

*A manual for the administration of the
federal documents
collection in libraries*

Prepared for the A.L.A. Committee on
Public Documents

by

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This book is dedicated to the memory of MARY HARTWELL HEIZER, whose achievement as cataloger in the United States Public Documents Office during the time when the *Checklist of United States Public Documents* was being prepared and the *Document Catalog* was being published has left all librarians in her debt. In her will Mrs. Heizer left a bequest to the American Library Association to be used "for the general advancement of library work connected with Federal Government Publications." The bequest was used in the preparation of this manual.

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Public Documents of the American
Library Association, 1953-1954**

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Preface

Compiling a manual for the assistance of custodians of depository collections of United States government publications, as the Committee on Public Documents required, has some of the same difficulties in execution as that earlier directive to be all things to all men. In the first place, federal publications are the complex product of a complex organization that is and has been since its origin in a state of continual growth and change. In the second place, depository collections are characteristically part of the collections of well-established libraries of widely different types, from the smaller public library to the large research library either general or special. Each library of each type has its own policies and routines into which the administration of its documents collection must fit. No documents collection is administered in a vacuum, and no manual on the administration of the collection can take into account all the attendant conditions in every library, or even in every class of library, that has a depository collection.

Therefore, all this manual can hope to do is to describe some of the constants that exist in handling government documents: their origins and purposes, sources and methods of acquisition, the characteristics of some of the

special types of documents, and the elements of federal government document bibliography. Beyond that, it ventures into the more difficult ground of describing some of the different methods of organizing the collection and systems of classification and records. More space is devoted to the organization of the separate collection than to the collection distributed or assimilated into the general collection of the library, not in order to give more importance to the former, but because the latter system must necessarily follow the policies and routines established for the library as a whole. General principles of catalog entry, general acquisition routines, the application of techniques and uses of equipment that are applicable to the library as a whole and not peculiar to the government documents collection are each discussed in their own large body of literature, and clearly outside the province of this manual.

Reference services and uses of government documents are not considered because the existing body of literature on documents is mainly concerned with subject content. A chapter on basic bibliographies and indexes is included at the request of many librarians.

Partisan debate on controversial matters has been avoided. A manual of practice is not a proper recruiting center for crusades, however laudable in purpose.

Certain commercial agencies and services are listed for the information of interested librarians. Their inclusion does not constitute an evaluation of their quality, and omission carries no adverse implication.

Some matters of style and terminology require a note of explanation. The word "documents" has been used occasionally as a sort of shorthand term to mean "United States government publications." Technically this usage may not be correct, but it is convenient and commonly accepted, and not likely to result in any confusion of meaning as employed here. The question of how to refer to the agency charged with the distribution of United States government depository publications is a difficult one. The *Monthly Catalog* calls it "Documents Office," the Library of Congress uses the entry "U. S. Superintendent of Documents," and the letterhead of the office carries the legend "United States Government Printing Office, Division of

Public Documents." It is referred to here as the Documents Office, following the usage of its own bibliographies.

The interest and assistance of so many persons and agencies have been enlisted in the compilation of this manual that individual acknowledgment is impossible. It can only be said that whatever good is in it is the product of the combined efforts of all the members of the library profession and of other interested agencies who have responded to requests for information and opinion with gracious courtesy and sincere interest.

A few outstanding contributors to the work must be mentioned: the members of the Committee on Public Documents of the American Library Association, under the chairmanship of, successively, Mr. Carl H. Melinat and Mr. L. H. Kirkpatrick; Mr. Carper W. Buckley, the Superintendent of Documents, United States Government Printing Office; Miss Betty Jane Dillon, Documents Librarian, University of Pittsburgh; Mr. Edmon Low, Librarian, Oklahoma Agricultural and Mechanical College; Mr. William L. Pullen, Documents Librarian, University of North Carolina; Miss Doreen M. Yorkston, Head, Documents Section, University of Illinois Library.

Special acknowledgment is due Mr. Eugene H. Wilson, Director of Libraries of the University of Colorado, for making the time for work on this project available, as well as for his many other contributions to it; and to Mrs. J. Q. Jackson, who stood by as always.

A final warning: Readers expecting a routine to simplify all procedures and solve all problems will be disappointed. To hope to replace the necessity for diligence, experience, and intelligence on the part of the staff with some magic formula of procedure would be to disparage the importance and the value of the materials with which we deal.

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chapter 1 **Origins and purposes
of United States
government publications**

Any government documents librarian will often observe that to the general public "the government" apparently is a single amorphous entity that "puts out" publications ("pamphlets" is usually the word) on any conceivable matter that the inquirer happens to want to know about. But the documents librarian and his assistants must have a clear understanding of the origins and characteristics of government publications. Without this understanding they will not be able to organize the collection properly or, it goes without saying, use it intelligently.

Several excellent descriptions of the nature and content of the publications of the federal government are listed in Section II of Chapter 9 of this manual. The *United States Government Organization Manual*, listed as Item 23 in Chapter 9, furnishes a survey of the complex of agencies. The chart of the executive branch issued by the Senate Committee on Government Operations, frequently revised, is a graphic presentation of the two thousand-odd agencies of that branch, giving an effective picture of its extent and organization.

Since at least several of these publications should be

on the reference shelf of any government documents library, it is not necessary to include here any detailed description of the body of federal government publications. But many of the problems of administering a government documents collection arise out of the peculiarities of origin and nature of the documents. A few of these characteristics are briefly mentioned here.

A clear-cut definition of what constitutes a government publication presents difficulties. The *Checklist* (Item 24 in Chapter 9), page vii, has this definition:

Any publication printed at Government expense or published by authority of Congress or any Government publishing office, or of which an edition has been bought by Congress or any Government office for division among Members of Congress or distribution to Government officials or the public, shall be considered a public document.

Present publication practices require the modification of "printed" to "printed or processed" (produced by a duplicating process other than ordinary printing), but the essential point remains the same, that government documents are publications issued or distributed under authority of a government agency. This fact has considerable bearing on the characteristics both of content and of format of these publications. They have their origin in some function that is deemed proper to whatever agency is responsible for their issuance. These functions may vary from the purely archival, which was the first reason for the existence of government documents, through all shades of the informational from such reference compilations as the *Statistical Abstract* to the leaflets that tell the farm housewife how to cook rabbit. Many documents are compiled primarily for use as reference works, such as the *Statistical Abstract* just mentioned, but probably a greater proportion of them are not issued specifically for the use of libraries, or with the requirements and interests of libraries in mind. Consequently, format and method of issue present numerous problems, some of which are considered in succeeding chapters of this manual.

Some documents, like the Department of Agriculture pamphlets on cooking rabbit or making outdoor fireplaces, are for wide dissemination to the general public of brief, simply worded information about one small subject which is a matter of interest to various individual citizens. Some are manuals of instruction for government agencies, such as the *Federal Personnel Manual* of the Civil Service Commission. Some are the monumental records of the activities of the diplomatic service, such as the *Foreign Relations* series of the Department of State, or of the proceedings of Congress, in its several series, or of the decisions of the judicial and regulatory agencies. Some are the records of the findings of the statistical services, such as the decennial census publications. Some are the records of research in the social or physical sciences. It would be difficult to think of a subject that might not be touched upon in some publication of the United States government, although a few categories in which it is advisable to look elsewhere will occur to any documents librarian: the frivolous, such as how to play a guitar; the religious or ethical controversy, such as the merits of birth control or euthanasia; certain fields of investigation that are covered by non-governmental agencies, such as the census of religious bodies since 1936; and the clearly impracticable, such as exactly how many persons read the horoscope in their daily newspaper.

However wide the coverage and various the form, United States government publications have in common the fact that they are issued by some agency of the federal government for some purpose connected with the public interest. The occasional controversies as to whether issuance of one or another specific publication is in the public interest are not significant against the background of the vast resources of the publications of the government. Over the lengthening years of the nation's history they have come to be an invaluable heritage, worthy of the best efforts of their custodians to organize and make available their wealth of information. In considering the proper organization and administration of these diverse publications in a library, the community of their origin and purpose is an important factor.

chapter 2 **The official depository
program for United States
government publications**

Note: This official statement was prepared in the Documents Office of the United States Government Printing Office for publication here. Its *Cumulative Instructions to Depository Libraries* should also be consulted about matters pertaining to the depository program.

The distribution of publications to designated depository libraries throughout the United States was instituted by Act of Congress on February 5, 1859, and placed in charge of the Secretary of the Interior. Under the general printing act of 1895, these functions were transferred to the Office of the Superintendent of Documents.

The law provides for one depository for each Congressional District to be designated by the Member of Congress representing the district whenever there is a vacancy. It also provides for two depositories for each state at large to be designated by the Senators representing the state whenever there is a vacancy. A special provision of the law provides that all state libraries and the libraries of land-grant colleges and universities shall be Federal depositories.

In the beginning the depository libraries were depository for all Government publications which were printed and made available. However, in later years the laws covering the appropriations for the depository program (beginning with 67th Congress, Public Act 171, March 20, 1922) contain a clause providing that libraries would only receive such material that they had requested previous to the time of printing. This put the libraries on a selective basis. Since then many libraries have continued to receive all series of publications available but the majority of libraries are selective. The basis of selection of series of publications is the Classified List of U. S. Government Publications, prepared by the Library in this Division. The latest revision of this list was published in September 1950 and selections from it became effective on November 27, 1950. This 1950 Revision of the Classified List was published in card form so as to become a semi-permanent list which could be easily amended to provide for new series of publications. As new series are begun or are printed after formerly being "processed," all libraries are furnished two of these 3 x 5 item cards for the new series, one card to include in their set comprising the Classified List and the other to be marked with their assigned library number and returned to the Division of Public Documents Library, if they wish to add the new series to their selections. Wherever possible, a sample copy of the first printed issue is also furnished.

Only those Government publications, which are printed through the facilities of the Government Printing Office, and which are not restricted in any way or administrative or purely for official use, can be furnished to depositories. Only one copy of any publication can be supplied, unless the law provides for furnishing in both unbound and bound form, as in the case of some Congressional documents and reports, and the series into which it falls must have been selected by the library in advance of its printing. Selections are not retroactive, as the number of copies of a publication made available for depository distribution is determined by the number of libraries which have selected the appropriate item number prior to the time the publication is ordered printed. Depositories may amend their

selections at any time, but such amendment covers only publications issued after the date of the amended selection.

Under an amendment to law passed in the first session of the 83d Congress, the Superintendent of Documents must reimburse the Post Office Department for the cost of mailing all publications he ships. As a result he is now forced to make an annual postage charge to all depository libraries under that section of the Code of Laws of the United States, which provides that designated depositories must be willing to pay the cost of transportation for all publications they receive. Annual postage charges are based on the number and type of selections made by the libraries.

The depository collections are permanent ones, and publications may not be disposed of except as the Superintendent of Documents may direct. The instructions covering disposition of publications provide in general for disposal by libraries of revised or superseded documents, and those afterwards incorporated in cumulations or later distributed in bound form without requesting specific permission from the Superintendent of Documents. For all others specific permission is required.

In administering the depository program, the Superintendent of Documents assigns a number to each library which should be mentioned in all correspondence concerning the program.

To help the depository libraries in the use of the Classified List, the Division of Public Documents prepares each year and distributes to all depositories a List of Classes in the 1950 Revision of the Classified List showing the current titles of series included and the publishing offices. At the same time a list of inactive and discontinued item numbers from the Classified List is also furnished.

One shipment of publications is made each day to all depository libraries, and a Shipping List is enclosed showing the item numbers from the Classified List under which the publications are distributed. In those cases where a library has not selected any of the items distributed on a particular day, a copy of the Shipping List is sent so that the libraries will know that they have not been omitted from distribution.

Nonreceipt of depository publications distributed under

item numbers previously selected by a library must be reported to the Superintendent of Documents, postmarked within ten days of receipt of Shipping List covering the day's shipment from which they were missing.

The type of binding in which Government publications are furnished to depositories is determined by the type of binding ordered by the issuing agency for the majority of copies of the particular publication being printed.

Depository libraries are expected to keep depository publications in as clean, well-lighted, and well-kept areas as the rest of their collection, and to make them freely available to the public, at least for reference use.

The law provides for inspection of depository libraries by the Superintendent of Documents. Since it is obviously impossible for the Superintendent to personally visit all depositories each year they are required periodically to answer questionnaires sent out by the Superintendent, and to supply such reports as may be required, in order that he may have an accurate picture of the operation of the depository program throughout the country.

Depository libraries have the right to relinquish the depository privilege at any time, and under the law it may be terminated by the Superintendent of Documents for failure of the depository to comply with the standards required by law and the regulations established by the Superintendent for administration of the program.

Due to space limitations in many libraries, the Superintendent has granted depositories permission to substitute microfacsimile copies for any depository publications with the stipulation that permission and instructions for the disposal of the original document be requested.

The depository distribution and sales functions of the Division of Public Documents are entirely separate programs which are paid for from different appropriations, and which are not interchangeable.

chapter 3 **Non-depository sources**

The estimates of the number of federal documents that are not given federal depository distribution vary between one half and three fourths of the total issue, depending to some extent upon whether the count is made by title or by individual piece. Taking into account all field office publications and those not available for public distribution, the actual percentage of non-depository publications is probably about three fourths of all those published.

PUBLICATIONS INCLUDED

Types of publications not included in depository distribution are such items as administrative publications for use only within the issuing agency; confidential publications; publications issued in small editions for special purposes, as briefs on behalf of the United States filed in courts; preprints and reprints (with some exceptions); and, most commonly, publications not printed at the Government Printing Office. This last group includes all processed publications except those reproduced by the offset method at the Government Printing Office; it includes separately

issued maps and the publications of such agencies as the Federal Deposit Insurance Corporation and the Federal Reserve System Board of Governors. The Office of Indian Affairs utilizes the print shops of its vocational schools to issue many of its publications, and Federal Prison Industries, Inc., prints some of those of the Department of Justice. Other publications are excepted from depository distribution for a variety of reasons.

Miss Nellie M. Bowman, Library Consultant at the Documents Office, has compiled a list, "Publications, Maps and Charts Sold by U. S. Government Agencies Other Than the Superintendent of Documents," which was published in *Special Libraries* (Vol. 44, p.53-65, February 1953), and reprinted by the Government Printing Office. It is a very helpful guide to the acquisition of these kinds of documents.

Besides such general classes as the ones described above, issues of series that normally have depository distribution occasionally are not available to the Documents Office for this purpose. Certain issues of Department of State series are sometimes reproduced by the Department of State in its own field printing plant and not enough copies are made available to the Documents Office for depository distribution. A similar difficulty has also arisen in the case of certain Department of Agriculture publications that are reprints, without change in text, of publications already furnished to depositories, and that the department had merely reissued in another series. Reprints without change of text are normally not sent to depositories, since the law provides for sending only one copy of each depository publication. The Documents Office is aware, however, that depository libraries prefer to have complete series, and tries wherever possible to secure copies of such issues for depository distribution.

In some cases, for instance the Office of Education *Circular*, some issues of a series are printed by the Government Printing Office and others are processed by the issuing office. For some of these series, although not for all, the depository item card has the note: "Only those numbers in this series which are printed at U. S. Government Printing Office will be furnished to Depository Libraries." In still other cases, as in that of the periodical

Problems of Communism of the United States Information Agency, the first issues are processed or printed by the issuing agency, and the depository shipping list notice of new titles states that depository distribution starts with the first issue printed through the facilities of the Government Printing Office.

Reports of research by government officials are often published in scientific or technical journals or other non-governmental media. This form of publication places them outside the category of government documents, but availability of the reports of much government sponsored research in this form must not be overlooked.

BIBLIOGRAPHICAL INFORMATION

The acquisition of non-depository publications is a major problem for documents librarians, because they are not given the automatic distribution that depository items have, but must be sought from a variety of sources by a variety of methods, some of them a bit indirect and obscure. A former Superintendent of Documents, Mr. Roy B. Eastin, had this to say in 1953 about the bibliographical difficulties of the Documents Office itself in connection with these publications:

A fear that is sometimes expressed by those who use the *Monthly Catalog* is that much material issued by the various government agencies is too fugitive, despite our best efforts to include in the *Monthly Catalog* all United States government publications. The act which created the Office of the Superintendent of Documents provided that all government departments, agencies, and bureaus furnish the Superintendent of Documents with one copy of every publication which they issue. This directive was further amplified by the Congressional Joint Committee on Printing in 1937, to specifically include all processed material, as well as printed, providing the documents were not confidential or merely administrative in character. For the most part, the major installations that comprise the national government today comply with these directives, and the

publications of more than 250 departments, bureaus, and agencies of the government are regularly listed in the *Monthly Catalog*. Many departments and agencies, however, have within them divisions or offices which are separate publishers. Some of these activities are created by an administrative order of a government department. The people working in such offices have usually never heard of the Superintendent of Documents, much less of the requirement for furnishing him with a copy of all publications issued. This situation is most likely to prevail where small bureaus or offices are set up in the field, in areas far removed from Washington. The Library of the Division of Public Documents received for cataloging during the fiscal year 1952 over 16,000 processed publications. Unquestionably there were some that we did not receive; it is impossible to estimate how many.¹

Various special lists by issuing agencies, subject bibliographies and bibliographical notices in the professional and learned journals, etc. may be depended upon for reference to some of the titles that elude the Documents Office, but many of them are fugitive indeed, and apparently no complete listing can be hoped for, despite the combined efforts of all interested agencies.

METHODS OF ACQUISITION

The availability of non-depository publications, like their listing, is a matter about which no simple set of principles can be drawn up. In 1949 James L. McCamy said, "Despite the fact that government documents are theoretically for sale, most of them are given away. Only the uninformed, the modest, the hurried, or the righteous buy them; for by going to the issuing agencies or to Congress one apparently can usually by-pass the Printing Office."²

¹Roy B. Eastin, "Central Indexing and Distribution of U. S. Government Documents," *College and Research Libraries* 15:35 (Jan. 1954).

²James L. McCamy, *Government Publications for the Citizen* (New York, Columbia University Press, 1949), p.41.

It appears, however, that free distribution is being increasingly curtailed, and that requests for free copies of sales publications are meeting with the reply that the title is for sale at the Documents Office, or, if not printed by the Government Printing Office, for sale by the issuing office. Nevertheless, many publications are still distributed without charge, as may be seen by an examination of the listings of the *Monthly Catalog* and the announcements and lists of the various agencies.

Current non-depository publications may be obtained regularly through one of several ways, depending upon the method of distribution of the individual title: through the sales program of the Documents Office, through the issuing office, through request to a member of Congress, through subscription to a commercial service, through subscription to the Documents Expediting Project, or through purchase of a microcopy. Non-current publications that are in print may be obtained from the Documents Office or the issuing office in the same ways as current publications; out-of-print materials are sought through commercial dealers or through the non-current duplicate exchange program of the library.

Documents Office

Full instructions for the purchase of any sales publication from the Documents Office are given in each issue of the *Monthly Catalog*, and in all the special lists of the agency, so that they need not be repeated here.

Issuing Office

Distribution from the issuing office is accomplished in several ways, depending upon the agency and the nature of the publication. The usual ways are by purchase, free distribution, bureau depository, or exchange. As already indicated, the *Monthly Catalog* lists as many as possible of the documents for sale or free distribution by issuing offices. Many offices issue periodic announcements of their own publications, both free and for sale (see Chapter 9, Section VI, Part 2). Several agencies have regional distribution

centers from which their publications are available. The Department of Commerce Field Service is an outstanding example of this arrangement. Departmental and bureau lists always contain detailed information about obtaining the listed publications of the agency. It is true, however, that many field office publications are not regularly listed anywhere. The best means of securing copies of those most needed in the library is to establish friendly relations with the library or administrative office of the installations themselves.

Certain agencies have special depository programs to insure the accessibility of their publications. The program of the Bureau of the Census is described in "The Indexing and Distribution of Census Publications," by Morris B. Ullman, in *College and Research Libraries* (Vol. 15, p.41, January 1954). The Public Health Service distributes its publications to about 150 libraries, mostly medical; the Atomic Energy Commission has a system of regional depositories listed in each issue of its *Nuclear Science Abstracts*; and the Army Map Service had an extensive depository program for distributing its maps, suspended in 1951, but possibly to be resumed.

The Department of Agriculture has an extensive distribution system for its publications through direct mail, state extension services, and various other means.

Several agencies maintain current exchange relations with universities and other agencies that have a publication program of their own, sending certain of the publications of the agency as issued in exchange for the publications of the institution, just as the non-governmental institutions exchange publications with each other.

Members of Congress

It would seem to be a tradition among the citizens of this country, librarians not excepted, that one easy way of securing free government publications is by writing their Congressman. The *Monthly Catalog* in its directions for ordering explains that copies of bills and other current Congressional publications of which there are no sales stock may be available from members of Congress. Since

most of these publications are given depository distribution, the depository library will not need to use this approach except when additional copies are required. There is also a well established procedure for the distribution of certain Department of Agriculture publications to individual citizens by members of Congress. Most of these publications also are distributed to the depositories, and additional copies can usually be secured from the issuing office or from the Office of Information of the department as easily as from a member of Congress.

Apparently there is no stated policy for the distribution of other documents by members of Congress, except in cases where a special provision of law makes a certain number of copies of a specific title available for such distribution. Requests to Congressmen for a publication of an executive agency are usually forwarded to that agency, and the Congressional endorsement may carry enough additional weight to secure a free copy of a priced publication, or one of which only a small stock is available. In many cases, however, a request directly to the issuing office will produce the publication without the necessity for reference through a Congressman's office, saving time and correspondence for everyone concerned.

Commercial services

Since the Documents Office has found it necessary to discontinue accepting standing orders for serials that are sales publications (it still accepts subscriptions to periodicals), commercial standing order services on all publications and subscriptions available from the Government Printing Office are available. Two of these are Bernan Associates, Post Office Box 5664, Friendship Station, Washington 16, D.C. and Documents Index, Box 453, Arlington 10, Virginia. The latter also has a service for securing publications distributed from the issuing offices.

Documents Expediting Project

The Documents Expediting Project has been organized by cooperative effort of various libraries and library

organizations to procure for the subscribing libraries processed and field publications of federal government agencies. It serves as a central ordering agency to register requests of the member libraries to be placed on mailing lists of the various agencies, and to secure for distribution to the member libraries multiple copies of important publications that do not have automatic distribution. It endeavors to interest government agencies in establishing distribution policies for their processed publications and cooperates with the Documents Office and the Readex Microprint Corporation in making possible the microprint edition of non-depository documents, by supplying to the Documents Office items suitable for inclusion. It also works with University Microfilms in producing the non-depository documents issued on microfilm. It has issued a checklist of processed publications (see Chapter 9, Item 27).

The Documents Expediting Project is housed in the Library of Congress and operates under a contract between the Library of Congress and the Joint Committee on Government Publications of the Association of Research Libraries, the American Library Association, the American Association of Law Libraries, and the Special Libraries Association. Under this contract, the project is established as a section within the Exchange and Gift Division of the Library of Congress. The joint committee reserves to itself the designation of participating libraries and priorities of distribution. The joint committee and the Librarian of Congress collaborate in the establishment of general policies and the appointment of the principal officer of the project, the Documents Expediter.

Microcopies

The development of various forms of microreproduction of the printed word is of increasing importance in the field of government documents, both of current issue and of earlier publication. Some of the advantages of the medium in its different forms are particularly apparent: the enormous saving of space in reducing, for instance, the vast bulk of the Congressional hearings to a few boxes of

microprint or reels of film; the availability of otherwise unobtainable publications; the reduction in acquisition and processing costs. The disadvantages of the medium are as apparent here as in its use for other types of printed matter: reader resistance, loss of legibility in some cases, and the other complaints that fill the pages of discussion in professional journals and the air at professional meetings.

A list of federal documents available in microreproduction appeared in the Library of Congress *Information Bulletin* of March 1, 1954, as an Appendix, "Microfilming Clearing House Bulletin, No. 32":

Microcopies of U. S. Government Publications.

Since World War II, librarians have shown an increasing interest in the advantages of microcopies of U. S. Government publications. Not only are there advantages in storage and preservation, but many Government publications are available to libraries only in microcopy form. The following is a list of Government publications presently available in microreproduction:

MICROFILM

1. *U. S. Federal Register*, 1936-1952. \$469. Copies available from National Archives, Washington 25, D.C. Issues for 1953 to be microfilmed. (See also under Microcards)
2. *Daily Reports, Foreign Radio Broadcasts*, 1952+ \$110 per year. Copies available from Photoduplication Service, Library of Congress, Washington 25, D.C.
3. *U. S. Congress. 82d. Committee Prints*. \$100 if purchased separately. (See item 6) Copies available from University Microfilms, Inc., Ann Arbor, Mich. Committee prints usually consist of reports or of special studies relating to aspects of a subject being considered by a Congressional Committee. They are printed in limited editions, mainly for the use of Committee members. The original publications from which this microfilm is reproduced are collected by the cooperative Documents Expediting Project located in the Library of Congress. The film contains numerous

other Congressional items of limited distribution in addition to committee prints, and some Senate committee prints of the 81st Congress. Committee prints of the 83d Congress will also be microfilmed. (See also item 1 under Microprints)

4. *U. S. Congress. 82d. Committee Reports.* Being microfilmed by University Microfilms, Inc., Ann Arbor, Mich.

5. *U. S. Congress. 82d. Congressional Record.* (Permanent edition). \$125. Copies available from University Microfilms, Inc., Ann Arbor, Mich.

6. *U. S. Congress. 82d. Hearings.* \$850. Copies available from University Microfilms, Inc., Ann Arbor, Mich. The *Committee Prints* (item 3, above) may be purchased with the *Hearings*, at \$900 for the combined set. The annual rate in the future will be approximately \$425.

7. *U. S. Laws, Statutes, etc. Bills and resolutions.* 46th-55th Congress (March 18, 1879-March 3, 1899). Copies available from Photoduplication Service, Library of Congress, Washington 25, D.C. 436 rolls. 7 cents per foot.

8. *Official Gazette of the United States Patent Office.* 1930-1952. Copies available from Microphoto, Inc., 4614 Prospect Avenue, Cleveland 3, Ohio. 1930-1947, \$35 a year; 1948-1952, \$50 a year. Currently filmed on a bi-monthly basis, at \$50 a year. (See also item 4 under Microcards)

9. *Voice of America Broadcast Scripts, 1953+* Microfilmed by Library of Congress, Photoduplication Service. Copies \$50 per year, estimated. This film represents a set of the basic scripts in English (from which program scripts for overseas broadcasts in foreign languages are developed) prepared by the Broadcasting Service of the International Information Agency. Copies of evaluation reports and various special studies relating to the broadcast are included.

MICROCARDS

1. *U. S. Federal Register.* Vol. 15-17, 1950-52 (and currently). \$50 a year. Copies available from

Microcard Foundation, Middletown, Conn. (See also item 1 under Microfilms)

2. *U. S. Congress. The Debates and Proceedings... (Annals of Congress)*. 1st-14th Congress (March 1, 1789—March 3, 1817) Copies available from Microcard Foundation, Middletown, Conn. \$53.60.

3. *U. S. Patent Office. Chemical Patents*. July, 1952+ Copies available from Microcard Foundation, Middletown, Conn. About \$180 a year.

4. *Official Gazette of the United States Patent Office*. Vol. 630-665, 1950-52 (and currently). Delivered monthly. \$80 a year. Available from the Microcard Foundation, Middletown, Conn. (See also item 8 under Microfilm)

MICROPRINT

1. "Non-depository" items appearing in the *Monthly Catalog of the United States Government Publications*, beginning with January, 1953. Copies available from Readex Microprint Corporation, 100 Fifth Avenue, New York 11, N.Y. Price: 1953, about \$1,100; 1954 about \$1,300. In this set are reproduced about 12,000 "non-depository" documents of the approximately 20,000 documents listed annually in the *Monthly Catalog*, including most of the *Committee Prints* of the 83d Congress, 1st Session. (See item 3 under Microfilm) Many of the items are not available for distribution in printed form. Beginning with January 1955³ the Microprint edition is scheduled to include all publications listed in the *Monthly Catalog*.

It will be noted that relatively little duplication occurs in these projects. The *Federal Register* and the Patent Office *Official Gazette* are available in both microfilm and microcard forms. The Congressional committee prints are available separately on microfilm and also appear in the microprint set of non-depository documents.

³ Later information has January, 1956.

Matthew Bender and Company, 443 Fourth Avenue, New York 16, New York, a law book publisher, issues the records and briefs of the United States Supreme Court on microcards, and has announced a microcard edition of the reports of decisions of the United States Attorney General, the Commissioner of Patents, and the Court of Claims.

The Bureau of the Census has issued a microfilm copy of its early census publications, 1790-1890, in forty-two reels. This is in distinction from the unpublished population schedules available from the National Archives.

The Microcard Foundation, Middletown, Connecticut, issues a microcard edition of all unclassified reports of the Atomic Energy Commission, and is extending its edition of the proceedings of Congress to include the series following the *Annals of Congress*.

The number of titles available in some form of micro-reproduction is constantly expanding; therefore the preceding listings can be taken only as representative. The importance of the medium has been recognized by the Documents Office, which permits the substitution of a micro-facsimile copy for any depository publication.

Besides the microcopies of regularly published documents, the documents library often has occasion to use the services of various government agencies that furnish microfilm or photoprint reproductions of unpublished material in their files, as do the Library of Congress and the National Archives, to name two outstanding ones.

Agencies that issue major subject bibliographies frequently make the materials they list available in these forms. The Department of Agriculture Library will supply on order a microfilm or photoprint copy of any item listed in the *Bibliography of Agriculture*, and the Armed Forces Medical Library has a photoduplication service described in each issue of the *Current List of Medical Literature*. Many of the reports listed in the *Bibliography of Technical Reports* of the Office of Technical Services are available on microfilm or photostat through the Library of Congress Photoduplication Service. The Atomic Energy Commission depository libraries are under obligation to supply photocopy services for the reports in their collections that are listed in *Nuclear Science Abstracts*.

These are only some of the outstanding examples of the increasing availability to any library, or indeed to any individual, of the great reservoir of information assembled in the collections of federal government agencies. The reports and lists of the agencies themselves should be studied for information on specific types of material.

Dealers

Some of the dealers in the out-of-print books that have stocks of government publications of varying size and nature are listed alphabetically below. Inclusion in the list implies no recommendation, nor does omission carry any unfavorable implication.

G. H. Arrow 218 South Fourth Street Philadelphia 6, Pennsylvania	The Luther M. Cornwall Co. 261 Broadway New York 7, New York
F. N. Bassett 722 North Orange Drive Los Angeles 38, California	James C. Howgate, Bookseller 128 South Church Street Schenectady 1, New York
P. and H. Bliss Middletown, Connecticut	W. H. Lowdermilk & Co. 1418 F Street, N.W. Washington 4, D.C.
The Book Stall Post Office Box 7002 Shirlington Station Arlington 6, Virginia	Fred B. Rothman & Co., Booksellers 200 Canal Street New York 13, New York
J. S. Canner & Co., Inc. 46 Millmont Street Boston 19, Massachusetts	Samuel Ward LaPlata, Maryland
The Arthur H. Clark Co. Box 230 Glendale 5, California	Zeitlin & VerBrugge 815 North LaCienega Blvd. Los Angeles 46, California

Other firms that deal chiefly in one subject field very often stock documents as well as commercial publications in their specialty, and should be kept in mind as possible

sources. The latest edition of the *American Book Trade Directory* should be consulted for further information.

Exchange

Many libraries are able to fill gaps in their holdings of earlier documents by means of non-current duplicate exchange with other libraries, either directly or through one of the exchange organizations, such as the Association of College and Reference Libraries Duplicates Exchange Union, or, for some items, the United States Book Exchange. There is no exchange organization that deals exclusively in federal documents, but in libraries that subscribe to either of the organizations mentioned, particularly to the Duplicates Exchange Union, the possibilities of securing documents should be explored.

The procedures for direct exchange depend upon the organization of the individual library. Some libraries issue separate exchange lists of government publications and some include the documents in general lists. Whoever in the library is responsible for the acquisition of documents should have the opportunity to check all exchange lists that include documents. The essential records for exchange activities are described on page 61.

chapter 4 **Organization of the
government documents
collection in the library**

Two opposing systems of organization of the government documents collection have strong adherents among established libraries: the separate collection and the distributed collection assimilated into the general collection of the library. Both these systems have many gradations, from the strict separatist through the partially separated to the fully distributed collection. Each plan has its advantages and disadvantages. Since there seems to be no possibility of reconciling the opposing views, plans of organization for both are included here, and their advantages and disadvantages are discussed as objectively as possible.

THE DISTRIBUTED COLLECTION

The entirely distributed collection is based upon the theory that no distinction should be made between publications that bear a United States Government Printing Office imprint and those that carry the emblem of a commercial publishing house. The documents are classified and cataloged by the same methods and shelved with the rest of the library's collections.

The most effective argument for the distributed collection is that it places government publications on various subjects with the other works in the library that treat of those subjects. The student of the present economic situation of this nation, for instance, does not need to consult the publications of the Twentieth Century Fund in one department and those of the United States Department of Commerce in another. Under this method, government publications are classified and indexed in the same manner as the non-government publications with which they are shelved, and the reader finds reference to both kinds of publications in the same general catalog. This is a convenience, but in it is implicit one of the major disadvantages of the distributed collection: It cannot take full advantage of the coherence inherent in the origin and nature of federal government publications and of the economies of employing the considerable body of catalogs and indexes issued by the Documents Office and by various federal agencies for their own publications. The distributed subject arrangement takes cognizance of the content of individual government publications and not of their community of origin and relationships. For instance, the *Statistical Abstract* is a remarkable compendium in itself, but its full value for research cannot be realized unless the multitude of government sources from which it draws and which it serves as an analytical index are at hand to be used with it. To take an example from life, a reader in a government documents library asked to consult the *Statistical Abstract* for information about the national income. He went from it to the *Survey of Current Business* and its supplements, the *Census of Business*, the *Census of Manufactures* with its preliminary releases of current information, and to the Department of Agriculture's *Agricultural Statistics*. In a distributed collection, he might have found the *Statistical Abstract* in the general reference collection, the *Survey of Current Business* and the *Census of Manufactures* in the social sciences and business reading room, and *Agricultural Statistics* with the applied sciences. Some libraries separate the bound volumes of the *Census of Manufactures* from the preliminary releases. Such practices certainly do not serve to unify the subject collection to as great an extent as does placing all government publications together.

Libraries that use the distributed system may take some advantage of the printed indexes, having them available in whatever public service division houses documents, to be used as are printed indexes to periodicals and the like. Under such an arrangement, many government published serials are not analyzed in the card catalog, but are represented only by the main entry and perhaps a subject card. Analysis is accomplished, as it is for many serials and composite works of nongovernmental origin, by reference to the printed indexes.

In many libraries no separate staff organization exists for the fully distributed collection of documents. Some large research libraries may have a government documents specialist attached to one of the major public service departments, and in many libraries certain members of the technical processes staff are assigned to handle documents exclusively. However, they function as members of departments not exclusively devoted to the handling of government publications, and the organization of such departments is properly the subject of the general staff manual of administration and not of a manual on government publications.

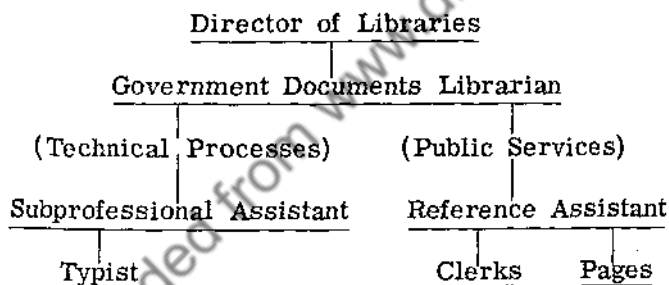
THE SEPARATE COLLECTION

The entirely separate collection not only has the documents housed and serviced separately from the rest of the library, but commonly uses a classification and record system different from those of the other collections. Classification and record systems are described in Chapters 5 and 6. The classification is usually by issuing office instead of by subject, and the basic record is usually a simplified holdings record or shelf list. The subject approach to documents using this arrangement is by means of the printed indexes and bibliographies described in Chapter 9.

In libraries using this plan there is much to be said for having both the technical processing and the public service functions centralized in the government documents division. Since the classification and record system for the separate collection differs from that of the rest of the library, the processing of documents can best be carried on by a specially trained staff whose functions are placed more

logically under the supervision of the government documents division than under that of the general division of technical processes of the library. A government documents librarian who supervises the handling of government publications from the time they arrive in the mail until they are in a reader's hands has the opportunity to develop a much clearer and more intimate knowledge of their origin, content, and relationships than one who does not wrestle with the intricacies of entry for reorganized bureaus, changed titles, sub-sub series, and similar peculiarities of the publications of the agencies of the government of the United States. It follows that the public services may profit from being under the same organization as the technical processes in order to take advantage of the information acquired in preparing the documents for use.

The organization may be represented thus:



OUTLINE OF DUTIES

Government documents librarian

Technical processes

Acquisition (by deposit, purchase, gift, exchange)

Selects titles to be acquired.

Verifies bibliographical information.

Dictates correspondence.

Supervises exchange procedures.

Processing

Revises classification and shelf listing.

Classifies and shelf-lists difficult entries.

Processing (contd.)

Selects entries and prepares information for general catalog and other information files.

Supervises binding procedure.

Public services**Reference**

Supervises reference and circulation staff through reference assistant.

Gives reference service to research readers.

Maintenance

Supervises arrangement of collection.

Supervises equipment.

Subprofessional assistant in technical processes**Acquisition**

By deposit: checks daily depository shipping lists, claims shorts, refers new items to librarian for decision.

By purchase: verifies order information, maintains order records.

By exchange: maintains records, prepares lists of items available for exchange, checks incoming exchange lists against holdings, fills exchange orders.

By gift: checks lists of available items against holdings.

Processing

Enters serials in checking file.

Shelf-lists non-serial publications.

Routes special materials according to procedures described in Chapter 7.

Maintains statistical records.

Collates and prepares volumes for binding.

Clerk-typist in technical processes

Secretary of division: types correspondence, orders, requests for publications, labels, etc.

Clerk-typist in technical processes (contd.)

Opens mail, sorts, and stamps acquisitions with ownership stamp.

Files special materials under direction of subprofessional assistant.

Maintains binding records.

Letters bound volumes.

Page in technical processes (part time, shared with public services)

Delivers incoming and outgoing mail and packages.

Packs exchange shipments.

Fetches and carries as needed.

Reference assistant in public services

Assists readers: gives reference service, prepares bibliographies.

Supervises public services staff: maintains schedules, makes assignments of work, keeps time records for part-time assistants.

Maintains circulation records: charge records, fine records, cash account.

Arranges displays.

Supervises shelving, shelf reading.

Maintains statistics of circulation and use of reading room.

Pages, clerks in public services

Assist at circulation desk.

File circulation records.

Shelve books.

Read shelves.

Type circulation notices, bibliographies, etc.

The assignment of duties varies according to the size and capabilities of the staff. In the smaller library the government documents librarian is likely to be his own reference assistant, or perhaps his own assistant in technical processes; in the larger, several assistants, at least one of professional rank in both technical processes and public services, will have the outlined duties apportioned among them.

Another plan of staff organization which should be compared with the one shown here has been prepared by Miss Jeanne E. Hull and described in her "Obligations and Staff Requirements of a Complete Federal Depository," published as part of "Federal Depository Libraries: a Symposium," in *College and Research Libraries* (Vol. 12, p.37-39, January 1951).

Many variations in the pattern of the organization of the separate documents division are found in established libraries, depending upon the organization and resources of the individual library and the degree of separation of the division from other departments. Some libraries have only the technical processes separate, while the general reference department or some other public service division makes the documents available to the reader. It might be noted in passing that libraries having a subject division of reading rooms should take thought before assigning the entire documents collection to one subject division. The Department of Agriculture's classic *Special Report on Diseases of the Horse* would appear a bit out of place on the shelves of the social sciences division, as would the bibliographies of the Music Division of the Library of Congress or the reports of the National Advisory Committee for Aeronautics.

As to the advantages and disadvantages of the separate collection, in contrast to the distributed collection, the chief disadvantage is that the separate collection cuts across all subjects, and makes it necessary for students in most fields to consult two divisions of the library: one in the subject field, and the government documents division. It usually requires the reader to accept a classification and system of records and indexes different from that of the rest of the library, since issuing office rather than subject is the usual basis of classification, and under the most economical plan, at any rate, the holdings of the documents collection are not listed in the general catalog. The separate collection requires a staff specially trained in the handling of government publications. However, the special staff can give more effective reference service than can a general reference staff that must be responsible also for non-government materials. Full utilization of a

classification notation and indexing service that are available without any cost for local preparation is made possible. Even large and well-financed libraries that have distributed collections are not able to catalog fully their entire government documents collection. Those having a separate collection, utilizing the available classification and indexes, can make all documents equally available at minimum expense. Some librarians feel that time saved in processing must be used in reference services, because the public requires more help in locating documents not classified and cataloged with the other collections of the library. This theory is not borne out by experience. The staff of the documents division handling both technical processing and public services in some libraries is not so large as either the technical processes division or one major public service division of the rest of the library.

THE PARTIALLY DISTRIBUTED COLLECTION

Many libraries use a combination of the separate and the distributed collection. Only certain selected documents are classified by subject, fully cataloged, and shelved with the subject classed collections of the library. The remainder are left in a separate documents collection. This method has the advantages of the distributed collection for the selected titles so handled, and the economies of the separate collection for the remainder. Its chief weakness is indicated in the term "remainder." Any system that removes essential works from the collection leaves the separate collection a withered remnant, while it greatly lessens the use of the distributed titles by separating them from the mass of supporting and related material to which many major government publications refer.

A desirable solution to the problem of location of documents with other material on the same subject is, if funds allow, to duplicate the government publications needed in the subject divisions of the library, leaving the depository copy with the separate collection.

These strictures need not apply in full to publications that deal with a clearly limited special subject, as law or aeronautical science. If the library system has separate

departmental collections in such special fields, it is commonly accepted practice to place the publications of the National Advisory Committee for Aeronautics in the technical library, for instance, and the official court reports and the like in the law library. Even here, however, it must be kept in mind that the whole body of issue of the legislative branch of the government, which the law library may wish to have in its collection, is also of primary importance in any general collection of government documents. The *Congressional Record* and the reports and documents of the Congress, as well as the *United States Code* and the *United States Statutes at Large*, should be duplicated in the law library if copies are required for it. The depository copies should remain in the government documents division.

The organization of the partially distributed collection need not vary essentially from that for the entirely separate collection. Routines must be established for the routing of materials to be forwarded to other departments, the record system should provide for a list of the holdings outside the government documents division, and a clear understanding of the exact arrangements should be established and codified in the manual of practice of the library.

CONCLUSION

The kind, size, general arrangement, and resources of the library must be taken into account in deciding what organization of the documents collection is best for the individual library. A relatively small public or college library that is a selective depository has a very different situation from that of the large research library. The small library does not have the problems that sheer bulk of printed materials create. It does not have the variety of abstruse and highly technical questions that the major research library has. The smaller staff does not permit a high degree of specialization, as the smaller collection does not permit a high degree of departmentalization. The small, selective library, then, is probably best served by the distributed collection, the savings made in extensive utilization of the printed indexes and Documents Office classification being

outweighed by the fact that many of the items listed are not received and the fact that, with a small staff and a small collection, a separate collection of government publications may not be feasible.

Larger libraries must consider many factors in deciding whether the distributed or the separate collection is better for their needs. These factors include not only the general considerations mentioned here, the coherence and economies of the separate collection versus the subject distribution of the distributed collection, but also the local circumstances of the individual library. The special research library with its emphasis on the limited subject fields of its province will logically carry the emphasis upon subject distribution into its documents collection. The general library that serves many disciplines will have to consider other factors: stack and reading room facilities, size and qualifications of staff, funds available for processing, and types of readers served.

The separate collection does not take any greater total space than the distributed, obviously, but it requires the space to be available in one block. The depository collection may be expected to grow by perhaps ten thousand items per year, exclusive of Congressional bills and resolutions, in libraries that select most of the publications available. The Documents Office estimates that a year's receipts require approximately 128 running feet of shelf space. Most documents collections include other government publications besides the federal depository collection, and although predictions of the rate of growth of library collections are hazardous, it is within the range of possibility that a general library with even a moderately ambitious acquisition program may double the size of its total documents collection within sixteen years, assuming that the collection at the beginning of the period is of average size for a federal depository with an additional collection of state and foreign government publications.

The separate collection requires a specially trained staff, but such a staff can give better service than one that does not have the time or opportunity to devote adequate attention to the intricacies of government publications. It must be remembered, however, that the general reference

or readers' advisory staff must be sufficiently informed of the resources of the government documents collection to refer readers to it if it is housed and indexed separately from the other collections of the library.

Processing costs for the separate collection are clearly lower than for the distributed collection, because of the utilization of the centralized classification and indexing services of the Documents Office.

Advantages of centralized classification and indexing and specialized services must be balanced against local facilities, requirements, and background to produce the best arrangement for the individual library.

Downloaded from www.dbraulibrary.org.in

chapter 5 Classification

THE DISTRIBUTED COLLECTION

The system of classification used for the documents collection that is distributed into the general collections of the library is of course the same as for those collections, and is doubtless a subject classification, most commonly either the Dewey decimal or the Library of Congress system. The choice of system is determined by the characteristics and requirements of the individual library, and is based upon the suitability of the system to the whole library, a matter much discussed in the literature of library classification and beyond the scope of this manual.

It must be borne in mind that the great majority of federal documents are issued in series, so that the classification problems inherent in this method of issue, by whatever agency, are greatly apparent in the classification of documents. Many agencies issue a *Bulletin* which, in the case of the Office of Education, for instance, covers in successive issues "How Children Learn To Think," "A Directory of 2,002 16-mm. Film Libraries," "UN Declaration of Human Rights," and "School Fire Safety." The

Department of Agriculture's *Farmers' Bulletin* has an even wider diversity: "Father-Son Farm Operating Agreements," "Cutting for Profit in Southern Pine Woodlands," "Drying Forage by Forced Ventilation." Other series, such as the *Smithsonian Miscellaneous Collections*, as its name implies, may encompass in one volume subjects that have very little relation: "Long-range Effects of the Sun's Variation on the Temperature of Washington, D.C.," "The Metamorphosis of a Fly's Head," "Further Additions to the Birds of Panamá and Colombia."

It follows that many series must receive only a general subject classification, and the advocate of having all material on the same subject together will have to be content with placing many of the document series under the general subject in the subdivision provided for government publications, for example, the Office of Education series in 370.61 (Dewey) or L111 (Library of Congress) and Department of Agriculture series in 630.61 or S21.

The small or special library may prefer to classify each issue of some monographic series separately, provided funds and time allow. Some libraries select important monographs for separate classification, leaving the remainder in the series file. This practice calls attention to the selected item as a separate publication, but is inconvenient for the searcher who has reference to it as an issue of the series and must seek it in a second location. It weakens the structure of the collection generally to have key publications removed from it, as pointed out in the discussion of the partially distributed collection in Chapter 4.

Libraries having distributed collections find the Congressional edition, usually called the Serial Set, difficult to place logically. Edith E. Clarke states that the logical classification number for it in the Dewey decimal system is 328.73 "Proceedings of legislative bodies."¹ She suggests that the extensive set need not be shelved with other works of the class, but may be represented by a dummy and shelved elsewhere. This practice in effect recognizes the unique character of the set, and implies special provision

¹Edith E. Clarke, *Guide to the Use of United States Government Publications* (Boston, Faxon, 1919), p.235-36.

for its reference use. Libraries that depend upon the printed indexes of the Documents Office for analysis of documents series find separate handling of the Serial Set efficient and economical.

Some libraries remove certain types of publications from the Serial Set and classify them separately. Among these are certain of the early departmental reports that were distributed in the Congressional edition up to 1908. This practice is discussed later in the section of this chapter dealing with the separate collection and, since essentially the same principles are involved, is not considered here. Aside from these reports, many valuable monographs appear in the Congressional edition, and those that occupy a whole serial volume may of course be classified separately.

As an alternative for current publications, the unbound issues of Congressional reports and documents that appear in advance of the bound serial edition may be classified separately, leaving the bound edition in the series. This also solves the problem of separate classification for the publications bound together in single volumes of the serial set.

THE SEPARATE COLLECTION

In planning a classification for the separate documents collection, the fact must be taken into consideration that publications of government agencies other than those of the United States federal government will probably also be included. A system should be used for the United States documents, then, that can be correlated with a system for publications of other governments: those of states of the United States and of the smaller governmental units, those of other nations, and probably those of official international agencies. This requirement is not so formidable as it may appear. The usual basis for classification of the separate documents collection is that of issuing office, which may be applied to the publications of any government. Any other arrangement nullifies the major reasons for having a separate documents collection by destroying the coherence of the body of work of the various agencies, and greatly lessens the usefulness of the special indexes of government documents, the major ones of which are based on this

arrangement. If the principle of classification by issuing office is accepted, the organization of the material is pre-determined to a considerable extent, although variations in subarrangement must be considered. The chief consideration, however, is a notation system to translate the arrangement into symbols, rather than a classification system.

The Documents Office classification

The best known and most widely used classification notation based on arrangement by issuing office is that of the Documents Office itself. The explanation of its structure that appears in its *List of Publications of the Agriculture Department, 1862-1902* is included here, with the text slightly abridged and altered to conform to current organization.

The classification is by governmental authors: First, by Departments or independent publishing offices; second, by bureaus, offices, or divisions of such Departments or independent publishing offices.

Department symbol

The first letter of the distinctive word in the title of each of the ten Executive Departments is used to designate the Department, and is written as the first term in the "classification number," as follows:

- A- Agriculture Department
- C- Commerce Department
- D- Defense Department
- FS- Health, Education and Welfare Department (This Department retains the symbol assigned when it was the Federal Security Agency, which was not ranked as an Executive Department)
- I- Interior Department
- J- Justice Department
- L- Labor Department

- P- Post-Office Department
 S- State Department
 T- Treasury Department
 (W and N are the symbols for the War and Navy Departments, succeeded first by the National Military Establishment, symbol M, and then by the Defense Department)

In order that no conflict should arise between the Executive Departments notation and that of any of the independent publishing offices, two letters are used for the latter, as:

- CS- Civil Service Commission
 DC- District of Columbia
 GP- Government Printing Office
 IC- Interstate Commerce Commission
 Ju- Judiciary (United States courts, etc.)

Other symbols are X-Proceedings of Congress; Y-Miscellaneous publications of Congress; Z-Papers of the revolutionary period and first fourteen Congresses.

Bureau, office, or division symbol

A symbol having been supplied for the Departments and independent publishing offices, one for each of the bureaus, offices, and divisions of such Departments or publishing offices was next considered.

The figure 1 following the Department or independent publishing office symbol was fixed upon to represent the Secretary of the Department or the chief executive officer of any of the independent publishing offices, and is always used for such, thus--

- A1- Agriculture Department, Secretary's Office
 D1- Defense Department, Secretary's Office
 GP1- Government Printing Office, Public Printer's Office

Beginning with figure 2, the numbers are applied in numerical order to the various publishing bureaus, offices, and divisions, these having been arranged

alphabetically when the classification was applied; new offices to be added at the end of the list of a Department and assigned the next number.

This of course does not provide for an alphabetical arrangement of the bureaus, offices, etc., created after the establishment of the classification, but does furnish a distinctive symbol for each without limit.

A point is placed after this second symbol to separate the Department and bureau notation from the rest of the "classification number."

Examples:

- A1.- Agriculture Department, Secretary's Office.
- A2.- Agriculture Department, Accounts and Disbursements Division.
- A3.- Agriculture Department, Agrostology Division.
- A4.- Agriculture Department, Animal Industry Bureau.

Agencies created after establishment of classification:

- A33.- Agriculture Department, Solicitor of Department of Agriculture.
- A34.- Agriculture Department, Insecticide and Fungicide Board.
- A35.- Agriculture Department, Federal Horticultural Board.
-
- A88.- Agriculture Department, Agricultural Marketing Service (1953-).

Series symbol

Next to be considered was a symbol for the numerous series of publications which emanate from these various publishing offices. As substantially every Government publishing office issues an annual report, this annual report is considered to be the most important series in the publications of every office, and

figure 1 was therefore designated as the symbol for "annual reports," and written as the third term in a "classification number," following the point.

In like manner an arbitrary symbol, figure 2, is assigned to the numerous publications of a miscellaneous character which are not numbered or volumned in any series. Such sporadic issues have been called "general publications," and their symbol, figure 2, is written as the third term in a "classification number."

A majority of the publishing offices issue their publications numbered in series called "bulletins" or "circulars" or both; the terms being applied without any regularity as to size or character of the works thus numbered. The figure 3 for "bulletins" and the figure 4 for "circulars" have been permanently assigned to these classes, to be written as the third term in a "classification number."

We now have figures 1, 2, 3, and 4, when written after the point as the third term in a "classification number," permanently assigned as symbols, as follows:

- .1- Annual reports.
- .2- General publications.
- .3- Bulletins.
- .4- Circulars.

From this point the various series are arranged alphabetically as far as possible, assigned the numbers following indefinitely, and all new series as they come to hand are given the next number to be applied to a series, under the office from which they emanate.

Should an office fail to issue any of the four classes of publications here described, the numbers are left blank, and the numbering of such series as they may issue begins with figure 5.

Following the series symbol a colon is used to separate the series figure or figures from the characters used as individual "book numbers" to follow.

Examples:

- A1.- Agriculture Department, Secretary's Office.

- A1.1:- Agriculture Department, Secretary's Office, annual reports.
- A1.2:- Agriculture Department, Secretary's Office, general publications.
- A1.3:- Agriculture Department, Secretary's Office, bulletins.
- A1.4:- Agriculture Department, Secretary's Office, circulars.
- A1.5:- Agriculture Department, Secretary's Office, miscellaneous circulars.
- A1.6:- Agriculture Department, Secretary's Office, special reports.

Book number

An individual "book number" is all that is now needed to complete the classification. The symbols for this purpose are written after the colon as the fourth term in the "classification number." In the case of annual or periodical publications the date is used as the book number; for a volumed series the volume number is used, and in a numbered series the number. The works classified as "general publications" being without any of these distinctive features, it is found advisable to arrange them in alphabetical order under the most significant words of their titles, or under their subjects, and the Cutter Author Table symbols for such words are used as "book numbers."

Examples:

- A1.1:901- Agriculture Dept., Secy's Office, annual report, 1901.
- A1.1:902- Same, 1902.
- A1.2:- Agriculture Dept., Secy's Office, general publications.
- A1.2:P96- A comprehensive agricultural program for Puerto Rico.
- A1.2:R26- Regional adjustments to meet war impacts.

Superior letters and figures

Two other very useful features of the classification need some explanation, namely, the use of the superior letter a (^a), and the superior figures (¹), etc.

The superior letter always designates excerpts from the publication bearing the same notation without the (^a). The name adopted for these excerpts is "separates," and they are always designated by the superior (^a). These "separates" are arranged in classes by themselves, immediately following the series from which they are taken.

The superior figures are used to differentiate between publications which may of necessity be assigned the same symbol in the alphabetical classification, and also to distinguish between the various issues of the same serial or numbered publication.

Examples:

- | | |
|---------------------------|--|
| A1.2: | Agriculture Dept., Secy's Office,
general publications. |
| A1.2:B39 ¹ - | Special report on the beet-
sugar industry in the
United States. |
| A1.2:B39 ² - | Progress in the beet-sugar
industry in the United
States. |
| A77.12:2 ^a - | Agriculture Dept., Agricultural
Research Administration,
Agricultural research, vol.
2, no. 8. |
| GP3.8:953 ¹² - | Government Printing Office,
Documents Office, Monthly
catalog of United States gov-
ernment publications,
December 1953. |

It will be seen that the system here presented is expansive enough to cover any number of departments, offices, series, or books, and that, too, in as concise a form as possible. A long or intricate classification

number is not only hard to apply to a book, but is difficult to remember in consulting the shelves, and it should therefore be as short and simple as possible. Certainly the numbers or symbols in the method herein described express a great deal in a limited space, and it is hard to conceive of a shorter method of expressing such a phrase as "Interior Department, Geological and Geographical Survey of the Territories (Hayden), Final reports, Volume 9," than by the accurate notation I18.5:9, which, when analyzed, exhibits a clear statement of the entire phrase: (I) Interior Department; (18) Geological and Geographical Survey of the Territories (Hayden); (.5) Final reports; (:9) Volume 9— I18.5:9.²

Whether the above observation would have been so sanguine if the compiler had been faced with the multiplicity of agencies that began to appear in the 1930's is a matter for conjecture. Here is an example:

Y3.N21¹²:2C76³⁻² U. S. National Resources
Committee.

The consumer spends his income. June 1939 [Reprint with changes. Digest of Consumer incomes in the United States, Aug. 1938 and Consumer expenditures in the United States, June 1939]

Both the advantages and disadvantages of the Documents Office classification are generally recognized. The greatest advantages are its correlation with Documents Office lists and indexes and its immediate availability for depository items without any local cost for compilation. Each daily depository shipping list carries the Documents Office classification number for each item. The number may be quickly transcribed to the items themselves by a

² U. S. Documents Office, *List of Publications of the Agriculture Department, 1862-1902* (Washington, Govt. Print. Off., 1904. Bibliography of United States Public Documents. Department List no. 1), p.9-15.

clerical assistant, and the classification of the day's depository receipts is complete.

Classification of new non-depository titles cannot be accomplished with such dispatch. It must await the listing of the title in the *Monthly Catalog* (Item 31, Chapter 9). Copies of processed publications and publications of field offices may be slow in reaching the Documents Office for listing, or may never be sent, and the individual library may be faced with the problem of devising classification numbers for the unlisted titles. This problem is difficult for two reasons: the devised number may conflict with future numbers assigned by the Documents Office, and the unlisted titles, not being included in the customary indexing media, are likely to be lost to prospective readers. It is possible to avoid to some extent the first-mentioned difficulty by consistently assigning the series symbol 2 (general publications) plus the Cutter number from the title, even to serials. The Cutter number may be followed by a single or double letter from a second word of the title to insure further against conflict with Documents Office numbers, which only rarely use letters following the Cutter number. For example, a library wishing to continue shelving publications of the Pan American Union with those classified by the Documents Office in PA, may use the notation PA1.2:P19c¹⁻² for its *Panorama: Inter-American Cultural Review*, volume 1, number 2.

The assignment of Documents Office classification numbers to older publications presents some problems different from those mentioned in connection with the classification of current items. The *Checklist* (Item 24, Chapter 9) is the standard source for classification numbers for all documents published up to the time of its compilation. For documents published between 1910 and 1924, when classification numbers first appeared in the *Monthly Catalog*, the depository invoices are the only available complete listing of numbers assigned, and they do not indicate exact Cutter numbers or the modifying superior numbers to be used with them. A list compiled at North Carolina State College Library³ presents the schedule of classification to the date of

³Mary Elizabeth Poole, *Documents Office Classification* ([Ann Arbor, Edwards, 1946]), Item 25 in Chapter 9.

its compilation (August 1945) but it does not list individual non-serial titles in the "general publications" classification.

The notation has not proved so uncomplicated in practice as was originally hoped. The point following the bureau symbol may easily be misread as a decimal point, particularly in libraries that use the Dewey decimal classification for their other collections. The superior numbers are difficult to transcribe, and the virgule (shilling mark) substitute used in the *Monthly Catalog* easily turns into a number 1. The chronological arrangement of bureaus and series that have come into being since the original compilation affords no sort of logical finding aid or mnemonic device by which titles may be located without reference to the *Monthly Catalog* or some other index to the classification.

Many other difficulties arise in connection with the classification notation that are inherent in the complicated and constantly changing organization of the issuing agencies, and cannot be blamed upon the Documents Office classification system, which only reflects the situation existing at the time of issue of each publication. When an agency is transferred from one department to another or reorganization within a department takes place, the classification changes with the agency. Office of Education publications issued during the period when it was an agency of the Department of the Interior bear the number I16, and those issued after its transfer to the Federal Security Agency have the number FS5. (An outstanding exception to the practice of changing classification numbers at each reorganization is the Documents Office decision to retain the FS designation for the Department of Health, Education and Welfare that succeeded the Federal Security Agency.) The usual practice of changing numbers results in breaking serial and periodical files and compelling the reader to look in two or more places for publications of the same agency. The alternative of reclassifying older material to the new number is expensive, presents many problems of rearrangement of space, and may be very difficult in cases where the bureau is not transferred *in toto*, but has its functions distributed among several agencies. On the other hand, attempting to ignore changing relationships and

emphases by continuing to classify under old symbols destroys much of the significance of the separate federal documents collection as the representation of a living and growing organism, the government of the United States.

Other difficulties arise in connection with the complicated system of publication of certain documents. For instance, in 1948 the Bureau of Naval Personnel issued an apparently single-volume work entitled *United States Navy Chaplains, 1778-1945*. The Bureau was then part of the National Military Establishment, and this particular work was given the Documents Office number M206.2:C36⁷⁷⁸⁻⁹⁴⁵. An explanatory note in the work itself indicated that it was actually part of a contemplated larger work, but that the other volumes of the projected work would not be published as official documents. However, in 1949 another volume, designated volume 1 of *The History of the Chaplain Corps, United States Navy*, was issued by the Bureau of Naval Personnel, by that time under the Department of Defense, and received the number D208.2:C36^{v.1}. In 1950, volume 2 was issued. In 1954, volume 4 appeared, containing supplementary matter and corrections to the first issued volume, now designated volume 3, which was separated by a considerable portion of the alphabet from the rest of the set. The depository shipping list (no. 614 of January 8, 1954) that lists volume 4 includes a note on the issuance of volume 3, and the classifier in the library would properly reclassify it with the other volumes of the set, making reference from the original classification number for the readers who find the original reference in the 1948 *Monthly Catalog*.

The serial publications of the Department of State furnish classic examples of the complications of series numbers sometimes encountered. In its *European Series*, numbers 1 through 7 were assigned retroactively to publications issued before the series was established. Number 1 was issued originally as *Western European Series* no. 1 and assigned the Documents Office classification number S1.28:1. (The classification number for the *European Series* is S1.45.) Numbers 2 and 3 were unnumbered publications, assigned classification numbers S1.2:Es8³ and S1.2:Es8⁴. Number 4 was originally *European and British Commonwealth Series* no. 2 (S1.74:2), and that was a reprint of

Eastern European Series no. 1 (S1.35:1). Numbers 5 and 6 were *Eastern European Series* nos. 2 and 3. Number 7 was another unnumbered publication. The only way to maintain continuity among the Department of State series is to check the department's own periodic list of publications and make note of the dual personalities recorded therein.

A different sort of problem is encountered in the publications for which issuing or sponsoring office differs from office of compilation. Publications of international bodies that are distributed in this country by an agency of the government are characteristic of this type of publication. An example appears in the *Monthly Catalog* of September, 1950, Item 19120, where the *Interim Report on European Recovery Programme*, volume 2, published in Paris by the Organization for European Economic Co-operation, is listed and classified as a publication of the Economic Cooperation Administration under the number Y3.Ec74³:18².

The classification of the Congressional edition as a whole need not present any problem to the library having a separate documents collection, since it may simply be shelved as a set, using the serial numbers themselves as classification numbers. However, since in the nineteenth and early twentieth centuries many executive reports and monographic studies were distributed in both the Congressional and departmental editions, many libraries having incomplete departmental editions classify the Congressional edition of certain executive publications under the departmental classification; or, on the other hand, deliberately leave gaps in their departmental collection and depend upon the *Checklist* to indicate the serial numbers in the Congressional edition of publications omitted from the departmental classification. This practice requires a thorough knowledge on the part of the staff of the publication methods of this period to avoid the misapprehension that a publication is missing from the library's collection if it does not have the edition first searched. This difficulty may be avoided by leaving the serial volumes with the Congressional edition and noting the serial numbers on the shelf-list card for the departmental edition:

- 11.1: U. S. Interior Dept.
Annual report
1868 serial 1366

Departmental references, on the other hand, may be made on the holdings record for the Congressional edition, but the notation is necessarily more cumbersome.

The *Monthly Catalog* of June 1954 lists on pages ix-x the classification numbers Y1.1: (Cutter number) for proceedings and reports of organizations, and Y1.2: and Y1.3: (Cutter number) for House and Senate Manuals, the Report of the Secretary of the Senate, and the compilations of prayers that are issued in the Congressional edition. An accompanying note states that these classifications have been established for the convenience of libraries that prefer to classify these serials separately rather than as part of the Congressional edition.

In classifying and using the Congressional edition,⁴ it must be observed that the serial numbers for Congressional reports and documents do not appear in the *Monthly Catalog*. This, clearly, is because the separate reports and documents are listed before the serial volumes are made up, and the numbering is not available until the *Numerical Lists* (Item 35, Chapter 9) for the session of Congress during which the publications appear is issued. For earlier publications, the serial numbers are most easily located in the *Checklist* and the *Document Catalog*.

Other systems

Some libraries shelve the documents collection without benefit of classification number, simply arranging by issuing office and title. For an extensive collection, this method is likely to result in difficulties that are more time consuming than the application of a classification notation. Because of the complexity of governmental organization, some sort of marking of the filing word is necessary for the guidance of the shelvees, whether the arrangement is by department and bureau or directly by bureau. In many cases, the proper corporate entry and series title do not appear on the cover, and considerable lettering is necessary to indicate the filing entry. Shelving by entry is slower than by

⁴The handling of unbound current Congressional publications is discussed in Chapter 7.

classification number, because of the necessity for the eye to locate and the mind to interpret the proper text. The relationship between the documents themselves and the library's records of them are also more difficult to determine without classification numbers because of the necessity of comparing long entries. Since each classification number is unique, problems of identification are reduced to a minimum by their use.

Most libraries that have separate documents collections include in them government publications of states, municipalities, other nations, and perhaps international agencies, and consideration must be given to the classification of these publications in a system that is correlated with the classification of the United States documents. Various notations that codify issuing office and title designations have been devised. One such system, devised by Mr. Raynard Swank,⁵ uses an arabic number for the name of the state or nation plus a Cutter number for the issuing office, with publication numbers assigned according to the same general principles as are employed in the Documents Office system. The 1953 *Annual Report* of the Education Department of New York State, for instance, has the classification number 30-Ed8
1:953

Another system developed at the Oklahoma Agricultural and Mechanical College Library is intended for use in classifying the entire government documents collection of publications of federal, state, municipal, foreign, and international agencies. It is based on the same principles of arrangement by issuing office as the Documents Office and the Swank systems, but uses an alternation of capital letters and arabic numbers, permitting indefinite alphabetical intercalation of agencies and titles to allow entirely alphabetical arrangement of the collection. Its arrangement is that of the collection shelved by corporate author and title, with the arrangement indicated by symbols (classification numbers) to do away with the difficulties of trying to

⁵ Raynard Swank, "A Classification for State, County, and Municipal Documents," *Special Libraries* 35:116-20 (April 1944). Includes provisions for classifying foreign government publications.

arrange the collection without the use of a classification notation. The director of the library states that it has proven satisfactory over a period of approximately ten years. The complete formulae for its construction are described in *A Notation for a Public Documents Classification*, by Ellen Jackson, Bulletin No. 8 of the Oklahoma Agricultural and Mechanical College Library (Stillwater, Oklahoma, 1946).

Local classification systems have been devised by some other libraries. The University of New Mexico, notably, has placed its own system in use recently, but has not published the schedule.

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chapter 6 **Records**

THE SEPARATE COLLECTION

The nature and extent of the records to be made by the individual library depend upon the organization of the government documents division and the arrangement and classification of the collection. The minimum essential is the record of holdings, without which no library can function efficiently, since it is impossible to administer or use a collection the exact extent of which is not easily ascertainable. The practice of indicating holdings only by checking printed lists or indexes is not recommended, because such records are necessarily scattered and incoherent. One single card file that permits intercalation of new entries in their proper order is the most elementary usable holdings record. This, in its commonest form, is the conventional library shelf list arranged in classification order.

The shelf list may be the only complete record of holdings, including both serial and non-serial publications. Certain auxiliary records are also necessary to the most efficient operation. The majority of documents are serial publications, and, besides the permanent record of holdings,

a record of current receipts and a binding record are needed for them. Acquisition records also are essential.

The shelf list

The permanent shelf list is perhaps most commonly kept on conventional library catalog cards of approximately 3 by 5 inches. Some libraries purchase Library of Congress cards for both serial and non-serial titles for this use; some use typed cards, usually in limited cataloging form.

A careful decision must be made as to the style of the shelf-list card and the kinds and extent of the information to be included upon it. The system of entry of the Library of Congress varies in some essentials from the present system of the Documents Office as applied in the *Monthly Catalog*. If Library of Congress cards are used in conjunction with the Documents Office indexes, a clear understanding of these differences and the reasons for them is essential if confusion between the two systems is to be avoided. Both systems employ the principle of corporate entry; that is, the government agency, not the individual writer (or nominal writer, as the secretary of an executive department) is considered the author. The *Monthly Catalog* makes no exception to this rule; the Library of Congress entry does for a report published by a government agency but made by a person who is not an official of the agency, and for scientific papers, addresses, etc. having individual authors even though the individuals are attached officially to the agency. The Library of Congress uses form subdivision for laws, treaties, constitutions, and the like; the Documents Office enters under issuing office. The Library of Congress follows its general rule for periodical entry under title for government-published periodicals; the Documents Office enters under issuing office. If issuing office and office of compilation differ, the Library of Congress enters under the latter, the Documents Office under the former. In September, 1947, the Documents Office adopted the principle of direct entry for the *Monthly Catalog*, that is, entry directly under bureau instead of under major department subdivided by bureau. Before that date entry was

made under major department with bureau subdivision. The Library of Congress has followed the practice of direct entry consistently, and frequently enters directly under a smaller unit than the Documents Office does at present. For instance, publications of the Communicable Disease Center in Atlanta, Georgia, have the Library of Congress entry U. S. Communicable Disease Center, Atlanta. The *Monthly Catalog* enters them under Public Health Service. The Library of Congress uses the latest form of the name of agencies, or in case of transfer of publication of a title from one agency to another, under the latest publishing agency. The Documents Office enters under the name of the agency at the time of issue of the specific publication. This is true not only of current listing in the *Monthly Catalog* but also of the arrangement of the retrospective *Checklist*. Perhaps most conspicuous among the differences between the two systems, the Library of Congress enters under the abbreviation U. S. subdivided by the name of the issuing agency in direct order, for example: U. S. Office of Education. The Documents Office uses inverted order: Education Office.¹

The principles underlying these differences are clear and easily understandable. The Library of Congress system is planned to present an alphabetical listing by the author of the publication cataloged, in the most logical and consistent manner possible. The rules for its form of entry have been fully set forth by Mr. James B. Childs in his *Author Entry for Government Publications* (Washington, Govt. Print. Off., 1941) which forms the basis for the American Library Association cataloging rules for author entry of government publications.² The Documents Office system of entry as it appears in the *Monthly Catalog* indicates the office responsible for the issuance of the publication, not necessarily the agency or person that wrote the

¹ For a defense of its practice of inversion, see "The Question of Inversion" in its *Monthly Catalog*, no. 210, June 1912, p.821-23.

² American Library Association, Division of Cataloging and Classification, *A.L.A. Cataloging Rules for Author and Title Entries* (2d ed., ed. by Clara Beetle; Chicago, American Library Association, 1949), p.126-48.

text. (This information is included in the body of the entry if it differs from the office of issue.) The entry is coordinated with the Documents Office classification, and, for shelf list arrangement by that system, presents a more consistent appearance than the Library of Congress entries do, because of these essential differences in the principles governing the choice of entry. Of course a file can be arranged by classification number even though all entries under the same agency number do not indicate the same corporate author, but such arrangement may result in some confusion, and if the collection is established on an arrangement by issuing office, consistency in entry as well as in classification is an aid in building up the proper conception of the structure of the collection.

The fullness of bibliographical detail is the next matter requiring decision. If Library of Congress cards are used, some cards must be prepared by the individual library for titles for which Library of Congress card are not obtainable. (The *Monthly Catalog* includes the Library of Congress card numbers for items for which they are available at the time of listing.) Consistency requires that the Library of Congress rules for entry and form be followed for those cards prepared in the library, but the principles of limited cataloging listed below may properly be applied even for cards to be used in conjunction with the fuller form. Libraries that use typed cards exclusively are likely to use a limited cataloging form for all entries, restricting the information included to the minimum essentials. In either case lists of volumes of serials, number of copies of non-serials, and whatever information about holdings that the general library shelf-listing practices embrace are added to the cards by the technical processes staff.

The information included in the body of the card may well conform to the applicable Library of Congress provisions for limited cataloging, whether the Library of Congress or Documents Office system of author entry is followed. These provisions, adapted from the Library of Congress Processing Department's *Cataloging Service Bulletin* I-23 of May, 1951, are as follows:

Descriptive Data

- (1) Title page. The title statement and edition are to be transcribed in accordance with the *Rules for Descriptive Cataloging*.³ Imprint date only is essential for Government Printing Office publications, following the *Monthly Catalog* practice of omitting place and publisher unless it is other than "Washington, U.S. Govt. Print. Off."
- (2) Collation. Collation is to consist of:
 - (a) The last numbered page or leaf of the volume, or of each of the several major sections of the volume, or the number of volumes if more than one.
 - (b) If a work in one volume has complicated or irregular paging, write "1 v." If it is unpagged, write "unpagged" unless the number is so small that it can be determined at a glance, in which case, the number of pages shall be supplied. If the paging indicates that the work is part of a larger unit, inclusive paging shall be given.
 - (c) The qualification "loose-leaf" as in full cataloging.
 - (d) The general specification of parts when this cannot be given as volumes; e.g., 23p. and portfolio.
 - (e) Size and illustration information to be omitted.
- (3) Notes. Only the following notes shall be used:
 - (a) Series designation not used as title under which publication is listed.
 - (b) At head of title note, but only if it characterizes the work, amplifies the title, or indicates the author in a form varying significantly from the author heading.

³ U. S. Library of Congress, Descriptive Cataloging Division, *Rules for Descriptive Cataloging in the Library of Congress (Adopted by the American Library Association)* (Washington [Govt. Print. Off.], 1949).

- (c) Notes of imperfections.
- (d) The incompleteness of serials shall be noted in the holdings statement.
- (e) "Bound with" note.
- (f) Notes to describe photocopies and micro-print reproductions.
- (g) Contents notes, in general, are not to be made.

An additional rule must be included for libraries that follow the Documents Office practice of entering under issuing office at time of publication: Reference shall be made to classification number and entry for portions of serial publications issued by predecessor or successor agencies. As an example of this usage, the Library of Congress form for an open-entry serial is as follows:

U. S. *Bureau of the Census.*

...Statistical abstract of the United States
 ...First- number, 1878- Washington,
 U. S. Govt. print. off., 1879-19
 v. tables. 23 1/2cm.

Subtitle varies. 1879-1902.

1st-25th no., 1878-1902, issued by the Bureau of statistics (Treasury dept.); 26th-34th no., 1903-1911, by the Bureau of statistics (Dept. of commerce and labor); 35th no., 1912, by the Bureau of foreign and domestic commerce (Dept. of commerce and labor); 36th-59th no., 1913-1937, by the Bureau of foreign and domestic commerce (Dept. of commerce); 60th- no., 1938- by the Bureau of the census.

7th and 8th numbers issued as one volume.

4-18089 (rev. '40)

The library that follows the Documents Office system of entry requires four shelf-list cards for this series (only those portions of card essential to the illustration are shown):

- T37.10: U. S. Treasury Dept. Statistics Bureau.
 Statistical abstract of the United States...
 First—twenty-fifth no., 1878-1902....

Continued by same title issued by U. S.
 Commerce and Labor Dept. Statistics Bureau
 (C14.16:)

- C14.16: U. S. Commerce and Labor Dept. Statistics
 Bureau.
 Statistical abstract of the United States...
 Twenty-sixth—thirty-fourth no., 1903-1911....

Continued from same title issued by U. S.
 Treasury Dept. Statistics Bureau (T37.10:)

Continued by same title issued by U. S.
 Commerce Dept. Foreign and Domestic Com-
 merce Bureau (C18.14:)

- C18.14: U. S. Commerce Dept. Foreign and Domestic
 Commerce Bureau.
 Statistical abstract of the United States...
 Thirty-fifth—fifty-ninth no., 1912-1937....

35th no., 1912, issued by Commerce and
 Labor Dept. Foreign and Domestic Commerce
 Bureau.

Continued from same title issued by U. S.
 Commerce and Labor Dept. Statistics Bureau
 (C14.16:)

Continued by same title issued by U. S.
 Commerce Dept. Census Bureau (C3.134:)

- C3.134: U. S. Commerce Dept. Census Bureau.
 Statistical abstract of the United States...
 Sixtieth- no., 1938-

Continued from same title issued by U. S. Commerce Dept. Foreign and Domestic Commerce Bureau (C18.14:)

Libraries using direct entry omit department except where necessary to distinguish between two bureaus of the same name, and enter directly as U. S. Statistics Bureau (Treasury Dept.), U. S. Statistics Bureau (Commerce and Labor Dept.), U. S. Foreign and Domestic Commerce Bureau (the distinction between Commerce Department and Commerce and Labor Department is not necessary in the heading because no change in call number is involved), and U. S. Census Bureau. Library of Congress unit cards may be adapted to the Documents Office usage by typing in the changed headings above the printed entry, and adding necessary information to the body of the card.

If the Documents Office classification system is used, any consolidation of files under an earlier or later number than that of date of issue should be indicated by cross reference. If the *Statistical Abstract* in the example above, for instance, is all classified under the Census Bureau, reference cards should read:

- T37.10: U. S. Treasury Dept. Statistics Bureau. Statistical abstract. *See*
- C3.134: U. S. Commerce Dept. Census Bureau. Statistical abstract.
- C14.16: U. S. Commerce and Labor Dept. Statistics Bureau. Statistical abstract. *See*
- C3.134: U. S. Commerce Dept. Census Bureau. Statistical abstract.
- C18.14: U. S. Commerce Dept. Foreign and Domestic Commerce Bureau. Statistical abstract. *See*
- C3.134: U. S. Commerce Dept. Census Bureau. Statistical abstract.

The current checking file

As a matter of convenience and efficiency, a current temporary checking file for serials appearing twice a year or more frequently is a desirable auxiliary to the permanent shelf list of holdings. The current checking file may be arranged alphabetically, either by department subdivided by bureau or directly by bureau. A separate file of periodicals by title may be maintained, but if the staff is accustomed to think in terms of issuing office as entry, the one file by corporate author is more efficient, since all types of serials may be entered in it without further sorting. It is easier to locate entries in the alphabetical arrangement than the classified, except for depository items in libraries using the Documents Office classification, which appears on the Documents Office daily shipping list. Even these libraries have non-depository serials to enter, and will doubtless find the alphabetical arrangement more satisfactory.

Some form of visible index is usually considered the most efficient equipment for serials checking records, but any of a number of sizes and styles of cards and filing cases may be used without affecting the essential practices of recording government serials. Because of the variety of types of serials to be recorded, at least two basic forms of

FS5.4: U. S. Health, Education, and Welfare Dept.
Education Office.
Circular.

/01	11	21	31	41	51	61	71	81	91
/02	12	22	32	42	52	62	72	82	92
/03	13	23	33	43	53	63	73	83	93
/04	14	24	34	44	54	64	74	84	94
/05	15	25	35	45	55	65	75	85	95
/06	16	26	36	46	56	66	76	86	96
07	17	27	37	47	57	67	77	87	97
08	18	28	38	48	58	68	78	88	98
09	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	00

checking cards are needed. First, a card is needed whereon can be entered a single series of numbers. A card printed with ten columns of ten numbers each can be used as the base for this type of card, with the appropriate digits added to the left of the base numbers for numbers above one hundred.

The other essential form provides space for serials that have two or more parts to their issue number, such as volume and number or year and month.

GP3.8: U. S. Government Printing Office. Documents Office.
Monthly catalog of United States government publications.

year	no.	year	no.	year	no.	year	no.	year	no.	year	no.
1953	1	1953	8	1954	2						
	2		9		3						
	3		10		4						
	4		11		5						
	5		12		6						
	6		Ind.								
	7	1954	1								

The record may be transferred to the permanent shelf list as volumes are bound, or as a checking card is filled if the serial remains unbound. Some libraries simplify their records to the extent of using checking cards in the permanent record, either confining bibliographical information to the entry at the top of the card or using the checking cards in combination with either a Library of Congress or a typed card giving fuller bibliographical information. If the shelf list is looked upon essentially as a holdings record, with the printed Documents Office indexes as the major source of bibliographical information, this plan not only saves time and expense but is entirely workable.

In whatever manner the record may be transferred from the current checking file to the shelf list, some

symbol must be employed in the shelf list to indicate that the record of current issues is kept in the current checking file. A dummy card, giving only classification number, author and title, and the note referring to current checking file may be inserted in the shelf list until the first volume of the serial is completed. After holdings have been entered in the shelf list, a note, "For current holdings see current checking file," may be added to the shelf-list card, or simply a penciled "ccf" in an upper corner of the card may be used if the record is consulted chiefly by staff members who are aware of the significance of the symbol.

Acquisition records

Acquisition records are essential to any library. As shown in Chapters 2 and 3, federal documents are most commonly acquired as depository material from the Documents Office; as special deposit or outright gift from the issuing agency; as gifts from other sources; or by exchange, either direct current exchange or non-current duplicate exchange. A certain number of documents must be purchased, particularly in libraries that require duplicate copies of many titles. Each of these methods of acquiring documents requires some record, although care should be taken not to multiply files beyond the point of usefulness.

The depository card record furnished by the Documents Office (its *Classified List of U. S. Government Publications*) is adequate for the depository collection, since after the initial request is sent to the Documents Office receipt is automatic. A list of serials regularly received by gift and current exchange may be combined with the depository file, maintained separately, or simply noted on the checking cards for current receipts. This last practice is particularly useful in libraries that keep a statistical record of additions by source, since the count may be made as issues are entered, without reference to a second file.

Requests for non-serial titles solicited as gifts need not be recorded unless the library requires a memorandum of its need for certain titles in order to employ other means of acquisition for those not available as gifts. Such

records as are needed may be of the same form and kept in the same file as the record of purchase orders, with the notation that the items are requested as gifts rather than purchased. As to the form for requesting gifts, many libraries use a form postal card for requesting free material, and usually the same form may be used for documents as for other kinds of publications.

It is not ordinarily necessary to maintain records of titles requested from non-current exchange lists, although it may be desirable to have a record of outstanding requests by name of library. Most libraries do keep an account of the number of items sent to and received from each library or other agency with which they have exchange relations. If documents exchanges are handled separately, the government documents division keeps its own file of the number of documents sent to and received from each library, but a permanent record of titles and issue numbers received on non-current exchange is not essential under ordinary circumstances. In libraries having a centralized exchange department, documents exchanges may be recorded there according to the prescribed procedures of the department, or they may be forwarded to the government documents division for handling apart from other exchanges. The latter practice is usually more satisfactory in libraries having a separate government documents division, since it avoids the necessity for transmitting records through another department, saving time and lessening the risk of error and misunderstanding.

Purchase records are best kept in a separate file because care and attention are needed to separate the documents that are purchased from those received by deposit, gift, and exchange. Means of identifying purchases upon receipt are discussed in Chapter 8, and special provision should be made for their handling to insure proper clearing of records. If orders are sent directly from the government documents division, a single order card file, showing the usual bibliographical information, date ordered, cost, and method of payment, is sufficient. The order may be typed from the order card onto the deposit account blank furnished by the Documents Office for orders on deposit account, or into an order letter if payment is by coupons or

other means. Full information for ordering appears in every issue of the *Monthly Catalog*. If documents orders are forwarded through the general order department of the library, the order department may enter them in its files in the same manner as other orders. If the government documents division receives its own mail directly, it should also have a copy of the order record so that the order department may be notified of the receipt of purchased documents, which otherwise may not be distinguished from other receipts. A suggested routine for opening and sorting documents mail is included in Chapter 8.

Binding records

As for binding records, a separate record of the binding instructions and dates of dispatch and return of volumes saves space on the main holdings record and furnishes an easy means of surveying the binding procedures to be sure that they are up to date. Since documents binding is customarily sent through the binding department of the library along with the binding from other divisions of the library, the binding policies and records of the government documents division should be carefully coordinated with those of the rest of the library.

Other records

Other auxiliary records may be maintained as dictated by the resources in time and money available, and by the special requirements of the individual library. If Library of Congress cards are used in the shelf list, but are arranged by Documents Office classification number, a second card may be ordered for each entry at small additional expense and filed in alphabetical arrangement by the Library of Congress author entry. This gives the library both the Documents Office and the Library of Congress corporate author approach, and affords an author and title list in one alphabetical file, saving considerable time otherwise required to search the series of volumes of printed indexes for entries if the date of issue is not known. A copy of the United States section of the Library

of Congress author catalog (Item 32, Chapter 9) kept at hand offers a partial substitute for this file, but many United States government publications are not entered in this section, and of course Documents Office classification numbers are not included.

Special subject lists of documents of particular interest to the library and of new titles before they appear in the printed indexes are always helpful, compiled according to the requirements and resources of the library.

The Documents Index Service, Box 453, Arlington 10, Virginia (originally the Andriot Index Service), furnishes on subscription 3 by 5 inch cards, beginning January, 1953, listing all new Documents Office classification numbers and discontinued series, as this information appears in the *Monthly Catalog*. It also furnishes history cards for all United States government agencies, and has proposed a further expansion of the service to include all classification numbers that have been assigned. The entries for both the individual titles — showing new classification numbers and discontinuances — and the history cards are available in either the inverted Documents Office form or the Library of Congress form.

Entry in main catalog

Some of the larger research libraries limit the records of the documents collection to those maintained in the government documents division, on the principle that the special nature and the available printed index system of federal government publications make of this body of material a record group that can most logically be handled without being entered in the main card catalog. Libraries that mention such factors as pressure of cataloging costs, the increasing volume of receipts over the amount that can be fully cataloged by the library, and the sheer bulk of cards in the dictionary catalog, agree, generally speaking, that in considering possible means of reducing the cataloging load, United States government publications are a first choice for omission from the regular cataloging process.

Other libraries enter all series in the main catalog, but do not make any analytic entries, feeling that the printed

indexes and bibliographies are adequate for this purpose. Some libraries select what they consider the most important publications for entry, others maintain that such selective cataloging confuses the reader by leading to the assumption that all government publications are entered in the main catalog and the consequent conclusion that the library lacks many publications that are actually among its holdings.

Some libraries place only information cards in the main catalog, stating under the corporate entry for each agency that its publications are shelved in the government documents division. Subject cards for the major subjects covered by documents are similarly used, bearing some such legend as: "Other material on this subject is available in the Government Documents Division. Consult the Librarian of that Division." The legend "See Government Documents Division" has not been recommended since one library found in its files the entry: "Feeble-minded—See Government Documents Division."

Many libraries that have a separate government documents division have certain titles and duplicate copies of certain other titles located in departmental libraries or subject divisional reading rooms. The departmental libraries usually prefer to have their copies classified and cataloged in the same manner as the rest of their collections. If these copies are entered in the main catalog, a note should be added to all cards for the titles that are duplicates of holdings of the government documents division, giving classification number of the government documents division copy and note of its location in that division. Conversely, the government documents division should have in its shelf list a record of all documents holdings of the library system, with location of those outside the division, whether they are duplicates of the division's holdings or the only copy in the system.

THE DISTRIBUTED COLLECTION

The library having its documents collection distributed into its general collection, classified and cataloged as are its other holdings, uses its general technical processes

organization and applies its general policies and practices to the recording of its holdings in documents. These policies and practices are part of the over-all administrative policies of the library and beyond the scope of a manual dealing with only one division. If such libraries maintain a separate serials file for documents, or assign their processing to certain specially trained staff members within the technical processing division, many of the matters discussed in connection with the description of the separate collection will be found applicable to the handling of documents under the distributed method.

The major special problem of libraries having a distributed collection is the extent to which serials should be analyzed. Many libraries having this arrangement do not analyze serials extensively, considering the printed indexes adequate. The policy depends upon the size and nature of the library. The larger research libraries seem least likely to employ extensive analysis, the smaller libraries whose readers are made up of the public at large feel the necessity of analytics, or even of cataloging and classifying issues of some monographic series as separate publications.

Note: For another discussion of this subject, with an extensive bibliography, see *Library Records for Government Publications*, by Anne Ethelyn Markley (Berkeley, University of California Press, 1951).

chapter 7 **Documents requiring
special handling**

The publications of the United States government are the records of a vital and complex organization that is in process of continual change. Some of the publications are the permanent records of past activities, but others are notices of current rules and procedures, recommendations or information that are subject to frequent change and are intended to represent only the immediate situation, or preliminary statements of findings that are hurried into print (or more often into some reproduction of a typewritten original) in order to make the information contained in them available to the public at the earliest possible time. Special knowledge and attention are required in the handling of such publications, in either separate or distributed collections. The location of the material does not make a great deal of difference in the requirements, since they are inherent in the characteristics of the publications themselves.

Some processed¹ releases are preliminary issue of

¹The term "processed" has been used by the Documents Office since September, 1935, to indicate publications reproduced outside the Government Printing Office by duplicating processes other than

information soon reproduced in more permanent form; some appear only in the one form, are only summarized later, or are later expanded.

Revision of rules or report of new information is accomplished in some publications by the issue of revisions sheets, in others by reissue of the entire publication. There are also cumulations of reports first issued separately. The whole body of current legislative publications presents a variety of methods of reporting. Some are later issued in bound volumes in the same form, some in revised form, and some are not reissued in any form.

Besides these types of special publications, which have their origin in the necessity for reporting current transactions and recording an ever-changing situation, there are other types: those that create problems because of their very number and form, such as Congressional committee hearings; those that pose such bibliographical problems as the ones arising from collaboration between government and non-government agencies; those the form of which is their chief distinction, such as maps and posters; and those that require special handling because of their content, such as reports bearing a military security classification.

Special forms such as maps and posters and restricted publications are usually handled separately from the government documents collection, and their problems are considered from the point of view of form or nature rather than of source, placing them outside the scope of this manual. The other types mentioned are considered in turn below.

PRESS RELEASES

Many bureaus and probably all major departments issue mimeographed sheets containing information primarily intended for distribution as press releases. Sometimes extremely important information appears in this form, and is not reissued in full, but in many cases it is

ordinary printing, e.g., mimeograph, multigraph, planograph, roto-print, multilith. The term is not used for publications reproduced by the offset method by the Government Printing Office and carrying its imprint.

soon reprinted in more permanent media. Addresses on foreign policy by any ranking official of the Department of State or other agency of the executive branch appear in the *Department of State Bulletin*. All addresses before either house of Congress are printed in the *Congressional Record*, and many delivered elsewhere are included in the daily edition. (Until the second session of the Eighty-third Congress, such material was included in the appendix of both the daily and permanent editions. See page 75.) Major addresses of whatever nature are printed in the *New York Times*. All administrative regulations, orders, and notices affecting the public or describing organization, practice or procedure and all Presidential proclamations and executive orders must be published in the *Federal Register*, and press announcements of them are useful only for possible interpretative information accompanying the text. Releases in the nature of reports or statements of policy are perhaps least likely to be reprinted verbatim. A brief period of experience in handling the various kinds of releases that are sent to libraries, and a comparison of their content with such other sources as those mentioned, will familiarize the documents librarian with the possible alternatives to maintaining files of press releases, and he can with considerable confidence establish categories for permanent and temporary retention and for discard.

Beginning with the issue of August, 1954, the *Monthly Catalog* in its "Semiannual List of Periodicals, Releases, and Statistical Statements" has under each agency where appropriate the subdivision Releases. Titles included in these listings are those that are retained only temporarily by the library of the Documents Office, furnishing a very helpful guide for retention by other libraries.

Listings of titles included in the categories of press releases and preliminary reports, with recommendations as to retention, have been made by the Special Libraries Association, the latest in 1942.²

²Special Libraries Association, Washington, D.C., Chapter, *United States Government Periodic Publications* (New York, Special Libraries Association, 1942).

PROCESSED REPORTS

The various releases of the Bureau of the Census are typical of the series of processed reports the chief purpose of which is to present current information, usually statistical, as soon after compilation as possible. Much of the information in the Bureau's *Current Population Reports*, for instance, never appears in full in any other form. On the other hand, each major census report is preceded by a series of preliminary reports that are properly discarded upon receipt of the final report. The Bureau of the Census has an excellent system of indicating in its *Catalog of United States Census Publications* (Item 42, Chapter 9) the status of such reports. Other agencies that issue lists of their publications usually give some indication of the nature and relationships of their preliminary publications, although often not in such definite form as that of the lists of the Bureau of the Census.

Reports and releases of these types, whether of temporary or permanent importance, are probably most easily housed in vertical files rather than in their regular places on the shelves. They are usually brief and unbound, and often, though not always, on an inferior grade of paper. Information cards in the shelf list and catalog records should indicate their location and the retention policy for each series.

Since many of these publications partake of the nature of ephemera their bibliographical history is often difficult to establish in full, requiring an expenditure of time which may not be justified by their importance to the library. In many cases a simplified holdings record is all that is necessary. A large number of the elusive and ephemeral publications of the period 1934 through 1945, the years of the depression and World War II, are included in the lists compiled by Mr. Jerome K. Wilcox which are described in Chapter 9.

Processed material covers a wide variety of other types: regularly numbered series, periodicals, bibliographies, reports of investigations, and so on, which the issuing offices publish in this form for reasons of economy or promptness of issue. Many of these publications are of

permanent value and are best handled along with printed documents, making no distinction on account of the mechanical process by which the text is produced. For libraries that depend upon the printed indexes of the Documents Office for bibliographical reference to these documents, the problem arises that some of the material has not been listed in these indexes; however, an increasingly large proportion is being listed. The securing of copies of these publications is a problem also because they are not depository material and must be acquired from the issuing office in one of the ways described in Chapter 3 for the acquisition of non-depository publications.

REVISIONS

Revisions take many forms: revised editions of a whole work or an issue of a series, loose-leaf revision sheets, amendment sheets, and supplements both cumulative and noncumulative. The revised editions may supersede the earlier editions completely, as in the case of most *Farmers' Bulletins*. Sometimes the earlier editions are of considerable historical significance, as in the case of the Children's Bureau's famous *Infant Care*, through the successive editions of which changes in recommended practice can be traced. Revisions of compilations of laws or regulations of a certain agency or on a certain subject, to take another example, often omit those no longer in force. These earlier laws or regulations may usually be traced through the *United States Statutes at Large* and the *Federal Register*, but the convenience of a collected presentation is great enough to warrant preservation of the earlier editions of such compilations. Similarly, although the *Code of Federal Regulations* codifies the permanently applicable material of the daily *Federal Register*, any regulation or notice superseded at the time of compilation is not included in the *Code*. Before discarding any publication, careful evaluation of the historical factor should be made.

The arrangement of revisions of series is often troublesome. If the files of the *Farmers' Bulletin* are bound, it is not feasible to withdraw superseded editions of individual bulletins as later editions appear. On the other

hand, so extensive and much used a file is unwieldy if left unbound. A workable solution is to file the unbound later editions immediately following the bound volume that contains the original issue. Only certain issues are frequently revised, and the unbound revised issues can easily be withdrawn as they in turn are superseded. Edition dates may be penciled on the checking card so that they can be easily changed as old issues are withdrawn and new ones added. Some libraries prefer not to bind any of the file in permanent form, but to tie the series in groups of perhaps fifty numbers, between protective manila or other heavy paper covers, from which separate issues may be removed at will.

Some series do not assign to revisions the same issue number as that carried by the original edition. The National Bureau of Standards *Circulars* are an outstanding example of this practice. The Bureau's own list of publications (Item 44, Chapter 9) indicates the issue numbers of successive revisions, and the library should either transfer this information to its own records or use the Bureau's list as a guide to the use of its publications.

Occasionally the handling of revisions is complicated by a change of issuing agency in a series subject to constant revision. The *Commercial Standards*, for instance, were originally issued by the National Bureau of Standards, but later by the Bureau of Foreign and Domestic Commerce and the Business and Defense Services Administration, in turn. In such cases, even libraries that customarily classify by agency at time of issue do well to reclassify the entire series under the currently issuing agency in order to facilitate the removal of superseded material and to keep current files intact.

Many publications of a regulatory nature are issued in loose-leaf form, with revision sheets of the leaves affected by changes issued as the changes occur, as in the *Handbook of Occupational Groups and Series of Classes* and the *Federal Personnel Manual* of the Civil Service Commission, the *Sailing Directions* of the Hydrographic Office, etc. Each set of revision sheets is usually accompanied by a transmittal notice of some sort giving detailed instructions for the removal of obsolete leaves and their replacement by the

revised text. If many of these publications are maintained by the library, the process of removing and filing these leaves becomes quite time consuming. Furthermore, many of them are distributed without binders, which must be provided by the library. Each library should therefore determine very carefully whether its use of the material justifies the time and expense required to maintain the publications in proper order, and acquire only those which it can justifiably maintain.

Similar to the revision sheets are amendment sheets, which do not supersede leaves of the original issue, but must be filed with it and consulted in conjunction with it. The *Army Regulations* employ a combination of amendments and revisions, issuing so-called "changes" to the various numbered regulations and revisions that supersede both the earlier issue of the regulation and its accompanying changes. The methods and problems of maintenance of a amendment sheets are quite similar to those of revision sheets. The library's records should indicate these forms of issue, but usually a note "kept to date by revision sheets (or amendment sheets)" is sufficient without attempting the difficult task of recording the separate sheets. Many publications of this nature furnish a self-recording tabulation of changes to be included with the file.

COOPERATIVE PUBLICATIONS

Increasingly, there is cooperation in the compilation and publication of information between agencies of the federal government and nongovernmental agencies. The industrial and scientific research reports are prominent in this category, but there are, and have been since the beginning of the publishing activities of the federal government, many other examples of this type of publication. The choice of those to be classified as public documents in libraries having a separate documents collection requires a clear decision on policy that may have to be arbitrary in some respects, since the line of distinction is not always clearly drawn. The easiest solution is to accept the decision of the Documents Office, where recorded, and treat as documents the titles listed and classified in its indexes. This does not

solve the problem of such publications as *Writings on American History*, some volumes of which have appeared as volumes of the *Annual Report* of the American Historical Association, others as supplements to that publication, and others as independent publications, under such varying imprints (besides the United States Government Printing Office) as the Library Book Store of Princeton, New Jersey, the Carnegie Institution of Washington, the Macmillan Company, and the Yale University Press. Certainly this series should be treated as a unit, under whatever arrangement is best for the individual library, and explanatory notes made on the records for the *Annual Report* of the American Historical Association of the location of the volumes of *Writings on American History* that are designated as part of that series. The handling of other publications presenting similar problems should be decided on the merits of each, in the best interests of the individual library. Definitely commercial editions of material of official origin do not fall into this category. Confusion between authorship and publication results in many complications, and it must be remembered that the commonly accepted definition of a government document is a publication *published or distributed* under the authority of a government agency. Documents usually are compiled by the agency of issue, but they need not be, and many publications the content of which is partly or even wholly of official origin are not officially published or distributed.

CONGRESSIONAL PUBLICATIONS

The published output of a Congress of the United States is of impressive bulk. There are usually an estimated 12,000 bills and 6,000 hearings, reports of committees, and documents of the two houses. There are also the slip laws, the daily issue of the *Congressional Record*, and committee prints. The nature and content of these series and their indexes and reference uses are fully described in Chapter IV of *United States Government Publications*, by Miss Anne Morris Boyd and Miss Rae Elizabeth Rips (Item 4, Chapter 9). To be considered here are various methods of handling the current receipts of these publications.

The bills and resolutions present difficulties because of their size (approximately $7\frac{1}{2}$ by 11 inches) and the fact that most of them are composed of only a few easily-torn leaves. Their sheer numbers make for a formidable filing problem, and, if recorded separately, with following amendments and later prints, are a heavy drain on the time of the technical processing staff. It is essential that they be promptly filed in order, but many libraries do not find it necessary to record them separately. How they are filed and housed depends upon the library's retention policy. If they are not retained beyond the period required by the Documents Office (one year after the close of the Congress), a simple and effective way of handling them is to place them flat on shelves, tied in packs of a hundred, all prints and amendments of each bill together. They may with equal facility be placed in vertical files. Libraries that retain the bills for historical research purposes usually file those for the current Congress in some such manner as that just described, and after the adjournment of the Congress, either tie the unbound sheets in cardboard backed packages for permanent shelving, or bind them by one of the cheaper methods of pad-binding or by the use of a plastic adhesive. The records of the completed files may be of minimum detail, showing only inclusive numbering of the series for each Congress.

The reports and documents and slip laws are much more easily cared for than the bills, being of a size that fits neatly into open topped filing boxes such as Gaylord pamphlet files (No. 901), in which they are arranged in order by house, series, and number. No problem of retention is involved because the reports and documents³ are reissued in the bound Congressional edition ("Serial Set") and the slip laws in the *United States Statutes at Large*. As with bills, the unbound issues may be recorded as received if time permits and the library considers it necessary, but they are entirely usable without records if they are housed in suitable containers, filed in proper order, and serviced by competent reference assistants.

³ For use of this issue of the reports and documents as separately classified monographs, see page 35.

Except for the slip laws, the publications so far discussed — the bills and resolutions, reports and documents — do not have classification numbers assigned by the Documents Office in the same manner as other documents, but are referred to by Congress, session, house, series, and issue number. This necessitates a separate section for these publications and for their records in libraries using the Documents Office classification, unless the documents librarian's urge for coherence leads him to invent a classification number to integrate them into the rest of the collection. Because of the distinct and temporary nature of these publications, the separate section seems more logical than the integrated.

The *Congressional Record* before the second session of the Eighty-third Congress presented few special problems. The chief one was that a permanent bound edition superseded the daily edition except for the occasional research student who wished to compare the text of the more fully edited permanent edition with the daily edition. It was therefore necessary for each library to decide whether this occasional use justified the retention of the daily edition after the permanent edition was received. However, beginning with the session mentioned, the appendix volumes of the permanent edition were discontinued. The "Extension of Remarks" section at the end of each day's proceedings in the permanent edition includes speeches of members printed in the appendix of the daily edition. Such extraneous matter as newspaper and magazine articles are omitted from the permanent edition unless incorporated in these speeches. Material not reprinted is indexed in the permanent edition, making retention of the daily edition necessary in libraries that want the complete record.

The problem of committee prints is chiefly one of acquisition, since they are not customarily depository material and are usually issued in limited editions. They are printed for the use of the issuing committee, from which copies of most of them may be obtained. Many early committee prints are not listed in the Documents Office indexes, but listing and distribution are becoming more extensive. Many publications issued as committee prints are also issued as house or senate documents, and so are available to depository libraries in that form.

may be disposed of in whatever manner the library sees fit, but precautions should be observed with depository materials to make sure that, in weeding pamphlet files, nothing is discarded except in accordance with the instructions to depository libraries issued by the Documents Office.

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chapter 8 **Routines**

Each library's routines are peculiar to itself in many respects, depending upon the type and size of the library, the number and abilities of staff members, and other local factors. However, in administering the government documents collection, the nature of the material, the manner of its receipt, and the exigencies of its format make for a certain constancy in some of the routines of its handling, regardless of local conditions. Keeping this fact in mind, a few basic routines are suggested here to supplement the consideration of the organization, classification, and recording of the collection (see Chapters 4-7), to be modified by each library to fit its particular needs.

RECEIVING

The person who opens the documents mail must be trained to distinguish the different acquisition categories and handle each package accordingly. Depository shipments are plainly so marked, and all items from each package should be kept together with the accompanying daily depository shipping list until all information required from the

list has been noted by the technical processes staff. Non-depository new items, with the exception of separately ordered purchases, may be handled together in the preliminary sorting. Materials separately ordered from the Documents Office are easily distinguished before the package is opened if the library has sent the order on one of the blanks supplied by the Documents Office that include a return address label to be filled out when the order is made. If this type of label is not on the package, orders can be identified upon opening the packages by the enclosures of the Documents Office that clearly indicate their status. Purchases should be handled separately until the order records described in Chapter 6 have been cleared. Items received on non-current exchange are easily recognized, and must be handled separately until the exchange records have been made, acknowledgment sent, and postage refunded for those packages received by mail.

After the mail has been opened and sorted, the library's marks of ownership may be applied. Whatever marks of ownership are used for the library's other collections may also be used for documents. A rubber stamp bearing the name of the division of the library and the date of receipt, applied to the flyleaf of bound volumes and the upper right corner of the cover of unbound serials and pamphlets (taking care not to obscure essential information), is very useful, not only as a means of indicating ownership but as a device for demonstrating to impatient readers that certain publications are not received the day after the last date covered in their contents.

Depository shipping lists are then checked for missing items, which are claimed on forms provided by the Documents Office; order records for purchases and exchange records are completed; and the day's receipts are distributed to the members of the technical processes staff for entry on the library's records, or, in the case of special materials that are filed without entry of separate items, routed to the proper department or staff member for filing.

PROCESSING

The technical processes of classifying and recording government documents in the library are described in Chapters 5-7. A few suggestions on minor routine matters are added here.

In Miss Markley's study, *Library Records for Government Publications*, noted at the end of Chapter 6, a directive form to accompany new serials, indicating to the sub-professional or clerical assistant the proper procedures for entering them, is shown on pages 65 and 66. An adaptation of it, giving classification, essential bibliographical information, entries to be made, retention policy, and binding instructions, would be useful in any library.

Claims for lacking issues of non-depository documents present some problems, although most of them are common to all irregular serials regardless of origin. Missing issues of periodicals may be noted by the same routine as for non-governmental periodicals, by listing gaps when (and if) the next following issue is received, or by reading the checking file at regular intervals. Many numbered series do not appear in exact sequence, and it is not only futile but is also wasteful of both the library's and the issuing office's time to send frequent inquiries about recent gaps in such serials as the Bureau of Mines *Reports of Investigations* or the National Advisory Commission for Aeronautics *Technical Notes*. A periodic check of the holdings record to note gaps that have remained unfilled for an unduly long time, say six months, is probably the best solution to this problem.

Marking the call number on each item as it is received is a time-consuming process if it is done by a specially trained letterer. Time is saved if the assistants who enter the items on the records copy the classification numbers in ink on the covers of unbound items as they enter them. This practice does require care to insure legibility, but much the same care should be exercised if the call number is penciled by the assistant for copying by the letterer. The cover marking is most easily done with black or blue-black permanent fountain pen ink. Small white paper labels may be pasted in the proper spot on covers that are too

dark or too ornate for the call number in black ink to be legible.

Bound volumes require permanent marking with the classification number. For those that are received in a publisher's binding, the marking is usually done in white ink coated with shellac or transparent liquid plastic on dark bindings, and in black india ink on light colored bindings. Volumes bound by the library may have the classification number put on at the bindery along with the binder's title, or may be hand lettered, depending upon the general library policy.

CIRCULATION

The circulation policy for documents, especially unbound pamphlets, is a matter that troubles many libraries. It is essentially a matter for decision on the basis of local conditions, but experience indicates that unbound documents can be circulated without loss or damage great enough to outweigh the satisfaction a liberal circulation policy gives readers, with consequent increase of interest in and appreciation of the resources of government documents. Circulation records may be very simple. The use of book cards for brief unbound pamphlets is obviously not satisfactory because the book pockets cannot be attached to them, and in any event many of them are not of a nature to circulate frequently enough to justify preparing a book card and pocket in advance. A slip showing complete classification number, issuing agency, title, and borrower's name and address (or whatever identification the library requires) has been found adequate for all requirements.

SHELVING

Maintaining order and neatness in the shelves of the government documents collection is a considerable problem if many files are retained unbound. Some libraries distribute the collection on the basis of separation of bound and unbound materials, and thus restrict the struggle with limp and odd-sized publications to one place, but, as mentioned in Chapter 4, there are disadvantages to dividing the

collection in this manner. The use of binders, pamphlet boxes, pad-binding, and such devices reduces the difficulty—at least so far as appearance goes—in libraries that can afford them. However, if extensive files are handled in this manner, supplies and maintenance may become a considerable item of expense. A carefully trained and supervised shelving staff can maintain order among unbound serials even without the use of binders and pamphlet boxes. In fact, documents can be lost in such containers with at least as great facility as on open shelves, although they may present a better appearance if the disorder is concealed in a cover of some sort.

For libraries that want to survey the devices for filing, labeling, marking, mending, and other processes of maintenance, the buying guide published annually in the *Library Journal* is a helpful introduction to the resources of the trade.

chapter 9 **Bibliographies and indexes**

It can well be said that of making bibliographies of government documents there is no end, nor can there be so long as the documents continue to be published.¹ Because of the increasing tendency toward depending upon printed bibliographies as guides to the contents of government documents, it is essential that any librarian who aspires to competence in the field must be informed about the resources of the various types of these guides and aids. Even in libraries that enter their document collections in the card catalog, much information is located through the use of special bibliographical tools that cannot be made available by means of the card catalog.

It is not a purpose of this manual to discuss reference procedures or the subject matter of the government documents collection. However, as a matter of convenience, a

¹See, for a survey of the extent of part of the field: United Nations Educational, Scientific, and Cultural Organization. *Manuel des échanges internationaux de publications* ([Paris] UNESCO, 1950), Annexe I: Liste des bibliographies de publications officielles. United States of America, p.153-57.

list of outstanding guides and aids to the use of documents, the major bibliographical apparatus of the Documents Office, other general compilations, and examples of outstanding special lists is given here. The documents librarian should study carefully the descriptions of bibliographies and indexes included in the publications listed in Sections I and II below. Because of the availability of these authoritative studies, this list is confined to an elementary survey of the general field, the minimum essentials for initial acquaintance with the subject of government documents bibliography.

Section I: BIBLIOGRAPHIES OF BIBLIOGRAPHIES

1. Childs, James G. Government Document Bibliography in the United States and Elsewhere. 3d ed. Washington, Govt. Print. Off., 1942.
2. Wilcox, Jerome K. "Guides to the Use of American Government Publications: Federal Publications," *American Archivist* 12:71-74 (Jan. 1949).
3. — "New Guides and Aids to Public Documents Use, 1949-1952: Federal," *Special Libraries* 45:32-34 (Jan. 1954).

Section II: GUIDES AND AIDS, NONGOVERNMENTAL

Part 1: Comprehensive

4. Boyd, Anne Morris. United States Government Publications. 3d ed., rev. by Rae Elizabeth Rips. New York, Wilson, 1949 [i.e. 1950].

The standard basic introduction to the study of government publications. Treats of the nature, printing, and distribution of government publications and their catalogs and indexes, then considers each branch of the federal government in turn, discussing its history, organization and duties, followed by a list and description of important and typical publications of each agency.

5. Brown, Everett S. *Manual of Government Publications, United States and Foreign*. New York, Appleton-Century-Crofts [1950].

The author is a professor of political science, and his book is written for the guidance of students in that discipline, with emphasis on legislative, judicial, and diplomatic documents.

6. Hirshberg, Herbert S. *Subject Guide to United States Government Publications*, by Herbert S. Hirshberg and Carl H. Melinat. Chicago, American Library Association, 1947.

"Designed to provide a starting-point for finding (by subject only) significant United States government publications for reference or informational use A selection of those books and pamphlets, most of them published during the past twenty years [before 1947] believed to be most generally useful in libraries."²

7. Leidy, W. Philip. *A Popular Guide to Government Publications*. New York, Columbia University Press, 1953.

"In this compilation . . . Mr. Leidy has attempted to bring together all recent government publications, popular in nature, which should be of first interest to the public."

Publications of popular and informational nature which appeared (with a few exceptions) during the period 1940-1950. Arranged by broad subjects, with detailed subject index.

8. McCamy, James L. *Government Publications for the Citizen*. New York, Columbia University Press, 1949.

One of the "peripheral studies" of the Public Library Inquiry. Examines the character, distribution, and uses in libraries of government publications.

² Statements enclosed in quotation marks are taken from the publication being described.

9. Melinat, Carl H. "United States Government Publications," in *Les publications officielles et la documentation internationale; Travaux de la Conférence de Documentation réunie à Paris le 29 janvier 1951*. [Paris, Carnegie Endowment for International Peace, 1952.] p.52-66.
10. Merritt, LeRoy Charles. *The United States Government as Publisher*. Chicago, University of Chicago Press [1943].

"It is the objective of [this] study to discover the scope of the subject content of the present output of the publishing offices of the United States government and to trace the trend of subject emphasis in government publication since the turn of the century."
11. Schmeckebier, Laurence F. *Government Publications and Their Use*. 2d rev. ed. Washington, Brookings Institution, 1939. (The Institute for Government Research of the Brookings Institution. *Studies in Administration*, no. 33.)

"The purpose of this volume is to describe the guides that have been provided, to indicate the limitations and uses of the indexes, to explain the systems of numbering and methods of titling, to call attention to some outstanding compilations or series of publications in several fields...."

Although many changes in government organization have taken place since its compilation, the value of this work as a guide to older material is unimpaired.
12. Temple, Phillips. *Federal Services to Libraries*. Chicago, American Library Association, 1954.
13. Tompkins, Dorothy C. *Materials for the Study of Federal Government*. Chicago, Public Administration Service, 1948.

Compiled in the Bureau of Public Administration of the University of California for the use of students of government, "to provide a guide to materials for the study of selected, domestic aspects of the federal

government.... Some... early sources have been included but the emphasis has been placed on the period 1940-1947."

14. Winchell, Constance M. *Guide to Reference Books*. 7th ed. Chicago, American Library Association, 1951.

Section F, *Government Documents*, p. 105-07, lists "some of the most important general guides and indexes for the United States." Indexes and bibliographies relating to special subjects are listed under those subjects.

— — Supplement, 1950-1952, by Constance M. Winchell and Olive A. Johnson. Chicago, American Library Association, 1954. p.18-19.

Part 2: Special periods and subjects

Many of the manuals and bibliographical guides in special subject fields and bibliographical notices in learned and professional journals include extensive references to government publications. Only a few outstanding examples of major compilations devoted exclusively to federal government publications are listed here.

15. Hasse, Adelaide R. *Index to United States Documents Relating to Foreign Affairs, 1828-1861*. Washington, Carnegie Institution of Washington, 1914-21. 3v. (Carnegie Institution of Washington. Publication no. 185.)

16. Hauser, Philip M., ed. *Government Statistics for Business Use*; ed. by Philip M. Hauser and William R. Leonard. New York, Wiley [1946].

For later information see U. S. Bureau of the Budget, *Statistical Services of the United States Government*, rev. ed., June 1952, [Washington, Govt. Print. Off., 1952]; and U. S. Congress, Joint Committee on the Economic Report, *Economic Statistics, Hearings before*

the Subcommittee on Economic Statistics . . . 83d Congress, 2d sess. . . Washington, Govt. Print. Off., 1954.

17. Leland, Waldo G., comp. *Introduction to the American Official Sources for the Economic and Social History of the World War*; comp. by Waldo G. Leland and Newton D. Mereness. New Haven, Yale University Press, 1926.
18. Scudder, Robert E. "World War II and the Indexing, Distribution, Restrictions on Distribution and Discontinuance of U. S. Government Publications." In American Library Association. Committee on Public Documents. *Public Documents and World War II*. Chicago, American Library Association, 1942. p.7-41.
19. Wilcox, Jerome K. *Guide to the Official Publications of the New Deal Administrations*. Chicago, American Library Association, 1934.

— — Supplement[s] April 15, 1934—January 1, 1937. Chicago, American Library Association, 1936-37. 2v.
20. — *Official War Publications; Guide to State, Federal, and Canadian Publications*. Berkeley, Calif., Bureau of Public Administration, University of California, 1941-45. 9v.
First volume and first supplement [vol. 2] have title: *Official Defense Publications*.
Covers approximately the period from June 1940 through 1944.
21. — *Unemployment Relief Documents; Guide to the Official Publications and Releases of F.E.R.A. and the 48 State Relief Agencies*. New York, Wilson, 1936.

Mr. Wilcox's guides are particularly important for their listing of processed publications of the periods covered.

Section III: MANUALS OF GOVERNMENT ORGANIZATION

22. U. S. Congress. Official Congressional Directory. Washington, Govt. Print. Off.

At present, one issue for each session of Congress. Earlier revised more frequently.

Personnel, organization, and duties of legislative, executive, and judicial branches, plus a great deal of special information about the organization and membership of Congress.

23. U. S. Federal Register Division. United States Government Organization Manual. Washington, Govt. Print. Off.

The official organization handbook of the federal government, at present issued annually.

Section IV: CHECKLISTS AND SCHEDULES OF CLASSIFICATION

24. U. S. Documents Office. Checklist of United States Public Documents, 1789-1909. 3d ed., rev. and enl. Vol. I: List of Congressional and Departmental Publications. Washington, Govt. Print. Off., 1911.

Volume I only published; a proposed index has never been issued.

This is actually a shelf list of the Documents Office library, with much valuable information as to the history of agencies, exact bibliographical information on issues of series and variant editions of many publications. It lists first the *American State Papers* and the Congressional edition of the Fifteenth through the Sixtieth Congresses, with serial numbers. For composite volumes of the Congressional edition, usually the title of the largest document in each volume only is included, although all documents are listed by number. Following the Congressional edition, departmental publications are listed according to the order of the Documents Office classification. Serial

numbers are given for departmental publications issued also in the Congressional edition. Miscellaneous publications of Congress and papers of the Revolutionary period and first fourteen Congresses follow the departmental lists.

A brief errata list was printed in the *Monthly Catalog*, no. 209 (May 1912) p.720-21.

The *Checklist* has been reprinted by the Joint Committee on the Reproduction of Bibliographic and Reference Works (c/o J.W. Edwards, Publisher, Inc., Ann Arbor, Michigan).

25. Poole, Mary Elizabeth. Documents Office Classification. [Ann Arbor, Mich., Edwards, 1946.]

A schedule of the Documents Office classification through August 1945 issued in loose-leaf form. May be kept to date by addition of new numbers as they are listed in the *Monthly Catalog*.

26. U. S. Documents Office. List of Classes in 1950 Revision of Classified List of United States Government Publications by Departments and Bureaus; rev. October 15, 1954. Washington, Division of Public Documents, Govt. Print. Off. [1954].

— Inactive and Discontinued Items from the 1950 Revision of the Classified List; rev. October 15, 1954. [Washington, Govt. Print. Off., 1954.]

— "Government Author Index to the 1950 Revision of the Classified List of United States Government Publications available for Selection by Depository Libraries," in *Monthly Catalog*, March 1951, p. 113-16.

Revised lists of classes and of discontinued items are issued about once a year, and are supplemented by notices of new items in the daily depository shipping lists.

As explained in Chapter 2, the 1950 revision of the *Classified List* was published in card form, with an additional card for each new item as it is published.

27. Documents Expediting Project. Classified Checklist of United States Government Processed Publications. Prelim. ed. Washington, Documents Expediting Project, 1951.

— — Supplement A-B. August 1, 1951—December 31, 1953. [Washington, 1952-53.]

Serves as a supplement to the *Classified List* (Item 26), including non-depository publications available to the Project. Gives Documents Office classification number when available, but lists many titles for which no number had been assigned at the time of publication.

Available only to subscribers to the Project.

Section V: GENERAL LISTS AND INDEXES, GOVERNMENT ISSUE

28. Poore, Benjamin Perley. *A Descriptive Catalogue of the Government Publications of the United States, September 5, 1774—March 4, 1881*. Washington, Govt. Print. Off., 1885. (48th Cong., 2d sess. Senate misc. doc. no. 67.)

A chronological list with alphabetical index of subjects, personal authors, government agencies. The *Checklist* says of it, "it has been of immense service, in spite of the fact that it is unwieldy, incomplete, difficult to consult, and sometimes inaccurate."

Reprinted by the Joint Committee on the Reproduction of Bibliographic and Reference Works.

29. Ames, John G. *Comprehensive Index to the Publications of the United States Government, 1881-1893*. Washington, Govt. Print. Off., 1905. 2v. (58th Cong., 2d sess. House doc. no. 754.)

Covers period between Poore's *Descriptive Catalogue* and the *Document Catalog*. Alphabetical arrangement by subject (usually catchword from inversion of title) in a center column, flanked on the left by a column showing author or issuing agency and on the right by one showing Congressional document number if the publication is in the Congressional edition. Personal name index.

Reprinted by the Joint Committee on the Reproduction of Bibliographic and Reference Works.

30. U. S. Documents Office. *Catalog of the Public Documents of . . . Congress and of All Departments of the Government of the United States for the Period from March 4, 1893 to December 31, 1940.* Washington, Govt. Print. Off., 1896-1945. 25 v. Usually cited by its binder's title: *Document Catalog (Catalogue to Vol. 21).*

The great permanent and complete dictionary catalog of federal government publications of the period covered.

Except for vol. 2 and 3, which cover the 1st and 2d sessions of the 54th Congress, respectively, each volume prior to vol. 22, for the 73d Congress, lists the publications of one Congress and the departmental publications of two fiscal years ending June 30. Because of the change of the date of the assembling of Congress, vol. 22 covers the 73d Congress and departmental publications issued between July, 1933, and December, 1934. Volumes 23 through 25 cover the 74th, 75th, and 76th Congresses respectively, and each lists the departmental publications of the two corresponding calendar years.

Special features to be noted are the Congressional documents lists and the tables of government authors.

Volumes 20 through 25 include the processed publications available to the Documents Office for listing, as well as the printed documents of the period.

31. U. S. Documents Office. *Monthly Catalog of United States Government Publications.* Jan. 1895- Washington, Govt. Print. Off., 1895- .
Title varies.

— — Supplement 1941-1942, 1943-1944, 1945-1946. Washington, Govt. Print. Off., 1947-48. 3v.

— — Decennial Cumulative Index, 1941-1950. Washington, Govt. Print. Off., 1953.

Since the discontinuance of the *Document Catalog*, the only current comprehensive list of federal government publications issued by the Documents Office.

For descriptions of its contents and policies see Boyd, (Item 4) p.42-43, and "Report by the Chairman of the Public Documents Committee of the American Library Association [Jerome K. Wilcox] Concerning the Cataloging and Indexing Programs of the Division of Public Documents," *Monthly Catalog* no. 632 (Sept. 1947), p.iii-vi.

32. A Catalog of Books Represented by Library of Congress Printed Cards Issued to July 31, 1942. U. S. Entries. Ann Arbor, Mich., Edwards, 1947. 4v.

— Supplement. Cards Issued August 1, 1942-December 31, 1947 and 1948-1952. Ann Arbor, Mich., Edwards, 1948, 1953. U. S. entries in v. 38-39 of supplement for 1942-47 and v. 21-22 of 1948-52. Title varies.

Currently continued by *Library of Congress Catalog - Books: Authors* (monthly with quarterly and annual cumulations), issued by the Library of Congress.

Section VI: SPECIAL LISTS AND INDEXES, GOVERNMENT ISSUE

Part 1: Congressional publications

33. Greely, Adolphus Washington. Public Documents of the First Fourteen Congresses, 1789-1817. Papers Relating to Early Congressional Documents. Washington, Govt. Print. Off., 1900. (56th Cong., 1st sess., Senate doc. no. 428.) Arranged chronologically by Congress, with name index. Introduction contains valuable information on methods of publication and indexing of the early documents.

— — [Supplement] Washington, Govt. Print. Off., 1904.

Reprinted from the *Annual Report* of the American Historical Association, 1903, Vol. 1, p.343-406.

34. U. S. Documents Office. Index to the Reports and Documents of the 54th Congress, 1st session—72d Congress, 2d session, December 2, 1895—March 4, 1933. Washington, Govt. Print. Off., 1897-1933. 43v.

Title varies.

Usually called the *Document Index*. Largely superseded by the *Document Catalog*. Its numerical lists and schedule of volumes of the Congressional Serial Set are continued in Item 35.

35. U. S. Documents Office. Numerical Lists and Schedule of Volumes of the Reports and Documents of the 73d- Congress. Washington [Govt. Print. Off.] 1934-

Previously included in the *Document Index*, which ceased publication with the volume for the 72d Congress. Beginning with the 77th Congress, it is the only source for the serial numbers of the Congressional edition, which were up to that time listed also in the *Document Catalog*.

36. U. S. Documents Office. Tables of and Annotated Index to the Congressional Series of United States Public Documents. Washington, Govt. Print. Off., 1902.

Covers the Congressional edition (Serial Set) from its beginning through the 52d Congress, including general references to the *American State Papers* of the first fourteen Congresses which have been assigned the serial numbers 01-038 in order to associate them with the main Serial Set beginning with the 15th Congress. The *Tables and Index*, as it is usually known, is chiefly useful for its index, since the tables are superseded by those in the *Checklist*.

37. U. S. Congress. Senate. Library. Index of Congressional Committee Hearings (Not Confidential

in Character) Prior to January 3, 1935 in the United States Senate Library. Washington, Govt. Print. Off., 1935.

— — [Supplement] for 74th- Congresses. Washington, Govt. Print. Off., 1941-

Permanent supplements are issued every ten years, with temporary advance supplements (at present) for each Congress.

The House library has also issued indexes of the hearings in its holdings, and the Legislative Reference Service of the Library of Congress is issuing a series of checklists of hearings before major committees through the 67th Congress.

Part 2: Departmental and bureau lists and indexes

Many departments and bureaus have issued lists of their own publications. Some of the most useful of these are listed here. For a survey as of 1942, see Childs (Item 1) p.5-10. For a survey of the indexing activities of the executive departments as of 1953, see "Central Indexing and Distribution of U. S. Government Documents," by Roy B. Eastin, in *College and Research Libraries* 15:35-36 (Jan. 1954).

Department of Agriculture

38. U. S. Documents Office. List of Publications of the Agriculture Department, 1862-1902. Washington, Govt. Print. Off., 1904. (Bibliography of United States Public Documents. Department List no. 1.)
39. U. S. Dept. of Agriculture. Office of Information. Index to Publications of the United States Department of Agriculture, 1901-1940. Washington, Govt. Print. Off., 1932-43. 4v.

Other lists of early publications are mentioned in Childs. A current list of available publications is

issued in the Department's *Miscellaneous Publication* no. 60, which is frequently revised, and there is also a *Monthly List of Publications and Motion Pictures*.

Department of Commerce

40. U. S. Dept. of Commerce. United States Department of Commerce Publications. Washington, Govt. Print. Off., 1952.

Selected list of publications issued from 1790 to October, 1950.

— — Supplement 1951-52-- Washington, Govt. Print. Off., 1954- .

Annual cumulation of its weekly *Business Service Check List*, omitting news releases and similar material.

41. U. S. Bureau of the Census. Catalog of United States Census Publications, 1790-1945. Washington, Govt. Print. Off., 1950.

Comprehensive listing of all material issued by the Bureau of the Census and its predecessor organizations.

42. — Catalog of United States Census Publications, 1946- Washington, Govt. Print. Off., 1947- . Title varies.

Quarterly (cumulative to annual) with monthly supplement. Some of the annual volumes have important special appendixes, such as the 25-page index of the final reports of the 1945 *Census of Agriculture* in the 1947 annual volume.

43. U. S. Civil Aeronautics Administration. List of Publications.

Processed; revised frequently.

44. U. S. National Bureau of Standards. Publications of the National Bureau of Standards, 1901 to June 30, 1947. Washington, Govt. Print. Off., 1948. (National Bureau of Standards. Circular 460.)

— — Supplementary List, July 1, 1947 to June 30, 1952. Washington, Govt. Print. Off., 1952.

Processed supplementary lists are issued frequently.

Department of Health, Education and Welfare

45. U. S. Office of Education. List of Publications of the United States Bureau of Education, 1867-1910. (Reprinted 1940) Washington, Govt. Print. Off., 1940. (U. S. Bureau of Education. Bulletin, 1910, no. 3.)

46. — List of Publications of the Office of Education, 1910-1936, Including Those of the Former Federal Board for Vocational Education for 1917-1933. Washington, Govt. Print. Off., 1937. (U. S. Office of Education. Bulletin, 1937, no. 22.)

A separate index to the *Report* of the Commissioner of Education, 1867-1907, was issued as Bulletin, 1909, no. 7.

Processed lists of "major publications" have been issued occasionally in recent years, but no comprehensive supplement to the lists mentioned here has appeared.

Department of the Interior

47. U. S. Board on Geographic Names. Catalog of Publications and Indexes to Decisions. Washington, Dept. of the Interior, 1953.

48. U. S. Geological Survey. Publications of the Geological Survey, May 1953. Washington, Govt. Print. Off., 1953.

"A complete list, to date, of the book publications of the Geological Survey Many of the maps and charts published by the Geological Survey are described The Survey's topographic quadrangle maps are not listed here.

"This publication will be revised and reprinted every 5 years. In the intervening period, yearly supplements will be issued to bring the data up to date."

New Publications of the Geological Survey is issued monthly, and frequently revised index sheets of the topographic quadrangles and other map series serve as a guide to their use as well as an acquisitions list.

49. U. S. Bureau of Mines. List of Publications of the Bureau of Mines, July 1, 1910—January 1, 1954. Washington, Govt. Print. Off., 1950, 1955. 2v. Kept to date by annual supplements and monthly list: *New Publications*.

50. U. S. Bureau of Reclamation. The Bureau of Reclamation has issued occasional lists: *Publications Available for Sale*, *Publications Available for Free Distribution*, and *Index of Laboratory Reports*, but no recent comprehensive lists.

Department of Labor

51. U. S. Dept. of Labor. Division of Publications and Supplies. Publications of the Department of Labor, January 1, 1948. [Washington, Govt. Print. Off., 1948.]

"The object of this pamphlet is to acquaint the general public with the title, size, date of issue, and ways of securing copies of these publications."

Mimeographed supplementary lists are issued occasionally.

52. U. S. Bureau of Labor Statistics. Publications of the Bureau of Labor Statistics: Bulletins, Releases, *Monthly Labor Review* Articles and Reprints, Items in Progress. Jan. 1946- [Washington, U. S. Department of Labor, Bureau of Labor Statistics, 1947- .]

Title varies. First issue covers Jan. 1946—April 1947; succeeding issues are monthly, with semiannual cumulations.

Department of State

53. U. S. Dept. of State. Publications of the

Department of State, October 1, 1929—January 1, 1953. [Washington, Govt. Print. Off., 1954.]
Supplemented by cumulative semiannual lists.

Independent Agencies

54. U. S. National Advisory Committee for Aeronautics. Index of NACA Technical Publications, 1915-1949; 1949—May 1951; June 1951—May 1953; June 1953—May 1954. Washington, 1949-54. 4v. Author index to 1915-1949 volume issued separately. Special lists and indexes also published.
55. Smithsonian Institution. Classified List of Smithsonian Publications Available for Distribution May 1, 1952. Washington, Smithsonian Institution, 1952.
56. U. S. Bureau of American Ethnology. List of Publications of the Bureau of American Ethnology, with Index to Authors and Titles. Rev. to July 30, 1949. Washington, Govt. Print. Off., 1949.
57. U. S. National Museum. A List and Index of the Publications of the United States National Museum (1875-1946). Washington, Govt. Print. Off., 1947. (Bulletin 193.)
58. U. S. Tariff Commission. Publications of the Tariff Commission. Washington, 1939.
- List of Publications of the Tariff Commission, January 1940 to December 1952. Washington, U. S. Tariff Commission, 1953.
59. U. S. Veterans Administration. Index to Veterans Administration Publications: a Complete Analytical Subject Index of Contents of All VA Directive and Regulatory Publications. [Washington, Govt. Print. Off.]
Issued quarterly, each issue superseding all previous lists.

Part 3: Special subjects

The Documents Office issues, free of charge, price lists on a variety of current topics from *Animal Industry* to *Weather, Astronomy, and Meteorology*. Besides their primary use as sales lists, they are excellent subject bibliographies. Many special announcements and lists of publications are also issued. The biweekly *Selected United States Government Publications* is useful for notices of outstanding new titles.

Many important periodical bibliographical publications are issued by various government agencies, as the Department of Agriculture's *Bibliography of Agriculture* (monthly), the Atomic Energy Commission's *Nuclear Science Abstracts* (semimonthly), the Armed Forces Medical Library's *Current List of Medical Literature* (monthly), and the Office of Technical Services' *Bibliography of Technical Reports* (monthly). The coverage of such periodicals is not confined to federal government publications, but they usually do include a very comprehensive listing of the government documents in their particular fields.

There are also such continuing bibliographies as the Geological Survey's *Annotated Bibliography of North American Geology*, and the many Library of Congress subject bibliographies, to mention outstanding examples, which are always fruitful sources of references to important government documents.

Not properly bibliographies, but indispensable aids to the use of the publications to which they furnish the key, are such self-indexes as the sessional index of the *Congressional Record*, with its full analysis of the contents of the publication and its "History of Bills and Resolutions"; the "General Index [to the] Annual Reports of the Bureau of American Ethnology, Vols. 1-48 (1879-1931)" in Volume 48 of the series; and the cumulative *Index of Federal Specifications and Standards* of the Federal Supply Service.

These are only a few examples of the seemingly endless resources of these kinds of special bibliographical aids. The documents librarian will find that a careful study of such resources will be repaid many times in increased efficiency in bibliographical searching. He must also keep in

mind, however, that much of the great body of information available in the publications of agencies of the United States government, particularly of the nineteenth century, is not adequately indexed; and, furthermore, that no index, however analytic, can take the place of wide acquaintance with the resources of the collection on the part of the library staff.

Section VII: COMMERCIAL REFERENCE AND INDEXING SERVICES

Part 1: Services devoted exclusively to agencies of the federal government

Congressional Index, Commerce Clearing House, Inc., 522 Fifth Avenue, New York 18, N.Y.

Loose leaf weekly service, indexing by "topic, author and bill number . . . all [Congressional] measures of general interest." Also includes information on members of Congress, Congressional committees, etc.

Congressional Quarterly, Congressional Quarterly News Features, 1156 Nineteenth Street, N.W., Washington 6, D.C.

Includes *CQ Weekly Report* and *Congressional Quarterly Almanac* (annual).

Documents Digest, Documents Digest, Box 453, Arlington 10, Va. Weekly abstracting service, each issue containing abstracts of twenty or more of "the more important reports, studies, and publications released during the week."

Federal Publications Guide, Congressional Intelligence, Inc., Ten Independence Avenue, Washington 4, D.C.

Weekly mimeographed list of "publications, releases, rulings of Federal agencies, bills introduced, Committee reports in Congress, decisions of Supreme Court, etc." Particularly useful for references to processed releases.

Various specialized services in the fields of science, economics, labor relations, etc. Examples are:

Social Legislative Information Service, Inc., 1346 Connecticut Avenue, N.W., Washington 6, D.C.

"Reports impartially on federal social legislation and the activities of federal agencies affecting family life, children, and community services in the areas of health, education, welfare, housing, employment and recreation."

Technical Information Service, 732 Woodward Building, 15th and H Streets, N.W., Washington 5, D. C.

Monthly, semiannual, and annual indexes to *U. S. Government Research Reports*, issued by the Office of Technical Services.

Part 2: General indexing services

The standard periodical and general indexing services must not be overlooked as guides to federal documents, not only for analysis of the contents of periodicals, which is not found in many of the government issued bibliographical publications, but also for what may be called the popular approach; that is, the layman's (or more probably the journalist's) names for Congressional committees, important laws, Presidential commissions, and so on, which often give no clue to the official titles under which they are properly referred to in the government issued bibliographies.

Coverage of government documents in these commercial indexing services varies from time to time; accordingly, a list of titles indexed may not be valid over any considerable number of years. In general, the documents librarian should be aware at least of the resources of the *Readers' Guide*, the *Industrial Arts Index*, the *Agricultural Index*, the *Education Index*, the *Bulletin of the Public Affairs Information Service*, and the *Engineering Index*. A recent statement from the H. W. Wilson Company, publishers of the first four of these, indicates that its future policy, as decided by its subscribers, will probably be to continue

indexing government document periodicals, but to omit such serials as *Farmers' Bulletins*, Bureau of Labor Statistics and Office of Education *Bulletins*, and Smithsonian Institution *Annual Reports*. These were formerly listed in the *Readers' Guide*, but are now omitted on the ground that they are adequately covered by the *Monthly Catalog*. Since the *Monthly Catalog* does not analyze periodicals, the Wilson publications will continue to include certain ones. The *Readers' Guide*, for instance, will index *Américas*, the *Monthly Labor Review*, *School Life*, and the *Department of State Bulletin*. When decisions as to exact titles to be included in the other indexes are made, it is very likely that the same principle of indexing certain periodicals and excluding other serials will be followed.

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