



# Doc's Prescriptions

Ohio GODORT

*Karen R. Kottsy*  
Editor

Winter 1991  
Issue #21

*To the Members:*  
*by Coleen Parmer, President*

I've just been reading through my back files of E-mail from the Documents GOVDOC-L Discussion Group trying to pick and choose information to send along to everyone. With forty to sixty messages a week to scan, my brain hurts from information overload. The biggest topics center on electronic data, especially CD-Roms and their distribution to the depository community. Librarians are bravely trying to cope with the influx of CDs and set policies and procedures. I have, in particular, been watching for comments about the TIGER Line Files. Depositories were offered this set of CDs on Survey 90-002 and must decide by December 21, 1990, whether to select or not. So far I have not come across any mention on GOVDOC-L. I talked to Jane Bartlett at GPO and she told me that depositories will probably only have one shot at selecting these CDs, and recommended an article by Larry Carbaugh and Robert W. Marx; "The TIGER System: A Census Bureau Innovation Serving Data Analysts", *Government Information Quarterly* v. 7, no. 3 p. 285-306. It seems clear that if depositories select the TIGER disks they will need, at some point in the future, to make them accessible. That means major purchases of additional hardware and software, and providing technical expertise. It is likely that for many of us the CDs will have to be housed outside the depository. However, judging by the price (\$250/disk) and the wide array of applications possible with this product it would be prudent to select it.

While the TIGER CDs were not specifically mentioned, much of the discussion on GOVDOC-L has focused on the question of whether GPO should distribute CDs if there is not accompanying documentation and software. The consensus is that GPO should indeed distribute all CDs. Barbara Hulyk's comments make several important points;

"Information that Census feels important enough to put on CD is information we want. Our responsibility is to make information available. If we lack expertise, software, etc. now, we may acquire it in the future. The information in the meanwhile is available for those who can use it. Our ability to get information in paper and microfiche is being reduced every day as agencies cut their budgets. Let's not contribute to the demise of the depository system by refusing to house information, at a minimum, when it is made available. And think what the next Congress can do with our refusals, when asked to include electronic format in legislation pertaining to OMB and Title 44." (Barb Hulyk, Detroit Public Library. GOVDOC-L Dec. 5, 1990.)

Finally, from the BINET front, I include some information from Sheila McGarr. The numbering on the microfiche for the bills will include the session number (i.e. Y 1.4/1: 101-2-nos.), but this will not start until the next Congress (102nd). Second, the annual report of the Council on Environmental Quality is for sale from GPO and Bernan Associates, but has not been sent to depositories. LPS did not receive enough copies. They are waiting for sufficient stock. Be patient; please do not call GPO about it.

There is an electronic bulletin board for librarians called Automated Library Information Exchange (ALIX) that offers E-mail, announcements, and downloadable text and program files. I tried the system because I wanted to download CMBLS: *Catalog of Computer Based Library Software*. ALIX is an easy, menu driven bulletin board system that has plenty of on-line help, and best of all is free; all you pay is telephone charges. I have simple, step by step directions, which I am willing to send to anyone interested, or call FEDLINK at (202) 707-6454.

A number of committees were formed at the fall Ohio GODORT meeting. My thanks to those who volunteered to serve on the following committees:

**Nomination Committee:** Julia Baldwin (Chair),  
Karen Kimber, Rosemary Harrick.

**Ohio Electronic Bulletin Board:** George  
Barnum (Chair), Jess Parmer, Rob Dolan,  
Karen Kimber.

**State Plan Committee:** Clyde Hordusky  
(Chair), Nani Ball, Pat White, Melany Putnam.

**Regional GPO Item List:** Karen Kimber (Chair),  
Rosemary Harrick, Sherry Mosley.

**Portable Documents Display:** Mary Prophet  
(Chair), Coleen Parmer, Evron Collins, Carol  
Singer.

**Ohio Library Survey, Compiling Results:** Karen  
Kottsy, Mary Prophet, Margie Powell,  
Rosemary Harrick, Nani Ball.

Anyone interested in working with one of the committees should contact the chair of the committee. We look forward to status reports at the spring meeting.

Finally, I want to thank Jean Sears for her excellent presentation, and panel members, Sherry Mosley, Carol Singer, George Kline, and Clyde Hordusky for their contributions to the program this fall, "Reference Strategies in Government Documents". I learned a great deal from the lecture, handout, and comments. In fact I was able to use this information the following week in a presentation on legislative process given to my reference colleagues. If you missed the program, I'd recommend writing to Jean for a copy of the handout, or if she can not provide it, contact me for a copy.



## **OHIO GODORT OFFICERS**

### **PRESIDENT:**

*(Term of office - June 1990 - May 1991)*  
Coleen Parmer  
Bowling Green State University  
Jerome Library  
Bowling Green OH 43403  
(419) 372-7806

### **PROGRAM CHAIR/PRESIDENT ELECT:**

*(Term of office - June 1990 - May 1991)*  
Jeff Wanser  
Teachout-Price Memorial Library  
Hiram College  
Hiram OH 44234  
(216) 569-5358

### **SECRETARY/TREASURER:**

*(Term of office - June 1990 - May 1992)*  
Nani Ball  
Gardner-Harvey Library  
4200 East University Blvd.  
Middletown OH 45042  
(513) 424-4444 ext. 293

## **DOC'S PRESCRIPTIONS**

### **EDITOR:**

Karen Kottsy  
Library-Documents  
University of Cincinnati  
Cincinnati OH 45221-0033  
(513) 556-1873

### **TYPISTS:**

Kim Conlon

### **TECHNICAL ADVISE AND MORAL SUPPORT:**

Kathy Kinsey and Denise Sharp

*Reproduction of DOC'S PRESCRIPTIONS articles is permitted (and encouraged) when appropriate credit is given.*

## AROUND THE STATE

### FROM THE EDITOR:

Greetings: It has been a very busy and very interesting winter quarter. I hope that everyone is surviving. We have been working closely with two international marketing classes, a couple of economics classes, a planning class, some urban historians and all of the freshman term papers. I did my first major presentation of the census in five or six years and it is amazing the information that can be found in the census. I was also amazed that I could talk for two hours about the 1980 census. And if the questions that we are getting now are any indication, the 1990 census is going to be used by everyone. Let's hope it arrives soon.

We are getting a large number of questions about international statistics and patrons are looking for information at a very detailed level. I'm still not sure if Italy has census tracts or not, but I have found some books that got us close to the answer. The marketing research reports that are available on the National Trade Data Bank CD-ROM are very useful for marketing students and for others who need information on foreign countries. I have not really had time to get into the other parts of the NTDB files, but they offer current and historical information from many different sources.

Carol Singer has prepared a guide on the Supreme Court that compliments her column, you may want to contact her for copies. Cheryl Paine has contributed a sample memo that she sent to her faculty asking that they send letters concerning government information.

I want to thank everyone for their articles, columns and contributions. If you have any comments, suggestions or ideas for future articles please let me know. It would also be appreciated by us (who work on the newsletter), if you (the readers) would let us know that you do read the newsletter and what you would like to have included to improve it.

### EDITOR'S BULLETIN BOARD

#### OHIO DOCS

The Aids Handbook, has been discontinued by the AIDS Activities Unit of the Ohio Department of Health. They do maintain a mailing list for new pamphlets. The address is

Ohio Department of Health, AIDS Activities Unit  
246 North High Street  
Columbus OH 43266-0588

The Northeast Ohio Government Documents Interest Group met on Friday, November 16, at Mount Union College. The morning program "Basic Preservation Issues and Government Documents" was presented by Nancy Birk, University Archivist at Kent State University and an instructor in the KSU library school. Nancy gave an overview of the challenges we all face in preserving library collections from damage and decay along with an introduction to techniques and strategies for coping with preservation issues in our collections.

Following lunch, the group reconvened for two discussion groups. In the first, Jeff Wanser (Hiram College) and George Barnum (Case Western Reserve) explained their involvement in the revision of the Federal Depository Library Manual (Jeff assisted Carol Singer in the revision of the Small Academic Library Core Collection). The second recreated the discussion session first held at the Depository Library Council meeting in October in Washington. The council session, developed by Jane Bartlett, addressed a number of real-world electronic format distribution issues, and became affectionately known as the "Technology Tea." A number of good suggestions and many points of view came to light at the original session.

In recreating the session, NEO Group attempted to give libraries who were not represented at the DLC meeting an opportunity to participate since the preponderance of librarians who attend the Council meetings represent medium and large academic libraries. The discussion on each of the ten issues was lively and careful notes were kept. This record will be forwarded to Jane Bartlett.

The Northeast Ohio group will meet again in the spring at John Carroll University in Cleveland. (Contributed by George Barnum - CWRU)

Kent State is testing the FBIS Index on CD-ROM, through March. Call Rosemary Harrick if you have any questions.

Congratulations to Sherry Mosley on her new position in Florida. We are sorry to have her leave Ohio, but we are looking forward to seeing her at the 1992 Spring Depository Council Meeting, which is scheduled for Ft. Lauderdale.

The Ohio/Kentucky Documents Group (OKyDocs) met on January 9th at the University of Cincinnati Marx Law Library. Ruth Levor demonstrated the LEXUS database. It is a very nice way to search the Federal Register and CFR. Charles Parsons, the documents assistant at the Law Library demonstrated the database that he has created on ProCite for

their congressional hearings. It is possible to create a shelflist in sudoc call number order using ProCite.

Jan Jorgenson, formerly Document Reference Librarian at Wright State University is now Head of Documents at the University of Wyoming. And Ron Hawkins, formerly Document Cataloger at Wright State is now the Document Reference Librarian. Congratulations!

## FOR YOUR INFORMATION

Federal Information in the Electronic Age: Policy Issues for the 1990s, published by the Bureau of National Affairs, was reviewed in the November 1990 issue of Library High Tech News. "The report explores the divergent agency policies governing issuances of computerized information" that has been requested through the Freedom of information Act.

Cancer in Populations Living Near Nuclear Facilities (HE 20.3152:N 88) was received in depository libraries in October, 1990.

The International Health Data Reference Guide, 1989 (HE 20.6208/13:989) published by the National Center for Health Statistics has information on the availability of health survey data for 31 countries. It is possible to find out if and when a health survey was conducted, the population the group surveyed, if the information was published, and where to write to request the data. Additional health related documents:

### Work Practices Guide for Manual Lifting

(HE 20.711/2:L 62) was originally prepared in 1981, but not distributed to depository libraries until 1986. But it does have the necessary information for correctly lifting depository boxes. It is also a NTIS document (PB82-178948).

### Indoor Air: Reference Bibliography

(EP 1.23/9:600/8-89/067f). I did not check to see if the report on the Washington EPA building was included.

One of my favorite agencies at term paper time is the Office of Technology Assessment. The reports available from this agency are often very helpful when all of the other books have been checked out and the journals haven't made it back to the shelves from the copiers. Two recent publications are:

Coming Clean: Superfund Problems Can Be Solved...  
(Y 3.T 22/2:2 C 58/2)

The Containment of Underground Nuclear Explosions.  
(Y 3.T 22/2:2N 88/5)

## BIBLIOGRAPHIES AND LISTS

Kent State University Documents Department has recently compiled a number of library guides which may be useful to other depository libraries.

United Nations Documents: A Basic Guide to U.N. Publications is a six page library guide arranged according to content of the materials. The major headings include general information, guides, indexes, bibliographies, periodicals, and statistical information.

Locating a United Nations Document is a finding aid which was developed to assist patrons in understanding the document series symbols for the United Nations documents and to enable them to locate the material within the Readex Microfiche Edition Collection.

Careers in the Federal Government is a six page guide to finding information about federal employment. The sources listed are arranged according to agency, type of job, general information, and education and internship information. A guide to appropriate LC subject headings is included as a brief aid to conducting an agency search.

Single copies of the library guides are available upon request. To request a copy please send your request with a large self addressed envelope to:

Kent State University Libraries  
Documents Department  
Kent, OH 44242

## DEPOSITORY CD-ROMS

There have been many messages on GovDoc-L concerning the depository CD-Roms. Many of the computer experts are having problems installing and using the Congressional Record. There are also some problems installing the NTDB CD, some libraries can get the direct command search mode to work, but not the browse function. I have paper copies of some of the messages, if you are not on GovDoc-L and are having problems installing that CD.

I am enclosing the following from the last issue of Doc Soup:  
If you are using the Electronic County and City Data Book

(ECCDB) in a public environment you need to be aware that it is possible for a user to inadvertently delete the CD drive designation while in the Utility Menu. If a user who is intending to select choice 2, to name a Log File, hits 1, and then presses the Enter key, the drive designation is eliminated and access to the CD becomes impossible. (From Eunice Johnson, Government Publications Library at Univ. of Minnesota)

#### DOC TECH

The Department of State joined the Computer Information Delivery Service (CIDS). The network was developed by Martin Marietta Corp for the Department of Agriculture. An information packet is available by calling the CIDS message center at (703) 802-5700. The State Department is going to have the full text of the Background Notes, press releases, speeches, travel advisories, foreign policy summaries, fact sheets and Country Profiles on the service. As a depository library we would not have to pay the monthly service charge. The State Department information sheet says "charges equal the number of 80-character lines times .017 cents or roughly 88 cents per 50 line page." I have a copy of the information packet. I have not checked on the length of time that the information will be left on CIDS, as we usually need either very current press briefings or ones that are two years old.

#### ON EXCHANGE

Margaret Whalen, Documents Librarian at the University of Wisconsin-Stevens Point, has an article in the December, 1990 issue of Eagle Press on what is involved in profiling and loading the GPO tapes. She provides a detailed description of the many variations that are associated with the item numbers. These variations are often accepted by Document Librarians as normal and logical but, they do confuse others in the Library and you may want to share this article with them. She also describes how they profiled their collection, and offers some hints and tips on what to do. They experienced a 300% increase in the circulation of government publications, increasing the workloads in shelving, stack maintenance, circulation and reference services. (Copies of the article may be obtained from the Editor of DOC'S PRESCRIPTIONS.)

From Information for Everyone, February 1991:

Depository libraries are getting pre-prints of Command Decisions ... from the U.S. Army Center for Military History issued in 1990. The series gives background information about the Japanese Internment (D 114.2:D 35/3) and Atomic Bomb Decision (D 114.2:D 35/4), as well as other important

military decisions which shaped the outcome of World War II.

From Shipping List, January 1991:

Susan Tulis' report on ALA Midwinter included the following information:

CIS has undertaken a project to provide "MARC-like" records for materials listed in the CIS Index, the CIS Hearings Index, and the CIS Unpublished Hearings. CIS is also contemplating producing "MARC-like" records for the 1909 Checklist, once the microfilming is completed. InterArc plans to provide brief cataloging records for current documents which are distributed to depository libraries before the cataloging records become available. OCLC welcomes proposals for cataloging special groups of documents through OCLC. Work continues on getting UNBIS tapes into OCLC.

#### QUESTIONS

Does anyone have all of the Depository CD-ROMS up and functioning? Would you be willing to share your successes and problems in doing this?

Does anyone have the Federal Register or CFR on a CD-ROM?

Did you prepare a reading list or guide to the Middle East that we could publish in the newsletter?

#### LATE BREAKING NEWS ....

The George Kosman Memorial Committee has agreed to purchase the volume of American State Papers that we have been searching for over the last several months. The volume was finally located by a dealer in Minnesota, and should be shipped for approval later this month. We will announce the presentation of the volume as soon as plans can be made.

The Committee is very grateful to everyone who contributed to the fund for this purchase. A complete report will follow in the next issue.



**REGIONAL LIBRARY SEMINAR  
DEPOSITORY LIBRARY COUNCIL MEETING  
OCTOBER 23, 1990  
by Margaret S. Powell**

Apparently, the one-day pre-council seminars for regional librarians may become a permanent feature of the fall Depository Library Council meeting agenda. This year's attendance was 54, a number which represented all or most of the regionals and included several auditors. The general program, which concerned collection development issues, was arranged by Donna Koepp, Maureen Harris, and Julie Wallace. The theme, described by Koepp and Joe McClane, stemmed from a growing concern that reductions in selection rates by selectives over the last five years, increases in selective discard patterns, and shortages of older nineteenth century materials (because of natural disasters, thievery, and disintegration) have resulted in a greater reliance on the collections and services of regional depositories.

The first presentation focussed on enhancing the regional collection with local interest publications and those from regional offices of federal agencies. Little known and not regularly distributed, these publications have to be tracked down at the local level, often by personal contact with local officials. Examples of specific publishing, indexing, and distribution programs and of networking efforts at regional offices of the Bureau of Land Management and the Environmental Protection Agency followed.

During the lunch break small groups divided by type of depository identified common issues for further discussion during the afternoon. (Academics, led by Julie Wallace, gathered at Tom Sarri's Orleans House, a popular spot with an enormous salad bar and Maryland crabcakes; state librarians with Anne Diamond visited the penthouse buffet, Vantage Point, at the Westpark; and I don't know what happened to Barbara Hulyk and the public library group; presumably it was successful since they returned with a report.) Reports from these groups fell into three basic areas:

1. Organization and structure of the regional library system—communication, E-mail, super-regionals, etc.
2. Electronic technology, equipment and support; circulation and interlibrary loan policies for CD's.
3. Collection problems, space budget, staffing, archival functions, E-mail, discard lists, etc.

Diane Garner, chair of the Superseded List Committee, aide by Joe McClane and some pointed editorializing from a vocal committee member/auditor (MSP) in the back row, walked the group word by word through the revision of sections in the Guidelines and the Manual, which had been rewritten in an effort to clarify superseding in general for regionals and proposed a regular review committee and procedure for updating the Superseded List. She was followed by an official from NARA who commented on that agency's efforts to preserve and control (accessioning, editing, and providing customized services and printouts of) electronic records.

An update on the progress of the preservation/rare documents packet project, dedicated to the memory of George Kosman, revealed that it will soon be distributed to depositories. Contributions (both monetary and literary) for the effort were solicited by members of the committee present (including another of the Ohio contingent, George Barnum). Joe McClane discussed the new computerized inspection forms, commenting that with the old forms, 6 of the 8 categories were usually rated excellent. The lower scores for depositories with the new forms represented what they hoped was a better questionnaire and clearer, more even evaluation techniques. All inspected depositories are now given a certificate of inspection, he stated.

Barbara Hulyk reported on the painstaking inventory she has made of missing Congressional publications and discussed several types of problems which she has uncovered, such as faulty format and multiple-part distribution patterns, errors and corrections not tracked through the bibliographic control system, double SuDocs numbers, and multiple serial records. By the time she finished it was obvious that the large Asian contingent in the adjoining room was ready to enjoy mouth watering stir fry fare, so a committee for the next year's program was hastily appointed or volunteered and the group adjourned to find banquets of their own choosing.

***MAPS: Bibliographic Instruction and Maps  
By Evron Collins  
Bowling Green University***

Most of us think of bibliographic instruction as teaching people, usually adults, about our specific type of materials. However it can also be used as a time to introduce people to some concepts about materials. I have found that most people do not know much about maps and are usually only familiar

with ones such as road maps. Therefore I try to teach them the basic ideas of what a good map is in the process of showing them the types of materials we have in our collection. This is not difficult but the fun comes when I have a visit from youngsters such as third and fourth graders.

I have been having visits from several groups of third and fourth graders for about seven years now. Over the years I have evolved a presentation which includes the concepts of date, projection, presentation but I try to make it something to which they can relate. For instance, when we talk about scale we use maps of the local area. I show them a map which includes actual buildings. We then look at several maps of this area and they try to find a building on the map. Since at some scales you can't even find the town this makes it clear to them that they need a map with the right scale in order to get the right detail.

We do a similar thing with projection. One of my favorite ways to explain projections is that you have to "squash" the round globe onto a flat piece of paper. I sometimes use the idea of baking peanut butter cookies here. Since most people make the cookies into balls and then flatten them with a fork, this shows how we can squash a ball into a flat thing and what happens when you do that. Usually they come up with ideas like stretching, so you can show them how Greenland is stretched in a Mercator projection compared to a globe. We also talk about the cracks which sometimes show around the edge of the cookie. I then show them a map with gores. There are several projections which do this and any could be used.

I had a real problem with date. Many of these children are so young that they do not have much concept of time. But I solved this problem finally, even though I may have to revise it again in the future. I have a map of Cedar Point which is a big hit with the kids anyway. When we talk about date, I ask them if they can find anything wrong with my map. It sometimes takes a while but we usually discover that the newest roller coaster is not on my map so ergo it is not an up-to-date map.

Presentation is a very broad area and one which can include all sorts of things. I usually show them different maps which show relief in various ways such as color, contour lines, shaded relief, and I pull out the faithful embossed plastic relief map. I also include in this part other uses of color when we talk about if the maps are easy to read or not. We have a series which is purple and green and ugly. The kids pick up on this and can see how hard it is to see through the colors. We also pull out other types of maps and discuss them. For instance, I have a German map which is very cluttered and

they see what a mess it is. I can also use this map to point out at the same time that they need to know another language if they want to be able to find anything on it. Then the last map I use here is a map of a desert area which includes nothing but sand dunes and a little scrub. First they try to guess what it is a map of and then we talk about its usefulness. I usually ask them if they would like to use this map to find their way out of the desert. Of course they say no.

The final part of this presentation are some fun maps. We have some really interesting ones in the collection. We have a map from Purina which shows where dogs come from. This is instant interest. We also have a map which is drawn with South America on top. We have maps of fantasy places and other parks they may have visited. These are usually very interesting to them. If they are working on any special projects I try to pull some maps which tie in with that also.

Therefore, with a little imagination I have been able to explain some of the technical points about maps to a very unsophisticated audience. Perhaps some of these ideas can be modified by you for your presentations.

### *EX LIBRIS MINUS AESTIMATUS*

*By George Barnum*

*Case Western Reserve University*

"So," the puzzled documents librarian asked, "we're to preserve our collections. Where do we start?" An excellent, troubling question, and one that more and more of us are grappling with as we see the combined effects of environment, technology, and neglect exacting their toll in our stacks. There probably is no good, systematic, pat answer to it, either. But there are some first steps to be taken that may light the path a little.

And so a beginning. Re-learn your collection. Figure out what in the collection needs attention. Ask yourself some questions:

How long have we had depository status? Were government documents acquired prior to that time? Were they added to the documents collection with the establishment of the depository? Have there been major gifts to the library that included documents (such as a large private library collection acquired by your institution).

What agencies are heavily represented in the collection? What

are (and were) the particular strengths of the collection of the library as a whole. Among those agencies that are the backbone of your collection, how many are "old timers" (eg: State, War, Agriculture)?

And some questions about conditions are appropriate too: Has the collection been moved frequently? What are the environmental conditions like (in a general way) presently (factors like light, heat, air circulation, etc.)? Have there been poor processing or shelving practices employed over the years (eg: hearings wrapped in highly acidic kraft paper and tied up with string; groups of documents put together with paper fasteners)?

When you begin to walk through your stacks with questions like these, and the ones that come to mind because of these, two things may happen: obvious areas of need will spring up, and the magnitude of such an undertaking will become (perhaps painfully) clear. If, on the other hand, you're working with a collection that is fairly recent in coverage, you may find less that is in obvious need of salvage.

A recent factfinding walk of this nature uncovered some real gems in the CWRU collection, and some areas where the need is so acute that the hopelessness of ever obtaining the funding and devoting the time that is indicated overwhelms.

There is the pleasure, however, of the occasional well timed rescue operation, as with the case of our 1852 map of Central America from the State Department, a nearly 40 inch square, colored map, intricately folded into a normal size case binding. Our conservator was able to humidify, unfold, flatten and deacidify the map, and then entirely reline it on Japan paper, as good as (maybe better than) new.

The same walk brought forth a crumbling copy of an 1893 history of the Department of State, (S 1.2:St 2/1) which we were able to rebind.

These are minor successes and tiny scratches on the surface, but help to provide the incentive to keep working toward a goal of a broad and balanced program of preservation for government documents.

I want to use a bit of space this month to report on the progress in the search for the American State Papers volume that the George Kosman Memorial Committee has been conducting for the last few months. We have sent out over fifty queries to dealers and libraries. Thus far we have not been successful. One dealer has offered to take over the search and we will be negotiating with him immediately after the beginning of the new year. We hope to have the volume

in hand and ready for presentation by the time we next meet in the spring.

One final note of interest, I recently received a catalog from Dabney in Washington, D.C., listing a large number of early census volumes for sale. Among the listings was this:

"Report of Indians taxed and not taxed in the United States (except Alaska) at the Eleventh Census, 1890. The scarcest and most desirable of the Census reports, because of the excellent indian portraits, and the wealth of data provided on the Indians, \$600.00"

This volume is actually Dubester #202, and was also published as House Misc. Doc. 340, pt. 15 (52nd Congress, 1st session).

Accompanying it in the Eleventh Census, with even more of the same type of polychrome plates, are the Extra Census Bulletins with Dubester #s 242-245, which are included in the Serial Set, and thus may be even scarcer than the main report.

### **NATIONAL TRADE DATA BANK**

*By Arlene Hanerfield*

*University of North Carolina-Wilmington*

This CD-ROM product is produced by the U.S. Department of Commerce and was recently distributed by the GPO. It contains a wealth of information – over 100,000 documents, tables, and time series from 15 federal government agencies.

One of the files in the database is the Foreign Traders index, which is a directory of companies and organizations in countries which have an interest in dealing with U.S. companies. This file can be searched by country and product.

Other files contain a wide variety of information. I have spent hours looking at the various files and am amazed at the amount of information that can be retrieved from this product. There are several full text files, such as The World Fact Book, A Basic Guide to Exporting, Understanding United States Foreign Trade Data, and The National Trade Estimate Report on Foreign Trade Barriers. The trends and forecasts tables from the 1990 U.S. Industrial Outlook are included, and the full text of the 1991 U.S. Industrial Outlook will be available.

Some of the statistical files deal with topics such as energy, interest rates, international labor, price indexes, exchange rates, industry analyses, exports and imports, and

demographics. The International Energy Database includes sixty subfiles, and The Handbook of Economic Statistics includes a wide variety of statistics for many countries. Most of the files contain several years of retrospective data.

Several files listed on the menu, such as Business America, are not available on this first disk, but will probably be included on future releases. The disk is supposed to be issued monthly.

This software allows you to search with "NTDB Browse," which is menu driven, or "Romware," which has boolean search capabilities. I have not mastered the "romware" mode, but have been successful in using most of the browse features. You can print or download data, and many of the files require a wide carriage printer.

If you did not select this as a depository item, it is available as a subscription for \$360.00 per year, or you can buy one issue for \$35.00. I will be glad to send anyone a copy of the brochure for the product.

I gave a demonstration of the NTDB to the associate dean of the business school last week, and he was very impressed with the product. We have received the November disk since the article above was written, and some of the files have been updated. The Business America file which was listed on the October disk as "Not Available" was deleted from the November disk. The International Market Research reports have been very useful to students in an international trade class who have been doing marketing profiles of various countries.

As mentioned above, the browse mode is fairly easy to use once you learn how to move around. The documentation on the disk does not tell you how to search. I don't think the software recognizes our keyboard because if you hit a wrong key, i.e. tab instead of right arrow or if you hit a function key before selecting a file with the return key, the computer makes a loud noise and you have to turn it off and start over from the beginning. But if you have the time and patience to learn which keys you have to use, you'll find some valuable information.

I anticipate a big demand for the product, and also the need for extensive training for our users who are more familiar with Infotrac and Silverplatter products.

I need some suggestions on how to cite information from the product. One student used The World Factbook on the disk and wanted to know how to cite it. I took the easy way out and showed her that the paper copy in the reference collection

had the same information in it, and showed her how to cite the paper copy!

### **BASIC LEGAL RESEARCH IN A SMALL COLLEGE LIBRARY**

*By Carol A. Singer  
Kenyon College*

One of the challenges of being a Government Documents Librarian in a small college library in a rural area is trying to provide adequate legal information. Frequently, no other library in the county provides legal information, but you usually can't justify purchasing expensive legal sources unless your college offers a legal education program.

At Kenyon College, we have tried to alleviate this problem by using mainly depository documents, supplemented by some fairly inexpensive privately published sources. Last fall I gave a lecture to teach other library staff members, faculty, and students how to do some basic legal research in our library. The lecture covered how to find laws and codified laws, United States Supreme Court decisions, and how to do legislative histories.

#### **HOW TO FIND A UNITED STATES LAW**

In most cases, the researcher will know the title of the law, the bill number, or the subject of the law.

If the title is known, first look in the "Popular Names" table of the *U.S. Code*. This will list the public law number, the statute number and the *U.S. Code* citation. If the law is a major one, it will be listed in *Shepard's Acts and Cases by Popular Names*, although this source has changed markedly over the last five years and is less useful than it once was. Laws are also indexed in *CIS/Index*, if the library owns the relevant years. If the year of the law is known, you can look in the "Subject Index" of the relevant volume of *United States Statutes at Large*.

If the bill number is known, look up the number in the "Bills and Resolutions" section of the relevant volume of the *Congressional Record*. Otherwise, look up the bill number in the "Index of Bill Numbers" in the *CIS/Index* or in the *Digest of Public General Bills and Resolutions*.

If the subject of the law is known, look in the "General Index" of the *U.S. Code*. Although the index doesn't cite the public

law number, it does cite the *U.S. Code* section. That section will cite the source of the text, which is frequently a public law. You can also look in the "Subject Index" of the relevant volume of *United States Statutes at Large*. Laws are also indexed in *CIS/Index* and the *Monthly Catalog*. Major laws will be found in the *Congressional Quarterly Almanac* or the *Congressional Quarterly Weekly Report*.

In any of these cases, the text of the law is in the *United States Statutes at Large*. Sometimes the text is also in the *Congressional Record*.

### FINDING THE CODIFIED LAW

The *U.S. Code* contains the text of the law as amended up to the time of publication, rather than the text of the law as passed. The *U.S. Code* is printed every six years, with cumulative supplements. The code is divided into fifty subjects, called "titles."

If the popular name of the law is known, look up the name in the "Table of Popular Names" at the back of the last title in the *U.S. Code*. This will refer you to the public law number, the statute number and the code citation.

If you know the law number, look in "Table III- Statutes at Large," from the "Tables" volume of the *U.S. Code*. This table converts public law number into the relevant code section.

If you only know the subject, look in the "General Index." Here, the real trick is determining the correct term to use for your subject. The index uses legal terminology and may not include the terms that come most readily to mind.

Whatever method you use, you will be referred to a section of the *U.S. Code*. Be aware, however, that in many cases the law that has been required turns out to be a regulation. I have found that very few of the people who come into our library know that difference between laws and regulations.

### FINDING U.S. SUPREME COURT CASES

This is perhaps the most trying of these three commonly asked types of legal questions. Most people who need a legal decision assume that all important cases are U.S. Supreme Court cases. Also, unless you have access to extremely expensive paper or electronic legal research tools, you may have a great deal of difficulty identifying the case unless you

also know the year of the decision. Of course, Project Hermes should alleviate this problem.

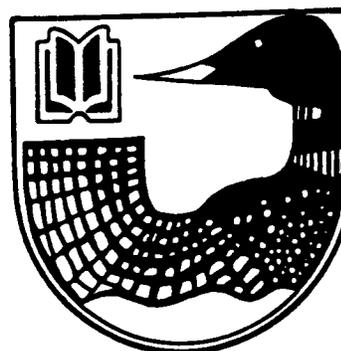
We have found a number of reasonably priced books which index some U.S. Supreme Court decisions. For very recent cases, I usually first check the *Wall Street Journal Index* as it does an excellent job of covering U.S. Supreme Court decisions.

If you know the title of the decision, look in *United States Supreme Court Decisions: An Index to Their Locations*, by Nancy Alderman. Major cases will be listed in *Congressional Quarterly's Guide to the U.S. Supreme Court, A Reference Guide to the United States Supreme Court, Shepard's Acts and Cases by Popular Names: Federal and State*, the volumes of *The Constitutional Law Dictionary*, by Ralph C. Chandler, Richard A. Enslin, and Peter G. Renstrom, and *The Constitution of the United States of America, Analysis and Interpretation*.

If you know the name of the justice who wrote the decision, you may find it listed in *Supreme Court of the United States 1789-1980: An Index to Opinions Arranged by Justice*.

When only the subject of the case is known, look in *Congressional Quarterly's Guide to the U.S. Supreme Court* or *The Constitution of the United States of America, Analysis and Interpretation* or in the relevant volumes of *The Constitution Law Dictionary*.

There are certainly other reasonably priced books that index portions of U.S. Supreme Court decisions. I have listed those that I know and that I have found to be useful. I would appreciate learning of others that we might purchase. I have found that no one of these sources solves all of my problems in finding U.S. Supreme Court cases. By using as many of them as I need, I can usually find the case that somebody wants (assuming they were right and the case they wanted was a U.S. Supreme Court case and not a lower court case or a state referendum or a state law...).



**Fall 1990 - Depository Council Meeting - HIGHLIGHTS**

By Cheryl Paine  
Mount Union College

1. GPO is working on getting sale items listed in Books in Print, possibly with an ISBN.
2. New posters are currently being marketed, call (202) 275-3634 or (202) 275-2981.
3. As of November 1990, GPO will accept claims via FAX.
4. CIS has a new publication of interest: ALA GODORT Guide to Official Publications of Foreign Countries.
5. Numerical lists will once again be printed for the Serial Set, no date given for availability and/or distribution.
6. Look for the 1991 Biennial Survey to be set up in machine scannable format - ALSO, the survey might include requests for cost figures (but no one is quite sure how or what they will ask us to figure).
7. Dictionary of Occupational Titles is currently being revised.
8. COMPLAINTS ABOUT QUALITY OF PUBLICATIONS??? - call Robert Cox, (202) 275-2287, FAX (202) 275-8405 -- be specific.
9. Do you have Census CD-ROMs? Customer Service phone number: (301) 763-4100.
10. As many of you are noticing, more information is becoming available in electronic format. Costs for access to electronic information include hardware, software, and telecommunications. No one has been able to decide how to share the costs between depository library and GPO and distributing agency. According to the law, the public is to have "free access". HOWEVER - believe it or not, the following were the choices we discussed for almost 2 hours:
  1. Don't tap in
  2. Eat the cost
  3. Pass the cost on to the patronAt the very least, please write your congressman or congresswoman to express your concerns.
11. Congressional Record for 1985 is on CD-ROM as one of various electronic projects currently being developed.

MEMO

TO: Karen Kottsy  
FROM: Cheryl Paine  
RE: info for Doc's Prescriptions  
DATE: November 20, 1990

I sent you a fax with info for Depository Council, Fall 1990 meeting - hope you got it in one piece.

Am enclosing an article on CD-ROMs in regards to documents which is very interesting in case you haven't seen it yet.

Also, I sent numerous memos recently to various faculty and the librarians at both the public and community hospital libraries - those who heavily use documents, and those with whom we have a housing arrangement. To you I send a copy of one of those memos and also a copy of one of the letters sent as a result of my request. Perhaps something of this sort would be appropriate for Doc's Prescriptions also, to encourage everyone that we need to have our patrons contact our congressmen and congresswomen to assure then legislators that the librarians are not the only people concerned with free access to government information and documentation.



MEMO

TO: Bob Wiese  
FROM: Cheryl Paine  
RE: Government Documents  
DATE: October 31, 1990

Because of paperwork reduction regulations and budgetary considerations, the federal depository library program is under scrutiny as far as what documents should still be free through the program, and also how cheaply can information and documentation be distributed.

Although I have not heard of any cutbacks regarding interior department documents, I think you should be aware that agencies are considering all options for information they are currently publishing and distributing to depository libraries.

If you could please take a few minutes and contact the people on the attached list, let them know what kinds of government publications you use through the depository system, what a savings it is for you, the department, the library, the public, perhaps we can forestall losing access to valuable information and documentation.

When the new congress convenes, and the new members of Joint Committee on Printing are selected, I will forward their names and addresses so that they can be contacted also.

Thanks for your help.

Honorable John Glenn  
Room 600  
200 North High St.  
Columbus, OH 43215

Dear Senator Glenn:

Our college library has asked me to contact you regarding our use of the Federal Depository Library Program, and the possibility that the Congress may request significant cuts in the program.

Documents of particular importance to the Geology Department are those received from the U.S. Geological Survey and U. S. Bureau of Mines, and to a somewhat lesser extent those received from the EPA. Documents received from the U.S. Geological Survey include: Bulletins, Professional Papers, Circulars, Water Supply Papers, and various directories and indexes. Our collection of these documents is relatively complete and up-to-date. Our document collection from the U.S. Bureau of Mines includes: Reports of Investigation, Information Circulars, and we are making current use of the Minerals Yearbook and supplements, Bulletins, Minerals in the World Economy, and Minerals Today.

Every two or three years, because of space considerations the library requests that we review our use of the Documents Section, and each time we have felt that our extensive use justifies continued acquisition of these documents. Selected documents are used as assigned readings in several courses, and students and faculty often go to the Documents Section of the library during their preparations of seminars and research projects.

A small college such as Mount Union simply does not have a library budget that would permit continued acquisition of these documents by direct purchase. If the free distribution of these documents were to be curtailed, we would lose an invaluable teaching resource, and the public service function of our library would be diminished. As it is, budget considerations require our restriction of the purchase of various journals related to our academic disciplines.

I think it is important that you know that, at least from the perspective of our geology department, the Federal Depository Library Program is a vital and much appreciated program.

Thank you for your concern and attention to this matter.

Sincerely yours,

Robert G. Wiese, Jr.  
Professor and Chairman

RGW/dm

## MINUTES

### Government Documents Roundtable of Ohio

November 2, 1990

By Nani Ball

Denison University

On Friday, November 2, 1990 the Fall meeting was called to order by Coleen Parmer (Bowling Green). Coleen, asked by the executive committee, has accepted the position of President to fill the term of Liese Adams, now at a new job in California. GODORT of Ohio was welcomed to Denison University by Dr. Charles Maurer, Director of Libraries.

Coleen announced that the Spring meeting will be May 17, 1991 at the Worthington Public Library. The members of the nominating committee are Julia Baldwin (University of Toledo), Rosemary Harrick (Kent State), and Karen Kimber (Wright State). They are accepting suggestions for Program Chair/President Elect for the election at the Spring meeting.

Nani Ball (Miami-Middletown) asked if there were any corrections to the minutes as published in "Doc's Prescriptions" and gave the Treasurer's report, including the status of the George Kosman Memorial Fund. George Barnum (Case Western Reserve) reported for the committee on the Memorial Fund. The committee is still looking for Class 1, Volume 3 of the American State Papers to be purchased and donated to Case Western Reserve library. The committee also will donate a

portion of the fund for the Rare and Valuable Documents packets put together by Jim Walsh and Barbara Hulyk. These packets assist depository libraries with identification and preservation of rare documents. They will be distributed to all depository libraries sometime in the spring. This project will be dedicated to George Kosman.

George Barnum also spoke about the concept of an Ohio electronic bulletin board, a way to share information, possibly through Case Western Reserve's FreeNet, which is available to all kinds of libraries. FreeNet is accessible through Botnet, Internet, CompuServ or through the phone number 216-368-3888. George can verify the proper protocols for access through a network. GODORT of Ohio could structure a SIG (Special Interest Group). Evron Collins (Bowling Green) moved that we pursue with George the possibility of a GODORT of Ohio bulletin board on FreeNet. Carol Singer (Kenyon) seconded the motion. The motion was approved. Karen Kimber (Wright State), Bob Dolan (Shawnee State), and Jess Parmer (Bowling Green) volunteered to work on a committee to look into the electronic bulletin board.

Coleen Parmer presented to Jean Sears (Miami University) the second "Clyde Award" for outstanding service in the field of government documents. As the certificate stated: "Jean is being honored for her contributions to the Ohio Documents Classification Scheme, the award winning reference work Using Government Publications, and other publications, and for her

encouragement and support of fellow documents librarians.

Sherry Mosley (Youngstown State) reported on the Fall Depository library Council meetings. A report will also be published in the next "Doc's Prescriptions". Included in Sherry's report were the following contacts: to order the new poster for depository libraries, or rolls of labels to identify government documents contact Charles McCallum 202-275-3634 or Joyce Truman 202-275-3635 or FAX 202-275-7747; for help with Census CD-ROM products contact 301-763-4100.

Clyde Hordusky (State Library) made some comments about the meeting for Regional Depositories. Fugitive documents continue to be a problem. There will be a new list of superseded documents. Libraries that receive transmittals and do not have the base volume, do not need to keep the transmittals. Clyde suggested holding on to transmittals for 90 days before disposing of them, just in case the base volume is received later than the transmittals. The new inspection form means lower scores for many libraries. This was the expectation. The narrative report is intended to become more important. Statistics as collected on the new form are electronically related and will be more and more useful. Clyde asked for volunteers to review the State Plan for depository libraries and make suggestions for revisions. The following members volunteered: Patti Rothermich (Otterbein), Pat White (Otterbein), Melanie Putnam (OSU Law Library), and Nani

Ball (Miami University-Middletown).

Karen Kottz (University of Cincinnati) pointed out that the Notable Documents selected by ALA GODORT were mostly state documents. She suggested that we watch for possible candidates from Ohio documents. She announced that the latest Ohio Occupational Almanac is now available from the Bureau of Employment Services. Karen repeated her standing request for articles for "Doc's Prescription", for example a column on Ohio documents, how-to set up a CD-ROM station, useful bibliographies .... As a positive reinforcement for the person who puts together the depository shipments for this area, Karen invited us to sign a card of appreciation which will be mailed to that person. A card was also available to be sent to Margie Powell. She was unable to attend this meeting because her daughter has been very ill.

After some discussion, Sherry Mosley made a motion that we explore the possibility of a statewide item selection printout based on GPO tapes. The motion was seconded by Patti Rothermich and passed. Rosemary Harrick (Kent State) and Sherry Mosley volunteered to work with Karen Kimber (Wright State) on this project.

Jeff Wanser, Program Chair/President Elect, took charge of the meeting so that Coleen Parmer could make a motion from the floor. She moved that the Fall meeting be at a hosting library, not necessarily in the Columbus area, and that library would plan a program which might include

how they handle their depository operation and any special services they provide. The motion was seconded.

Graham Walden (Ohio State) amended the motion to include that the program would be at the end of the day, after the business meeting. The amendment was seconded. The question was called on the amendment and seconded. The amendment was adopted by members.

After further discussion about the responsibility of the Program Chair and the hosting library, Mary Prophet (Denison) made a motion to table discussion until later in the day. The motion was seconded by Evron Collins. The motion was rejected and discussion continued.

A motion was made to substitute the following wording: At the Fall meeting the hosting institution will be responsible for a workshop, demonstration, or presentation to follow the business meeting. Ken Brabach (Miami University) called the question, Mary Prophet seconded it. The motion carried.

Mary Prophet reported that the Union List Survey Committee has sent out the surveys, and all members should have received them. Rosemary Harrick (Kent State) and Nani Ball volunteered to help with the compilation of information.

After some discussion Beverly Gage (Denison) made a motion that we make a portable display that could be used for the State Fair and would then be available throughout the state. The motion was seconded by Julie

Houston (Ohio Wesleyan). The motion was voted on and passed.

Jess Parmer moved that we investigate the cost and possibility of setting up a display at the State Fair in the earliest possible year. This was seconded by George Kline (Toledo Lucas P.L.), and approved by members. Evron Collins and Carol Singer (Kenyon) volunteered to work on designing a display. Jess Parmer and Patti Rothermich volunteered to get information about having a table at the State Fair.

Mary Prophet is on the panel for the state White House Conference on Democracy to be held December 5, 1990. She encouraged GODORT members to attend and to tell her any concerns they would like her address if she has the opportunity.

The meeting was adjourned for lunch at the Granville Inn. The afternoon program included a presentation by Jean Sears on research strategies for government documents. This was followed by a panel including Clyde Hordusky, George Kline, Sherry Mosley, and Carl Singer. Each member of the panel made comments on the presentation and told some of their own research strategies.

TABLE OF CONTENTS FOR THE WINTER 1991 ISSUE  
OF  
DOC'S PRESCRIPTIONS

FROM THE PRESIDENT.....	1-2
Coleen Parmer, Bowling Green State University	
EDITORIAL AND EDITOR'S BULLETIN BOARD.....	3-5
Karen Kottsy, University of Cincinnati	
REGIONAL LIBRARY SEMINAR.....	6
Margaret Powell, College of Wooster	
MAPS:BIBLIOGRAPHIC INSTRUCTION AND MAPS.....	6-7
Evron Collins, Bowling Green State University	
EX LIBRIS MINUS AESTIMATUS.....	7-8
George Barnum, Case Western Reserve University	
NATIONAL TRADE DATA BANK.....	8-9
Arlene Hanerfield, University of North Carolina, Wilmington	
BASIC LEGAL RESEARCH IN A SMALL COLLEGE LIBRARY.....	9-10
Carol Singer, Kenyon College	
FALL DEPOSITORY COUNCIL MEETING.....	11
Cheryl Paine, Mt. Union College	
MEMO FROM CHERYL PAINE.....	12-13
MINUTES OF THE FALL 1990 OHIO GODORT MEETING.....	14-15
Nani Ball, Miami University at Middletown	

The illustrations and graphics in this issue are from the following sources:

- Page 2 -- The Depository Eagle available from GPO in computer graphic format.
- Page 5 -- "Keeping Quality at the Heart of Federal Design," p. 1+ in the February, 1991 issue of Artifacts.
- Page 10 - Loon Logo from DocSoup, created by Bernard Jacob for the Minnesota documents group.