

Doc's Prescriptions

Ohio GODORT

In Memorium: GEORGE KOSMAN

by Liese Adams

George Kosman, Head Documents Librarian at Case Western Reserve University (CWRU) was not only an esteemed colleague, but a valued friend, teacher, mentor, and scholar, he will be greatly missed. On Friday, September 22, George was killed when the automobile driven by David Fiste, a CWRU co-worker, was struck head-on by a car attempting to pass 3 vehicles. Fiste sustained serious injuries and has been moved to a hospital in Dayton, Ohio. The accident occurred in Ontario where the two men were vacationing and planned to see the Shakespeare festival in Stratford.

On a very poignant note, one month ago, George achieved one of our highest honors by being chosen to serve on the Depository Library Council. He was very excited about the opportunity to represent Ohio Depository Librarians as well as those throughout the U.S.

The appointment to the Depository Library Council was one he earned by his many contributions to the field. He held other national offices, having served in the 70's on ALA's Public Documents Committee and GODORT's Constitution Committee. In 1985, he contributed to GPO's Superseded List project. Locally, George was chairperson of the CAMLS Documents Committee and was one of the eight members who expanded this group to form the Northeast Ohio Document Group (NODG). He served for one term as NODG Convenor.

These groups were important to George, but so were the students. He taught Documents at CWRU and over the years lectured frequently. During the past three summers he team taught the Documents course at Kent State University (KSU). He inspired several of his students into going on to library school or into documents and talked proudly of their accomplishments. As the Head of CWRU's Documents Department for the past 22 years, he was a valuable resource for other Depository Librarians and staff, willingly sharing his knowledge and providing encouragement.

Never tiring of the quest for the answer to a reference question, whether for students or faculty, his expertise was recently noted in a book dedication by a CWRU alumni. An authority on UN documents, he also did general reference and kept up with recent reference technology, including CD-ROMs and online searching. Being responsible for collection development for the Theatre and Dance Department was one of the most enjoyable aspects of his job.

Scholarship did not stop with documents. George contributed more than 10 articles to the Encyclopedia of Cleveland History published in 1987. Even in his private life George was always learning, having taken up the study of Greek in his 5th decade.

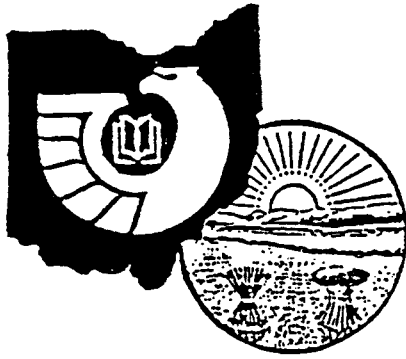
He had a life long passion for the performing arts, the theatre, many types of music, the ballet, opera, and film. (The wise only played Trivial Pursuit with his as a partner). One of his favorite films was the Wizard of OZ, so it was particularly moving to hear "Somewhere over the Rainbow" solemnly played at his memorial service.

This man did not live by the Arts alone, he also had a passion for good food and fellowship. He was an excellent cook and frequently entertained and prepared wonderful meals for guests. At restaurants, when his dinner companions might be tentative about ordering dessert, George could always be counted on to set an example and order something terribly decadent like chocolate cheesecake. His wonderful stories, many about his best friend Sam (his bird), and his devilish sense of humor insured an entertaining time. Several council attendants won't soon forget some of the more exciting hikes over multi-lane highways or near sprints through one of Washington D.C.'s more colorful neighborhoods.

Making and keeping friends of all ages, from all cultures, and all walks of life was his greatest strength. A well attended memorial service was held for George at the Church of the Covenant where he had been deacon and longtime member. He grew up in Fairport Harbor, Ohio and received his undergraduate degree from Ohio State in 1950 and his MLS from CWRU in 1954. He is survived by his two sisters and six nieces and nephews, of whom he was very proud and devoted. He was 57.

Author's note: Liese Adams team taught Government Documents at KSU with George. She began her library career as a practicum student in the CWRU Documents Unit where George was her supervisor. She too, loves dessert.

Editor's note: I have spoken with Graham Walden and other Ohio GODORT members about a memorial for George Kosman. Several suggestions have been made and a discussion concerning specifics will take place at the November 3 meeting in Bowling Green. Donations could be sent to Nani Ball, Ohio GODORT Treasurer, before then if you wish.



Doc's Prescriptions

Ohio GODORT

Karen R. Kottsy, Editor

Fall 1989
Issue No. 16

TO THE MEMBERS

GRAHAM R. WALDEN
PRESIDENT

Our Fall meeting is a logical continuation in the CD-ROM program sequence. The speakers will provide us with first hand knowledge and experience in the area of grantsmanship. The first speaker, Jane Underwood, will discuss the subject from the bibliographic access point of view, as well as some broader considerations. The afternoon speaker will relate experience in the challenging area of actually achieving success in being awarded grants. Larry Corbus will provide us with insights and how-to advice regarding how to pursue financial resources outside of the regular budgeting channels. Liese Adams, our Program Coordinator, has succeeded in offering our membership a highly practical and useful presentation which will appeal to directors everywhere, as we are all becoming increasingly aware of financial constraints within our own institutions. The Fall program offers the chance to learn how to save your location precious financial resources, a strong justification for attending this program.

During our Spring meeting I proposed a membership dues increase to ten dollars. In the absence of a parliamentarian or any audience comment at the time, everyone overlooked the requirements of our Bylaws. Accordingly, as President, I recommend that in the best interests of our organizations, and to better serve our membership through fine programs with invited speakers, that we increase our membership dues to ten dollars. This proposal will be discussed during the Business Meeting during our Fall Meeting, with a vote taken thereon.

A NOTE FROM THE OHIO GODORT PROGRAM CHAIR

LIESE ADAMS

Our Fall program topic is grantsmanship. The idea was developed around the thought that many libraries may have difficulty getting equipment for the CD-ROM players and other technologies. To the program planner's knowledge, very few document librarians have been involved with or have received grants for projects or equipment. One of the objectives of the program is to acquaint document librarians with the idea that there are other sources of funding outside their institutional budgets and to give them an idea of where and how they might start to look for other sources. Some consideration should be given to thinking about developing cooperative grant proposals for our document collections.

As the Programming Chair, I welcome all comments and suggestions regarding future program topics and/or speakers.

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DEADLINE FOR WINTER ISSUE: Nov. 14, 1989

ISSUE TO BE MAILED: January 4, 1990

DEADLINE FOR SPRING ISSUE: March 1, 1990

SPRING ISSUE TO BE MAILED 30 DAYS
BEFORE SPRING MEETING

From the Editor

I am very sorry to hear about the death of George Kosman. I had spoken with him two or three weeks back when he called to tell me about his appointment to Council. He was very excited and was looking forward to the meetings. He was working on an article for the winter issue of the newsletter on the League of Nations. He had also agreed to write a short column for the newsletter on what was happening at Council. We then went on to discuss his next trip to Charleston. He was looking forward to revisiting South Carolina.

It was at the Spring 1988 Council Meeting in Charleston, that he met a recent graduate of the Kent State Library program. Her first job was as a Documents Librarian in Missouri, she hadn't had time to take the Documents Class, but she was getting by very well based on the notes, a friend had given her, from the class that George and Liese taught. George was pleased.

I was hoping that I could talk George into going to a very interesting appearing Middle Eastern Cafeteria near Adams-Morgan when we went to Council this fall, he really was more adventurous than some. Instead I think we will gather a group together for a very decadent chocolate dessert.

I would like to thank our authors for this issue. Kathy Cook is Technical Librarian at KDI Precision Products, Inc. in Cincinnati and a new member of Ohio GODORT. I think you will find her article very helpful. I am going stick to the census and the congressional hearings, instead of learning how to keep track of military specifications.

* Carol Van Why 's report on the June ALA meeting was prepared for DOCSOUP, the newsletter of the Minnesota Documents Group. It is reprinted with the permission of DOCSOUP's editor Roz Jacob. Carol is Head of Documents at the Minneapolis Public Library and is currently on vacation in Europe.

Carol's report on the cataloging developments at GPO and Coleen Parmer's article on how Bowling Green is preparing to catalog their collection will be very usefull as more of us get ready to put our documents online.

Carol Singer did not mention in her article that she now has a working computer (you might want to ask her where her computer has been over the past few months--most computers do not qualify for frequent flyer status), a CD drive, a modem, a printer and its all in her office. She is very pleased!

I also want to thank everyone for their articles and for getting them to me as soon as possible. Evron's was first again and it is appreciated. The deadline for the Winter issue will be November 14th. It is early, but Marcy, my assistant is co-oping this quarter and we need more time to get everything into the computer.

If you would like to write a short article for the newsletter please let me know at the Fall meeting. Or if you have an idea for an article, this also would be very helpful.

Karen

AROUND THE STATE

John Graham has joined staff of the Public Library of Cincinnati and Hamilton County, Government and Business section as Documents Librarian. He stopped in to visit the UC Documents Collection on his day off.

OF INTEREST

We received on Item number 244 a set of microfiche entitled U.S. Organizations Represented in the Collection of Voluntary Standards. The SUDOC number is C 13.2:Or 3. When I looked at the fiche, I discovered that the envelope also contained fiche for a KWIC Index of U.S. Voluntary Engineering Standards. The first title was a list of U.S. organizations that develop standards with addresses and telephone numbers and the second title lets you know if there is a standard for a product.

There is a guide to the U.S. Strategic Bombing Survey Reports published by the Royal Historical Society. A Guide to the Reports of the United States Strategic Bombing Survey was edited by Gordon Daniels and published in 1981. From the introduction I found out that the National Archives has microfilmed the 321 reports and that they are available from Scholarly Resources Inc. for \$20/reel. The European reports are on reels 1-17 and the Pacific reports are on reels 18-25. The reports were originally published by GPO and were depository items. The majority of the reports were published in the late 1940s. Kenyon College recently acquired several from a Needs & Offers list.

Criminal Victimization in the U.S. has had 6 different SUDOC numbers in 11 years. It also has had 3 different item numbers. The call numbers are:

1973	J 1.42/3:SD-NCP-N-#
1974	J 26.10:SD-NCS-N-#
1974	J 1.42/3:SD-NCS-N-#
1975	J 1.42/3:SD-NCS-N-#
1976 & 1977	J 26.10:SD-NCS-N-#
1978 & 1979	J 29.9:NCS-N-#
1980 - 1982	J 29.9:NCJ-#
1983 -	J 29.9/2:

HAVE YOU SEEN?

Terrorism: Avoidance and Survival. (J 24.2:T 27/989).

The June 1989 issue of Census and You, has a chart of the 1990 census products. It gives the special features of the 1990 product and where to look for comparable data in the 1980 Census.

"Sources for Government Documents." Colbert, Antoinette W. Online. July 1989, p. 105-106. Lists commercial suppliers of government publications.

"A Selective Directory of Government Document Dealers, Jobbers and Subscription Agents." Dow, Susan L. The Serials Librarian. 1988. vol. 14. p. 157-186. This list was originally compiled in June 1986, so some of the information may be out of date but it is an extensive list of companies that supply current and out of print documents.

POSTERS

Mary Prophet, Denison College, has a suggestion for displaying documents on bulletin boards, when the document can not be mounted easily on the display. If you photocopy the cover and mount it on construction paper, you can use the heavier documents in the display without ruining the binding. Mary has recently done a display on women in the work force. She has prepared a list of the title used in the display.

The University of Cincinnati Documents Unit prepared a display for the Langsam Library display cases entitled "Government Documents as Art." We used posters and photographs from NASA, Interior Department and several other agencies. We also used maps and some of the early Serial Set volumes. A list of the posters and other materials used in the display is available. We have saved the graphics from the display if anyone would like to borrow them. Does anyone else have bibliographies and lists from displays that they would be willing to share?

DOC TECH

Library Hi Tech News, June 1989 has a conference report on Microsofts' 4th International Conference on the CD-ROM prepared by Eddy Hogan, Timothy Jewell, Jean Reese, and Karen Starr. In 1986 there were 94 CD-ROM titles, in 1988 there were 580, I think CDs have caught on. Another statistic given in the report is for installed base CD-ROM players, 9,000 in 1986 and 171,000 in 1988.

Computers in Libraries has a buyers guide in the July/August 1989 issue. Michael Schulyer has an article in the same issue on "Computer Supplies: Finding the Deal," p. 20-29.

OHIO DOCUMENTS

The Ohio State Fair is an amazing place to collect Ohio documents. This past summer I gathered a shopping bag full of documents while checking out the chickens, rabbits and pigs. (Rabbits come in strange sizes and colors these days.) Most of the documents that I got did not look familiar, and I have been processing the Ohio depository shipments for the past few months, so I do not think that they have made it into the depository system. I acquired the following:

- 187 Ohio documents in all sizes and shapes
- 5 plastic bags with agency logos
- 4 bumper stickers
- 3 shopping bags
- 3 coloring books
- 2 magnets from the Public Utilities Commission
- 2 packets of shredded money from the Ohio State Treasurer
- 1 button "I milked a cow at the Ohio State Fair"
- 1 whistle from the Ohio Victims of Crime Program
- 1 Ohio map (the 1987 edition is the latest edition)
- 1 packet of wildflower seeds from the Ohio Department of Transportation

Most of the documents handed out at the Fair were consumer oriented such as Ohio Consumer Guide to Automobiles from the Attorney General's Office. Many had the agencies 800 hot line number or address. Other documents explain or give information on what an office or department does or information on a specific program. Examples are The Secretary of State of Ohio: Duties and Responsibilities (Ohio. Secretary of State); The Governor's Office of Advocacy For People With Disabilities; and Ohio's Minority Business Enterprise Act (Ohio. Attorney General).

Some of the publications mention other documents and material that are available from the agency. I came across only two that included lists of their publications, Catalog (The Industrial Commission of Ohio, Division of Safety and Hygiene) and Information Services (Ohio Bureau of Workers' Compensation).

I also got annual reports from the Ohio Office of the Consumers' Counsel (1-800-282-9448) and the Ohio State Use Committee (Ohio Rehabilitation Services Commission).

I recommend that everyone call the Ohio EPA, Public Interest Center (1-614-644-2165) for a copy of their 1 page list of 800 phone numbers for Ohio agencies. There are 34 telephone numbers on the list and each has a short explanation of the information available when you call. Everything from the Ohio legislative hot line to turning in a poacher. The Ohio EPA Public Interest Center also distributes the other publications of this agency.

The following list gives some documents that you might like to have in your library. I have included the issuing agency. The addresses are available from the Ohio "Red Book" (The State of Ohio Official Roster of Federal, State, County Officers and Departmental Information) available free from the Secretary of State.

Everything You Always Wanted To Know About Weights and Measures... (Ohio Dept. of Agriculture, Division of Weights and Measures) -- includes measures for a cubic foot of ice, a cord, a quire and the length of a Little League baseball bat.

Spreading Like Wildflowers (Ohio Dept. of Transportation) -- information on the state's wildflower program.

New Residents: Here's How to Get Your Ohio Driver's License, Vehicle Title and License Plates (Ohio Dept. of Highway safety).

If It Sounds Too Good To Be True... A Guide to Ohio's Consumer Laws (Ohio Attorney General).

You and Stress (Ohio Department of Mental Health) -- there are two pamphlets one for adults and one for teenagers, both contain a copy of the Social Readjustment Rating Scale.

Information For Crime Victims (Ohio Attorney General) a detailed explanation of the program with addresses, phone numbers and citations for the Ohio Revised Code.

Complaint: Filing a Formal Complaint at the Public Utilities Commission (Office of the Consumer's Counsel).

Ohio's Utility Disconnection Rules and Other Utility Issues (Office of the Consumer's Counsel).

How to Do Business With the State of Ohio (Ohio Dept. of Administrative Services, Division of Office Services, Office of State Purchasing).

Composting... Guide to The Proper Disposal of Leaves and Other Organic Materials (Ohio EPA).

Ohio EPA Teacher's Kit.

Prevailing Wage, Minimum Wage and Minors (Ohio Dept. of Industrial Relations).

ECONOMIC CENSUSES ELECTRONIC BULLETIN BOARD

If you're looking for software and information about various census products, including the 1987 Economic Censuses on CD-ROM, you might want to try this bulletin board. You should remember, however, that it is designed to support the State Data Center and Business/Industry Data Center programs, so some of the features of the electronic bulletin board are only available to affiliates of those programs.

The bulletin board consists of five parts:

- Bulletins
- Messages Menu
- Message Subsystem
- Files Subsystem
- Conferences

The bulletins area consists of notices for general reading. This section has notices of meetings, small data files and press releases. The Messages Menu is the access point to all other parts of the board and has various "housekeeping" items. One of the things it can do is allow you to choose to function in the novice or expert mode. The message subsystem allows you to use the electronic mail function. You can even protect your message so that only one particular user will be able to read it. The files subsystem is the access point for files that you can download onto your computer. This is the area that will be of most interest to us. The conferences section allows you to talk with other users in a conference. You can check to see what conferences are going on at any given time and then join a conference if you wish.

A microcomputer modem and communications software package are all you need to access all of this. Also, you should be aware that you will have long distance telephone charges.

All you have to do in order to set up your communications software is dial (301) 763-1568. Then wait and the system will direct you. It will ask your name. When you give it a name it doesn't recognize it will say, "ATTENTION...NEW USERS OF THIS BOARD!!!" It will then begin explaining the contents and use of the electronic bulletin board. Then it will tell you about the security features of the board. As part of this, you must register in order to use the features of the board. It will ask for your name, address and for you to designate a password. It will then ask for details such as whether your terminal can display lower case type or whether your communications software can support graphics for downloading. Once you get through that, the board will tell you that you're free to join any of the open conferences.

At this point, you can choose to go into the bulletins part of the bulletin board. They will give you a list of the current bulletins and press releases and you can print these out if you wish. I spent quite a bit of time trying various help commands and other commands in an attempt to find the tutorial that the board suggested I read before using the system. Finally I realized that by typing an "f" at the main menu, I was sent to the files subsystem. Once in this subsystem, I could type a "l" and get a list of the files available. One of these files is the tutorial file. By typing in "tutor" I was given a list of tutorial files which I could then download onto the hard disk of my computer. I would definitely suggest that you do this if you want to use this bulletin board. The tutorial will explain how to locate files and download them, giving step-by-step instructions for several communications packages.

The files that are available are divided by type, so you need to first look at the directory of directories. This lists such things as miscellaneous economic files, population estimates, CD-ROM access programs and miscellaneous "stuff" (I haven't yet explored this one, but I will.)

This isn't the easiest bulletin board for the novice. I spent almost half an hour trying various things before I found the tutorial. Once you find the tutorial and read it, the rest is easier. However, you will find that if you don't use Smartcomm II, PC-TALK III, or CROSSTALK XVI, you will need to know your communications software package well enough to determine for yourself how your software downloads files.

Well, good luck! Send me an e-mail message if you get on the system.



Industrial librarians, and especially defense/military librarians, must deal with requests for standards and specifications on a daily basis. But, for librarians not acquainted with these terms, this article may be helpful.

There are many types of specifications and standards: Military, Federal and Industrial. All of the different types are interrelated, and refer to one another. I am going to deal with only Military Specifications in this article.

"Specifications are clear and accurate descriptions of the technical requirements for materials, products or services," according to the General Services Administration. Specifications, or specs, insure the military satisfaction in the product or material they are getting in relation to size and quality. Specs also insure the same minimum quality level regardless of the source of supply. Each spec contains general and detailed requirements, quality assurance provisions and lists of other related specs and associated documents.

Technology changes. Military requirements change. In order to keep up with these changes, each specification is continually monitored and updated as needed. These updates are amendments, supplements and notices. When an overall change is deemed necessary, the specification is "revised," or rewritten and given a revision letter following its number.

An example of a Military Specification containing a revision can be shown in MIL-T-9046J, "Titanium and Titanium Alloy, Sheet, Strip and Plate." "MIL" shows this is a Military Specification, "T" is the first letter in the title and "J" is the current revision letter dated January 11, 1983. This information is all shown at the top of the actual spec. However, after checking the index, discussed below, I found that there have been 2 amendments. The amendments are separated from the spec. These changes can be changed manually in the spec or because of the volume of specs and time involved, placed before the first page of the spec and separated for quick reference. These amendments have updated this spec to August 22, 1986. This spec will be acceptable for use until it is updated again. Because there is no set date for changes, I find it important to check this information each time the spec is requested.

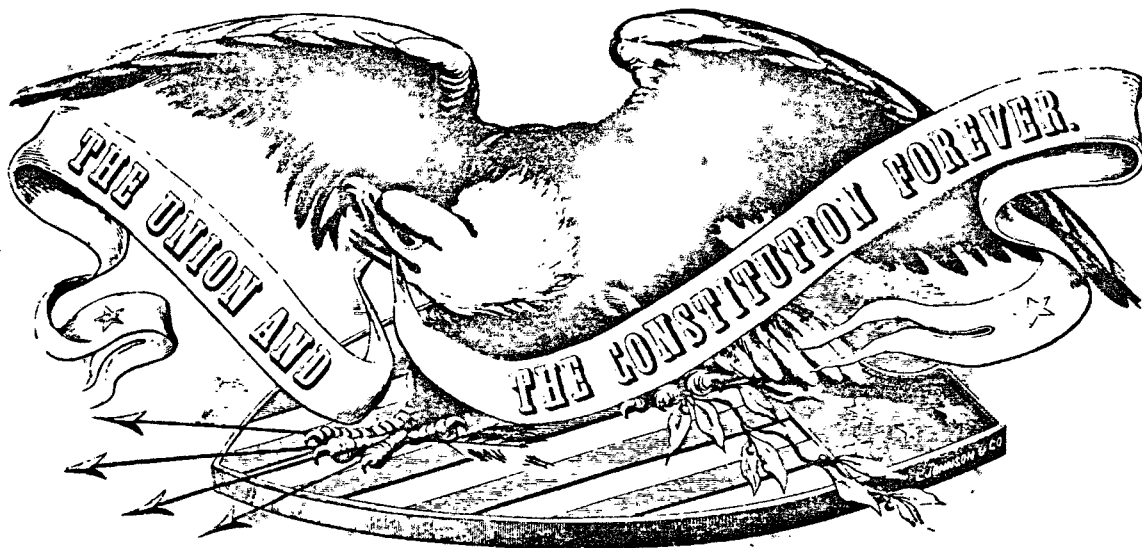
Non-Classified Specifications are indexed in the Department of Defense Index of Specifications and Standards (DODISS) which can be purchased as a subscription from the US Government Printing Office. The DODISS consists of 2 parts. Part 1 is the alphabetical listing by title and part 2 is the numerical listing by spec number. The DODISS reports the latest revision, changes, cancellations (listed on the back) and dates of these current changes. Bimonthly supplements to the annual basic edition keep it up to date.

The DODISS also supplies ordering information. Mil-Specs can be ordered by using the spec number and title. These are ordered from the Naval Publications and Forms Center, Code NPODS, 5801 Tabor Avenue, Philadelphia, PA 19120-5094. The newest revision is supposed to be sent, but the revision should be double checked for your records. Generally only one copy will be sent (permission to copy is given) and a wait for eight to ten weeks to receive specifications is average. The military specs are sent free of charge.

Because of the time factor, I use a specification service called Information Handling Service (IHS). I lease the Military Specifications (current and historical) and certain Industry Standards on a yearly basis and this service includes weekly updates. I have the service on microfilm and copy the specs as needed. If I have time to wait, or need long specs of 50 pages or more, I still order from Naval Publications. I keep a hard copy of frequently used and lengthy specs and standards as well as retaining the microfilm.

IHS also has an excellent numerical index and subject index. These indexes are especially helpful in that they provide historical information, tell when a spec is cancelled or replaced, list the replacement specs and include the number of pages of the spec. The DODISS does not provide this information. IHS index information is also available on DIALOG.

IHS also has a document service division called Global Engineering Documents, which can be used for ordering Mil-Specs. This service is relatively expensive, but it is fast and is a source for many other government/military documents as well as Military and Industry Specifications. If you would like more information about IHS you can call 1-800-241-7824. Global Engineering's telephone number is 1-800-854-7179.



From Bicentennial of the Constitution: A Resource Guide. (D 1.6/2:C 76/3)
This Department of the Army publication has several short articles on Constitution, the words and music for some 18th century songs and some clip art.

There seem to be only three approaches to cataloging government documents. First, one can use OCLC or another comparable network; second, vendors are available such as GODORT or Marcive; or, loading the GPO tapes in the library's online catalog is yet another way. Each method has its advantages and disadvantages and I do not intend to dwell on these, as it has been discussed extensively in many different articles. I have included a brief bibliography of articles I read while trying to formulate a cataloging plan for the BGSU collection. However, I want to talk about how we are cataloging documents at Bowling Green State University and report some of the decisions we have reached. I realize that these decisions have been made based upon the unique environment of the institution in which we at BGSU are cataloging and many of the ideas and practices apply only in this environment. I hope, however, that others may find some of our cataloging practices useful.

The BGSU documents staff consists of two full-time and one part-time librarian. We receive approximately 50% of all GPO items and documents. Documents personnel is responsible for all processing besides the actual cataloging. The Cataloging Department staff search OCLC for documents records and produce and link all monographic publications. The Head of the Cataloging Department catalogs all documents that will need special or edited records. BGSU's online catalog is the old data general system which was taken over by OCLC and is now known as LS/2.

Documents are cataloged on OCLC and the tapes are loaded into LS/2 about ten days after they are produced. Once the records are loaded into LS/2 it is linked using OCR bar codes. This means that each cataloged document must be linked to its bibliographic record by means of an OCR bar number. Until the piece is linked, the record appears in our catalog without a call number. We receive shelf list cards from OCLC and these are filled out in the documents department shelf list.

The first consideration when cataloging a documents collection is how much do you catalog and how far back do you go. We have decided not to catalog retrospectively. That is we are concentrating on the current, incoming documents. Once we have set up our cataloging strategies for the current material, we will consider the earlier ones, both pre and post 1976 records. We also decided that we did not want to catalog all incoming documents and we did not want to catalog each title in many of the series.

We have found that many documents are part of a series. The class list is a useful tool when trying to identify these series. Current GPO practice to break out many of the series and give separate SUDOC numbers has also facilitated setting up titles as series. Unfortunately, while GPO has

set up series in separate numbers, they have not created series records except for those listed in the Monthly Catalog Serial Supplement. Apparently, the rule of thumb for GPO is, if the piece has a unique title, give it a separate record. Therefore, the House and Senate documents and reports, slip laws, current industrial reports, mineral yearbook pre-prints, and slip US reports have separate records. Additionally, there is the problem of the "duplicate" or availability records for series which GPO terms continuations. Thus, one finds a piece of a specific record for many of the annuals. These continuations are relatively easy to modify and set up as open entries. The other series are another question however.

Establishing series records for so many titles avoids an overwhelming demand on staff time to catalog, and a catalog overloaded with bibliographic records. Recognizing that many of our patrons come to the collection with citations that include the name of the series, we feel that serial cataloging would at least point patrons to the series on the shelf. Such treatment does limit access in terms of searching by specific title and limits some of the subject headings. The library must weigh the pros and cons of this type of cataloging.

We look at each title as it comes in and ask several questions:

- 1) Is it part of a series?
- 2) Does that series have a unique series title?
- 3) Are all of the pieces or titles in the series similar in format, content and depth?
- 4) How many pieces in this series are published each year?
- 5) How significant are the titles in the series?

Consequently series such as Research Monographs (HE 20.8216) and Historic Structure Reports (I 29.88) are cataloged title by title. These reports we consider significant and demand separate cataloging. Series such as Research in Action (J 28.15/2-2) and the Slip Laws (AE 2.110) are set up with single series titles.

This type of cataloging demands that each series be examined and a decision made: to treat it as a series or to catalog each title separately. As decisions are made, they are recorded in the shelf list so that a consistent treatment of the series is feasible. I can attest to the short term burden of work and agony of decision making. Certainly it would be easier to send every piece that falls outside the M.C. Serial Supplement to be cataloged. Certainly the records are there in OCLC. The costs, however, in terms of manpower; computer space and money not to mention our catalogers' good will are too high to follow that course. It will take some time to determine whether the compromise we have reached has sacrificed access.

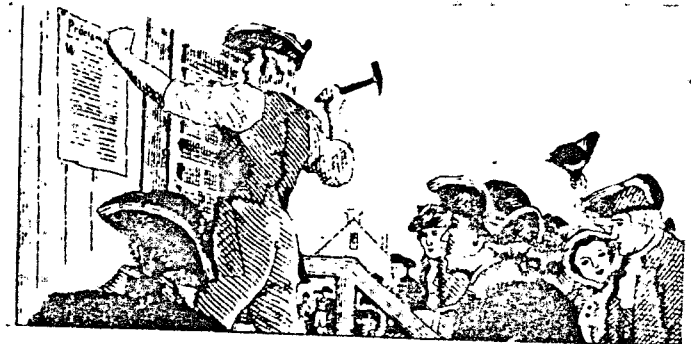
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THE SUPERINTENDENT OF DOCUMENTS VISITS KSU DOCUMENTS CLASS

LIESE ADAMS

Approximately 40 students and area Documents Staff had the opportunity to hear the Superintendent of Documents, Don Fossedal speak as part of Kent State University's Government Documents Class on July 17, 1989. In his presentation, Fossedal covered GPO operations, how it is governed by Title 44, and the political nature of the office. He also covered the pricing structure of government publications, and how new technology is being handled. One of the most important points Fossedal made was that even though the Joint Committee on Printing is the Congressional Body charged with overseeing GPO, it's really the Appropriations Committee that holds the power of the purse strings. It was a valuable presentation for students and librarians since it reminded them that GPO has responsibilities other than for Library Program Services and that they are obligated to adhere to the law, even when they do not agree with it.



GOVERNMENT PUBLICATIONS LIBRARIANS OF NEW ENGLAND ANNOUNCE SITE AND DATE OF 1990 ANNUAL SPRING CONFERENCE

The University of Massachusetts, Amherst Campus will be the site for the 1990 Annual Spring Conference of the Government Publications Librarians of New England. The conference will take place on Friday, March 16, 1990. The topic for the Spring Conference will be the 1990 Census, the data it contains and its subsequent publications. Presentations on the 1987 Economic Census, 1987 Census of Agriculture and related topics are also being planned. More information will be published once the program is finalized and speakers are selected. If you have any questions, please do not hesitate to contact Al Palko, Connecticut State Library, 231 Capitol Ave. Hartford, CT 06106 (203-566-4971) or Jim Walsh, O'Neil Library, Boston College, Chestnut Hill, MA 02167 (617-552-3354).

While other ALA members were managing to see the Ramses exhibit, tour Southfork and check out Nieman Marcus, most documents folks were just trying to see if they could schedule any non-documents meetings in between a very full GODORT schedule. . . .

The GPO tapes were a big topic of discussion on many fronts. Many academic libraries and a handful of the larger public libraries are either involved in, or are considering loading the machine readable GPO cataloging records into their local online catalogs. Currently these tapes are of limited value due to the way serials and multi-part items appear on the tapes. OCLC produces these tapes from GPO catalog records and GPO then uses the tapes to produce the Monthly Catalog. The records in the Monthly Catalog represent availability records. That means that each issue of a periodical or serial and each part of a multi-part item has its own record, not a collective record. This gets to be a real problem when you consider looseleaf items, errata sheets, revisions, etc. In order to load the tapes into online catalogs, libraries would need to have collective records for serials and multi-part items.

Gil Baldwin from the Library Programs Service at GPO feels that GPO could produce a collective level tape without disrupting existing operations. The records would be in OCLC MARC and would be "fully authenticated CONSER records." The collective level data would contain all data elements except the Monthly Catalog number. Particularly important, the record would contain the item number and the SUDOC number. Baldwin felt that GPO could do a collective level test tape before the end of 1989. In response to this news GODORT passed a resolution commending GPO for investigating the development of the collective level tape product and recommending that the improved cataloging tape be produced and made available.

In the absence of useful GPO tapes, many libraries wishing to load the GPO records anyway have been working with companies, particularly Marcive, which have offered "cleaned up" tapes containing collective records, not availability records. In fact, libraries at Louisiana State University, Rice University and Texas A & M with Judy Myers as a consultant, worked with the San Antonio based Marcive to produce the "cleaned up" tapes. There are now 200,000+ post June 1976 records on these tapes which has made Marcive an attractive vendor for libraries wishing to load the tapes into their online catalogs. Libraries wishing to do so provide a company like Marcive with a profile of its documents collection based on item numbers and dates; the vendor then performs a match on the retrospective records and builds a database of GPO records in standard MARC format

for the library. The library can also arrange to receive current records based upon its profile. In addition to a standard profile fee, pricing is based upon the number of records retrieved based upon the library's profile.

It's possible to write forever on the adventures of the various academic libraries which have boldly ventured into the business of having their holdings profiled and have begun the process of loading the resulting records. The common threads that emerge from their experiences are that: 1) much care must be exercised in developing the library's profile -- libraries must be alert for item numbers containing materials that are frequently de-selected or superseded and probably not include these item numbers in their profile; 2) materials which come in multiple formats and maps pose their own unique problems; 3) if the library circulates government documents it may expect a dramatic increase in interlibrary loan requests; 4) a library should not attempt to load document records at the same time as it is bringing up an online catalog; and 5) if the library is planning to do a retrospective load and an ongoing load, it should make plans to avoid gaps in records.

I have reports on profiling and tape loading from a variety of sources. If anyone would like more details I would be glad to provide copies of these reports for the cost of the photocopies.

Despite all the excitement over tape loads and the possibility of a new GPO tape product, it's not just the Cataloging folks at GPO who are involved in service improvements and new developments. Mark Scully reports that the micrographics contracting problem looks better. In all of FY 1988 only 5,000,000+ pieces of fiche were distributed. Already in FY 1989 8,000,000+ pieces have been distributed. Library Programs Service (LPS) has made several changes to keep the micrographics program on an even keel in the future. There will be between 8 and 12 micrographics contractors; each contractor will be required to supply the eye readable header on the fiche. LPD has smoothed out the pick up and delivery schedule, has established close coordination of the micrographics operation, and has undertaken a micrographics workflow analysis to further streamline and perfect the operation.

Jan Erickson was on hand in Dallas to report on the pilot projects going on in GPO's Information Technology Program. These pilot projects were permitted to go ahead with the proviso that cost sharing with libraries be investigated. The Government Accounting Office (GAO) will be involved in helping GPO evaluate the pilot projects. The 1987 Economic Censuses will be distributed on 9 CD-ROMS. A survey and a sample disk will be sent out so that libraries can make an

(Continued on the next page)

informed selection. The County and City Data Book is the next item scheduled to be published on CD-ROM (it is not yet through the mastering process), followed at a much later date by County Business Patterns. When published on CD-ROM, hopefully within 2 or 3 months the Toxic Release Inventory (TRI) will contain information on 74,000 releases of chemicals into the environment from 17,000 different sites in the U.S. All depository libraries, county libraries and selected academic libraries will be receiving this item. Plans for a foreign trade database on CD-ROM are in the works but there are currently no plans for distribution. A final pilot project is still very much in the planning stage. When in place it will enable 100 test site depository libraries to have 6 months of unlimited online access to the U.D. Department of Commerce's Economic Bulletin Board. There are currently 2,000 paid subscribers to this bulletin board, among them most of the Fortune 500 companies. Libraries interested in being a test site should watch for the announcement in upcoming issues of Administrative Notes. Testing should begin before the end of 1989 and GAO will help GPO select the 100 test sites.

Elsewhere in GPO's Library Programs Service (LPS), the classification and acquisitions function has been reorganized and consolidated under Sheila McGarr's leadership; the U.S. Congressional Serials Set catalog for the 99th Congress should be available in the Fall of 1989; and the Hernon-McClure report on depository users will be published and distributed in early June. GPO urges that everyone read the report and report reactions to Depository Library Council members.

Bernadine Hoduski from the Joint Committee on Printing reports that a task force has been set up to look at the issue of producing the Congressional Record on CD-ROM. It's probable that a Congressional biographical directory will be available on CD-ROM in 1990, although plans for distribution are uncertain. Bernadine also reports that all of the indexes for the 4 year Congressional Record backlog should be available by the end of 1990.

Larry Carbaugh from the Census Bureau discussed TIGER which is the Bureau's new digital map database which contains data which will enable persons to do computer mapping with the 1990 census files. Details about TIGER can be found in the May 1989 issue of Census and You or through the Data User Services Division at the Census Bureau (310) 763-4100. There are plans to release TIGER on CD-ROM but it is not known yet whether the item will be depository.

At NTIS a new computer system and barcoding for tracking documents should provide for a more efficient document delivery service. The agency is also looking at fax transmission of documents which should be in place by August 1989 through the rush order desk. Plans for the distant future include publications stored electronically and printed on demand. ◆

SPECIAL MAPS

EVRON COLLINS

Since maps are a format rather than a subject, all maps could be considered "special." However, there are some that are more special than others. Maps that are designed for a particular group of users or maps that contain information presented in a unique way can be considered as special.

We are all familiar with the traditional maps printed by the government agencies. These include some photo-maps, such as the border series, which are based on aerial photographs. There are also pictures produced by other equipment which become maps or are used like maps. Computers are now used to generate all sorts of slope and topographic maps which had never been possible before. SLAR (Side Looking Airborne Radar) is also producing photo-like maps of areas of the United States. Underseas sonar images produced during oil company explorations become topographic maps of the ocean floor. Recently it has become important to know where mines are. Therefore mine maps have become a new source of information. Several states have very extensive programs for collecting this information. The Interior Department has just issued a publication on "Mine Map Repositories" (I 71.2: M 66/3) which includes general discussions of maps as well as a repository list.

Another group of special maps are tactile maps. These are produced with raised information including Braille writing so that even blind persons can learn to use maps. A listing of these maps was recently published by the Library of Congress, National Library Service for the Blind and Physically Handicapped (LC 19.2: T 11).

There is also a category of maps which are fun maps. These maps frequently distort information in order to present a certain point of view. Distorted maps are called "mental maps." This category of fun maps also includes cartoon and fantasy maps. There are maps showing all sorts of places which have been created in a writer's imagination from Oz and Pooh's Corners to the world of Conan and Middleearth. These are great maps to get young people interested in maps. LC has recently published a cartoon map called a "Librarian's World" which is very clever.

So, in addition to the strictly scientific maps we usually think of, such as those from DMA or USGS, there are many others created for many purposes and users which may not be so scientific. Michael and Susan Southworth have created a book titled "Maps: A Visual Survey and Design Guide" which is full of illustrations of all kinds of maps. It's worth a look.

PLANS FOR THE FALL MEETING IN BOWLING GREEN

COLEEN PARMER

I want to extend a invitation to attend the fall meeting of the Government Documents Round Table of Ohio at Jerome Library in Bowling Green, Ohio. This is the first year for BGSU to host the GODORT meeting and we are looking forward to an exciting meeting and plenty of useful information sharing and socializing. If you have any questions, please feel free to contact me, Coleen Parmer at 419-372-7826.

The meeting is Friday, November 3, 1989 in the Jerome Library and the Student Union. Park in Lot 20 near the Information/Visitors Center which is located on Wooster Street just a few blocks west of I 75. A shuttle runs every 15 minutes from the Visitor's parking lot to the library. No parking permit is necessary and parking is free.

Lunch will be catered and served in an adjacent room. The price will be about \$8.00. Please fill out the reservation form and return it to Coleen Parmer by October 16th. For those who would like to make other arrangements for lunch, I will have a list of other good places to eat.

For those who want to come in on Thursday evening, the Holly Lodge which is right across from campus has offered group discounts if we reserve at least five rooms. I need to know as soon as possible how many people plan to arrive on Thursday, so that I can have rooms for our group set aside at the discount rate. If you are planning to stay Friday evening and want to stay at the Holly, please send me the form on the next page.

Holly Lodge
1630 E. Wooster Street
Bowling Green, Ohio
Phone: (419) 352-2521

Prices: single room \$34.95; double room \$39.95

You should make your reservations by calling the Holly Lodge sometime early in October. Be sure to tell the desk clerk that you want the rates for the Ohio GODORT meeting.

I am listing several other motels and phone numbers for those who would like to stay elsewhere.

Holiday Inn (419) 352-5211
Best Western (419) 352-4671
Buckey Budget (419) 352-1520

MANDARIN DINNER AT THE BEIJING

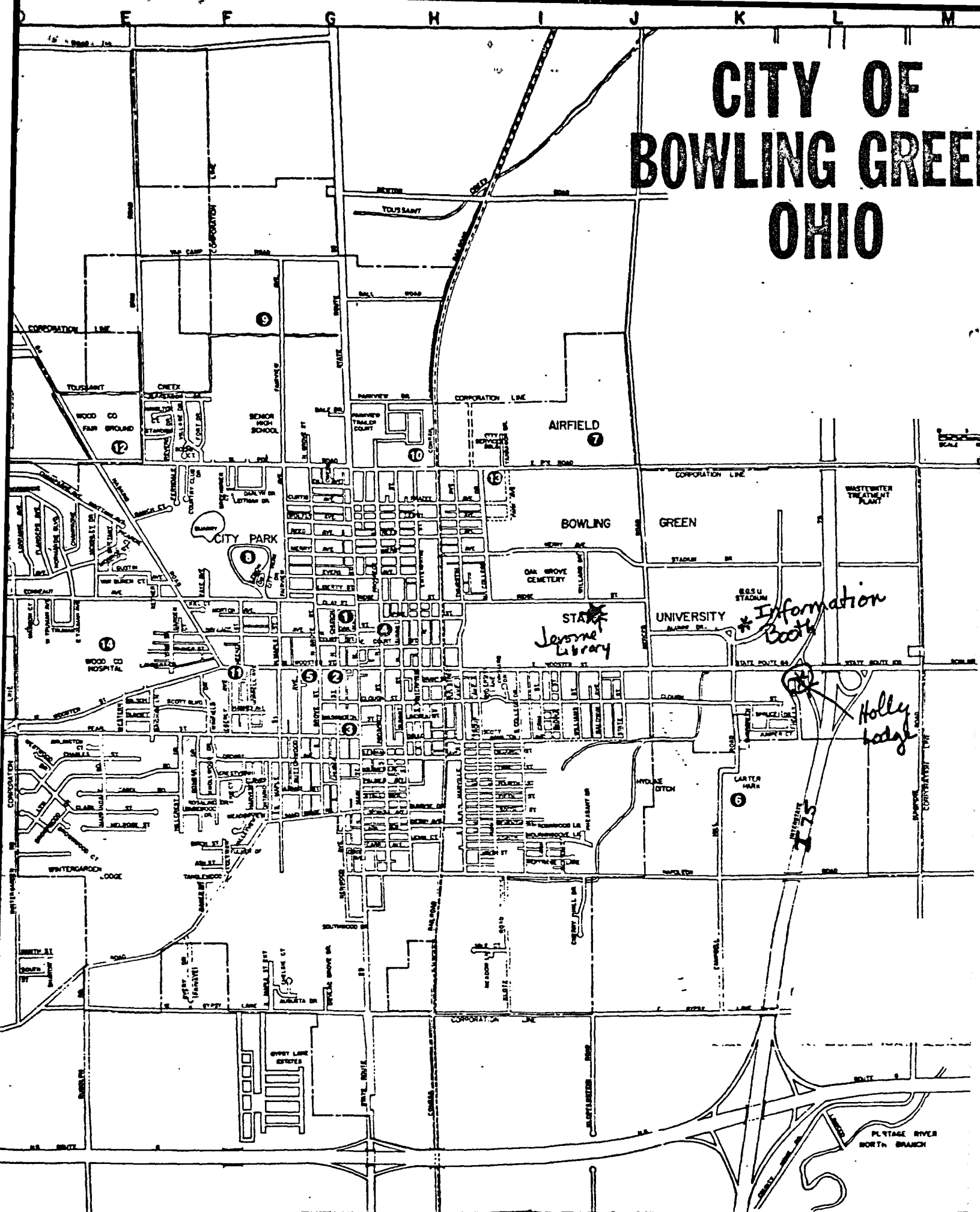
I hope that if you are coming on Thursday evening, you can join us for dinner at the Beijing. We will meet at the Holly Lodge at 7:30 PM and drive just a block down the road to the Beijing for a specially prepared Mandarin dinner (the price is \$11.95) and the excellent company of documents colleagues.

OHIO GOVERNMENT DOCUMENTS ROUND TABLE
FALL MEETING, NOVEMBER 3, 1989

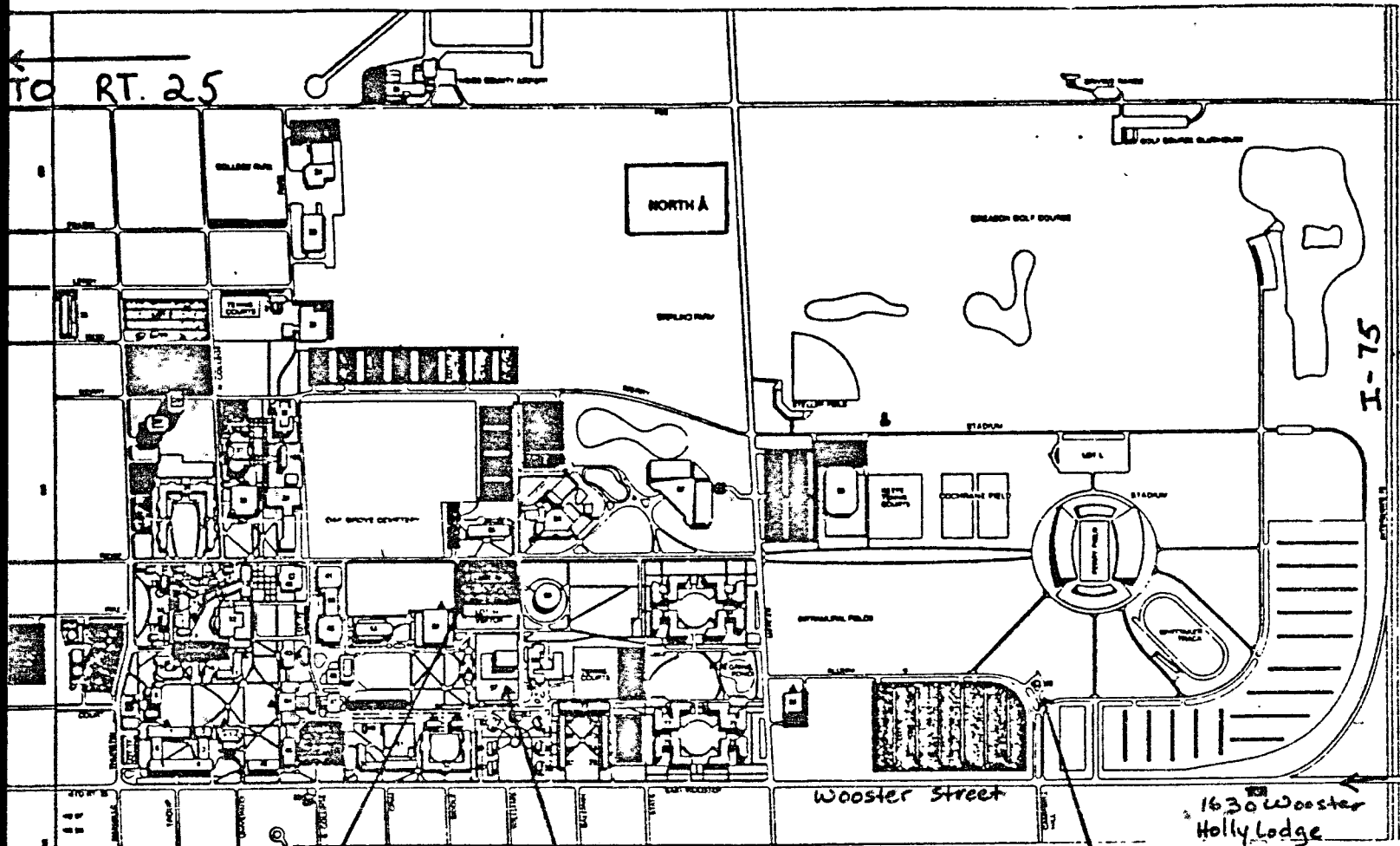
JEROME LIBRARY, BOWLING GREEN STATE UNIVERSITY
BOWLING GREEN, OHIO

- 9:30 - 10:00 Coffee in the Jerome Library
- 10:00 - 10:15 Introductions/announcements
- 10:15 - 11:30 GRANTS: HOW TO RESEARCH FOUNDATIONS.
 HOW TO DEFINE AND NARROW YOUR PROPOSAL.
 HOW TO WRITE SUCCESSFUL PROPOSALS.
- SPEAKER: Jane Underwood, Social Science Dept. of the
 Toledo Lucas County Library. Ms. Underwood is
 in charge of the Grantsmanship Collection at
 the TLC Library and has spoken extensively on
 this topic.
- 11:30 - 1:00 Lunch
- 1:00 - 2:00 INNOVATIVE APPROACHES TO GETTING GRANTS.
- SPEAKER: Larry Corbus, Director of the Geauga County
 Library. Mr. Corbus has had a good deal of
 experience getting grants and matching funds
 and has spoken on the topic at several
 workshops.
- 2:00 - 3:00 Business Meeting.
- 3:00 - Tour of BGSU documents (for those who can stay).

CITY OF BOWLING GREEN OHIO



D E F G H I J K L M



Shuttle drop off

Jerome Library

Information Center
Park and take shuttle
to library

Jerome Library is located on Ridge Street. The Information Center is on Wooster, just several blocks west of Interstate 75. If you are coming in on I75, take the Bowling Green exit which is Wooster Street. The University is just west of I 75 on Wooster. The Holly Lodge is also near I 75, on Wooster, just across the street from the University.

On Friday, park in the lot next to the Information Center. You will not need a parking permit and there are always plenty of parking places. A shuttle bus runs every 15 minutes, and stops in the parking lot next to Jerome Library.

The meeting will be in Jerome Library, on the first floor in the Conference Room. Enter the library on the west side of the building, down the steps. Coffee and doughnuts 9:30-10.

RESERVATION FORM

Please fill out the form below if you plan to join us for lunch on Friday. Complete the form for motel reservation and dinner at the Beijing if you plan to join us Thursday.

(name)

(library)

Menu 1

Tossed salad
Grilled Filet of Chicken w/Broccoli Rice Almodine
Scalloped Apples
Dinner Roll w/Butter
Rainbow Sherbet w/ wafer cookie
Beverage

Menu 2

Tossed Salad
Vegetable Kabob w/Broccoli Rice Almodine
Scalloped Apples
Dinner Roll w/Butter
Rainbow Sherbet w/ wafer cookie
Beverage

____ Yes, I plan to attend the lunch

____ Yes, I will need a receipt for lunch.

Please indicate which lunch you would prefer.

_____ menu 1 (chicken) _____ menu 2 (vegetable kabob)

THURSDAY EVENING

____ Yes, I want to stay at the Holly Lodge. How many rooms? _____

____ Yes, I plan to attend the dinner at the Beijing. How many people? _____

Please return this to me by OCTOBER 16TH, 1989. Coleen Parmer/ Information Services, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403. Or call (419) 372-7826.