

MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

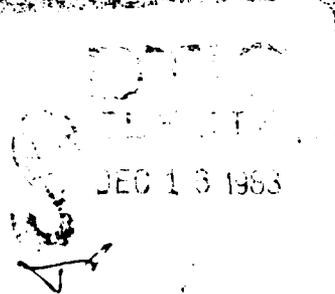
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THE INTEGRATED LIBRARY SYSTEM (ILS): SERIALS CHECK-IN AT THE ARMY LIBRARY, PENTAGON

JULY 1979



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16. Abstract (Limit: 200 words) This paper describes the current manual system of serials check-in at the Army-Library and makes recommendations for a modified automated serials system. This system described is not part of the Integrated Library System (ILS) being developed by the National Library of Medicine (NLM), but is designed to interface with the circulation module of the ILS.			
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1.0 INTRODUCTION

The Army Library at the Pentagon is the test bed for the circulation module of the Integrated Library System (ILS), which is being developed by the Lister Hill National Center for Biomedical Communications, National Library of Medicine. Since this is an integrated system, circulation functions are dependent on other modules, particularly serials and cataloging. Since a serials module is not available for implementation at the Army Library, it will be necessary to develop a modified serials check-in capability to circulate periodicals.

The modified serials check-in must be capable of eliminating the manual check-in systems now operating at the Army Library and any duplicate files. It should provide the necessary interface to circulation both as an interim and as a long term solution since the Army Library may limit its implementation of the ILS to the circulation module. However, the serials system should also be capable of expansion to the fully developed serials module when it becomes available.

The interface between circulation and serials, and a description of the proposed serials check-in is provided below.

1.1 Background

Serials, which include newspapers, journals and other publications issued at intervals, are checked out to patrons for a one week loan period. To circulate, an issue of a periodical must have a barcoded

ID label. This label carries information about the item that is extracted from the bibliographic record for the title and the activity record (which pertains to the individual issue or copy). Serials check-in is a logical point to create this activity record.

There is a second point at which serials control interfaces with the circulation module. When individual issues of a journal are gathered and bound together (or when they are discarded) they are no longer available to circulate as individual items. Thus, the activity records for serials must be purged at fairly regular intervals. The modified serials system must provide for both the creation and purging of activity records.

1.2 The Proposed Serials Check-in Module for the Army Library

NLM has outlined a serials check-in system for the Army Library. The proposed system would work as follows: There would be a bibliographic record for each serial title which would contain information on the loan period, on whether or not it was a military publication, and on its language, in addition to the usual bibliographic information. The check-in procedure, the production of the barcoded IDs for individual issues, and the purging of records for material withdrawn from circulation are described below:

1.2.1 Check-in Procedures

When an issue of a periodical is received by the library, the technician creates an activity record for the item which links it to the bibliographic record for the periodical title. He would key

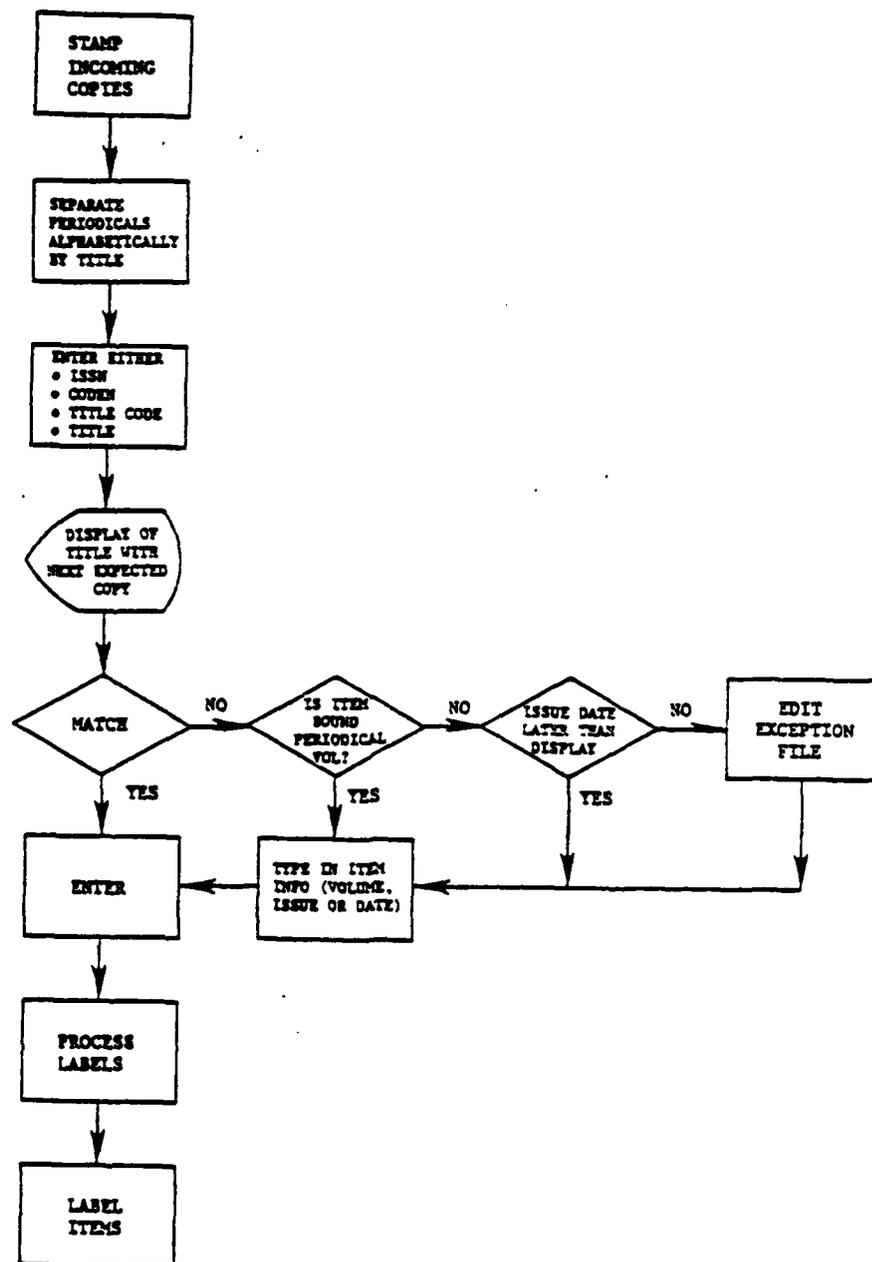


FIGURE 1
PROPOSED SERIALS CHECK-IN

in the title, the ISSN (International Standard Serials Number), the Coden, or a shortened title. The computer would access the bibliographic record, display the title and the volume, issue or number, and copy of the next issue due. Information in the bibliographic record required to produce the barcoded label would be extracted and stored.

If the copy on hand matched the description on the terminal screen, the information would be sent to the workfiles for barcode processing. If the information were not correct, the technician would have to enter the volume, issue or number and copy of the item on hand. (See Figure 1)

1.2.2 Producing and Barcoded Labels

The serial barcoded label carries information about the loan period, the periodical type (law, foreign, military, general-English language), a title identifier that links all issues of that periodical and sequence information on the individual issue. Sequence information includes the volume, number or issue. If the library carries more than one subscription to a title, there will also be a copy number. An algorithm has been developed for encoding this information on an item label.

1.2.3 Purging Periodical Activity Records

The serials check-in system must also provide for purging activity records of issues withdrawn from circulation. Items may be withdrawn when they are bound with other issues into one

volume or when they are discarded. The normal cycle is one year per volume; however, that year does not necessarily coincide with the calendar year. (For example, volume XX of a title may begin with the Spring issue, published in April, and end with the Winter issue in January of the following year.)

For items sent to the bindery, the check-in of the bound volume should clear the activity records automatically. For items that are to be discarded, an automatic purge should be available with an override capability.

1.3 Scope of This Paper

This paper describes the current serials system at the Army Library. It includes a description of the various materials considered to be "serials", the procedures for making these items available for circulation, and the records maintained for serials control. It also identifies problems of fitting the proposed serials system to the Army's requirements. It does not compare the data elements required for a master serials record with those on the Army Serial Tape (see MTR-8032, Conversion Plan for the Army Library, Pentagon) nor does it discuss how this tape will be processed to create the serials bibliographic records.

2.0 THE SERIALS COLLECTION

The Army Library subscribes to over 2,000 periodical titles for the combined law and general collections. In addition to these subscriptions there are newsletters, fact sheets and legal supplements that are controlled by the serials librarians. Since the law section differs significantly from the general serials section, each will be discussed separately.

2.1 The General Serials Collection

The general collection includes periodicals such as Time or Newsweek, military publications, and foreign language publications—both military and general. Several daily and weekly newspapers are received. There are a few subscriptions to notebook services such as the Kiplinger Washington Letter. These services send out reports or updates which are filed in notebooks kept in the Reference Section and which do not circulate. There are also subscriptions to services, e.g., Facts on File, where individual pieces are received on a regular basis, checked in, and circulated individually.

Some newsletters, brochures and miscellaneous pieces of literature are received without subscription; these materials are not checked in but merely placed on the shelves for patron reference.

2.2 The Law Collection

The law serials collection is more difficult to isolate and describe. There are newsletters and bulletins, the law school reviews and various legal journals. There are also subscriptions to several package plans. These combined packages may consist of

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periodicals, monograph studies, and notebook services. Some of the notebook sections can and do circulate separately, i.e., articles put out by the Institute for Business Planning. Other notebook services require inserts and deletions and must be kept together as a unit.

The law section also treats as serials the pocket parts of supplements to the American Law Reports, Shepards Citations, State Laws and Treaties. "KC Updates" or pocket supplements to books classified under KC are also checked in as serials.

United Nations materials, which are deposited with the library, are not controlled.

2.3 Determining What Is a Serial

The Army Library must make an administrative decision on what to include in the serials check-in. The following criteria have been discussed:

- Issues must be checked in as separate items
- Issues must circulate as separate items
- Information is needed about patron use of the serial.

These criteria, if applied, would exclude all of the bulletins and newsletters that arrive at the library. It would exclude most of the notebook services that either do not circulate or circulate only as a unit. It may exclude the daily newspapers since they are used primarily within the library and the amount of patron use

is known. It would exclude all pocket supplements for the law collection.

The decision to exclude these materials would, in some ways, make the automated system simple particularly since they are not on the serials tape and bibliographic records have to be created for them. It would, however, necessitate a manual system for tracking these items.

3.0 SERIALS CHECK-IN PROCEDURES

The Army Library checks in serials at three different locations and maintains separate files. Legal periodicals are sent to the law section after the initial sorting of mail. Foreign language materials are handled separately within the general serials section. The librarians and technicians responsible for serials maintain separate files and follow slightly different procedures. Even the information recorded varies. In the sections that follow, the step-by-step procedures for checking in periodicals, the file system and the information recorded in that file will be described for each station.

3.1 General Serials Check-in Station

English language, non-law materials are checked in at this station. Although the mail has been sorted, this section usually receives a few law items, all foreign language periodicals and miscellaneous flyers, newsletters and brochures. Consequently, the first task is to stamp incoming copies and segregate items that must be sent to other sections of the library.

Processing varies according to the type and amount of material received in the mail. Generally, all newspapers are processed first. The station uses a rolling, metal file containing a number of flat, metal leaves in which matched cards are placed alphabetically according to title. Figure 2 is a card for a daily newspaper. The day (1-31) is listed across the top and the months are listed

FREQUENCY

Daily

COPY

DISTRIBUTION

Spencer Post

REMARKS

check off 1

YEAR	MO.	NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1978	JAN		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	FEB		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	MAR		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	APR		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	MAY		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	JUN		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	JUL		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	AUG		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	SEP		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	OCT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	NOV																																	
	DEC																																	
	JAN																																	
	FEB																																	
	MAR																																	
	APR					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	MAY		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	JUN																																	
	JUL																																	
	AUG																																	
	SEP																																	
	OCT																																	
	NOV																																	
	DEC																																	

VERI-VISIBLE
REG. U.S. PAT. OFF.

Reproduced from
best available copy.

FIGURE 2

CHECK-IN CARDS FOR DAILY/WEEKLY PUBLICATIONS

in a left-hand column. The technician, using the date of the edition, checks the box where the month and day intersect. When all the newspapers have been processed they are immediately placed in the reading section.

Processing of other material varies according to the amount of material. If there are few items, each is checked in and shelved. If the volume of mail is greater, the periodicals are sorted alphabetically by title and placed in a large metal bookcase with bins for each letter of the alphabet. After the mail has been sorted, the technician processes three to four letter groups at a time. When this is complete he takes the batch to the reading section and shelves them. He then begins processing the next letter group.

Figure 3 illustrates the check-in card for general periodicals. If there are multiple copies of a title, each would have a check-in card. The card carries information about the frequency of publication and some cards note the organization or source of the publication. Check-in information includes both the number of the issue and the date on which it was received. If separate indexes or supplements are received this is noted on the card.

Although professional library journals are routed within the Army Library, the cards do not carry routing instructions. If patrons request an issue that has not yet arrived and been checked-in, a routing note is paper-clipped to the card.

FREQUENCY

COPY

DEMOGRAPHY

Quantity

ISSUE NUMBER

DISTRIBUTION

REMARKS

A Description of 1/73

PERIODICALS

CIRC. COPY 1

YEAR	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1971							6/1/63		8/3			11/6	
1972	9		4/1						3/24			11/16	
1973	10		2/23			5/31			9/16			12/15	
1974	11		2/22			4/2			8/13			11/10	
1975	12		2/1			4/2			8/12				
1976	13		2/24			4/20							
1978	15		2/1			4/1			8/31			11/21	
1976	16		3/2										

1964 4
1970
Bulletin
8/2/196
1/10
1964-1973
Read 28/1/1964

DATE OF ARRIVAL

NON-VISIBLE

AV11450-0750

FIGURE 3
CHECK-IN CARDS FOR PERIODICALS

The file system contains a few cross references. Most of these are from organizations, such as the AFL-CIO, to the actual title of the serial. If a journal changes its title, a new card is inserted and a cross reference kept for a limited time, until the new title becomes familiar. Although the file does not list the serials holdings, it is frequently checked for holdings information.

3.2 Foreign Language Periodicals

Foreign Language materials are received by the technician in the general serials section, stamped and set aside for the language specialist. She records each issue on a 3 x 5 card in the shelf list/holdings file.* This is a wooden file situated on a desk in the serials section. The file contains two kinds of cards-- a catalog card for the periodical title and a serials record that matches volume number and year. Figure 4 shows the catalog card and serials record for Dansk Artilleri-tedsskrift. Receipt of individual issues is noted in pencil on the back of the cards. Items are shelved after check-in. Since there are relatively few foreign language materials, there are no storage facilities in this section.

3.3 Law Serials Check-in Station

Law periodicals are sent directly to the law section of the library for processing, although a few may be misdirected to the

*The holdings file contains information on periodicals held by the library not merely current subscriptions. It would include an extensive cross-reference system as well as information on binding.

Dansk artilleri-tidskrift.

København, I kommission hos H. Hagerup.

v. in illus. porta. 25 cm. bimonthly.

Began publication in 1914. Cf. Dansk bogfortegnelse, 1908-14.
Issued by Artilleriofficerforeningen.

CATALOG
CARD

1. Artillery—Period. I. Artilleriofficerforeningen.

UF1.D35

52-22773

ULFMP

Library of Congress (3)

32: 1946 - 1947
33: 1947 #1, 3-6
35: 1949 #2-6 (572 issues) *checked 4/14/61*
36: 1949 #1
37: 1951 #1, 4-6
38: 1952 #1, 2, 3, 4, 5, 6
39: 1952 #1-6
40: 1952 #1-6
41: 1952 #1-6
42: 1952 #1-6
43: 1961 #1, 2, 3, 4, 5, 6
44: 1961 #1, 2, 3, 4, 5, 6
45: 1965 #1-6
46: 1965 #1-6
47: 1965 #1, 2, 3, 4, 5, 6
48: 1967 #1, 2, 3, 4, 5, 6
49: 1967 #1, 2, 3, 4, 5, 6
50: 1967 #1, 2, 3, 4, 5, 6
51: 1968 #1-6
52: 1968 #1-6
53: 1968 #1, 2, 3, 4, 5, 6
54: 1969 #1, 2, 3, 4, 5, 6
55: 1970 #1, 2, 3, 4, 5, 6
56: 1971 #1, 2, 3, 4, 5, 6
57: 1971 #1, 2, 3, 4, 5, 6
58: 1972 #1, 2, 3, 4, 5, 6
59: 1972 #1, 2, 3, 4, 5, 6
60: 1972 #1, 2, 3, 4, 5, 6
61: 1973 #1, 2, 3, 4, 5, 6
62: 1973 #1, 2, 3, 4, 5, 6

CARD FOR
CHECK IN
OF
INDIVIDUAL
ISSUES

Dansk artilleri-tidskrift. *Denmark*

31	41 1955	51
32	42 1956	52 1966
33	43 1957	53 1967 1 v.
34	44 1958	54 1968 1
35	45 1959	55 1969 1
36	46 1960	56 1970--71
37	47 1961	57
38 1952	48 1962	58
39 1952	49 1963	59
40 1952	50	60

HOLDINGS
CARD

ULFMP

OSA FORM 55 - 8 MAY 1951

(ulsa)
ARMY LIBRARY
SERIALS RECORD
855688

FIGURE 4
SERIAL RECORD FOR FOREIGN LANGUAGE PERIODICALS



general serials section. They are placed on a wooden book truck, checked in, and then shelved.

The law section uses the same type of rolling metal file with notched cards for each periodical title. The arrangement of cards, however, differs. The file is divided into sections for periodicals, ABA plan, American Jurisprudence, American Law Reports, Shepards, State Laws, etc. Within these sections, the cards are arranged alphabetically.

Most of the periodicals are in the front section; however, the ABA plan includes a number of items that should be considered part of the law periodicals. Table I provides a list of these materials.

The law section maintains more information on the notched cards. The origin of the periodical is almost always noted: Columbia Law Review - Columbia University). There are frequently routing instructions; some of these are permanent, i.e., shelve in general reference, and others pertain to the next issue only. Special instructions (such as punch holes before filing) are also included.

3.4 Implications of Check-in Procedures for the Automated Serials Check-in

The procedure for serials check-in outlined above requires the technician/librarian to enter data, store the issues until the barcoded labels are ready, label items, and then shelve them. At present, only the general serials work station has storage facilities.

TABLE I
AMERICAN BAR ASSOCIATION PACKAGE

<u>TITLE</u>	<u>FREQUENCY</u>	<u>BINDING INFORMATION</u>	<u>DISCARD INFORMATION</u>
Administrative Law News	Quarterly	No, loose-leaf	After 2 years
Administrative Law Review	Quarterly	Annually (Winter)	No
American Bar Association Journal	Monthly	No, (micro fiche)	Keep loose copies indef.
American Criminal Law Review	Quarterly	Annually (Fall)	No
Antitrust	Quarterly	No, loose-leaf	2 years
Antitrust Law Journal	3-4 issues per year	Annually (academic)	No
Bar Leader	Bimonthly	No,	2 years
Barrister	Quarterly	No,	2 years
Bulletin of Law, Science & Technology	Irregular	No, loose-leaf	2 years
Business Lawyer	7 times per year	Yes, (November)	
*Consortium Newsletter for Professional Education	Irregular	No,	
Criminal Justice	Quarterly	No, loose-leaf	2 years
*Disciplinary Law and Procedure Advance Sheets	Bi-monthly	No, loose-leaf	2 years
Docket Call	Quarterly	No, loose-leaf	2 years
*Environmental Law	Quarterly	No, loose-leaf	2 years
*Family Advocate	Quarterly	No, loose-leaf	Retain indef.
Family Law Newsletter	Quarterly	No, loose-leaf	Retain indef.
Family Law Quarterly	Quarterly	No, loose-leaf	Retain indef.
Forum	Quarterly	Annually (Fall)	
Human Rights	Irregular	No,	Retain indef.
INCL Brief	3 times per year	No, loose-leaf	Retain indef.
International Law News	Quarterly	No, loose-leaf	Retain indef.
International Law	Quarterly	Yes (Winter)	
The Judges' Journal	Quarterly	No,	Retain indef.
Jurimetrics Journal	Quarterly	Yes (Fall)	
*Labor & Employment Law	(New)	No, loose-leaf	2 years
*Law Notes for the General Practitioner	Quarterly	No, loose-leaf	2 years
Legal Economics	Quarterly	No,	Retain indef.
Legal Education Newsletter	Quarterly	No,	2 years
Litigation	Quarterly	No,	2 years
Litigation News	Quarterly	No, loose-leaf	2 years
Litigation News	Quarterly	No, loose-leaf	2 years
Natural Resources Lawyer	Quarterly	Yes (January)	
*Natural Resources Law Newsletter	3 times per year	No, loose-leaf	2 years
Probate and Property	5 issues per volume	No, loose-leaf	2 years
Public Contract Law Journal	Biannual	Yes (only 1 bound volume)	
Public Contract Newsletter	Quarterly	No, loose-leaf	2 years
Real Property, Probate and Trust Journal	Quarterly	Yes (Spring)	
Student Lawyer	Monthly except Jun-Aug	Yes (September)	
Tax Lawyer	Quarterly	Yes (Fall)	
*Update	3 times per year	No,	Retain Indef.
The Urban Lawyer	Quarterly	Yes (Winter)	
Utility Section Newsletter		No, loose-leaf	2 years
*Washington Letter	(New)	No, loose-leaf	2 years

*Indicates title not on serials tape - would require input of bibliographic record.

The other stations process intermittently, particularly if the volume is light, and do not have a place to hold materials.

Although storage facilities could be provided, better patron service would result if label processing were given a priority status just below that of check-out. In that way the work file would be processed and the labels ready by the time the technician logged off and walked to the barcode printer.

Considering the information now recorded on the check-in cards, there are some modifications to the design of the serials check-in system that should be considered:

- Enlarge the bibliographic record for a periodical title to include a statement of holdings
- Include routing instructions (both permanent and for a specific issue) as a part of the bibliographic record
- Provide a display of messages for punching holes, filing in notebooks, etc., for the technician when the labeled item is ready to be shelved.

The automated system with an integrated file of general, foreign and law periodicals should mean better control and less shuffling back and forth of materials. For example, the technician in general serials could check in and shelve a law periodical that normally would be routed to general reference.

4.0 BINDING AND DISCARD PROCEDURES

The original design for serials check-in envisioned that when issues were pulled off the shelf and sent to the bindery, the status code on the activity records would be altered. When the newly bound volume returned to the library, an activity record would be created. At that time all the activity records for the individual issues would be purged and information about the number of uses transferred to the bound volume's newly created activity record. This procedure of course does not work for material that is discarded rather than bound.

The Army Library discards much of its material. Most newspapers are held 60 days and then discarded. Those with microfilm or fiche editions are held until the microcopy arrives. Tables II and III list those periodicals that are discarded. It should be recognized, however, that this schedule is not necessarily followed closely. If the shelf is crowded, issues may be discarded earlier and if the staff is busy, issues may remain on the shelf past the cut-off date.

This has two implications for the design of the serials check-in system. The serials bibliographic record should contain the retention period in the holdings field. Flags could be set to remind the staff which activity records should be purged and issues discarded. An override capability should also be provided.

Secondly, since the Army Library requires a year-end report on periodical usage, information on external and internal circulation is

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stored on the item's activity record. For those items retained less than a year, these usage figures would be lost when their activity records were destroyed. There are two alternatives: Retain the activity records for discarded items in an inactive file until the year's end or create a dummy activity record for the periodical title for storing usage information. Under no circumstances should an activity record indicate an item is "on the shelf" when it has been discarded.

TABLE II

LIST OF PERIODICALS THAT ARE DISCARDED
RATHER THAN BOUND ARRANGED ACCORDING
TO PERIOD OF RETENTION

RETAIN CURRENT ISSUE

Army Vehicle and Military Aircraft Data Sheets

ONE MONTH

Baltimore Sun
Chicago Tribune
Frankfurter Allegemeine
Los Angeles Times
Ottawa Citizen

TWO MONTHS

Christian Science Monitor
Computer world
Denver Post
Journal of Commerce & Commercial
Official Business Guide
Official Railway Guide
Official Steamship Guide International

THREE MONTHS

Air Conditioning, Heating & Refrigerator News
Commerce Business Daily
Daily World
Electronic News
Electronic Weekly
Jerusalem Post Weekly
National Research Council News Report

FOUR MONTHS

American Metal Market
Front Lines
Observer

SIX MONTHS

Automotive News
Commercial & Financial Chronicle
Communications News
Federal Times
Kiplinger Washington Letter

REMAIN ONE YEAR

AFL - CIO Free Trade Union News
ANSI Reporter
ANSI Standards Action
AL Search
Aerospace
Aerospace Daily
Air Freight Directory (General Reference)
Airlinews
American Medical Association Journal
"American Printer and Lithographer"
Aviation Studies
BP Report
Business
Center (International Economic Research Bureau Bulletin)
Broadcasting
CBP Newsletter
Civil Liberties
Civil Service News
Common Defense
Conference Board Weekly Desk Sheet of Business Trends
Conferences
Construction Review
Daily Report for Executives
Defense Space Business Daily
Diplomatic List
Direction
Directory of Conventions
Distribution Worldwide
Editor & Publisher (Including yearbook and Marketing Guide)
FLIRT Newsletter
Federal Procurement and Subcontracts Daily
Federal Reserve Chart Books
Focus
Freedman & Union
Friday Review of Defense Literature
Graphic Arts Monthly & Printing Industry
Hub
Human Events
IEEE Publications Bulletin
Illinois Libraries
Index Medicus
Institute for Business Planning
Inter-American Review of Bibliography
Interchange
International Associations
Israel Digest

RETAIN ONE YEAR (cont'd)

Izvestia
Journal of Micrographics
Kiplinger Agricultural Letter
Krasnai Zvezda
MDW Post
Micrographics Newsletter
Middle East Monitor
Military Living and Consumer Guide
National Safety News
Navy Times
New Serial Titles
New York Review of Books
Nucleonics Week
Official Airline Guide: North American Edition
Ogonek
Overseas Weekly
Personal Finance Letter
Plastics Technology
Pravda
Public Relations
Publisher's Weekly
Quote
Radiation Data & Reports
Radiology
Siam News
Safety Newsletter
Sales Management
Sales Meetings
Science and Government Report
Science Trends
Scientific & Technical Aerospace Reports
Standard & Poor Security Owner's Stock Guide
Statistical Bulletin
TAM: Terre, Air, Mer
Telecommunications Reports
Today in France
Traffic Bulletin
TRUD
US Bureau of Labor Statistics - Consumer Price Index
US Bureau of Labor Statistics - Wholesale Price Index
US Treasury Department Dail Statement
Urban Transportation
Volksarmee, die
Water & Wastes Engineering
Water & Water Engineering w/index
West Africa

RETAIN ONE YEAR (cont'd)

Whaley-Eaton American Letter
Whaley-Eaton Foreign Letter
World Convention Dates

TWO YEARS

ABC Pol Sci
APA Monitor
Administrator's Digest
Advanced Technology/Libraries
American Studies
Amnesty International Newsletter
Antartic Journal of the United States
Area Trends in Employment and Unemployment
Best's Flightcraft Compendium (including Best's Review)
Business Conditions Digest
Business Screen
Canadian Research & Development
Chemical Titles
Chronicle of Higher Education
Civil Affairs Journal and Newsletter
Computer Program Abstracts
Computer Review
Container News
Credit Swisse Bulletin
Current Geographical Publications
Current Literature in Traffic & Transportation
Disarmament News and International Views
Driver
EDP Industry and Market Report
East-West Commerce
Eastern Economist
Electronic Technician/Dealer
Emergency Planning Digest
Energy Reporter
European Community
European Trends
FAA Aviation News
Far Horizona
First National City Bank Monthly Economic Letter
Foreign Affairs Record
Foreign Report
Government Business Worldwide: Reports & Surveys Summaries
Government Data Systems
Government Reports Announcements/Index

RETAIN TWO YEARS (cont'd)

Guidepost
Highway & Urban Mass Transportation
IMC Journal
Industrial Relations News
Inflation Survival Letter
Journal of Drug Education
Ladycom
Management by Objectives Newsletter
Management News
Managing: People & Organizations
Manchester Guardian Weekly
Material Handling Engineering
Military Chaplain
Military Market
Military Police Journal
Mineral Industry Surveys
Monde Le
Monthly Statement/Receipts & Expenditures of US Government
National Drug Reporter
Naval Affairs
Naval Communications Bulletin
Naval Reservist
Neue Politik
News and Views
Newsletter from Behind the Iron Curtain
Nieman Reports
Noise News
OR/MS Today
Ocean Science News
Outlook
Pakistan Affairs
Personnel Literature
Perspectives in Military History
Servico de Administracao Militar. Rev. Men.
Projection Highlights
Protection Civile et Securite Industrielle
Public Utilities Fortnightly
Public Works Magazine
PupuhKahi
Quarterly Economic Reviews
Railway Track & Structures
Retirement Life
Review of International Affairs
Royal Television Society Journal
Scan: Management Report
Scholarships, Fellowships & Loans News Service

RETAIN TWO YEARS (cont'd)

Service de Administracao Militar Revista Mensal
Smithsonian Magazine
Soviet Aerospace
Statistical Reporter
Suggestion Newsletter (Management)
Survey of International Development
Sweden Now
Tech Engineering News
Technical Book Review Index
Technical Directions
Technical Survey
Telephony
Tomorrow's World
Trains
Transition
UNESCO Chronicle
US Department of State Newsletter
US Treasury Department Bulletin
United Technologies
U.S.A.
Washington Report
Washington Spectator & Between the Lines
Washington Watch
Washingtonian
Wire & Wire Products
World Calendar of Forthcoming Meetings
World Meetings: Social & Behavioral Sciences
World Meetings: U. S. and Canada
Zivilschutz

RETAIN THREE YEARS

Air Force Civil Engineer
Air Force Policy Letter for Commanders
Australian Journal of Politics & History
Aviation Daily
Central Asiatic Journal
Columbia Forum
Electronic Component News
ICAO Monthly Bulletin
International Atomic Energy Agency Bulletin
MAC Flyer
Molodoi Kommunist (Communism & Socialism)
Navy Civil Engineer
Quarterly Financial Report for Manufacturing Corporation
Quarterly Journal of the Library of Congress

RETAIN THREE YEARS (cont'd)

Retired Officer
Review (Yugoslavia Monthly Magazine)
Talon
Task Force
Transatom Bulletin
UNESCO Courier
Warship International
Writer's Digest

RETAIN FOUR YEARS

Business in Brief
Chaplain
College Placement Council Salary Survey
Higher Education & National Affairs
Personnel Management
Occupational Outlook Quarterly
Political Affairs
Socialist Thought and Practice
World Wars Officer Review

RETAIN FIVE YEARS

Neftiano Khoziaistvo
Rechnoi Transport

TABLE III

LIST OF LAW PERIODICALS THAT ARE DISCARDED
RATHER THAN BOUND ARRANGED ACCORDING
TO PERIOD OF RETENTION

RETAIN ONE YEAR

Clean Water Report
Cleveland Bar Association Journal
Judges Journal
Monthly Checklist of State Publications

RETAIN TWO YEARS

Administrative Law News
Bar Examiner
Case & Comment
Docket Call
Harvard Law Record
INCL Briefs
Third Branch, A Bulletin of the Federal Courts
United States Judicial Reporter
Utility Section Newsletter
Virginia Law Weekly
Washington Bulletin

5.0 PROBLEMS AND RECOMMENDATIONS

Many of the problems of implementing a serials check-in system at the Army Library are inherent in the nature of the material. Others will require changes in Army Library procedures for handling periodicals. Some of the problems can be solved by redesigning the serials bibliographic record. These recommendations are discussed below.

5.1 Problems With Serials

The problems inherent in controlling serials are well known. These include changes in title, changes in the frequency of publication, merging with other periodicals and changing volume numbers for no logical reason. Army Library serials have additional problems:

- If supplements and pocket parts are included, the Army Library has a large number of irregular serials. It is going to be very difficult to predict when these supplements and addenda should arrive.
- Notebook services, especially those with articles that do not circulate, also present a problem. There must be a way to check in these items, but not produce a label.
- The serials collection at the Army Library has several instances where two issues of a journal are published together. The cover will state that this is Volume 12, issue 2, March 1979, and issue 3, July 1979.

5.2 Problems with Procedures

The Army Library will have to modify some of their serial check-in procedures. Two of the stations have no facilities for storing periodicals until the labels are produced. The library may want to consider centralizing the check-in of serials (at the least combining

the foreign periodicals with the general serials collection) and providing storage bins in the law section.

5.3 Problems with the Proposed Design

The proposed serials check-in module could be modified to provide some of the information and services now available with the manual system. These include modifying the serials bibliographic record to include the following:

- display of holdings
- cross references from organization to title of periodical (as a minimum)
- routing instructions
- messages that pertain to all issues, or merely the next issue
- special instructions, i.e., punch holes
- a statement as to whether a barcoded label should be produced--yes or no.
This last field should be displayed on the screen at check-in and be capable of modification by the technician.

5.4 Recommendations

The following are recommendations for the design and implementation of a serials check-in module for the Army Library.

- All materials currently being checked in at the general serials station be checked in on the automated system even if the items do not circulate.
- In the law section, only items that circulate and individual issues or parts should be included in the automated system. The pocket parts and updates would continue to be checked in manually.
- Processing periodical labels should have an automatic high priority to provide better service to the patron by minimizing the amount of time between an item's arrival in the library and when it is shelved.
automatic high priority.

- Modifications must be made to the serials bibliographic record to include information now contained on the notched cards as per Section 5.3.
- Because of the large number of irregular serials, the check-in should be designed to display the last issue in sequence rather than the next issue expected.

The following enhancements should also be considered:

- Separation of the serial bibliographic records from monograph records to provide a shelflist with holdings and cross references.
- Inclusion of a reporting system to monitor:
 - what is being processed each day (the number and type of serial)
 - missing issues
 - list of titles that may be ready to be bound because the volume number has been incremented
 - list of items whose retention period is over that should be discarded and their activity records deleted
 - arrival dates for regularly published periodicals.

The resultant system should prove to be satisfactory for the Army Library and yet be compatible with the full serials module when it becomes available.

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