

**Bibliographic
Control of
Microforms**



Bibliographic Control of Microforms

**BY FELIX REICHMANN
AND JOSEPHINE M. THARPE**

**with the cooperation of
Henriette Avram, Suzanne Dodson,
Harry Gochman and Laura Jennings.**

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THE ASSOCIATION OF
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CONTRACT WITH THE OFFICE
OF EDUCATION**



*Greenwood Press, Inc., Publishing Division
Westport, Connecticut*

Library of Congress Cataloging in Publication Data

Reichmann, Felix, 1899-

Bibliographic control of microforms.

Sponsored by the Association of Research Libraries
under contract with the Office of Education.

Bibliography: p.

1. Microforms--Bibliography. 2. Books on microfilm
--Bibliography. I. Tharpe, Josephine M., joint author.

II. Association of Research Libraries. III. Title.

Z1033.M5R43 016.02517'9 72-2463

ISBN 0-8371-6423-9

157-507
acc. by B. N. Noyes 16/12/88
Class. by ---
Sub. Heading by GA/719
Date by ---
Transcribed by O. Noyes
8.9.89

PC

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Library of Congress Catalog Card Number: 72-2463
ISBN: 0-8371-6423-0

First published in 1972

Greenwood Press, Inc., Publishing Division
51 Riverside Avenue, Westport, Connecticut 06880
Printed in the United States of America
Designed by Laurel Brown

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Acknowledgments

This study was made possible through the cooperation of librarians, microform dealers, and many other interested persons throughout the world. A few names must be singled out for special acknowledgment.

The structure of the survey is the result of the suggestions and advice of the two chief officers of the Association of Research Libraries, Stephen A. McCarthy and Louis E. Martin, and the members of the Advisory Committee for the study: Samuel M. Boone, University of North Carolina Library; Helen Brown, Pennsylvania State University Library; Lyman H. Butterfield, Massachusetts Historical Society; Richard DeGennaro, University of Pennsylvania Libraries; and Allen B. Veaner, Stanford University Libraries.

Of great value was the assistance given by Suzanne Dodson, Head, Government Publications and Microforms, University of British Columbia Library; Laura L. Jennings, former Head, Catalog Department, and the Reference staff, Cornell University Libraries. Many staff members of the Library of Congress discussed the study with the authors in detail and assisted in a variety of ways. Among them, we are especially grateful to Robert Holmes and C. Sumner Spalding, administrative officers of the Technical Services; Gloria Hsia and Imre Jarmy of the Catalog Publications Division, which is responsible for the *National Register of Microform Masters*; Henriette Avram and Harry Gochman of the MARC (Machine Readable Catalog) Project of the Library of Congress contributed the paper on the Machine-Readable Index for Microsets (Appendix 2).

Seven specialists offered advice at a meeting devoted to technical operations of libraries: Michael Fitzgerald, Harvard University Libraries; F. Bernice Field, Yale University Library; John Byrum, Princeton University Libraries; Joseph Treyz, Jr., University of Wisconsin Libraries; C. Sumner Spalding, Library of Congress; Fred Blum, Catholic University of America Library; and Phyllis Richmond, Case Western Reserve University School of Library Science.

Bibliographic Control of Microforms

Introduction

Bibliographic control of microforms is a foremost need in today's library world. Despite the rapidly increasing quantity of materials and their bibliographic complexity, the methods for controlling microforms on all levels—local, national, and international—are inadequate. As early as 1940, Herman Fussler called attention to the peril of the situation: "The adequacy of the research collections and their accompanying reproductive services will be of little avail unless we are able to develop and distribute adequate bibliographic tools for making known our actual holdings in toto."¹ Twenty years later, George Schwegmann reiterated the warning: "A serious situation exists concerning the lack of centralized cataloging or indexing for multi-title microform projects; and, as a result, libraries are expending an unnecessary amount of duplicate effort in cataloging this form of material."²

The first study of microform problems for the Association of Research Libraries (ARL) fully recognized the precariousness of the situation. In a July 1969 report, the investigators criticized "the lack of an adequate system of bibliographic control of microforms which diminishes access to them and presents difficulties in their acquisition and cataloging."³ The Association, concurring, proposed to the Office of Education a study to determine "the elements of an effective system of bibliographic control of microforms which would permit the expeditious selection, acquisition, cataloging and use of micropublication both current and retrospective."⁴ The Office of Education accepted the proposal and provided funds for this bibliographic study.

As production and distribution of microforms increase, the situation becomes more critical. The upward trend that began in the early 1930s has not yet slowed. Three years ago the microform industry estimated that production would increase by 10 percent annually. The current prediction is 20 percent yearly. George Bernstein predicted that by 1978 the use of microforms would be tenfold the 1969 rate.⁵ This prediction appears to be a distinct possibility, for many publishers plan to produce microfiche in addition to hard copies (see Appendix 3), and the sale of vast book collections on ultramicrofiche is increasing.

The federal government is one of the largest producers and distributors of microforms. The National Archives sold 10,200 rolls of film in 1958; nine years later, the figure was 91,800 rolls. In 1953, it used 300,000 feet of film, and in 1967, 6 million feet. Also in 1967, a selected group of government agencies used 33 million feet of film and distributed internally 12.5 million microfiche (see Appendix 1). Recently the Government Printing Office entered the field of micropublishing, adding microfiche to its letterpress output.

A substantial part of the holdings in United States libraries is on microform. The median ARL library in 1970 had 1,268,159 books and 355,490 units on microform.⁶ Thus, for every 100 printed books, the library had 28 microforms, a ratio of less than four to one.

The number of microforms issued is expected to reach parity with printed books in the very near future. They will not displace books, but they will become an influential part of library holdings.

At present many libraries buy microforms (often to prove that the library is not old-fashioned), even though their use is not commensurate with the volume and cost of these acquisitions. The deplorable failure to utilize microform collections arises both from a reluctance by readers to use them and an unwillingness of librarians to process them adequately. A microform looks "strange." It has been heavily sponsored by industry and engineers, and at first glance it may appear to be nothing more than a technological curiosity, an alien visitor to the world of books and learning. The use of reading equipment demands bodily adjustments and is often inconvenient to the eye, especially to an eye with bifocals. Reader resistance to microforms is stressed in Rundell's and similar surveys of research efforts.⁷ Ralph Lewis points out: "Perhaps the most basic of the problems is the reluctance of users to accept microcopies. Forty-five percent of the respondents regarded microfiche as no more than acceptable and over 30 percent thought it poor and unacceptable. Most thought that the library should have a significant amount of its collection on microfiche if the microfiche was limited to technical report materials."⁸ Again, technology is regarded as microphotography's real parent, and the library as its foster home at the very best.

As microforms become "naturalized" members of the book community, conditions will improve. Reader education may well start in grade schools according to a fascinating paper, "Teaching Microforms in Grade Schools," presented by Miss Katherine B. Harmon at the twentieth convention of the National Microfilm Association in Washington, D.C., in May 1971.

The passive attitude of librarians will be more difficult to change. Their apathy is due neither to lack of education nor to unfamiliarity with the new forms but to the inadequacy of the bibliographical apparatus. It is a misleading cliché to say that "a book is a book is a book." Obviously, considering the content alone, it is immaterial whether the text is printed on letterpress or reproduced as a microimage. The bibliographic control provided for the letterpress book differs markedly from that provided for the book in microimage. For a large part of library holdings, the reader is able both to consult subject headings in the catalog and to browse in classified stacks. Microforms, of course, do not lend themselves to browsing. Most books can be identified through national bibliographies. Microforms are not cited in

Findings

LOCAL BIBLIOGRAPHIC CONTROL

The overwhelming majority of the 190 libraries that responded to the questionnaire on local bibliographic control are not satisfied with the present situation and deplore the lack of adequate control. Many expressed sharp discontent: "We are missing the goal by a far margin"; "We rely on oral tradition and on the good memory of the reference staff." Especially critical is lack of control for analyzed series. Librarians complain that many publishers furnish unusable entries, and that even when Library of Congress cards are provided, the libraries are unable to process and file them. Lack of staff is a pervasive problem. At the core of the problem is the widespread belief that microforms are "second-class citizens."

The intricacies of controlling microforms may be "truly an impossible burden" for the individual library. The solution lies in a national tool (see Appendix 2) that can supplement but never completely replace the library's own catalogs and lists and that will provide ready access for selection and processing on the broadest basis.

Following is an analysis of responses to the questionnaire, supplemented by letters and telephone calls, from all members of the Association of Research Libraries and a number of college libraries, major public libraries, state libraries, state historical societies, and library agencies in the United States and Canada. Some libraries did not answer some questions or did not state their positions clearly. The tabulations and percentages given below are based only on the number of answers that could be used.

Cataloging of Microforms

Sixty percent of the libraries catalog microforms; 40 percent make many exceptions to the general rules or do not catalog at all. The official rule is to treat microforms like books; however, both technical services and reference departments were critical of the quality of processing operations in follow-up conversations. Some libraries catalog only microforms for which no index or bibliography is available; some use analytics if they can be purchased. A

Conclusions and Recommendations

Technology and its products are not a panacea, the computer does not solve all library problems, reading cannot be equated with information retrieval, and microimages will not render printed books superfluous. However, the librarian must be familiar with the computer and automation and must use machines whenever warranted; information retrieval is a significant part of library work and microforms a substantial segment of libraries' holdings.

The descriptive cataloging of microforms should follow established rules. It should be practically identical with the cataloging of the original except for notes identifying the item as a microimage. Notes designating type of microimage and number of reels or fiche are generally deemed essential.

Maurice Tauber suggested in 1940 that "cataloging of films is both desirable and necessary, classification is neither."¹⁸ Classification of other microforms is also unnecessary, as is use of the first two letters of Library of Congress classification to split up the microform collection among departments of a library. Selection for a departmental library does not fully match library classification. Moreover, long and bitter experience has proved how dangerous it is to shortcut basic rules of processing.

Libraries cannot cope with the burden of analyzing the many large series on microform they have acquired; moreover, the size of public catalogs is increasing much too rapidly. Therefore, a national, machine-readable index of microform publications that can be broken down into a multiplicity and variety of indexes tailored to the particular needs of a given library should be established.

Libraries should be protected against inferior reproduction methods. As Allen Veaner pointed out in 1967, "the performance of many micropublishers has been far from satisfactory. Films have been sold without leaders or trailers, with unlabelled boxes; inadequately processed films have been offered; excessive reduction has been used by some stingy producers to save a few pennies worth of film. Every conceivable technical and bibliographic fault has been present in all but a few micropublications."¹⁹ He later concluded, in his standard book on micropublications, "Individual libraries

Appendixes

The United States Government as Microform Publisher

SOURCE: U.S. Business and Defense Services Administration. *Microforms: A Growth Industry* (Washington, D.C.: U.S. Government Printing Office, 1969).

TABLE 1

Estimate of Microfilm Consumption by Selected Government Agencies
(in thousands of feet)

Bureau of the Census (1967)	750
Internal Revenue Service (Fiscal 1967)	2,086
Library of Congress (Fiscal 1967)	7,434
National Archives and Record Services (Fiscal 1967)	6,111
National Library of Medicine (Fiscal 1967)	520
Patent Office (1967)	794
Social Security Administration (Fiscal 1968)	15,500
Total	33,195

SOURCE: Agencies named provided information.

TABLE 2

Estimate of Microfiche Sold or Distributed by Government Agencies in 1967
(number of microfiche)

Distributed Internally

Atomic Energy Commission (Fiscal 1967)	3,000,000
Defense Documentation Center	800,000 ¹
Educational Research Information Center (Office of Education)	630,000 ²
National Aeronautics and Space Administration	8,000,000 ³

Sold

Clearinghouse for Federal Scientific and Technical Information	1,500,000
Educational Research Information Center (Office of Education)	560,000 ⁴

¹ 214,000 additional microfiche duplicated and sold by CFSTI.

² In 1966, ERIC distributed internally approximately 283,000 microfiche.

³ In 1966, NASA distributed internally approximately 6,500,000 microfiche.

⁴ Microfiche sold for ERIC by commercial contractor.

SOURCE: Agencies named provided information.

A Machine-Readable Index for Microsets

*Henriette D. Avram and
Harry Gochman*

The purpose of this appendix to the report is to describe a possible method of using the computer and associated hardware devices to produce one or more indexes to be used as a finding tool to the material contained in microsets. A variety of solutions can be postulated, but in the context of this report only one has been discussed in any detail. It is important to note that costs cannot be estimated for an operation at this early stage of its development. Many variables exist which affect cost and are unknown at this time, for example, the number of data elements that make up the bibliographic description of each title, the number of titles contained in the universe of microsets, the actual computer and associated devices to be used, the location of the editors and keypunch staff (geographic location affecting salary scales), etc.

Certain assumptions had to be made to perform the analysis leading to the methodology elaborated on in this section. These assumptions are listed as follows:

1. The basic bibliographic record for each title in the microsets contains the following data elements:
 - a. Author headings(s) (one or more author headings, corporate or personal, or uniform title heading associated with the work)
 - b. Subject(s) (one or more subject terms)
 - c. Short title
 - d. Editor or translator statement when there is one
 - e. Edition
 - f. Imprint date
 - g. Publisher
 - h. Set number and item number within the set
 - i. Unique number assigned to each title
2. Three indexes will be produced:
 - a. Author index, a main listing in author/title sequence containing all of the data elements of the bibliographic description
 - b. Subject index containing a subset of data elements of the bibliographic description
 - c. Title index containing a subset of the data elements of the bibliographic description
3. The first edition will contain indexes to 100,000 titles.
4. Each title has an average of 1.6 authors (personal and corporate names and uniform title headings).¹ Therefore, the author index will contain approximately 160,000 entries with full information.
5. Each title has an average of 1.5 subjects.² Therefore the subject index will contain approximately 150,000 entries.
6. Each supplement of the indexes will contain entries representing corrections made to the previous issue, whether the latter was a complete

1. Based on information contained in "Selected Statistics Based on LC MARC Bibliographic Records: Cumulated Statistics for vol. 1, nos. 1-54, March 1969-March 1970" by Gerald L. Swanson. Columbia University Libraries Systems Office. September 1970. Technical note no. 2.

2. *Ibid.*

edition or an earlier supplement (corrected entries will be marked with a unique symbol).

The processing required for the indexes may be considered as having three major components: (1) input and maintenance; (2) generation of indexes; (3) output.

(1) INPUT AND MAINTENANCE

It is assumed that an editorial staff exists in some institution. The staff is composed of a librarian as a supervisor, editors (a term used for individuals who explicitly identify bibliographic data elements by the addition of tags to the source document), input typists, and clerks. The number of staff required is dependent on the number of records to be processed daily and thus dictates the total elapsed time for the completion of any phase of the project, i.e., the first edition of the 100,000 titles and the continuing supplements.

The source document could take many forms—a Library of Congress catalog card, a typed worksheet, etc. The editors tag the data elements—the main entry is uniquely marked, the title, etc. If the number of data elements is minimal and the explicit tagging simple to apply, the actual tagging could be performed by the typist during the input phase. (Another method, depending on the source document and the tagging scheme, is for the typist to input the text characters without the associated tags and have the tags assigned by the computer program. The typist indicates the end of a data element and the beginning of a new data element by a series of function codes, i.e., spaces, tabs, carriage returns, etc. This method reduces the amount of manual keying and also human effort required to assign tags but increases the complexity of the input program.) The record is passed on to the typist who uses a keying device (for example, keypunch, magnetic tape inscriber, paper tape punch) to record the data into machine-readable form. The resultant media (magnetic tape, punched paper tape, punched card) is fed into the computer, a unique number is added by computer to each new record, and a proofsheets is printed via the computer printer for each title input. The proofsheets is returned to the editors for proofing the machine-readable record against the source documents. Errors are noted and corrections made on the proofsheets. The corrections are typed and input to update the affected machine-readable record. During the correction cycle, another proofsheets is produced for each title corrected but a new unique number is not added to the corrected record. This cyclic process is repeated until the record is declared error free. The record then passes from a working file to a master file of verified records, which is in unique number order.

Any time a transaction is made to a record on the working file, the computer assigns a new value to a date field (hereafter referred to as the date of last transaction). The date of last transaction is subsequently used to control by date span the records selected from the master data base to produce a particular supplement.

The process described above is a batch off-line process. New and/or correction records could be input on line. A decision as to a best method, i.e.,

off-line vs. on-line, is dependent on many factors that cannot be accurately evaluated at this time without a more precise definition of operating characteristics. However, based on experience at other institutions, on-line correction does facilitate the logistic problems associated with the recording of bibliographic records into machine-readable form.

(2) GENERATION OF INDEXES

This section describes a procedure for the production of the first edition of the indexes (hereafter referred to as edition 1), supplement(s) to that edition, and a second edition. The procedure described ends with the generation of tapes containing the index entries in a form suitable for publication. The publication procedure itself is described in the section labelled *Output*.

When the time arrives to publish the first edition of the indexes, each of the records on the master file is used to generate a set of index entries. The number of author index entries derived from a bibliographic record will equal the number of authors carried in the record. Similarly, the number of subject index entries will be the same as the number of subjects carried in the record. Only a single title index entry will be derived from a bibliographic record. Each type of index entry generated is written onto its own output tape: the author index entries to tape A1, the title index entries to tape T1, and the subject index entries to tape S1. Each entry contains the unique number associated with its parent bibliographic record.

Each index tape is then sorted on the key or keys³ appropriate to it, i.e., author, title, and subject, and written onto tapes A2, T2, and S2. This last set of tapes is used to generate a set of print tapes, which become the primary input to the publication procedure used to produce edition 1.

New bibliographic records, each assigned its own unique number, are accepted into the system after the publication of edition 1 and follow the input and maintenance procedures described above. These eventually reside on the master tape. Along with these new records, corrections to old records (those which formed part of edition 1) are introduced. Each correction carries the unique number of the bibliographic record to which it is to be applied, and the incorrect record is transferred from the master file to the working file. The input, maintenance, and verification procedure applies these corrections to their associated bibliographic records and places a corrected form of the record onto the master tape. Actually what is being produced is an updated version of the master tape which eventually carries the following bibliographic records:

1. All verified records which did not have corrections applied to them;

3. The keys are computer generated and assume programs designed to effect the filing requirements of the published indexes. Since the index entries are displayed in a page format and not in a blind file, such as a card catalog, economics may dictate that the entries be sorted in straight alphabetic sequence.

2. The corrected forms of those records which have had corrections applied to them;
3. All new records placed onto the master tape since the publication of edition 1.

When the time arrives to publish the first supplement to edition 1 (supplement 1), the master file is scanned, and each bibliographic record whose date of last transaction falls into the date span for the supplement is selected. Each new record is used to generate its associated set of index entries, just as was done in the processing for edition 1. Each corrected record also has a set of associated index entries generated.

Each of the three types of index entries (author, title, and subject) is written onto its own output tape, tapes A1', T1', and S1' respectively. Entries of a given type derived from new records or corrected records go onto the same tape. For corrected records, this includes both the correction entry and, under certain circumstances, a deletion entry (to remove the incorrect entry from the tape).

Each of these last-named tapes is then sorted on the key or keys appropriate to it and the sorted entries output onto tapes A2', T2', and S2'. Supplement 1 print tapes are then generated. In the course of the generation of the print tapes, deletion entries are ignored. That is, they are retained within the set of index entries but they are not transferred to the print tapes. The corrected entries contain a special character which marks-this entry as a correction to one previously published. The print tapes so produced are then used in the publication of supplement 1.

The supplement 1 procedure requires one last step. This consists of merging the new, correction, and deletion index entries which represent supplement 1 with the index entries generated for edition 1. The former reside, in sorted order, on tapes A2', T2', and S2' while the latter, also in sorted order, are to be found on tapes A2, T2, and S2. In the course of each merge, a corrected entry causes the replacement of the incorrect entry with itself; a deletion entry simply deletes the incorrect entry from the file.

The merges produce three output tapes, Tapes A3, T3, and S3, which carry all of the index entries generated to date, with all corrections made. (A more detailed explanation of the correction technique is described in Addendum A at the end of this appendix.)

Each succeeding supplement to edition 1 is processed as described above resulting in all index entries merged into three index data files, i.e., author index file, title index file, and subject index file. These files, the most recently produced A3, T3, S3 tapes, become the data for the publication of the next edition.

In order to arrive at even a rough estimate of the computer time it would take to produce edition 1 and supplement 1 (these estimates do not include machine time for input and maintenance of new correction records or printing of the proofslips), certain assumptions had to be made. The assumptions concerning the machine configuration are stated in Addendum B, while those relating to the data itself are given in Addendum C. The resulting time estimates are as follows:

Procedure for Edition 1

To create index entries:	36 minutes
To sort index entries:	3 hours, 34 minutes
To create print images:	52 minutes
Total	5 hours, 2 minutes

Allowing some additional time for job setup and tape handling brings this estimate to: 5 hours, 15 minutes

Procedure for Supplement 1

To create index entries for new and corrected bibliographic records:	36 minutes
To sort new and corrected index entries:	12 minutes
To merge these entries with last accumulated file:	1 hour
Total	1 hour, 48 minutes

Allowing some additional time for job setup and tape handling brings this estimate to: 2 hours

(3) OUTPUT

This section discusses the principal means by which the print tapes could be converted to human-readable form. Although these techniques apply both to the major edition(s) as well as any supplement run, the calculations pertain only to the edition 1 since the calculation is based on the assumed 100,000 titles.

One method is to use a line printer to produce hard copy. The number of print lines required are based on the following calculations:

1. An author index entry requires approximately 250 print positions including spaces, or 2 print lines. The number of print line positions on a page is 66. If 3 line positions are allowed at the top of a page and 5 at the bottom as margins, and 8 line positions (including 3 for vertical spacing) for data element headers, the result is 50 data lines or 25 entries on a page. Therefore, 160,000 entries require 6,400 pages or 320,000 lines plus 32,000 (5 x 6,400) header lines, resulting in a total of 352,000 print lines.
2. A title index entry requires approximately 160 print positions including spaces, or 2 print lines. As calculated above, there are 25 entries on a page. Therefore, 100,000 entries require 4,000 pages or 200,000 data lines plus 20,000 (5 x 4,000) header lines, resulting in a total of 220,000 print lines.

3. A subject index entry requires approximately 160 print positions or 2 print lines. As calculated above, there are 25 entries on a page. Therefore, 150,000 entries require 6,000 pages or 300,000 data lines plus 30,000 (5 x 6,000) header lines, resulting in a total of 330,000 print lines.

The total for all three index runs is 902,000 print lines or 16,400 pages.

If a two-column format were adopted then, depending on the precise entry format used, it might be possible to put more entries on a page and thus reduce the number of pages required.

There are line printers (of the impact type) which are rated at 2,000 lines a minute. Such a printer would take just over 8,000 minutes (133 hours, 20 minutes) to complete the printing of the three indexes. However, printers of the type in more general use are rated at around 1,100 lines a minute. Such a device would require 242 hours to produce the indexes.

A number of printers could be used working in parallel. Each of the indexes could be segmented by alphabet into sections with a print tape being produced for each segment and the printers used simultaneously. This method would shorten print time but requires additional equipment.

The process described above produces at the most six legible (original and five carbons) copies of the indexes. For larger quantities of copies, a single hard copy can be produced on a line printer (or printers), the copy photo-reduced and then used to reproduce as many copies as desired. The cost of reproduction must be taken into account.

Another possible method makes use of microfilm techniques. The print images are formatted so that they can be read (from magnetic tape) and interpreted by a Computer Output Microfilm (COM) device. This device converts these images into frames on a microfilm master. A variety of different frame sizes (number of lines per frame) are provided on most COM units. These usually vary from 32 line positions per frame (with 66 character positions per line). Thus a frame, equivalent to a standard hard copy page (66 lines positions at 132 character positions per line), is readily available. The indexes would require 16,400 frames.

A COM unit with an input tape speed of 50,000 bits per second can produce microfilm frames at the following rates:

1. For the author index entries (25 entries per frame with 227 character positions per entry, plus 250 header characters per frame), the frame rate equals 2.4 frames a second.
2. For the title index entries (same as (1) above except that there are 150 character positions per entry), the frame rate equals 2.7 frames a second.
3. For the subject index entries (same as (2) above), the frame rate equals 2.7 frames a second.

The 160,000 author index entries require 18 hours and 31 minutes of COM time; the 100,000 title index entries require 10 hours and 17 minutes; and the 150,000 subject index entries require 15 hours and 25 minutes. The total COM time is 44 hours and 13 minutes.

The cost of the original film itself as well as processing costs must be taken into account. These will run approximately one-sixth the cost of printer paper on a per frame/sheet basis. In addition, the cost of making the

microfilm copies must be considered. This should run considerably lower per frame than the original microfilming. It should be noted that all facilities utilizing the microfilm must provide viewer units for their users and must maintain these units.

There are enlarger/printer devices which will produce enlarged (to normal size) hard-copy reproductions of microfilm images, at the rate of 50 copies a minute. Since the final product is hard copy, the need for microfilm viewers is eliminated. The cost associated with the enlarging/printing process and publishing the hard-copy volumes must be considered.

ADDENDUM A

The corrected records carry special information beyond the normal content of a record. They contain an indicator marking the record as a corrected record, as well as other indicators which identify the data element(s) that have been corrected. If such a data element is one which is used to derive a sort key, the incorrect value of the element is carried in the record as well as the correct value. A corrected record carries the same unique number as originally assigned to it when it was first introduced into the system.

The rules governing the generation of correction entries are the same as those which apply to new records, with the following additions:

1. If a data element which was used to generate a sort key has been corrected, a special deletion entry is generated from the incorrect version of the data element and is added to the tape of index entries for the type of entry to which this data element applies. For example, if the data element *author* has been corrected, an author index entry marked as a deletion entry is made up, using the old (incorrect) form of *author*. This deletion entry is included among the author indexes along with the author index entry(s) derived from the corrected record.
2. All other index entries from a corrected record are marked as being replacement entries. Thus in the example introduced above, an author index entry, a title index entry, and the appropriate number of subject index entries (all marked as replacements) would be generated, in addition to the deletion (author) entry already discussed. If a corrected record carried a second author as well, one which did not need correcting, then an author index entry (marked as replacement) would be derived for the second author from the corrected record. If a data element that did not generate an index entry was corrected, imprint date for example, the required number of replacement entries would be generated but no deletion entry would be required.

ADDENDUM B

The following assumptions were made concerning the computer configuration in calculating the run time for edition 1 and supplement 1:

Machine Configuration:

IBM 360/Model 40 with 65 K bytes of memory and two selector channels.

Tape Unit Characteristics:

Type: 2400 series, Model 4 tape drives

Storage Density: 1600 cpi (characters per inch)

Blocking Factor: 20 records per block

Number of Tape Drivers Used in a Sort: 5

ADDENDUM C

In arriving at the time calculations for the edition and supplement procedures, the following assumptions were made with respect to the data being processed:

1. The length (in number of characters) of the full bibliographic record and the author index entry is 227 characters.
2. The other index entries are 150 characters in length, approximately two-thirds the length of an author index entry.
3. On the average there are: 1.6 author index entries per title and 1.5 subject index entries per title.
4. There are 100,000 bibliographic records included in edition 1.
5. There are 2,000 corrections to edition 1 processed in supplement 1.
6. There are 5,000 new bibliographic records processed in supplement 1.

**American University
Presses That Plan to
Publish Microforms**

University of Illinois Press plans to publish books in microform in the near future. The press will probably engage in retrospective publishing.

Massachusetts Institute of Technology intends to develop a number of microform projects in the very near future. Under consideration is a series in the history of science, history of technology, and history of medicine.

University of Missouri Press will undertake such publications as soon as possible, but surely nothing will be done during this fiscal year. The press will begin on a current basis and work systematically back through the list.

Montreal University Press is interested in microform publishing and considers getting into that field but not in the immediate future. They plan at the moment to publish current books only.

State University of New York Press considers the publication of books in microform in the very near future. Their plan includes both current titles and the entire backlist, including out-of-print books.

University of Pittsburgh Press has no immediate plans but considers the possibility, probably for current books only.

Smithsonian Institution Press visualizes publication of books in microform in two or three years.

University of South Carolina Press reports that it is very likely that it will engage in some form of microform publishing. It will probably concentrate on the out-of-print backlist titles. They also consider a combination of book and microfilm items; for instance, a microfilm of archival documents together with a printed book containing an index and a scholarly introduction.

Southern Methodist University Press plans to publish all books in microfiche in addition to the regular hard-bound copy. At present there are no plans for retrospective publishing.

University of Texas Press intends to publish in microfiche beginning with the fall list. At the moment only current books will be in microform. No backlist is planned at the moment.

University of Toronto Press will publish all current books simultaneously in hard cover and in microfiche. The institution intends to work back and publish also the older books on microfiche if a demand exists.

All in-print publications by the *University of Washington Press* are now available on microfiche. The press anticipates that a number of their out-of-print publications will be made available through microfiche.

Wayne State University Press intends to publish all current books both in hard cover and in microform.

Wesleyan University Press plans to issue their out-of-print titles on microfiche in the near future. They would appreciate suggestions about bibliographic control of microfiche.

APPENDIX FOUR

A Microform Bibliography

*With the Cooperation of
Suzanne Dodson and Laura L. Jennings*

I. CATALOGS AND LISTS

1. AMS Press, Inc.

Microfilm catalogue, Spring 1971. Important serial publications on 35mm positive microfilm. New York, 1971. 12 p.

1. Type of microform: Microfilm

2. Availability: Publications available at prices listed.

3. Orders: AMS Press, Inc., 56 East 13th Street, New York, New York 10003.

4. An alphabetical listing of newspapers, magazines, monograph series, and catalogs, covering a wide variety of subjects.

2. American Theological Library Association. Board of Microtext.

List of microfilms available. Revised Autumn 1968. New Haven [1968] 31 l.

———. Supplement. 1969. 5 l.

———. List of films produced. 1969-1970. VII l.

1. Type of microform: Microfilm.

2. Availability: Positive microfilm of the titles listed can be supplied at the prices indicated. Xerox copy can be supplied. Estimates of cost can be provided upon application.

3. Orders: Mr. Raymond P. Morris, Chairman, ATLA Board of Microtext, 409 Prospect Street, New Haven, Connecticut 06510.

Film is shipped directly from the Photoduplication Department of the University of Chicago Library with an accompanying invoice; but payment should be made to the American Theological Library Association, Board of Microtext, and mailed to Mr. Morris at the above address.

4. Lists manuscripts, monographs, and periodicals which have been filmed by the ATLA Board of Microtext which operates a nonprofit educational program to produce microfilm and Xerox copy for the benefit of the Association and others.

The materials filmed are primarily those required for research in theology. In addition to individual titles, the *List* gives the contents of the ten units (35 reels) comprising the "Microfilm Corpus of American Lutheranism."

Association des Universités Partiellement ou Entièrement de Langue Française.

Catalogue des éditions miniaturisées de l'Aupelf. Mai 1970. [Montreal, Canada, 1970] 11 p.

1. Type of microform: Microfiche

2. Availability: Available at prices listed in the catalog.

3. Orders: A. U. P. E. L. F., Université de Montréal, B. P. 6128, Montréal 101, Quebec, Canada, OR Bureau Européen de l'AUPELF, 173 Bd. Saint-Germain, 75-Paris VI^e, France.

4. Two lists of books, those already available and those to be edited by subscription, classified under broad headings: Histoire des lettres et des sciences humaines, Histoire des sciences, Histoire de France, Histoire du droit, Histoire de la médecine et de la pharmacie.

4. Association of Research Libraries. Center for Chinese Research Materials.

Materials available at the Center. (In its Newsletter. no. 6- Dec. 1970-)

1. Type of microform: Microfilm

II. COLLECTIONS AND SERIES

170. ACRL Microform Series-Abstracts of Title [no. 1-170] In *College and Research Libraries*. v. 15, p. 356-61, July 1954; p. 483-84, October 1954; v. 16, p. 117-18, January 1955; p. 225-26, April 1955; p. 325, July 1955; p. 433-34, October 1955; v. 17, p. 359-61, July 1956; p. 533-34, November 1956; v. 18, p. 343, July 1957; v. 19, p. 260-61, May 1958; p. 428-30, September 1958; v. 20, p. 260, May 1959; v. 21, p. 186-88; March 1960; p. 406, September 1960; v. 22, p. 314-15, July 1961; p. 488, November 1961; v. 23, p. 267, May 1962; v. 24, p. 333, 344, July 1963; v. 25, p. 54, January 1964; v. 26, p. 159, 175, March 1965; p. 410, 441, September 1965 and in *ACRL News; a Supplement to College and Research Libraries*. No. 2, p. 29-31, April 1966; no. 6, p. 134-135, June 1967.

1. Type of microform: Microcard, microfiche. The first 170 studies may be purchased as a group or separately. Standing orders may be placed for the series.

2. Availability: Available as group or separately.

3. Orders: Microcard Editions, 901 Twenty-sixth Street, N.W., Washington, D.C. 20037.

4. Until the end of 1968, this series was known as *ACRL Microcard Series* and was published by the University of Rochester Press. The first 170 titles are abstracted in the issues of *College and Research Libraries* and its news supplement as indicated. Included in the series are theses, reports, studies, etc., in the fields of library and information science and historical, descriptive and enumerative bibliography. Beginning with no. 171, Microcard Editions took over the publication of the series and changed its name to *ACRL Microform Series*. Studies included in this series are selected by a special editorial committee of the Association of College and Research Libraries. No. 171-181 were published in 1969.

171. American Antiquarian Society, Worcester, Mass.

Index to the Early American Newspapers published by the American Antiquarian Society on Microprint. [Worcester, Mass.] n.d. [7] 1.

Shelf List of Early American Newspapers published by the American Antiquarian Society on Microprint. [Worcester, Mass.] n.d. [6] 1.

1. Type of microform: Microprint.

2. Availability: The complete series, *Early American Newspapers, 1704-1820*, will contain a larger number of titles than the number held by the American Antiquarian Society. The complete series or individual titles may be purchased.

3. Orders: Readex Microprint Corporation, 5 Union Square, New York, New York 10003.

4. The *Index* is actually an alphabetical list of newspaper titles, showing for each the dates covered. The *Shelf List* is an alphabetical listing by place of publication, with an indication under each place of papers published there and the dates covered. Readex plans to incorporate in this collection all the available newspapers in Clarence Brigham's *History and Bibliography of American Newspapers, 1690-1820*. 2 v. (Worcester, Mass.: American Antiquarian Society, 1947). "When complete, the project will include all obtainable issues of more than two thousand newspapers covering 130 years of historical research material."

**III. MANUSCRIPT
AND ARCHIVAL
COLLECTIONS**

314. Adams Manuscript Trust.

Microfilms of the Adams Papers owned by the Adams Manuscript Trust and deposited in the Massachusetts Historical Society. Boston, Massachusetts Historical Society, 1954-1959. 4 pts.

1. Type of microform: Microfilm.
2. Availability: Available for purchase.
3. Orders: Massachusetts Historical Society, 1154 Boylston Street, Boston, Massachusetts 02164.
4. These four pamphlets give the contents of the microfilm of the Adams papers by reel number. The papers were filmed in order to make them more accessible to scholars. As far as research is concerned, there are no restrictions on the use of the microfilm. The literary rights, however, remain in the control of the Massachusetts Historical Society, to whom application must be made for permission to publish any of the material.

315. Allis, Frederick Scouller.

Guide to the microfilm edition of the Artemas Ward papers. Frederick S. Allis, Jr., editor, R. Bruce Pruitt, associate editor. Boston, Massachusetts Historical Society, 1967. 30 p.

1. Type of microform: Microfilm.
2. Availability: Five reels plus printed guide may be purchased; guide may be purchased separately. No interlibrary loan copy available.
3. Orders: Director, Massachusetts Historical Society, 1154 Boylston Street, Boston, Massachusetts 02215.
4. The publication on microfilm of the Artemus Ward manuscript collection in the Massachusetts Historical Society was sponsored by the National Historical Publications Commission. The *Guide* provides a biographical sketch of Ward, a description of the collection by reels, and an alphabetical list of correspondents. Each correspondent's letters are listed chronologically, giving the reel in which each is to be found.

316. Allis, Frederick Scouller.

Guide to the microfilm edition of the Benjamin Lincoln papers, Frederick S. Allis, Jr., editor, Wayne A. Frederick, associate editor. Boston, Mass., Massachusetts Historical Society, 1967. 70 p.

1. Type of microform: Microfilm.
2. Availability: Thirteen rolls and printed guide available. The guide may be purchased separately. No interlibrary loan copy available.
3. Orders: Director, Massachusetts Historical Society, 1154 Boylston Street, Boston, Massachusetts 02215.
4. The *Guide* provides a biographical sketch of General Lincoln, condensed from that by Clifford K. Shipton in *Sibley's Harvard Graduates*, a description of the collection by reels, and a list of correspondents giving dates of letters. The papers are arranged chronologically. The microfilm edition was published under the auspices of the National Historical Publications Commission.

317. Allis, Frederick Scouller.

Guide to the microfilm edition of the Forbes papers. Frederick S. Allis, Jr.,

IV. REFERENCE BOOKS

483. Guide to microforms in print. 1961- Washington, Microcard Editions, 1961- Annual

Latest edition: 1972

1. Type of microform: All types.

2. Availability: All publications and sets listed may be purchased. Prices are given in many instances, but in the case of large sets and long runs of back issues of journals, newspapers, government documents, etc., it is necessary to write to the publisher of the material in question concerning price and the availability of single volumes or units.

3. Orders: Orders should be addressed to publisher indicated. A directory of publishers and addresses by the alphabetic designations used in the *Guide* appears in each edition.

4. "An annual cumulative guide, in alphabetic order, to books, journals, and other materials, which are available on microfilm and other microforms from United States publishers. Theses and dissertations are not listed . . . not a union list of microforms . . . essentially a listing of microform publications offered for sale on a regular basis."

- Subject guide to microforms in print. 1962-63- Washington, Microcard Editions, 1962- Annual

Latest edition: 1970-71

A companion volume to the publication listed as Item 483. Lists materials under 135 subject classifications derived from the *Outline of the Library of Congress Classification* (Washington: Library of Congress, Subject Classification Division, 1942). "The Subject Classifications" and an "Index to the Subject Classifications" plus "Special Notes" appear on pp. viii-xii.

485. Hale, Richard Walden.

Guide to photocopied historical materials in the United States and Canada. Ithaca, N. Y., Published for the American Historical Association [by] Cornell University Press [1961] 241 p.

1. Types of microform: Microfilm primarily.

2. Availability: In general, the materials listed are accessible to all qualified persons. Positive copies of negative films may be purchased, and positive films are available on interlibrary loan. If an institution does not follow this general policy, this fact is indicated in the listing of "Holders of Photocopies." Prices are not given but must be secured from institutions holding material.

3. Orders: Inquiries or orders should be addressed to the institution holding the desired material.

4. Provides information about photocopies of 11,137 bodies of historical manuscript records held by some 285 institutions in the United States and Canada, indicating type of photocopy and location. The body of the *Guide* is arranged according to the sequence used in the American Historical Association's *Guide to Historical Literature* (New York: Macmillan, 1961) and is followed by an index, primarily of personal and institutional names.

486. Hixon, Donald L.

Music in early America; a bibliography of music in Evans. Metuchen, N.J., Scarecrow Press, 1970. 607 p.

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Bibliography of Literature Used

ALA Bul, American Library Association Bulletin
Am Archivist, American Archivist
Am Documentation, American Documentation
Bibl Soc of Am Papers, Bibliographical Society of America Papers
Bkmark, Bookmark
CRL, College and Research Libraries
Canad Lib, Canadian Library
Canad Lib J, Canadian Library Journal
Canadian Lib Assn Bul, Canadian Library Association Bulletin
Cath Lib W, Catholic Library World
Ill Lib, Illinois Libraries
J Cat & Class, Journal of Cataloging and Classification
J Doc, Journal of Documentation
J Doc Repr, Journal of Documentary Reproduction
LRTS, Library Resources and Technical Services
Law Lib J, Law Library Journal
Lib J, Library Journal
Lib Q, Library Quarterly
Lib Trends, Library Trends
Libn and Bk W, Librarian and Book World
Music Lib Assn Notes, Music Library Association Notes
NMA Proceedings, National Microfilm Association Proceedings
New Zealand Lib, New Zealand Libraries
Ont Lib R, Ontario Library Review
Pub Wkly, Publishers Weekly
Rev Int Doc, Revue Internationale de la Documentation
Sp Lib, Special Libraries
Tid Dok, Tidskrift för Dokumentation
Un B L, Unesco Bulletin for Libraries
Z Bibl und Bibliog, Zeitschrift für Bibliothekswesen und Bibliographie
Zentr Bibl, Zentralblatt für Bibliothekswesen

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