ethnology—Methodology. The subject headings Anthropometry and Color of man should be can-
cled and related as subordinate to Somatology. Acculturation; Body-
marking; Civilization; Costume; Cultural relativism; Ethnomusicology;
Ethnopsychology; Kinship; Nativistic movements; Race problems; Sacri-
fice; Socialization; Society, Primitive; and Tattooing should be canceled in
their present relationship and related as subordinate to Culture. Arms and
armor, Primitive; Art, Primitive; Cannibalism; Couvade; Head-hunters; Indus-
tries, Primitive; Music, Primitive; Musical instruments, Primitive; Navi-
gation, Primitive; Religion, Primitive; Totemism; and Tree-dwellings should
be canceled in their present relationship and related as subordinate to So-
ciety, Primitive. The following subordinate headings should be can-
celed: Ethnic barriers because, as indicated by the classification numbers
(JK4115-4181), this heading originally denoted legal barriers to immi-
gration into the United States and, if retained with its original meaning,
should be related as subordinate to Immigration and emigration and
Prejudices and antipathies; Language and languages to be replaced as dis-
cussed earlier by Sociolinguistics and related as subordinate to Culture; Outcasts, denoting persons excluded from a social group because of a
certain disease or nonadherence to important social rules, should be rela-
ted as subordinate to Social groups; and Pariahs, denoting the lowest
caste in southern India and Burma, should be related to Caste or Caste
—India. (If Pariahs is understood in the colloquial sense, it becomes a
synonym for Outcasts.) Additionally, two headings should be related as
subordinate to Ethnology: Culture and Ethnological museums and col-
lections, the latter with reference from Anthropological museums and collections. The general note under sa should be rephrased to elimi-
nate the part concerning race and the appropriate examples, which
will appear under Somatology. Aryans, denoting a linguistic family rath-
er than race, should be canceled here.

Of the headings related to Ethnology reciprocally, Archaeology
should be retained as a collateral heading regardless of the decision con-
cerning Anthropology, Prehistoric and Man, Prehistoric. Civilization
should be canceled and related as subordinate to Culture. Man, Primi-
tive should be considered in conjunction with Society, Primitive and the
desirability of retaining only one of these headings, preferably Society,
Primitive. If the latter is retained, it should be related as subordinate to
Culture. Native races, originally a term used by the British colonial ad-
ministration to denote non-Caucasian peoples and tribes, is superfluous
as a heading for ethnological information gathered subsequent to 1960
when the colonial system ceased to exist. There are already headings So-
ciety, Primitive, which replaced the heading Savages in 1940; Ethnology
—name of country, e.g., Kenya; and Man, Primitive, suggested earlier
for cancelation. It is suggested that Native races be canceled and works containing ethnological information be assigned one of the existing
headings, and the remaining works pertinent to colonial administration
be assigned the heading Colonized peoples—name of the country, if this
heading is established by the Library of Congress.

Library Resources & Technical Services
Two of the reciprocal headings, Archaeology and Somatology, should be retained in their present relationship as collateral headings. Civilization should be canceled here and related as subordinate to Culture. Economics, Political science, and Sociology should be related reciprocally to Ethnology.

The superordinate heading Anthropology should be retained in its present relationship. Geography should be canceled, because there is a heading Anthropo-geography, which should be related to Geography (Figure 6). History should be canceled and replaced by History—Philosophy, which will be related as a collateral heading to Culture (Figure 9). Man and Science should be canceled in view of the different relationships already suggested.

Figure 6 presents the cluster with suggested revisions.

Current ethnological research centers upon studies of culture in general; for this, the Library of Congress uses the subject heading Civilization as presented in Figure 7.

In the opening paragraph of the scope note under Civilization, the terms "civilization" and "culture" are used interchangeably as in the classical definition of culture by Edward Tylor. But in the third paragraph, according to which "cultures of uncivilized tribes are entered un-
Civilization

Includes works treating of culture or civilization in general. Literature dealing with the culture of peoples and races ordinarily classed as civilized and not confined to one country are entered under the heading Civilization, Greek; Civilization, Germanic; Civilization, Homeric; etc.

Works on the civilization of a single country are entered under the name of the country with the subdivision Civilization, e.g., United States—Civilization.

Works treating of the culture of uncivilized tribes are entered under the name of the tribe.

Works treating of the impact of one civilization upon another are entered under the civilization affected with appropriate subdivision, e.g., Japan—Civilization—Occidental influences.

sa Acculturation
Animals and civilization
Anthropology
Archaeology
Art
Astronautics and civilization
Biculturalism
Culture
Education
Ethics
Ethnology

Humanism
Inventions
Learning and scholarship
Manners and customs
Migrations of nations
Personality and culture
Popular culture
Progress
Religion and culture
Religions
Renaissance
Social evolution
Social problems
Social sciences
Society, Primitive
Technology and civilization
War and civilization

xx Anthropology
Auxiliary sciences of history
Culture
Ethnology
History
History—Philosophy
Humanism
Political science
Progress
Social problems
Sociology
—Historiography
—History
sa Civilization, Medieval
Civilization, Modern
—Italian [Jewish, Portuguese, etc.] influences
—Philosophy
sa Philosophical anthropology

Figure 7

Present Cluster for Civilization

der the name of the tribe,” distinction is made between “culture” and “civilization”; the subject heading Culture was established and related reciprocally to Civilization. These two subject headings were included in the 1910-14 edition of the Library of Congress subject headings list. The sa references under Civilization—History are made to Civilization, Medieval and Civilization, Modern. The narrow meaning given to the subject heading Civilization, Occidental leads one to assume that Civilization has been used for the culture of complex societies and, in effect,
mainly for Western European culture. The references to classification numbers for Culture are CB, HM101, and GN400-406, while for Civilization they are CB and HM101. This particular syndetic relationship may be explained as resulting from the impact of common usage of these terms in the twentieth century, although, as demonstrated in the study by Kroeber and Kluckhohn, use of the term "culture" was continuously maintained in ethnology. The present relationship of these two subject headings should be changed by making Culture a broader subject heading and using Civilization for cultures of complex societies.

With this proposed change in mind, we proceed to an analysis of the present clusters of the subject headings Civilization and Culture.

The scope note under Civilization would be better placed under Culture in a rewritten form to incorporate the change in relationship between these two subject headings. The following subject headings should be retained as subordinate to Civilization: Astronautics and civilization (no study dealing with the impact of astronauts on the culture of illiterate people is known to this writer), Education, Learning and scholarship, Popular culture (although the phenomenon denoted by the last subject heading may be observed already in the cities of societies generally considered to be illiterate), and Renaissance. Other subject headings should be canceled for the reasons now given: Acculturation; Animals and civilization (standing for animals and culture); Art; Biculturalism; Ethics; Inventions; Manners and customs; Personality and culture (should also be related to Personality); Religion and culture; Social evolution; Social problems; Society, Primitive (and Man, Primitive as its subordinate, or preferably canceled); Technology and civilization; and War and civilization, which, standing for war and culture, should be related as subordinate to Culture. Migrations of nations should be canceled here and related as subordinate to Culture. Religions should be canceled because there is a subject heading Religion and culture. Headings such as Anthropology, Archaeology, Ethnology, and Social sciences, representing concepts on a higher level of generalization, should be canceled in the present relationship and related as suggested earlier.

The list of subordinate headings presently related is incomplete; headings such as Incest (and others denoting such concepts as initiation rites, magic, marriage, sex, etc.) and Funeral rites and ceremonies should be added.

The following headings are presently related reciprocally to Civilization: Anthropology, Culture, and Ethnology. These should be canceled. Humanism should be defined either as recognition of and concern with human values and welfare or as a period in the history of Western European civilization. There is the alternative possibility of having two headings appropriately differentiated. A heading denoting recognition of human values should be related as subordinate to Culture; that denoting a period in European history should be related to Civilization.
Progress, denoting the concept developed from Vico’s idea of progress, known to people of the eighteenth and nineteenth centuries as an attribute of European culture, should be related as subordinate to Civilization.

Among the subject headings related as superordinate to Civilization, two already analyzed, Political science and Sociology, plus Auxiliary sciences to history, should be related reciprocally to Ethnology. History, already discussed in connection with the cluster of Ethnology, should also be canceled here because there are the subject headings History—Philosophy, discussed below, and Civilization—History; these provide an adequate link to the cluster of History. History—Philosophy (analysis not being based on ethnological methods) is used occasionally for general works on the history of culture or civilization. For this reason it would be proper to relate History—Philosophy reciprocally to Culture and to cancel it as superordinate.

The suggested change in relationship between Civilization and Culture leads us to analyze first the present cluster of subject headings for Culture and then to present the suggested clusters of subject headings for Culture and Civilization.

The scope note from Civilization, with a few changes, should be transferred here.

The following headings should be retained in the same relationship: Acculturation, Biculturalism, Cultural lag, Culture diffusion, Intercultural communication, Personality and culture, Social evolution, and Subculture. The headings Education and Educational anthropology, already discussed, should be canceled here. Intellectual life denotes a complex of formal and informal intellectual activities, utilizing cultural outlets and motivated by a conscious effort to maintain a viable knowledge and outlook consonant with scholarly inquiry. This heading should be canceled here but related as subordinate to Civilization. Philistinism denotes lack of culture and prosaic attitudes; it should be canceled here but related as subordinate to Civilization.

Culture

- Acculturation
- Biculturalism
- Civilization
- Cultural lag
- Culture diffusion
- Education
- Educational anthropology
- Humanism
- Intellectual life
- Intercultural communication
- Learning and scholarship

- Personality and culture
- Philistinism
- Popular culture
- Self-culture
- Social evolution
- Subculture
- Civilization
- Conduct of life
- Education
- Historical sociology
- Humanism
- Learning and scholarship

Figure 8
Present Cluster for Culture
and related as subordinate to Civilization. Popular culture, discussed under Civilization, should be canceled here and related as subordinate to Civilization. Self-culture refers to the individual, uninstitutionalized achievement of personal cultural refinement, which is a characteristic of complex societies; it should be canceled under Culture but related as subordinate to Civilization. The headings Clans and clan system (Figure 11), Cultural relativism with so reference to Ethnocentricism, and Taboo (Figure 9) should be introduced as subordinate to Culture. The heading Culture conflict should be related in the same way as Culture diffusion, that is, it should be added as subordinate to Culture although beginning with the same word as the main heading of this cluster.

The following headings, some of them discussed earlier and others discussed in connection with the cluster Society, Primitive, should be added as subordinate headings to Culture: Animals and civilization, Art, Clans and clan system, Cultural relativism, Culture conflict, Ethics, Funerary rites and ceremonies, Incest, Inventions, Nativistic movements, National characteristics, Religion and culture, Social problems, Socialization, Taboo, Tattooing, Technology and civilization, Village communities, and War and civilization.

Civilization, presently related reciprocally to Culture, should be related only as a subordinate heading. Education, Humanism, and Learning and scholarship, as discussed earlier, should be canceled here. History—Philosophy, discussed earlier, should be added as collateral heading to Culture. The superordinate heading Conduct of life should be related as subordinate to both Ethics and Manners and customs; Historical sociology should be related as subordinate to Culture. Both of these headings should be canceled as superordinate to Culture. The suggested clusters for Civilization and Culture are presented in Figures 9 and 10.

The last cluster of subject headings to be analyzed is that found under Society, Primitive, as presented in Figure 11.

First, a comment. The term "primitive" has been retained here in all the headings in which it appears in LCSH. The desirability of replacing it with "traditional" or some other nonderogatory term may be great but is not considered relevant to the present discussion.

The following headings should be retained in the present relationship: Agriculture, Primitive; Art, Primitive; Blood brotherhood; Cannibalism; Economics, Primitive; Gipsies; Government, Primitive; Industries, Primitive; Law, Primitive; Music, Primitive; Nomads; Primitive property; Religion, Primitive; Sanka (Social Class); Totemism; Tribes and tribal system; and Wild men. Tribal government should be made subordinate to Government, Primitive and to Tribes and tribal system. Indians—Social life and customs is an example of the type of subject heading mentioned in the note under Ethnology; either it should be canceled or all subject headings denoting individual tribes with the subdivision Social life and customs should be listed. Taboo, as discussed earlier, will be canceled here but related as subordinate to Culture. Vil-
Culture

Includes works on culture or civilization in general. Literature dealing with culture of complex societies is entered under the heading Civilization. Literature dealing with culture of peoples ordinarily classed as civilized and not confined to one country is entered under the heading Civilization, Greek; Civilization, Germanic; Civilization, Homeric; etc.

Works on the culture of a single country are entered under the name of the country with a subdivision Civilization, e.g., United States—Civilization.

Works treating of the culture of illiterate peoples in general are entered under Society, Primitive (or better, Society, Traditional); of the culture of illiterate peoples or tribes in one country, under Ethnology—name of the country; of the culture of individual peoples or tribes, under the name of the peoples or tribes.

Works treating of the impact of one culture upon another are entered under the culture affected, with appropriate subdivision, e.g., Japan—Civilization—Occidental influences.

sa Acculturation
Age groups
Animals and civilization
Art
Biculturalism

Civilization
Clans and clan system
Cultural lag
Cultural relativism
sa Ethnocentricism
Culture conflict
Culture diffusion
Ethics
Ethnocentricism
Funeral rites and ceremonies
History—Philosophy (R)
Incest
Intercultural communication
Inventions
Kinship
Manners and customs
sa Conduct of life
Migrations of nations
National characteristics
Nativistic movements
Personality and culture
Religion and culture
Social evolution
Social problems
Socialization
Society, Primitive (and sa Man, Primitive as subordinate if the Library of Congress does not abolish this subject heading)
Sociolinguistics
Subculture
Taboo
Tattooing
Technology and civilization
Village communities
War and civilization

xx Archaeology
Ethnology
History—Philosophy (R)

Figure 9
Proposed Cluster for Culture

Large communities may denote a peasant community in Central America as investigated by Robert Redfield,38 a peasant community in Southern Italy, or a tribal village in Africa.34 For this reason it should be related as subordinate to Culture and to the cluster of headings pertinent to Sociology. Man, Prehistoric, already discussed, preferably should be canceled.
Civilization

*sa* Astronautics and civilization

Education

Humanism

Intellectual life. *Also subdivision*

Intellectual life *under the names of countries, cities, etc.*, e.g., France—Intellectual life; London—Intellectual life.

Learning and scholarship

Philistinism

Popular culture

Progress

Renaissance

Self-culture

Society, Primitive (R)

Society, Primitive (R)

Figure 10

Proposed Cluster for Civilization

Society, Primitive

*sa* Agriculture, Primitive

Art, Primitive

Blood brotherhood

Cannibalism

Clans and clan system

Economics, Primitive

Gipsies

Indians—Social life and customs

Industries, Primitive

Law, Primitive

Man, Prehistoric

Man, Primitive

Music, Primitive

Nomads

Primitive property

Religion, Primitive

Sanka (Social class)

Taboo

Totemism

Tribal government

Village communities

Wild men

Civilization

Figure 11

Present Cluster for Society, Primitive

The three headings presently related reciprocally to Society, Primitive should be canceled in their present relationship: Clans and clan system; Man, Primitive; and Tribes and tribal system. Clans and clan system should be related as subordinate to Culture; Tribes and tribal system should be retained as subordinate to Society, Primitive; Man, Primitive, as discussed earlier, should either be differentiated or, preferably, canceled. If retained, it should be related as subordinate to Society, Primitive.

The superordinate headings Ethnology and Historical sociology should be canceled here, as already discussed. Civilization should be related as a collateral heading to Society, Primitive. Sociology should be canceled because it has already been related as a collateral heading to Ethnology (Figure 6). Culture should be added as superordinate.

As suggested earlier, in the discussion of Ethnology, the following
headings should be added to the list of those subordinate to **Society, Primitive**: Arms and armor, Primitive; Cannibalism; Couvade; Head-hunters; Industries, Primitive; Navigation, Primitive; Religion, Primitive; Totemism and Tree-dwellings. Three headings, Architecture, Primitive; Fishing, Primitive; and Fortification, Primitive, now related to **Archaeology**, should be related as subordinate headings to **Society, Primitive**. The resulting cluster of headings for **Society, Primitive** is as shown in Figure 12.

**General Comments**

Implicit in this cursory analysis of the syndetic structure of selected clusters of LCSH headings is an endeavor to pinpoint and solve some of the problems existing in one field of the Library of Congress subject headings system. Some of the problems common to the several clusters have been identified and may be summarized as follows:

1. There is unjustified proliferation of syndetic relationships. Occasionally a heading is unnecessarily related to other subject headings on different or distant levels of generalization, e.g., Acculturation is related to all the clusters of headings analyzed, with the exception of Man and **Society, Primitive**. Anthropology is related to all except Culture and **Society, Primitive**. Civilization appears in all the clusters except Man. Three headings, Anthropometry, Color of man, and Craniology, are related to all the clusters except Civilization, Culture, and **Society, Primitive**. Ethnology is related to all the clusters except Man and Culture. One may doubt that the reader is helped by chains of syndetic relationships of a given heading spanning several levels of generalization. On the contrary, relationships not based on a conceptual affinity tend to re-

[Society, Primitive headings]

- Agriculture, Primitive
- Architecture, Primitive
- Arms and armor, Primitive
- Art, Primitive
- Blood brotherhood
- Cannibalism
- Civilization (R)
- Couvade
- Economics, Primitive
- Fishing, Primitive
- Fortification, Primitive
- Gipsies
- Government, Primitive
  - sa Tribal government
- Head-hunters

[Industries, Primitive]

- Agriculture, Primitive
- Law, Primitive
- Music, Primitive
- Musical instruments, Primitive
- Navigation, Primitive
- Nomads
- Primitive property
- Religion, Primitive
- Sanka (Social class)
- Totemism
- Tree-dwellings
- Tribes and tribal system
  - sa Tribal government
  - xx Civilization (R)
- Culture

**Figure 12**

Proposed Cluster for **Society, Primitive**
duce the usefulness of headings and make the system cumbersome. This undesirable phenomenon has been noted by several students of subject headings, e.g., Ladenson, Morris, and Steinweg, who emphasize the need for more scope notes to help delineate subject headings. Relating a given heading to headings on distant levels of generalization is no less undesirable than (as pointed out by Angell in reference to some thesauri) relating specific headings to the broader headings. Haykin did not see any useful purpose served by such a practice, which "would have the effect of sending the reader on a wild goose chase." Sometimes, as in the case of Pariahs as a heading subordinate to Ethnology, the established relationship is distant in terms of level of generalization; also, the two concepts "ethnology" and "pariahs" belong to two different sets, so that the established relationship is irrelevant.

(2) Some subject headings duplicate others, as in the case of Man, Primitive and Society, Primitive, or Archaeology and Man, Prehistoric. The overlapping of subject headings is the direct result of adopting synonyms that are temporarily in vogue among specialists. The adoption of such synonyms as subject headings does not serve a useful purpose.

Reference has already been made to the dualism manifested in establishing subject headings for branches of scholarly disciplines and also for the things, processes, beliefs, and ideas that are the subject of inquiry of those same disciplines, e.g., Anthropology and Man. This type of dualism is not a constant characteristic of the system; in the case of Sociology, for instance, there is no subject heading for the subject, "society," but only for the discipline. Murdock has demonstrated that it is possible to organize and classify elements of the world’s cultures and societies by using only rarely the terms for disciplines and their branches.

It was natural, perhaps inevitable, that the Library of Congress, in constructing its classification schedules and subject heading list, would follow the terminology of the scholarly disciplines. Understandably, the library has been unable to keep pace with research developments in all disciplines, as demonstrated here for anthropology.

(3) Scientific terminology is not necessarily inflexible and unchanging. Scholars introduce new terms, believing them better expressions of the meaning of certain already known and named concepts. At the beginning of this century, ethnologists wrote books about "savages," who were later called "primitive peoples"; now the terms "illiterate peoples," "developing nations," or (mainly by those not concerned with ethnology) "developing countries" are in vogue. So the Library of Congress canceled the heading Savages, replaced it with Society, Primitive, and still retained Man, Primitive. One understands that the subject cataloger is exposed to the popular ideas and terminology of the day, but these do not necessarily reflect contemporary scientific thinking. Lack of differentiation in use of the terms "culture" and "civilization" outside the world of ethnology is a case in point; Frarey listed this phenomenon among the difficulties that reduce the usefulness of subject headings systems.
Another factor working for slow change is the size of the system. When the number of headings was small, a heading on a much lower level of generalization might well have been related as specific directly to the most general heading in a given field. Later, when works on concepts occupying intermediate levels of generalization appeared, appropriate headings were established and might have been properly related to the system. A vital step, however, was not taken; the old syndetic relationships were not changed to take account of the new elements in the system, and they became fossilized.

The concept of levels of generalization, or as Mills calls it, "hierarchy" of the subject headings system, is most important. The subject headings system is dynamic in two respects: it grows with the growth of human knowledge and, as pointed out by Black, requires frequent changes in the syndetic structure. Only by keeping abreast of the growth of knowledge and by reflecting current relationships among concepts in an updated syndetic structure will the system truly serve the reader. The method of achieving this goal is known, although in the case of the Library of Congress system, dealing as it must with the entire universe of human knowledge, implementation is indeed a formidable task. Individual librarians have the responsibility to offer well-reasoned suggestions for change.

References


Volume 22, Number 1, Winter 1978 • 79 •


President's Report

PAUL J. FASANA, President

It is with pleasure (coupled with a sense of relief) that I am able to report that the division in this third year of dues transition is alive, healthy, and, perhaps, even beginning to thrive. Personal memberships in the division during this past year increased slightly. It seems reasonably sure that RTSD has been able to adjust successfully to the new ALA dues structure and will continue in the future to be able to support what has evolved over the years as a full range of activities in support of the needs and interests of its members. The division should not, however, allow this to lull it into a false sense of security. ALA as a whole is still not secure and divisions during the past year have been disbanded (Library Education Division), merged (Association of State Library Agencies and Health and Rehabilitation Library Service Division), or have required subsidization. As for the future, structural changes for ALA are still being identified and studied. During the past year the ad hoc Committee on Future ALA Structure, appointed by President Jones, prepared and distributed its first report, which contained four alternative structures for ALA. Each of the proposed alternatives would have an impact on RTSD; all members of RTSD should make it a matter of high priority to familiarize themselves with these proposals and to make their wishes known to their officers.

It would be impossible to list all of the activities and programs that the division has been involved with during the past year. The range and number of these efforts are witness to the continuing strength and viability of the division. To attempt even to select a representative sample of division activities that would accurately reflect the division's interests and concerns is difficult. Rather than to pretend to give an accurate or balanced view of the division's activities during the year, I would like to record impressions of the issues that seemed most urgent or most interesting to me during the year.

Without doubt the most consuming issue during the year was the Catalog Code Revision Committee's effort to revise the Anglo-American Cataloging Rules. Working against seemingly impossible deadlines, the
committee, under the chairmanship of John Byrum, was able to accomplish not only the drafting of the code but a full-scale review of the finished draft before the 1977 annual meeting. The RTSD board devoted an entire session at the annual meeting hearing statements from various organizations and institutions, both in support of and against the draft code, and passed finally a resolution endorsing the draft as presented and recommending its publication by ALA. The draft code will now be reviewed for a last time by the Joint Steering Committee before being given to ALA Publishing Services. The revised code is scheduled for publication some time in 1978.

An interesting and potentially important development during the year involved the reorganization of the International Federation of Library Associations (IFLA). As part of the reorganization, membership requirements and responsibilities were changed so that institutional members may now designate in which sections they wish to be active. RTSD was asked by ALA to name official representatives to those IFLA sections that encompass RTSD's scope of responsibility and interest. The RTSD board took action by appointing the following persons to represent ALA at future IFLA meetings: Doralyn Hickey as the official RTSD member to vote in the IFLA Council and as working representative to the Cataloging Section, Nathan Einhorn to the Exchange of Publications Section, and Mary Sauer to the Serial Publications Section.

Earlier in the year, the RTSD board created a Special Committee on International Cataloging Consultation to study the problems of and to suggest methods for achieving effective participation in the development and maintenance of international cataloging standards. As can be seen by these actions, RTSD is keenly aware of the increasing amount of activity on the international level, especially in the areas of standardization and technical services. RTSD must develop a leadership image and attempt to influence these international activities rather than to lag behind and be forced into the position of reacting to issues and decisions after the fact. International cooperation and involvement is increasingly becoming a necessary way of life.

A totally different area of concern but one of increasing importance to RTSD is reflected in the work of the Preservation of Library Materials Committee. This small but active group, with Pamela Darling as chairperson, mounted an in-depth technical exhibit on book preservation techniques for the Annual Conference that attracted considerable interest. The exhibit, the first in a series of exhibits to be sponsored by the division and coordinated by the newly formed Membership Committee, provided not only excellent publicity for the division but also technical information of a sort that is sorely needed by the library profession. Earlier in the year, the Preservation Committee established contact with the Library Binding Institute and initiated a dialog with the institute on problems related to binding standards and relationships between profes-
sional librarians and the binding industry. As a result, the Library Binding Institute has announced its intention to invite ALA to send a representative to serve on the advisory board of the newly established Testing Laboratory that it is sponsoring at the Rochester Institute of Technology. This is an area that has been neglected by ALA for far too long.

The division through its four sections (Cataloging and Classification, Serials, Resources, and Reproduction of Library Materials) was involved in a wide range of activities of importance to the profession. Much of the work of these groups during the year concerned itself with the problems of standards and standardization. The following examples are mentioned to show the range and diversity of RTSD's concerns and activities. The Cataloging and Classification Section drafted and issued guidelines on subject headings for audiovisual materials. The Resources Section prepared and submitted for publication a number of guidelines, including Guidelines for Handling Library Orders for Published and Available Microforms, Guidelines for the Procurement of Out-of-Print Materials, and Guidelines for the Formulation of Collection Development Policies. The Reproduction of Library Materials Section continued to press for the development of standards for evaluating the permanence and stability of nonsilver films. The RTSD Book Catalogs Committee published Guidelines for Book Catalogs. The range of concerns reflected by these standards-setting efforts indicate that RTSD is increasingly committed to the idea of active involvement in seeking and influencing solutions to issues and problems of concern to it, rather than to passively observe. These are healthy and encouraging signs.

It is very clear to me at this time that RTSD has not only survived the past three years of dues transition but has gained new strength and has begun to project a new image. The challenges and problems of the future are less frightening as a consequence. I detect an air of confidence in the incoming and newly elected officers of the division, which suggests that in the coming years less time will need to be spent on crisis management and contingency planning and more can be devoted to developing substantive and constructive programs focusing on issues reflecting the needs and interests of the RTSD membership.

Cataloging and Classification
Section Report

Edward J. Blume, Chairperson

During the ALA centennial year the focus was on the history of librarianship during the past century and a summation of its progress during that time. From the point of view of cataloging, the develop-
ment and extension of centralized cataloging is one of the major features of that century. Now in 1977 we have had to turn back from achievements to continuing problems, and those too are frequently connected with centralized cataloging.

Organized by the Subject Analysis Committee (SAC), the program presented by the section at the Annual Conference in Detroit dealt with the topic of “Subject Heading Control in Catalog Management” or how to keep your catalog consistent with the Library of Congress subject heading system at any given point in its development. Speakers reflected a broad range of strategies for coping with the problem, from minimal recognition of major changes to reflection of all changes in local catalogs and even to providing supplemental aids that go beyond the Library of Congress structure. An overflow attendance indicated the pertinence of the topic in a day of dependence on centralized cataloging. Time ran out, however, and eliminated any evaluation of whether there is a direct ratio between the efforts involved in conforming to change and the hoped-for resultant improvement in reader services.

The section also recognized the growing interest in standards by accepting the petition of the Cataloging Norms Discussion Group to become its first affiliated discussion group. There was considerable interchange on the problems involved in establishing and imposing performance standards in cataloging. It is also apparent that numerical standards are not readily exchanged, given the difference in the job functions of catalogers in different institutions.

The section once again cosponsored two successful ISAD institutes on the future of the catalog, one in New York in April and a second in Los Angeles in May.

The Margaret Mann Citation in Cataloging and Classification was given to Phyllis Richmond of the Case Western Reserve School of Library Science for her meritorious activities in research and teaching in the field of cataloging.

The Cataloging of Children’s Materials Committee also expressed a concern deriving from centralized cataloging, namely, the desirability of a simplified card format for libraries not wishing to carry all the bibliographic data from the MARC format. While the new technologies have already made it possible for libraries to purchase printed cards with selected bibliographic data, the committee recommends that a standard simplified format be agreed on, so that individual institutions do not have to make ad hoc selections for each card order or set of orders. The committee was left with the charge to make specific recommendations as to an acceptable standardized format; preliminary suggestions centered on truncation of Dewey numbers, dropping LC standard subject headings when children’s literature headings appear, dropping LC class numbers since most public and school libraries use Dewey, and the omission of most notes.
The Descriptive Cataloging Committee continued its work in two directions. First, it participated in the work of the Catalog Code Revision Committee, which has temporarily assumed jurisdiction over the most important questions arising in the field. Second, it has recognized special cataloging needs by setting up an ad hoc committee to deal with the cataloging of Asian and African materials. The committee also approved the romanization tables for Armenian.

The Subject Analysis Committee, in addition to organizing the section program for the Detroit Conference, took several actions during the year. In response to the announced closing of the LC catalogs in 1980, it recommended that the Library of Congress undertake a study of PRECIS to determine the feasibility of that system as a possible substitute for current LC headings sometime in the future. The library has responded that it will be limited in funds to an in-house study but that it hopes this will be supplemented by independent studies in the library community that will give a basis for decision making by LC and other libraries. Like the Descriptive Cataloging Committee, the Subject Analysis Committee put into operation an ad hoc subcommittee on Asian and African materials, which has already circulated a questionnaire on problems in the field and is prepared to make recommendations to the main committee on solutions.

The ad hoc Subcommittee on the Subject Analysis of Audiovisual Materials presented its final guidelines to the parent committee before being dissolved at the Detroit Conference. Its recommendations include extension of the Cataloging-in-Publication program to AV materials, the assignment of both topical and genre/technique category headings, the use of form subdivisions to distinguish specific types of nonbook formats that can be optional for use in specific libraries, and the assignment of both Dewey and LC class numbers, even though they may not be used in actual storage of materials.

The Subject Analysis Committee was also the final repository of the ALA Council charge to RTSD to take steps to eliminate racist and sexist implications from cataloging. Since it was felt that due awareness had been maintained toward this end in the preparation of the second edition of the Anglo-American Cataloging Rules, the area of descriptive cataloging had been sufficiently dealt with. However, in the area of subject analysis the section passed on to SAC the task of developing an approach to the elimination of sexist and racist implications in subject heading lists and classification schedules. The appropriate subcommittee has been formed, but its work will not be complete until next year.

The greatest single job facing the section in the immediate future is that of cooperating with the Catalog Code Revision Committee in introducing AACR 2 to the library community. Carrying out this function is, of course, dependent on the publication of the new rules and that has had to be postponed from its original target of 1977.

*Volume 22, Number 1, Winter 1978*
As usual, the work of the section is really the work of its committees. Fortunately these committees have had during the past year, as in the past and foreseeable future, the services of talented and dedicated members. They deserve the thanks of all those interested in the field. I am sure I share with my predecessor and successor a sincere regret that committee membership could not be offered to all who have volunteered their services.

Reproduction of Library Materials
Section Report

JANE GARNER, Chairperson

Established to assist libraries in the areas of production, storage, and use of reproductions of library materials, RLMS continues to carry out its function chiefly through its committees and its programs presented at the annual conferences. The program presented in Detroit in cosponsorship with the Resources Section was entitled “Upstairs, Downstairs: Approaches to Selecting, Acquiring, and Processing Microforms.” Harriet Rebuldela and Norman Shaffer spoke on acquiring microforms from the librarian’s and supplier’s point of view, respectively; Judy Fair discussed procedures for handling microforms after their arrival at the library; and Dale Cluff addressed the subject of bibliographic control.

Always informative has been the RLMS Discussion Group attended by the novice and expert alike. The chairperson this year was Lawrence Robinson. Typical topics have included the pros and cons of various types of film, desirability of microfiche envelopes, and microfiche readers.

Reports by Samuel Boone, copyright representative; Charles LaHood, Jr., representative to the American National Standards Institute PH 5 Committee; Mary Lou Lucy, representative to the RASD Interlibrary Loan Committee; and Carl Spaulding, representative to the National Micrographics Association, have served to keep RLMS abreast of developments in those areas.

Ronald Naylor, cochairperson of the RASD Interlibrary Loan Committee, met with the RLMS executive committee in Detroit to discuss the draft revision of the interlibrary loan form. The executive committee reviewed the proposed form, particularly the photoduplication aspects, and suggested some minor changes.

The Publication Committee has been quite active overseeing the publication program of RLMS. New volumes available in the RLMS Microfile Series are A Survey of Telefacsimile Use in Libraries, compiled by...
Hans Engelke, and Micrographics Education for Librarians by Andrew G. Torok. Two other volumes, Some Current Reprographic Concerns Related to Interlibrary Loans by Danuta A. Nitecki and Computer-Output Microfilm (COM) Hardware and Software: The State of the Art by William Saffady, are expected to be published shortly, bringing the number of volumes available to five. Chairperson Joseph Z. Nitecki is gathering data for the seventh edition of the Directory of Reprographic Services, scheduled for publication in early 1978. At the Midwinter Meeting the RLMS executive committee established the ALA Headquarters Library and the National Reprographic Centre for documentation (Hatfield, England) as official depositories for all RLMS publications.

The Standards Committee (Allen Veaner, chairperson) has been examining the difficulties in motivating micropublishers marketing titles on diazo or vesicular film to offer a silver halide option. Of significance is the report of R. N. Broadhurst, published in 1976 by the National Reprographic Centre for documentation, on the effects of light on diazo film. Test results showed that diazo images faded rather quickly when exposed to light from reading machines. The committee continues to urge libraries to purchase for their permanent collections only those types of film—i.e., silver halide—for which standards for archival permanence have been established by recognized standards organizations.

The Policy and Research Committee (Imre Jármý, chairperson) has undertaken the task of assisting incoming RLMS chairpersons by generating program ideas for the annual conferences. The committee has been studying other matters of interest to RLMS, such as color photocopying.

The Telefacsimile Committee (Max Willocks, chairperson) and the ISAD Video Cable and Communications Section cosponsored a program at the Annual Conference in Detroit on new video formats. Willocks arranged for a presentation on video discs. The committee has been interested in encouraging the use of telefacsimile by libraries.

---

Serials Section Report

LOIS N. UPHAM, Chairperson

One of the main Serials Section activities of the 1976-77 year was the completion by the Regional Serials Workshop Committee of their workbook entitled A Manual for Serials Workshops. The workbook is presently being duplicated in preparation for distribution. The publication will be announced in the RTSD Newsletter and Title Varies and will be available for a nominal fee from the RTSD office.

Volume 22, Number 1, Winter 1978
One of our ad hoc committees—the Committee to Study Manually Maintained Serials Records—was changed to a standing committee, and its charge was expanded to include on a continuing basis the study of all types of serials records. It is anticipated that when AACR 2 is published our ad hoc AACR Revision Study Committee, which has been following and discussing the work of the Catalog Code Revision Committee, will also be changed into a standing committee to study serials cataloging. This matter will be discussed at the Midwinter executive committee meeting.

The other committees all continued to function smoothly and reported at the executive committee meetings. The Duplicate Exchange Union for the first time sponsored a program meeting at the Detroit Annual Conference. The Serials Section program, which included brief presentations on a variety of current serials topics, proved to be quite popular and well received; the proposed program topic for next year's Annual Conference is "The National Periodicals System."

Items that are still under consideration include the possibility of charging dues for Duplicate Exchange Union membership and a proposal for the establishment of a committee to explore library/publisher problems with the Post Office. This proposal has been taken to the RTSD board, which has requested further investigation before a decision is reached. Both items will undoubtedly be discussed at the Midwinter Meeting.

Decimal Classification Editorial Policy Committee Report

JOHN P. COMAROMI, Chairman

The Decimal Classification Editorial Policy Committee held its annual meeting (no. 75) at the Library of Congress on November 5, 1976. A second meeting was held April 21, 1977, also at the library. Absent from the second meeting was Margaret Cockshutt. All other members were present at both meetings: John Comaromi, chairman; Lois Chan, Betty Croft, Joel Downing, Frances Hinton, Joseph Howard, John Humphry, Clare Ryan, and Marietta Shepard.

At the November meeting Margaret Cockshutt was elected vice-chairman for a two-year term, and the committee recommended to Forest Press the adoption of draft schedules 610 and 020, the latter subject to substantial editorial refinement. There was extended discussion on two topics: the phoenix 780 and the front matter for Ed. 19. The committee raised several questions regarding the phoenix 780, e.g., classical music bias, separation of a musical work from criticism of it, cita-
tion order, and problems issuing from author numbers not being assigned by a central agency. The committee then recommended that the draft schedule for 780 be returned to its primary designer, Russell Sweeney, principal lecturer at Leeds Polytechnic, with all the reports and comments that have been received, with the request that he revise it as necessary and return it to the committee and the editor, in the hope that Forest Press can issue it as a research report. The possibilities of issuing it as a separate or of preparing it for Ed. 20 were discussed; no recommendation was made. The second topic discussed was the front matter for Ed. 19. The committee recommended to Forest Press the acceptance of the drafts of the front matter, with appreciation to the editor, Benjamin A. Custer, for the improvements he made. The chairman introduced for information the survey of the use of the abridged DDC in school libraries.

At the April meeting (no. 76), the following recommendations were made to Forest Press: (1) the three-volume format with the same distribution of contents be retained; (2) 025.49 be re-used immediately for "Controlled Subject Vocabularies," so that "Subject Cataloging," "Subject Indexing," and "Controlled Subject Vocabularies" stay together (029 "Documentation" has been discontinued, the bulk of it being relocated to 025); (3) draft 780, based on Ed. 18 780, be accepted; and (4) with Ed. 11 the abridged DDC return to a true abridgement rather than continue as an adaptation, its numbers usually not to exceed two to three digits beyond the decimal point. The next meeting of the committee (no. 78) is scheduled for March 3, 1978, at the Library of Congress.
RTSD Nominees—1978 Election

Resources and Technical Services Division

Vice-president (President-elect):
William A. Gosling, Duke University Library, Durham, North Carolina
Murray S. Martin, Pennsylvania State University Library, University Park, Pennsylvania

Vice-chairperson (Chairperson-elect) Council of Regional Groups (1978–82):
William J. Myrick, Brooklyn College Library, Brooklyn, New York

[Nominating Committee: Carol A. Nemeyer, chairperson; Don Coombs, Cynthia Durance (CCS); Jane Flener; Mary Pound (SS); Francis F. Spreitzer (RLMS); Robert C. Sullivan (RS).]

Cataloging and Classification Section

Vice-chairperson (Chairperson-elect):
Julieann V. Nilson, Indiana University Libraries, Bloomington, Indiana
Marguerite C. Soroka, Engineering Societies Library, New York, New York

Member-at-Large (1978–81; two vacancies):
Arlene T. Dowell, North Carolina Central University School of Library Science, Durham, North Carolina
Natsuko Y. Furuya, York University Libraries, Downsview, Ontario, Canada

Arlene Schwartz, Illinet Bibliographic Data Base Service, Springfield, Illinois
Kenneth G. Walter, Georgia Southern College Library, Statesboro, Georgia

[Nominating Committee: Cynthia Durance, chairperson; Rheda Epstein; Carol F. Ishimoto; Christine Landram; David G. Remington.]

Reproduction of Library Materials Section

Vice-chairperson (Chairperson-elect):
Jeffrey Heynen, Congressional Information Service, Washington, District of Columbia

Library Resources & Technical Services
Vice-chairperson (Chairperson-elect):
  Jean Boyer Hamlin, Rutgers University Library, Newark, New Jersey
  John R. Kaiser, Pennsylvania State University Library, University Park, Pennsylvania
Member-at-Large (1978–81):
  Claude Noyes, University of Rochester Library, Rochester, New York

Vice-chairperson (Chairperson-elect):
  Doris Anne Bradley, University of North Carolina Library, Charlotte, North Carolina
  Dorothy A. Pearson, Princeton University Library, Princeton, New Jersey
Member-at-Large (1978–81):
  Anita Farber, University of Texas Library, Austin, Texas

Serials Section

[Nominating Committee: Robert C. Sullivan, chairperson; William I. Bunnell; Edna Laughrey.]
BYLAWS OF THE DIVISION

Article I. Name
The name of this body shall be the Resources and Technical Services Division of the American Library Association.

Article II. Object
The object of this Division shall be to contribute to the professional welfare of its members and to librarianship generally as the Division of the American Library Association responsible for activities related to the acquisition, identification, cataloging, classification, and preservation of library materials in all types of institutions and to the development and coordination of the country's library resources.

Article III. Relationship to the American Library Association
This body shall be a division of the American Library Association. The Constitution and Bylaws of that association, to the extent to which they are applicable, take precedence over these bylaws.

Article IV. Membership
Sec. 1. Members. Any member of the American Library Association who elects membership in this Division according to the provisions of the Bylaws of the American Library Association thereupon shall become a member of this Division.
Sec. 2. Classification. Membership classes of the Division shall consist of the same classes as those of the American Library Association.
Sec. 3. Honorary members. Honorary members shall be those honorary members of the American Library Association nominated to such membership in this Division by the Board of Directors and elected for life by the membership. Honorary members of the former Division of Cataloging and Classification of the American Library Association shall be honorary members of this Division.
Sec. 4. Dues, rights, and privileges. All members of the Division shall be eligible for membership in any one or more of the sections. Only personal members shall have the right to vote and to hold office. Dues paid to the American Library Association shall constitute the dues of members. The date of payment of dues to the American Library Association shall be considered the date of payment of dues to this Division. The designation by a member of the American Library Association, on its membership form, of this Division as a division to which the member wishes to belong shall be considered as election of membership in this Division.
Sec. 5. Membership, fiscal, and conference years. The membership, fiscal, and conference years shall be the same as those of the American Library Association.

Article V. Meetings
Sec. 1. Annual meetings. The regular meeting of the Division shall be held at the time and place of the annual conference of the American Library Association.
Sec. 2. Special meetings. Special meetings may be called by the Board of Directors and shall be called by the president upon the written request of fifty members of the Division. At least thirty days notice shall be given and only business
specified in the call shall be transacted.

Sec. 3. Regional meetings. Regional meetings may be called by the Board of Directors at the time and place of regional meetings of the American Library Association.

Sec. 4. Votes by mail. Votes by mail may be authorized by the Board of Directors between meetings, or when, for reasons beyond the control of the Division, no meeting is held during any one year. When no meeting is held during any one year, votes by mail shall be submitted at the written request of fifty members. Whenever an action is submitted to a mail ballot, each ballot shall be accompanied by a written report stating the purpose of each specific proposal and the principal arguments for and against its adoption.

Mail ballots shall be conducted by the executive secretary in such manner as the Board of Directors shall determine. A copy of the ballot shall be mailed by the executive secretary to each member. A period of at least thirty days from the date of mailing shall be allowed for the return of ballots to the executive secretary. A proposal shall be carried if it receives the same proportion of affirmative votes from among all votes cast as would be required to carry the same proposal if voted upon at a meeting. Unless otherwise specified in the proposal, if carried, it shall become effective upon publication of the result of the ballot.

In the case of a vote by mail the Board of Directors may designate publication of the ballot or questions submitted in the official journal of the Division as the appropriate method of submitting the matter to the members for their determination.

Sec. 5. Quorum. Fifty members shall constitute a quorum.

Article VI. Nominations and Elections

Sec. 1. Nominations. The Nominating Committee shall present candidates for the positions of vice-president (president-elect), vice-chairperson (chairperson-elect) of the Council of Regional Groups and directors-at-large when required. Other nominations for these offices may be submitted in writing by any ten members and shall be filed with the executive secretary. Any such nominations shall be included on the official ballot.

No candidate shall be presented whose written consent has not been filed with the executive secretary. No candidate shall be presented who at the time of nomination is not a personal member in good standing of the Division.

Sec. 2. Nominating Committee.

(a) Composition. The Nominating Committee shall consist of the chairperson of each section's Nominating Committee ex officio and three members-at-large. No member of the Board of Directors shall be appointed to the Nominating Committee.

(b) Terms of office. The Nominating Committee shall be appointed for a one-year term, ending with its final report to the membership, by the vice-president (president-elect) under whose term of office as president its final report will be made, and with the approval of the Board of Directors. Members of the Nominating Committee, upon expiration of their terms, shall not be eligible for immediate reappointment.

(c) Duties. The Nominating Committee shall present at least two candidates for each office to be filled at the next election. It shall select the candidates in such manner as to assure as broad a representation as possible of different types and sizes of libraries, types of service, and of the geographic distribution of the membership.

The Nominating Committee shall report nominations to the executive secretary, and the executive secretary shall notify each member by mail of the nominations for elective office in the Division at such time as is prescribed by the Bylaws of the American Library Association.

Sec. 3. Elections.

(a) Ballot. Elections shall be held by mail ballot. The executive secretary shall mail a copy of the ballot to each member of the Division. The ballot shall be returned to the executive secretary at such time as is prescribed by the Bylaws of the American Library Association.

(b) Election results. Candidates receiving a plurality of the votes cast shall be
elected and shall be so reported at the
next regular meeting. In case of a tie
vote, the Election Committee of the
American Library Association shall de-
cide the election by lot.

Sec. 4. Extraordinary circumstances. If, for
reasons beyond the control of the Divi-
sion, no regular meeting is held in any
one year, terms based on the date of
the regular meetings shall be deter-
mined by the anniversary of the last
regular meeting at which an election
was reported, unless a different date is
authorized by the American Library As-
sociation. The election results shall be
mailed to each member.

Article VII. Officers

Sec. 1. Titles. The officers of this Division
shall be a president, a president-elect
who shall serve as vice-president, a
chairperson of the Council of Regional
Groups, and an executive secretary.

Sec. 2. Duties. Except as otherwise pro-
vided in the bylaws, the duties of the
officers shall be such as are specified in
the parliamentary authority adopted by
the Division.

(a) President. In addition to the regular
duties of this office, the president shall
see that the bylaws are observed by the
officers and members of the Board of
Directors and that the orders of the
Board of Directors and of the Division
are carried out, shall recommend to the
Board of Directors any action deemed
to be in the interest of the Division, and
shall perform such other duties as the
Board of Directors may assign to this
office.

(b) Vice-president. In addition to the
regular duties of this office, the vice-
president shall perform such duties as
the Board of Directors may assign to
the office.

(c) Chairperson of the Council of Re-
regional Groups. The chairperson of the
Council of Regional Groups shall
serve for two years.

(d) Executive secretary. In addition to
the regular duties of this office, the
executive secretary shall submit an an-
nual report to the Division and other
reports as required to the Board of Di-
rectors, and shall perform such other
duties as the Board of Directors may as-
sign to the office.

Sec. 3. Terms of office. All officers of the
Board of Directors shall serve until the
adjournment of the regular meeting at
which their successors are announced:

(a) President. The president shall serve
for one year and shall not be eligible
for the office of president or
president-elect for a period of at least
one year following completion of service
as immediate past president.

(b) Vice-president. The president-elect
shall serve for the first year after elec-
tion as vice-president, the second year
as president, and the third year as im-
mediate past president. In case of a va-
cancy in the office of president, the
vice-president shall succeed to that
office and shall serve in that capacity
until replaced in the normal succession
by the president-elect.

(c) Chairperson of the Council of Re-
gional Groups. The chairperson of the
Council of Regional Groups shall serve
for two years.

(d) Executive secretary. The executive
secretary shall be appointed by the
Executive Director of the American Li-
brary Association, with the concurrence
of the Board of Directors of this Divi-
sion, and shall serve at the pleasure of
the Executive Director.

Article VIII. Board of Directors

Sec. 1. Composition. The Board of Direc-
tors shall consist of the officers of the
Division, the immediate past president
of the Division, the vice-chairperson
(chairperson-elect) of the Council of
Regional Groups, the editor of the Di-
vision's journal, the presiding officer of
each section of the Division, two
directors-at-large, and other ex-officio
members as shall be from time to time
so designated by action of the Board.
The vice-chairperson (chairperson-elect)
of the Council of Regional Groups, the
executive secretary, and the editor of
the Division's journal shall not have the
right to vote.

Sec. 2. Vacancies. Vacancies in the elected
membership of the Board of Directors
shall be filled as follows:

(a) President. If the offices of both pres-
ident and vice-president become vacant
within the same year, the Board of Di-
rectors shall appoint one of its members to act as president until a president is duly elected. At the next election two candidates shall be elected, one to take the office of president immediately and to serve for one year, the other to serve as vice-president (president-elect).

(b) Vice-president. If the office of vice-president becomes vacant, two candidates shall be elected at the next election, one to take the office of president immediately and to serve for one year, the other to serve as vice-president (president-elect). If the vacancy occurs between the close of nominations and the adjournment of the regular meeting, the vacancy shall be considered as having occurred in the office of president in the following year.

c) Chairperson of the Council of Regional Groups. If the offices of both chairperson and vice-chairperson of the Council of Regional Groups become vacant within the same year, the Board of Directors shall appoint a chairperson to serve until a chairperson is duly elected. At the next election two candidates shall be elected, one to take the office of chairperson immediately and to serve for two years, the other to serve as vice-chairperson (chairperson-elect).

d) Chairperson-elect of the Council of Regional Groups. If the office of chairperson-elect of the Council of Regional Groups becomes vacant, two candidates shall be elected at the next election, one to take the office of chairperson immediately and to serve for two years, the other to serve as vice-chairperson (chairperson-elect). If the vacancy occurs between the close of nominations and the adjournment of the regular meeting, the vacancy shall be considered as having occurred in the office of chairperson in the coming year.

e) Directors-at-large. If the office of a director-at-large becomes vacant, a director-at-large shall be elected at the next election to complete the unexpired term.

(f) General provisions. If the successful candidate for an elective office dies or withdraws between the close of nominations and the adjournment of the regular meeting, the resulting situation shall be considered as a vacancy having occurred during the term for which that candidate was elected.

Sec. 3. Terms of office. Directors-at-large shall serve for three years. They shall be elected for terms expiring in different years. Directors shall not be eligible for consecutive terms.

The vice-chairperson (chairperson-elect) of the Council of Regional Groups shall serve for the first and second years after election as vice-chairperson, the third and fourth years as chairperson, and also as an officer of the Division.

Sec. 4. Officers. The officers of the Division shall be the officers of the Board of Directors.

Sec. 5. Powers and duties. The Board of Directors shall have authority over the affairs of the Division during the period between meetings of the Division, provided however that none of its acts shall conflict with or modify any actions taken by the Division. The annual and any other budget requests shall be subject to the approval of the Board of Directors, prior to submission to the American Library Association. The Board of Directors shall perform such other duties as are specified in these bylaws, and shall report upon its work at the regular meeting of the Division.

Sec. 6. Meetings. The Board of Directors shall meet in conjunction with each regular meeting of the Division and of the American Library Association. Special meetings may be called by the president, and shall be called upon the written request of a majority of the members of the Board.

Sec. 7. Quorum. A majority of voting members shall constitute a quorum of the Board of Directors.

Sec. 8. Votes by mail. Votes may be taken by mail as provided in Article IX, Sec. 7.

Sec. 9. Rules of order. The Board of Directors may adopt rules for the transaction of its business, provided they shall not conflict with the bylaws of the Division.

Sec. 10. Duties of members. Each member of the Board of Directors shall perform the duties attached to representative membership in the Board. In the case of continued failure of a director to participate in the deliberations of the Board, the Board may, by vote of
three-fourths of its members, declare the office of such director vacant.

Article IX. Committees

Sec. 1. Standing and annual committees.
(a) Organization Committee. The Organization Committee shall consist of the immediate past president as chairperson and two members-at-large, to advise the Board of Directors and through it the Division on the establishment, functions, and discontinuance of sections, committees, and other groups, as the needs of the Division may require.

(b) Establishment. The Division may establish other standing and annual committees to consider affairs of the Division which require continuous or repeated attention by the members. The Organization Committee shall recommend the name and size of each such committee, and may recommend special regulations for its appointment, composition, and term of office of members.

(c) Composition. Unless otherwise provided for by these bylaws or by action of the Division, each standing and annual committee shall be composed of an odd number of not less than three members, each of whom shall be an active member in good standing of the Division.

(d) Terms of office. Unless otherwise provided for by these bylaws or by action of the Division, members of standing committees shall be appointed for terms of two years, and may be appointed for a second term, but in no case shall a person serve on a committee for more than four consecutive years. The terms of approximately one-half the members shall expire each year. Members of annual committees shall be appointed for terms of one year.

Sec. 2. Special committees. Committees not authorized as standing or annual committees shall be special committees. Special committees may be authorized by the Division or by the Board of Directors. Each special committee shall continue in existence until its purpose is accomplished or it is discharged by the Division or by the Board of Directors.

Sec. 3. Intersectional committees. Intersectional committees of sections within the Division and other intra-Division committees may be established as required by the groups concerned upon notification of the Organization Committee of the Division.

Interdivisional committees and other committees formed with units that are outside the Division and that are within the Association may be established only as provided for in Article IX, Sec. 5, of the Bylaws of the American Library Association.

Sec. 4. Joint committees. The Division may recommend to the Committee on Organization of the American Library Association that joint committees, either standing or special, be established with other organizations when the functions of the proposed committee cannot appropriately be delegated to a single Division or section committee. Joint committees with organizations outside the American Library Association shall be established only as provided for in the Bylaws of the American Library Association. The Division may authorize representation of the Division in outside organizations with the approval of the American Library Association.

Sec. 5. Notification. The executive secretary shall inform the Committee on Organization of the American Library Association annually of the establishment and functions, or discontinuance, of any standing, annual, special, or joint committee of the Division and of its sections; and shall cause to be published annually a complete list of existing committees, together with their functions and membership, for the information of the Division.

Sec. 6. Appointments. Unless otherwise provided for by these bylaws or by action of the Division, each committee member and representative shall be appointed, with the approval of the Board of Directors, by the vice-president (president-elect), or the president, under whose term of office as president the member shall commence this service and shall serve until the adjournment of the meeting at which the member's successor takes office.

Vacancies on committees shall be filled by the president with the approval of the Board of Directors.

Sec. 7. Votes by mail. Committee votes may be taken by mail, provided all members
shall be canvassed simultaneously. In case of dissent among members, a second vote shall be taken after each member has been acquainted with the views of every other. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set, no vote shall be counted unless received within thirty days from the day the text of the matter voted upon was mailed properly addressed to those entitled to vote.

Sec. 8. Reports. Unless otherwise specified in these bylaws, or in the act authorizing a committee, each committee shall report on its work at the regular meeting of the Division in the following manner:

Committees shall transmit their reports to the executive secretary not later than thirty days before the regular meeting of the Division.

Reports containing recommendations for action by the Division shall be presented at the regular meeting. If a copy of a report was distributed to the membership either before or at the beginning of the meeting, and unless a majority of the members present and voting demand a reading of the report, its presentation may be limited to a summary of the findings and a reading of the recommendations.

Other reports shall be published in full or in summary or be transmitted otherwise to the membership not later than four months after the regular meeting. Such reports shall be cited, and their disposition announced, at the regular meeting.

Article X. Sections

Sec. 1. Establishment. Any group of fifty or more members of the Division or of the American Library Association whose special field of interest falls within the Division but is distinct from that of any existing section, may be established as a section upon written petition, and upon approval by the Division. Members of a group in the American Library Association who are not members of the Division and who are newly affiliating with the Division as a section must become members of the Division within three months after such affiliation or lose their membership in the section.

The name of the section shall clearly indicate its field of activity.

Sec. 2. Membership. Any member of the Division may affiliate with as many sections as desired, and shall enjoy all privileges of membership in each section joined. The designation by a member of this Division, on the American Library Association membership form, of any section as a section to which the member wishes to belong, shall be considered as election to membership in that section by such member.

Sec. 3. Relation to the Division.

(a) Autonomy. Each section shall define its own functions, subject to the approval of the Division, and shall manage its own affairs, provided, however, that no section shall adopt bylaws or other rules for the transaction of its business which are inconsistent with those of the Division, or engage in any activity in conflict with the program of the Division.

(b) Representation on the Board of Directors. The presiding officer of each section shall be a voting member of the Board of Directors of the Division. If the presiding officer of a section is unable to attend a meeting of the Board of Directors, the executive secretary shall be notified promptly, and the presiding officer-elect of that section shall become a voting member of the Board of Directors for that meeting. If the presiding officer-elect of the section is unable to attend a Board of Directors meeting as a substitute voting member for the presiding officer of the section, that presiding officer and the executive secretary shall be notified promptly; under these circumstances the section presiding officer may designate a substitute voting member from the governing body of that section.

Sec. 4. Finance. Each section shall receive allotments made on the basis of need as approved by the Board of Directors and as determined by the Executive Board of the American Library Association.

Sec. 5. Jurisdiction. The Organization Committee shall decide conflicts between sections and rule upon the jurisdiction of each section, subject to the approval of the Division.

Sec. 6. Discontinuance. The Organization
Committee shall recommend that a section be dissolved when, in its opinion, the usefulness of that section has ceased. If the recommendation is adopted by the Division, the section shall be dissolved.

Article XI. Regional Groups

Sec. 1. Composition. Regional groups of librarians and other persons interested in the objectives of the Division may be affiliated with it in accordance with these bylaws.

Sec. 2. Affiliation. Any regional group with a membership of ten or more persons, the activities of which fall within the object of this Division, may be affiliated with this Division upon written petition from the group, and upon approval by the Division. Affiliated regional groups shall conform to the conditions noted below; exceptions may be granted to individual groups in specific cases, upon written petition from the group.

(a) Membership. Membership shall be open to anyone within the region of a group who is interested in problems of library resources and technical services or related fields, provided, however, that a regional group which is part of a state or regional library association may limit its membership to members of the parent association.

(b) Bylaws. Each group shall have bylaws, a copy of which shall be filed with the executive secretary. No group shall adopt bylaws inconsistent with those of the Division, or engage in any activity in conflict with the program of the Division.

(c) Officers. The officers of each group shall be elected by its members.

(d) Meetings. At least one meeting shall be held each biennium.

(e) Reports. Within one month after any meeting, a report on the meeting shall be sent to the chairperson of the Council of Regional Groups and a copy of it to the executive secretary. A copy of each paper presented at the meeting shall be sent, if available, to the chairperson of the Council of Regional Groups.

Sec. 3. Discontinuance. The Organization Committee may recommend that the affiliation of a regional group be terminated when the group has become inactive or its usefulness, in the opinion of the committee, has ceased. If the recommendation is adopted by the Division, the affiliation of the regional group with the Division shall be discontinued.

Sec. 4. Finance.

(a) Dues. Regional groups may assess their own dues.

(b) Expenditures. The Board of Directors may, with the approval of the American Library Association, authorize the expenditure of funds for activities of the regional groups in general or of individual groups.

Sec. 5. Council of Regional Groups.

(a) Composition. The Council of Regional Groups shall consist of its chairperson, its vice-chairperson (chairperson-elect), and the chairperson of each group. Chairpersons of groups may appoint substitute delegates. Each member of the Council or each substitute delegate shall be a member of this Division.

(b) Meetings. The Council shall meet at the time and place of the annual conference of the American Library Association. Special meetings may be called by the chairperson and shall be called upon the written request of a majority of its members. The annual meeting shall be open to members of the Board of Directors, the members of the governing bodies of the several sections, and to the chairpersons of such committees of the Division, of its sections, and of the American Library Association as, in the opinion of the Council, deal with matters affecting the work of the regional groups as such, provided, however, that the Council may meet in closed session for part of any meeting.

(c) Duties. The Council shall encourage activities of the groups and assist them with information and advice relevant to their programs. The Council shall consider problems common to or affecting the work of regional groups and shall recommend to the Division such action as it deems to be in the interest of group activities.

(d) Committees. The chairperson of the Council may appoint, from members of the Council, such committees as are deemed necessary for the performance
of the Council’s duties.

e) Reports. The chairperson of the Council shall report to the Division at its regular meeting on the work of the Council and on the work of the groups.

Article XII. Discussion Groups

Sec. 1. Establishment. Any group of ten or more members of the Division interested in discussing common problems which fall within the object of the Division, but which are not within the responsibility of a single section, may form a discussion group upon written petition from the group, and upon approval by the Board of Directors. The petition shall include the purpose of the group and the requirements for membership, if any.

Sec. 2. Membership. Membership shall be open to members of the Division who are interested in the purpose of the group and who fulfill the requirements for membership in the group.

Sec. 3. Officers. Each group shall elect a chairperson annually. In addition to the regular duties of the office, the chairperson shall see that the group’s activities are limited to discussion of common problems within the purpose of the group, that the group engages in no activity in conflict with the program of the Division or its sections, and that the Division bylaws are observed by the group.

Sec. 4. Discontinuance. The Organization Committee shall recommend that a discussion group be dissolved when the usefulness of that group has ceased. If the recommendation is adopted by the Board of Directors, the group shall be dissolved.

Article XIII. Publications

Sec. 1. Publications may be authorized by the Board of Directors subject to the approval of the membership, and of the Executive Board of the American Library Association. The Board of Directors shall determine the policy and manner of their distribution, and exercise financial control over them. The Division’s journal shall be Library Resources & Technical Services.

Sec. 2. Editors. The editors of Library Resources & Technical Services and of the RTSD Newsletter shall each be appointed by the Board for a three-year term. The appointment of each is renewable for a second three-year term.

Article XIV. Notice by Mail

Publication of notices in the journal of the Division or the Association shall be considered sufficient to fulfill the requirement of notice by mail.

Article XV. Parliamentary Authority

Robert’s Rules of Order (Revised), in the latest edition, shall govern the Division in all cases to which it can be applied and in which it is not inconsistent with these bylaws or special rules of order of the Division, or with the Constitution and Bylaws of the American Library Association.

Article XVI. Amendment of Bylaws

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

Sec. 2. Notice. The text of any proposed amendment shall be mailed to each member of the Division at least thirty days prior to the meeting at which it is to be acted upon.

Sec. 3. Voting. The bylaws may be amended by a two-thirds majority vote of those members present and voting at the regular meeting of the Division.

Proposed amendments to the bylaws which fail to receive approval by a two-thirds majority vote at the regular meeting shall be submitted under the same terms (by mail to the Division’s membership at least thirty days prior to the vote) upon petition by fifty members and submitted to a vote at the following regular meeting.

Sec. 4. Adoption. A proposed amendment or new bylaw shall become effective when it has been approved.
Cata
ing and Classi
Section By"l
Article I. Name
The name of this body shall be the Cat
aloging and Classification Section of the Re
division of the American Library Associa
tion.

Article II. Object
The object of this Section shall be to
contribute to library service and librar
anship through encouragement, promotion
of, and responsibility for those activi
ties of the Resources and Technical Ser
division of the American Library Associa
tion relating to the cataloging and clas
ification of library materials in all types of institutions.

Article III. Relationship to the Resources
and Technical Services Division
This body shall be a section of the Re
sources and Technical Services Division. The Bylaws of that Division and the Cons
stitution and Bylaws of the American Li
brary Association, to the extent to which
they are applicable, take precedence over
these bylaws.

Article IV. Membership
Sec. 1. Members. Any member of the Divi
sion who elects membership in this Section acc
ording to the provisions of the Bylaws of the Division thereupon shall
become a member of this Section.

Sec. 2. Classification. Membership classes of
the Section shall consist of the same
classes as those of the American Library Association.

Sec. 3. Dues, rights and privileges. Only per
sonal members of the Section shall have
the right to vote and to hold office. Dues paid to the American Library As
sociation shall constitute the dues of members. The date of payment of dues
to the American Library Association shall be considered the date of payment
of dues to this Section.

Sec. 4. Membership, fiscal, and conference
years. The membership, fiscal, and con
ference years shall be the same as those
of the American Library Association.

Article V. Meetings
Sec. 1. Annual meetings. The regular meet-
ing of the Section shall be held at the
time and place of the regular meeting of the Division.

Sec. 2. Special meetings. Special meetings
may be called by the Executive Commit
tee and shall be called by the chairperson
upon the written request of twenty-five members of the Section. At
least thirty days notice shall be given and only business specified in the call
shall be transacted.

Sec. 3. Regional meetings. Regional meet-
ings may be called by the Executive Com
mittee at the time and place of re
gional meetings of the Division.

Sec. 4. Votes by mail. Votes by mail may be
authorized by the Executive Committee
between meetings, or when, for reasons
beyond the control of the Section, no
meeting is held during any one year. When no meeting is held during any
one year, votes by mail shall be submit
ned at the written request of twenty-five members. Whenever an action is sub
mitted to a mail ballot, each ballot shall
be accompanied by a written report stat
ing the purpose of each specific propo
sal and the principal arguments for and
against its adoption.

Mail ballots shall be conducted in
such manner as the Executive Commit
tee shall determine. A copy of the ballot
shall be mailed to each member of the
Section. A period of at least thirty days
from the date of mailing shall be
allowed for the return of ballots. A
proposal shall be carried if it receives
the same proportion of affirmative votes
from all the votes cast as would be re
quired to carry the same proposal at a
meeting. Unless otherwise specified in
the proposal, if carried, it shall become
effective upon publication of the result
of the ballot.

In the case of a vote by mail, the
Executive Committee may designate
publication of the ballot or questions
submitted in the official journal of the
Division as the appropriate method for
submitting the matter to the members
for their determination.

Sec. 5. Quorum. Twenty-five members shall
constitute a quorum.

Article VI. Nominations and Elections
Sec. 1. Nominations. The Nominating
Committee shall present candidates for
the positions of vice-chairperson (chairperson-elect), secretary, and members-at-large of the Executive Committee. Other nominations for these offices may be submitted in writing by any ten members and shall be filed with the chairperson of the Section and with the executive secretary of the Division. Any such nomination shall be included on the official ballot.

No candidate shall be presented whose written consent has not been filed with the executive secretary of the Division. No candidate shall be presented who at the time of the nomination is not a personal member in good standing.

Art. 2 Nominating Committee.
(a) Composition. The Nominating Committee shall consist of five members-at-large of the Section, no one of whom shall be a member of the Executive Committee.
(b) Terms of office. The Nominating Committee shall be appointed for a one-year term, ending with its final report to the membership, by the vice-chairperson (chairperson-elect) under whose term of office as chairperson its final report will be made, and with approval of the Executive Committee. Members of the Nominating Committee, upon expiration of their terms, shall not be eligible for immediate reappointment.
(c) Duties. The duties of the Nominating Committee shall be those specified in the Bylaws of the Division. In addition, the Nominating Committee shall report nominations to the chairperson of the Section and to the executive secretary of the Division simultaneously and the executive secretary shall notify each member by mail of the nominations for elective offices in the Section at such time as is prescribed by the Bylaws of the American Library Association.

Art. 3. Elections. Elections shall be conducted in accordance with the Bylaws of the Division and the American Library Association.

Art. 4. Extraordinary circumstances. If, for reasons beyond the control of the Section, no regular meeting is held in any one year, terms based on the date of the regular meeting shall be determined by the anniversary of the last regular meeting at which an election was reported, unless a different date is authorized by the American Library Association. The election results shall be mailed to each member.

Art. VII. Officers

Sec. 1. Titles. The officers of this Section shall be a chairperson, a chairperson-elect who shall serve as vice-chairperson, and a secretary.

Sec. 2. Duties. Except as otherwise provided in the bylaws, the duties of the officers shall be such as are specified in the parliamentary authority adopted by the Section, and such other duties as may be approved by the Executive Committee.

Sec. 3. Terms of Office. All officers shall serve until the adjournment of the regular meeting at which their successors are announced.

(a) Chairperson. The chairperson shall serve for one year and shall not be eligible for the office of chairperson or chairperson-elect for a period of at least one year following completion of service as immediate past chairperson.
(b) Vice-chairperson. The vice-chairperson shall serve for the first year after election as vice-chairperson, the second year as chairperson, and the third year as immediate past chairperson. In case of a vacancy in the office of chairperson, the vice-chairperson shall succeed to the office of chairperson and shall serve in that capacity until replaced in the normal succession by the vice-chairperson.
(c) Secretary. The secretary shall serve for three years.

Art. VIII. Executive Committee

Sec. 1. Composition. The Executive Committee shall consist of the officers of the Section, the immediate past chairperson of the Section, and five (5) members-at-large. The executive secretary of the Division and the representative of the Section on the editorial board of the Division's journal shall be ex-officio members of the Executive Committee, without the right to vote.

Sec. 2. Vacancies. Vacancies in the elected membership of the Executive Committee shall be filled as follows:
(a) Chairperson. If the offices of both

Volume 22, Number 1, Winter 1978

• 101 •
chairperson and vice-chairperson become vacant within the same year, the Executive Committee shall appoint one of its members to act as chairperson until a chairperson is duly elected. At the next election two candidates shall be elected, one to take the office of chairperson immediately and to serve for one year, the other to serve as vice-chairperson (chairperson-elect).

(b) Vice-chairperson. If the office of vice-chairperson becomes vacant, two candidates shall be elected at the next election, one to take the office of chairperson immediately and to serve for one year, the other to serve as vice-chairperson (chairperson-elect). If the vacancy occurs between the close of nominations and the adjournment of the regular meeting, the vacancy shall be considered as having occurred in the office of chairperson in the following year.

(c) Secretary and members-at-large of the Executive Committee. If the office of secretary or a member-at-large becomes vacant, a secretary or member-at-large, as the case may be, shall be appointed by the Executive Committee to serve until a replacement is elected at the next election to complete the unexpired term.

(d) General provisions. If the successful candidate for an elective office dies or withdraws between the close of nominations and the adjournment of the regular meeting, the resulting situation shall be considered as a vacancy having occurred during the term for which that candidate was elected.

Sec. 3. Terms of office. Members-at-large of the Executive Committee shall serve for three (3) years. They shall be elected for terms expiring in different years, or in case of more than three members-at-large, so that the terms of no more than two shall expire each year. They shall serve until the adjournment of the regular meeting at which their successors are announced.

Sec. 4. Officers. The officers of the Section shall ex officio be the officers of the Executive Committee.

Sec. 5. Powers and duties. The Executive Committee shall have authority over the affairs of the Section during the period between meetings of the Section, provided however that none of its acts shall conflict with or modify any actions taken by the Section. The Executive Committee shall perform such other duties as are specified in these bylaws, and shall report upon its work at the regular meeting of the Section.

Sec. 6. Meetings. The Executive Committee shall meet in conjunction with each regular meeting of the Section. Special meetings may be called by the chairperson and shall be called upon the written request of a majority of the members of the Committee.

Sec. 7. Quorum. A majority of voting members shall constitute a quorum of the Executive Committee.

Sec. 8. Votes by mail. Votes may be taken by mail as provided in the Bylaws of the Division.

Article IX. Other Committees

Sec. 1. Standing and annual committees.

(a) Establishment. The Section may establish standing and annual committees to consider affairs of the Section which require continuous or repeated attention by the members. The Executive Committee shall recommend the name and size of each such committee, and may recommend special regulations for its appointment, composition, and term of office of members.

(b) Composition. Unless otherwise provided for by these bylaws or by action of the Section, each standing and annual committee shall be composed of an odd number of not less than three (3) members, each of whom shall be an active member in good standing of the Section.

(c) Terms of office. Unless otherwise provided for by these bylaws or by action of the Section, members of standing committees shall be appointed for terms of two years, and may be appointed for a second term, but in no case shall a person serve on a committee for more than four consecutive years. The terms of approximately one-half the members shall expire each year. Members of annual committees shall be appointed for terms of one year.

Sec. 2. Special Committees. Committees not authorized as standing or annual committees shall be special committees. Special committees may be authorized by
the Section or by the Executive Committee. Each special committee shall continue in existence until its purpose is accomplished or it is discharged by the Section or by the Executive Committee.

Sec. 3. Intersectional Committees. Intersectional committees with sections within the Division and other intra-Division committees may be established by the Section upon notification of the Organization Committee of the Division.

Intersectional committees and other committees formed with units that are outside the Division and that are within the Association may be established only as provided for in Article IX, Sec. 5, of the Bylaws of the American Library Association.

Sec. 4. Joint committees. The Section may recommend to the Division that joint committees, either standing or special, be established with other organizations when the functions of the proposed committee cannot appropriately be delegated to a single Division or Section committee. Joint committees with organizations outside the American Library Association shall be established only as provided for in the Bylaws of the American Library Association.

Representation of the Section in organizations outside the Association may be authorized by the Section, with the approval of the Division and the American Library Association.

Sec. 5. Notification. The secretary shall inform the executive secretary of the Division annually of the establishment and functions, or discontinuance, of all committees of the Section.

Sec. 6. Appointments. Unless otherwise provided for by these bylaws or by action of the Section, each committee member and representative shall be appointed, with the approval of the Executive Committee, by the vice-chairperson (chairperson-elect), or the chairperson of the Section, under whose term of office as chairperson the member shall commence service and shall serve until the adjournment of the meeting at which the member's successor is appointed.

Vacancies on committees shall be filled by the chairperson of the Section with the approval of the Executive Committee.

Sec. 7. Votes by mail. Committee votes may be taken by mail as provided in the Bylaws of the Division.

Sec. 8. Reports. Unless otherwise specified in these bylaws, or in the act authorizing a committee, each committee shall report on its work at least once annually. Copies of the report shall be transmitted to the chairperson of the Section and to the executive secretary of the Division at least 30 days prior to the regular meeting of the Section.

Article X. Discussion Groups

Sec. 1. Establishment. Any group of ten or more members of the Section interested in discussing common problems which fall within the object of the Section may form a discussion group upon written petition from the group, and upon approval of the Executive Committee. The petition shall include the purpose of the group and the requirements for membership, if any.

Sec. 2. Membership. Membership shall be open to members of the Section who are interested in the purpose of the group and who fulfill the requirements for membership in the group.

Sec. 3. Officers. Each group shall elect a chairperson annually. In addition to the regular duties of the office, the chairperson shall see that a group's activities are limited to discussion of common problems within the purpose of the group, that the group engages in no activity in conflict with the program of the Section, and that the Section bylaws are observed by the group.

Sec. 4. Discontinuance. Each group shall continue in existence until its usefulness has ceased when it shall be dissolved by action of the Executive Committee.

Article XI. Notice by Mail

Publication of notices in the journal of the Division or the Association shall be considered sufficient to fulfill the requirement of notice by mail.

Article XII. Parliamentary Authority

Robert's Rules of Order (Revised) in the latest edition shall govern the Section in all cases to which it can be applied, and in which it is not inconsistent with these bylaws or special rules of order of the Section.
Article XIII. Amendments

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 chairperson 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 chairperson of the Bylaws Committee of the Division, which shall report upon them at a meeting of the Section.

Sec. 2. Notice. The text of any proposed amendment shall be mailed to each member of the Section at least thirty days prior to the meeting at which it is to be acted upon.

Sec. 3. Voting. The bylaws may be amended by a two-thirds majority vote of those members present and voting at the regular meeting of the Section.

Sec. 4. Adoption. A proposed amendment or new bylaw shall become effective when it has been approved.

REPRODUCTION OF LIBRARY MATERIALS SECTION BYLAWS

Article I. Name

The name of this body is the Reproduction of Library Materials Section of the Resources and Technical Services Division of the American Library Association.

Article II. Object

The object of this Section is to assist libraries by providing an organization for (1) the discussion of problems in the dissemination of information about the production, storage, and use of reproductions of library materials; and (2) the fostering of studies and research and the promotion of uniform practices and policies in this field.

Articles III through XIII are identical with those articles in the Bylaws of the Cataloging and Classification Section, except:

Article VI. Nominations and Elections

Sec. 2. Nominating Committee.
(a) Composition. The Nominating Committee consists of three members-at-large of the Section, no one of whom shall be a member of the Executive Committee.

Article VIII. Executive Committee

Sec. 1. Composition. The Executive Committee consists of the officers of the Section, the immediate past chairperson of the Section, and one (1) member-at-large. The executive secretary of the Division and the representative of the Section on the editorial board of the Division's journal shall be ex-officio members of the Executive Committee, without the right to vote.

Article X. Discussion Groups

Sec. 3. Officers. Each group shall elect a chairperson annually. In addition to the regular duties of the office, the chairperson shall see that a group's activities are limited to discussion of matters of common interest and concern in accord with the purpose of the group, that the group engages in no activity in conflict with the program of the Section, and that the Section Bylaws are observed by the group.

RESOURCES SECTION BYLAWS

Article I. Name

The name of this body is the Resources Section of the Resources and Technical Services Division of the American Library Association.

Article II. Object

The object of this Section is to contribute to library service and librarianship through encouragement, promotion of, and responsibility for those activities of the Resources and Technical Services Division of the American Library Association relating to collection development including selection, acquisition, and evaluation of library materials in all types of institutions.

Articles III through XIII are identical with those articles in the Bylaws of the Cataloging and Classification Section, except:

Article VI. Nominations and Elections

Sec. 2. Nominating Committee.
(a) Composition. The Nominating Com-
Article X. Discussion Groups
Sec. 3. Officers. Each group shall elect a chairperson annually. In addition to the regular duties of the office, the chairperson shall see that a group's activities are limited to discussion of matters of common interest and concern in accord with the purpose of the group, that the group engages in no activity in conflict with the program of the Section, and that the Section Bylaws are observed by the group.

SERIALS SECTION BYLAWS

Article I. Name
The name of this body is the Serials Section of the Resources and Technical Services Division of the American Library Association.

Article II. Object
The object of this Section is to contribute to library service and librarianship through the distribution of information concerning serials literature by reports and free discussion at general meetings and through publication; to encourage specialized training for librarians in the field of serials; and to coordinate the activities within the Resources and Technical Services Division and within the American Library Association with respect to serials.

Articles III through XIII are identical with those articles in the Bylaws of the Cataloging and Classification Section, except:

Article VI. Nominations and Elections
Sec. 2. Nominating Committee.
(a) Composition. The Nominating Committee consists of three members-at-large of the Section, no one of whom shall be a member of the Executive Committee.

Article VIII. Executive Committee
Sec. 1. Composition. The Executive Committee consists of the officers of the Section, the immediate past chairperson of the Section, and two (2) members-at-large. The executive secretary of the Division and the representative of the Section on the editorial board of the Division's journal shall be ex-officio members of the Executive Committee, without the right to vote.

Sec. 3. Terms of office. Members at large of the Executive Committee shall serve for three (3) years. They shall be elected for terms expiring in different years. They shall serve until the adjournment of the regular meeting at which their successors are announced.

Article IX. Other Committees
Sec. 1. Standing and annual committees.
(c) Terms of office. Unless otherwise provided for by these bylaws or by action of the Section, members of standing committees shall be appointed for terms of two years, and may be appointed for a second term, but in no case shall a person serve on a committee for more than four consecutive years. The terms of approximately one-half the members shall expire each year. Members of annual committees shall be appointed for terms of one year.

Sec. 3. Officers. Each group shall elect a chairperson annually. In addition to his regular duties, the chairperson shall see that a group's activities are limited to discussion of matters of common interest and concern in accord with the purpose of the group, that the group engages in no activity in conflict with the program of the Section, and that the Section Bylaws are observed by the group.
IN THE MAIL

Icelandic Authors

In the Fall 1977 issue of LRTS Mr. S. F. D. Hughes, in an article on author notations for Icelandic literature, mentions the difficulties of the treatment of Icelandic authors, if they are not entered under their “Christian” name, and exemplifies it by the omission of the author Jón Árnason in the National Union Catalog: Pre-1956 Imprints (LRTS 21:378-79). Although this omission is a fact, the reason for it is much simpler than Mr. Hughes thinks, and one which I, as the former editor-in-chief of the NUC, can easily explain: for economical reason, it had been impossible to edit the whole NUC and to publish it afterwards. We are compelled to edit and publish, as we go.

According to the LC Filing Rules, the Icelandic á with the accent is to be filed as aa (Filing rule Mod—VI, p.78). Since our filers did ignore the rule and since a number of librarians, using typewriters, skipped the accent above a capital letter, the whole group of cards for Árnason and a number of other Icelandic authors whose names begin with the accented a was found in the place as if spelled “Arnason.” Since at that time the letter Aa had already been printed, all these erroneously filed cards were removed from the Ar file and sent to a supplement which, in due time, will have Árnason and a number of other authors filed correctly under Aa.

This is, in fact, the reason for the omission.—Johannes L. Dewton, National Union Catalog, Publication Project.

---

PERSONALIZED
SUBSCRIPTION
SERVICE

Every customer is assigned an experienced “Home Office” representative. You correspond direct; any title needs, changes, cancellations or problems can be handled promptly by letter or phone. This makes your job easier and keeps you abreast of your subscription needs at all times.

With over 45 years experience, McGregor has built a reputation of prompt and courteous service on both domestic and international titles. We prepay subscriptions ahead of time. Our customers, large and small, like the prompt attention we give them. We think you would too! Ask about McGregor’s “Automatic Renewal” plan described in our new brochure. Write today for your free copy.

MCGRERGOR OUR 45th YEAR
Magazine Agency MOUNT MORRIS, ILLINOIS 61054

Library Resources & Technical Services
If Sir Francis had written this letter on Permalife™, it would still be around today.

Permalife is an archival grade line of papers, now manufactured by Howard Paper Mills. It has a slightly alkaline pH (about 8.5) so it will last about 400 years under the conditions outlined for archival grades by the National Library Association. Permalife is available in Bond, Ledger, Text, Cover, Library, Catalog and Card Stock from any Howard Paper Merchant.

HOWARD PAPER MILLS, INC., P.O. Box 982, Dayton, Ohio 45401
Converting your cataloging data base to full LC MARC II Machine Readable Form has taken many staff hours, created confusion and in most cases been cost prohibitive...

NOT ANYMORE!

Library Interface Systems method of converting a catalog data base has greatly reduced staff time, eliminated the confusion and is economical in cost. These library systems can all attest to that fact: State of Kansas, Arrowhead Library Systems, Flint Public, the University of Wisconsin/Stout and others.

No matter what state of the art your card catalog data base is in, including OCLC, Library Interface Systems is the solution. To find out why we can say NOT ANYMORE see us at the ALA-Midwinter, Booth 312 or write:

1421 Wayzata Boulevard/Suite 51
Wayzata, Minnesota 55391
Phone: (612) 473-5183
SUPER KEY is a unique company exclusively dedicated to keying data for libraries.

SUPER KEY is converting your shelf list for Automation.

SUPER KEY is custom keying for libraries.

SUPER KEY is converting shelflist for C.L.S.I.

SUPER KEY is tagging your monographs to full MARC II.

SUPER KEY is fast relief for Library Director’s Headaches.

To find out more about Super Key see us at Booth 312 at the ALA Mid-Winter or write us at 1421 E. Wayzata Blvd Suite 51 Wayzata, MN 55391

SUPER KEY, INC.
1421 Wayzata Boulevard/Suite 51
Wayzata, Minnesota 55391
(612) 473-5213
We've made the National Union Catalog available on compact 4" x 6" microfiche. It packs two feet of published volumes into just two inches of film. So you can search the entire collection at your desk.

Subscribers receive the complete catalog, its nine monthly issues and annual cumulation.

Subscribe to the National Union Catalog. Write or call: 3M Library Systems, 3M Center, Building 220-9E, St. Paul, Minnesota 55101. 617-944-2224.
Inbeltury

A revolutionary system that allows quick visual review of shelved periodicals. Simply apply this pressure sensitive tape to publications in their order of issue. Fast, inexpensive, efficient. One of hundreds of bright new products you'll find in the 1978 Highsmith Catalog. Send for your free copy.

Highsmith
P.O. 25
Fl. Atkinson, WI 53538

Visi-Tape Periodical Labeling

SING OUT!
A new time and money saver is here

Best Buys In Print is right on key with information on where to find quality books at discount prices. BBIP provides access to recent books in new condition which are hard to find because they are no longer listed in Books In Print. These books are best sellers, award winners, outstanding academic press titles and others in all subject areas - all discounted! Where has this wealth been hiding? In remainder houses and we now provide you with a guide to their availability, price and ordering. The first issue of Best Buys In Print will be available in March '78 as a quarterly publication at $25/yr. For more information contact:
PIERIAN PRESS
po box 1808 ann arbor, mi 48106

Information a la carte.

The 3M Brand Bibliographic Control System is a unique bibliographic subscription service on microfiche.
BCS sends you data drawn from the Library of Congress and other major sources on a bi-weekly basis.
Conforming to library—not computer—sorting rules, BCS provides manually prepared separate indexing for title and main entry. That makes working with BCS faster and easier than with the N.U.C.
Write or call: 3M Library Systems, 3M Center, Building 220-9E, St. Paul, Minnesota 55101. 617-944-2224.
18,000 LIBRARIANS KNOW...

...there's more to running a library than checking out books and checking in periodicals...

There's the exhilaration of introducing a five-year-old to Dr. Seuss. Or locating the periodical that gives precisely the information the student is searching for to document his term paper.

Running a library also has its problems. Like keeping track of hundreds of subscriptions to periodicals. There are better ways for you to spend your day.

Faxon's automated subscription service will keep track of your subscriptions for you. You place one order and receive one invoice. Clear and accurate. There are so many exciting facets of library work. Now you'll have more time to discover them.

Write for a copy of our Service Brochure and our annual LIBRARIANS' GUIDE. Or call today toll-free. Then you will know too!

F.W. FAXON COMPANY, INC.
Library Magazine Subscription Agency
15 Southwest Park, Westwood, Mass. 02090
Tel: 800-225-7894 (toll free)
617-329-3350 (collect in Mass. and Canada only)

TWO FINE ENERGY PERIODICALS YOU MAY NOT BE AWARE OF

NEW IMPROVED ENERGY REVIEW
ALL NEW ENERGY UPDATE

** Special offer on Energy Review **
SAVE $23.00 ON A $55.00 YEARLY SUBSCRIPTION

** Pre-publication offer on Energy Update **
$35.00 PER YEAR

For further information contact
UPDATA PUBLICATIONS, INC.
1756 Westwood Blvd.
Los Angeles, California 90024, USA
(213) 474-5900

RARE OPPORTUNITY.

Over 150 rare examples of early Black literature and history are now available on 4" x 6" microfiche from 3M Library Systems.

Among the works are a 1790 hand-written list of the slave population on a Virginia plantation, a history of Black soldiers during the Revolutionary and Civil Wars, poems, sermons, autobiographies, and more. For more information write or call: 3M Library Systems, 3M Center, Building 220-9E, St. Paul, Minnesota 55101. 617-944-2224.
Library Services for Adult Readers

INFORMATION FOR THE COMMUNITY
Manfred Kochen and Joseph C. Donohue, Editors

This book is the first comprehensive treatment of community information and referral (I & R) centers—those agencies that act as contact points between people with problems and the services that are needed to help with these problems. It analyzes the needs that gave rise to the many organizations now providing I & R services, and describes some approaches that have succeeded and some that have failed. Unified by the general consideration of efficacy in the delivery of information, the authors delve deeply into the social, economic, and technical problems involved in creating and operating community information and referral services, and explore directions for future work and research.

Each of the authors of chapters in Information for the Community has made significant contributions to the study and development of information science and information services. While many of them had already written extensively on the subjects they address here, their chapters were written expressly for Information for the Community, or were extensively revised, so that together they would form a balanced coverage of all important aspects of the subject.

A resource guide provides information about publications and about organizations active in the information and referral movement.

Information for the Community is a book that will be important to people in many fields of work and study—to social workers, to social service administrators, and to the library and information science community.


Other ALA Publications of Interest

Library Materials in Service to the Adult New Reader
Helen Huguenot Lyman
Published here as a comprehensive report, from the background of the research through to the principal recommendations, this volume not only establishes criteria for evaluating reading materials, but also provides a multitude of information about the new literate and its use of the media. This study will guide librarians, community workers, teachers, publishers, and editors in both creating and selecting literature for these newcomers to the reading public.
48 p. Paper 8389-0147-6 (1973) $10.00

Information for Everyday Survival: What You Need and Where to Get It
Priscilla Gotsick of the Appalachian Adult Education Center
An annotated list of free and inexpensive materials arranged under such basic categories as Aging, Children, Free Time, and Housing. Some sample subheadings are Abortion, Getting a Job, Personal Finance, and Remodeling a Home. The format of this bibliography was designed for an audience not in the habit of going to books for answers. The titles were selected for readability, and the reliance on booklets keeps purchasing costs low.

Future of General Adult Books and Reading in America
Peter S. Jenkinson and Robert N. Sheridan, editors
Trends in readership were viewed with varying degrees of confidence or alarm by a group of 85 editors, critics, librarians, publishers, authors, educators, and media specialists at the 1969 invitational conference staged by ALA's Adult Services Division. This volume presents the papers delivered at the conference, together with reports of the lively discussions that followed.
176 p. Cloth 8389-3105-7 (1971) $9.00

AMERICAN LIBRARY ASSOCIATION, 50 East Huron Street, Chicago, Illinois 60611
If you ever have a problem, we're just a (free) phone call away!

Midwest Library Service possesses a staff of finely-trained Customer Service Representatives to answer any of your questions or assist you in quickly solving any problems that might arise. And whenever you call your specially-assigned Service Representative, please use our toll-free WATS number. Midwest Library has served college and university libraries for more than 18 years and the cornerstone of our business has always been personal service. So although we use "impersonal" computers to fill your orders, we promise you we will never abandon the "personal touch" that continues to please our many hundreds of customers.

Call toll free: 1-800-325-8833
Missouri customers call collect: 0-314-739-3100

Midwest Library Service
11400 DORSETT ROAD • MARYLAND HEIGHTS, MO. 63043