# OBS-SIS TS-SIS MEETINGS SCHEDULE JULY 20-24 1996

## OBS

### JULY 20
- 7 - 8:15 pm 95-96 BOARD MTG
- 4:30 - 6 pm 95-96 EXECUTIVE BOARD MTG
- 6 - 7:30 pm JOINT RECEPTION

### JULY 21
- 12 - 1:30 pm BUSINESS MTG
- 1:30 - 3 pm BUSINESS MTG
- 3 - 4:30 pm TS/OBS OPEN RES. ROUNDTABLE
- 4:30 - 6 pm TSSL BOARD MTG
- 4:30 - 6 pm CATALOGING HEADS ROUNDTABLE

### JULY 22
- 7 - 8:15 am OCLC CMTE OPEN DISCUSSION
- 7 - 8:15 am TECH SER HEADS ROUNDTABLE
- 5:15 - 7 pm PRESERVATION COMMITTEE MTG
- 5:15 - 7 pm PRESERVATION ROUNDTABLE
- 5:15 - 7 pm CATALOGING HEADS ROUNDTABLE

### JULY 23
- 7 - 8:15 am CAT/CLASS COMMITTEE MTG
- 7 - 8:15 am EXCHANGE OF DUPLICATES CMTE
- 12 - 1 pm BINDING ROUNDTABLE
- 12 - 1 pm ACQUISITIONS ROUNDTABLE
- 4:30 - 6 pm 96-97 BOARD MTG
- 4:30 - 6 pm 96-97 EXECUTIVE BOARD MTG

### JULY 24
- 7 - 8:15 am LOCAL SYSTEMS OPEN MTG
- 12 - 1:15 pm SERIALS COMMITTEE MTG
- 3:15 - 4:45 pm EXPANDED CMTE DISCUSSIONS
- 3:14 - 4:45 pm LC UPDATE
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DEADLINES

Volume 22:

Dec. 1996, #4 ..... 1 Nov. 1996

SPECIAL ATTACHMENTS TO THE JUNE 1996 ISSUE

► CALENDAR OF TS AND OBS MEETINGS AT THE AALL ANNUAL MEETING IN INDIANAPOLIS, JULY 1996.

► PROPOSED REVISIONS TO K SCHEDULES FORM SUBDIVISION TABLES (Jolande Goldberg).
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Statements and opinions of the authors are theirs alone and do not necessarily reflect those of the AALL, TS-SIS, OBS-SIS, or the TSLL Editorial Board.

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EDITOR'S NOTE

In this issue: Thank you! With this issue, Pat Denham leaves the ranks of *TSSL* contributors. In addition to keeping us informed about developing trends in preservation, Pat also served as Editor of *TSSL*. Under her helm, this publication continued its leadership as one of the prominent technical services publications.

*TSSL* invites members to become contributing editors. Writing for the Newsletter is an excellent avenue for getting you and your expertise out there. Contact the Editors for more information.

Correction: In the April issue Ellen McGrath's name was spelled incorrectly. The Editors apologize for this mistake.

Board Meeting: You are invited to attend the annual *TSSL* Board meeting on 22 July 1996 in Indianapolis at 4:30 pm.

ONLINE
BIBLIOGRAPHIC SERVICES
SPECIAL INTEREST SECTION

MESSAGE FROM THE CHAIR

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It's hard to believe that this is my last column as OBS chair. Everyone always says, but it's still true, that the time has flown by this year. There is still much to be done before we all arrive in Indianapolis, though. Mike Petit and I have made every effort to avoid major conflicts in scheduling SIS meetings, but some conflict is inevitable. I hope you'll bear with us and give next year's Chairs any advice on which meetings should never be scheduled at the same time.

A word about committee meetings. Actually, several words. First, all OBS SIS meetings are open to everyone. You don't have to be an appointed committee member to attend. In fact, you don't even have to be an OBS member. All are welcome, and we hope you'll find time to squeeze in the OCLC, RLIN, and Local Systems Committee Open Discussions, as they're being billed this year. [Education Committee, too, but more on that later.] The other big word about OBS morning meetings is that there will be food. Sally and I felt that it wasn't fair to ask our members to come to meetings at 7:00 a.m. without providing sustenance of some kind. Don't expect a lavish buffet -- but there will be coffee, bagels or muffins, and maybe even yogurt to tantalize your taste buds at those crack of dawn meetings.

The Education Committee Open Discussion will be held on Wednesday, July 24, 1996 at noon. All OBS members interested in working on programs for Baltimore should plan to attend; if that's not possible, please get your ideas and suggestions in to our newly elected Vice-Chair/Chair-elect. Since I don't know who that is yet, I'll also remind you that you can pass your thoughts on to Sally Wambold as well. She and the Education Committee worked hard on the programs being sponsored and co-sponsored this year. There will be a complete list available at the business meeting and at the OBS table in the activities area.

Ah, yes, the activities area. I hope all of you will take some time to stop by the OBS table during your stay in Indianapolis. And bring along that book you read on the plane on your way out to swap for another at the First Annual OBS Used Book Swap! We don't discriminate by literary genre or SIS membership, and hope this will be a
way to meet some new people as well as
get new reading material for the trip
home. I'm also looking for volunteers to sit
at the OBS table for an hour or two during
the meeting. Let me know if you're
interested in helping out.

I hope you'll make a special effort to attend
the Joint Reception on Saturday, July
20, 1995. Traditionally sponsored by
TS-SIS, OBS-SIS, RS-SIS, and Innovative
Interfaces (a.k.a. III), we expanded to
include the ASD-SIS in 1996; this is
now truly the Alphabet Soup Reception!
New SIS members sometimes feel a bit
lost at this reception, and Vianne Tang Sha
is working on a plan to help match them up
with OBS mentors. Even if you're not a
mentor, find someone you don't know and
introduce yourself. We're a friendly group
and this is a great place to network with
new people, as well as meet up with old
friends.

I've enjoyed working with you all this year,
especially the chance to put and
personalities together with names and
e-mail addresses. Serving as Chair or
as a committee member does take time,
work, and effort, but the rewards are
many. We need to continually look for
active ways to involve new and continuing
members, and I look forward to working
with you to help make that happen.

*****

TECHNICAL SERVICES
SPECIAL INTEREST SECTION
*SERIALS*CATALOGING*ACQUISITIONS
*EXCHANGE OF DUPLCATEs*PRESERVATION

MESSAGE FROM THE CHAIR

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The Annual Meeting is only a few months
away and there is much to be done in
preparation for it. Program planning is
underway for the 1997 meeting in
Baltimore. Rhonda Lawrence, the TS-SIS
Education Committee Chair, is eager to
have program suggestions submitted to
her, either directly or through the
appropriate standing committee chair.
It is not too early to start the planning
process for 1997!

Speaking of programs, the TS-SIS is well
represented in this year's meeting. The
following programs are being sponsored by
the SIS: "The Politics and Practices of
Giving to Law Libraries;" "Serials in the
Electronic Environment;" "Who's Counting?
Who Cares? Delivering the Message with
the Statistics;" Format Integration--Finally;"
and "LC Update." Also, another
Acquisitions Workshop will be held on the
Thursday following the meeting.

Judy Lauer has been busy planning the
Saturday evening reception. This event is
becoming known as the "alphabet soup"
reception, with ASD-SIS joining TS-SIS,
OBS-SIS, and RS-SIS in sponsoring the
event. Most of the expenses are once
again being generously underwritten by
Innovative Interfaces, Inc. Plan on joining
your colleagues on Saturday evening for a
wonderful time. Many thanks go out to
Judy and the other SIS representatives for
all of their hard work.

TS-SIS will once again have a table in the
exhibit area. I would like to have someone
at the booth as much as possible, so if you
are interested in volunteering for an hour or
so, please let me know. We have a number
of "Things-to-do" pads and stress balls left
from last year. We are planning to sell
them at the AALL Store again this year.

This is the last issue of Technical Services
Law Librarian before the AALL Annual
Meeting. This is also my last column as
Chair of TS-SIS. In conclusion, my
personal thanks go out to the Board
Members and Committee Chairs for all of
their work this year. I have enjoyed the
opportunity to work with all of you and to make new friends in the Association. I would encourage all section members to become active in the SIS. If you are interested in participating in the work of the TS-SIS, please contact incoming Chair Jim Mumm. I look forward to seeing all of you in Indianapolis.

*****

ACQUISITIONS

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The biggest news in the legal publishing field is the sale of West to Thomson in February for $3.45 billion. If you've been paying any attention at all, you know: (1) this is not final; (2) the Dept. of Justice, considering this merger from an antitrust perspective, has not yet approved the merger (as of 4/24/96); (3) many law librarians have expressed their concern that, with this merger, competition in legal publishing will become even less and higher prices are sure to result, as they already have, e.g., the increase in cost of American Jurisprudence 2nd supplementation since Thomson purchased LCP; (4) law librarians have expressed their concern that AALL has not voiced an official opinion about the merger (read: doesn't AALL care?); (5) in legal publishing, there is (or will be) Thomson and the rest, the rest themselves being subject to purchase and merger; and, (6) isn't all this stuff (cases, etc.) on the Internet, for free? I don't claim that these are the only issues, but acquisitions librarians are probably concerned most with number (3), the possibility of increased costs. Where can you read about it? See Kendall F. Svegalis' article "Thomson Tightens the Vise" in vol. 22 #3 (Spring 1996) issue of State, Court & County Law Library Newsletter; also reprinted on Law-lib April 9, 1996. Mr. Svegalis has also recently published The Legal Information Buyer's Guide and Reference Manual, Rhode Island Press (17 Mosher Drive, Barrington RI 02806; 1996; $79.95). And, AALL does care. Pat Kehoe's President's Columns, which will appear in the AALL Newsletters (April and May issues), are reprinted on Law-lib April 17. Mr. Kehoe also had a posting on April 16 on Law-lib which further addressed this issue.

In looking over my recent columns for this newsletter, I note that I have written a lot about acquiring materials in media other than books. For those who are interested in updating their collection development policies to cover these materials, Library Collection Development Policies: a Reference and Writers' Handbook by Richard J. Wood and Frank Hoffman (Scarecrow Press, 1996) has some helpful information. Part One of this book covers "rationale, implementing a policy, and policy components of collection development policies." The CD-ROM format is addressed briefly at pages 40-41 and the reader is then referred to the policies of three libraries which are included in Part Two.

The California State University at Sacramento policy has collection development policies for books with software, electronic information services and goals, and network-based materials. There is also a form collection policy for media materials, which includes CD-ROM.

The New Mexico State University policy includes a section on budget, purchase negotiations and licensing of non-book materials. Perhaps most helpful and detailed is a checklist for electronic information resources which includes sections on selection criteria, product considerations, vendor considerations, and technical considerations.

Law library policies are represented by the Tarleton Law Library at the University of Texas at Austin policy. Electronic format,
cost, access, and ease-of-use are addressed.

Has the traditional materials budget changed to reflect the costs of purchasing other materials in the electronic age? Read Allen, Frank R., "Materials Budgets in the Electronic Age: A Survey of Academic Libraries", 57 *College and Research Libraries* 133 (March 1996). The author sent questionnaires to 230 academic libraries; 76.9 percent responded. To make a long story short, most of these academic libraries still allocate most of their budget to purchasing materials, not "nondata resources." "The survey defined the term materials budget as that pool of funds used in the library to acquire and provide access to materials and sources of information." The second question in the survey asked what "types of expenditures were funded out of the materials budget." Sixteen choices were given, beginning with the obvious (books, serials, videos, CD-ROM) and continuing on with, for example, computer hardware, computer software maintenance, OCLC, binding, ILL expenses, and wages. Allen states that it is these latter expenditures which libraries need to be concerned about, especially if the university or college administration believes that these costs can be absorbed in the traditional materials budget, with little increase in same.

Finally, I attended the Fifth North Carolina Serials Conference at Burlington, NC on April 4-5. The topic was "Serials At the Speed of Write--Coping." Highlights included: librarians must adapt to changes in materials format; we must be aware of copyright and licensing issues in new formats; and, we must develop skills for managing what is ahead.

### AUTOMATION

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"AUTOMATION MAGIC"

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You’re asked to purchase and install an automated library system which is compatible with the firm’s new computer network. It is difficult to decide what to do first. Contact vendors? Read everything on library automation/systems? Visit system installations? Talk with colleagues? Hire a consultant?

Selecting an automation system is one of the most critical library projects. No matter a library’s size, collection, clientele, or resources, automation can never be taken too lightly; it is too expensive and too time consuming a human and technological endeavor. In the age of Cyberspace, the automated library system learning curve is very short and intense, causing confusion and stress for people and machines.

Many of the variables in the library automation equation are out of the hands of a library staff. On the one hand, a library may have little or no involvement with system evaluation, equipment selection, or even training. On the other hand, a library may be in charge of everything from selecting the system to maintaining the equipment to support its use. Most libraries fall between these extremes, but their automation decisions are not necessarily easier to make. The magic "Errorless Way to Select and Install the Perfect Automated Library System" doesn’t exist. Unbelievably librarians (vendors, too!) are not immune from error and, in fact, there is no "perfect" automation system. Automation success and failure depend upon a library’s commitment to and
Even a consultant cannot substitute for an informed, involved library staff. For when the consultant and the vendor finish their work, the staff is still there, supporting each other and immediately responsible to library users.

The best way to begin an automation project is to formulate an Automation Plan. The most important element in the Plan is the determination of the compatibility of each automated library system considered with the software, hardware, and computer network in use at the firm. A review of all available resources -- staff, budget, time restraints, library staff automation expertise, MIS support -- is crucial when mapping out the Plan. A timetable is also a valuable part of the Plan, as it keeps everyone on the same track toward the same goal. When derailments occur or situations change, as surely they will, a flexible Plan allows for decisive and quick adjustments, which will draw everything back toward the project's goal.

The comedian, Flip Wilson, used to say, "What you see is what you get." Well, in the case of library systems, you may get more, you may get less than what you see. At times the library and the vendor seem to be working on different levels and in several languages. And Murphy's Law is particularly applicable to computer software and hardware.

Vendor competition has become extremely aggressive. Like all sectors of the corporate world, automated library system vendors are part of the takeover/buyout/merger craze. Data Trek merges with IME Navigator, OCLC buys TechlibPlus, who knows what changes hands today, companies disappear completely. Couple this with the rush to provide networking and WWW services and it's possible that the vendor at the beginning of a project may not be the vendor, or at the very least the same company, when the system is installed.

For a large library, such machinations may not overly affect an automation project; for a small or medium firm library these changes can be very disruptive.

So, before you seek out vendors prepare your own bag of "automation magic." Understand the talk (computer/automation terms and phrases vendors, consultants, and MIS people like to throw around) and know what kind of system is the best fit and most affordable for your library. Investigate options:

- Turnkey systems and Individual Modules or combinations of modules;
- Integrated systems and Client/Server systems;
- Full-text Database Management Systems;
- Minicomputer and Microcomputer systems;
- Networking (local, Internet, etc.) capabilities;
- Relational databases and "relational-like" databases.

When talking with vendors, ask who their competition is and how they compare with them. Their responses will prove invaluable in your evaluations.

Use the talents of your entire staff and get everyone involved. If you're a one person library, call upon your colleagues for advice and direction or hire a consultant to help research systems and evaluate your choices. Have confidence in your instincts and your professional knowledge and abilities. You are the expert regarding your library.

And always keep in mind: your situation is not so unique that yours is the only library ever to face your particular challenges. A few months ago I was asked to give a talk on Dr. Zhivago and I went to my local public library to get the works of the Russian poet Pasternak. I just couldn't figure how to get back to the Main Menu on the library OPAC. I did what I always do when I go to the public library, i asked a
librarian for help. She patiently worked with me (as do all the public librarians I've ever met) and found my materials. As we were talking, she mentioned that the library was migrating to a larger, more versatile integrated library system. I asked how the system was selected and she told me of the problems they'd faced, explaining that a consultant helped them sort out their choices. I, the concerned taxpayer, nodded sympathetically. I, the experienced databases manager, never let on that it all sounded so, so familiar!

FYI: "The Automated Marketplace" in the 1 April 1996 issue of Library Journal is an excellent general review of library automation systems. Law Librarianship, a Handbook for the Electronic Age (AALL Publication Series No. 47; Rothman 1995) contains several chapters discussing integrated library systems.

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DESCRIPTION AND ENTRY

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If you have questions that you would like to share with your fellow law catalogers, please send them to the authors of this column. AUTOCAT may be faster, but you'll get as complete an explanation as possible here!

Sometimes we use examples of LC catalog records as training tools. Our intent is not to criticize or ridicule whoever might have cataloged a particular example.

Many of the problems encountered in cataloging legal materials stem from the wrong answer to the question: What is this work? For instance, in this example:

```
010 95158749//r95
110 1 Cambodia.
240 10 Constitution$lFrench
245 14 Les Constitutions du Cambodge, 1953-1993 ...
650 0 Constitutions$zCambodia.
```

What is the item represented by 95158749? It is a collection of constitutions. Should the entry be Cambodia? Yes. Is the uniform title appropriate for this collection? No. Only single constitutions qualify for a uniform title (field 240), unless this exact collection also exists in another language. The general uniform title rules 25.3 apply. A search did not uncover the same publication in another language.

One might choose to enhance access by making an added entry for the new Cambodian Constitution. What would such a uniform title look like? The official language of Cambodia is Khmer. Some Cambodia corporate headings have been established in Khmer, some French. French was chosen as the uniform title language in authority record (n 88176991). However, the new constitution of 1993 (n 95016238) is officially issued in Khmer, not both Khmer and French. A better choice for uniform title would be the Khmer form.

```
010 n 88176991
110 10 Cambodia.$tConstitution
410 10 Cambodia.$tKampuchia honpop
410 10 Cambodia.$tHonpop

010 nr 95016238
110 10 Cambodia.$tConstitution (1993)
```

Alternate form as found on another RLIN record:

```
110 10 Cambodia.$tRatthadhummmanunn (1993).$lFrench
410 10 Cambodia.$tConstitution (1993)
```

Have you ever noticed that sometimes when a book starts off wrong everything goes wrong? Subject access is not within the scope of this column, but note that for a single jurisdiction the subject heading for
a collection or single constitution should be Cambodia$Constitution not Cambodia$Constitutions$Cambodia. We enhanced the record a little with the note to justify the analytical added entry for the new Constitution, but this is optional. An edited version of the record would look like this.

110 1 Cambodia.
240 10 Constitutions$Cambodia.
245 14 Les Constitutions du Cambodge, 1953-1993
500  Collection includes the text of the new 1993 constitution which reestablishes the monarchy.
650 0 Constitutions$Cambodia.
651 0 Cambodia$Constitution.

INTERNET

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HELP IS COMING FROM CYBERSPACE: TECHNICAL SERVICES TOOLS ON THE WEB

If you followed all the directions in my last column, and have been exploring the World Wide Web for several months, you know how much wonderful, funny, and even strange stuff is out there. But you may have asked yourself, "What can the Web do for me at work?"

Surprise! There are library related, technical services specific sites that can really make your work easier.

Since I'm a cataloger, I'm going to use that topic as my primary example of what's available on the Web. But I'll include a few valuable acquisitions resources to start the collection development people off in the right direction, too.

You can find cataloging tools on the Web just as you can on your bookshelf. If you catalog online (whether directly onto a utility or on your local system) and your program is windows-based, it's easy to toggle among several open windows. Need a geographic code for the 043? A rule interpretation to help you decide on added entries? Just click the mouse button. At my library we don't have individual workstations; the catalogers share an RLIN terminal and do our cataloging on paper worksheets that go to a technician for inputting. Therefore, we usually work at our desks and it's easier to have documentation on paper. Sometimes the fastest way to get that information is from the Web. Occasionally it's the only way. Many of the most helpful resources are original documents born of the frustration of not finding the tools needed for quick and easy reference. And there are plenty of guides to help you find those tools. Or, just browse. Eventually you'll start seeing the same sites listed over and over again, and then you can feel pretty confident that you've done a thorough search. I've found a lot of great sites by just following interesting looking links that popped up on the next page. You can always go back to where you were by using the list in the "Go" pull-down menu (Netscape).

What you need to do first is figure out which tools you use every day and whether or not they'd be more useful if they were accessible on the computer. Then make a bookmark on your browser, and you're all set. For example, I found a great Cutter table (Geographic Cutter Table for U.S. States & Regions in one alphabetical arrangement, compiled by Adam L. Schiff for the California Academy of Sciences Library:

http://www.lib.siu.edu/swen/uscuttss.htm

that I both printed off and included in my bookmark file. Another very helpful document, for both catalogers and acquisitions people, is the Glossary of bibliographic information by language

(http://www.mun.ca/library/cat/biblabg.html)
which included terms in Danish, Dutch, French, German, Italian, Latin, Norwegian, Spanish, and Swedish. I've been looking for something like this for a long time, since the old work that covered this area is long out of print. And the beauty of it is that once you've found it you can use it -- no trying to find the publisher, no waiting for the order to arrive. I believe in instant gratification!

You may want to be very specific with bookmarks for the things you use daily, such as Cutter tables, geographic and language codes, and rule interpretations. Other things that you don't use as often may be accessible through a more general site, and all you have to do is pick the one that contains links most useful to you and your job, and bookmark it. When you pull up that page, the links you have visited occasionally will be indicated by the change in colored text and thus easy to find.

Below are a few sites I've found, discoveries I've made, and also some documents that will give you lots of possibilities. Some are very specific, and some general. I have given credit for the documents when this information was available.

Once again, I'm appealing for comments on what you'd like to see covered in this column. Please write to me at Boston University Pappas Law Library, 765 Commonwealth Ave., Boston MA 02215, or email me at paperry@acs.bu.edu

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USEFUL WEB SITES

Technical Services

▶ Top 200 Technical Services Benefits of Home Page Development by Barbara Stewart of the University of Massachusetts at Amherst. Available at:

http://tpot.ucsd.edu/Cataloging/Miso/top200.html

This is the source -- I got this at a workshop on cataloging Internet resources. It lists sites for cataloging, acquisitions, documentation, serials, and some specialized resources. If you find no other site, find this one. It will lead you to all of the others.

Cataloging

▶ Internet Resources for Cataloging by Vianne T. Sha. Available at:

http://www.law.missouri.edu/vianne/cat.html

This has links to many major resources, including library catalogs, cataloging tools, and the bibliographic utilities. This has now become part of a larger list of resources called "LIST" (Library and Information Science Toolbox) that includes Internet sites for all areas of our field.

▶ Tools for Serials Catalogers maintained by Ann Ercelawn, Vanderbilt University. Available at:

http://www.library.vanderbilt.edu/ercelawn/serials.htm

Links to selected CONSER documentation, list archives, format integration information, OCLC, and most interestingly, e-mail addresses for cataloging questions to let you contact CONSER, LC, and the National Library of Canada, to name only a few.

▶ Tools for Cataloging Internet Resources Compiled by Rich J. Block and Karl Fattig. Available at:

http://www.bowdoin.edu/~kfattig/netsl/index.html

A great resource for finding help on how to catalog Internet resources. This came from the New England Technical Services Librarians spring meeting. It will also lead you to sites of use for cataloging in general.
During the conversion of Class K to the US MARC Format for Classification, many adjustments have
been made in an effort, to introduce current language, restructure schedules to incorporate in a
systematic way, and restore pattern conformity throughout the Class. As a last task, a full review of the
form division tables was undertaken. In the course of this work, full number tables (20, 10, and 5
numbers) have been incorporated in the text. All internal (in the text) form division tables have been
condensed, or have been dropped from the text, where shelflist and shelf examination did not justify
detailed subarrangements.

Special attention was paid to the external One number and Cutter number Form Divisions. They have
been grouped by category and compared division by division for uniformity. Redundant entries have
been removed or blocked. While it is desirable to achieve the highest level of consistency in form
division tables, it can be achieved only approximately at this point because of the age of some schedules
and of existing collections they govern.

However, most of the frequently applied forms throughout the Class, lend themselves to careful
construction of number spans around existing numbers without disruption of the collection. This way,
it was possible to eliminate many form division tables and create a small set of uniform tables applicable
to the entire class.

Please send comments by July 15th to Jolande Goldberg at CPSO, Library of Congress, 101
Independence Ave., Washington, DC 20540-4305, goldberg@mail.loc.gov
The following Form Division Table for Regional Organizations: Organs, Commissions, Agencies, etc. (= 1 Number Table) is intended to replace the original Form Division Tables of Classes: KDZ, KG-KH (TABLE VI)

  KJ-KJE (TABLE IX)
  KL-KWX (TABLE VII)

FORM DIVISIONS*
Organs, Commissions, Agencies, etc. of Regional Organizations
1 Number Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.A12A-Z</td>
<td>Bibliography</td>
</tr>
<tr>
<td>.A13A-Z</td>
<td>Periodicals</td>
</tr>
<tr>
<td></td>
<td>Including bulletins, circulars, newsletters, etc.</td>
</tr>
<tr>
<td>.A18</td>
<td>Treaties and rules governing the organization. By date</td>
</tr>
<tr>
<td></td>
<td>Including serials and monographs</td>
</tr>
<tr>
<td></td>
<td>Documentation. Working documents (Official record)</td>
</tr>
<tr>
<td></td>
<td>Including research publications</td>
</tr>
<tr>
<td>.A3A-Z</td>
<td>Indexes and tables. Digests</td>
</tr>
<tr>
<td>.A4A-Z</td>
<td>Records of proceeding of the organ and its committees etc.</td>
</tr>
<tr>
<td></td>
<td>Decisions. Rulings. Resolutions</td>
</tr>
<tr>
<td></td>
<td>Including recommendations, opinions, consultations, etc.</td>
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<tr>
<td></td>
<td>Indexes, see .A3A-Z</td>
</tr>
<tr>
<td>.A5A-Z</td>
<td>Collections</td>
</tr>
<tr>
<td></td>
<td>Individual, see the subject</td>
</tr>
<tr>
<td>.A7A-Z</td>
<td>Official (General) reports. Surveys on legal activities</td>
</tr>
<tr>
<td></td>
<td>Yearbooks, see .A13A-Z</td>
</tr>
<tr>
<td>.A75-Z</td>
<td>General works on the organ, commission, etc.</td>
</tr>
</tbody>
</table>

*The Table applies to Classes KDZ, KG-KH (TABLE A; TABLE G); KJC; KJE (Table C); KJE; KME-KVE (TABLE B; TABLE C); KWX

*The Table is also applied to *ALL* regional organizations in KDZ, KG-KH
The following Form Division Table for Regional Organizations: Organs, Commissions, Agencies, etc (= Cutter Numbers) is intended to replace the original Form Division Tables of Classes: KDZ, KG-KH (TABLE VII)
   KJ-KJE (TABLE X)
   KL-KWX (TABLE VIII)

**FORM DIVISIONS***
Organs, Commissions, Agencies, etc. of Regional Organizations
Cutter Numbers

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>xA12-129</td>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>xA13-169</td>
<td>Periodicals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including bulletins, circulars, newsletters, etc.</td>
<td></td>
</tr>
<tr>
<td>xA18</td>
<td>Treaties and rules governing the organization. By date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including serials and monographs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including research publications</td>
<td></td>
</tr>
<tr>
<td>xA3-349</td>
<td>Indexes and tables. Digests</td>
<td></td>
</tr>
<tr>
<td>xA4-45</td>
<td>Records of proceeding of the organ and its committees etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decisions Rulings Resolutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including recommendations, opinions, consultations, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indexes, see xA3-349</td>
<td></td>
</tr>
<tr>
<td>xA5-549</td>
<td>Collections</td>
<td></td>
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<tr>
<td></td>
<td>Individual, see the subject</td>
<td></td>
</tr>
<tr>
<td>xA7-749</td>
<td>Official (General) reports. Surveys on legal activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yearbooks, see xA13-129</td>
<td></td>
</tr>
<tr>
<td>xA75-Z</td>
<td>General works on the organ, commission, etc.</td>
<td></td>
</tr>
</tbody>
</table>

*The Table applies to CLASSES KDZ, KG-KH (TABLE A; TABLE G); KJC; KJE(Table C); KJE; KME-KVE (TABLE B; TABLE C); KWX

*The Table is also applied to *ALL* regional organizations in KDZ, KG-KH
The following REGIONAL Form Division Table (= 1 Number Table) is intended to replace the original Form Division Tables of Classes: K (TABLE II)
KDZ, KG-KH (TABLE I)
KJC (TABLE IV)
KL-KWX (TABLE III)

**FORM DIVISIONS**

**REGIONAL**

**1 Number Table**

| .A12A-Z | Bibliography |
| .A13A-Z | Periodicals |
|         | (Standard note) |
| .A15A-Z | Monographic series (numbered) |
| .A2-339 | Intergovernmental congresses and conferences. By name of the congress |
|         | Including individual (ad hoc) and "serial" congresses |
|         | Arranged alphabetically, by means of successive Cutter numbers |
|         | **Under each:** |
|         | .xA3-39 Serialized |
|         | .xA5 Monographs. By date |

Treaties and other international agreements. Conventions
- For treaties of the EC/EU, see KJE
- For the Antarctic Treaty System, see KWX

| .A34A-Z | Indexes and tables. Digests |
| .A35A-Z | Collections |
|         | Including either multilateral or bilateral treaties, or both |
| .A37A-Z | Treaties of a particular country. By country and date |
| .A38 | Drafts of proposed treaties Comments on drafts. By date |
|         | Multilateral treaties |
|         | Arranged chronologically by means of successive Cutter numbers |
|         | Drafts. Proposed treaty, see A38 |
|         | Text of treaty |
| .A4[date]A2 | Unannotated editions By date |
|         | Including official editions, with or without annotations |
| .A4[date]A4-49 | Related agreements (accessions, protocols, successions, rectifications, concessions, schedules, bilateral treaties relating to nonregional multilateral treaty, etc.) |
|         | Indexes, see .A34A-Z |
|         | Works on the treaty, see .xA3-39 |
Treaties and other international agreements  Conventions -- Continued

A43-A-Z  
Bilateral treaties  By country and date of signature of the treaty
For bilateral treaties relating to non-regional multilateral treaty, see .A44-
For bilateral treaties of regional intergovernmental organizations,
see the organization in the region

A44-A-Z  
Legislative documents
Statutes. Statutory orders  Regulations, Decisions. Directives
A45-A-Z  
Indexes and tables  Digests
A47-A-Z  
Texts
Including serials and monographs
Digests  Indexes, see  A45-A-Z

A50-A-Z  
Opinions. Recommendations
Including consultations, target studies, etc.

A52-A-Z  
Decisions  Administrative rulings
Including digests

A54-A-Z  
Societies. Commissions. Agencies, etc.
A55-A-Z  
Dictionaries (Terms and phrases). Encyclopedias
Form books, see  A75-Z.
Yearbooks, see  A13-A-Z

A6  
Conferences  Symposia  Institutes. Workshops. By date of event
Including papers devoted to the scholarly exploration of a subject
For intergovernmental congresses and conferences, see  A34-

A72-A-Z  
Official (General) reports. Surveys on legal activity concerning unification and
harmonization of the law, cooperation, etc
Collected works (nonserial)  Anthologies
Several authors, see  A75-Z
Individual authors, see  A75-Z
Casebooks  Readings, see  A75-Z

A75-Z  
General works
Including history, case books, form books, compends, popular works,
collected works, essays, festschriften, etc.
Addresses, essays, lectures, see  A75-Z

*The Table applies to CLASSES  K; KDZ, KG-KH (TABLE A); KJC; KL-KWX (TABLE B)*
The following REGIONAL Form Division Table (= Cutter Numbers) is intended to replace the original Form Division Tables of Classes: K (TABLE III)
KDZ, KG-KH (TABLE II)
KJC (TABLE V)
KL-KWX (TABLE IV)

FORM DIVISIONS*
REGIONAL
Cutter Numbers

.xA12-129  Bibliography
.xA13-179  Periodicals
.xA2-239   Intergovernmental congresses and conferences. By name of the congress
           Arranged alphabetically by by means of successive Cutter numbers
Treaties and other international agreements. Conventions
For treaties of the EC/EU, see KJE
For the Antarctic Treaty System, see KWX
.xA34      Multilateral treaties. By date
           Including related agreements, and including serials and monographs
.xA4-449   Bilateral treaties. By country and date of signature
           For bilateral treaties relating to to non-regional multilateral treaties,
           see .xA34
           For bilateral treaties of regional intergovernmental organizations,
           see the organization in the region
           Including opinions and recommendations
.xA45-459  Indexes and tables. Digests
           Including serials and monographs
.xA47-5    Texts
           Including serials and monographs
.xA52      Decisions. Administrative rulings. By date
           Form books, see .xA75-Z
           Yearbooks, see .xA13+
.xA522-54  Societies. Commissions. Agencies, etc.
.xA6       Conferences. Symposia. Institutes. Seminars. By date
           Including papers devoted to the scholarly exploration of a subject
           For intergovernmental congresses and conferences, see .A3+
           Collected works, see .xA75-Z
           Casebooks. Readings, see .xA75-Z
.xA75-Z    General works
           Including history, case books, form books, compends, popular
           works, collected works, essays, festshriften, etc.
           Addresses, essays, lectures, see .xA75-Z

*The Table applies to Classes K; KDZ, KG-KH(TABLE A); KJC; KL-KWX(TABLE B)
The following Form Division Table for Countries, States, Provinces, etc. (= 1 Number Table) is intended to replace the original Form Division Tables of Classes: KDZ, KG-KH (TABLE IV)
KJ-KKZ (TABLE XII)
KJV-KJW (TABLE III)
KK-KKC (TABLE IV)
KL-KWX (TABLE X)

**FORM DIVISIONS**

*Countries, States, Provinces, etc.*

**1 Number Table**

<table>
<thead>
<tr>
<th>A12A-Z</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>A13A-Z</td>
<td>Periodicals</td>
</tr>
<tr>
<td></td>
<td>(Standard note)</td>
</tr>
<tr>
<td>A15A-Z</td>
<td>Monographic series</td>
</tr>
<tr>
<td></td>
<td>Legislative papers and related works</td>
</tr>
<tr>
<td>A2</td>
<td>Bills By date</td>
</tr>
<tr>
<td>A22A-Z</td>
<td>Official reports, memoranda, records of proceedings of the legislature</td>
</tr>
<tr>
<td></td>
<td>Including legislative proposals (official drafts) of the executive branch, commentaries on such drafts, and including serials and monographs</td>
</tr>
<tr>
<td></td>
<td>Criticism and comment. Private drafts, see .A63-.99</td>
</tr>
</tbody>
</table>

**Statutes**

| .A25A-Z | Indexes and tables. Digests |
|        | Including statutory orders, regulations, etc. |
| A26A-Z | Citators to statutes and regulations |
|        | For citators to both legislation and case law, see citators to court decisions or decisions of regulatory agencies |
| .A27A-Z | Collections. Compilations |
|        | Including annotated editions |
|        | Individual acts (or groups of acts adopted as a whole) |
| Codes   | |
|        | Collections, see .A27A-Z |
|        | Individual codes |
|        | Arranged chronologically, by means of successive Cutter numbers, according to date of original enactment or revision of the law |
|        | Text. Unannotated edition |
|        | Including official editions (with or without annotation) and works containing complimentary legislation |

| .A29[date]A51-519 | Serials |
| .A29[date]A52    | Monographs. By date |
|                  | General works, see .A29[date]A6-69 |
Individual acts—Continued

Other individual acts

.A3[date]A2-29
Texts. Unannotated editions
Including official editions with with or without annotations

.A3[date]A9-Z
Annotated editions. Commentaries. General works
Including serials

Statutory orders. Regulations. Rules of practice, etc

A32A-Z
Collections. Compilations
Including annotated editions, and including serials and monographs

Individual statutory orders etc. (or groups of statutory orders etc
adopted as a whole)
For rules of practice before a separately classed agency, see the
issuing agency

.A35[date]A2-29
Texts. Unannotated editions
Including official editions with or without annotation

.A35[date]A5-Z
Annotated editions. Commentaries. General works
Including serials
Indexes and digests to statutory orders, etc., see .A25A-Z
Citators to statutory orders, etc., see A26A-Z

Comparative state, provincial, etc. legislation (genuine comparisons as well
as parallel presentations of legislation without actual comparison)
Including works comparing national, state or provincial legislation, and
works comparing laws by period

.A4A-Z
Texts. Unannotated editions

A47A-Z
Annotated editions. Commentaries. General works

Court decisions

A48A-Z
Reports
Including serials and monographs

.A487A-Z
Indexes and tables. Digests

Decisions of regulatory agencies. Orders. Rulings

A49A-Z
Indexes and tables. Digests

.A5A-Z
Reports
Including serials and monographs

.A55A-Z
Dictionaries (Terms and phrases). Encyclopedias
Form books, see .A75-Z
Year books, see .A13A-Z

.A6
Conferences. Symposia. Institutes. Workshops. By date of event
Including papers devoted to the scholarly exploration of a subject

Collected works (nonserial). Anthologies
Several authors, see .A75-Z
Individual authors, see .A75-Z
Casebooks Readings, see A75-Z

A75-Z

General works
Including history, case books, form books, compends, popular works,
colleced works, essays, festschriften, etc
Addresses, essays, lectures, see A75-Z

*The Table applies to Classes KDZ, KG-KH; KJV-KJW; KK-KKC; KJ-KKZ; KL-KWX
The following Form Division Table for Countries, States, Provinces, etc. (= Cutter Numbers) is intended to replace the original Form Division Tables of Classes: KDZ, KG-KH (TABLE V)
KJ-KKZ (TABLE XIII)
KJV-KJW (TABLE IV)
KK-KKC (TABLE V)
KL-KWX (TABLE XI)

**FORM DIVISIONS***
Countries, States, Provinces, etc.
Cutter Numbers
\[\text{xA12-129} \quad \text{Bibliography}\]
\[\text{xA13-159} \quad \text{Periodicals}\]
\[\text{(Standard note)}\]
\[\text{xA22-249} \quad \text{Legislative papers and related works}\]
\[\text{Including serials and monographs}\]
Statutes
\[\text{xA252-259} \quad \text{Indexes and tables. Digests}\]
\[\text{Including statutory orders, regulations, etc.}\]
\[\text{xA26-269} \quad \text{Citators to statutes and regulations}\]
\[\text{xA27-279} \quad \text{Collections}\]
\[\text{Including serials and monographs}\]
\[\text{xA29-299} \quad \text{Individual acts (or groups of acts adopted as a whole)}\]
\[\text{Including serials and monographs}\]
\[\text{xA319-339} \quad \text{Statutory orders. Regulations. Rules of practice, etc.}\]
\[\text{Indexes and tables to statutes and statutory orders, etc., see xA252-259}\]
\[\text{Citators to statutes and statutory orders, etc., see xA26-269}\]
Court decisions
\[\text{xA38-42} \quad \text{Reports}\]
\[\text{Including serials and monographs}\]
\[\text{xA43-439} \quad \text{Indexes and tables. Digests}\]
\[\text{xA44-49} \quad \text{Decisions of regulatory agencies. Orders. Rulings}\]
\[\text{Including serials and monographs, and including indexes}\]
\[\text{Form books, see } \text{xA75-Z}\]
\[\text{Yearbooks, see } \text{xA13-159}\]
\[\text{xA6} \quad \text{Conferences. Symposia. Institutes. Workshops. By date of event}\]
\[\text{Including papers devoted to the scholarly exploration of a subject}\]
\[\text{Case books, see } \text{xA75-Z}\]
\[\text{xA75-Z} \quad \text{General works}\]
\[\text{Including history, case books, form books, compends, popular works,}\]
\[\text{collected works, essays, festschriften, etc.}\]
\[\text{Addresses, essays, lectures, see } \text{xA75-Z}\]

*The Table applies to Classes KDZ, KG-KH; KJV-KJW; KJ-KKZ; KK-KKC; KL-KWX*
The following Form Division Table for Regional Organizations (= 1 Number Table) is intended to replace the original Form Division Tables of Classes KJC-KJE (TABLE VII) KL-KWX (TABLE V)

FORM DIVISIONS*
Regional Organizations
1 Number Table

A12A-Z Bibliography
A13A-Z Periodicals
    (Standard note)
A15A-Z Monographic series
A2A-Z Law reports Gazettes Journals
    Treaties and other international agreements. Conventions
A22A-Z Indexes and tables Digests
A23A-Z Collections
    Including either multilateral or bilateral treaties, or both
A28 Drafts of proposed treaties. Comments on drafts. By date
    Multilateral treaties
        Arranged chronologically by means of successive Cutter numbers
    Indexes and tables. Digests, see A22A-Z
    Drafts Proposed treaty, see A28
    Text of treaty
A3[date]A3 Unannotated editions. By date
    Including official editions, with or without annotations
A3[date]A4-49 Annotated editions Commentaries Works on the treaty
A3[date]A6-69 Related agreements (accessions, protocols, successions, rectifications, concessions, schedules, bilateral treaties relating to nonregional multilateral treaty, etc)
    Works on the treaty, see  A3[date]A4-49
A34A-Z Bilateral treaties By country and date of signature of the treaty
    For bilateral treaties relating to non-regional multilateral treaty, see A3[date]A6-69
Other official acts (secondary legislation) and legal measures
Regulations. Decisions. Directives
.A36A-Z
  Indexes and tables. Digests
  Abridgements and digests, see .A36A-Z
.A42A-Z
  Collections. Compilations
  Including annotated editions and serials
  Individual acts or groups of acts adopted as a whole
.A43[date]A15-159
  Indexes and digests
.A43[date]A2
  Documentation. Working documents (Official record). By date
  Including reports and memoranda of factfinding, advisory
  research, and drafting committees, etc., and drafts
.A43[date]A32
  Records of proceedings of the organ and its committees etc. By date
  Including rules of procedure
  Contemporary commentary and criticism, see .A43[date]A8-Z
  Texts
.A43[date]A7
  Unannotated editions. By date
  Including official editions with or without annotation
.A43[date]A8-Z
  Annotated editions. Commentaries. General works
.A5A-Z
  Opinions. Recommendations
  Including consultations, action programs, target studies, etc.
.A52A-Z
  Administrative decisions and rulings
  Including serials, and including indexes
.A6
  Conferences. Symposia. Institutes. Workshops. By date of event
  Including papers devoted to the scholarly exploration of a subject
.A7A-Z
  Court decisions and related materials
.A72A-Z
  Official (General) reports. Surveys on legal activity concerning unification,
  harmonization and cooperation
  Form books, see .A75-Z
.A75-Z
  General works
  Including history, case books, form books, compends, popular works,
  collected works, essays, festschriften, etc.
  Addresses, essays, lectures, see .A75-Z

*The Table applies to Classes KJE (EC/EU); KJE (COMECON); KJE (TABLE C); KME-
KVE (TABLE C); KWX
The following Form Division Table for Regional Organizations (= Cutter Numbers) is intended to replace the original Form Division Tables of Classes: KJC-KJE (TABLE VIII) KL-KWX (TABLE VI)

**FORM DIVISIONS**
Regional Organizations
Cutter Numbers

| .xA12-129 | Bibliography |
| .xA13-139 | Periodicals |
|           | (Standard note) |
| .xA2-29   | Law reports. Gazettes. Journals |
|           | Treaties and other international agreements. Conventions |
| .xA22-229 | Indexes and tables. Digests |
| .xA23-329 | Collections |
|           | Including either multilateral or bilateral treaties, or both |
| .xA33     | Individual treaties. By date of signature |
|           | Other official acts and legal measures |
| .xA36-42  | Regulations. Decisions. Directives |
|           | Including serials, and including indexes |
| .xA5-519  | Opinions. Recommendations |
| .xA52-529 | Administrative decisions and rulings |
|           | Including serials |
| .xA6      | Conferences. Symposia. Institutes. Workshops. By date of event |
|           | Including papers devoted to the scholarly exploration of a subject |
| .xA7-739  | Official (General) reports. Surveys on legal activity concerning unification, harmonization and cooperation |
|           | Form books, see .xA75-Z |
| .xA75-Z   | General works |
|           | Including history, case books, form books, compends, popular works, collected works, essays, festschriften, etc. |
|           | Addresses, essays, lectures, see .xA75-Z |

*The Table applies to Classes KJE (EC/EU); KJE (COMECON); KJE (TABLE C); KME-KVE (TABLE C); Organizations in KJC, and KWX*
GENERAL OBSERVATIONS

(1) TREATIES
Subarrangements (form divisions) vary. But because of the age of some of the collections, I would propose not to touch it.
Only for the new supra-regional schedule KZ, one can easily adopt the other regional arrangement.

(2) CONSTITUTIONS
There is a separate form division table for constitutions in Class KJ-KKZ (Tables A & B) which can be used for the rest of Class K where applicable.

(3) CODES
A separate form division table for codes (Class KJ-KKZ: Tables A & B) has been created that can be used for the rest of Class K where applicable.

(4) INTERGOVERNMENTAL CONGRESSES
A form division table for these congresses was not necessary. The conventions and treaties resulting from these congresses, or general works on such congresses, are generally the materials collected. Where a substantial subarrangement is needed, it will be printed in the text of the schedule with the congress.

(5) BIBLIOGRAPHY, PERIODICALS, CONFERENCES, GENERAL WORKS
While it would be desirable to have the highest level of consistency/uniformity in form division tables, it can be achieved only approximately at this point because of the age of the various schedules and collections they govern. An exemption however, was made for those 4 forms or categories since they are not only the most frequently applied throughout the Class, but also lend themselves to adjustment without disruption of the collection.
Cataloging Foreign Language Materials by Cynthia D. Bertelsen. Available at:
http://www.vt.edu:10021/B/bertel/catalog.html

What a find! This is the place to find everything you need to work with foreign materials, including resources for cataloging, authority work, languages (great source for dictionaries!), foreign history and culture, organizations, and cataloging home pages. This is definitely worth a bookmark.

Acquisitions

AcqWeb. Available at:
http://www.library.vanderbilt.edu/law/acqs/acqs.html

The is one of the best sites for collection development information on the Web. Includes links to publisher information, lists of electronic journals and other publications, directories of organizations and associations, archives of listservs and Usenet groups, and resources for specific topic areas. A valuable site for anyone in the library world.

Technical Services Home Pages

Good places to look for information or just to see how to present that information. These are just a few of the many, and more are available every day.

MIT Libraries. Available at:
http://macfadden.mit.edu:9500/colserv/

Information on both acquisitions and cataloging -- a good example of local documentation.

QTECHweb (Queen's University Libraries, Ontario, Canada). Available at:
http://130.115.161.74/techserv/qtechweb.html/

PRESERVATION

Patricia Denham
University of Cincinnati Law Library
Pat.Denham@Law.UC.edu

This is my forty-second, and last, column on preservation for TSLL. I've decided the time has come for me to pass the baton to someone else who can inform you about the latest developments on the preservation front, in the war against acidic paper, carelessness, and disasters.

I first wrote in TSLL as the Chair of the TS Preservation Committee from 1983-87 (11 columns), and continued as the first column editor for preservation when asked by Editor Cindy Larter (now Cicco) in 1988. I have written 31 of these columns in the past eight years, missing only one.
The subjects of my columns have demonstrated the diversity of preservation. I have brought the following topics to the attention of the readers of TSLL: pamphlet binders (May and Aug. 1989); preservation photocopying (May 1990); Public Law 101-423 to establish a national policy on permanent paper (Feb. 1991); binding (May 1991); book repair (Aug. 1991); preservation awareness workshops (Sept. 1992); stacks maintenance (March 1993); the history of the TS Preservation Committee (June 1993); integrating preservation into other library operations (Dec. 1993); Cons Distlist -- conservation discussion list (Dec. 1994); recycled and acid-free papers (Mar. 1994 and Mar. 1995); disaster planning (Dec. 1995). In addition, I have made announcements of and written reports of numerous programs and workshops, reviewed books and videos, abstracted dozens of articles from preservation serials, and provided memorable quotes from other sources.

I have enjoyed writing the column over the years, coming up with informative topics which hopefully have inspired some of you to take action to preserve your materials. The column also shows what one person with a special interest, but little actual education or training in that area, can do, since preservation wasn’t even mentioned when I was in library school (1977-78). I say this not to promote myself, but to inspire you to dream of what you can do with what interests you. Don’t knock being self-taught and don’t just defer to the experts. Learn, learn, learn. Then volunteer to share what you have learned. Pretty soon, others will think of you as an expert.

Here are some of the still relevant "Quarterly Quotes" which ended my columns from 1988-90:

"Librarians responsible for the binding of the library’s collections lead staff in making conservation decisions about large numbers of materials. This responsibility should be fulfilled with reasonable, rather than arbitrary, processes."

Carol Fleischauer

"Alkaline paper can be mechanically weak [due to the use of short paper fibers]. What is needed is strong, durable paper, not just acid-free paper."

Paul Banks

"If we don’t come to grips with what’s happening to the printed word ... you might just as well forget about information access."

Pat Berger

"Librarians need to decide how long they want their collections to last and then determine what they can do to make them last that long."

Lisa Fox

"Losing a book from a college or university library because of slow deterioration or poor environmental conditions is shortsighted and bad economics."

Maxine Sitts

Sally Grauer, Executive Director of the Library Binding Institute, reports on the progress of the new standard for library binding in the February 1996 New Library Scene. The NISO (National Information Standards Organization) Standard Development Committee met at Midwinter to work on the second draft. No date for completion of the document is indicated, but Ms. Grauer states that, “the new document will be more broad based, giving both librarians and binders more options, with guidelines for making the necessary decisions.”

The fourth ALA/ALCTS Library Binding Institute will be held 13-14 November 1996 in Cambridge, Mass. They plan to use the same faculty as in 1994 and to add a
bindery tour. I attended the first one in 1988, which was very well received, as have the others. I would encourage anyone interested in attending to contact ALCTS.

*****

RESEARCH AND PUBLICATIONS

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Right off the top I want to encourage everyone to attend the OBS/TS-SIS' Open Research Roundtable meeting at this summer's AALL annual meeting in Indianapolis. It is scheduled for Sunday afternoon, 21 July 1996 from 3:430 pm. This is a better time slot than the early morning or late evening Tuesday slots we have had in the past, I think, though we have had some very faithful attendees each year (and we thank you!). We are hoping everyone will be a bit fresher on Sunday afternoon and that there will be fewer conflicts with other technical services meetings.

As always, the agenda will be pretty wide open at the Research Roundtable meeting. Brian Striman (University of Nebraska-Lincoln) and I, as co-coordinators, will have a few ideas to get the ball rolling. We hope that you will attend if you have ever wanted to do research, if you have ever done research, if you have ever thought about research, or if you just want some pleasant company. There was a good turnout last year and we hope that those people will return, plus some newcomers. Please contact Brian or me if you have any questions, comments, agenda items, etc. for this upcoming Research Roundtable meeting. See the end of this column for the information on how to contact us. We hope to see you there!

Some items I have seen on the Internet over the past few months have been related to research. There has been a good deal of discussion on AUTOCAT about outsourcing cataloging. This is not surprising since that seems to have become a hot topic almost everywhere. I cannot remember all the messages and their authors, but one in particular caught my eye. The fact was mentioned that outsourcing will cut into the number of catalogers with faculty status at various academic institutions. This in turn will cut into the amount of cataloging research and writing that is done.

The truth is that a fair amount of the research documented in the library literature is contributed by those of us with faculty status, where "publish or perish" is very much a fact of life. Perhaps not the ideal scenario, but how many of us have time to perform those activities that we would consider extra, when they are not part of our documented position requirements? Actually the practicalities of processing a lot of material quickly had already eaten into the number of technical services librarians with faculty status at many academic libraries, in my opinion. Outsourcing may just speed up the process. Just some food for thought ...

Speaking of faculty status, which implies tenure, there was an interesting abstract included in a recent issue of the electronic publication Current Cites, v. 6, no. 10 (October 1995). The title of the abstract's article referred to is "E-Journals and Tenure" from the Journal of the American Society for Information Science, v. 46, no. 9 (October 1995), pp. 700-703. I confess I have not had a chance to locate and read this article yet. To quote the abstract by David Rez: "Though it is not yet clear whether the academic reward system is embracing e-journals as criteria for advancement, it is clear that a growing number of individual scholars and
administrators believe e-journals to be worthy of inclusion in the review process." This news is encouraging, since electronic publishing may provide a forum for research that may be better suited to some librarians.

The avenue of book reviews as an outlet for writing and publishing also presented itself to me recently when I was asked to read a book and write a review for publication. I hesitated at the request because I had lots of other things to get done (don't we all?) and the time frame was rather tight. But I did agree to do the book review and I am very glad I did. The particular book I was asked to review is entitled *Technical Services Management, 1965-1990: A Quarter Century of Change and a Look to the Future: Festschrift for Kathryn Luther Henderson*, published by Haworth Press, 1995. It made for excellent reading and even offered some suggestions for further technical services research, some of which I may include in future columns.

My general point though is that the request for me to do this book review forced me to take time out, read a work that I otherwise probably would not have, think it over in a critical way, and put my thoughts down on paper. So I was able to accomplish a number of different things. I added to my list of writings on my vita, learned a lot more about technical services in the past quarter century, practiced my research and writing skills, and even discovered some ideas that I could potentially research and write about at a later date. Book reviews can provide an excellent opportunity, so get out there and volunteer your services!

As I was perusing the *ALCTS Newsletter*, v. 7, no. 1 (1996), I came upon the "Educational Policy Statement of the Association for Library Collections & Technical Services," which made for some interesting reading. It was approved by the ALCTS Board of Directors on 27 June 1995. Basically it sets down in a four page document "ALCTS' offering to assist librarians, schools of library and information science, and libraries--as well as other organizations related to or interested in libraries--in preparing librarians to work in areas on which ALCTS focuses its efforts." You may ask, what does this have to do with research? In the appendix of this statement, which lists specific knowledge and skills, the last section is entitled "Skills in Research Analysis and Interpretation." In other words, ALCTS sees research as a skill that technical services librarians must possess and lists it right along with cataloging, acquisition, preservation, and management skills. Obviously I agree or I would not spend the time on this column, but it is nice to see it presented as an official statement.

Here are some publishing opportunities I noticed recently, the first two of which concern book reviews:

- **Journal of the American Society for Information Science** (JASIS) has a Web page listing books awaiting reviewers at URL:

  http://weber.u.washington.edu/~tabrooksheview.html

- Teresa Malinowski submitted a call for reviewers to ACQNET-L to recruit reviewers for her "Tools of the Serials Trade" column in *Serials Review*. Contact Teresa at tmalinow@fullerton.edu for more information.

- JASIS pops up yet again, as the journal put out a call for papers for its special topic issue on "Law in Cyberspace" to be published in late 1997. Professor David E. Sorkin of John Marshall Law School is the guest editor. A copy of the call is available at URL:

  http://www.mcs.net/~sorkin/jasis/

- The Association of College & Research Libraries (ACRL) is seeking presentations for its eighth national conference in Nashville, 11-14 April 1997. The deadline
is 1 July 1996. Contact Mary Ellen Davis, Conference Manager at medavis@ala.org

- The Public-Access Computer Systems Review, an electronic journal, issued a call for papers on scholarly electronic publishing activities on the Internet. A Web version of this call is at URL:

http://info.lib.uh.edu/pr/epubcall.htm


Please call, write, or e-mail your comments, questions, etc. to either of the co-editors. Contact: Ellen McGrath, SUNY Buffalo Law Library, O'Brian Hall, Buffalo, NY 14260-1110. Phone: 716-645-2254; Fax: 716-645-3860; Internet: emcgrath@acsu.buffalo.edu (Note the address is new)

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Case law digests (Scarborough, Ont.)

Changed to: Case digests = Sommaires de la jurisprudence No. 1 (Jan. 26, 1996)-

Georgia State Bar journal

Changed to: Georgia Bar journal (Atlanta, Ga.: 1995) Vol. 1, no. 1

Newsletter (Jacob D. Fuchsberg Law Center, Institute of Jewish Law)

Changed to: Jewish law report June 1991-

Shepard's expert and scientific evidence quarterly

Changed to: Expert and scientific evidence quarterly Vol. 3, no. 2 (fall 1995)-

Summary of motor vehicle laws and regulations

Changed to: N.A.D.A. title & registration text book 1996-

Villanova sports & entertainment law forum

Changed to: Villanova sports & entertainment law journal Vol. 3, issue 1 (1996)-

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SUBJECT HEADINGS

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One of the more interesting debates to appear recently on the AUTOCAT discussion list had to do with use of the subdivision --Controversial literature. Currently SCM:SH includes the instruction (at H 1472): "Use subdivision Controversial literature under religious and philosophical topics for works that argue against or express opposition to a doctrine, belief, practice, school of thought, etc." Some catalogers wondered, however,
if this subdivision could be applied in areas other than religion or philosophy. There have been controversial theories about the JFK assassination, for example, and authors who deny that genocide against the Jews took place during World War II. Another writer attempts to "controvert" the US Constitution, because the principles set forth therein are diametrically opposed to the actions of the Framers, who owned slaves and practiced genocide against Native Americans. Yes, these views are controversial, but they fall in areas of history and social sciences, rather than religion or philosophy.

The reactions on AUTOCAT to the idea of expanding the use of "Controversial literature" to situations like these included: support for the need to differentiate unusual or alternative views from the mainstream of thought; opinions on techniques for determining whether or not a particular view is controversial; the problem of the word "controversial" itself perhaps being too value-laden; suggested alternative wordings for a similar subdivision; and ideas for other methods of providing access to these types of material.

Many libraries, archives collections, or Special collections departments do collect or accept "social movement" literature, some of which may be extremist. One cataloger pointed out that headings like Slavery--Justification or Slavery--Proslavery literature might be worthwhile, because the ways in which slavery was defended is a legitimate matter for inquiry. The Kennedy assassination was another good example; a student may try to research for alternative views, and finding such a subdivision would save the student from having to wade through all the other works on this topic. Nevertheless, an intimate understanding of the subject area would be required in order to apply "Controversial literature" effectively. One professor complained that we catalogers often "denigrate our ability to sort the wheat from the chaff, in refusing to judge the quality of the information we catalog."

"But is this the proper place for judgement to be manifested?" asked another subscriber. Librarians do often provide reader's advisory services, but classification and subject cataloging should remain as objective as possible. Users who deal with only the bibliographic record should not have to contend with judgements of a person who cannot be questioned face-to-face. "What judgement?" wrote another commentator. You can apply a simple litmus test; use the subdivision for any work which attacks generally held views, or values, or takes sides in a controversy (slavery, creationism etc.), the common thread being the disputational nature of the work. But changes in views and values occur over time; one person's truth is another person's heresy (look at the Copernican theory, for instance). Another cataloger worried that any such subdivision would be applied with gross inconsistency and would tend to offend library patrons. "If a librarian used [it] for conservative, anti-abortion, anti-communist works, but not for Farrakhan, Oliver Stone-ish and the CIA-invented-AIDS literature, he is asking for trouble." When you move outside of religion, said another practitioner, then the "established" doctrines become muddied; a wider use of this subdivision would lead toward the politicizing of cataloging. Along this same line was the opinion that we should err in withholding the "controversial" label, rather than in applying it.

At least one AUTOCAT member felt that there was a strong tie between the concept of hate speech and "controversial" literature. He argued that hate literature is a category where the lack of adequate subject description can cause actual harm. There was this statement, too: "I hope never to live in a world in which bad scholarship inculcating hatred for any group ceases to be controversial." Many people discounted this point of view, however.
1) Thoughtful disagreement is not hate literature; 2) "Controversial" is intended to convey the argumentative nature, not the nature, of the argument; 3) To be anti-Constitution is not the same as promoting injustice or destruction; it is simply participation in a legitimate debate; 4) "Controversial literature" is not a comment on the veracity or quality of the material, but an indication of the form of the content ..., which can be used equally to defend or attack good or evil; and 5) It should not and need not imply a value judgement; it's not an issue of how the cataloger feels about the subject, or about the book, but rather, where the author is coming from.

There was enough discomfort with the term "Controversial;" nevertheless, to invoke these suggestions for alternative subdivision phrases:

--Disagreement
--Disagreement with
--Disputational literature
--Disputational writings
--Dissenting views
--Opposing viewpoints
--Opposing views
--Polemical literature
--Views on

Not to be outdone by the serious nature of this controversy, some subscribers also made the following (facetious) suggestions:

--Crackpot literature
--Irresponsible allegations
--Lies about
--Opinions without substance
--Rumors
--Translations into gibberish
--Unlikely explanations
--Unpopular works

Various alternative proposals were also offered for improving subject access to these materials. One of these concerned the use of specialized LC class numbers for controversial works, where notation in the schedules indicate the "anti-" or "pro-" view, or state the topic as a "problem" or a "reform literature." Another person sought to solve the access problem for "hate literature" by adding a 450 (OH) reference to one's library's subject authority records, resulting in an OPAC display directing patrons from [Topic]--Hate literature to [Topic]--Controversial literature.

Another cataloger pointed out that libraries might also choose to use the 685 field, and apply one of the approved terms for literature of prejudice which can be found in the 2nd ed. of ACRL's Genre Terms (1991). These include genres such as Anti-Catholic literature, anti-homosexual literature, Anti-Masonic literature, White supremacist literature, and Xenophobic literature.

Clearly, the controversy over --Controversial literature is not one which can be easily settled. The issue was well stated by Mark Croqueau (Washington State University), when he wrote, "We should all view ourselves as impartial indexers of information, not as interpreters or critics. But when a work discusses some topic in a fashion that is clearly contrary to the way in which it is perceived by the vast majority of the population, then it would be worthwhile ... to represent this fact in the subject analysis of the publication."

However, as we have seen, there remains considerable disagreement about how this might be done without the subtle intrusion of value judgements, as well as semantic confusions regarding the terminology to be used for the form (?) subdivision. It gives one a new appreciation for the deliberations and difficult choices which must be made at the weekly meetings of LC editorial staff who consider changes to the LCSH system. It may be that LC should continue restricting --Controversial literature to religious and philosophical topics. After all, special heading/subdivision constructions may be proposed and authorized, on an as-needed basis, for headings dealing with historical or social issues. In fact, since the early 1980s LC has had a special heading, Holocaust, Jewish (1939-1945)--Errors, Inventions, etc., which is now being applied to works which deny that the Holocaust even occurred. It is probably
better to call such theories "errors" or "inventions," rather than to sugar-coat the idea with the "controversial" label. Way to go, LC!

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OBS OCLC COMMITTEE

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It finally has arrived -- on March 3rd, OCLC implemented Phase 2 of the format integration. I attended one of the first workshops offered by our regional affiliate, SOLINET, so the changes in the fixed field were no surprise to me. One thing I noticed right away though, is that I am very much a creature of habit. My fingers automatically moved the cursor to the accustomed places in the fixed field, and, when searching titles, I still used the old qualifiers. Needless to say, the first thing I did was to update the cheat sheets. Overall, I am very pleased with the changes, because unlike the 007 field, the 006 field can be extremely helpful in searching.

Phase 1, you remember, made all variable fields valid in all formats. Phase 2 focuses on changes; here we work with new rules and commands which make it quite different from Phase 1. Most affected are the control fields and the fixed field. Some changes occur in the variable fields. A reminder: Technical Bulletin 206 had extensive changes that are available only on the OCLC Web site:

http://oclc.org

This will also be true for changes to Technical Bulletin 212. And speaking of the Technical Bulletin, OCLC, and I'm quoting Linda Gabel, Product Manager, Fi2,

stresses, "... [t]he guidelines given in TB #212 are just that: guidelines. They are not edicts, proscriptions, or mandates. We included them as a way to help catalogers choose the appropriate format, when that choice is not obvious." This statement was included in OCLC's response to clarify the roles OCLC and LC have in respect to format integration. The whole statement and a lot more information about format integration is available at

http://oclcgate.ucsd.edu/news/html

Because it vaguely resembles the old AMC format, the new Mixed Materials format might cause confusion. This new format is solely used for collections; galley and page proofs fit here and also microforms of manuscript language materials. It has nothing to do with archival control. This information, for all formats, is coded in the 008 field. The material type for Mixed Materials is "p" and the search qualifier is "mix." This format is used only when no one type of material predominates. Also, as was pointed out in the workshop I took, "mix" is not used for Instructional Kits. These are cataloged as Visual Materials, material type "0."

One thing to remember is that an 006 field does not have to be added to our records; it is not mandatory. However, since it does provide better access to the collection -- one person may consider a computer disk in a monograph more important than the text and search under "com" rather than "bks" -- the 006 field should be added to records whenever appropriate.

Anyone can add an 006 field to a local record. The basic steps are:

- At the Home position, Type new006 com. Press <F10> or <F11>.
- Computer Files Format 006 Information will be displayed on the screen: T006: m Audn: File: u GPub:
Add the appropriate codes as used in the fixed field. In this case:

\[ m\ f\ m\ \text{blank}. \] Press \texttt{<F10>} or \texttt{<F11>}.

When reformatted, the added field will look like this:

\[ \text{line number) 006 [m f m } \]

The 006 information varies with each format; books and serials utilize a great number of fixed field elements whereas mixed materials only use two.

Until a revised version of \textit{Bibliographic Formats and Standards} is published, I use the "Fixed Field Mnemonic Conversion Tables," a handout from the workshop I mentioned above. I have asked for permission to duplicate this table for anyone who might want it.

This year, the OBS OCLC Committee Meeting is listed in the Annual Meeting program as an OPEN DISCUSSION. I do think that this is a great idea. Since by popular request, we will have a speaker from OCLC, who can give expert answers to quality control questions and has the technological wherewithal to field other questions, a mixed audience tends to generate a wider variety of questions from which all of us can benefit.

As of right now, I do not have the meeting place, but it will be Monday, 22 July 1996, 7:00 am. Yes, we will have coffee, soft drinks, and breakfast snacks. At the end of the program, there will be a short business meeting to elect a new Chair to serve for the next two years. The workload is manageable. I check \textit{OCLC News} once a week for items of interest for the quarterly column. OCLC's web site has also been a great help. As for the Committee meeting, our liaison at OCLC, Clarence Walters, has been tremendously helpful, and the OCLC reps have, in my opinion, done a great job in keeping the membership informed.

**OBS RLIN COMMITTEE**

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RLIN Committee Meeting: The meeting of the OBS RLIN Committee will be on Monday, 22 July 1996, from 7:00-8:15 am. (Don't even think about what that would be on Pacific Time!) The meeting is open to everyone, and I welcome agenda suggestions. Also, I've ordered muffins, coffee, tea (regular and herbal), and they may even be able to come up with bagels and cream cheese for us!

I would also like to encourage those without access to the World Wide Web to go to the Internet Room at the Annual Meeting and check out RLG's web pages. They have a new address:

http://www.rlg.org

It contains helpful FAQ's, files, and specifics about areas of future development.

New addresses: Yes, RLG's use of Stanford's domain on the internet, stanford.edu, will cease, and RLG will begin to use rlg.org. Their web pages have moved to http://www.rlg.org, their lists have moved to lists.rlg.org, and anonymous FTP is now at ftp.rlg.org. There is also a new telnet address for information about and tryout of Eureka: eureka-info.rlg.org.

Status information and statistics on the Web: There is a new Web page that displays RLG system status at:

http://www.rlg.org/status.html

This page is not only useful for checking RLIN, Eureka, or Zephyr system status (up or down, and if down, when the next
update will be), but contains a handy link to the regular and holiday service hours.

Monthly host port group statistics are also available for RLIN users who connect over the internet or CompuServe. This includes information about peak activity, number of connections, and number of denied connections. You will need your host port group ID number(s) which can be obtained from Barbara Barone in the RLIN Information Center (1-800-537-RLIN). To view the statistics, go to:

http://www.rlg.org/home/hostport.html

Research Libraries Group's Goals: RLG has released information on their Strategy for 2000. There is a good discussion of their future goals in the Research Libraries Group News (Winter 1996), but I would encourage everyone to check out the RLG web pages on this topic

(http://www.rlg.org/strat/intro.html).

On the web pages specific goals are related to specific projects, many of which have to do with RLIN, Ariel, and the World Wide Web.

Yes, the Web! The first prototype of Web Access to RLG's information resources is planned for use in early 1997. This project will be necessary for achieving RLG's other goals, such as the Studies in Scarlet digital collections project (a comprehensive collection of 19th century family law and domestic relationships).

Interesting ILL projects are also under development. "CoPY" is being undertaken with Columbia University, University of Pennsylvania, and Yale University. This project involves linked searching of opacs, and seamless links to the RLIN ILL system:

http://www.rlg.org/strat/projcopy.html

Ariel enhancements under development include the ability for Ariel to communicate with any MIME client, i.e., to send ILL's directly to the end user's desktop. RLG will also implement a subset of the International Organization for Standardization's ILL protocol.

Ariel News: And, speaking of Ariel, Ariel 1.1 for Windows was released in February. The new version includes a transfer status window, toolbar enhancements, better support for the WinSock DLL for Novell's Lan Workplace, and importation of Ariel files.

Information on obtaining the upgrade is available from:

http://www.rlg.org/ariel11upd.html

or from RLG on diskette. (For information about the upgrade, contact Cindi Carlson at the RLIN Information Center.)

RLIN Terminal for Windows: Information on how to set up one account to allow multiple logons was announced in April. Most RLIN accounts are set up to allow only one person to logon to the account at a time. RLIN Terminal for Windows 2.0, however, allows two or more simultaneous RLIN sessions! There are billing issues that should be considered before making these changes, since connect hour charges could increase, or you may reach your limit of pre-set simultaneous users, and may need to adjust that limit by paying for additional simultaneous use ports.

If you wish to change an account's automatic logon setting, at the
<Command> prompt, Type SET AUTO XMULTIPLE to allow multiple logons on that account, or Type SET AUTO NOMULTIPLE to reset the account back to the single logon option. For more information, contact the RLIN Information Center (bl.ric@rlg.org, or 800-537-RLIN).

CitaDel: Last year, RLG added the Russian Academy of Sciences Bibliographies (RAS)
to CitaDel. These bibliographies cover various topics, including law, and are available only as a CitaDel file. Subject headings are in both Russian and English, and coverage begins in 1992. For more information see:

http://www.rlg.org/cit-ras.html

Another unique file, recently added, is the Chicano Database (CDB). It is a bibliographic database containing information on Mexican-American topics and the broader Latino experience, including law and sociology, with coverage from 1967 through 1993 (earlier for some topics).

Diogenes: The first library to use Diogenes for reclassification is Yale Law Library. This and other Diogenes news is in an article on Diogenes in the Research Libraries Group News (Winter 1996). It is well worth reading, and information on it has been mounted on the Web:

http://www.rlg.org/diogenes.html

Pricing: A preview of 1996-97 RLG Service Rates has been released. Search block rates will stay the same, for the fourth year in a row. RLG membership dues and PRESERV and SHARES fees will also remain the same. Record Export prices will also not change.

There will be increases in the host port fees. Hourly internet users will see rates increase to about $3.00, and network-dial users will see their rates increase to about $10.95 per hour. Monthly host port access fees will increase to $99.00 per month per simultaneous user.

An interesting tidbit reported in the rates preview letter I received is that sites which have completed the transition from dedicated terminals in 1995-96 are reporting an average savings of 53 percent (compared with 1994-95).

DON'T FORGET TO BRING THE ENCLOSED MEETING SCHEDULE WITH YOU WHEN YOU COME TO INDIANAPOLIS TO "DELIVER THE MESSAGE!"