



Doc's Prescriptions

Ohio GODORT

Karen R. Kottsy
Editor

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To the Members:
by Coleen Parmer, President

I want to commend the Committee that developed the Ohio Depository Library Survey. I understand that the group is now compiling responses and we will all benefit from their work. I also want to recognize Jeff Wanser for the superb programming this year. This spring's program promises to be excellent and I hope all members will be able to attend.

Committees have been hard at work this year and I look forward to their reports at the spring meeting. With all the pressure on librarians, it is truly commendable that so many of our members have taken on additional work for Ohio GODORT. I know that much of the work of these committees; the Electric Bulletin Board, GPO Item Printouts for Ohio Libraries, and the Depository Library Survey, to name a few, will increase access to document collections across the state.

Karen has plans to disseminate user aids, particularly instructions developed for CD Roms, in the newsletter. All these efforts demonstrate the cooperation and generosity of Ohio GODORT members. We are fortunate to be able to call on the many talents within our organization.

This has been a year of personal growth and learning for me as I struggle in the role of president. Many "old hands" have been there trying to keep me on track--no easy task. I offer my gratitude to Mary Prophet, Nani Ball, Evron Collins, Karen Kottsy, and Clyde Hordusky for their support, patience, and mentoring.

I welcome Jeff Wanser on board as Ohio GODORT's new president and admit to looking forward to handing over the gavel at the close of spring meeting. Jeff brings a strong commitment, experience, and expertise to the presidency. I anticipate a productive and exciting year under his leadership.

Clyde Hordusky called me last week about the new list of superseded documents that regionals can discard. This list is in the latest issue of Admin Notes (v. 12, no. 8). He would like Ohio librarians carefully to consider the titles on this list. Are there titles that we would like our regional to keep? Members should take a look at this list so we can discuss it at the Spring meeting.

Anne Zald, Oberlin College Library, has raised an important issue about Ohio's bound editions of the Journals of the House and Senate and the Laws of Ohio. The Ohio Revised Code specifically excludes these publications from distribution to Ohio Depository Libraries. Anne wrote to her State Representatives asking them why this law exists when these publications are vital to the public good. She asks that they initiate legislation to change practice which excludes the Journals and Laws from wide public distribution. Anne has also suggested that Ohio GODORT become more active in assuring the public's access to information at the state level. This seems to me to have merit, and I have asked Anne to raise the issue for discussion at the next meeting.

For those of you who have electronic access. I am including a Bitnet message from George Barnum, Case Western Reserve, about Project Hermes. "You can get access to Project Hermes by telnet, through the Cleveland Free Net. Telnet to freenet-in-b.cwru.edu or freenet-in-c.cwru.edu. For those who must use numerical addresses, 129.22.8.46. You can look around in the Free Net 'Electronic City' as a guest user. If you wish to go directly to Project Hermes after you have logged in, at the first--Your Choice--prompt type go hermes. Otherwise there are very clear menus to guide you (Hermes is in the Courthouse)."

If you are having trouble finding the complete final NTDB Browse Manual, here are instructions from Julie Wallace, University of Minnesota. The manual is on the NTDB January CD Rom disk. "When you first boot the disk, change your default drive to your CD drive. Then, instead of typing NTDB, type Manual. And there it is. We downloaded it to print on a laser printer, and the figures are a problem, but it's better than trying to print the whole thing directly from the computer with the CD. It's long, very complete, lots of figures."

We learned at Midwinter ALA that there is a group of 27 libraries that are going to be testing 8 packages of software on the TIGER line files. The results of the test will not be available until sometime next year. So in the mean time, this message on Bitnet might be useful. "The Center for Electronic Data analysis, 316 Stokely Management Center, University of Tennessee, Knoxville, TN 37996 produces a Catalog of Software and Listing of CD-Roms.... Vendors listed for TIGER files are: Geographic Data Technology (603) 795-2183; Geovision (404) 448-9224; and MICRO MAP (303) 973-2768. Or you might want to call the Center (615) 974-5311."

According to Duncan Aldrich, University of Nevada, Reno, the Census of Agriculture on CD can be run with the EXTRACT software. The auxiliary files needed for the CD to interact with EXTRACT are on the CD so there is no need for downloading or creating an auxiliary directory on the hard drive. "Simply load, boot, and use."

And finally, Jim Walsh, Boston College, recommends the Congressional Record for the 102nd Congress (v. 137, no. 1, Thursday, January 3, 1991) for some interesting information. "Instances of Use of United States Armed Forces Abroad, 1789-1989." Ed. by Ellen C. Collier. pp. S14-S19. Also, take a look at pp. D4-D29 for: "History of Bills Enacted into Public Law" (101st Congress, 2nd Sess.), "Resume of Congressional Activity of the 101st Congress", "Disposition of Executive Nominations", and a list of bills vetoed by the President during 1990.

Report of Nominations Committee.

Julia Baldwin, Chair
Karen Kimber & Rosemary Harrick

George Barnum, Case Western Reserve University has been nominated for the position of Program/Chair Elect.

Nominations will be accepted from the floor.

FROM THE EDITOR

Greetings

First a few notes on the Spring Council Meeting in Boston. My reasons for going to council meetings are:

- to be able to talk about documents with a group of people who know what I am talking about and who really care;
- to check-in with the GPO people concerning questions and problems that we may have that need to be solved in person;
- to find out what is currently happening at GPO and hopefully why;
- to learn something new about documents.

Also to be reminded that the Library Program Service (LPS) is a small part of a large government agency that was originally created to do the printing for Congress. What may be the most important thing to remember is that the top positions are political appointments and they reflect the thinking of the current administration. The meetings also help to remind GPO/LPS that they are sending documents to real people not just depository numbers.

Based on my reasons for the Boston meeting, it was a success--I got my list of questions answered, met some new document librarians and learned a lot more about the new Tiger files. Donna Koepp (Univ. of Kansas) and Timothy McGlamme (Univ. of Connecticut) gave two very useful presentations on Tiger and cartographic information. There are some major questions that are going to have to be discussed in depository libraries about the new census material. The most dramatic is--can we justify tying up a computer for more than 12 hours to run a tiger file. There are several other basic questions such as--how much time do we spend to learn how to use a depository CD or at what point do we just make the document available and let them check it out to their own computer. The University of Cincinnati is currently participating in the Tiger Project and there will be more on this project in future issues of the newsletter. (Our current problem is getting the software to fit one of our machines.)

The most important news from Council Meeting is that the Public Printer, Robert Houk, after observing two council meetings has decided to change the way that council operates. There will be at least two working meetings of Depository Council per year and the Council will take on a more advisory role for programs and policy. The agenda for the meetings will be developed by GPO and Council. The working sessions of Council will be open to observers only.

In the future there will be only one large meeting, it will take place in the spring in Washington and will be more of a users

meeting than a traditional Council Meeting. The Interagency Meeting sponsored by GPO will still be held in the Spring.

To insure that GPO is kept up to date on what is happening in the depository libraries, the staff will be sent to more national, regional and local meetings. It will be interesting to see how this new plan works. Concerns were raised as to the level of GPO staff that would be sent to the various meetings and if the trips would survive any budget cuts that may be needed. Another of the concerns is for the "nitty gritty" problems of claims, rain checks, fugitive documents, etc. that came up at Council meetings, to assure that they are not lost, Council has addressed this by forming an Operations Committee.

Mr. Houk is interested in the depository program. He has demonstrated this by attending most of the sessions at the last three council meetings. And when he is making an official visit to a GPO printing plant or bookstore, he has made extended visits to the depository library in that city. I hope that this interest continues and that GPO/LPS continues to grow and develop.

I want to thank everyone who contributed to this issue of the newsletter. If you have any suggestions for future articles or want to write an article on any topic or make comments on past articles, please send them to me. It does not have to be a long article, just writing up the answer to a recurrent or problematic reference question will probably help someone else. Carol Singer sent me three articles! And I know that the one on careers works as I have already used it to answer a reference question. Now if I can get someone to do an article on how to find income and other social statistics by age or gender for three cities in any one of 130 different foreign countries I will be able to answer the latest world marketing assignment here at UC. The National Trade Data Bank (NTDB) CD is very helpful and if you are not currently getting it, I would very strongly recommend it.

The deadline for the next issue of the newsletter will be June 15th.

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The graphic on page 6 this issue is the logo for the International Trade Administration.

GEORGE KOSMAN MEMORIAL

As announced in the last issue of Doc's Prescription, the George Kosman Memorial Committee has acquired the volume of American State Papers, class I, volume 2 that will be presented to the University Library of Case Western Reserve University to be placed in the documents collection that George built during his 20+ years at CWRU.

The volume was acquired from Clemend D. Hellyer of Five Quail Books, Spring Grove, Minnesota. After five months of searching independently, the committee gave Mr. Hellyer an exclusive right to search, and he turned up the book in a remarkable (even to him!) 24 hours.

The book is quarto, bound in quarter calf stamped in gold, with marbled boards and marbled endpapers. The overall condition of the volume is very good, marred only by some mild moisture damage. It is a very handsome volume that will stand out quite noticeably in the set, since the other volumes at CWRU were rebound in brown buckram many years ago.

The volume will be presented to the CWRU Library at a gathering in July. It will contain a very special bookplate being designed by Cleveland artist Peg Partington, who was a close friend of George's. Announcements of the presentation will be forthcoming as dates are settled.

It should be noted that Five Quail Books has other American State Papers volumes in stock, along with a considerable variety of serial set and other miscellaneous government titles. Mr. Hellyer's specialty is the Grand Canyon and Western Americana and the current Five Quail catalog has a great many interesting entries.

The Committee is very grateful to all those who contributed to the fund for this purchase. We are also indebted to Mr. Hellyers for his vast assistance. We are confident that what we have acquired is a lasting and noble tribute to one whom we respected so much.

Ex Libris Minus Aestimatus
By George Barnum
Case Western Reserve University

The news of the discovery of another first printing copy of the Declaration of Independence has caught the nation's attention; one wonders if dusty old oil paintings on dining room walls from Bangor to Honolulu will survive the siege! Everyone loves a thriller, and what could be more thrilling than

discovery with such a rich cachet: not only will it bring the fortunate finder a several hundred thousand dollar return on his \$4.00 investment, but our printed national heritage is all the richer as well.

The copy is described in the New York Times as "unspeakably fresh," which, while not right out of the AB Bookman's Glossary, leaves little enough to the imagination. Selby Kiffer, of Southeby's, reports "There has been absolutely no restoration, no repair. It was unframed and unbacked." "Mr. Kiffer said the declaration was the fourth copy of the first printing to surface in the last 10 years--three of which were either known copies or had been handed down to heirs.

The Times goes on to report, "The ink was still wet on this copy when it was folded.... The very first line, 'In Congress, July 4, 1776' -- shows up in the bottom margin in reverse as a faint of setting or shadow printing, one more proof of the urgency John Dunlap, the printer, and others felt in dispersing this document."

J.H. Powell takes up this very urgency, and the secrecy surrounding the drafting and debate of the declaration, in The Books of a New Nation (Philadelphia: Univ. of Pennsylvania Press, 1957). The report of the so-called Committee of Five charged with drafting the declaration is, bibliographically speaking, still something of a mystery. Powell reports:

...it is within the realm of speculative possibility that the delegates may have signed their names at the end of that long day's discussion [July 4, 1776] to the manuscript itself of the Report of the Committee of Five, after it had been corrected. This we shall never know, for although almost every other document of these three weeks has survived, even rough notes and drafts, this crucial manuscript...the text as debated, has, oddly enough, disappeared. Perhaps it disappeared in Dunlap's print shop. He had to have some copy to give his printers; this was the likely copy of Jefferson, Franklin, Livingston, Adams, and Sherman, any one or all of them, to take to him.

Powell is debating in this chapter the possibilities surrounding when the delegates actually set their hands to the bottom of the Declaration. His considered argument is that the signing probably took place on July 5, and provides some connection with the story from the Times:

...Well, there is..[another] speculative possibility, which would fit all the facts, and offers agreeable mirages to bibliographies and collectors. Dunlap, we assume, did his work overnight, delivered the broadsides on the fifth. We know that delivered at least some of them, for Hancock that day sent a copy to the New Jersey Convention 'in obedience

to the commands of the Congress.'...And when Dunlap's broadsides arrived on the morning of the fifth, it is barely possible that the delegates present trooped up to the president's desk and set their hands to the printed copy, while the ink was still wet....But if it happened so, what became of the signed broadside....

Of course, we still don't know, but it is tantalizing to think that while the founding fathers were writing their names, someone was folding up and tucking away a copy of the document, for posterity, behind a painting.

While this sort of hidden treasure story probably belongs for most of us in the "If I won the lottery" vein, the find brings to mind some of the surprises there are waiting for us in our government documents collections. While few of us are likely to find \$1.6 million gems in the serial set, there are some lovely and valuable discoveries to be made.

I find that I have "buried treasure" episodes when I receive new catalogs from rare book dealers. In an earlier column I mentioned, and I think incorrectly cited, a Census volume (11th Census, 1890) on the conditions of Indians, that Dabney in Washington, D.C. was offering for \$600. (U.S. Department of the Interior; Census Office.) Report on Indians Taxed and not Taxed in the United States (Washington: GPO, 1894) [Eleventh Census, 1890, v.8; Dubester 202]. The volume has beautiful photos, plates, and a wealth of valuable text. I didn't know anything about it until the Dabney catalog came, and alerted me that I'd best get it into safekeeping. At the same time I located another Census volume from 1890, a group of "Extra Census Bulletins," four in all, on various Indian tribes and filled with even more plates and photos. I have not seen a valuation placed on this one, but it would seem to be in the same league with the one in the Dabney Catalog.

Talking to dealers can also be an eye opening experience. While Dave Hellyer of Five Quail Books and I were negotiating the purchase of our American State Papers volume, he casually asked me about our older collection. Did I have the Perry China Seas and Japan reports? Well, yes, I knew for sure that our serial set copy was safely in Special Collections, with all its plates (including the infamous: "bathing scene") intact. But his question got me thinking about the way our older documents collection came into being, an accumulation of three large, older collections: Western Reserve University, the Case School of Applied Science and a private library association founded by the same individual as the Case School and known as the Case Library. When I completed my search, I had in hand two complete copies, one in original bindings (cloth stamped in blind) the other in library buckram, and two incomplete copies (another in

buckram, and one virtually disbound, the two overlapping to make one complete set and one spare volume 2). Something of an embarrassment of riches, to have multiple copies of what has the reputation for being one of the most valuable 19th century government publications, and surely one of the most spectacular.

And so we find treasures in the attic. Our interest is directed toward them because of their marker value. But as librarians we place another kind of value on such treasures as well, for there are few things as satisfying as being able to answer a request for material out of these volumes that are so exotic and wonderful to look at, but which likewise have value in their content which will not fade.

I trust that you will welcome Barbara Hulyk as presenter at the May meeting in Columbus. Barb has a keen knowledge of rare and valuable materials and passion for their identification and preservation that is contagious.

Next time, I'll be taking a look at one of the American West's great imposters.

DOD Hazardous Materials Information
System on CD-ROM
by James W. Clasper
Engineering Reference Librarian
University of Cincinnati

The DOD Hazardous Material Information System is produced by the Department of Defense, Defense Logistics Agency. It traces its origin to the mid 1970's when an effort was made to acquire, review, store and disseminate selected data on hazardous materials. The system consolidates and replaces various existing partial reference systems. The hazardous materials information now in the system represents basic information for use by the DOD to comply with the more stringent regulatory controls established for hazardous materials. The three major areas for which the system is designed to support are health/safety, transportation, and disposal/environment. Information in the system is to be used by local safety, health and industrial hygiene staff in order to develop local hazardous materials operating procedures at various DOD sites. The user information supplied with the product cautions that the information represents raw data and depends upon trained personnel to interpret it.

The system has been available in a microfiche format consisting of approximately 283 microfiche. Material Safety Data Sheets (MSDS) are the primary source of data in the

system. The MSDS's are reviewed for technical accuracy, consistency and reasonableness. The system is enhanced further if deemed appropriate.

The CD-ROM format offers greater opportunities than the microfiche format to quickly locate basic information from the system. It requires a personal computer, CD-ROM reader, and Microsoft extensions 2.0 or higher. A printer although not required might also be useful. Both the search software and the HMIS database are provided on the same disk. Searches can be made on specific data elements. The data fields include all fields required by 29CFR1910.1200 (The Hazardous Communications Standard). Information on chemicals included in the system covers general information, ingredient/identity, physical/chemical characteristics, fire and explosive hazard data, reactivity data, health hazard data, precautions for safe handling and use, control measures, transportation data, disposal data, and label data. Complete data is not always present for every chemical. The CD-ROM version tested is DOD 6050.5-L. This version does not include any proprietary data.

The User manual is clearly written and easy to follow. The setup and installation is quick and not very complicated. The user manual provides one chapter (chapter 3) for a quick start without having to read the entire manual. Examples are provided to allow easy testing of the system's search capabilities. Other information contained in the user manual includes: 1) a listing of searchable and non-searchable fields, 2) search and retrieval commands, 3) definitions of the HMIS fields, 4) HMIS CD-ROM information, and 5) a listing of HMIS technical focal points.

The producer mentions that a new software retrieval program is contributing to a problem of slowness in the retrieval of data and that the problem will be corrected in the near future. In testing the HMIS on both a Zenith 386 computer with a Toshiba CD drive and an IBM PS/2 Model 30 with a Phillips CD drive, certain types of searches tended to be very slow. Some searches resulted in a message indicating that not enough memory was available to complete the search. In spite of these two problems, the DOD Hazardous Materials Information System on CD-ROM is an efficient, easy-to-use method for accessing hazardous materials data.



MAPS: New or Old or both?
By Evron Collins
Bowling Green University

In many reference questions, the date of the information becomes an important element in finding the correct answer to the query. The same is true for maps. However, just because a map is old does not make it "out-of-date."

Many requests for maps are really "how do I get there from here" so they really want an up-to-date road map. Requests for other types of information may not be as tied to date. The information on bedrock geology is not going to change from older maps to newer maps unless the terminology has changed. So then what older maps should be in a collection and what newer ones? This will of course be determined by the needs of your users but let me give you some pros and cons of having older maps in your collection.

First, the negative aspects. Older maps or atlases are more fragile and will need some special handling or perhaps even some conservation. They are sometimes very expensive to purchase or if they are in the collection already, they need to be kept in locked cabinets. Frequently, older maps or atlases may be part of other sets and records need to be annotated. An example of this is the Atlas to the War of the Rebellion which is a separate document and yet part of the set. Some libraries have removed the maps from the volumes of the serial set and encapsulated them. Historically, these maps of the early exploration of the West are very important and usually unknown to researchers.

Now, the positive aspects of old maps. First, they give a historical perspective to any collection. A series of topographic maps published over time will show development patterns. Older atlases show country borders and divisions which can be useful in understanding current world affairs. Older plat maps and insurance maps are loved by genealogists and historic preservation people. Very old maps tell a lot about the technical expertise of the cartographers of the time. These maps also are collected as works of art because of their illustrations and decorations. They frequently include portraits of prominent people of the time as well as views of cities or other architectural wonders. Some even include pictures of mythical people or other creatures who supposedly lived in unknown or exotic places. The map makers hated empty space so they filled in the unexplored parts of the world from their imaginations.

It is a good idea to have some examples of older maps in your collection. If you cannot afford the real thing there are many reproductions available. Local historical societies frequently reprint old county atlases and there are several collections

reproduced on micro-film or fiche. However, when you include older materials in your map collection, be prepared to give them the care and security they deserve. This can cost but it must be done if they are to be used to their fullest without damage or loss. They can become a focal point for displays or presentations which will draw people into your collection to use other materials. And above all, they are an interesting part of the world of maps.

Docs Detective
Helps for the Detective
by Carol A. Singer
Kenyon College

I have been frequently asked what mailing lists I'm on and what numbers I use to run down the information I need. This column reveals all of the secrets I can think of to reveal. (I'm afraid most of them aren't particularly secret!).

I am on quite a few mailing lists. Some of them are very useful as I get press releases and other publications long before they arrive on depository. In fact, some of the publications never arrive on depository. In all cases, I simply called the public affairs/information number listed in the United States Government Manual and asked if they kept a mailing list. In some cases they added my address to their mailing list right then. In other cases, they sent me a form that listed various kinds of things I could get on their mailing list.

1. JOINT ECONOMIC COMMITTEE - On this mailing list I get subscriptions to Economic Indicators and Current Economic Situation and all of their press releases. They usually send a press release to announce each hearing and each committee print. These give a summary of the contents of the committee print or a summary of the witness and subjects of testimony. They also send out press releases on other economic topics.

2. CENSUS BUREAU - This mailing list gets me all of press releases. As you would expect, they frequently announce new publications through these. The most valuable thing about being on this list is that I get the press releases that summarize data from various publications. These frequently arrive months before the final report is published and arrives. I have been able to answer many questions from Census Bureau press releases.

3. EDUCATION DEPARTMENT, OFFICE OF EDUCATION RESEARCH AND IMPROVEMENT - I get press releases announcing new publications and computer

tapes. I also get publications on many subjects, some of which later arrive on depository.

4. COMMISSION ON CIVIL RIGHTS - I get most of their publications. I have found that some of their publications never arrive on depository.

5. NATIONAL INSTITUTES OF JUSTICE - I get NIJ Reports, miscellaneous brochures and publications. From NIJ Reports I can choose to receive other publications, many of them for free.

6. CONGRESSIONAL BUDGET OFFICE - They sent me a list of topics from which I could choose. I now get extra copies of some of the more heavily used series. So many of our faculty use documents from this agency, it's nice to occasionally have an extra copy that I can give them to keep.

7. NATIONAL COMMISSION FOR EMPLOYMENT POLICY - I get copies of most of their publications. I'm not sure who stated this one. We've been getting it since before I came to work at Kenyon.

8. CENTERS FOR DISEASE CONTROL - I get copies of HIV/AIDS Surveillance Summary and HIV/AIDS Prevention. Now that we're getting these on depository I pass the extra copy onto the campus physician. However, I was getting it long before it became available on depository.

9. GENERAL ACCOUNTING OFFICE - I get the monthly list of GAO reports. I check off the ones I want to receive in paper copy and send it back. They are willing to send up to 5 free copies of any GAO report. These generally arrive long before the microfiche copy from GPO.

If I have any secret about how I run down hard-to-find information it's that I don't hesitate to call somebody else for help. Many times I call another documents librarian (just ask Mary Prophet!). I also frequently call government agencies. The best all-purpose source of phone numbers for government information is The Capital Source, which comes with the library's subscription to National Journal. It is updated quarterly, so it's much more up-to-date than the U.S. Government Manual, although I use it too.

I also keep every list of phone numbers that comes in on depository, xeroxing them if necessary. I now have an entire desk drawer of phone numbers. Sometimes they're the only thing that saves me from failure.

So, there you have it - all of my secrets of how I find information that didn't come on depository. I won't claim that I never fail, but by getting on appropriate mailing lists and by calling others for help, I reduce the risk of failure.

Finding a Federal Job
by Carol A. Singer

We periodically get requests for information about what federal jobs are available. As we don't get this information on depository we usually aren't able to give much help beyond referral to the closest federal jobs office.

Because I'm a curious person, I asked my sister-in-law, a federal employee, how most federal employees identify the jobs. She told me about Federal Career Opportunities, a privately published biweekly listing of federal jobs. Each issue has about sixty pages of federal job openings. To find the job you want you must know the Dictionary of Occupational Titles code for the job. Each issue is organized by agency and then by occupational title number. A librarian job might look like this:

GS-1410-12

SUPVY LIBRARIAN
(Bethesda, MD)
(NS) (S: PA & SF-50) call for ann)

LM-91-10 5-20-91

NATIONAL LIBRARY OF MEDICINE, Personnel-Rm
2NO5, Bldg 38A, 8600 Rockville Pike, Bethesda MD 20894
(301-496-4943) (Ms M Apolito)

Section one tells you the occupational title code and the GS pay scale. This job is a 1410 (librarian) and has a GS pay scale of 12 (\$37,294-48,481). Section two gives you the position titles, location, and one or more codes that tell you more about the application you must submit. The NS tells you that any qualified citizen may apply. The S:PA & SF-50 tells you that current federal employees must submit several forms in addition to the SF-171 that all applicants must submit. Section three tells you that this is announcement LM-91-10. Section four tells you that the application must be submitted by May 20, 1991. The last section gives you the address to which you should submit the application and a telephone number so that you can call and get the position announcement. When you call, you must give them the announcement number. If you don't know it, they won't be able to send you an announcement.

For all federal jobs, you must submit an SF-171. You can get a copy by asking for one when you call and get the position announcement. In addition the company that publishes the Federal Career Opportunities will sell you a package of SF-

171 forms that includes the standard form and various expanded forms if there isn't adequate space on the standard SF-171. They also sell a software program that will allow you to customize the SF-171 and print it out on a laser printer.

Federal Career Opportunities is available from Federal Research Service, Inc., P.O. Box 1059, Vienna, VA 22183-9957. You can receive six bi-weekly issues for \$37.00, twelve for \$71.00, or twenty-six for \$147.00. You can even charge the subscription to your Visa or Mastercard.

Some other places to find out about federal jobs: The Office of Personnel Management maintains registries for some jobs, although not for librarians. It also has an annual job fair in the spring. Some other agencies occasionally have a job fair. The Federal Bureau of Investigation recently had its first job fair. Many federal jobs are advertised in the local paper. Also, specialized federal jobs are sometimes advertised in professional newsletters or specialized publications. And, if the person has a particular federal agency in mind, they should contact the employment office of that federal agency.

Each agency handles recruitment and hiring in its own fashion, so there isn't any one place that you can find out about all federal jobs. All you can do is follow all of these methods and know that there are probably still jobs that might have interested you if you had only known that they were open.

How to Import the Documentation for CD-ROMS Into Your Word Processing Program.
by Nani Ball
Miami University at Middletown

If you have printed out documentation directly from your government document CD-ROMS, you have had the experience of trying to manage pages of various lengths. The resulting documents are awkward to handle and do not have a "professional" look. Import the documentation into a word processing program and you can spend a little time to get the page breaks at logical places, with tables printing all on one page. You can spend more time on details if you want to. For example, the EXTRACT documentation prints page numbers and with a bit of manipulation you can have text that corresponds to the page numbers, or you can have all chapter headings start at the top of a new page, etc.

The Step-by-Step Procedure for WORD PERFECT

1. Start-up the program.

2. Set the margins using Line Format (Shift F8) to 0, or the longest possible line. Note: When I experimented with WORD PERFECT 5.1, I set the Left Margin at .0" and the Right Margin at .5". It will not allow you to have a narrower margin on the right. This setting worked just fine, other settings I tried wrapped lines so that the tables were altered.
 3. Select List Files (F5) and change Directory to specify the drive your document is on. Note: Type in A: or B: drive if you have loaded the document on a floppy disk, C: for the hard drive, or D: most commonly used for the CD-ROM drive.
 4. Select the file you want to print from the on screen directory, EXTRACT.DOC for example.
 5. Select "1 RETRIEVE" from the options at the bottom of the screen.
 6. Edit and print. Note: Print one or two pages before you spend alot of time on the editing so you can see how they look and adjust margins, etc.
3. Change the left and right margins to 0, or experiment with the length of the line. The EXTRACT document has lines with at least 79 characters by my count.
 4. Select "Get File" and name appropriate drive and file name.
 5. Select "Get File from ASCII".
 6. Edit and print. Note: You may want to check how the pages print and adjust the margins accordingly. I shifted the way the paper fed just enough to get a 3/8" margin on the left and a 1/4" margin on the right. Then I could put the document in a spiral binding.

OR

Alternate Step-by-Step Procedure for WORD PERFECT

1. Start-up the program.
2. Set margins to the longest possible line. (Shift F8)
3. To import the ASCII file press Control/F5 (Text In/Out).
4. Select "2 RETRIEVE (CR/LT to [HRT])" from the menu line. This keeps the length of the lines unchanged - important when there are tables.
5. Indicate the document to retrieve:
C:\EXTRACT.DOC for example.
6. Edit and print.

The Step-by-Step Procedure for PROFESSIONAL WRITE

1. Start-up the program.
2. Select "Create/Edit".

Women in Combat and Federal Law by Carol A. Singer Kenyon College

We frequently hear on the news that women aren't allowed to serve in combat. While at the same time the news shows us pictures of what looks like women in combat. I tried to find the law(s) that say women can't go into combat.

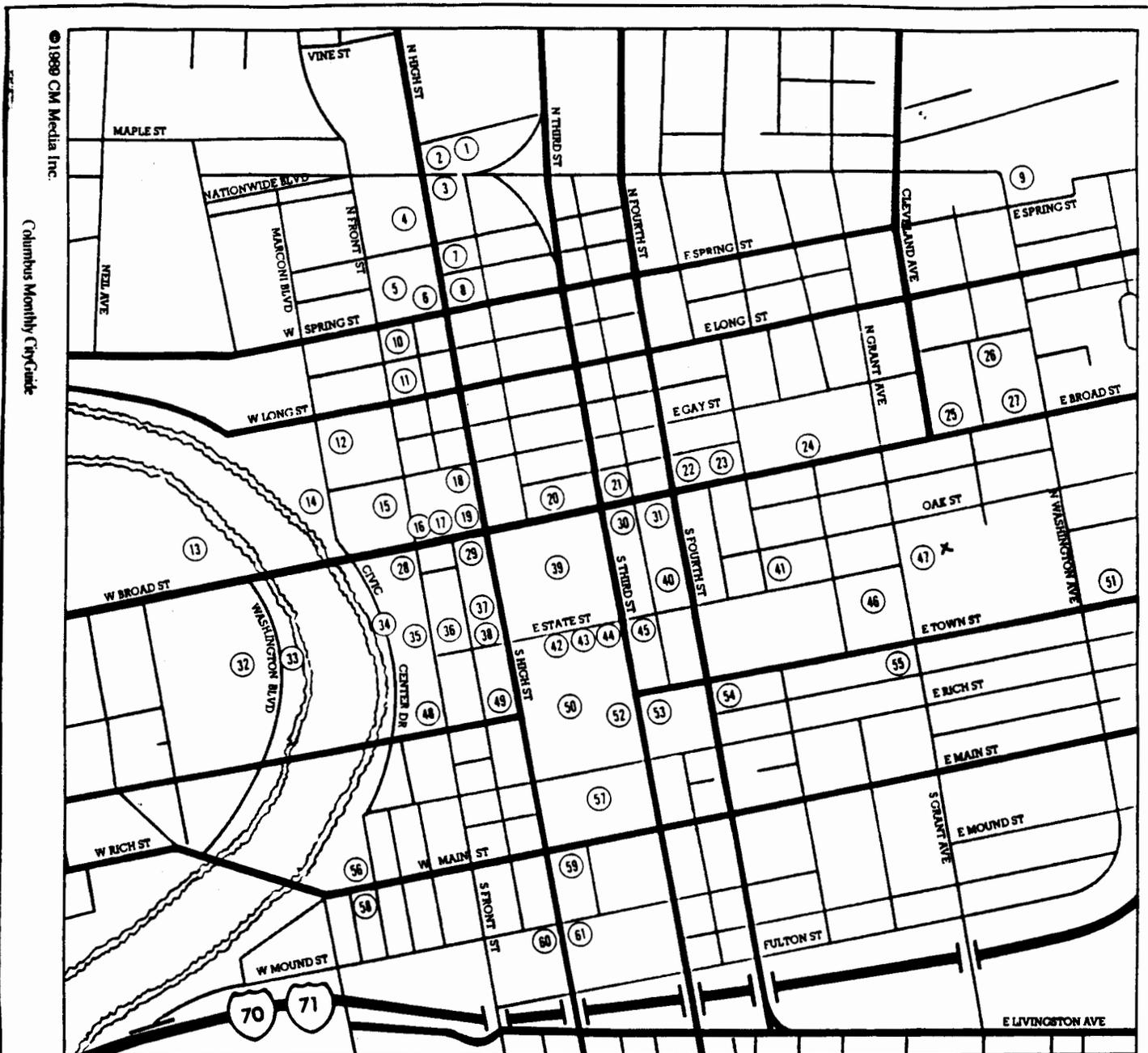
I began with the U.S. Code. I looked in the index under Department of Defense and then I looked under the Army, in case each branch of the service had its own law. That being unsuccessful, I looked in the Code of Federal Regulations, using the same general tactics. (I should note that we don't own any commercial indexes to these works.)

Still unsuccessful, I began to identify and read every recent article in my library on women in combat. Not one of them cited the law/regulation. The closest I came was an article in CQ Weekly Report that said that this was governed by a maze of laws and regulations.

I finally gave in and called Pat Schroeder's office and talked to the legislative aide who handles this topic. (I called her office because of the bill she introduced that would allow for a trial period of using women in combat). Her aide told me that there isn't any law that prohibits the Army from using women in combat. Women in the Navy and Marines are governed by U.S. Code Title 10 * 6015: "However, women may not be assigned to duty on vessels or in aircraft that are engaged in combat missions". Women in the Air Force are governed by Title 10 * 8549: "Female members of the Air Force...may not be assigned to duty in aircraft engaged in combat missions."

The Spring meeting will be in the Library's auditorium.

The Library has a parking garage which is entered from the alley on the North side of the building. The first hour is free, after that it is 50 cents an hour.



- | | | |
|--|---|--|
| Industrial Commission of Ohio 6 | Ohio Departments Building 35 | Riffe Center 38 |
| N. High & Spring sts. | 65 S. Front St. | State & High sts. |
| Kelton House 51 | Ohio Statehouse 39 | Riverfront Amphitheatre 33 |
| 586 E. Town St. | Broad & High sts. | Scioto River west bank, |
| Lazarus 49 | Ohio Theatre 42 | south of Broad St. |
| W. Town & S. High sts. | 39 E. State St. | St. Joseph Cathedral 23 |
| LeVeque Tower 16 | Old, Old Post Office Building 45 | 212 E. Broad St. |
| 50 W. Broad St. | E. State & S. 3rd sts. | Southern Hotel 59 |
| Nationwide Plaza 4 | One Capitol South 52 | 300 S. High St. |
| 1 Nationwide Plaza | One Columbus 19 | State Office Tower 20 |
| Nationwide II 7 | Broad & High sts. | 40 E. Broad St. |
| 2 Nationwide Plaza | Palace Theatre 17 | Trinity Episcopal Church 30 |
| Nationwide III 5 | 34 W. Broad St. | 125 E. Broad St. |
| Front & Spring sts. | Pickett Suite Hotel 36 | Veterans Memorial |
| Ohio Bureau of | 50 S. Front St. | Auditorium 13 |
| Employment Services 48 | Public Library of Columbus | 300 W. Broad St. |
| 145 S. Front St. | and Franklin County 47 | Wyandotte Building 29 |
| Ohio Center 1 | 96 S. Grant Ave. | 21 W. Broad St. |
| 400 N. High St. | Quality Inn 54 | YMCA (downtown) 11 |
| Ohio Department of | 175 E. Town St. | 40 W. Long St. |
| Transportation 28 | | YWCA 40 |
| 25 S. Front St. | | 65 S. 4th St. |

GOVERNMENT DOCUMENTS ROUNDTABLE OF OHIO

SPRING MEETING, MAY 24, 1991

Columbus-Franklin County Public Library

AGENDA

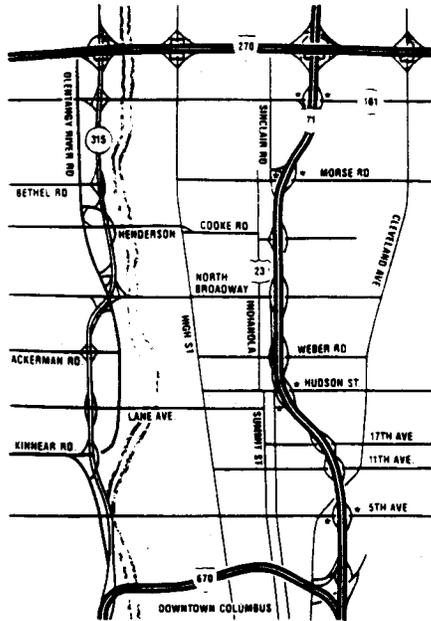
- | | |
|---------------------|----------------------------|
| 9:00 - 9:30 | Refreshments |
| 9:30 - 12:00 | Business Meeting |
| 12:00 - 1:30 | Lunch (on your own) |
| 1:30 - 3:30 | Program: |

**BARBARA HULYK, Documents Specialist,
Detroit Public Library -- "Rare and
Valuable Documents"**

**ERIC HONNEFFER, Univeristy Records
Manager, Archival Collection Bowling
Green State University -- "Preservation
and Government Documents"**



I-71 Construction Alert



I-71 is being reconstructed between I-670 and SR-161

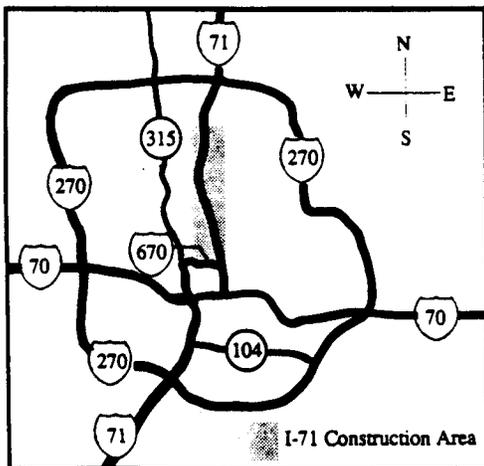
Traffic is being maintained in both directions, however, entrance ramps to the freeway are restricted. Entrance ramps are open at S.R. 161, Morse Road, Hudson Street and 5th Avenue.

★ Indicates entrance ramps open

Traffic Information?

Call (614) 431-STUK Anytime or (614) 645-PAVE 8 to 5 Weekdays

Traffic Management Program
City of Columbus Public Service Dept.
Ohio Department of Transportation
Federal Highway Administration



NORTH FREEWAY CONSTRUCTION APR 1 THU APR 8, 1991

Left and Center lanes are closed. Traffic is maintained on the right lane and shoulder.

WORK AREA SPEED LIMIT 45 MPH - ENFORCED WITH RADAR

Expect night work. People are working on this project 20 hours per day, 6 days a week.

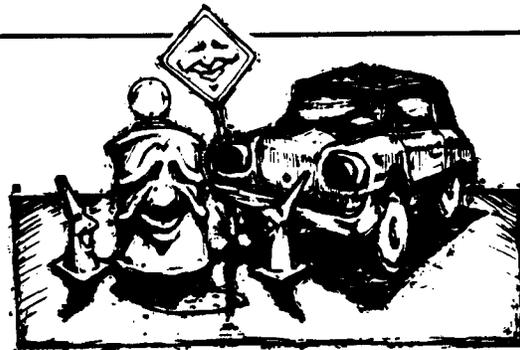
The old pavement and median are being removed this week. Old pavement is being dug out and replaced with new concrete. Be alert for dump trucks and concrete trucks merging into traffic from the left, especially where you see work activity. A flagger will be present in some areas to help trucks back out into traffic.

ENTRANCE RAMP STATUS

ENTRANCE	SOUTHBOUND	NORTHBOUND
SR-161	Merge into restricted area	No Work
Sinclair	Tight Merge	-----
Morse Rd.	CLOSED	Tight Merge
Cooke Rd.	CLOSED	CLOSED
N Broadway	CLOSED	CLOSED
Weber Rd.	CLOSED	CLOSED
Hudson St.	Tight Merge	Tight Merge
17th Ave.	CLOSED	CLOSED
11th Ave.	CLOSED	CLOSED
5th Ave.	Tight Merge	Tight Merge
I-670	Open	CLOSED

EXIT RAMP STATUS

EXIT	SOUTHBOUND	NORTHBOUND
SR-161	No Work	No Work
Morse Rd.	Open	Open
Cooke Rd.	Open	Open
N Broadway	Open	Open
Weber Rd.	Open	Open
Hudson St.	Open	Open
17th Ave.	Open	Open
11th Ave.	Open	Open
5th Ave.	Open	Open
I-670	Open	Open



PAVING THE WAY

NOTE: The Ohio Department of Transportation issues these weekly. They are available at the rest stops around Columbus. Most of the roads around Columbus are under construction of some sort.