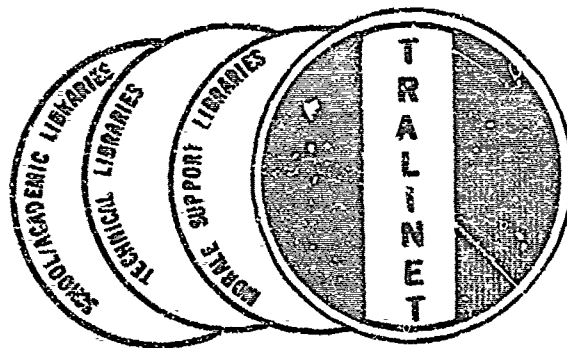


LEVEL II



1  
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TRADOC LIBRARY AND INFORMATION NETWORK  
(TRALINET)

HEADQUARTERS  
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
(TRADOC)

ATPL-AGC  
BUILDING 17, ROOM 8  
FORT MONROE, VIRGINIA 23651  
TELEPHONE: (804) 727-4261  
AUTOVON: 680-4131

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1ST ANNUAL REPORT COVERING PERIOD OF  
1 OCTOBER 1978 THROUGH 30 SEPTEMBER 1979

FY 79

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle)	AD-A083666	5. TYPE OF REPORT & PERIOD COVERED
TRADOC Library and Information Network (TRALINET), 1st Annual Report Covering Period 1 October 1978 through 30 September '79		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s)	8. CONTRACT OR GRANT NUMBER(s)	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
JoAn I. Stolley		12. REPORT DATE
9. PERFORMING ORGANIZATION NAME AND ADDRESS		13. NUMBER OF PAGES
U.S. Army Training and Doctrine Command, HQ TRADOC, TRADOC Library Office, ATPL-AOL, Fort Monroe, VA 23651		84
11. CONTROLLING OFFICE NAME AND ADDRESS		15. SECURITY CLASS. (of this report)
US Training and Doctrine Command, HQ TRADOC, Deputy Chief of Staff of Personnel, Administration, and Logistics, Director of Community Activities & Administration/Adjutant General		Unclassified
14. Monitoring Agency Name & Address (if different from Controlling Office)		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report)		
Approved for public release; distribution unlimited		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
9 Annual rept. no. 1; 1 Oct 78 - 3 Sep 79		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number)		
Army libraries; library; cooperative library activities; library management; library networks; networking; TRALINET		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number)		
<p>This is the first annual report of the TRADOC Library and Information Network (TRALINET). The report discusses background of the TRADOC Library Program; factors leading to the TRALINET concept; TRALINET resources, development, and implementation; network membership; and network administrative and operational activities. The formal network structure has only existed since 3rd quarter FY 79 and is designed to serve 44 TRADOC Morale Support, School and Academic, and Technical library systems. It is viewed as a prototype for the larger Army library system.</p>		

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".....the total library and information resource in the United States is a national resource which should be developed, strengthened, organized and made available to the maximum degree possible in the public interest. This national resource represents the cumulated and growing record of much of our nation's, and indeed, much of the world's, total cultural experience--intellectual, social, technological, and spiritual.

....all the people of the United States have the right, according to their individual needs, to realistic and convenient access to this national resource for their personal enrichment and achievement, and thereby for the progress of society.

....with the help of new technology and with national resolve, the disparate and discrete collections of recorded information in the United States can become, in due course, an integrated nationwide network.

....the rights and interests of authors, publishers and other providers of information be recognized in the National Program in ways which maintain their economic and competitive viability.

....legislation devised for the coherent development of library and information services will not undermine constitutionally-protected rights of personal privacy and intellectual freedom, and will preserve local, state and regional autonomy."

Taken from Toward a National Program for Library and Information Services: Goals for Action, prepared by The National Commission on Libraries and Information Science, 1975, Washington, D. C.

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## 1. Introduction.

While networking is not a new concept within the general library community, specific applications of formal networking within the military library community are scattered. Although the TRADOC Library and Information Network (TRALINET) has been in existence for only the last 6 months of Fiscal Year 79, the first "annual" report has been published not only to provide historical perspective for network development within the US Army Training and Doctrine Command, but with a view of TRALINET as a forerunner for expanded formal library network development within the Army, and, possibly, the larger DOD library community.

For purposes of this report a library network is defined as an interrelation of two or more libraries or library systems mutually committed to the exchange of information, materials and services and sharing of selected administrative and technical processes. Provision of rapid communication between participants and bibliographic directories of library holdings are prerequisites.

Broad objectives of TRALINET look towards a network of integrated services. TRALINET will provide the means of unifying all TRADOC library systems into one commandwide full service information network. The following will be accomplished through its facilities and services:

- a. The unification of all TRADOC Library systems into one commandwide full-service information network utilizing the latest technology available.
- b. By means of more efficient and effective management, the elimination of unnecessary duplication of expensive resources and a reduction of the effects of inflation.
- c. The realignment of already severely reduced manpower resources from present labor intensive activities (administration and technical processing) to a predominately public services orientation (reference and information retrieval).
- d. The equalization of access by each member of the TRADOC community to the total information holdings of the command and the upgrading of information support available to the TRADOC community in its pursuance of complex training and combat developments missions.
- e. The establishment of standards for all TRADOC libraries and the assurance that these are also compatible with those developed by DA, DOD, other federal and civilian organizations.

## 2. Background of the Program.

a. TRADOC Morale Support, School, Academic, and Technical libraries comprise approximately 7 percent<sup>1</sup> of total Army libraries. These libraries support TRADOC combat developments, training developments, doctrine developments and training missions, as well as quality of life programs inherent to each TRADOC activity and installation. TRADOC libraries, as their counterparts in both the federal and civilian sector, are faced with serious problems:

- Rapidly decreasing personnel and material acquisition budgets
- Inflationary costs of library materials and services
- Increasingly sophisticated information demands of library users
- Duplication and non-standardization of manpower efforts devoted to certain types of library operations
- Costs of storing materials
- Expanding amounts of knowledge and materials
- Administrative fragmentation and limited organizational visibility
- High costs of new technologies and training for use of that technology

b. Recognizing the austere environment facing TRADOC libraries and their planning for future development, the Adjutant General, TRADOC, forwarded a Decision Paper to the Chief of Staff, TRADOC, on 3 November 1977, subject: Resources Required to Support TRALINET Project (TRADOC Library Information Network) Developmental Activities. On 15 November 1977 the TRADOC Chief of Staff approved resources and office space for a TRALINET Study Team. This Study Office was established in January 1978 at HQS, Fort Monroe, VA. Major objectives of the team were:

- Prepare a 5-year Network Implementation Plan for TRADOC Libraries
- Investigate various technical service models
- Establish a permanent network office

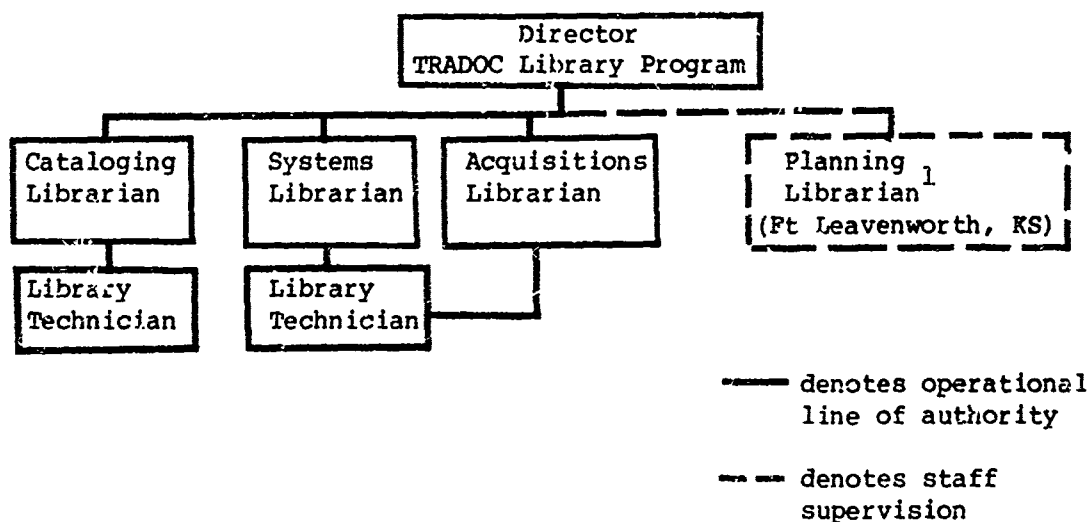
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1. Based on a total of 576 Army libraries identified in the Study of US Army Libraries, DA TAGCEN, July 1976.

A series of 3 surveys were the primary data collection tools used by the Team. Copies of these are at Appendix A. Based on two decision briefings, and recommendations made by the Study Team, the TRADOC Deputy Commanding General and TRADOC Chief of Staff approved the TRALINET Program concept and provided initial resources for staffing a permanent network office in December 1978.

### 3. Administrative Activities.

a. TRALINET Systems Center. The TRALINET Systems Center is collocated with HQS TRADOC, Fort Monroe, Virginia. Initial staffing for the Systems Center began in May 1979 and was completed in September 1979. The Memorandum of Understanding (MOU) establishing this center and support of subject center is at Appendix B. Organizational structure of the Systems Center is shown at Figure 1. The primary purposes of this center are to develop, test, and implement a cost-effective and efficient network structure for the provision of library services, perform centralized contracting for such services, provide training for participant libraries, establish network standards, and insure quality control over all data base development and all related network functions.



1. Primarily responsible for TRALINET Documents Module (DOCMOD). Position is located on Combined Arms Research Library Command and General Staff College, TDA.

Figure 1: TRALINET Systems Center Organizational Structure

b. TRALINET Development and Implementation Schedule. The basic blueprint guiding development of TRALINET is at appendix C. This provides only guidance, and both the original schedule and tasks will change as network development progresses.

c. Network Membership. The TRADOC Library systems included as members of TRALINET are listed at appendix D.

d. Other Administrative Activities. Financial statement, publications, workshops, equipment acquisition, and personnel changes are at appendix E.

#### 4. Operational Activities.

a. Shared Cataloging. TRALINET became an on-line member of the Ohio College Library Center (OCLC), Columbus, OH, through the Federal Library Information Network (FEDLINK), Washington, DC. OCLC is a major bibliographic and shared cataloging data base used by both civilian and Federal libraries. OCLC cataloging products were continued or initiated for libraries at Aberdeen Proving Ground, MD; Fort Belvoir, VA; Benjamin Harrison, IN; Bragg, NC; Dix, NJ; Eustis, VA; Leavenworth, KS; Lee, VA; Leonard Wood, MO; Monroe, VA; Rucker, AL; Sill, OK, and White Sands Missile Range, NM. All remaining TRADOC libraries were profiled to begin receiving OCLC services in FY 80.

Cataloging services were extended to TRADOC libraries through the concept of "remote shared" cataloging, with actual data entry and production being performed through the TRALINET Systems Center and an adjunct processing center at the Combined Arms Research Library, Fort Leavenworth, KS. The original cataloging worksheet used in the project is at appendix F. Training sessions and equipment installation is discussed in appendix E. Complete cataloging statistics for TRADOC libraries using the OCLC system are at appendix G. Fort Belvoir continued on-line input of its own cataloging data.

The TRALINET Systems Center began receiving monthly transaction tapes from OCLC in November 1978. A breakout of all cataloging transactions performed for TRADOC libraries is shown at figure 2. It is from these transaction tapes that the TRALINET data base is being generated. That data base will be used for the major portion of other network functions such as circulation and inventory control, computer output microform catalogs, and reference searching.



<u>MONTH</u>	<u>Number of CCLC Record Transactions by TRADOC Libraries</u>
Oct 78	516
Nov 78	862
Dec 78	1,205
Jan 79	1,343
Feb 79	1,966
Mar 79	1,262
Apr 79	2,474
May 79	2,426
Jun 79	1,518
Jul 79	2,003
Aug 79	1,874
Sep 79	<u>2,860</u>
 Total Cataloging Record Transactions:	 20,309

NOTE:

1. Transaction count includes all duplicate records.
2. One US Army Forces Command (FORSCOM) library was also included on TRADOC monthly transaction tapes. FORSCOM statistics not shown.

Figure 2. TRADOC libraries' monthly record transaction records against the OCLC data base.

b. Documents Module (DOCMOD) and Defense Technical Information Center (DTIC) Services. The Combined Arms Research Library, Command and General Staff College, Fort Leavenworth, KS, was tasked by the TRALINET Study Group with investigating the management -- including collection, storage, and retrieval of TRADOC-generated and TRADOC-held documents. Of primary concern during FY 79 was defining the scope of documents to be included in DOCMOD. The HQS staff provided input to the documents definition problem in June/July 1979 and efforts will be accelerated during FY 80 to shaping the scope and operation of DOCMOD. CARL will be designated DOCMOD Project Manager for TRADOC.

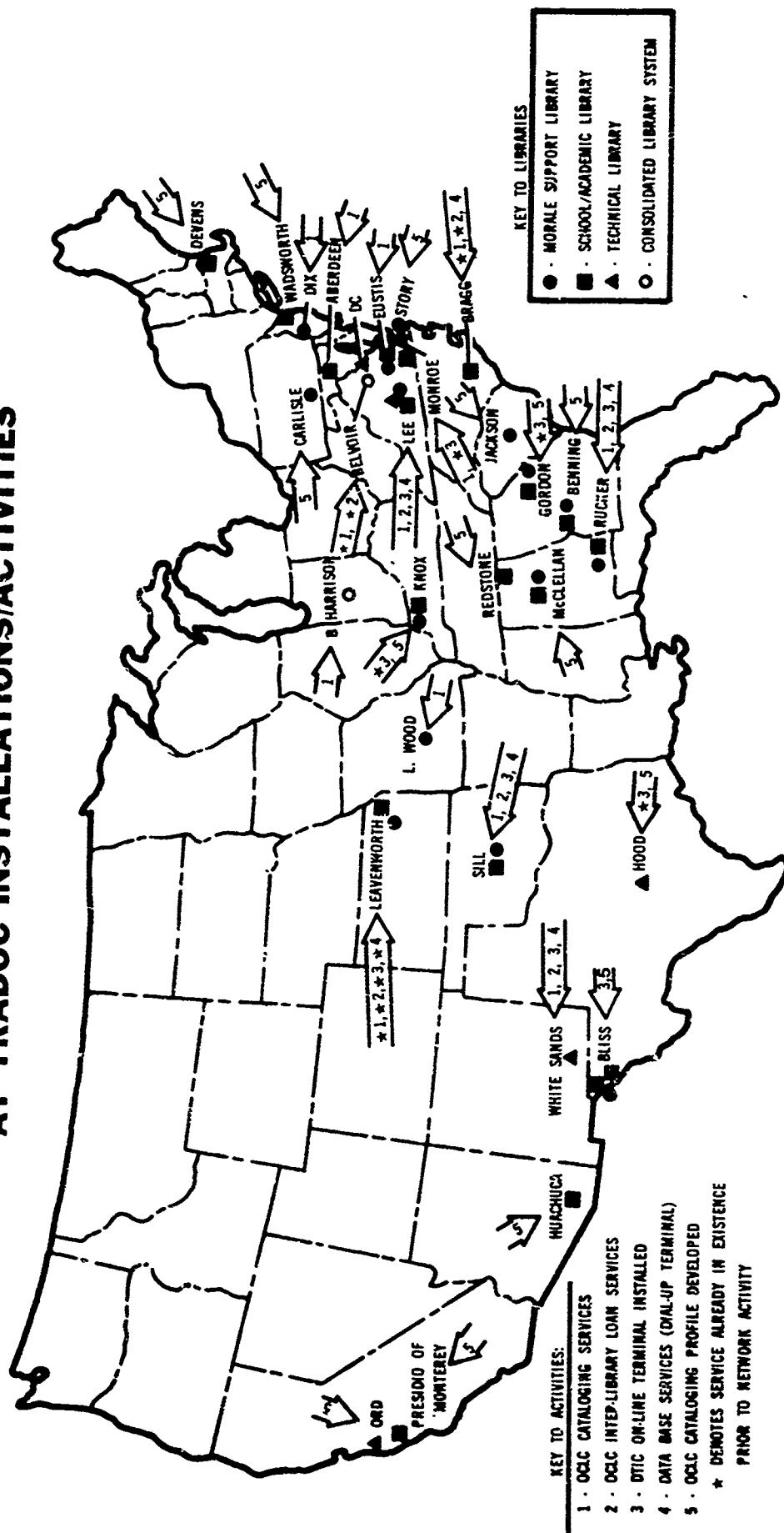
In conjunction with DOCMOD efforts, the TRALINET Systems Center contracted for equipment and telecommunications for five new on-line DTIC terminal facilities at Forts Sill, OK; Lee, VA; Rucker, AL; Bliss, TX; and White Sands Missile Range, NM. These five new on-line sites joined existing on-line terminal sites at Forts Hood, TX; Gordon, GA; Monroe, VA; Knox, KY, and Leavenworth, KS. DTIC, formally Defense Documentation Center (DDC), serves as the primary clearinghouse for the Defense Department's collection of research and development. During FY 79 9 DTIC on-line sites in TRADOC remained unclassified, 1 remained classified.

c. Bibliographic Data Base Services. Beginning the effort to expand information resources available through TRADOC libraries, the TRALINET Systems Center centrally contracted for dial-up terminal capability, telecommunications, and access to two major commercial data base services and the OCLC data base reference and interlibrary loan subsystem. Dial-up capabilities were provided for Forts Sill, OK; Rucker, AL; Lee, VA; Bragg, NC; and White Sands Missile Range, NM. These libraries join the CARL library, Fort Leavenworth, KS, which already has access to major commercial data base services.

d. Other Services. Work continued at the TRALINET Systems Center on a variety of other network projects. The initial TRADOC serials inventory was converted to machine-readable form through a word processing center at HQS. The inventory is designed as a management tool to increase accessibility to the command's serial resources. There was a central one-time purchase of new library materials for TRADOC libraries accomplished through the TRALINET Systems Center. Specifications were written for a retrospective conversion project, looking toward computer output microform products for test libraries at Fort Sill, OK, and White Sands Missile Range, NM.

With the close of 6 months of formal networking activities for TRADOC libraries, the TRALINET Systems Center is looking forward in FY 80 to expanding network operational activities described in this section and for developing other networking services, such as a computer-supported acquisitions program, as described in the TRALINET Development and Implementation Schedule, to introduce a cost-effective and efficient library and information network into the TRADOC community.

# FY 79 NETWORK ACTIVITIES AT TRADOC INSTALLATIONS/ACTIVITIES



APPENDIX A: Data collection surveys used by the Study Team

1) TRADOC Shared Cataloging Card Profile Questionnaire

Date of Administration: January 1978

Percentage of Return: 100%

2) TRALINET Opinion Survey - Professional/Technician and Clerical

Date of Administration: March 1978

Percentage of Return: 94% (Professional)  
95% (Technician/Clerical)

3) TRALINET Statistical Survey

Date of Administration: March 1979

Percentage of Return: 100%



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651

5-27 January 1978

ATAG-MSD-L

5 January 1978

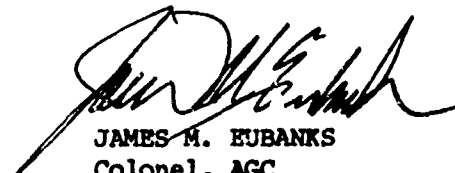
SUBJECT: TRADOC Library Program - Catalog Card Profile Questionnaire

Commanders, TRADOC Installations, ATTN: Library  
Commandants, TRADOC Service Schools, ATTN: Library

1. The TRADOC Library Program has initiated networking activities within the framework of the TRADOC Library Information Network (TRALINET). TRALINET is designed to unify TRADOC morale support, school/academic, and technical libraries into a network system for the purposes of increasing the purchase power of money dedicated to library support, stabilizing manpower requirements, and improving library/information services.
2. As approved by the TRADOC Chief of Staff, a TRALINET Project Implementation Team will convene, beginning in February 1978, to compile the TRALINET Program Document and 5-Year Implementation Plan.
3. A major library function to be addressed is the area of technical processing, and cataloging practices in particular. As it will be TRALINET policy to follow nationally devised standards for cataloging, i.e., an interface with the Ohio College Library Center (OCLC) Cataloging System, a survey of current cataloging practices and standards within individual TRADOC library systems is required.
4. Complete the "Catalog Card Profile Questionnaire" at inclosure. Supplemental instructions for completion are attached to the questionnaire. Submit completed questionnaire to: Commander, HQ TRADOC (ATAG-MSD-L), ATTN: TRALINET, Fort Monroe, VA 23651, to arrive NLT COB 27 January 1978.
5. Point of contact at this headquarters is Ms. JoAn Stolley, AUTOVON 680-3017.

FOR THE COMMANDER:

1 Incl  
nc

  
JAMES M. EUBANKS  
Colonel, AGC  
Adjutant General

H-2

OHIO COLLEGE LIBRARY CENTER  
CATALOG CARD PROFILE QUESTIONNAIRE

Supplemental Instructions

1. Use a number 2 medium pencil. Do not use pens, colored pencils, indelible markers, etc.
2. Read all definitions very carefully.
3. Charts may require photocopying additional worksheets.
4. Complete the entire questionnaire, but make the following additions, corrections, deletions in sections specified below.

SECTION	PAGE	DESCRIPTION	REQUIRED ACTION, REMARK
I	2	OCLC-MARC TAPES	Omit
II	4	GENERAL INFORMATION a) BILLING ADDRESS b) MAILING ADDRESS FOR CATALOG CARDS c) PROFILING LIAISON	Complete as appropriate Omit Provide <u>official</u> mailing address for library Include AUTOVON number(s)
IV	11	STAMPS	<u>Automatic Stamp</u> could also include designa- tions such as: Fiction, Westerns, Science Fiction, Biography, Mysteries, Phonodiscs, Records, Contemporary Military Reading Room, Vault, Index Section, Periodical Section, etc.
VIII	23	SUBJECT HEADING SOURCES e) LOCAL SUBJECT HEADINGS	Include with question- naire a complete copy of locally expanded subject schedules, whether schedules are for Dewey, Library of Congress, etc., particularly in the area of <u>Military Arts</u> and <u>Sciences</u> .

SECTION	PAGE	DESCRIPTION	REQUIRED ACTION/REMARK
IX	26	CALL NUMBERS d) GOVERNMENT DOCUMENTS	If SuDoc classification is <u>not</u> used, state what classification system is used (i.e., Dewey, Library of Congress, locally devised, etc.)
	27	e) ANOTHER CLASSIFICATION SCHEME	Provide an SOP and/or explanation <u>and</u> examples for other classification schemes used (i.e., Technical Reports, Classified/Unclassified Documents, AV collections, Films, Records, etc) Do <u>NOT</u> include classification schemes for <u>Vertical File Material</u> .
	27a	ADDITIONAL CALL NUMBER INFORMATION	Complete ADDENDUM SHEET as applicable.
X	28	OVERSIZE POLICY	"Folio" is defined as a document over 30 centimeters outside height; or head to foot dimensions of the cover are approximately 12" x 19". (ALA)
XII	29	USER OPTION DATA	Omit
XIII	30	AUTHORIZATIONS	Omit
	33	CHECKLIST	Complete as applicable

5. Provide a completed sample set for any single title prepared "in-house". Set should consist of:

- a. Spine label.
- b. Book Pocket.
- c. Check-Out Card.

Do not submit any pre-processed book kit sample sets.

6. Retain a photocopy of the completed questionnaire for reference purposes.



**CATALOG  
CARD  
PROFILE  
QUESTIONNAIRE**

the ohio college library center  
1125 kinneer rd. - columbus, ohio - 43212

Library of Congress  
Office of The Librarian

SPECIAL ANNOUNCEMENT 861  
September 22, 1977

To: Members of the Staff

From: Daniel J. Boorstin  
The Librarian of Congress

Subject: Membership of the Incentive Awards Committee

Library of Congress Regulation 2017-3, "Suggestion and Incentive Awards Program," provides for five members of the Incentive Awards Committee to serve on a staggered schedule for three consecutive years. Mr. James S. Richardson, Congressional Research Service, whose term expires September 30, 1977, has been reappointed for another term.

The Committee is now composed of the following staff members:

	<u>Term Expires</u>
James S. Richardson Congressional Research Service	September 30, 1980
Lawrence S. Robinson Administrative Department	September 30, 1979
Jean E. Kridle Copyright Office	September 30, 1979
Kay F. Wexler Processing Department	September 30, 1978
John Hebert Department of Research	September 30, 1978

## INTRODUCTION

OCLC has developed a card production system capable of handling the individual needs of participating libraries. The materials housed in each library may be arranged into a number of collections, such as a general circulating collection, a reference collection, a fiction collection, etc. A library may also be divided into departments or branches, each of which is arranged into various collections. Generally, each collection that requires at least one unique arrangement of cards, such as a separate shelflist, is in OCLC terms, a 'holding library'. Other circumstances may necessitate the establishment of a holding library and these are described in more detail in the Questionnaire.

Catalog cards are filed into "receiving catalogs". In the simplest arrangement, a library would have two receiving catalogs: a public catalog with cards filed in alphabetical order by the first entry on the card and a shelflist with cards filed in call number sequence. Each separate sequence of cards constitutes a receiving catalog. Therefore, if the shelflist cards for a reference collection are filed in a separate call number sequence from the shelflist cards for the general collection, the shelflist consists of two receiving catalogs.

Cards for several holding libraries may file into one receiving catalog. For example, cards for a music collection may file into the main public catalog along with cards for a science collection and a fiction collection. In addition each of these collections may be represented in separate departmental or branch catalogs. As another example the Music departmental catalog may contain cards for all titles held in the music library plus main entry cards for all titles in the entire library that have been classified with music call numbers.

To cope with these and other complex details, the Center has designed the Catalog Card Profile Questionnaire to obtain the information required to produce cards that meet the needs of a given library. Interaction between the library and OCLC or Network staff is essential during the profiling process; sections of the Questionnaire may need to be explained further during an interview. Completion of the Profile questionnaire is the first and most important step in the process of converting a library's catalog card requirements into machine-readable form. The catalog profiling process may well serve as a tool to revise an existing manual system in order to make more effective use of the OCLC system. The individual completing the Questionnaire must thoroughly understand his/her library's manual cataloging system and should be familiar with the MARC formats.

OCLC offers a "standard format" for some categories of the profile at a reduced cost. The "standard" options are those that have been frequently selected by OCLC participating libraries. No customized programming is required by OCLC if the standard options are selected; ready-made programs can be installed. Please complete all pages of the Questionnaire, indicating for each category whether the standard format is selected. If the standard is not chosen, specify the individualized format options desired. Only if a library selects ALL of the standard options offered, is the standard profile rate applicable.

Upon completion of the Questionnaire please check one of the below:

- ☐ The enclosed Profile Questionnaire is standard  
(ALL standard format options have been selected)
- ☐ The enclosed Profile Questionnaire is non-standard  
(None, or only some of the standard options have been selected)

## I. OCLC-MARC TAPES

Do you intend to purchase magnetic tapes of your library's catalog records? \_\_\_\_\_

If yes, be sure to read the following before completing the Profile Questionnaire.

The OCLC system records all UPDATE and PRODUCE transactions from the Cataloging System on magnetic tapes. Each daily tape is processed through complex, individualized card printing programs, resulting finally in the production of individualized catalog cards for each participating library.

Libraries with access to local computer systems may choose to purchase magnetic tapes of their records for a variety of purposes. It is important to note that OCLC-MARC TAPES CONTAIN COPIES OF BIBLIOGRAPHIC RECORDS THAT HAVE NOT BEEN PROCESSED THROUGH THE CATALOG CARD PRINT PROGRAMS. Any data that is supplied automatically by the print programs will be absent in the machine-readable records. Only data that is transmitted through the on-line system - in other words, the data you can see on the CRT screen will be recorded on tape. (except for holding institution symbols at the bottom of the screen)

Therefore, if you plan to purchase and process OCLC-MARC tapes, consider the following points when completing the Profile Questionnaire.

1. CALL NUMBERS: All call numbers present in the bibliographic record when the PRODUCE or UPDATE key is depressed will appear on the magnetic tape, but only the call numbers which the library designates in the Questionnaire will print on the respective catalog cards.
2. OVERSIZE DESIGNATION: Oversize designations supplied by the catalog card print programs will not be present on the magnetic tape. If the oversize designation is entered by the terminal operator as an input stamp, it will be present in the tape record.
3. STAMPS: AUTOMATIC stamps specified in the Profile Questionnaire will not be present on the magnetic tape. Only stamps which are input by the terminal operator will be present in the tape record.
4. SUBJECT HEADINGS: All subject headings present in the bibliographic record when the PRODUCE or UPDATE key is depressed will appear on the magnetic tape, but only the subject headings which the library designates in the Questionnaire will print on the respective catalog cards. If a library specifies that Non-LC subject headings be bracketed on cards, the brackets will appear only on the cards, not in the tape record.

## OCLC-MARC TAPES continued

5. UNIFORM TITLE POLICY: Any uniform title present in a record when a PRODUCE or UPDATE is performed will be present on the magnetic tape. Only the uniform titles designated by the library in the Questionnaire will be printed on the respective catalog cards.
6. USER OPTION DATA: User option data automatically supplied by the catalog card print programs will not be present on the magnetic tape. User option data input by the terminal operator in the 910 field will be present in the tape record.

NOTE: Detailed format specifications for catalog records on magnetic tapes can be purchased from OCLC.

## II. GENERAL INFORMATION

Institution Name \_\_\_\_\_

Network Affiliation \_\_\_\_\_ or Independent \_\_\_\_\_

NUC Symbol \_\_\_\_\_

OCLC Symbol \_\_\_\_\_ (assigned by OCLC)

Tymshare User \_\_\_\_\_ (completed by Center or Network staff)

## A) BILLING ADDRESS

Attention of \_\_\_\_\_

Address \_\_\_\_\_

OCLC's policy is to provide a single invoice for cards produced for each institution (OCLC symbol displayed in on-line union catalog) every month. Each invoice itemizes the number of cards produced for the institution per day.

## B) MAILING ADDRESS FOR CATALOG CARDS

Attention of \_\_\_\_\_

Address \_\_\_\_\_

If cards are to be mailed directly from OCLC to particular branches or union catalogs other than NUC (NUC cards are automatically mailed directly to NUC unless otherwise specified, list on a separate sheet the other mailing addresses and the corresponding cards that should be sent to each address.

## C) PROFILING LIAISON

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_  
area code                      number

The individual specified may be called upon by Center or Network staff to answer questions about the completed Questionnaire.

### III. HOLDING LIBRARIES AND RECEIVING CATALOGS

**Holding library:** A collection of bibliographic materials within a library system that has at least one unique receiving catalog, (e.g., reference collection when the shelflist cards for reference works are arranged in a separate sequence from the shelflist cards for the main collection; or a fiction collection when a separate fiction catalog is maintained) or that otherwise needs some unique treatment. For example, a holding library may be set up for the purpose of differing automatic stamps even though there may be no unique receiving catalog.

**Receiving catalog:** Any catalog containing a separate sequential arrangement of entries. (e.g., dictionary catalog, shelflist, subject catalog, microfilm shelflist, fiction dictionary catalog). The existence of a separate filing sequence, not physical location, is what determines the existence of a receiving catalog.

#### A) CHART OF HOLDING LIBRARIES AND RECEIVING CATALOGS

No Standard

Fill in the Charts of Holding Libraries and Receiving Catalogs provided on pages 9 and 10. Xerox additional copies of the chart as needed. Across the top of the chart list all the holding libraries. Down the left side of the chart list all receiving catalogs throughout the library system. See sample charts on pages 7 and 8. Under each holding library place a check opposite the catalogs into which cards are filed for materials in the respective library. Since OCLC-produced catalog cards are prepared in packs for filing into specific receiving catalogs, there will be one pack for each row on the chart. That pack will contain cards for works in all of the holding libraries checked in that row. The following abbreviations have been used in the sample charts:

nt = name-title catalog	dc = dictionary catalog
sc = subject catalog	me = main entry catalog
sl = shelflist	uc = union catalog
xc = extra card	ac = unit card
NUC = National Union Catalog	

For every holding library, in addition to the receiving catalogs defined by the library, OCLC programs require 2 additional receiving catalogs. (One receiving catalog is an ERROR CARD pack (sometimes referred to as a UNIT CARD). A unit or error card is printed for a title whenever OCLC card-formatting programs cannot print the correct number of cards due to either an inputting error in the call number field by the terminal operator, or due to an OCLC program error. A single main entry unit card is printed without a call number and serves to notify the library of the error.

The EXTRA CARD receiving catalog required for all holding libraries permits libraries to request extra main entry cards at the terminal when a selected title is cataloged. 1-255 extra cards may be requested with a single command. Some libraries use the EXTRA CARD function to produce main entry cards which are used as book pockets and as book cards. The EXTRA CARDS will be printed only if explicitly requested at the terminal for each title cataloged.

#### B) SORT ORDER FOR RECEIVING CATALOGS

A word by word sort is performed on OCLC-produced catalog cards. A blank is considered a character and sorts in front of all other characters. Punctuation is ignored. Initial articles in English, German, French, Italian, Spanish, Swedish, Norwegian, Danish, Dutch and Portuguese are ignored in sorting. The characters M, Mc and Mac are sorted as if they were Mac.

All sort orders except No. 3 are available in the Standard

In the column designated "SORT ORDER" on the CHART OF HOLDING LIBRARIES AND RECEIVING CATALOGS, indicate the arrangement of cards within each catalog. The following filing arrangements are offered:

1. **Alphabetical Sort:** main entry through title, or heading through main entry. A sort on heading through title (disregarding main entry) is not available. If a library desires a pack of cards sorted by title, the cards must be title main entry and/or title added entry cards, and not name main entry cards.
- NOTE: Cards received in daily production shipments can be properly filed by heading through title as they are interfiled into library catalogs.
2. **Call Number Sort:** the class portion of the call number is included in the sort. Only shelflist cards can be sorted by call numbers.
3. **Input Stamp and Call Number Sort:** the input stamp above the call number plus the class portion of the call number are included in the sort. Only shelflist cards can be sorted on the input stamp plus the call number.
4. **LC Card Number:** cards sorted on the LC Card Number. Titles without an LC card number will file behind those with LC card numbers in the order that the titles were cataloged at the terminal.
5. **User Data Sort:** cards sorted on the data (usually accession numbers) input at the terminal in the 910 field.



SAMPLE CHART OF HOLDING LIBRARIES AND RECEIVING CATALOGS

PACK SYMBOL (Leave blank)	SORT ORDER	HOLDING LIBRARY SYMBOL (Leave blank)		Main Adult Fic	Main Adult Non-Fic	Main Ref.	Genealogy	Main Juvenile	Woods Branch Adult	Woods Branch Juvenile	Clinton Branch Adult	Clinton Branch Juvenile
		RECEIVING CATALOGS	HOLDING LIBRARIES									
	ALPHA	Unit Card ac		x	x	x	x		x	x	x	x
	ALPHA	Extra Card xc		x	x	x	x	x	x	x	x	x
	ALPHA	Main dc		x	x	x		x				
	ALPHA	Main Adult Fic s1		x								
	CALL NO.	Main Adult Non-Fic s1			x							
	CALL NO.	Main Ref. s1				x						
	ALPHA	Genealogy dc					x					
	CALL NO.	Genealogy s1					x					
	ALPHA	Main Juv. dc						x				
	CALL NO.	Main Juv s1						x				
	ALPHA	Woods dc							x	x		
	CALL NO.	Woods Ad. s1							x			
	CALL NO.	Woods Juv. s1								x		
	ALPHA	Clinton dc									x	x
	CALL NO.	Clinton Ad. s1									x	
	CALL NO.	Clinton Juv. s1										x

NOTE: Unit cards and Extra cards can only be sorted alphabetically.

SAMPLE CHART OF HOLDING LIBRARIES AND RECEIVING CATALOGS

PACK SYMBOL (Leave blank)	SORT ORDER	HOLDING LIBRARY SYMBOL (Leave blank)		Main	Ref.	Engineering	A-V	Maps	Rare Books	Micro-text	Periodicals	Music
		RECEIVING CATALOGS	HOLDING LIBRARIES									
	ALPHA	Unit Card ac		x	x	x	x	x	x	x	x	x
	ALPHA	Extra Card xc		x	x	x	x	x	x	x	x	x
	ALPHA	Main nt		x	x		x	x		x		
	ALPHA	Main sc		x	x		x	x		x		
	CALL NO.	Main sl		x			x	x		x		
	CALL NO.	Ref. sl			x							
	ALPHA	Engineering dc				x						
	CALL NO.	Engineering sl				x						
	INPUT & CALL NO.	A-V sl					x					
	CALL NO.	Map sl						x				
	ALPHA	Rare Books dc							x			
	CALL NO.	Rare Books sl							x			
	ALPHA	Microtext dc								x		
	CALL NO.	Microtext sl								x		
	ALPHA	Periodicals me									x	
	CALL NO.	Periodicals sl									x	
	ALPHA	Music dc										x
	CALL NO.	Music sl										x
	LC CARD NO.	NUC		x	x	x						

NOTE: Unit cards and Extra cards can only be sorted alphabetically. MUC cards mailed to the Library of Congress are always sorted by LC Card Number.

[illegible]

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#### IV. STAMPS

*Automatic Stamp:* Any designation (stamp) automatically generated and printed above, below, or in front of the call number on specified cards for ALL works cataloged for a given holding library; such as the name of a collection (e.g.; REF., Juv., LAW), or the name of a branch library (e.g.; Longwood Branch, Fine Arts).

Standard  
indicated  
on  
p.13

*Input Stamp:* Any designation (stamp) input at the terminal to print above or below the call number on specified cards for SELECTED works cataloged in a given holding library (e.g.; Also in Ref, See Main entry for holdings).

OCLC programs provide the capability for INPUTTING stamps both above and below the call number. The library may enter any data as an input stamp. Technically, the number of characters per line of an input stamp above the call number is limited only by the width of the catalog card (48 vertical columns), although few libraries extend the the input stamp above the call number beyond the first position of the main entry. The number of characters per line of any input stamp below the call number is limited by the margin size. The margin size is always 2 fewer than the first indentation, e.g., if first indentation = 10; maximum no. of characters per line of input stamp below the call number = 8. The number of lines of input stamp is variable, but may not exceed 22 lines minus the number of lines required to print the call number, the automatic stamp, the headings, and the oversize.

AUTOMATIC stamps may be programmed to print above the call number, below the call number, or to the left of the call number. The number of characters per line of an automatic stamp above the call number is limited only by the width of the catalog card. The number of characters per line of any automatic stamp below the call number is limited to the margin size, or 2 fewer than the first indentation. Any automatic stamp to the left of the call number is limited to three characters.

## A) CHART OF STAMPS

Fill in the Chart of Stamps provided on pages 14 and 15. Xerox additional copies of the Blank Chart as needed. A sample chart is provided on page 13. The instructions below explain how to construct the Chart and are numbered to correspond to the appropriate column on the sample chart.

1. List all holding libraries in the leftmost column of the chart
2. Indicate for each holding library any AUTOMATIC stamp that is used on cards for ALL items cataloged for that holding library. Type stamps exactly as they are to print on cards.
3. Specify where the automatic stamp should print in relation to the call number. (Directly above, directly below, below with an intervening line, etc.).
4. Specify if the automatic stamp is to print only on particular receiving catalogs within the holding library.
5. Indicate the position of the INPUT stamp ABOVE the call number if used.
6. Indicate the position of the INPUT stamp BELOW the call number if used.
7. Indicate the relative position of the input stamp in relation to the automatic stamp.

SAMPLE CHART OF STAMPS

1 Holding Library	2 Automatic Stamp	3 Automatic Stamp Position in Relation to Call #	4 Catalogs Where Automatic Stamp Appears	5 Input Stamp Above Call #	6 Input Stamp Below Call #	7 Input Stamp Above or Below Automatic Stamp
Main				X with intervening line	X with intervening line	Not applicable
Science & Tech.	SCI/TECH	Above with intervening line	Main Lib. Cats.	X	X with intervening line	Above
Fine arts	Fine Arts	Above	All	X	X	Below
Rare Bk. Lib.	Rare Bk. Room	Below	All catalogs except Rare Bk. dict. cat.	X	X with intervening line	Below with intervening line
Reference	R	In front of class no.	All	X	X	Not applicable
Music	Music Library	Above	All	X		Below
Juvenile	J	In front of class number	Main & Juv.	X	X with two intervening lines	Not applicable
Chemistry	CHEM	Above	Main	X	X	Above with intervening line
Medicine	Med.	Above with intervening line	Chem. & Biol.	X	X	Above
STANDARD		ABOVE		X	X WITH INTERVENING LINE	BELOW

Standard stamp arrangement is:  
 AUTOMATIC stamp  
 Input stamp  
 Oversize  
 Call Number  
 Intervening line  
 Input stamp

There is no Standard for what the actual stamps are and on which catalogs the stamps print.

### CHART OF STAMPS

[illegible]



[illegible]

A-22

## V. CATALOG DIVISION

No Standard

*Libraries use various methods of dividing the catalog. A divided catalog usually has all the types of entries found in the dictionary catalog, but the entries are separated into various alphabets depending upon the policy of the individual library. Some libraries have two-way divided catalogs-- name-title and subjects, and other libraries have three-way divided catalogs-- authors, titles, and subjects. Name-title catalogs may contain all titles and all personal, corporate and conference names whether main, added or series entries. Subject catalogs may contain just topical and geographic subjects, or they may contain all subjects, i.e., personal, corporate and conference name subjects and geographic and topical subjects.*

*If catalogs are divided in your library, specify below the catalog types and the entries which file in each catalog. A dictionary catalog, unless otherwise defined, is assumed to contain all main entries, all added entries, all series entries and all subject entries.*

CatalogEntries filed in catalog

## VI. CHART OF CARD CHARACTERISTICS

The OCLC card production system permits libraries to print different data elements on each type of card in each receiving catalog. For each card type listed below enter 'yes' in the space opposite each data element that should print on those cards. If greater specificity is desired in terms of card types, use the additional blank columns. If policy varies among holding libraries, provide additional charts for those holding libraries.

Standard allows only one chart for ALL holding Libraries. The chart may be filled in as desired, including use of two blank columns.

DATA ELEMENT \ CARD TYPE	Main Entry	Added Entry	Subject Entry	Shelf list	Extra Card		
Input Stamp Above Call No.							
Input Stamp Below Call No.							
Subject Tracing							
Added Entry Tracing							
User * Data							
Contents Notes (505 field)							
General (all 5xx fields) Notes (except 505 & 590)							
Local Notes (590 field)							

\* See page 29

## VII. CARD INDENTIONS AND HEADINGS

*Added Entry:* A secondary or alternate (non-subject) entry for joint author, editors, titles, series, etc.

*Subject Entry:* A secondary entry describing the subject of the work.

*Heading:* An added entry or subject entry printed above the bibliographic description on a catalog card.

*Dropped Heading:* A subject entry printed at the bottom of a catalog card to specify the guide card behind which the catalog card is to be filed.

*Default:* A value supplied automatically by the system when no other value is indicated.

## A) INDENTIONS

*A computer-produced catalog card may be viewed as a two dimensional matrix in which printed lines are horizontal rows and the vertical character positions are columns. OCLC cards contain 23 rows and 48 columns.*

*On OCLC-produced catalog cards the main entry begins printing at the first indention and continues printing at the third indention. The title begins at the second indention and continues printing at the first indention.*

Indicate below the column in which each of the three indentions should begin. (Each indention must be greater than or equal to the previous indention).

<input type="checkbox"/> Non-standard	<input type="checkbox"/> Standard
<input type="checkbox"/> 1st indention	10
<input type="checkbox"/> 2nd indention	12
<input type="checkbox"/> 3rd indention	14

## B) MAXIMUM HEADING LINE

*If a heading for a given work is too long to print within the specified number of lines, the system will sort all cards for that work as a "set" behind a cover labeled "EXCEPTIONS PACK" and in front of all other packs for the day's production. The set will include a card for the heading that is too long, but printed without a heading. The library must manually type the heading on the appropriate card as desired. Headings for other cards in the set will be printed as usual. Indicate below the maximum heading line by filling in a number 1-15.*

<input type="checkbox"/> Non-standard	<input type="checkbox"/> Standard
<input type="checkbox"/> lines	8 lines

## C) ADDED ENTRY HEADINGS (NON-SUBJECT)

1. For headings with an author and title element do you begin the author and title elements on separate lines?  
(See Figures 1, 2 and 3 in Appendix 1)

☐ Non-standard (go to C-3)

☐ Standard

No

Yes

2. If policy is to separate the author and title elements specify the indentions:  
(choices are left margin, 1st, 2nd, or 3rd indentation)

☐ Non-standard

☐ Standard

Author Element

☐ begin 1st line at

2nd

☐ begin succeeding lines at

3rd

Title Element

☐ begin 1st line at

3rd

☐ begin succeeding lines at

2nd

3. If heading is of a type that does not fit the author-title pattern (title added entry, series title added entry) OR if policy is not to separate any added entry headings, specify the indentions:

☐ Non-standard

☐ Standard

☐ begin 1st line at

2nd

☐ begin succeeding lines at

3rd

4. Added entry headings should print in

☐ Non-standard

☐ Standard

all upper case

upper &  
lower case

## D) SUBJECT HEADINGS

1. For headings with an author and title element do you begin the author and title elements on separate lines?

☐ Non-standard (go to D-3)

☐ Standard

No

Yes

2. If policy is to separate the author and title elements specify the indentions below. (choices are left margin, 1st, 2nd, or 3rd indention)

☐ Non-standard

☐ Standard

*Author Element*

☐ begin 1st line at

2nd

☐ begin succeeding lines at

3rd

*Title Element*

☐ begin 1st line at

3rd

☐ begin succeeding lines at

2nd

3. If heading is of a type that does not fit the author-title pattern (geographic and topical subject) OR if policy is not to separate any subject headings, specify the indentions below:

☐ Non-standard

☐ Standard

☐ begin 1st line at

2nd

☐ begin succeeding lines at

3rd

4. Subject headings should print in

☐ Non-standard

☐ Standard

upper & lower case

all upper case

## E) DROPPED SUBJECT HEADINGS

☐ Non-standard

Subject headings SHOULD  
be dropped.

☐ Standard

Subject headings  
SHOULD NOT  
be dropped

*Check one of the below:*

- ☐ 1. Print the appropriate subject entry in upper case and lower case, omitting all other tracings.
- ☐ 2. Print appropriate subject entry in upper case, omitting all other tracings.
- ☐ 3. Print all tracings with the appropriate subject entry entirely in upper case.
- ☐ 4. Print all tracings and precede the first word of the appropriate subject entry with the following symbol \_\_\_\_\_ (default symbol is > ).
- ☐ 5. Print all tracings with the appropriate subject entry in upper case and precede the first word of the appropriate subject entry with the following symbol \_\_\_\_\_ (default symbol is > ).

## VIII. SUBJECT HEADING SOURCES

*The MARC II format provides an indicator with the subject fields to specify the source of a subject heading. A library may choose to use subject headings established by the Library of Congress, the National Library of Medicine, LC Children's Subject headings, Sears, or any other source. Different choices can be made for different holding libraries within an institution.*

- A) LIBRARY OF CONGRESS SUBJECT HEADINGS should be programmed to print for:

☐ none of the holding libraries  
☐ all of the holding libraries  
☐ only the holding libraries specified:  
 \_\_\_\_\_  
 \_\_\_\_\_

- B) LC CHILDREN'S SUBJECT HEADINGS (Annotated Card Program) should be programmed to print for:

☐ none of the holding libraries  
☐ all of the holding libraries  
☐ only the holding libraries specified:  
 \_\_\_\_\_  
 \_\_\_\_\_

The Standard allows for the following subject headings & combinations of headings to print:

1. LC
2. LC Children's
3. LC & LC Children's
4. LC & NLM
5. LC & Sears

- C) NATIONAL LIBRARY OF MEDICINE SUBJECT HEADINGS (MeSH) should be programmed to print for:

☐ none of the holding libraries  
☐ all of the holding libraries  
☐ only the holding libraries specified:  
 \_\_\_\_\_  
 \_\_\_\_\_

Choice of subject heading or combination may vary among holding libraries.



- D) SEARS SUBJECT HEADINGS should be programmed to print for:

☐ none of the holding libraries  
☐ all of the holding libraries  
☐ only the holding libraries specified:

---



---

- E) LOCAL SUBJECT HEADINGS: *Subject headings other than those listed above will be treated as "local subject headings" Libraries may input subject headings from any other source in the local subject field. For information purposes only, if local subjects will be used, please specify the source of the subject heading(s) below:*
- 
- 

Standard allows local subject headings to be used.

- F) If both LC and non-LC subject headings are used, the library may choose to identify the non-LC headings by enclosing the headings in brackets. The bracket will print in both the heading and the tracing position on the catalog card.

Brackets are allowed in the Standard.

*Check if desired:*

☐ Non-LC headings SHOULD be distinguished from LC headings by brackets



2. If the maximum margin size is exceeded, indicate below how the call number should be accommodated.

\_\_\_ Standard

number will  
break at  
the decimal

\_\_\_ number should be printed on one line  
causing the main entry and subsequent  
lines to be dropped accordingly

\_\_\_ number should be broken at the decimal

3. LC class "K" call numbers: *libraries may use LC "K" class letters on records in the on-line union catalog as call numbers by adding a zero (0) to the class letters. The catalog card print programs will suppress the zero and print only the letters. However, if the class numeric is non-zero, as it will be in the case of "KD" and "KP", the program will format and print the class numeric. This generalized procedure will permit libraries to receive full class "K" call numbers on catalog cards as the Library of Congress implements additional "K" classes.*

For incomplete class "K" call numbers:

\_\_\_ Standard

\_\_\_ Non-standard

Supply a blank line between  
the "K" and the cutter

Do not  
supply a  
blank  
line be-  
tween the  
"K" and  
the cutter.

B) The DEWEY classification is used in:

- \_\_\_ none of the holding libraries  
\_\_\_ all of the holding libraries  
\_\_\_ only the holding libraries specified:

\_\_\_\_\_  
\_\_\_\_\_

1. If the Dewey classification is used indicate EXACTLY how your library would format the following Dewey call number on cards:

\_\_\_ Standard

301.45196074

301.45196074

\_\_\_\_\_  
A-32  
\_\_\_\_\_

2. If the maximum margin size is exceeded, indicate below how the call number should be accommodated.

☐ number should be printed on one line causing the main entry and subsequent lines to be dropped accordingly

☐ number should be broken at the decimal

☐ Standard

number will  
print on  
one line

- C) The NATIONAL LIBRARY OF MEDICINE classification is used in:

☐ none of the holding libraries

☐ all of the holding libraries

☐ only the holding libraries specified:

\_\_\_\_\_  
\_\_\_\_\_

No Standard

*Individualized call number formatting programs are not prepared for the NLM call number, but rather, the formatting of the call number is controlled by the operator at the terminal.*

- D) GOVERNMENT DOCUMENT numbers (including Superintendent of Documents Classification and document numbers from other government jurisdictions) are used in:

☐ none of the holding libraries

☐ all of the holding libraries

☐ only the holding libraries specified:

\_\_\_\_\_  
\_\_\_\_\_

☐ Standard

entire number  
prints on  
one line

D 7.6/4:1 62/4/ch.3

No option is offered in the formatting of the Government Document number. The entire number will print on one line.

ADDENDUM SHEET

## IX. CALL NUMBERS: ADDITIONAL CALL NUMBER INFORMATION

1. If LIBRARY OF CONGRESS classification is used, does this library system accept "PZ" classification for fiction?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

2. How is the word "Volume" indicated on the spine label, book pockets, etc., in this library system: (Check one)

\_\_\_\_\_ V \_\_\_\_\_ v \_\_\_\_\_ VOL \_\_\_\_\_ vol \_\_\_\_\_ v. \_\_\_\_\_ Volume

OTHER: \_\_\_\_\_ (Give sample)

3. How is the word "Supplement" indicated on the spine label, book pockets, etc., in this library system: (Check one)

\_\_\_\_\_ Suppl \_\_\_\_\_ Sup \_\_\_\_\_ Supplement \_\_\_\_\_ Supl

OTHER: \_\_\_\_\_ (Give sample)

4. How is the word "Copy" indicated on the spine label, book pockets, etc., in this library system: (Check one)

\_\_\_\_\_ cy. \_\_\_\_\_ copy \_\_\_\_\_ c. \_\_\_\_\_ C \_\_\_\_\_ C

OTHER: \_\_\_\_\_ (Give sample)

5. What is the cataloging authority for this library system?

\_\_\_\_\_ Anglo-American Cataloging Rules (AACR)

\_\_\_\_\_ Book Publishing Record (BPR)

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

6. For Morale Support Libraries:

Provide call numbers for the following titles as they have been cataloged and formatted by this library system.

301.43'4 (423.1) 813'.5'4 813'.5'4 813'.5'4 813'.5'2 943.086'092'  
4 [B]

Sheehy Passages...	Webster's Collegiate Thesaurus	Uris Trinity.	Bova Millenium.	Ames Callaghan Goes South.	Pentecost Fourteen Dilemma	Toland Hitler.
			A-34			

E) ANOTHER classification scheme is used, namely

\_\_\_\_\_, for  
the following holding libraries:

\_\_\_\_\_  
\_\_\_\_\_

The Standard  
allows the  
use of other  
classifica-  
tion schemes.

F) Cards WITHOUT A CALL NUMBER are required  
for the following holding libraries:

\_\_\_\_\_  
\_\_\_\_\_

The Standard  
allows cards  
to be  
printed  
without a  
call number.

*Libraries may produce cards without call numbers by entering the letter 'x' (upper or lower case) in the local call number field. The catalog card print programs will suppress the 'x' and print cards without a call number.*

ADDITIONAL CALL NUMBER INFORMATION:

## X. OVERSIZE POLICY

*Under the Standard format, libraries may choose whether or not they want an oversize designation printed automatically. If it is automatic, libraries may specify the height and width categories for each oversize designation if there is more than one. The oversize may print for all of the holding libraries, some of the holding libraries, or none of the holding libraries. If automatic oversize is desired under the Standard format, libraries must choose one or more of the following oversize designations. Non-standard profiles are not limited to the designations specified below.*

Folio	OVERSIZE	O-SIZE	W
folio	Oversize	Ov	Lg
fol.	oversize	Q	+
F	OVERSZ	q	
f			

A) ☐ Do not supply automatic oversize designation

☐ Supply oversize designation(s) as indicated below

Designation	Height	Width	Holding Libraries	Additional Specifications

*Record height and width in whole centimeters. Examples of "Additional Specifications": Titles in LC class 'M' and class 'PZ' should NOT get oversize designation. Under the Standard, no additional Specifications can be requested.*

B) Show the exact position of the oversize designation in relation to the call number and stamps.

☐ Non-standard

☐ Standard

Oversize designation prints directly above the call number.

## XI. UNIFORM, CONVENTIONAL OR FILING TITLE POLICY

☐ Non-standard☐ Standard

Check one:

☐ Print all uniform titles  
appearing in records in OCLC's  
on-line union catalog as defined  
in AACRPrint only  
those uniform  
titles found  
on LC printed  
cards☐ Print no uniform titles

*LC restricts the printing of uniform titles on their printed cards to a few categories, e.g., music, laws, and Catholic liturgical works. (See page 145 of AACR).*

## XII. USER OPTION DATA

*The user option area on the bottom line of the catalog card just to the left of the rod hole is limited to 21 characters. A library may choose to input data in the 91# field to print in this position on the catalog card for each title cataloged, or a library may choose to have data automatically printed in this position by OCLC programs.*

*Any data programmed to print automatically is completely overridden by entering data on-line at the terminal in the 91# field.*

☐ Non-standard☐ Standard☐ Do not print any data automaticallyPrint automati-  
cally OCLC  
control number  
& date of  
cataloging☐ Print automatically one of the below:

- ☐ 1. date of cataloging
- ☐ 2. initials of terminal operator
- ☐ 3. date of cataloging & operator's initials or name  
(Log-on Greeting)
- ☐ 4. OCLC control number
- ☐ 5. Dewey class number from 062 field
- ☐ 6. LC call number from 050 field
- ☐ 7. alternate LC class number from 050 field
- ☐ 8. cataloging source library
- ☐ 9. cataloging source if LC and date of cataloging

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## XIII. AUTHORIZATIONS

An authorization number is unique identification number assigned by OCLC to an individual terminal operator. It identifies to the computer the operator, the operator's institution, and the level and type of activity permitted the operator. Since each identification number is associated with the operator's institution, an operator can log in at any terminal in any institution and still catalog for his own institution.

On page 32 is an Authorization Request Form. PLEASE PHOTOCOPY A SUPPLY FOR FUTURE USE. Send one completed form to the Center with the Catalog Card Profile Questionnaire. Use the other copies to report any new authorizations, deletions, or changes in the level of authorization. The Center cannot over-emphasize the importance of maintaining an up-to-date file of authorized users for each participating library. NOTIFY THE CENTER IMMEDIATELY OR YOUR NETWORK OFFICE IF APPLICABLE, IF AN OPERATOR LEAVES YOUR STAFF. If an operator leaves one OCLC participating library and joins another as a terminal operator, serious problems can result unless the first library has instructed the Center to delete the individual's authorization number. Cards may be produced for the wrong institution, holdings may be established for the wrong library, and records may be saved in the wrong "save file".

The columns on the authorization form are explained below:

Name

Provide the name of terminal operator

Log-on Greeting

Provide the operator's initials or name to a maximum of seven characters

Authorization number

Assigned by OCLC

Classification Scheme

This controls the field tag that will be displayed on workforms and catalog records for the input of the local call number by the operator. The local call number tag displayed is a default which can be overridden by the terminal operator.

Type of Activity

A unique number is presently assigned to an operator for every activity. CATALOGING, SERIALS CHECK-IN, and RECLASSIFICATION are the activities currently available. For Reclass authorizations the Center requires a letter from the library describing the reclassification project, including an estimated number of titles involved, and the estimated duration of the project, plus an Authorization Request Form with the names of the individuals who will be doing the on-line reclass cataloging. The Center will charge one-half the current FTU rate for items reclassified as part of a reclassification project.

Level

For CATALOGING and RECLASS activities, full level authorization enables operators to PRODUCE catalog cards; PARTIAL authorization is given to operators whose cataloging must be reviewed before cards are to be produced. See Serials Control System: Users Manual for information on authorizations in the Serials Control Subsystem.

ADD/DELETE/CHANGE

Specify if the operator is to be ADDED to the authorized list of users for the institution, DELETED from the authorized list of users, or if some CHANGE should be made in the level, type of activity, etc. of the user. Specify exactly what the change is in the last column of the form.

- [illegible]

```
f = Full (Cataloging & Serials Check-in)
p = Partial (Cataloging & Serials Check-in)
s = Search (Serials Check-in)
```

OCCLC will validate authorization numbers by \_\_\_\_\_ (date) \_\_\_\_\_ (Completed by OCCLC staff)

## CHECKLIST

Have you included information for all of the following categories?

1. ☐ OCLC-MARC Tapes
2. ☐ Mailing & Billing Addresses
3. ☐ Holding Libraries & Receiving Catalogs Information
4. ☐ Chart of Stamps
5. ☐ Definition of Catalogs
6. ☐ Chart of Card Characteristics
7. ☐ Heading Indentions
8. ☐ Subject Heading Sources
9. ☐ Call Number Information
10. ☐ Oversize Policy
11. ☐ Uniform Title Policy
12. ☐ User Option Data
13. ☐ Authorizations

APPENDIX I

Smithsonian Institution.  
Smithsonian studies in history and  
technology, no. 24.

IL  
110  
.O4J  
1874

Oliver, Smith Hempstone.  
Wheels and wheeling; the Smithsonian  
cycle collection [by] Smith Hempstone  
Oliver and Donald H. Perkebille.  
Washington, Smithsonian Institution  
Press; [for sale by the Supt. of Docs.,  
U.S. Govt. Print. Off.] 1874.  
v, 104 p. illus. 23 cm. (Smithsonian  
studies in history and technology, no.  
24)  
First published in 1853 under title:  
Catalog of the cycle collection of the  
Division of Engineering, United States  
National Museum.  
Bibliography: p. 103-104.

14 APR 76 707154 OCLMdc SEE NEXT CRD

Figure 1

Series added entry  
heading with the  
author and title  
elements SEPARATED.

Smithsonian Institution. Smithsonian  
studies in history and technology,  
no. 24.

TI  
110  
.O4J  
1-74

Oliver, Smith Hempstone.  
Wheels and wheeling; the Smithsonian  
cycle collection [by] Smith Hempstone  
Oliver and Donald H. Perkebille.  
Washington, Smithsonian Institution  
Press; [for sale by the Supt. of Docs.,  
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Catalog of the cycle collection of the  
Division of Engineering, United States  
National Museum.  
Bibliography: p. 103-104.

OCnLC 14 APR 76 707154 OCLMdc SEE NEXT CRD

Figure 2.

Series added entry  
heading with the  
author and title  
element NON-SEPARATE

Nitride intermediates in the  
preparation of columbium,  
vanadium, and tantalum metals (in  
two parts)

1423  
17  
10.807

Guidotti, Harold A.  
Nitride intermediates in the  
preparation of columbium, vanadium, and  
tantalum metals (in two parts): 1.  
Nitride preparation / by H. A.  
Guidotti, C. H. Atherton, and D. G.  
Kestka. Pittsburgh: U.S. Dept. of  
the Interior, Bureau of Mines, 1975.  
11, 25 p. : graphs ; 27 cm. (Report  
of investigations - Bureau of Mines ;  
7075)  
Tables.  
Bibliography: p. 22-23.

11 APR 1976 10 UCLMdc SEE NEXT CRD

Figure 3.

Title added entry  
heading which  
exemplifies a type  
of heading that  
does not fit the  
author-title pattern.

HV8255  
L85

Lunenfeld, Marvin.  
The Council of the Santa Hermandad: a  
study of the pacification forces of  
Ferdinand and Isabella. Coral Gables,  
Fla.: University of Miami Press [c1970]  
134 p. illus. 21 cm.

1. Santa Hermandad--History.  
I. Title

NcWav 4-6-76

BWFFsl 76-125658

Figure 4.

Main entry which  
lines up with the  
second line of the  
call number/stamp  
information, in  
this case, the  
outer element.

Kanin, Garson, 1912- Die  
Fledermaus.

Music

Lib.

ML

50

.S912

F55

Also in  
Main

Strauss, Johann, 1825-1899.  
[Die Fledermaus. Libretto. English.]  
Fledermaus, a version in English.  
Lyrics by Howard Dietz. Text by Garson  
Kanin. [New York] Boosey and Hawkes  
[1950]  
62p. 21cm.

1. Operas--Librettos. I. Kanin,  
Garson, 1912- Die Fledermaus.  
II. Dietz, Howard, 1896- Die  
Fledermaus. III. Title

OCOLC 14 APR 76

598466 OCLMad

Figure 5.

Main entry which  
lines up with  
the second line of  
the call number/  
stamp information,  
in this case,  
the automatic  
stamp.

NALUH

9

745.5

J

Johnson, Jann.  
Jann Johnson's discovery book of  
crafts / book design by Jay Peterson ;  
photos. by Gary D. Johnson, ill. by  
Kathy De Wein and Joyce Calkin. New  
York : Reader's Digest Press ;  
distributed by Dutton, [1975]  
180 p. : ill. : 30 cm.

1. Handicraft. I. Title: Discovery  
book of crafts.

11 FEB 76

1256793

VUEAuc

75-699

Figure 6.

Main entry lines  
up with the  
second line of  
the call number/  
stamp informa-  
tion, in this case,  
the oversize  
designation "J".

A-43

THURBER  
COLLECTION

PN Chorpenning, Charlotte (Barrow)  
6140 James Thurber's Many Moons /  
.AS dramatized by Charlotte B. Chorpenning.  
C4172 Chicago : Dramatic Publishing Co.,  
1963.  
80 p.

I. Thurber, James, 1894-1961. Many  
moons. II. Title: Many moons.

OCOLC 03 JUN 76 1506J12 OCLPsl

Figure 7.

Automatic stamp  
above call number  
which exceeds mar-  
gin size; main  
entry is dropped  
accordingly.

LAW  
LIBRARY

Folio  
331.8904137

Faculty power: collective bargaining on  
campus. Editor: Terrence N. Tice.  
Consulting editor: Grace W. Holmes.  
Ann Arbor, Mich.: Institute of  
Continuing Legal Education [1972]  
xvii, 368 p. 24 cm.  
An outgrowth of a national conference  
held in late 1971 by the Institute of  
Continuing Legal Education.  
Bibliography: p. 331-346.  
1. Collective labor agreements--  
Education--United States. I. Tice,  
Terrence N., ed. II. Institute of  
Continuing Legal Education, Ann  
Arbor, Mich.

OCOLC 03 JUN 76 378475 OCLDsl 72-75641

Figure 8.

Dewey classifica-  
tion number which  
exceeds margin  
size; main entry  
is dropped accord-  
ingly.

LAW  
LIBRARY

Folio  
331  
.8904137

Faculty power: collective bargaining on  
campus. Editor: Terrence N. Tice.  
Consulting editor: Grace W. Holmes.  
Ann Arbor, Mich.: Institute of  
Continuing Legal Education [1972]  
xvii, 368 p. 24 cm.  
An outgrowth of a national conference  
held in late 1971 by the Institute of  
Continuing Legal Education.  
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1. Collective labor agreements--  
Education--United States. I. Tice,  
Terrence N., ed. II. Institute of  
Continuing Legal Education, Ann Arbor,  
Mich.

OCOLC 03 JUN 76 378475 OCLDsl 72-75641

Figure 9.

Dewey classifica-  
tion number broken at the  
decimal; main entry  
lines up with the  
second line of the  
call number/stamp  
information.



6 p. illus.  
Appendix II. Revised list of languages and language codes...  
Office: Library of Congress, Washington, 1973. p. 178-201.  
Cataloging: 1. Electronic data processing. 2. On-line data processing. I. Title

726728 OCLPdc  
10 MAY 76

Ohio College Library Center.  
On-line cataloging. [Columbus] Ohio  
State University Libraries, Office of  
Educational Services, 1973.  
1. 226 p. illus. 30 cm.  
"Super-readable [sic] Creation of  
1971) and Cataloging on a cathode ray  
tube terminal (June 1971)."  
"Appendix II. Revised list of  
languages and language codes...  
Prepared by the MARC Development  
Office, Library of Congress,  
Washington, 1973. p. 178-201.  
Cataloging: 1. Electronic data processing. 2. On-line data processing. I. Title

73-620122

693  
045  
1973

Machine-readable [sic] languages and language codes...  
Office: Library of Congress, Washington, 1973.  
Cataloging: 1. Electronic data processing. 2. On-line data processing. I. Title

726729 OCLPdc

693  
045  
1973

19 MAY 76  
ON-LINE DATA PROCESSING.

726729 OCLPdc

73-620122 OCLC

693  
045  
1973

Ohio College Library Center.  
On-line cataloging. [Columbus] Ohio  
State University Libraries, Office of  
Educational Services, 1973.  
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Washington, 1973. p. 178-201.  
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tube terminal (June 1971)."  
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languages and language codes...  
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DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651

S-21 March 1978

ATAG-MS-L

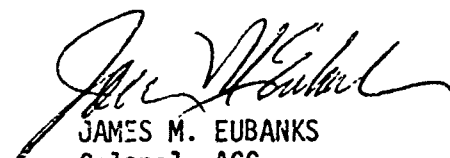
SUBJECT: TRADOC Library Program - TRALINET Statistical Survey

Commanders, TRADOC Installations, ATTN: Library  
Commandants, TRADOC Service Schools, ATTN: Library

1. The second of three TRADOC Library Information Network (TRALINET) surveys is at inclosure 1. As approved by the TRADOC Chief of Staff, a TRALINET Implementation Project Team will convene shortly to compile the TRALINET Program Document and 5-Year Implementation Plan. TRALINET is designed to unify TRADOC Morale Support, School/Academic, and Technical libraries into a network system for the purposes of increasing the purchase power of funds dedicated to library support, stabilizing manpower requirements, and improving library/information services.
2. Statistical data provided by individual libraries responding to this survey is of vital importance in the design of a master network plan for TRADOC libraries. Based on input from these surveys the TRALINET Study Team will make major recommendations concerning network development for this command.
3. A self-addressed envelope is at inclosure 1 for return of the survey. Request completed survey be returned to this headquarters to arrive not later than 21 March 1978.
4. Point of contact at this headquarters is the TRALINET Implementation Project Study Team Office, AUTOVON 680-4291.

FOR THE COMMANDER:

2 Incl  
as

  
JAMES M. EUBANKS  
Colonel, AGC  
Adjutant General

A-46

<b>TRADOC LIBRARY INFORMATION NETWORK</b> <b>TRALINET SURVEY</b>		REPORT PERIOD FY 1977	EXEMPT REPORT <i>Exempt from record retention          Para. 7-2 ac, AF 53b-15</i>																												
TO: Commander HQ TRADOC (ATAG-MSD-TRALINET) Bldg 117, Room 8 Fort Monroe, VA 23651		FROM: (include zip code)																													
PERSON TO CONTACT (if necessary) CONCERNING THE INFORMATION RE- PORTED ON THIS FORM: →	First name - MI - Last Name		Title																												
	Official Address (include zip code)		Telephone (Autovon Number)																												
<b>GENERAL INSTRUCTIONS</b> <b>READ CAREFULLY BEFORE COMPLETING SURVEY</b>																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. <b>TIME PERIOD COVERED.</b> Fiscal Year 1977 (1 October 1976 thru 30 September 1977)</p> <p>2. <b>NEED FOR ESTIMATES.</b> <i>DO NOT LEAVE ANY ITEMS BLANK.</i> Enter "0" if the appropriate entry for an item is zero or "none." Enter "N/A" if an item does not apply to your library system. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, <i>ENTER AN ESTIMATE OF THE AMOUNT.</i> Indicate that the figure is an estimate by parentheses (). <i>ESTIMATES ARE IMPORTANT IF EXACT DATA ARE NOT AVAILABLE.</i></p> <p>3. Each library should include in its report, data for all branches and other outlets that it operates, as well as materials that it provides to other</p> </div> <div style="width: 48%;"> <p>libraries, institutions, and organizations by formal agreement.</p> <p>4. Use a #2 medium pencil. Do <i>NOT</i> use colored pencils, pens, or indelible markers.</p> <p>5. Notes in margins are discouraged. Use space provided for comments.</p> <p>6. Questions should be directed to HQ TRADOC, ATAG-MSD-TRALINET, Fort Monroe, VA 23651. Telephone AV 680-4291</p> <p>7. Retain a copy of this questionnaire for reference.</p> </div> </div>																															
<b>INDEX TO SURVEY PARTS</b>																															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Page</th> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Page</th> </tr> </thead> <tbody> <tr> <td>PART I: Physical Facilities/Hours</td> <td style="text-align: center;">2</td> <td>PART VII: Reference</td> <td style="text-align: center;">16</td> </tr> <tr> <td>PART II: Library Collection &amp; Periodicals</td> <td style="text-align: center;">3</td> <td>PART VIII: Interlibrary Loan &amp; Cooperative Activities</td> <td style="text-align: center;">18</td> </tr> <tr> <td>PART III: Library Staff</td> <td style="text-align: center;">5</td> <td>PART IX: Developmental Areas</td> <td style="text-align: center;">19</td> </tr> <tr> <td>PART IV: Library Operating Expenditures</td> <td style="text-align: center;">6</td> <td>PART X: General Comments</td> <td style="text-align: center;">21</td> </tr> <tr> <td>PART V: Cataloging/Acquisitions/Procurement</td> <td style="text-align: center;">8</td> <td></td> <td></td> </tr> <tr> <td>PART VI: Circulation</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Page		Page	PART I: Physical Facilities/Hours	2	PART VII: Reference	16	PART II: Library Collection & Periodicals	3	PART VIII: Interlibrary Loan & Cooperative Activities	18	PART III: Library Staff	5	PART IX: Developmental Areas	19	PART IV: Library Operating Expenditures	6	PART X: General Comments	21	PART V: Cataloging/Acquisitions/Procurement	8			PART VI: Circulation			
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PART VI: Circulation																															
DO NOT WRITE IN THIS BLOCK (For use by TRALINET Implementation Project Team):																															

Incl 1

A-47

# PART I - PHYSICAL FACILITIES/HOURS

## GENERAL DIRECTIONS

1. NET ASSIGNABLE AREA (Line 1). Net area, in square feet, of space assigned for library purposes, is the total space which can be put to use in furtherance of the library's mission. It consists of the sum of all areas on all floors of the building that have been assigned to or are used for library functions or purposes. It includes space for readers and reading areas, bookstack and related storage areas for the book collections, audiovisual materials, and other materials, working spaces for staff, space for services to users (including the card catalog), public service desks, copying equipment, audiovisual equipment, other library equipment, aisles between bookstack ranges and library furnishings, and similar useful space. Such space does NOT include vestibules, lobbies, or traffic areas, janitorial or custodial storage or service areas, toilets, elevator and stairway space, building corridors, or similar space not specifically used for library functions.

2. SHELVING CAPACITY (Line 2). The total length, in feet, of the shelving available for the library materials determined by adding the length, in feet, of all of the shelves in the bookstack sections and in the audiovisual and other materials sections. Only the shelves in the sections used for shelving the regular collections should be counted. Such shelving does NOT include shelves for materials-in-process in technical services areas, staging or sorting shelves in the circulation areas, shelves serving as bookcases in offices, and shelves in receiving rooms used for storing transient materials.

3. SEATING CAPACITY (Line 3). The number of seats available for library users should be given for

the library as a whole, including: general reading area seats, group study seats, audiovisual area seats, other materials seats, study carrels, study area seats, typing room seats, seminar room seats (when available on an open basis), etc. Seats at index tables, card catalog reference tables, and other "non-study" seats should not be counted in the total; nor should seats in locked rooms not normally open to library patrons, such as auditorium and general meeting room seats.

4. TYPICAL WEEK (Lines 4, 5, 6, 9, 10). A typical week is a week in which the library is open its regular hours, containing no holidays.

5. TOTAL HOURS OPEN PER TYPICAL WEEK (Lines 4, 5, 10). This is the total number of hours the library is open in a typical week, and is determined by adding the number of hours the library is open to users for each day of the typical week. Report the total in whole hours only, omit fractions.

6. TOTAL DAYS OPEN TWO HOURS OR MORE, PER TYPICAL WEEK (Lines 6, 10). This is the total number of days the library is open in a typical week, and is determined by adding the number of days the library is open to users for two hours or more for each day of the typical week. Report the total in whole days only, omit fractions.

7. BRANCH LIBRARY FACILITY (Lines 7 thru 10). A branch library is defined as a separately located extension of a main or central library under the supervision of the main or central library staff. A branch library has a permanent stock of books and/or other library materials, a separate staff, and regular hours of operation.

SECTION A - CENTRAL OR MAIN LIBRARY FACILITY		
NOTE: Provide data on branch library facilities in Section B below.		
	Line No.	Number
NET ASSIGNABLE AREA (net area, in square feet, of spaces assigned for library purposes; exclude custodial, mechanical, and general access areas)	1	
SHELVING CAPACITY (total length, in linear feet, of shelving available for library materials)	2	
SEATING CAPACITY (number of seats available for library users, whether or not they are making use of the materials there, but excluding auditoriums, lecture rooms)	3	
TOTAL HOURS OPEN PER TYPICAL WEEK (whole hours only, omit fractions) in FY 77	4	
TOTAL HOURS OPEN PER TYPICAL WEEK (whole hours only, omit fractions) in FY 74	5	
TOTAL DAYS OPEN TWO HOURS OR MORE, PER TYPICAL WEEK (count each day open for two hours or more as one whole day, omit fractions)	6	
SECTION B - BRANCH LIBRARY FACILITIES		
NUMBER OF BRANCH LIBRARY FACILITIES in FY 77	7	
NUMBER OF BRANCH LIBRARY FACILITIES in FY 74	8	
For all Branch Library facilities operated in FY 77, TOTAL COMBINED HOURS OPEN PER TYPICAL WEEK (whole hours only, omit fractions)	9	
For all Branch Library facilities operated in FY 77, TOTAL COMBINED DAYS OPEN TWO HOURS OR MORE, PER TYPICAL WEEK (count each day open for two hours or more as one whole day, omit fractions)	10	

PART II - LIBRARY COLLECTION & PERIODICALS

GENERAL DIRECTIONS

1. BOOK STOCK (Lines 1 & 2). Report the library's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are NOT cataloged in the same manner as books should NOT be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

2. VOLUMES (Lines 1, 3, and 4). For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hard-bound or paperbound, which has been cataloged, classified, and/or made ready for use.

3. TITLES (Lines 2, 5, 6, 8, 9, 10, 11, 12 and 13). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

Report the number of items for which a separate shelflist has been made. (SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six items for which six shelflist cards have been made count as six titles; and two sets of the same edition for which one shelflist card has been made count as one title.

METHOD FOR ESTIMATING THE NUMBER OF TITLES IN THE COLLECTION: A library which does not maintain a title count of its various collections, and that cannot easily count the number of separate shelflist cards, should use the following statistically sound method for estimating this count:

1. Count the number of titles in one inch of shelflist cards in the shelflist;

2. Repeat step one at random intervals (e.g. count one inch in every foot) throughout the shelflist;

3. Average the number of titles per inch;

4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

4. MICROFORMS (Lines 5, 6, and 7). Microforms are materials that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtext.

5. NUMBER OF PHYSICAL UNITS OF MICROFORMS (line 7). All microform holdings which are NOT reported on Lines 5 and 6 should be reported here. For reporting purposes, each item of microfiche, microfilm, and microcard should be counted as "One." All microform holdings reported in Lines 5 and 6 should NOT be reported here.

6. AUDIO AND/OR VISUAL MATERIALS (Lines 8 thru 12). These are nonbook library materials which require use of special equipment in order to be seen and/or heard (exclude microforms; include motion picture films, videotapes, videodiscs, videocassettes, audiodiscs, reel audiotapes, cassette audiotapes, cartridge audiotapes, filmstrips, slide sets, overhead transparency sets, mix media (multimedia) kits, etc.), or which do not require the use of special equipment in order to be seen and/or heard (include flat pictures, study print sets, maps, charts, games, etc.).

7. PERIODICALS (Line 13). A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in the definition.

SECTION A - LIBRARY COLLECTION			
Category	Line No.	*Added During Fiscal Year (a)	Held At End of Fiscal Year (b)
BOOKSTOCK (include Government documents not in separate collections; include bound periodicals; exclude microforms):			
NUMBER OF VOLUMES	1		
NUMBER OF TITLES**	2		
SEPARATE DOCUMENTS COLLECTIONS (include government documents in separate collections, i.e. NASA, NTIS, GPO, HUMRRO, Army Studies, etc.; DA/DOD administrative publications in separate collections; and civilian documents in separate collections, i.e. state documents, civilian contractor documents, etc.):			
NUMBER OF VOLUMES - CLASSIFIED COLLECTION(S)	3		
NUMBER OF VOLUMES - UNCLASSIFIED COLLECTION(S)	4		
MICROFORMS - ALL TYPES:			
NUMBER OF BOOK TITLES** REPRESENTED BY MICROFORMS	5		
NUMBER OF PERIODICAL TITLES** REPRESENTED BY MICROFORMS	6		
NUMBER OF PHYSICAL UNITS OF MICROFORMS NOT REPORTED ON LINES 5 & 6	7		
AUDIO AND/OR VISUAL MATERIALS - NUMBER OF TITLES**			
MOTION PICTURES (16mm films, other than 16mm films, video-tapes and cassettes)	8		
AUDIO RECORDINGS (discs, audiotapes and cassettes)	9		
FILMSTRIPS (silent and sound)	10		
MAPS AND CHARTS	11		
ALL OTHER LIBRARY MATERIALS (mixed media (multi-media) kits, flat pictures, study print sets, games, etc.)	12		
* - Gross additions			
** - Exclude duplicate copies			
SECTION B - PERIODICAL SUBSCRIPTIONS			
Category	Line No.	*Added During Fiscal Year (a)	Held At End of Fiscal Year (b)
PERIODICAL SUBSCRIPTIONS (include newspapers)			
NUMBER OF TITLES**	13		
* - New titles added			
** - Exclude duplicate copies			
COMMENTS - PART II:			

# PART III - LIBRARY STAFF

## GENERAL DIRECTIONS

- 1. FULL-TIME EMPLOYEES.** Report all paid employees who work the full-time week established for your library. Do NOT include volunteer help.
- 2. PART-TIME EMPLOYEES.** Report all paid employees who work less than the full-time work week for your library. Do NOT include volunteer help.
- 3. FULL-TIME EQUIVALENTS OF PART-TIME EMPLOYEES.** To compute "full-time equivalents" (FTE) of part-time employees, take the number of hours worked per

week by a part-time employee and divide it by the number of hours in your full-time work week. The following example illustrates the method of determining full-time equivalents (FTE), shown to one decimal place:

a. A part-time employee who works 25 hours per week in a library having a 40 hour work week is computed as follows: 25 divided by 40 equals .625 or .6 FTE.

## SECTION A - LIBRARY STAFFING BY POSITIONS ON LAST DAY OF REPORT PERIOD

Positions	Line No.	Number of Persons in Filled Positions on Last Day of Report Period		
		Full-Time (in whole numbers)  (a)	Part-Time	
			Number of persons (in whole numbers)  (b)	Number of full-time equivalents (in tenths)  (c)
Librarians (GS-1410 series)	1			
Media Specialists (not in GS-1410 series)	2			
Other professional staff (not in GS-1410 series)	3			
Library Technicians (GS-1411 series)	4			
Clerical staff and other supporting staff on library budget (exclude maintenance staff)	5			
Total (sum of lines 1 thru 5)	6			

## SECTION B - PART-TIME HOURS

Number of hours of part-time assistance during report period

7

## SECTION C - LIBRARY STAFFING BY GRADE ON LAST DAY OF REPORT PERIOD

Positions (full-time only)	Line No.	GS Grade													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Librarians (1410 series only)	8														
Media Specialist	9														
Other Professional Staff	10														
Library Technicians (1411 series only)	11														
Clerical and Other Supporting Staff	12														
Total (sum of lines 8 thru 12)	13														

COMMENTS - PART III:

# PART IV - LIBRARY OPERATING EXPENDITURES

## GENERAL DIRECTIONS

1. AMOUNT. Report all funds obligated during the report period. Report all expenditures as whole dollars only, omit cents.

2. SALARIES AND WAGES CHARGED TO THE LIBRARY (Line 1). This amount should be the sum total of all salaries and wages for full-time library staff, except maintenance staff, paid during the report period. Include salaries and wages before deductions, but exclude "fringe benefits."

3. PART-TIME WAGES CHARGED TO THE LIBRARY (Line 2). This amount should be the sum total of all wages for part-time help (as reported Part III) paid during the report period. Include wages before deductions, but exclude "fringe benefits."

4. BOOKS (Line 3). This amount should be the expenditures for books purchased during the report period. It should exclude expenditures for periodical subscriptions and microforms. It should include preprocessing costs, where applicable.

5. PERIODICALS (Line 4). This amount should be the expenditures for unbound current periodical subscriptions purchased during the report period. It should exclude expenditures for books, microforms, and binding of periodicals.

6. MICROFORMS (Line 5). This amount should be the expenditures for all microforms purchased during the report period.

7. AUDIOVISUAL SUPPLIES AND MATERIALS (Line 6). This amount should be the expenditures for all of the audiovisual supplies and materials purchased during the report period. It should exclude expenditures for microforms.

8. BINDING AND REBINDING (Line 7). Report only expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the report period.

9. LIBRARY EQUIPMENT (Line 8). This amount should be the expenditures for audiovisual equipment and other library equipment; include rental and/or leased charges for reproducing equipment, computer hardware, etc. including related maintenance services, where applicable. This amount excludes fixed assets or installed building equipment. Installed building equipment includes (ref: AR 735-5, para 1-41) plumbing fixtures and equipment, fixed heating, ventilating, cooling, air-conditioning, electrical, and fixed fire protection systems; elevators, escalators; cabinets and similar fixed equipment.

10. ALL OTHER LIBRARY OPERATING EXPENDITURES NOT ENTERED IN LINES 1 thru 8. This amount should be the expenditures charged to the library budget during the report period, but not reported in lines 1 thru 8.

## SECTION A - EXPENDITURES

Category	Line No.	Amount (Whole dollars only)
<b>SALARIES AND WAGES:</b>		
SALARIES AND WAGES OF LIBRARY STAFF* (exclude maintenance staff and part-time employees)	1	
PART-TIME WAGES CHARGED TO THE LIBRARY*	2	
<b>SUPPLIES AND MATERIALS:</b>		
BOOKS (exclude microforms; include preprocessing costs where applicable)	3	
PERIODICALS (exclude microforms)	4	
MICROFORMS	5	
AUDIOVISUAL SUPPLIES AND MATERIALS (exclude microforms)	6	
BINDING AND REBINDING	7	
LIBRARY EQUIPMENT (include audiovisual equipment and other library equipment; include rental and/or leased charges for reproducing equipment, computer hardware, etc., including related maintenance services, where applicable)	8	
ALL OTHER LIBRARY OPERATING EXPENDITURES NOT ENTERED IN LINES 1 thru 8	9	
TOTAL LIBRARY OPERATING EXPENDITURES (Sum of lines 1 thru 9)	10	

\* - Report expenditures for salaries and wages including deductions but excluding fringe benefits.

COMMENTS - PART IV, Section A:



SECTION B - BUDGET						
					Line No.	Amount (Whole dollars only)
Library operating budget, FY 74 (include salaries and wages)					11	
Library operating budget, FY 78 (include salaries and wages)					12	
WHAT PORTION OF YOUR FY 77 BUDGET AS REPORTED ON LINE No. 10 WAS IN THE FORM OF "YEAR-END" FUNDS? (Report in dollars)					13	
WHEN ARE YOU TOLD WHAT YOUR ANNUAL OPERATING BUDGET IS FOR A GIVEN FISCAL YEAR? (Check most appropriate response)	Line No.	Before the fiscal year begins.	Soon after the fiscal year begins	Sometime during the fiscal year, but after the 1st qtr.	No fiscal year guidance provided - funds made available irregularly throughout the year.	
		(a)	(b)	(c)	(d)	
	14					
					Line No.	Yes      No
If you checked columns (a), (b), or (c), ARE CHANGES IN YOUR OPERATING BUDGET FULLY EXPLAINED?					15	
	Line No.	Always	Occasionally	Never		
When the operating budget is reduced or increased, does the operating manager of the library system participate in deciding how the reductions are effected or increases expended? (Check one)	16					
Is the operating manager of the library system responsible for preparing an annual budget estimate?	17					
COMMENT - PART IV:						

PART V - CATALOGING/ACQUISITIONS/PROCUREMENT			
See Part II for definitions of "Volume" and "Title."			
SECTION A - FY 1977 CATALOGING RECORD			
	Line No.	Number or %	
NUMBER OF TITLES CATALOGED IN FY 77	1		
OF TITLES CATALOGED IN FY 77, PERCENTAGE OF ORIGINAL CATALOGING (exclude items cataloged using LC cards/records, CIP, commercially prepared cards, etc.)	2	%	
VOLUMES CATALOGED IN FY 77	3		
SECTION B - CATALOGING BACKLOG			
VOLUMES WAITING TO BE CATALOGED	4		
TITLES WAITING TO BE CATALOGED	5		
HOW MANY TITLES REPORTED IN LINE No. 5 ABOVE HAVE BEEN WAITING TO BE CATALOGED FOR 3 to 6 MONTHS?	6		
HOW MANY TITLES REPORTED IN LINE No. 5 ABOVE HAVE BEEN WAITING TO BE CATALOGED FOR 6 MONTHS OR MORE?	7		
SECTION C - CATALOGING			
	Line No.	Yes	No
IS THIS LIBRARY SYSTEM CURRENTLY ENGAGED IN ANY RECLASSIFICATION PROJECTS?	8		
IS THIS LIBRARY SYSTEM PLANNING ANY RECLASSIFICATION PROJECTS?	9		
DOES THIS LIBRARY MAINTAIN "ON-ORDER" CARDS IN THE PUBLIC CATALOG(S)?	10		
AVERAGE TIME LAG BETWEEN RECEIPT OF MATERIALS AND COMPLETION OF CATALOGING PROCESS. (Check most appropriate response.)	11		
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Less than a week  <input type="checkbox"/> One to two weeks  <input type="checkbox"/> About a month </div> <div> <input type="checkbox"/> Two to three months  <input type="checkbox"/> About six months  <input type="checkbox"/> More than six months </div> </div>			
SECTION D - ACQUISITIONS/PROCUREMENT			
			Line No.
GIVE PERCENTAGE OF USE BY THIS LIBRARY OF THE FOLLOWING MEANS OF PROCUREMENT:			
Individual Purchase Order (1)	Deposit Account (2)	Blanket Purchase Agreement (3)	Federal Supply Schedule (4)
Imprest Fund (5)	Jobber Contract (6)	"Till Forbid Contract (7)	Petty Cash (8)
Other (Specify): (9)			
%	%	%	%
			Sum of (1) thru (9) = 100%
Category			Line No.
OF THE PROCUREMENT PRACTICES LISTED ABOVE, WHICH IS/ARE THE MOST EFFECTIVE? (Identify by number(s), e.g. (4) for Federal Supply Schedule)			13
OF THE PROCUREMENT PRACTICES LISTED ABOVE, WHICH IS/ARE THE LEAST EFFECTIVE? (Identify by number(s), e.g. (4) for Federal Supply Schedule)			14
HOW MANY PURCHASE ORDERS DID THIS LIBRARY PREPARE DURING THE REPORT PERIOD? (A purchase order is any document, i.e. DA Form 3953, Purchase Request & Commitment, DD Form 1348-6, Non-FSN Requisition, etc., prepared by the library staff for processing by local procurement office.)			15

	Line No.	Yes	No
IS THIS LIBRARY SYSTEM "FORBIDDEN" TO ESTABLISH BLANKET PURCHASE AGREEMENTS? (Check one)	16		
If Line No. 16 is "Yes," WHAT WAS THE REASON GIVEN: _____	17		
_____			
IS THIS LIBRARY SYSTEM "FORBIDDEN" TO ESTABLISH DEPOSIT ACCOUNTS? (Check one)	18		
If Line No. 18 is "Yes," WHAT WAS THE REASON GIVEN: _____	19		
_____			
ARE MULTIPLE-YEAR SUBSCRIPTIONS A PROBLEM? (Check one)	20		
If Line No. 20 is "Yes," WHAT IS/ARE THE PROBLEM(S). _____	21		
_____			
	Line No.	Number of Days	
AVERAGE NUMBER OF DAYS FROM THE TIME PURCHASE ORDER REQUEST IS PREPARED TO ACTUAL RECEIPT OF MATERIALS (exclude materials purchased thru DPA or Deposit Accounts)	22		
HOW OFTEN DOES THE LIBRARY SYSTEM ORDER MATERIALS? (Check most appropriate response)	23		
_____ Daily			
_____ Two or three times a week			
_____ Once a week			
_____ Two or three times a month			
_____ Monthly			
_____ Quarterly			
_____ Semi-annually			
_____ Annually			
Does this library system hold deposit accounts with the following.	Yes	No	Line No.
Government Printing Office (GPO)			24
Library of Congress (LC)			25
Defense Documentation Center/ National Technical Information Service			26
Systems Development Corporation (SDC)			27
Other (Specify):			28
			29
			30
			31
			32
			33
			34
			35

						Line No.	Yes	
IS THIS LIBRARY SYSTEM USING BLANKET PURCHASE AGREEMENTS (BPA) FOR THE PROCUREMENT OF LIBRARY MATERIALS?						36		
If Line No. 36 is "Yes," complete Line Nos. 37 thru 43 as appropriate.								
Name of jobber/vendor with whom library holds blanket purchase agreement	Is jobber/vendor within 50-mile radius of your library?		Quality of Service (Check one)					Line No.
	Yes	No	Very Good (1)	Good (2)	Average (3)	Poor (4)	No Opinion (5)	
								37
								38
								39
								40
								41
								42
								43
DOES THE ACQUISITION OF THE BELOW LISTED LIBRARY MATERIALS CREATE ANY PROBLEMS FOR YOUR LIBRARY?								
Item	Considerable Problem	Occasional Problem	Little or no Problem	No Opinion	Comments			Line No.
(Check one response for each item listed)								
Publications, Domestic (except serials)								44
Publications, Foreign (except serials)								45
Serials, Domestic								46
Serials, Foreign								47
Microform Materials								48
Multi-media kits, films, records, etc.								49
Preview materials								50
GPO Publications								51
Publications from other federal agencies								52
Rental services for library materials								53
Preprocessed kits								54
Computer search services								55
Publicity materials								56
Other (Specify):								57
Other (Specify):								58

Procurement Problem Areas <i>Listed below are procurement problems identified by Army librarians as reported in the Final Report - Study of Army Libraries, July 1976.</i> <i>(Check a response for each procurement problem area listed.)</i>	Severe Problem	Moderate Problem	Slight Problem	No Problem	No Opinion	Comments	Line No.
Local processing time lag							59
Vendor time lag							60
Total time lag in receipt of materials							61
Inconsistency in interpretation of procurement regulations							62
Unreliability of budget							63
Lack of coordination between contracting officer and librarian							64
Poor performance of contractor/vendor							65
Poor performance of contracting officer							66
Cancellation at source of supply							67
Cancellation by procurement office without consent of librarian							68
Lack of understanding regarding sole source requirements by the procurement office							69
Lack of clear, consistent guidelines							70
Victimization by low bidder system							71
Lack of uniform invoicing system							72
Inability to effect multi-year, 'til forbid, or standing orders							73
Heavy administrative /time-consuming costs to effect purchase							74
Pre-payment of materials requirement unable to be accommodated by system							75
Funding limitations on accounts established							76
Invoicing refusal on part of vendor							77
Inability to time procurement actions to prevent gap in subscriptions <i>(continued next page)</i>							78

Procurement Problem Areas (Continued)	Severe Problem	Moderate Problem	Slight Problem	No Problem	No Opinion	Comments	Line No.
Vendor will not quote to government							79
Other (Specify):							80
Other (Specify):							81
Other (Specify):							82
COMMENTS - PART VI:							

# PART VI - CIRCULATION

## GENERAL DIRECTIONS

1. CIRCULATION OF MATERIALS TO LIBRARY USERS (Line 1). Report the number of transactions of materials charged out to library users by members of your library staff.

2. CIRCULATION SYSTEM(S) USED (Line 51 thru 54). List the type(s) of circulation system(s) used (to include, but not limited to, the circulation of mono-

graphs, non-book materials, DA publications, classified documents, etc.).

3. TYPE OF MATERIALS CONTROLLED (Line 51 thru 54). Indicate the type of material(s) controlled by the circulation system(s), i.e. "All materials," "All materials except DOD publications," "Classified materials only," etc.

Category	Line No.	Number
CIRCULATION OF MATERIALS TO LIBRARY USERS DURING REPORT PERIOD	1	
TOTAL NUMBER OF REGISTERED BORROWERS ON LAST DAY OF REPORT PERIOD	2	
INDICATE KIND OF BORROWING PRIVILEGES EXTENDED TO EACH GROUP LISTED BELOW:	Line No.	(Check one for each group listed) Unlimited Limited Not Extended
U.S. MILITARY, ACTIVE DUTY (include permanent party, students, and those assigned to tenant activities)	3	
DEPENDENTS OF U.S. MILITARY, ACTIVE DUTY (include dependents of active duty military who are part of the permanent party, who are students or who are assigned to tenant activities)	4	
U.S. MILITARY, ACTIVE DUTY, RESIDING IN THE AREA, BUT NOT CONNECTED WITH THIS INSTALLATION/ACTIVITY (i.e. neighboring military base)	5	
DEPENDENTS OF U.S. MILITARY, ACTIVE DUTY, RESIDING IN THE AREA, BUT NOT CONNECT WITH THIS INSTALLATION/ACTIVITY	6	
U.S. MILITARY, RETIRED	7	
DEPENDENTS OF U.S. MILITARY, RETIRED	8	
FOREIGN MILITARY, ACTIVE DUTY (include permanent party, students and those assigned to tenant activities)	9	
DEPENDENTS OF FOREIGN MILITARY, ACTIVE DUTY	10	
CIVILIANS CURRENTLY EMPLOYED BY THIS ACTIVITY/INSTALLATION OR BY TENANT ACTIVITIES	11	
DEPENDENTS OF CIVILIANS CURRENTLY EMPLOYED BY THIS ACTIVITY/INSTALLATION OR BY TENANT ACTIVITIES	12	
CIVILIANS CURRENTLY EMPLOYED BY ANY DOD ACTIVITY	13	
DEPENDENTS OF CIVILIANS CURRENTLY EMPLOYED BY ANY DOD ACTIVITY	14	
DOD CONTRACTORS	15	
MILITARY ON TDY TO THIS ACTIVITY/INSTALLATION	16	
CIVILIANS ON TDY TO THIS ACTIVITY/INSTALLATION	17	
CIVILIAN STUDENTS ENROLLED IN COURSES OFFERED ON-POST (COLLEGE/UNIVERSITY EXTENSION COURSES), BUT NOT OTHERWISE CONNECTED WITH THE ACTIVITY/INSTALLATION	18	
OTHER (Specify):	19	
	20	
	21	
	22	

Indicate data elements which are present in this library system's patron file (borrower's file):	Line No.	(Check one)	
		Yes	No
NAME OF REGISTRANT OR SPONSOR	23		
RANK OR GRADE OF REGISTRANT OR SPONSOR	24		
NAME OF DEPENDENTS	25		
SSN (OR PARTS OF SSN, i.e. LAST 4 DIGITS)	26		
OFFICIAL (DUTY) ADDRESS	27		
OFFICIAL (DUTY) TELEPHONE	28		
HOME (QUARTERS) ADDRESS	29		
HOME (QUARTERS) TELEPHONE	30		
ESTIMATED DATE OF DEPARTURE FROM ACTIVITY/INSTALLATION	31		
DATE OF REGISTRATION	32		
SIGNATURE	33		
HOME OF RECORD ADDRESS	34		
NAME OF REGISTRANT'S OR SPONSOR'S SUPERVISOR	35		
IF STUDENT, COURSE IN WHICH ENROLLED	36		
STATUS OF REGISTRANT OR SPONSOR:			
MILITARY, ACTIVE	37		
MILITARY, RETIRED	38		
DEPENDENT	39		
CIVILIAN	40		
STUDENT	41		
FACULTY	42		
PERMANENT PARTY	43		
TDY	44		
OTHER: (Specify)	45		
STATUS OF BORROWING PRIVILEGES (i.e. suspension for overdues, etc.)	46		
OTHER: (Specify)	47		
	48		
	49		
	50		
COMMENTS: PART V, Lines 1 thru 50:			



CIRCULATION SYSTEM(S) USED (i.e. Newark (traditional book card system), Gaylord, Brodart, CLSI, DataPhase System, etc.)		TYPE OF MATERIALS CONTROLLED (For example, 'All materials except DDD publications,' or 'Classified materials only,' etc.)		Line No.									
				51									
				52									
				53									
				54									
IF CIRCULATION SYSTEM(S) USED BY THE LIBRARY SYSTEM AS REPORTED IN LINES 51 thru 54 USE(S) AUTOMATED DATA PROCESSING, ANSWER THE FOLLOWING QUESTIONS:													
Circulation System	Interactive (on-line) with computer located on-post		Interactive (on-line) with computer located off-post		Batch processing (i.e. Hollerith cards, mag tape, etc.) in conjunction with a data processing facility on-post		Batch processing (i.e. Hollerith cards, mag tape, etc.) in conjunction with a data processing facility off-post		Mini-computer configuration		Time-share system		Line No.
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
													55
													56
													57
													58
COMMENTS - PART V:													

PART VII - REFERENCE							Line No.
NUMBER OF CLASS A (AUTOVON) LINES IN MAIN LIBRARY. (Telephone lines on which unrestricted outward calls can be made on the Automatic Voice Network (AUTOVON).)						Number	1
If answer to Line No. 1 is "0," complete Line No. 2		(Check most appropriate response)				Line No.	
		Severe negative effect	Some negative effect	Little negative effect	No effect	Unable to determine effect	
EFFECT OF NOT HAVING AN AUTOVON LINE IN THE MAIN LIBRARY ON INTERLIBRARY LOAN ACTIVITIES AND ABILITY OF THIS LIBRARY TO PROVIDE REFERENCE SERVICE USING MATERIALS NOT AVAILABLE ON-SITE							2
Data Base Service	Part 1: Library has used (on-line or off-line mode) at least once during report period.  (Check one) Yes      No	Part 2: (Check the most appropriate response for each data base service listed whether you have used it or not.)				Line No.	
		Library has on-line access.	Library does not have on-line access, but would benefit from such service.	Library does not have on-line access, and such service would be of little benefit.	Unable to determine if on-line access would be of any benefit.		
DDC							3
OCLC							4
SDC							5
NTIS							6
ERIC							7
NASA RECON							8
LOCKHEED							9
NEW YORK TIMES							10
Other (Specify):							11
							12
						Yes      No	Line No.
DOES THIS LIBRARY HAVE MICROFORM PRODUCTION AND/OR REPRODUCTION CAPABILITIES?							13
If Line No. 13 is "Yes," answer lines 14 thru 17:							
FICHE PRODUCTION CAPABILITY							14
FICHE REPRODUCTION CAPABILITY							15
ROLL FILM PRODUCTION CAPABILITY							16
ROLL FILM REPRODUCTION CAPABILITY							17
IF THIS LIBRARY SYSTEM HAS DEFINITE PLANS TO ACQUIRE MICROFORM PRODUCTION AND/OR REPRODUCTION EQUIPMENT IN THE NEAR FUTURE, PROVIDE DETAILS:							18

PROVIDE THE FOLLOWING INFORMATION FOR ALL MICROFORM READER/PRINTERS LOCATED IN THIS LIBRARY SYSTEM:										Line No.
Brand Name/Model Number	Part 1: (Complete both columns)		Part 2: (Check all items which describe reader/printer listed)							
	Quantity	Units available (re- port reduction size)	Portable	Non- Portable	Printer Capability	Accommodates roll film	Accommodates fiche	Accommodates film- cartridge		
										19
										20
										21
										22
										23
										24
										25
										26
										27
										28

COMMENTS - PART VI:

# PART VIII - INTERLIBRARY LOAN AND COOPERATIVE ACTIVITIES

## GENERAL DIRECTIONS

1. INTERLIBRARY LOAN (Lines 1 thru 8). These are materials sent in answer to specific titles, authors, or subject requests made between libraries or library agencies that are NOT under the same administration.

2. PARTICIPATION IN CONSORTIUM, COOPERATIVE AR-

RANGEMENTS, AND/OR NETWORKS (Line 9). Cooperative arrangements among institutions, such as consortia, centralized data and technical processing systems, joint acquisitions and reference services programs, union lists, and other similar activities, coupled with communication capabilities, are called networks.

## SECTION A - INTERLIBRARY LOAN

	Line No.	Number
INTERLIBRARY LOANS - NUMBER OF ITEMS IN ORIGINAL AND REPRODUCED FORMAT:		
PROVIDED TO OTHER LIBRARIES	1	
RECEIVED FROM OTHER LIBRARIES	2	
PERCENTAGE OF ITEMS REPORTED IN Line No. 2 RECEIVED FROM:		
OTHER TRADOC LIBRARIES	3	%
OTHER DOD AND FEDERAL AGENCY LIBRARIES	4	%
LIBRARIES IN THE CIVILIAN SECTOR	5	%
		Yes No
IS IT A WRITTEN OR UNWRITTEN POLICY OF THIS LIBRARY SYSTEM TO GENERALLY AVOID INTERLIBRARY LOAN TRANSACTIONS WITH LIBRARIES THAT CHARGE FOR THIS SERVICE?	6	
If answer in Line No. 6 is "No," WHAT PERCENTAGE OF ITEMS RECEIVED DURING REPORT PERIOD RESULTED IN SOME TYPE OF MONETARY CHARGE?	7	%
CHECK THE MOST APPROPRIATE RESPONSE TO THE FOLLOWING STATEMENT:		(Check one)
"As more and more libraries in the civilian sector charge for interlibrary services, this library system finds it increasingly necessary to depend on other DOD and federal agency libraries to satisfy interlibrary loan requirements."	Line No.	Strongly agree Agree No opinion Disagree Strongly disagree
	8	

## SECTION B - PARTICIPATION IN CONSORTIUM, COOPERATIVE ARRANGEMENTS, AND/OR NETWORKS

	Line No.	Yes	No
DOES THIS LIBRARY SYSTEM PARTICIPATE IN A CONSORTIUM, COOPERATIVE ARRANGEMENTS, AND/OR NETWORKS WITH LIBRARIES OF OTHER INSTITUTIONS? (Exclude TRALINET)	9		
If "Yes," give name and location of the consortium, cooperative arrangements, and/or networks. (If more than four, continue in PART 10)			
① NAME	② NAME		
ADDRESS	ADDRESS		
CITY STATE ZIP	CITY STATE ZIP		
③ NAME	④ NAME		
ADDRESS	ADDRESS		
CITY STATE ZIP	CITY STATE ZIP		

PART IX - DEVELOPMENTAL AREAS						
A command-wide library network, such as TRALINET, will result in certain products/services. CHECK THE RESPONSE WHICH BEST DESCRIBES THE PRIORITY PLACED BY THIS LIBRARY SYSTEM ON NETWORK PRODUCTS/SERVICES LISTED BELOW:  (Check a response for each product/service listed)	Line No.	Priority level				
		Would be of great value to this library and should be given high priority in initial network development.	Would be of value to this library, but should be given secondary consideration in initial network development.	While this library could use such a product/service, other things should come first in initial network development.	This should not be a function of a network.	No opinion.
Rapid access, regardless of location, to all materials held by your activity/installation (i.e. development of access tools such as on-line or off-line union lists to identify availability and location of all books, serials, AV materials, technical reports, etc.).	1					
Rapid access to all library resources held in TRADOC (i.e. development of access tools such as on-line or off-line union lists to identify availability and location of all books, serials, AV materials, technical reports, etc.) to aid in selection, acquisitions, reference services, and interlibrary loan transactions.	2					
Access to a large bibliographic data base to simplify cataloging operations, coupled with the provision of complete processing kits (i.e. catalog cards, spine labels, circulation control devices, etc.) prepared to local specifications.	3					
Access to a large bibliographic data base able to rapidly locate materials, thereby facilitating interlibrary loan and expanding reference services.	4					
A complete realignment, through network design, of the library materials acquisitions procedure, now controlled by local procurement personnel. The procurement procedure will include the elimination of local procurement personnel involvement in the acquisition of library materials, the rapid transmission of orders to processing point, automated accounting and follow-up procedures, and automatic tie-in with any command-wide technical processing operations (i.e. OCLC or BALLOTS based shared cataloging program).	5					
Centrally prepared bibliographies/booklists on specific subjects.	6					
Centrally prepared acquisitions for an individual library, for all libraries at an installation/activity, for for all libraries in the command.	7					
Provision of cataloging data in machine-readable form for use in local libraries (i.e. the generation of COM - Computer Output Microform - catalogs).	8					
Development of library systems (i.e. automated circulation system), based on command-wide standards, for implementation at local level.	9					

COMPLETE THE FOLLOWING FOR ALL PERIPHERAL ADP HARDWARE (i.e. terminals, magnetic tape cassettes, printers, etc.) LOCATED DIRECTLY IN THE LIBRARY THAT WAS NOT REPORTED IN PART VI - CIRCULATION:						Line No.
Brand Name/Model	Description	Lease   Purchase (Check one)		Qty	System/Function	
						10
						11
						12
						13
						14
						15
						16

COMMENTS - PART VIII:

# PART X - GENERAL COMMENTS

COMMENTS. Comments are encouraged. Use this portion of the survey to comment on any aspect of the emerging TRADOC Library Information Network (TRALINET). (Continue on back of this page, if necessary)

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH COMPLETED QUESTIONNAIRE:

1. Provide a copy of the library SOP. If an SOP has not been prepared, so indicate in the space provided to the right.
2. Provide a copy of the form used to register borrowers. If this library system does not use a form to register borrowers, so indicate in the space provided.
3. Provide complete documentation of all "in-house" data processing systems used by this library system. If none used, so indicate in space provided to the right.

Check here if SOP  
not written.

Check here if library  
does not use registra-  
tion form.

Check here if library  
does not use "in-  
house" ADP system.

# TRALINET OPINION SURVEY

## PREFACE

The technological age is upon us; for many of us "future shock" is present reality. There have been studies in the past on the effect of technology on library service ("library studies") and the effect of technology on the public ("user studies").

This study is different. It is about library personnel. We want to know what you think and feel about your work and how you foresee the future. We would like to develop a picture of how library personnel feel about the impact of technology on libraries, what their impressions are of the future, and how they view some current library practices.

Won't you please take time to respond to this questionnaire? The results of this study could be very useful to you in knowing more about how library personnel see librarianship. It could be helpful to the profession as it looks at itself and its future. And it could provide important information for those who train the library personnel of tomorrow.

Be assured that your reply will be kept in strict confidence and will be used only for its statistical importance to the study. This is a 100% sample. All full-time library personnel at every TRADOC Morale Support, School/Academic, and Technical library will be surveyed.

The results of this survey will impact heavily on the TRALINET Program Document and 5-Year Implementation Plan. Your answers represent your chance to be heard. We hope you will choose to be a part of this major undertaking.

Please return the completed questionnaire in the self-addressed, franked envelope provided (Commander, HQ TRADOC (ATAG-MS-TRALINET), Bldg 117, Rm 8/8A, Fort Monroe, VA 23651), to arrive not later than 7 April 1978.



## **INSTRUCTIONS**

1. To safeguard the anonymity of your responses, DO NOT write your name or the name of the library, activity or installation anywhere in the survey booklet.
2. Limit your comments to the section provided on the last page of the survey booklet.
3. In your responses to this questionnaire we ask:
  - a. that you be as frank as possible;
  - b. that you respond to every item even if some items don't seem relevant;
  - c. that you choose the response that is closest to the way you feel even if it doesn't exactly fit your opinion.
4. Spontaneity is important. Do not linger over any individual statement. Your first reaction is probably the best.
5. Questionnaire must be completed in sequence. Complete each item before proceeding to the next. **DO NOT SKIP ANY ITEM.**

DO NOT WRITE IN  
THIS COLUMN

			/
1	2	3	4

CHECK A RESPONSE FOR EVERY STATEMENT IN THIS QUESTIONNAIRE

1. I am currently in the:

☐

5

☐

CS-1410 series

☐

Other professional series

2. I currently work in a:

☐

6

☐

Post Library

☐

School/Academic Library

☐

Technical Library

☐

Other

3. I am currently working or have previously worked at an activity/  
installation where there is more than one Army or DOD agency library  
located on the activity/installation. (*Do not count branches*)

☐

7

☐

Yes

☐

No

4. I have been employed in the Army Library Program (does not have  
to be consecutive years of employment) for:

☐

8

☐

Less than a year

☐

1 to 5 years

☐

6 to 10 years

☐

11 or more years

☐

DO NOT WRITE IN  
THIS COLUMN

☐  
9

5. The cost of automation is too high for the average library to bear itself.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
10

6. Library costs are rising so rapidly that some type of cooperation/networking is essential.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
11

7. There is little that can be done to bring "non-users" into the library, and we should concentrate on improving services for present library users.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
12

8. I see technology as an extension of myself that will enable me to work more efficiently.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
13

9. A cooperative system could provide many products and services that we cannot provide locally.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
14

10. The present Army procurement system is adequate for handling this library's materials purchasing requirements.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐

15

11. I went into librarianship to work with books, not machines.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐

16

12. Any type of cooperative/network center should have advisory boards representing all types of libraries.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐

17

13. We have good cooperation and communication among libraries at this activity/installation.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐

18

14. The majority of library users will derive significant benefits from advances in technology.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐

19

15. With the introduction of new technology, this library would require an increase in the technician and clerical support staff; not in professional staffing.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐

20

16. Only those with technological expertise should be making decisions about technological needs of the library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

17. Technological developments in libraries (such as computerized searches) would primarily benefit special interest groups and privileged classes of users.

☐

21

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

18. Cataloging standards are a necessity with so many libraries combining and exchanging materials.

☐

22

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

19. Details in the cataloging record chiefly keep catalogers busy rather than serving the patron.

☐

23

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

20. A cooperative/network center is an unnecessary, extra layer of bureaucracy, and will make interrelationships in the field of librarianship impersonal.

☐

24

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

21. Final authority for materials selection must always rest with the local library.

☐

25

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

22. Unifying libraries at this installation would reduce the size of the staff and collection. I don't want that.

☐

26

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

23. One big problem with this library is that the people immediately responsible for the library in the chain of command really don't have an interest in library or information service, so the library will never develop and meet the needs of this community.

☐  
27

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

24. It's not surprising that librarians are uneasy about whether technology will help or hurt the profession. Even the experts can't make up their minds.

☐  
28

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

25. In the future the professional librarian will need to be highly specialized to perform a specific aspect of work.

☐  
29

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

26. Librarians in the future will have to be a "different breed of cat."

☐  
30

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

27. I would rather this library had several new reference librarians than access to an on-line computer system.

☐  
31

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

28. Blanket purchase agreements and deposit accounts greatly simplify and accelerate the procurement process.

☐  
32

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

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33

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56

☐

57

29. Check the words that generally apply when you think of technology and its impact on libraries. Check as many as you think apply.

☐ Enjoyable

☐ Dehumanizing

☐ Degrading

☐ Fantastic

☐ Futuristic

☐ Efficient

☐ Distracting

☐ Necessary

☐ Expensive

☐ Inevitable

☐ Rigid

☐ Uncomfortable

☐ Flexible

☐ Manageable

☐ Mysterious

☐ Simple

☐ Exciting

☐ Depressing

☐ Reassuring

☐ Limiting

☐ Powerful

☐ Alienating

☐ Potent

☐ Interfering

☐ Durable

DO NOT WRITE IN  
THIS COLUMN

30. If past experience is any indication this library can expect that funds approved for the purchase of library materials at the beginning of the fiscal year will probably be reduced during the course of the year.

☐  
58

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

31. There are many things that I would like to see changed in the way this library is run.

☐  
59

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

32. Our circulation system is adequate for our needs and provides good materials control, but I wish it required less man hours.

☐  
60

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

33. There are just too many regulations and "red tape" within the Army structure for any type of cooperative effort among different types of TRADOC libraries to ever "get off the ground."

☐  
61

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

34. If I intend to continue to perform effectively as a librarian I will have to become more technologically oriented.

☐  
62

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

35. Frankly, I would still prefer finding materials through use of the card catalog, rather than through mechanized devices.

☐  
63

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree



DO NOT WRITE IN  
THIS COLUMN

36. Unifying all library systems at this installation/activity under a single administrative structure would probably be in the best interest of the Army, be more cost effective, and serve the total community more effectively.

☐

64

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

37. At this activity/installation, the library budget is usually one of the first to get cut.

☐

65

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

38. If we had timely knowledge of the purchasing actions of other libraries we would probably modify some of our acquisitions.

☐

66

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

39. Central depositories for some materials, such as serials and documents are impractical for this library.

☐

67

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

40. A cooperative/network center is necessary to insure quality control in any type of network activity.

☐

68

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

41. What is needed in this command is a procurement system for library materials which will eliminate the biggest bottleneck in the procurement cycle--the local procurement office.

☐

69

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐  
70

42. Large resource (reference) centers are a thing of the past. Important but infrequently used materials should be held where the use is most likely to occur (i.e. aviation materials at the Aviation School Library). What is needed is the development of good, command-wide access tools which will quickly tell people where such materials are located so they may be easily borrowed (accessed).

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
71

43. This library is well placed in the organizational structure of this activity/installation.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
72

44. Use of technology in libraries will become so complicated that the patron will require constant assistance from a professional in order to use the library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
73

45. There is little need for publicity in a technical or school/academic library because the library has a "captive audience."

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
74

46. Procurement is one of our biggest headaches.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
75

47. Since this library is independent of other TRADOC libraries, I do not see the need for strict cataloging standards.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐  
76

48. A major problem with technology is that when it breaks down it disrupts activity, causes confusion, and would add to my workload.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
77

49. As many routine functions as possible should be standardized for all type libraries in this command.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
78

50. New technology will require no changes in the present number of staff for this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
79

51. It's difficult to get other libraries at this activity/installation interested in participating in cooperative programs and initiatives undertaken by this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
80

52. If TRADOC library/information resources were more accessible, this library could answer an even higher percentage of our reference questions than we do now.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐ ☐ ☐ ☒  
1 2 3 4

☐  
5

53. This library has relatively few problems, and I cannot see a tremendous advantage to network participation.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

54. With the introduction of any new technology, this library would require an increase in professional staff; not in technician and/or clerical staff.

☐  
6

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

55. Although generally discouraged, standing orders (approvals) would be a very useful method of procurement.

☐  
7

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

56. I general, I like working where I do.

☐  
8

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

57. Generally, the staff hears about new activities going on in this library through rumors.

☐  
9

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

58. In this library decisions are made at the top without consulting the people who are going to do the work.

☐  
10

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

59. Any type of centralized procurement activity will infringe on the materials selection policies of this library.

☐  
11

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

60. The technological needs of librarians are best determined by librarians; not by "computer type" people.

☐  
12

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

61. Technology that will really change librarianship is far in the future, certainly not in this century.

☐  
13

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

62. Use of more sophisticated technology in public service areas will "entice" many current "non-users" into the library.

☐  
14

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

63. At this activity/installation, library positions are some of the first to get cut.

☐  
15

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

64. I feel that most librarians are not ready to accept a significant amount of technological advances in their own libraries.

☐  
16

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

65. The number of interlibrary loans will increase in a cooperative/network system and create a real burden on the library staff.

☐  
17

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

66. The local procurement office is just not responsive to the special requirements of the library.

☐  
18

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

67. Technicians at this library will find it difficult to understand and use the mechanized equipment required by automation.

☐  
19

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

68. I worry that one day technology will reduce the number of staff in this library.

☐  
20

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

69. Network center personnel tend to meddle in local library operations which are not their concern.

☐  
21

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

70. Most professionals, including me, will need new training in order to be adequately prepared for changes brought about by automation.

☐  
22

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

71. With increased use of technology in this library, more effort should be devoted to expanding programs and hours of service.

☐  
23

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

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72. For the preceding year, estimate the percentage of time spent performing the duties listed below. If you have not worked in your current position for a year, determine the percentages based on the time you have been in your current position. (Total must equal 100%. If you did not perform duties in a particular area, leave that space blank.)

\_\_\_\_\_ % Administrative Activities (includes budgeting, preparation of reports, staff scheduling, general program development/execution, etc.)

\_\_\_\_\_ % Reference/Research/Reader Services Activities

\_\_\_\_\_ % Acquisitions/Procurement Activities

\_\_\_\_\_ % Collection Development Activities (includes selection of materials, collection analysis, etc.)

\_\_\_\_\_ % Training of Subordinates (includes time spent providing on-the-job training, initial in-take training, etc.)

\_\_\_\_\_ % Circulation Activities

\_\_\_\_\_ % Interlibrary Loan Activities

\_\_\_\_\_ % Serials Control Activities

\_\_\_\_\_ % Cataloging Activities

\_\_\_\_\_ % Special Programming/Publicity/Public Relations Activities

\_\_\_\_\_ % Attending Meetings and Classes

\_\_\_\_\_ % Management of Classified Documents Collections (includes logging-in, down-grading, destruction, and compliance with other security procedures)

\_\_\_\_\_ % Clerical Duties (includes those activities such as routine typing, filing, answering telephones and similar clerical activities which you must perform because you lack necessary clerical/paraprofessional support personnel)

\_\_\_\_\_ % Other Duties Not Listed (includes systems development activities, time devoted to duties as officer of professional organization, special assignments, etc.)

\_\_\_\_\_ 100 % TOTAL

DO NOT WRITE IN  
THIS COLUMN

☐ 52  
☐ 53  
☐ 54  
☐ 55  
☐ 56  
☐ 57  
☐ 58  
☐ 59  
☐ 60

73. Given the fiscal, manpower, resource, and time constraints on initial network development, rank the functional areas listed below according to what you perceive as high priority (1), second highest priority (2), to the lowest priority. These priorities should be based on what you perceive the network could do to enhance your library's current operations.

<u>RANK</u>	<u>FUNCTIONAL AREA</u>
_____	Cataloging/Technical Processing
_____	Circulation/Interlibrary Loan
_____	Acquisitions/Procurement
_____	Reference/Reader Services
_____	Administration
_____	Serials Control
_____	Other (Specify): _____
_____	_____
_____	_____

COMMENTS: (Continue on back page, if necessary)



# TRALINET OPINION SURVEY

## PREFACE

The technological age is upon us; for many of us "future shock" is present reality. There have been studies in the past on the effect of technology on library service ("library studies") and the effect of technology on the public ("user studies").

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  - b. that you respond to every item even if some items don't seem relevant;
  - c. that you choose the response that is closest to the way you feel even if it doesn't exactly fit your opinion.
4. Spontaneity is important. Do not linger over any individual statement. Your first reaction is probably the best.
5. Questionnaire must be completed in sequence. Complete each item before proceeding to the next. DO NOT SKIP ANY ITEM.

DO NOT WRITE IN  
THIS COLUMN

			/
1	2	3	4

CHECK A RESPONSE FOR EVERY STATEMENT IN THIS QUESTIONNAIRE

1. I am currently in the:

☐  
5☐  
1

GS-1411 series (Library Technician)

☐  
2

Other clerical or paraprofessional series

2. I currently work in a:

☐  
6☐  
1

Post Library

☐  
2

School/Academic Library

☐  
3

Technical Library

☐  
4

Other

3. I am currently working or have previously worked at an activity/  
installation where there is more than one Army or DOD agency library  
located on the activity/installation. (Do not count branches)

☐  
7☐  
1

Yes

☐  
2

No

4. I have been employed in the Army Library Program (does not have  
to be consecutive years of employment) for:

☐  
3☐  
1

Less than a year

☐  
2

1 to 5 years

☐  
3

6 to 10 years

☐  
4

11 or more years

DO NOT WRITE IN  
THIS COLUMN

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35 36

5. For the preceding year, estimate the percentage of time spent performing the duties listed below. If you have not worked in your current position for a year, determine the percentages based on the time you have been in your current position. (Total must equal 100%. If you did not perform duties in a particular area, leave that space blank.)

\_\_\_\_ % Administrative Activities (includes activities such as budgeting, preparation of reports, general program development/execution which you must perform because this library system lacks necessary professional (librarian) personnel)

\_\_\_\_ % Reference/Research/Reader Services Activities

\_\_\_\_ % Acquisitions/Procurement Activities (includes typing of requisitions, searching order files, maintaining voucher files and records, etc.)

\_\_\_\_ % Collection Development Activities (includes selection of materials, collection analysis, weeding, etc.)

\_\_\_\_ % Training of Subordinates (includes time spent providing on-the-job training, initial in-take training, etc.)

\_\_\_\_ % Circulation Activities (includes shelving, shelf reading, preparation of overdues, maintenance of vertical files, maintenance of reserve system, etc.)

\_\_\_\_ % Interlibrary Loan Activities (includes typing of ILL request, preparing items requested on ILL for shipment, maintaining ILL files, etc.)

\_\_\_\_ % Serials Activities (includes periodical check-in, preparation of back issues for bindery, etc.)

\_\_\_\_ % Cataloging Activities (includes preliminary/basic cataloging; typing of catalog cards, slip labels, book cards and pockets; filing of cards, etc.)

\_\_\_\_ % Special Programming/Publicity/Public Relations Activities

\_\_\_\_ % Attending Meetings and Classes

\_\_\_\_ % Management of Classified Documents Collections (includes logging-in, down-grading, destruction, and compliance with other security procedures)

\_\_\_\_ % Clerical Duties (includes activities such as general typing not mentioned elsewhere, i.e. general correspondence; office files maintenance; mail and distribution tasks; etc.)

\_\_\_\_ % Other Duties Not Listed

100 %

DO NOT WRITE IN  
THIS COLUMN

CHECK A RESPONSE FOR EVERY STATEMENT WHICH FOLLOWS. DO NOT SKIP.

6. My on-the-job training is adequate for my needs.

☐  
37

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

7. I think that the majority of the library staff would welcome technological advances in this library.

☐  
38

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

8. We need a larger proportion of library technician/clerical support staff in this library.

☐  
39

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

9. A good deal of training and practice is required before becoming proficient at my assigned job.

☐  
40

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

10. I would like to work with the public more than I do now.

☐  
41

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

11. I would welcome technological advances in this library if they would reduce some of the repetitive tasks I must perform.

☐  
42

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

12. I see very little difference between the tasks I perform and those performed by librarians.

☐  
43

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

13. It seems that there is good cooperation and communication among libraries at this activity/installation.

☐  
44

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

14. I'm anxious to learn more about computers and how they operate.

☐  
45

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

15. My supervisors never listen to my ideas about improving my job.

☐  
46

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

16. It seems to me there must be more efficient methods for performing certain library functions, such as circulation, cataloging materials, etc.

☐  
47

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

17. Library technicians/clerical support staff should be sent to more classes and meetings that would help them in performing their jobs.

☐  
48

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐  
49

18. I have never really been trained to work with the public, and assisting library patrons makes me feel uncomfortable.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
50

19. I believe I was very well trained to do the kind of work that I'm expected to do in my job.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
51

20. I enjoy working in this library and would not want to make any significant changes in my job.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
52

21. I might lose my job because of computers and do not welcome automation into this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
53

22. We need a larger proportion of librarians in this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
54

23. The majority of library users will derive significant benefits from advances in technology.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐ 55  
☐ 56  
☐ 57  
☐ 58  
☐ 59  
☐ 60  
☐ 61  
☐ 62  
☐ 63  
☐ 64  
☐ 65  
☐ 66  
☐ 67  
☐ 68  
☐ 69  
☐ 70  
☐ 71  
☐ 72  
☐ 73  
☐ 74  
☐ 75  
☐ 76  
☐ 77  
☐ 78  
☐ 79

24. Check the words that generally apply when you think of technology and its impact on libraries. Check as many as you think apply.

- ☐ Enjoyable
- ☐ Dehumanizing
- ☐ Degrading
- ☐ Fantastic
- ☐ Futuristic
- ☐ Efficient
- ☐ Distracting
- ☐ Necessary
- ☐ Expensive
- ☐ Inevitable
- ☐ Rigid
- ☐ Uncomfortable
- ☐ Flexible
- ☐ Manageable
- ☐ Mysterious
- ☐ Simple
- ☐ Exciting
- ☐ Depressing
- ☐ Reassuring
- ☐ Limiting
- ☐ Powerful
- ☐ Alienating
- ☐ Potent
- ☐ Interfering
- ☐ Durable



DO NOT WRITE IN  
THIS COLUMN

☐  
80

☐ ☐ ☐ ☒ 2  
1 2 3 4

☐  
5

25. In the future library technicians and clerical support staffs in libraries will need to be more specialized to perform specific aspects of their work, i.e. computer terminal operations, etc.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

26. There are many library tasks (i.e. difficult reference questions, original cataloging, book selection, etc.) that require the expertise of a professional librarian.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

27. My job is boring. I wish I were given more challenging assignments.

☐  
6

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

28. If I received training in handling the mechanized equipment which comes with advanced technology, I think I would feel comfortable with the equipment.

☐  
7

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

29. Generally, the staff hears about new activities going on in this library through rumors.

☐  
8

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

30. There are many things that I would like to see changed in the way this library is run.

☐  
9

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐  
10

31. Technological developments in libraries (such as computerized searches) would primarily benefit special interest groups and privileged classes of users.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
11

32. It seems that librarians spend much of their time on tasks that I know how to do, or could easily be trained to do.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
12

33. I would welcome technological advances, such as computers, in this library if it would make my job more interesting.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
13

34. I think that the majority of the library staff fears technological advances in this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
14

35. I do not require further training to do my job well. It would be a waste of time for me to attend classes or other training activities.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
15

36. I see more efficient ways of doing my job.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

DO NOT WRITE IN  
THIS COLUMN

☐  
16

37. In this library decisions are made at the top without consulting the people who are going to do the work.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
17

38. If I intend to continue to perform effectively as a library technician or clerical support staff in a library, I will have to become more technologically oriented.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
18

39. Frankly, machines, such as a computer terminal, and I would probably never get along. I really don't look forward to automation in this library.

1	2	3	4	5
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

☐  
19

40. When I think about operations in this library being automated (such as an automated circulation system, or a cataloging/technical processing system, etc.) my reaction is best stated as:

☐  
20

☐ This is very exciting; working in this library will probably be more interesting.

☐  
21

☐ I really don't know how automation will affect me.

☐ I will probably lose my job.

COMMENTS: (Continue on back page, if necessary)

**APPENDIX B: TRALINET Systems Center Memorandum of Understanding (MOU)**

MEMORANDUM OF UNDERSTANDING

BETWEEN

Commander  
US Army Training Support  
Center (USATSC)  
Fort Eustis, VA 23604

Adjutant General  
US Army Training and  
Doctrine Command (TRADOC)  
Fort Monroe, VA 23651

Supply Activity

Receiving Activity

SECTION I - GENERAL

1. PURPOSE: This Memorandum of Understanding (MOU) identifies the extent of support provided by USATSC for the Adjutant General, HQ TRADOC, with respect to the TRADOC Library and Information Network (TRALINET) function, to include the TRALINET Systems Center.
2. SCOPE: No changes will be made to this MOU without the mutual agreement of both activities. Annual review of this MOU will be conducted 60 days prior to the anniversary date.
3. TRALINET SYSTEMS CENTER MISSION: The TRALINET Systems Center is responsible for the development, testing, and implementation of the necessary ADP systems, data bases, data base interfaces, procedures, and policies to integrate TRADOC libraries into a command-wide, full-service library/information network. The TRALINET Systems Center will be physically located at Fort Monroe, VA, under the operational control of the Adjutant General, TRADOC.

SECTION II - RESPONSIBILITIES

1. SUPPLY ACTIVITY: The USATSC will--
  - a. Provide the following administrative support: Process TDY orders to include delivery to TRALINET through the normal TRADOC daily courier run. All other deliveries and pickups will be the responsibility of TRALINET.
  - b. Provide the following logistical support: Procurement and contract services for mission support. Where possible, specific assistance will be handled through Fort Monroe procurement and supply activities.
  - c. Provide the following support:

(1) Process changes to the Table of Distribution and Allowances (TDA) for TRALINET personnel and equipment changes.

(2) Process civilian training requests; time and attendance reports; overtime, compensatory time, and holiday pay reports; and requests for civilian personnel action (SF 52).

(3) Submit required program and budget reporting data to higher headquarters and Fort Eustis. A copy of all reporting data will be furnished to TRALINET for their activity. ATSC will report the TRALINET Account as a matter of special interest on the ATRM-2 Report and identify resources on the Installation Contract.

(4) Provide certification of funds.

2. RECEIVING AUTHORITY:

a. TRALINET will comply with ATSC procedures and provide necessary reports and feeder information relating to TRALINET budget, personnel and equipment. TRALINET will not reimburse USATSC for service furnished under the MOU.


b. The TRADOC Adjutant General will be the authorizing official for the expenditure of TRALINET funds and/or requests for equipment and supplies.

c. DTAMIS, HQ TRADOC, will provide required ADP support for TRALINET.

d. TRALINET graphic aids and printing support will be provided through the facilities at Fort Monroe.


e. The Adjutant General, TRADOC, will be the approving authority for all reprogramming action into or out of the TRALINET Account.

APPROVED:

  
ROBERT C. FORMAN  
Brigadier General, USA  
Commanding

JUN 29 1979

(DATE)

  
R. N. WAGGONER  
Colonel, AGC  
Adjutant General

22 JUN 79

(DATE)

APPENDIX C: TRALINET Development and Implementation Schedule

# TRALINET Development & Implementation Schedule

TASKS	FY 79				FY 80				FY 81				FY 82																						
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																			
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
<b>Administration</b>																																			
A	OBTAIN PROGRAM APPROVAL BY TRADOC ICG AND COMS																																		
B	COMPLETE TASKING DIRECTIVE/TDO BETWEEN HQ TRADOC AND TRAINING SUPPORT CENTER, FT EUSTIS																																		
C	ESTABLISH/STAFF TRALINET OFFICE AT HQ TRADOC, INCLUDING PHYSICAL UPGRADE OF FACILITY																																		
D	CONDUCT TRALINET PROGRAM BRIEFINGS FOR INSTALLATION/INTEGRATING CENTER COMMANDERS AND SCHOOL COMMANDANTS																																		
E	WRITE/STAFF TRADOC LIBRARY PROGRAM REGULATIONS; TRALINET CIRCULAR																																		
F	ESTABLISH BUDGET GUIDANCE FOR INSTALLATION AND NETWORK OFFICE LEVELS																																		
G	IMPLEMENT INSTALLATION MODEL/PHASE I: CONSOLIDATION OF MULTIPLE TECHNICAL PROCESSING UNITS PER INSTALLATION																																		
H	IMPLEMENT INSTALLATION MODEL/PHASE II: CONSOLIDATION OF MULTIPLE LIBRARY ADMINISTRATIVE STRUCTURES PER INSTALLATION																																		
I	DESIGNATE PRIMARY AND SECONDARY NETWORKING CENTERS/TEST SITES AT INSTALLATION/INTEGRATING CENTER LEVEL																																		
J	CONDUCT ANNUAL TRALINET ADVISORY BOARD WORKSHOP																																		
K	CONDUCT IN PROGRESS REVIEWS (IPRS) OF PROGRAM																																		
L	PUBLISH QUARTERLY/ANNUAL TRALINET REPORT/TECH NOTES																																		
<b>Technical Services</b>																																			
<b>Shared Cataloging</b>																																			
M	EXTEND OLC MACHINE-READABLE CATALOGING SERVICES FOR MONOGRAPH, SERIAL, AV, MAP, MUSIC, MANUSCRIPT LIBRARY MATERIALS IN "REMOTE" MODE TO ALL TRADOC LIBRARIES THROUGH CENTRAL CATALOGING CENTER CONCEPT																																		
N	UPGRADE ORIGINAL "REMOTE" MODEL TO ON-LINE TRANSFER OF CATALOGING DATA STILL USING CENTRAL CATALOGING CENTER CONCEPT																																		
O	OBTAIN CLASS C SYSTEM APPROVAL FOR PROCESSING OLC/MAP CATALOGING TAPES/PERFORM SYSTEMS ANALYSIS AND PROGRAMMING EFFORT FOR BATCH PROCESSING MODE																																		
P	BEGIN MAINTENANCE/UPGRADE OF TRALINET MONOGRAPHIC DATA BASE IN INTERACTIVE ON-LINE MODE																																		
Q	BEGIN DISTRIBUTION OF OLC/MAP TAPE PRODUCTS (I.E. ACCESSIONS/UNION LISTS, CON CATALOGS) TO INSTALLATION SITES AS REQUIRED																																		
R	PERFORM STAFF STUDY FOR CONTRACTING OUT CATALOGING SERVICES																																		
<b>Acquisitions/Procurement</b>																																			
S	ESTABLISH/TEST/EVALUATE AT INSTALLATION LEVEL 3-5 WORKING ACQUISITION/PROCUREMENT MODELS (TO INCLUDE TECHNIQUES SUCH AS DIRECT CONTRACTS, CONTRACTING FOR COMPLETE PROCUREMENT SERVICE, INCORPORATION OF AUTOMATED ACCOUNTING PACKAGES, CENTRAL "BUYS")																																		
T	EXTEND FINALIZED ACQUISITION/PROCUREMENT MODEL TO ALL TRADOC LIBRARIES																																		
U	BEGIN MAINTENANCE/MERGING OF TRALINET ACQUISITIONS DATA BASE WITH TRALINET MONOGRAPHIC DATA BASE																																		
<b>Circulation/Inventory Control</b>																																			
V	PERFORM MANUAL INVENTORY OF TRADOC SERIALS AND HOLDINGS AND PUBLISH FIRST EDITION OF TRADOC LIBRARY PERIODICALS UNION LIST (LIPULS)																																		
W	CONVERT SERIALS DATA INTO MACHINE-READABLE INTERACTIVE DATA BASE AND BEGIN MAINTENANCE OF TRALINET SERIALS DATA BASE																																		
X	BEGIN DISTRIBUTION OF LIPULS-GENERATED PRODUCTS TO INSTALLATIONS (I.E. UNION LISTS, CON FICHE)																																		



[illegible]

## TRALINET Development & Implementation Schedule

[illegible]

[illegible]

APPENDIX D: Network Membership

TRADOC INSTALLATION	TYPE LIBRARY	OCLC CODE	ADDRESS	CLASSIFICATION SYSTEM
ABERDEEN PROVING GROUND	School	TRX	US Army Ordnance Center & School Library/Learning Center Building 3071 Aberdeen Proving Ground, MD 21005	Dewey
	School	TRB	US Army Engineer School Library & Learning Resources Center Thayer Hall, Building 270 Fort Belvoir, VA 22060	Dewey
BENJAMIN HARRISON	Morale Support	BEL	Van Noy Library Building 1024 Fort Belvoir, VA 22060	Dewey
	System	TRH	Main Library Fort Benjamin Harrison Library System Building 400, Room 205 Fort Benjamin Harrison, IN 45216	Dewey
BENNING	School	TRG	US Army Infantry School Library Building 4, Infantry Hall Fort Benning GA 31905	LC
	Morale Support		US Army Infantry Center & Fort Benning Post Library Building 93 Fort Benning, GA 31905	Dewey
BLISS	School	TBT	US Army Air Defense School Library P.O. Box 5040 Fort Bliss, TX 79916	LC

TRADOC INSTALLATION	TYPE LIBRARY	OCILC CODE	ADDRESS	CLASSIFICATION SYSTEM
	School		US Army Sergeants Major Academy Learning Resources Center Room 92, Building 2B Fort Bliss, TX 79916	LC
	Morale Support		US Army Air Defense Center & Fort Bliss Center Library Building 21 Fort Bliss, TX 79916	Dewey
BRAGG	School	TRA	US Army Institute for Military Assistance Marquat Memorial Library Room 140, JFK Hall Fort Bragg, NC 28307	Dewey
DEVENS	School	TSD	US Army Intelligence School Library/Learning Center ATTN: ATSIIE-DT-L Fort Devens, MA 01433	LC
DIX	Morale Support	TRD	US Army Training Center & Fort Dix Post Library Building 6501 Fort Dix, NJ 08640	Dewey
EUSTIS	School	TRE	US Army Transportation School Technical Information and Research Center USATSCH Building 705 Fort Eustis, VA 23604	LC

TRADOC INSTALLATION	TYPE LIBRARY	OCIC CODE	ADDRESS	CLASSIFICATION SYSTEM
GORDON	Morale Support		Groninger Library Building 1313 Fort Eustis, VA 23604	Dewey
	School	TSG	Conrad Technical Library US Army Signal School Building 29807 Fort Gordon, GA 30905	LC
	Morale Support		Woodworth Library Building 33500 Fort Gordon, GA 30905	Dewey
HAMILTON	Morale Support		Recreation Services Post Library Fort Hamilton, NY 11252	Dewey
HOOD	Technical	TRU	Technical Information Center HQ TRADOC Combined Arms Test Activity (TCATA) Fort Hood, TX 76544	LC
HUACHUCA	School	TRZ	US Army Intelligence Center & School Library Building 840005/6 Fort Huachuca, AZ 85613	LC
	Morale Support	TRJ	US Army Training Center & Fort Jackson Post Library Building 4679 Fort Jackson, SC 29207	Dewey

TRADOC INSTALLATION	TYPE LIBRARY	OCLC CODE	ADDRESS	CLASSIFICATION SYSTEM
KNOX	School	TRK	US Army Armor School Library Building 2369, Gaffey Hall Fort Knox, KY 40121	Dewey
	Morale Support		US Army Armor Center & Fort Knox Post Library 400 Quartermaster Street Fort Knox, KY 40121	Dewey
	School	TAC	Combined Arms Research Library US Army Command & General Staff College Bell Hall Fort Leavenworth, KS 66027	Dewey
LEAVENWORTH	Morale Support		US Army Combined Arms Center & Fort Leavenworth Post Library Fort Leavenworth, KS 66027	Dewey
	Technical	TRV	US Army Logistics Center Library Building 10500 Fort Lee, VA 23801	LC
	School		US Army Logistics Library Building P-12500 Logistics Circle, Room 267 Fort Lee, VA 23801	LC
LEE	Morale Support		US Army Quartermaster Center & Fort Lee Post Library Building P-9023 Fort Lee, VA 23801	Dewey



TRADOC INSTALLATION	TYPE LIBRARY	OCLC CODE	ADDRESS	CLASSIFICATION SYSTEM
LEONARD WOOD	Morale Support	TRM	US Army Training Center & Fort Leonard Wood Main Post Library Building 837 Fort Leonard Wood, MO 65473	Dewey
MCLELLAN	School	TRP	US Army Military Police School Library Fort McClellan, AL 36205	Dewey
	Morale Support		US Army Training Center & Fort McClellan Abrams Library Building 2102 Fort McClellan, AL 36205	Dewey
MONMOUTH	School	TSN	US Army Chaplain Center & School Library Myer Hall Fort Monmouth, NJ 07703	LC
MONROE	Morale Support	TRM	Post Library Building 7 Fort Monroe, VA 23651	Dewey
	Technical		HQ TRADOC Technical Library Building 133 Fort Monroe, VA 23651	LC
	Network		TRALINET System Center ATPL-AGO Building 117, Room 8 Fort Monroe, VA 23651	

TRADOC INSTALLATION	TYPE LIBRARY	OCLC CODE	ADDRESS	CLASSIFICATION SYSTEM
ORD	Technical	TRQ	US Army Combat Developments Experimental Command Box 22 (CDEC) Fort Ord, CA 93941	Dewey
	School		US Army Organizational Effectiveness Training Center and School Library Bldg. 2824 Fort Ord, CA 93941	
	School	TS2	Defense Language Institute Learning Resources Center Building 618 Presidio of Monterey, CA 93940	Dewey
PRESIDIO				
REDSTONE ARSENAL	School	TSR	US Army Missile & Munitions Center & School Technical Library ATTN: ATSR-TD-PD-TL Building 3323 Redstone Arsenal, AL 35809	Dewey
	School	TRN	US Army Aviation Training Library P.O. Drawer O Fort Rucker, AL 36362	LC
RUCKER	Morale Support		Center Library Building 212 Fort Rucker, AL 36362	Dewey
WILL	School	TRO	US Army Field Artillery School Morris Swett Library Snow Hall Fort Sill, OK 73503	LC

TRADCC INSTALLATION	TYPE	LIBRARY	OCIC CODE	ADDRESS	CLASSIFICATION SYSTEM
STORY	Morale Support			Nye Library 1640 Randolph Road Fort Sill, OK 73503	Dewey
WHITE SANDS	Morale Support		TSS	Post Library Fort Story, VA 23459	Dewey
	Technical		TRY	US Army TRADOC Systems Analysis Activity Technical Library (TRASANA) ATTN: ATAA-SL Building 1401 White Sands Missile Range, NM 88002	LC

APPENDIX E: Other Administrative Activities

## TRALINET System Center

### Personnel Changes

#### Additions:

Knight, L., Shared Cataloging Librarian, Apr 79  
Parke, Coleen, Library Technician, May 79  
Reynard, Karen, Library Technician, May 79  
Smith, Sandra, Acquisitions Librarian, Sep 79  
Stolley, JoAn, Systems Librarian, Apr 79

#### Terminations:

None

### Major Articles Concerning TRALINET

1. "TRALINET/the Quiet Revolution", Army Administrator, January/February 1979.
2. "Network Links Army Libraries", American Libraries, April 1979.

### Users' Workshops

TRALINET Shared Cataloging Workshop, Fort Monroe, VA	6-7 Nov 1978
TRALINET Shared Cataloging Workshop, Fort Monroe, VA	20-21 Mar 1979
TRADOC/TRALINET Workshop (held in conjunction with 1979 Army Library Institute, Alexandria, VA)	28 Sep 1979

### TRALINET Publications

TRALINET Technical Memorandum 2-78 (31 July 78)  
TRALINET Technical Memorandum 1-79 (8 Dec 78)  
TRALINET Shared Cataloging Project  
Technical Note No. 1 (23 July 79)

Financial Statement FY 79 In Brief

Assets

Services Budget	\$103,700
Manpower	5 spaces (excludes Planning, Librarian, Ft Leavenworth, KS)

Expenditures

Shared Cataloging

Ohio College Library Center Services	\$ 22,619
Related Services (printers/labels, etc)	1,953

Documents Module

Defense Documentation Center	\$ 4,923
Telecommunication Line charges	\$ 5,900
Related Services (training aids, etc.)	\$ 3,247

Reference Services Module

Data Base Services (Lockheed/BRS/admin fee)	\$ 6,100
Related Services (terminals/telecommunications, etc.)	\$ 2,198

Acquisition/Procurement

Material Purchases for Field	\$ 48,094
------------------------------	-----------

<u>Office Operations</u> (reference materials/terminal stations, etc.)	\$ 8,666
---	----------

Total: \$103,700

Equipment Acquisition

<u>Nomenclature</u>	<u>Quantity</u>	<u>Destination</u>	<u>Type Contract</u>
CCLC Model 105 Beehive CRT Terminal	4	TRALINET System Center	purchase
	1	CARL, Ft Leaven- worth, KS	purchase
GE Terminet printer/ Tape accessory	2	TRALINET Systems Center	lease
	1	CARL, Ft Leaven- worth, KS	lease
Sperry Univac Uniscope 200 CRT/Terminal 786 printer	5	Sill, OK Bliss, TX White Sands, NM Lee, VA Rucker, AL	lease lease lease lease lease
Texas Instrument 765 teleprinter terminal	5	Sill, OK White Sands, NM Lee, VA Rucker, AL Bragg, NC	lease lease lease lease lease

APPENDIX F: Shared Cataloging Work Sheet



# TRALINET SHARED CATALOGING WORK SHEET - MONOGRAPH

(CofS Decision Paper, 15 Nov 77, Subject: Resources Required to Support TRALINET Project Developmental Ac.)

AUTOMATIC STAMPS


Cataloger: \_\_\_\_\_ Date: \_\_\_\_\_ mo. / day / year  
 Autovon: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Extra Main Entry Cards Required  
 (circle) 1 2 3 4 5 6 7 8 9

TYPE ☐ \* BIB LVL: ☐ \* GOVT PUB: ☐ LANG: ☐ ☐ \* SOURCE: ☐ \* ILLUS: ☐  
 REPR: ☐ \* ENCLVL: ☐ \* CONF PUB: ☐ CTRY: ☐ ☐ DAT TP: ☐ \* M/F/B: ☐ ☐ ☐  
 INDX: ☐ MODREC: ☐ \* FESTSCH: ☐ CONT: ☐  
 DESC: ☐ \* INT LVL: ☐ \* DATES: ☐ ☐ ☐ ☐ ☐ ☐ ☐ \*

1 010 LC Card No. ☐ ☐ - ☐ ☐ ☐ ☐ ☐ ☐ 050 LC Call No  
 2 040 Cataloging Source 082 Dewey Call No  
 3 020 ISBN No. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ 086 Su Doc No.

Line	Field Tag	Indicator	Description
4	041	<input type="checkbox"/>	Languages, where work is multilanguage or Translation
5a	090		LC Call No. (Local)
5b	092		Dewey Call No. (Local) <span style="float: right;">Curser No.</span>
6	049		Input Stamp <div style="text-align: right;">C Vol Suppl.</div>
7	1 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	100 Personal Name, 110 Corporate Name, 111 Conference or Meeting, 130 Uniform Title
8	24 <input type="checkbox"/>	<input type="checkbox"/>	245 Title, 240 Uniform Title, 241 Romanized Title
9	250	<input type="checkbox"/>	Edition
10	260		Imprint
11	300		Collation
12	4 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Series, 400 Personal Name/Title Traced, 410 Corp Name/Title Traced, 411 Conf./Title Traced, 440 Title Traced, 490 Untraced or Traced Differently
13	5 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Notes, 500 General, 502 Dissertation, 503 Bib. History, 504 Bib. Note
14	590		Local Note
15	6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Subj. Headings, 600 Personal Name, 610 Corp. Name, 611 Conf., 630 Uniform Title, 650 Topic, 651 Geog., 690 Local Topic, 691 Local Geog.
16	7 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Added Entries, 700 Personal Name, 710 Corp. Name, 711 Conf., 730 Uniform Title, 740 Title Traced Differently
17	8 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Series Added Entry, 800 Personal Name/Title, 810 Corp. Name/Title, 811 Conf., 840 Title
18	910		Local Identifiers

For TRALINET Center Use Only		Work Sheet Received
<input type="checkbox"/> Cannot Locate. Please Provide Information in Lines		Work Sheet Processed
<input type="checkbox"/> Not in OCLC. Original Cataloging Required		Initials

DIRECTIONS FOR COMPLETING AND SUBMITTING TRALINET SHARED CATALOGING WORK SHEET  
\*\*\*\*\*

GENERAL: DATA PROVIDED ON THIS WORK SHEET WILL BE USED TO PRODUCE  
CATALOG CARDS AND LABELS FOR YOUR LIBRARY.

1. LEVEL ONE COMPLETE WORK SHEET AS FOLLOWS:

- a. CODES FOR HOLDING LIBRARIES AND AUTOMATIC STAMPS: (Upper left hand corner of work sheet)

Based on information provided in OCLC Card Profile, each TRADOC library has been assigned a four position alpha code for each holding library. Please enter your library holding code for the item being cataloged in the upper left hand corner under AUTOMATIC STAMPS.

EXAMPLE: TRXA - MAIN  
TRXB - TECHNICAL REPORTS  
TRXC - PAMPHLETS  
TRXD - REFERENCE

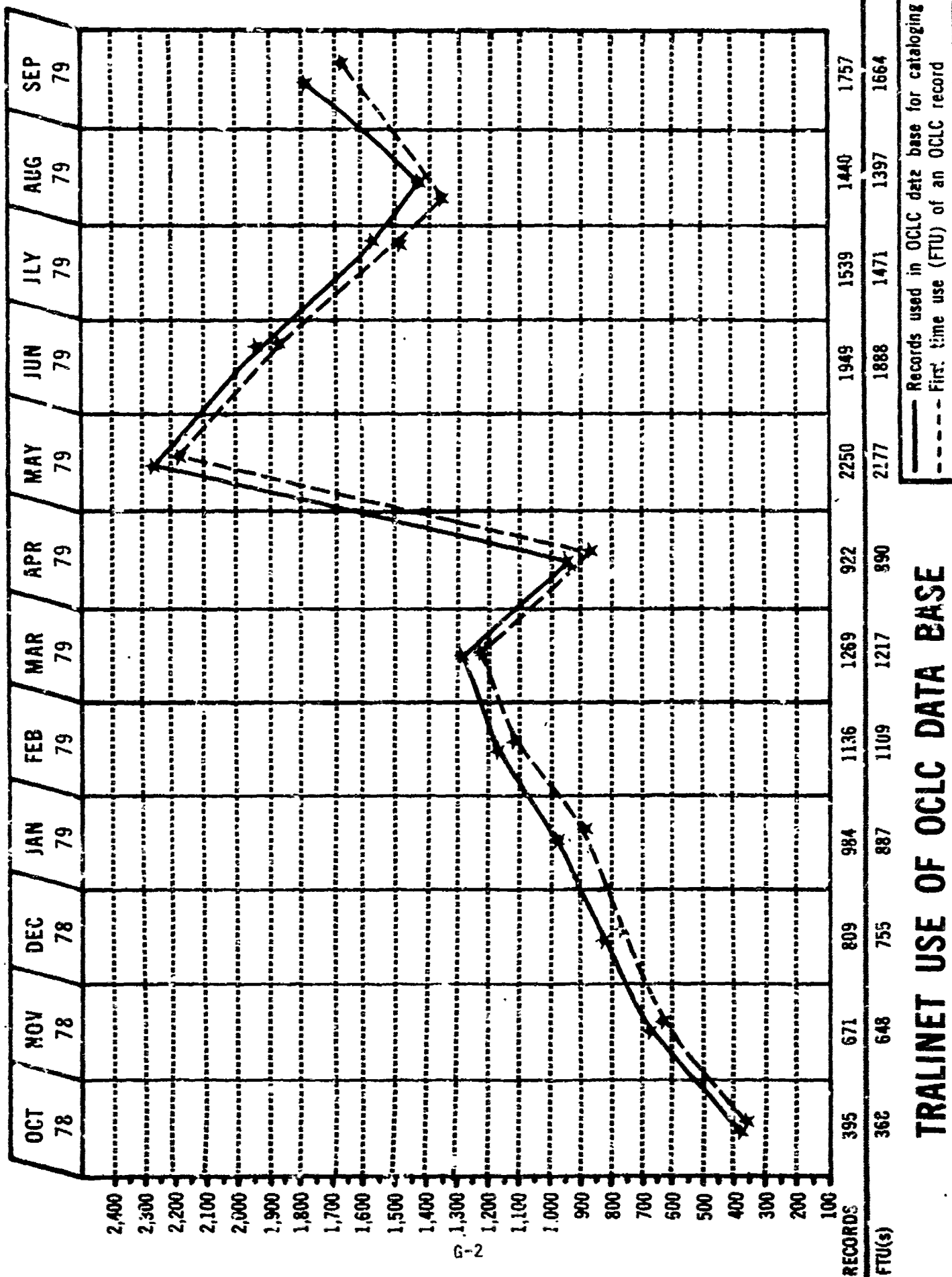
- b. COPYRIGHT DATE OR DATES OF ITEM BEING CATALOGED. (See DATES: in fixed field area of work sheet.)
- c. LC CARD NUMBER OR ISBN. Only one of these numbers is necessary. (See Line 1 Or 3 of work sheet)
- d. PERSONAL NAME, CORPORATE NAME, CONFERENCE OR MEETING. (See Line 7 of work sheet)
- e. TITLE. Please provide only first four words of title. Do not include initial articles. (See Line 8 of work sheet)
- f. EDITION STATEMENT. (See Line 9 of work sheet.)
- g. PUBLISHER. (See Line 10 of work sheet)
- h. PAGINATION. (See Line 11 of work sheet)
- i. FOR ADDITIONAL INPUT. (Notes, Added subject headings, Copy numbers, etc., catalogers may use any of the appropriate fields on the work sheet.) SAMPLES ARE INCLUDED IN THE TRALINET SHARED CATALOGING MANUAL.

2. LEVEL TWO ORIGINAL CATALOGING:

- a. If item submitted on work sheet is not in the OCLC data base, work sheet will be returned to participating library for full cataloging information. See TRALINET Cataloging manual for sample work sheets and instruction for original input.

3. SEND COMPLETED WORK SHEETS TO: HQ TRADOC  
ATAG-TRALINET  
BLDG 117 ROOM 8  
FORT MONROE, VIRGINIA 23651

APPENDIX G: Cataloging Statistics



MONTH: OCT FY79

REFERRER USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PHON. & UPDATES// BILLABLE RECLASS /

INST CODE	TOTAL VOTES	TOTAL PAGES	MILL- ABLE PAGES	% OF TOTAL PAGES	TOTAL UPDATES	TOTAL PAGES	FIRST- TIME UPDATES	% OF TOTAL PAGES	CATA- LOG PHON.	% OF TOTAL PAGES	FROM UP- DATE	% OF TOTAL PAGES	FROM UP- DATE
DEL	345	340	340	100.000%	1	0	0	.000%	0	.000%	0	.000%	0
TRA	30	28	28	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TAC	6	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRE	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRM	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRR	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRV	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TOTAL:	395	368	368		1	0	0		0		0		0

MONTH: NOV FY79

REFERRER USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PHON. & UPDATES// BILLABLE RECLASS /

INST CODE	TOTAL VOTES	TOTAL PAGES	MILL- ABLE PAGES	% OF TOTAL PAGES	TOTAL UPDATES	TOTAL PAGES	FIRST- TIME UPDATES	% OF TOTAL PAGES	CATA- LOG PHON.	% OF TOTAL PAGES	FROM UP- DATE	% OF TOTAL PAGES	FROM UP- DATE
DEL	332	312	312	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRA	56	55	55	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TAC	37	37	37	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRE	66	66	66	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRM	90	96	96	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRR	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0
TRV	82	82	82	100.000%	0	0	0	.000%	0	.000%	0	.000%	0
TOTAL:	671	648	648		0	0	0		0		0		0

MONTH: DEC FY79

REFCQUS USED FOR CATALOG PRODUCTION//MECHANS USED TO UPDATE HOLDINGS// IMPRIS CATALOG WARD. & UPDATES// BILLABLE RECLASS /

INVT CODE	TOTAL TITLES	TOTAL PTIUS	WILL- ABLE PTIUS	% OF TOTAL PTIUS	TOT L UPDATES	TOTAL PTIUS	FIRST- TIME UPDATES	% OF TOTAL PTIUS	CATA- LOG PRON.	% OF TOTAL PTIUS	FOR UP- DATE	% OF TOTAL PTIUS	FROM PRO- DU- CERS	FROM UP- DATE
BEL	324	300	300	100.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRA	75	74	74	100.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRC	202	198	196	98.990%	1	1	1	100.000%	2	1.010%	0	.000%	0	0
TRD	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRE	22	21	21	100.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRH	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRM	49	46	46	100.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRO	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRR	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRV	137	116	116	100.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TRW	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0
TAX	0	0	0	.000%	0	0	0	.000%	0	.000%	0	.000%	0	0

TOTAL: 809 755 753 1 1 1 2 0 0 0 0 0 0 0

RECEIVED FROM THE CATALOG PRODUCTION/METHODS USED TO UPDATE HOLDINGS//

	984	987	984	2	0	0	3	0	0
<b>TOTAL:</b>	984	987	984	2	0	0	3	0	0

MONTH: FEB FY 79

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT CATALOG PROD. P. UPDATES// BILLABLE RECLASS /

INSTR	TOTAL	TOTAL	BILL-	% OF	TOTAL	FIRST-	% OF	CATA-	% OF	FOR	% OF	TOTAL	FROM
CODE	TABLES	FTU'S	ABLE	FTU'S	UPDATES	TIME	TOTAL	LOG	FTU'S	UP-	TOTAL	RE-	UP-
			FTU'S			UPDATES	FUP'S	PROD.		DATE	FUP'S	CLASS	DATES
SEL	232	216	216	100.000%	0	0	0	0	0	0	0	0	0
YMA	104	103	102	99.029%	0	0	0	0	0	0	0	0	0
YRC	198	196	186	94.898%	10	0	0	0	0	0	0	0	0
YRD	0	0	0	0.000%	0	0	0	0	0	0	0	0	0
YRE	255	253	253	100.000%	0	0	0	0	0	0	0	0	0
YRM	0	0	0	0.000%	0	0	0	0	0	0	0	0	0
YRN	32	31	31	100.000%	0	0	0	0	0	0	0	0	0
YRO	0	0	0	0.000%	0	0	0	0	0	0	0	0	0
YRR	0	0	0	0.000%	0	0	0	0	0	0	0	0	0
YRY	315	310	310	100.000%	5	0	0	0	0	0	0	0	0
YRX	0	0	0	0.000%	0	0	0	0	0	0	0	0	0
TOTAL:	1136	1109	1098		18	0	0	11	0	0	0	0	0



MONTH: MAR FY 79

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PROD. % UPDATES// PILLABLE RECLASS /

INST CODE	TOTAL TITLES	TOTAL FPU'S	BILL- ABLE FPU'S	% OF TOTAL FPU'S	TOTAL UPDATES	TOTAL FPU'S	FIRST- TIME UPDATES	% OF TOTAL FPU'S	CATA- LOG PROD.	% OF TOTAL FPU'S	FOR UP- DATE	% OF TOTAL FPU'S	TOTAL RE- CLASS	FROM PRO- CESS	FROM UP- DATE
DEL	379	352	352	100.000%	679	0	0	-0.000%	0	-0.000%	0	-0.000%	0	0	9
TRA	115	103	102	99.029%	1	0	0	-0.000%	1	.971%	0	-0.000%	0	0	0
TRC	348	348	343	98.563%	73	57	57	100.000%	5	1.437%	0	-0.000%	0	0	0
TRD	0	0	0	.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRF	109	99	99	100.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRH	0	0	0	.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRM	54	54	54	100.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRN	0	0	0	.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRR	26	26	26	100.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRV	225	222	222	100.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRW	0	0	0	.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TRX	13	13	13	100.000%	0	0	0	.000%	0	.000%	0	-0.000%	0	0	0
TOTAL:	1269	1217	1211		753	57	57		6		0		0	0	0

MONTH: APR FY 79

RECORDS USED FOR CATALOG PRODUCTION//RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PRD. C. UPDATES// PILLABLE RECLASS /													
INCL	TOTAL	TOTAL	BILL-	% OF	TOTAL	FIRST-	% OF	CATA-	% OF	FOR	% OF	TOTAL	FROM
CICP	TITLES	FTU'S	ABLE	FTU'S	UPDATES	TIME	FTU'S	LOG	FTU'S	UP-	FTU'S	RF-PRJ-	UP-
										DATE		CLASS	DUCFS
													DATES
BEL	309	284	284	100.000%	484	3	3	100.000%	0	-0.00%	0	-0.00%	0
TRA	138	136	135	99.265%	0	0	0	-0.00%	1	-735%	0	-0.00%	0
TRB	0	0	0	-0.00%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRC	199	197	190	96.447%	35	21	21	100.000%	7	3.553%	0	-0.00%	0
TRD	0	0	0	-0.00%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRE	3	3	3	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRH	14	14	14	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRK	35	35	35	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRQ	30	28	28	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRR	39	39	39	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRY	95	94	94	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRU	0	0	0	-0.00%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRX	60	60	60	100.000%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0
TRY	0	0	0	-0.00%	0	0	0	-0.00%	0	-0.00%	0	-0.00%	0

TOTAL:	922	890	882	519	24	24	8	0	0	0	0	0	0
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MONTH: MAY FY 79

RECORDS USED FOR CATALOG PRODUCTION/P-CARDS USED TO UPDATE HOLDINGS// IMPUTE CATALOG PROD. 2 UPDATES// BILLABLE RECLASS /

INSTR CODE	TOTAL RECORDS	TOTAL FTU'S	APPL- FTU'S	1 OF TOTAL FTU'S	TOTAL UPDATES	FIRST- TIME UPDATES	% OF TOTAL FUP'S	CATA- LOG PROD.	% OF TOTAL FTU'S	FUP UP- DATE	% OF TOTAL FUP'S	TOTAL RF- CLASS	FROM PROD- DISCS	FROM UP- DATES
REL	510	471	461	97.8772	491	1	0	0	0	100.0000	0	0	0	0
TRA	200	191	195	98.9852	0	0	0	0	0	0	0	0	0	0
TRP	0	0	0	0.0000	0	0	0	0	0	0	0	0	0	0
TRC	279	274	268	97.8102	22	9	9	100.0000	6	2.1900	0	0	0	0
TRG	31	31	31	100.0000	0	0	0	0	0	0	0	0	0	0
TRF	105	102	102	100.0000	0	0	0	0	0	0	0	0	0	0
TRH	122	117	117	100.0000	0	0	0	0	0	0	0	0	0	0
TRM	38	38	38	100.0000	0	0	0	0	0	0	0	0	0	0
TRQ	131	125	125	100.0000	0	0	0	0	0	0	0	0	0	0
TRR	218	218	218	100.0000	0	0	0	0	0	0	0	0	0	0
TRV	148	145	145	100.0000	0	0	0	0	0	0	0	0	0	0
TRW	440	432	432	100.0000	0	0	0	0	0	0	0	0	0	0
TRX	28	27	27	100.0000	0	0	0	0	0	0	0	0	0	0
TRV	0	0	0	0.0000	0	0	0	0	0	0	0	0	0	0

TOTAL: 2250 2177 2159 513 10 9 18 1 0 0 0

MONTH: JUN FY 79

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT CATALOG PROP. & UPDATES// BILLABLE RECLASS /

INST CODE	TOTAL TITLES	TOTAL FPU'S	BILL-ABLE FPU'S	% OF TOTAL FPU'S	TOTAL UPDATES	FIRST-TIME UPDATES	% OF TOTAL FPU'S	CATALOG LCG PROD.	% OF TOTAL FPU'S	FOR UP-DATE	% OF TOTAL FPU'S	TOTAL RE-CLASS	FPU'S	FROM UP-DATES
RFL	46	44	44	100.000%	621	13	100.000%	0	.000%	0	.000%	0	0	0
TDA	230	220	210	95.455%	2	0	.000%	1	.455%	0	.000%	0	0	0
TAB	44	46	41	89.130%	0	0	.000%	5	10.870%	0	.000%	0	0	0
TAC	159	159	158	99.371%	15	3	100.000%	1	.629%	0	.000%	0	0	0
TAD	0	0	0	.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAE	77	76	76	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAH	50	55	55	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAM	44	43	43	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAN	142	139	139	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAQ	235	233	233	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAU	85	83	83	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAU	771	758	758	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAU	28	28	28	100.000%	0	0	.000%	0	.000%	0	.000%	0	0	0
TAU	4	4	4	100.000%	3	3	100.000%	0	.000%	0	.000%	0	0	0
TOTAL	1949	1888	1881		641	19	19	7		0		0	0	0

MONTH: JULY FY 79

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUTS CATALOG PROD. P. UPDATES// BILLABLE RECLASS

INST CODE	TOTAL LILFS	TOTAL FTU'S	RILL- APLE FTU'S	% OF TOTAL FTU'S	TOTAL UPDATES	TOTAL FUP'S	FIRST- TIME UPDATES	% OF TOTAL FUP'S	CATA- LOG PROD.	% OF TOTAL FUP'S	FUP DATE	% OF TOTAL FUP'S	TOTAL RF- CLASS	FROM P10- DUCE	UP- DATES
REL	140	130	129	99.231	96	0	0	0	.000	1	.760	0	.000	0	0
YRA	139	134	131	97.761	2	0	0	0	.000	3	2.230	0	.000	0	0
TAB	125	120	117	97.500	1	0	1	0	.000	3	2.500	1	100.000	0	0
TRC	140	141	116	82.270	1	0	0	0	.000	25	17.730	0	.000	0	0
TRD	10	10	10	100.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRE	20	27	27	100.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRF	0	0	0	.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRG	0	0	0	.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRH	363	343	300	100.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRJ	0	0	0	.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRM	17	16	16	100.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRN	60	63	63	100.000	0	0	0	0	.000	3	.000	0	.000	0	0
TRQ	0	0	0	.000	0	0	0	0	.000	0	.000	0	.000	0	0
TRR	77	77	76	98.701	0	0	0	0	.000	1	1.200	0	.000	0	0

JULY FY 79  
CONTINUED ON NEXT PAGE

MONTH: JULY FY 79 ((CONTINUED))

RECORDS USED FOR CATALOG PRODUCTION//PDCARDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PDCR. 2. UPDATES// BILLABLE RECLASS /

INSTR	TOTAL	TOTAL	BILL-	1 OF	TOTAL	FIRST-	1 OF	CATA-	1 OF	FOR	1 OF	TOTAL	2 OF	FROM
CLASS	TITLES	FTU'S	TABLE	FTU'S	UPDATES	TIME	TOTAL	LOG	TOTAL	UP-	TOTAL	FTU'S	CLASS	UP-
						UPDATES	FTU'S	PROG.	FTU'S	DATE	FTU'S	CLASS	CHGES	DATES
T0V	101	100		100	100,000	0	0	.000	0	.000	0	.000	0	0
T0W	231	221		221	100,000	0	0	.000	0	.000	0	.000	0	0
T0X	53	50		49	96,000	0	0	.000	1	2,000	0	.000	0	0
T0Y	25	25		25	100,000	0	0	.000	0	.000	0	.000	0	0
T0Z	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0D	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0G	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0L	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0M	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0P	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0R	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
T0S	0	0		0	.000	0	0	.000	0	.000	0	.000	0	0
TOTAL:	1539	1471	1437	100	1	0	34	1	0	0	1	0	0	0

MONTH: AUG FY 79

RECORDS USED FOR CATALOG PRODUCTION//P-CARDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PPRC. C. UPDATES// PILLABLE RECLASS /

INST CODE	TOTAL TITLES	TOTAL FPU'S	PILL- ABLE FPU'S	% OF TOTAL FPU'S	TOTAL UPDATES	TOTAL FPU'S	FIRST- TIME UPDATES	% OF TOTAL FPU'S	CATA- LOG PROD.	% OF TOTAL FPU'S	FOR UP- DATE	% OF TOTAL FPU'S	FROM PRO- DUCES	FROM UP- DATES
REL	381	355	357	97.80%	750	3	3	100.00%	8	2.192	0	.000	0	0
TRA	175	173	162	93.64%	0	0	0	.000	11	6.358	0	.000	0	0
TRD	57	58	49	84.48%	1	0	0	.000	9	15.517	0	.000	0	0
TRC	154	147	135	91.83%	0	0	0	.000	12	3.163	0	.000	0	0
TRD	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRH	71	68	68	100.00%	0	0	0	.000	0	.000	0	.000	0	0
TRF	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRG	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRH	84	83	83	100.00%	0	0	0	.000	0	.000	0	.000	0	0
TRJ	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRK	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRM	75	75	75	100.00%	0	0	0	.000	0	.000	0	.000	0	0
TRQ	69	69	60	100.00%	0	0	0	.000	0	.000	0	.000	0	0
TRQ	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRR	145	143	143	100.00%	0	0	0	.000	0	.000	0	.000	0	0
TRT	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0

CONTINUED ON NEXT PAGE

MONTH: AUG FY 79 Continued

/RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PROD. & UPDATES// RELIABLE RECLASS /

INST CODE	TOTAL TITLES	TOTAL FTU'S	BILL- ABLE FTU'S	% OF TOTAL FTU'S	TOTAL UPDATES	TOTAL FUP'S	FIRST- TIME UPDATES	% OF TOTAL FUP'S	CATA- LOG PROD.	% OF TOTAL FTU'S	FOR UP- DATE	% OF TOTAL FUP'S	FROM PRO- DUCES	FROM UP- DATES
TRU	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRV	115	107	107	100.000	0	0	0	0	0	0	0	0	0	0
TRW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRX	36	35	35	100.000	0	0	0	0	0	0	0	0	0	0
TRY	83	83	83	100.000	11	11	11	100.000	0	0	0	0	0	0
TRZ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSH	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TSS	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TOTAL: 1440 1397 1357 762 14 14 40



MONTH: SEP FY 79

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT CATALOG PROD. & UPDATES// BILLABLE RECLASS /

POST CODE	INITIAL TITLES	TOTAL FTU'S	BILL- ABLE FTU'S	% OF TOTAL FTU'S	TOTAL UPDATES	TOTAL FTU'S	FIRST- TIME UPDATES	% OF TOTAL FTU'S	CATA- LOG PROD.	% OF TOTAL FTU'S	FOR UP- DATE	% OF TOTAL FTU'S	FROM PRO- DUCE DATES
BEL	141	131	130	99.237	253	0	0	.000	1	.743	0	.000	0
TRA	39	39	39	100.000	0	0	0	.000	0	.000	0	.000	0
THR	19	19	15	78.947	0	0	0	.000	4	21.053	0	.000	0
TRC	93	86	80	93.835	1	1	1	100.000	4	4.745	0	.000	0
TRD	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0
TRF	0	0	0	100.000	0	0	0	.000	0	.000	0	.000	0
TRG	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0
TRH	301	276	274	99.275	0	0	0	.000	2	.725	0	.000	0
TRI	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0
TRK	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0
TRM	14	14	14	100.000	0	0	0	.000	0	.000	0	.000	0
TRN	517	513	512	99.805	0	0	0	.000	1	.195	0	.000	0
TRQ	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0
TRP	50	35	34	100.000	3	0	0	.000	0	.000	0	.000	0
TRT	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0

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MONTH: SEP FY 79 Continued

RECORDS USED FOR CATALOG PRODUCTION/RECORDS USED TO UPDATE HOLDINGS// INPUT: CATALOG PRD, 2 UPDATES// BILLABLE RECLASS /

IPST CODE	INITIAL TITLES	INITIAL FTU'S	BILL- ABLE FTU'S	% OF TOTAL FTU'S	TOTAL UPDATES	INITIAL FTU'S	FIRST- TIME UPDATES	% OF TOTAL FTU'S	CATA- LOG PRD.	% OF TOTAL FTU'S	FOR DATE	% OF TOTAL FTU'S	FROM PRD- DUCE	FROM UP- DATE
TRU	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TRV	251	244	244	100.000	0	0	0	.000	0	.000	0	.000	0	0
TRW	226	198	198	100.000	0	0	0	.000	0	.000	0	.000	0	0
TRX	40	39	39	100.000	0	0	0	.000	0	.000	0	.000	0	0
TRY	56	55	55	100.000	11	11	11	100.000	0	.000	0	.000	0	0
TRZ	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TS0	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TS6	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TS4	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TSN	4	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TSF	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TSR	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0
TS3	0	0	0	.000	0	0	0	.000	0	.000	0	.000	0	0

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TOTAL: 1757 1664 1652 265 12 12 12