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MECHANIZATION STUDY
OF THE DEFENSE INDUSTRIAL
SUPPLY CENTER TECHNICAL LIBRARY
PHILADELPHIA, PENNSYLVANIA

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Technical Report

AD 640 108

MECHANIZATION STUDY OF THE DEFENSE INDUSTRIAL SUPPLY CENTER TECHNICAL LIBRARY PHILADELPHIA, PENNSYLVANIA

Submitted to

Defense Supply Agency
Defense Documentation Center
Cameron Station, Virginia

by

Booz, Allen Applied Research Inc.
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Bethesda, Maryland 20014

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BOOZ · ALLEN APPLIED RESEARCH INC

WASHINGTON
CLEVELAND
CHICAGO
LOS ANGELES

ABSTRACT

Mechanization at the Defense Industrial Supply Center (DISC) Technical Library consists of EAM cataloging of books, specifications and standards, engineering drawings on microfilm aperture cards, and manufacturer's catalogs. All four systems have been developed, but only the engineering drawing and book systems are operational. The output from the engineering drawing system, the Engineering Drawing Index, is printed out in four listings, each arranged with pertinent numbers in a different order. The output from the book system, the Book Index, is prepared in three volumes: an alphabetical author list, an alphabetical title list, and a Dewey Decimal classification number arranged list.

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A P P E N D I C E S

A. BOOK INDEX

B. SPECIFICATION INDEX

C. ENGINEERING DRAWING INDEX

D. MANUFACTURER'S CATALOG INDEX

I. SUMMARY

Mechanization at the Defense Industrial supply Center (DISC) Technical Library involves EAM cataloging of the following four items: books, specifications and standards, engineering drawings on microfilm aperture cards, and manufacturer's catalogs. Though all four systems have been developed, only the engineering drawing system (with between 115,000 and 135,000 references) and the book system are operational. The other systems, although theoretically ready for use, contain relatively few actual data entries; in the case of specifications and standards, a portion of the first proof or checking copy has been printed.

Microfilm aperture cards of engineering drawings are filed and retrieved manually by location (accession) number coded to reflect size and shade (light or dark) as well as sequence. Of some 300,000 known drawings, 135,000 are mounted (two copies each), 130,000 have been received in various forms (silver, diazo, etc.) and will be standardized and indexed, 20,000 have been received in various forms but are unrelated to Federal Stock Numbers, and 15,000 are on paper and will be microfilmed.

The Library's collection is made up of 1,600 commercial, technical, and professional books, 150 periodicals, newspapers, and commercial abstracts, 127 government publications (technical manuals); 20,000 trade or manufacturer's catalogs; 9,478 specifications; 35,000 standards; and 302,000 specification exceptions, purchase descriptions, purchase details, and military department and commercial drawings. The collection is growing at the rate of 56,600 items per year. The collection does not include classified items and is largely confined to the fields of materials, mechanical engineering, and methods and equipment.

Principal users are managerial personnel and technicians involved in the design and operation of equipment. Service is provided to requesters throughout the DoD and its contractors, providing, in most cases, a copy of the desired item, either in hard copy or on microfilm aperture cards. Engineering drawings provided by the Library accompany bid requests issued by DISC.

II. MECHANIZATION

1. CHRONOLOGY

System planning began in 1963. DISC data processing personnel were consulted, and work began early in 1964. By June 1964 the engineering drawing system was designed and data were being prepared. By January 1965 this system was officially operational. Concurrently, the three other systems were designed. The system designer estimates that six to eight months were required for planning, programming, and documenting.

On August 18, 1964, a formal request was made to DISC's Data Processing Section for a program to handle the Book Index, although details of this program had been worked out previously.

2. DESCRIPTION OF BOOK INDEX PROCESSES

There are approximately 1,600 books in the library collection, with a monthly growth rate of 50 volumes. Using standard DISC Form 31 (Appendix A-1), all items in the collection are prepared for input to the system. Input instructions for the Book Index are outlined in Appendix A-2. New titles are added as they are received.

(1) Input Procedures

1. New book is checked in and given to cataloger.

2. Library Assistant completes Form 31, indicating whether item is reference or circulating copy and noting edition, Dewey Decimal and Cutter numbers, author's name, title, copyright date, and publisher.

3. Forms are submitted monthly to the Computer Section for keypunching of the 80-column cards.

4. Cards are sorted and printed semiannually. The process is: sort by Dewey Decimal number and merge to master deck, sort and list by author, title, and Dewey Decimal number.

(2) Outputs

The Book Index is printed semiannually from the punched cards. It is prepared in three separate volumes: alphabetical author list, alphabetical title list, and Dewey Decimal classification number arranged list (see Appendix A-3 through A-5 for sample printouts).

Sorting sequences for each are:

Author	-	alphabetical sort of columns 15 through 32
Title	-	alphabetical sort of columns 33 through 65
Dewey Number	-	alphanumeric sort of columns 1 through 14.

Ten copies are produced for Library use and distribution to the Center's Division Directorates.

The Index is printed with the same column headings in each of the three sequences, with the significant sort being made on different columns. The column headings are:

Dewey and Cutter No. Author Title Year Publication

The Dewey number, with symbol for reference when required appears on the first line. Cutter number, author, title, year, and publisher appear on the second line. When possible, a line is left after each entry.

Users of the Index may select required items from the copies circulated to the Directorates, they may use the copies available in the Library, or they may request a manual search of the card catalog.

3. DESCRIPTION OF ACCESSIONS LIST PROCESSES

A printout of new entries processed and sent for keypunching monthly provides this book accession list which is routed to Library users. The same process is followed as that used to produce the Book Index, with the exception that a separate printing is made only when the number of additions warrants it. Otherwise, new books are listed in the manually produced bulletin of abstracted periodical articles.

4. DESCRIPTION OF SELECTIVE BIBLIOGRAPHIES PROCESSES

A selective sort of the punched cards on books is made by the Dewey Decimal classification numbers, and a printout is made. The same sequence used in the semiannual Book Index is followed. When machine time is available, at least one list is printed every two months. These bibliographic listings are provided upon request.

5. DESCRIPTION OF SPECIFICATIONS INDEX PROCESSES

The system for processing this collection on EAM cards has been designed, and input of items has begun. The collection presently numbers about 46,809, with an annual growth of approximately 3,900 items.

(1) Input Procedures

1. Incoming specifications and standards are checked for duplication, and new items are submitted to indexers in the Library for processing.

2. Indexers complete Form 510 (see Appendix B-1) indicating document prefix, document number, date, revision number, amendment number, change number, document code, whether superseding another specification or standard, Federal supply class, card code, document title, whether addition or delection, and type of index. (For Specification Index Input Instructions, see Appendix B-2.)

3. Input sheets are sent to the Computer Section for keypunching, sorting, and printing of indexes. The process is: Keypunch from Form 510, sort by document code and document number, and merge into cumulative deck monthly; sort and list cumulative deck by document number, by Federal Stock Number, and document code. Quarterly, merge cumulative deck into master deck, sort and list in same three sequences. Also quarterly, list superseded index only.

(2) Outputs

1. Part I

Punched cards are sorted by document number (specification number). Printout is arranged by document number, followed by the document title, date, revision, amendment, change number, document code, and Federal supply classification code. Only a proof copy of this printout has been made to date. (See Appendix B-3 for printout format.)

2. Part II

This printout will be arranged by Federal supply classification code, followed by document number, document title, date, revision, amendment, change number, and document code. (See Appendix B-4 and B-5 for printout format and sample printout.)

6. DESCRIPTION OF ENGINEERING DRAWING INDEX PROCESSES

The punched card system on this collection of 300,000 items is operational; growth of the collection is approximately 50,600 per year.

The user completes a DISC Form 131 (Engineering Drawing Request) for each item required, giving as much information as possible, such as the locator or Federal Stock Number, drawing number, number of copies, and priority of his request (see Appendix C-1). Request is filled and forwarded to the requester.

In most cases, the user will be furnished an aperture card copy of the drawing, since viewers are placed in convenient locations throughout the sections. (See Appendix C-2 for sample aperture card.) Most copies are furnished for retention rather than loaned.

Input processing is done on paper copies, microfilm aperture cards, error notification, and deletions and revisions.

(1) Input Procedures -- Paper Copies

1. Incoming paper copies of drawings are screened for previous indexing, and duplicates are discarded.

2. Drawings are sorted according to size and background shades.

3. Locator numbers are assigned.

4. Relation of Federal Stock Number to drawing is established.

5. Input Form 14 (see Appendix C-3) is completed by indexers in the Technical Data Branch, indicating type of document, drawing/part number, manufacturer's code, revision, locator number, Federal Supply Class, card number and number of cards (if to be microfilmed), proprietary designation, control activity, security

classification, standard code, PID (Purchase identification description), Julian date, type of index, addition/revision/deletion notation, and Federal Stock Number.

6. Input preparation is verified.

7. Forms are sent to the Computer Section for keypunching. The process is: Keypunch the basic identifying information from Form 14. Sort to location number and gang punch into aperture cards for mounting. Sort to drawing number, merge into cumulative deck, and list weekly or biweekly. Quarterly, merge into master deck, sort and list in four sequences: drawing number, Federal Stock Number, manufacturer by drawing number, and manufacturer by Federal Stock Number.

8. Drawings are labeled for microfilming.

(2) Input Procedures -- Microfilm Aperture Cards

(Input processing on microfilm aperture cards is handled in the Indexing Section of DISC's technical data branch.

1. Newly received microfilm aperture cards are screened for duplicates and new revisions.

2. Aperture cards are sent to viewers for determination of legibility of Federal Stock Numbers and manufacturer's codes and for extracting and entering on input Form 14 the type of document, drawing and part numbers, manufacturer's code, revision, proprietary designation, and control activity.

3. The following information is added to Form 14: locator numbers, Federal Supply Class, card numbers, Julian date, type index, addition/revision/deletion, and Federal Stock Number.

4. Input sheets are sent to the Computer Section for keypunching.

5. Cards are keypunched and sorted.

(3) Input Procedures -- Error Notification

1. When an error is discovered in the printed Engineering Drawing Index, a list is prepared by drawing number with Federal Stock and locator numbers.

2. Incorrect master cards are pulled in the Data Processing Section.

3. Deleted master cards are returned to the Indexing Section for destruction.

4. New input sheets correcting erroneous entries are prepared and submitted to the Computer Section as daily input.

(4) Input Procedures -- Deletions and Revisions

1. Every three months the master file is checked against catalog change notice cards to determine which Federal Stock Numbers should be deleted, revised, or transferred.

2. Two copies of the resulting match list are forwarded to the Indexing Section for review.

3. Deleted and revised Federal Stock Numbers are withdrawn from the master file and placed in the delete file.

4. Aperture card is pulled from main drawing file if the deleted Federal Stock Number is the last stock number posted to that drawing.

5. Obsolete drawings are filed separately in drawing number sequence.

6. Corrections on revised Federal Stock Numbers are made in the main index by a new input form being prepared and submitted to the Computer Section for keypunching.

(5) Outputs

The four outputs which make up the Engineering Drawing Index are described in the following paragraphs. Sample printouts appear in Appendix C-4 through C-7.

1. Part I

This printout on DISC Form 482 (Appendix C-4) is arranged by drawing/part number. A sort of the cards and a subsequent printout is made quarterly, with copies going to each section and to the Library. Every ten days to two weeks an update is printed for Parts I and II only, with five copies for the Library.

The listing is arranged by: (1) drawing/part number, (2) Federal Stock Number, (3) manufacturer's code, (4) locator number, (5) type, (6) classification, (7) Julian date, (8) revision, and (9) proprietary designations.

2. Part II

This printout is issued as frequently as Part I, and the same number of copies are produced. It is arranged by Federal Stock Number, followed by drawing/part number, with other entries listed in the same sequence as in Part I (see Appendix C-5).

3. Part III

This quarterly printout is arranged by manufacturer's code, Federal Stock Number, and drawing number (Appendix C-6).

4. Part IV

This printout is made quarterly and arranged by manufacturer's code, drawing number, and Federal Stock Number (Appendix C-7).

7. DESCRIPTION OF MANUFACTURER'S CATALOG INDEX PROCESSES

The manufacturer's catalog collection has just been reviewed and updated in preparation for the punched card system.

(1) Input Procedures

1. New catalog will be checked for duplication and sent to Library indexer for processing. (For input instructions, see Appendix D-1.)

2. Indexer will add company name, title of catalog, catalog number, revision, date, and subject code to input Form 623 (Appendix D-2).

3. Subject codes will be assigned from the Commodity Subject Headings for Manufacturer's Catalog Index. (For sample of Commodity Subject Headings, see Appendix D-3.)

4. Cross-references to company names will require a separate routine and input sheet showing alternate company name, approved company name, and cross-reference indication.

5. Weekly input forms will be forwarded to the Computer Section for keypunching, sorting, and printing of the indexes. The process is: Keypunch from Form 623, sort by company name, and merge daily into master deck. Monthly, sort and list by company name and by subject code.

(2) Outputs

Since the program to produce the Manufacturer's Catalog Index is in the development stage, no printout has been made. However, the planned format calls for a two-part printout. The first part wil' be by company name, catalog title, catalog number,

revision, date, and subject. The second printout will be by subject heading, then company name, followed by catalog title, number, revision, and date.

8. MAJOR PROBLEMS

Lack of sufficient time on the data processing equipment is the major problem at the Center. Management backing in early stages of development was responsible for rapid growth up to the present time.

Updating of the manufacturer's catalog file delayed development of a system for this collection.

III. EQUIPMENT AND COSTS

1. EQUIPMENT

All equipment used at DISC is rented except for five RCA 523 tape writers and four RCA 525 tape writer-verifiers, which DISC owns. The Univac 1004 is primarily used for management-type problems. Equipment is as follows:

	Univac	1004 with 1922 core memory	$2015
2	IBM	188 collator	575
1	IBM	083 sorter	119
2	IBM	084 sorter	290
1	IBM	087 collator	245
2	IBM	514 reproducing punch	128 136
2	IBM	557 alphabetic interpreter	216
16	IBM	027 keypunch	60
12	IBM	056 verifier	50
5	RCA	523 tape writer	
4	RCA	525 tape writer-verifier	
4	Friden Flexowriters		
1	Filmac 200 hard-copy printer		
1	Uni-printer (Filmsort)		
1	Recordak MRG 259 microfilm camera (development of film by recordak)		
1	3M Filmsort 1000 D (makes film from paper)		

Job No. _____

Prop. No. _____

DOCUMENT REVIEW CHECK LIST

LOG NO. _____

DATE REC'D. _____

BOOKING: YES/ _____ NO/ _____

WHEN: REC'D FOR EXEC _____ REC'D FULLY EXEC _____

DATE BOOKED: _____

ROUTING:

Legal Counsel For Comment _____ For Info _____ On _____

Title	Name	Initial	Date
Research Director			
Program Executive			
Contracts Manager			
Officer(for execution)			

ORIGINAL FORWARDED TO CHICAGO ON: _____

COMMENTS & EXCEPTIONS (Please intital and date)

1 3M Thermofax dry photocopier 209 (on trial)

1 CR-1 Recordak card-to-roll film printer (takes card to silver microfilm)

1 Xerox 1824 - roll and card

2 Aperture card mounters

2 3M 086 aperture card duplicators (diazo)

2. COSTS AND TIME

Three cents per copy on Uni-printer

$2,700 for quarterly printout of total engineering drawing file - 50 copies. (May reduce by printing yearly.)

12 cents - 24 cents per copy on Filmac 200

Six cents per copy on Xerox 1824

The system was developed by one person working part time over a 12-month period; time spent amounted to six-eight months.

A-1 -- BOOK INPUT FORM 31

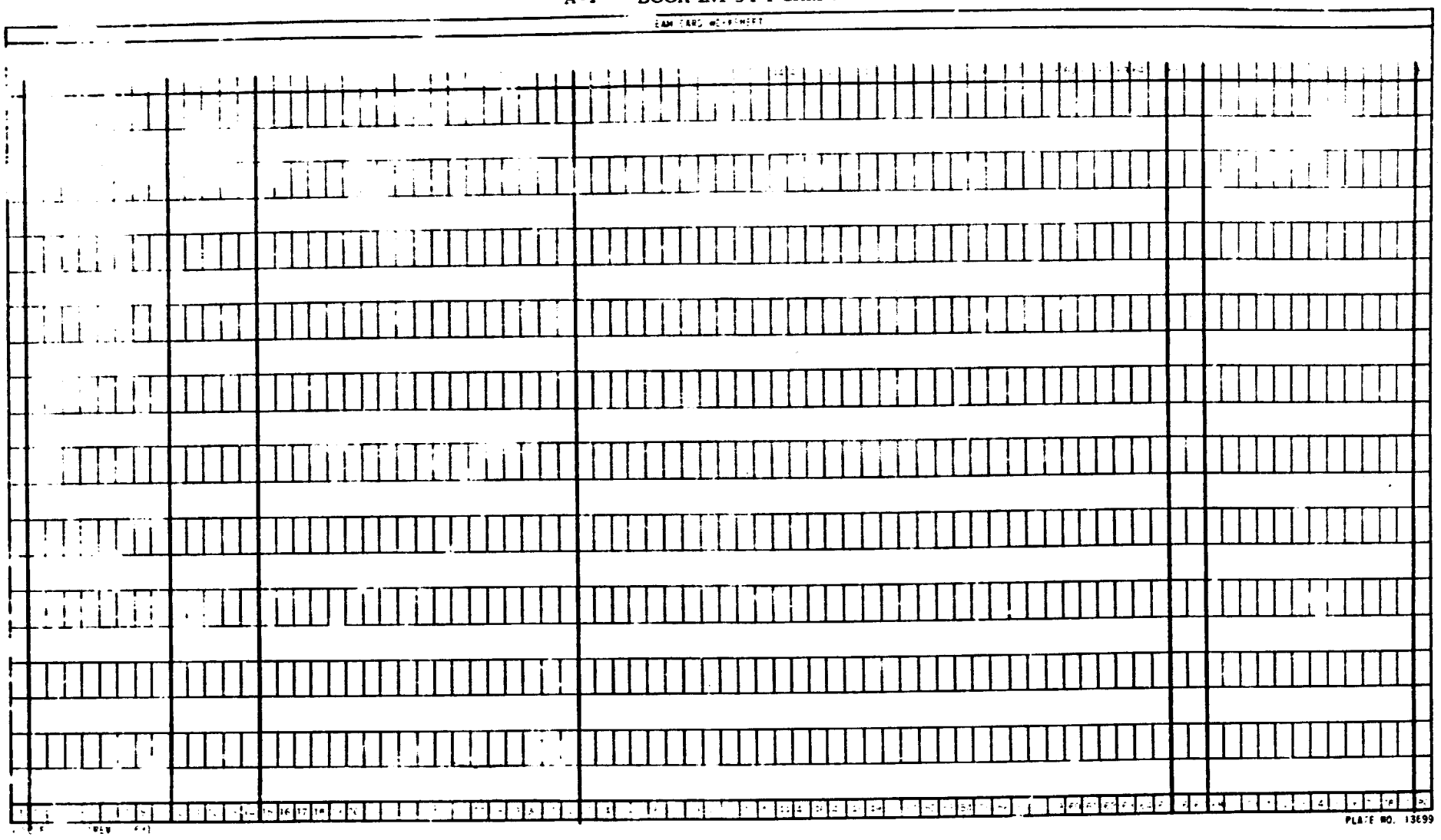

PLATE NO. 13699

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BOOK INDEX

INPUT INSTRUCTIONS

I. Use DISC Form 31 as input document.

A. Card columns and elements of data are as follows:

Element	Card Column
R (Reference)	1
Dewey Decimal Number	2-9
Cutter Number	10-14
Author (Last name and initials)	15-32
Title	33-65
Year	66-67
Publisher	68-79
Open	80

B. Line input form, DISC 31, to correspond to card columns. The lines provide a divider for each field of data and simplify use of the input form.

II. Enter an R in column 1 if a book is reference. If the library has two copies of a book, one reference and one circulating, prepare a separate entry for each.

III. The Dewey Decimal Number, up to four places after the decimal point, is entered in columns 2 through 9. Be sure to show the decimal point large enough for the key punch operators to recognize it as a separate item. If the classification is longer than the space allowed, drop all digits that will not fit in card columns 2 through 9.

IV. The Cutter Number is entered in columns 10 through 14. This allows space for one capital letter, 3 numbers and one small letter. Additional small letters should be dropped in this index. All numeric 0's are lined through.

V. Author's name is entered in columns 15 through 32. Use last name and initials. Do not use periods after initials. Leave blank spaces between last name and both initials. If only one initial is known, eliminate second initial. If last name requires total field, eliminate initials. Add comma after author's last name.

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VI. Title is entered in columns 33 through 65. Use short title. Eliminate initial article. If necessary abbreviate words in title. However, this should be kept to a minimum.

VII. Year is entered in columns 66 and 67. Use copyright date. Enter last two digits of year. (Example: 1964 is shown as 64).

VIII. Publisher is entered in columns 68 through 79. Use short form of publishers name. As a guide use name abbreviations which appear in BIP. In some cases it will be necessary to use an even shorter form of the name. Once a form of entry has been chosen subsequent entries should be the same.

IX. Column 80 will remain blank.

X. Index each edition or yearbook as a separate entry.

XI. Input forms will be prepared when new books are cataloged. Forms will be submitted monthly to DISC 9341 where the necessary punched cards will be prepared. Job order no. is to be placed on memo accompanying inputs to DISC 900.

AUTHOR LISTING

DEWEY NO.	AUTHOR	TITLE	YR	PUBLISHER
621.75 UN31	U S ORD CORPS	MACHINING DATA	61	U S ORD
R010.78 UN3IP	US NAVORD LAB	PROCEEDINGS 7TH MIL LIB WORKSHOP	64	US NAVORD
673.732 AI71	A F SYS COM	HIGH TEMP DEFORMATION OF RUTILE	64	WPAFB
666.7 AI71	A F SYSTEMS COM	THERMODYNAMIC...MTLS PROGRAM	64	WPAFB
620.03 AB19	ABBETT, R W	ENGINEERING CONTRACTS SPECS	63	WILEY
355 AB88	ABSHIRE, D M	NATIONAL SECURITY	63	PRAEGER
658 AC1	ACAD OF MGMT	CURRENT ISSUES...	62	HOUGHTON
658.54 AC58	ACKOFF, R	MGR SGUIDE TO OPTMS RESEARCH H	63	WILEY
973 AD18	ADAMS	THE EPIC OF AMERICA	37	LITTLE
620.16 K114K	ADANER, L I	NEW METALS IN MODERN ENGINEERING	60	WPAFB
519.1 AD59	ADLER, I	PROBABILITY AND STATIST EVERYMAN	63	JOHN DAY
621.822 AE82	AER SYST DIV	DEVEL OF DESIGN CRITERIA...	63	WPAFB
R620.03 AE82	AEROJET-GEN CORP	STANDARDS	ND	
926 AE82	AEROSPACE CORP	TREVOR GARDNER	64	

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A-4 -- TITLE LIST

DEWEY NO.	AUTHOR	TITLE	YR	PUBLISHER
R330.3 S152	SLOAN, H S	A DICTIONARY OF ECONOMICS	61	BARNES
510.78 M137	MCCRACKEN, D D	A GUIDE TO ALGOL PROGRAMMING	62	WILEY
R378.73 AM356	AM COUNCIL EDUCA	A GUIDE TO GRADUATE STUDY	60	
R015.73 L532	LEIDY, W P	A POPULAR GUIDE TO GOVT PUBS	63	COLUMBIA
336.39 H363	HEILBRONER, R L	A PRIMER ON GOVERNMENT SPENDING	63	RANDOM HOUSE
621.88 AL55	ALLIED CHEM CORP	A PROPERTY COMPARISON	64	
621.88 AL55	ALLIED CHEM CORP	A PROPERTY COMPARISON	64	
620.14 C9146	ROSS, G E	A STUDY PHYSICAL BASIS...CERAMICS	64	WPAFB
R421.603 D467	DESOLA, R	ABBREVIATIONS DICTIONARY	58	DUELL
669.1 AB29		ABC OF IRON AND STEEL	60	PENTON
510.78 L999	LYTEL, A	ABC S OF COMPUTERS	61	SAMS
355.8 UN3A	US DOD	ACCELERATED ITEM REDUCTION PROG	[illegible]	DOD
657 [illegible]467	[illegible]IGS, [illegible]	ACCOUNTING		MCGRAW
355.[illegible] 17[illegible]7	[illegible]	ACCOUNTING GUIDE PER CONTRACTS	[illegible]	COMMERCE

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DEWEY DECIMAL CLASSIFICATION NUMBER ARRANGED LIST

DEWEY NO.	AUTHOR	TITLE	YR	PUBLISHER
006 W636	WIENER, N	CYBERNETICS	61	MIT
006 AS34	ASHBY, W R	INTRODUCTION TO CYBERNETICS	56	WILEY
006 G943	GUILBAUD, G T	WHAT IS CYBERNETICS	59	CRITERION
006 J129	JACKER, C	MAN, MEMORY, AND MACHINES	64	MACMILLAN
006 J129	JACKER, C	MAN, MEMORY, AND MACHINES	64	MACMILLAN
010.78 S147	STEVENS, N D	COMPARATIVE STUDY...INFO RETRIEV	61	RUTGERS
010.78 AL82		ELECTRICAL...INFO RETRIEVAL...	63	WPAFB
010.78 K415	KENT, A	TEXTBOOK MECHANIZED INFO RETRIEV	62	INTERSCIENCE
070.431 H681	HOHENBERG, J	THE PROFESSIONAL JOURNALIST	60	HOLT
160 K[illegible]9	KREYCHE, P J	LOGIC FOR UNDERGRADUATES	54	HOLT
164 L585	LEWIS, C I	SYMBOLIC LOGIC	51	[illegible]ER
174 G[illegible]	GOODMAN, W	ALL HONORABLE MEN	6[illegible]	[illegible]TLE
[illegible] C[illegible]2	CARREL, A	MAN THE UNKNOWN		[illegible]PE[illegible]
[illegible] C[illegible]7	C[illegible] S	THE PROPER STUDY OF [illegible]ND		[illegible]PH

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
DOCUMENT PREFIX								DOCUMENT NUMBER														

24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
OPEN	DATE							REV		AMD	CHG	DOC CODE		SUPSD	FSC				CARD CODE

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
DOCUMENT TITLE																			

64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOCUMENT TITLE															ADD DEL	TYPE INDEX

SPECIFICATION/STANDARD INDEX INPUT, DISC FORM 510
(JUNE 1964)

PLATE NO. 15169

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SPECIFICATION INDEX

INPUT INSTRUCTION

I. Document Prefix - Columns 1 through 8

Explanation

Specifications and standards will be sorted by the significant portion of the document number. For wxample MIL-M-9868 will be sorted by 9868. The prefix in this case is MIL-M . A Federal Specification such as FF-S-3214 is sorted by the initial letters. In this example there is no drawing prefix.

The chart on pages 5 through 7 shows type of document; document number including prefix (document number has been underlined, document prefix has been left blank); sorting instructions and document code. A two digit document code is being used in place of the five digit manufacturer's code since it will be easier to sort. As it becomes necessary new document codes will be assigned.

Instruction

A. Document Prefix is entered in columns 1 through 8. Include all punctuation such as dashes, periods, slashes, etc. Allow a space for punctuation.

B. If the prefix is shorter than the columns allowed, leave first columns blank. Enter prefix in remaining columns to complete the field. For example begin MIL-M in columns 3.

C. For certain documents (see document chart) it is necessary to leave a space between the document prefix and the document number, for example, NAS 161. To accomplish this leave column 8 blank. For example enter NAS in columns 5 through 7 and leave column 8 blank.

II. Document Number - Columns 9 through 23

A. Beginning with column 9 enter significant portion of drawing number in these columns.

B. All spaces not required for the drawing number will remain blank.

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C. For those specifications which have numerous supplemental sheets enter each sheet as a separate document. For example, MIL-C-742/63, enter entire number 742/63. This will permit up-dating of revisions for each sheet.

III. Open - Column 24

This column will be used to indicate a new revision to a document previously entered in the Specification Index.

A. Enter a dash in column 24 for a new revision of a document previously indexed.

B. Leave column 24 blank for changes or amendments within a particular revision.

C. Leave blank for document not previously indexed.

D. For a document superseded by a different type document, for example an AN superseded by an MS or a document number change, prepare a special input listing superseded document. Code column 24 with a dash, also code column 79 with a dash. A superseded input will also be prepared for the superseded listing. See also 9.

IV. Date - Column 25 through 31

A. Enter date of document in columns 25 through 31. For example, 1 Nov 62, 24 May 64, use three digits for month.

B. When day of month is one digit begin entry in column 26. Leave column 25 blank. When day of month is two digits begin entry in column 25.

C. When only month and year are known enter 3 digits for month, two for year in columns 27 through 31. When only year is known enter 2 digits for year in columns 30 and 31.

V. Revision - Columns 32 and 33

A. Enter document revision either letter or number in columns 32 and 33.

B. If the revision is only one character enter in column 33. If the revision is two characters enter in columns 32 and 33.

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VI. Amendment - Column 34

A. Enter amendment number or letter in column 34 when known.

B. Leave column 34 blank if amendment does not apply.

C. Enter a supplement as an amendment.

VII. Change - Column 35

A. Enter change notice number or letter in column 35 when known.

B. Leave column 35 blank if change notice does not apply.

VIII. Document Code - Columns 36 and 37

A. Enter the document code number in columns 36 and 37.

B. Each type of document will have a code number assigned. For example, Military Specifications are 01 and ASA Standards 36.

C. Document code numbers are shown in the chart on pages 5 through 7.

D. Section supervisor will assign new codes as required.

IX. Superseded - Column 38

A. This column will be left blank except when a complete revision has been issued for a document.

B. If a new revision has been issued, prepare an input for the new revision. See also instruction for column 24, item 3.

C. Also prepare an input for the superseded document.

D. For the superseded input enter a dash in column 38.

X. FSC - Columns 39 and 42

A. Enter the FSC in columns 39 through 42.

B. Leave the columns blank if the FSC is not known or cannot be determined from nomenclature. Check DOD Index. Supervisor may need to discuss with TSD.

Technical Data
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Technical Lib. Br.

C. If there is more than one FSC listed on document (at bottom of page) prepare input for each class shown.

II. Card Code - Columns 43

A. This column will be used to indicate the order in which various entries within a document revision will appear in the Specification Index. The first entry of a new revision will be coded A. The next entry, for example, amendment 1 will be coded B. Coding will continue in alphabetical sequence until a new revision is issued. If amendments are not received in order do not assign next higher letter. For example, amendment 1 would be assigned a B code. Amendment 2 would be assigned a C code. Amendment 3 would be assigned a D code. However, amendment 3 may be received before amendment 2. Amendment 3 should thus be assigned a D code allowing space for amendment 2 to be coded C when it is received. This code will not appear in the printed index. It will only be used by the Univac 1004 to sequence revisions in the Specification Index.

B. Entries in the superseded index must also be coded in this same fashion. Revision 1 or A should be coded A, etc. Amendments are not indexed but are included with basic documents.

XII. Document Title - Columns 44 through 78

A. Enter a short title for the document in columns 44 through 78.

B. Verify the title used for previous revisions when making new entries. This will insure all title entries for the same document will be identical.

XIII. Add/Delete - Column 79

A. Code column 79 with a dash when different type document has superseded an item in the index or a document number changes. For example, an MS has superseded an AN.

B. Column 79 will only be coded with a dash on the input prepared to eliminate a current listing. For example, MS 42671 supersedes MS 26412.

C. Leave column 79 blank on the input prepared for the superseded list and for the current list. See sub 3.

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Technical Lib. Br.

IV. Type Index - Column 80

Enter an "S" in column to designate Specification Index. All inputs will have an "S" in this column.

DISC SPECIFICATION AND STANDARD INDEX – PART I

DOCUMENT NUMBER	DOCUMENT TITLE	DATE	REV	AMD	CHG	DOC. CODE	FSC

DISC FORM 621 (NOV 64)

PAGE

DISC SPECIFICATION AND STANDARD INDEX — PART II

FSC	DOCUMENT NUMBER	DOCUMENT TITLE	DATE	REV	AMD	CHG	DOC. CODE

SPECIFICATION INDEX SAMPLE PRINTOUT

MILITARY SPECIFICATIONS 01

MIL-C-15783	COMPOUND, WATERPROOFING	22 JAN 64	A	01	[illegible]
MIL-L-15062	LACQUER, CHLORINE RESISTANT	22 NOV 54		01	[illegible]
MIL-L-15008	LEAD PLATING	29 NOV 58		01	[illegible]
MIL-V-15011	VARNISH, WATERPROOFING	29 NOV 63	C	01	[illegible]
MIL-S-15012	STEEL PLATE, WROUGHT	15 MAY 59	A	01	[illegible]
MIL-L-15016	LACQUER, AIR-DRYING	26 JAN 60	A	01	[illegible]
MIL-H-15037	HOOK, HOIST, BUNTON STYLE	7 DEC 54		01	[illegible]
MIL-F-15040	FORGINGS FOR COMMON STEEL SHELL	14 DEC 54		01	[illegible]
MIL-H-15046	HYDRAULIC FLUID, PETROLEUM BASE	4 JUN 57	A	01	[illegible]
MIL-A-15081	ANTI-SEIZE COMPOUND...	29 JAN 65	A	01	[illegible]
MIL-A-15081	ANTI-SEIZE COMPOUND, MICA-BASE	23 DEC 54		01	[illegible]
MIL-A-15083	ADHESIVE, SYNTHETIC-RUBBER	7 NOV 60	[illegible]	01	[illegible]
MIL-A-15083	ADHESIVE, SYNTHETIC-RUBBER	2 JUL 64	B	01	[illegible]
MIL-C-15092	CABLE, TELEPHONE FLEXIBLE	23 DEC 54		01	[illegible]
MIL-C-15092	COATING COMPOUND...	26 DEC 56	A	01	[illegible]
MIL-C-15094	COATING, OXIDE, BLACK	26 DEC 56	A	01	[illegible]
MIL-F-15097	FUNGUS RESISTANCE TEST...	1 MAR 62	A	01	[illegible]
MIL-F-15097	FUNGUS RESISTANCE TEST...	22 AUG 67	A	01	[illegible]
MIL-C-15150	COATING COMPOUND, BITUMINOUS	28 JAN 55		01	[illegible]
MIL-P-15163	PAINT, TEMPORARY, LUSTERLESS	7 JAN 60	C	01	[illegible]
MIL-P-15163	PAINT, TEMPORARY, LUSTERLESS	30 NOV 62	C	01	[illegible]
MIL-C-15166	CANS, WATER, MILITARY	7 JUN 60	[illegible]	01	[illegible]
MIL-C-15186	CLIP, SPRING	7 MAR 55		01	[illegible]
MIL-C-15189	CLIP, SPRING	16 NOV 55		01	[illegible]
MIL-M-16	MOLDING PLASTICS AND MOLDED PLSTC PT	15 JAN 60	F	01	[illegible]
MIL-M-16	MOLDING PLASTICS AND MOLDED PLSTC PT	28 JUN 60	F	01	[illegible]
MIL-M-16	MOLDING PLASTICS AND MOLDED PLSTC PT	29 JUN 61	F	01	[illegible]
MIL-M-16	MOLDING PLASTICS AND MOLDED PLSTC PT	18 AUG 61	F	01	[illegible]
MIL-R-180	ROPE, WATER-RESISTANT, WATERPROOF	23 NOV 51	A	01	[illegible]
MIL-E-16097	ENAMEL, CORROSION INHIBITING	17 MAR 65		01	[illegible]
MIL-A-16062	ADHESIVE, EPOXY	17 AUG 64	B	01	[illegible]
MIL-C-16[illegible]	CAN, SCREW CAP, 1 QUART	14 APR 61	C	01	[illegible]
MIL-C-16[illegible]	CAN, SCREW CAP, 1 QUART	14 APR 61	C	01	[illegible]
MIL-R-16[illegible]	FIBER ROPE ASSEMBLY...	18 APR 60	A	01	[illegible]
MIL-C-16064	CEMENT - GRINDING DISK	27 JUN 67	A	01	[illegible]
MIL-F-16072	FINISHES FOR GROUND SIGNAL EQUIP	2 NOV 65		01	[illegible]
MIL-M-16077	MOLDING PLASTIC...	17 APR 59	A	01	[illegible]
MIL-M-16077	MOLDING PLASTIC...	21 JUN 63	A	01	[illegible]
MIL-P-16[illegible]	PAINT, HEAT-RESISTING	16 OCT 56	A	01	[illegible]
MIL-L-16[illegible]	LUBRICATING OIL...	11 JUL 56	A	01	[illegible]
MIL-F-16[illegible]	FASTENER, REFRIGERATOR PANEL	31 MAY 62	[illegible]	01	[illegible]
MIL-F-16[illegible]	FASTENER, REFRIGERATOR PANEL	10 JUL [illegible]	[illegible]	1	[illegible]
MIL-C-16[illegible]	CABLE, POWER, ELECTRICAL	18 NOV [illegible]		01	[illegible]
MIL-C-16[illegible]	CORROSION PREVENTIVE SOFT-FILM	23 APR 5[illegible]	A	01	[illegible]
MIL-S-16[illegible]	SEALING COMPOUND JOINT...	29 NOV 58	[illegible]	01	[illegible]

Best Available Copy

C-1

LOCATOR NUMBER	FSN	MFG. 5 DIGIT CODE
	5306-043-1953	

DRAWING NUMBER BCYX5.1

NUMBER OF COPIES 4

PR NUMBER 431953

PRIORITY

REQUESTORS NAME H. Almond

1 2 3

TELEPHONE EXTENSION 3878

(4) 5

DIVISION CODE 771/6

(CIRCLE ONLY ONE)

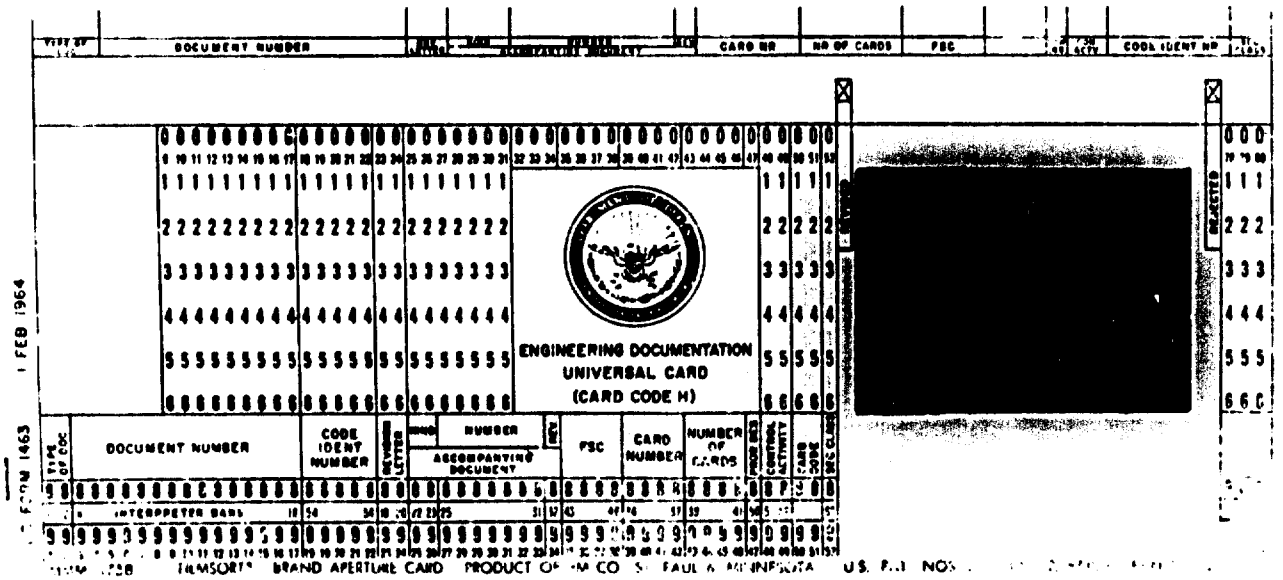
DATE 9/3/

DISC FORM 131 - ENGINEERING DRAWING REQUEST
APR 65

Rec'd 9/7

PLATE NO. 16704

C-2



SAMPLE APERTURE CARD
ENGINEERING DRAWING INDEX

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
[illegible]		DRAWING PART NUMBER															MANUFACTURER'S CODE				

23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
REV		LOCATOR NUMBER								OPEN	CARD	FSC				CARD NUMBER				

43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	
NUMBER OF CARDS				PROP DES	CON ACT		OPEN		SEC CLASS	STD CODE	HIGH DOLLAR CODE			JULIAN DATE				TYPE INDEX	ADD DEL REV	

				—				—										
63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
FEDERAL STOCK NUMBER													OPEN					

DISC FORM 14 - ENGINEERING DRAWING INDEX INPUT FORM
MAR 64

PLATE NO. 13646(REV.)

DISC FORM 482 (APRIL 1964) | ENGINEERING DRAWING INDEX - PART I | PAGE NO. 815

DRAWING/PART NUMBER	FSN	MFG	LOCATOR			TYPE	SEC	JULIAN DATE	REV	PROP
400709	5310-596-0157	96124	LA116044			1F	N	5025		P
40071	5305-214-3038	28265	LA114224			1F	N	5011	F	P
40071	5330-603-4410	81596	LA118322			1F	N	5047		U
40071	5355-668-4403	79079	LA103231				N	4210	E	U
40071A	5306-263-8962	28265	LA114224			1F	N	5011	E	P
400710		96124	LA100645				N	4209		P
400712		96124	LA100646				N	4209		P
400714		96124	LA100634				N	4209		P
400716	5307-414-7086	57733	LA114398			1F	N	5025	A	U
400744		62983	LB101139				N	4210		U
400887	5310-352-2748	88405	LA104612			1F	N	4135		U
4009	5340-047-9479	98625	LC102508			1F	N	5013	A	L
400926	5310-637-0517	88408	LB107228			1F	N	5011	F	U
401	531NK24M-59Y?	80064	DH100016			2A	N	420E	0	G
4010-1	4010-282-2545	14153	LA106533			1A	N	4177		G
4010-2	4010-266-0787	14153	LA106534			1A	N	4177		M
4010-3	4010-555-8271	14153	LA106535			1A	N	4177		G
4010-4	4010-282-2547	14153	LA106536			1A	N	4177		G
4010-5	4010-266-0769	14153	LA106537			1A	N	4177		G
4010-6	4010-266-0770	14153	LA111561			1F	N	4268		G
4010-7	4010-270-8668	14153	LA106539			1A	N	4177		G
4010-8	4010-281-8436	14153	LA106540			1A	N	4177		G
4010-9	4010-272-3409	14153	LA106541			1A	N	4177		G
401070	5340-359-1711	77640	DA105149			1F	N	5047	F	U
401105	5340-517-5258	77640	DA105148			1F	N	5047	E	U
401107		77640	LA118718			1F	N	5047	D	L
401111		96124	LA100630				N	4209		P
401141	5340-312-0518	77640	LA118717			1F	N	5047	B	U
401151	5340-720-6062	77640	LA118716			1F	N	5047	E	U
401193		02987	DB100036				N	4209	T	P
401193		77068	DB100080				N	4209		P
401202		88408	LA113782			1F	N	5008	D	U
401205	5310-208-4746	88408	LA113767			1F	N	5008	D	U
401209	5310-596-5695	88408	LA113757			1F	N	5008	C	U
401210		14351	LA113783			1F	N	5008	C	U
401216	5310-208-4747	88408	LB107229			1F	N	5011	B	U
401218	531[illegible]-696-6329	88408	LA113732			1F	N	5008	K	U
401222	534[illegible]-314-5182	77640	DA105146			1F	N	5047	B	P
401231	53[illegible]-220-6607	88408	LA113731			1F	N	5008	F	U
401239	534[illegible]-789-0901	77640	DA105145			4C	N	5047	B	U
401248	5340-813-1288	77640	LA118715			1F	N	5047	B	U
401262	5310-208-9592	88408	LA113730			1F	N	5008	D	U
401265	5310-220-6608	88408	LA113729			1F	N	5008	B	U
40127-201	5310-792-9141	43999	LB106120			1F	N	4244	A	U
4013	5310-199-7010	06650	LA104672			1F	N	4133		U
4013	5310-215-6458	06650	LA104672			1F	N	4133		U
4 1301		96124	LA100480				N	4209		P
401313	5306-696-9445	88408	LB107231			1F	N	5011	E	U
401315		96124	LA100650				N	4209		P

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FSN	DRAWING/PART NUMBER	M F G	LOCATOR			TYPE	SEC	JULIAN DATE	REV	PROP
5310-595-5383	52446	82423	LB110154			1F	N	5043	C	P
5310-595-5456	70-2735PK	66935	LA120030			1F	N	5055		U
5310-595-5547	L582	46717	LA118219			1F	N	5046		U
5310-595-5575	236-1113-8	94145	LA102079			1F	N	4307	6	P
5310-595-5658	6089D12	66640	DA102877			1F	N	4255		U
5310-595-5724	SP4300-10	26512	LE100260			1F	N	4273	TT	U
5310-595-5786	43962	81316	LJ100195			2A	N	4224		G
5310-595-5796	390006-216	80064	DJ100604			1A	N	4301		U
5310-595-5818	8201146	00000	LA111733			1F	N	4272	C	G
5310-595-5819	8924401-5	02734	DA104424			1F	N	5033	C	P
5310-595-5819	236-1070-4	94145	LA102072			1F	N	4304	6	P
5310-595-5819	236-1113-5	94145	LA102079			1F	N	4307	6	P
5310-595-5823	PB54043-2	19315	DA102437			1F	N	4255	A	2
5310-595-5823	PB54043-2	19315	DA102913			1F	N	4304	A	L
5310-595-5830	7665247	00000	LB102258			1F	N	4175	B2	G
5310-595-5854	7598069	00000	DB100559			1F	N	4189		G
5310-595-5884	27713	35351	DB103065			1F	N	5042	B5	P
5310-595-5893	76121	28265	LA114053			1F	N	5011	C	P
5310-595-5915	1904598	16764	LA115429			1F	N	5020	C	L
5310-595-5921	835997	87991	LA104301			1F	N	4129		U
5310-595-5945	4136043	24446	LB101862			1F	N	4164	C	U
5310-595-5960	6745174	73342	LA114301			1F	N	5014	H	U
5310-595-5969	10459	82423	LA118125			1F	N	5043	G	P
5310-595-5977	50-4-21-21-20N	38597	DC100475			1F	N	5018	16	U
5310-595-5978	50-4-15-7-5N	38597	DC100475			1F	N	5018	16	U
5310-595-6068	K5855112AA	24446	DA100856			1F	N	4146	15	U
5310-595-6069	SP4300-44	26512	LE100260			1F	N	4274	TT	U
5310-595-6088	4833	23610	LA113484			1F	N	5011	1	U
5310-595-6094	21A8608	15786	LA117024			1F	N	5036	H	U
5310-595-6125	272176	77445	LA110081			1F	N	4238	A1	U
5310-595-6133	611A143	24446	LA104872			1F	N	4145	A	U
5310-595-6137	A6565	02280	LB109593			1F	N	5029		U
5310-595-6154	50-4-13-18-9	38597	DC100475			1F	N	5018	16	U
5310-595-6235	50-7N12-9-6	38597	DC100475			1F	N	5018	17	U
5310-595-6236	50-7N13-8-5-7	38597	DC100475			1F	N	5018	17	U
5310-595-6251	50-4-4-9-4	38597	DC100475			1F	N	5018	16	U
5310-595-6311	53427	82423	LB109843			1F	N	5043	A	L
5310-595-6313	50-7N12-9-8	38597	DC100475			1F	N	5018	17	U
5310-595-6316	50-7N6-6-5-4	38597	DC100475			1F	N	5018	17	U
5310-595-6329	50-7N12-6-5-5	38597	DC100475			1F	N	5018	17	U
5310-595-6342	258-3468	98329	DA104204			1F	N	5015	A	U
5310-595-6417	641877	80066	LA118535			1F	N	5046	E	L
5310-595-6418	641877	80066	LA118535			1F	N	5046	E	L
5310-595-6421	50-7N18-12-5-8	38597	DC100475			1F	N	5018	17	U
5310-595-6423	50-7N12-8-5-5	38597	DC100475			1F	N	5018	17	U
5310-595-6483	UA3664	78943	LA110951			1F	N	4258	B	U
5310-595-6485	PB54043-1	19315	DA102437			1F	N	4255	A	L
5310-595-6485	PB54043-1	19315	DA102913			1F	N	4304	A	L
5310-595-6491	5323088	00000	LA119289			1F	N	5050	H	L

DISC FORM 484 (APRIL 1964)	ENGINEERING DRAWING INDEX - PART III							PAGE NO 576		
MFG	DRAWING PART NUMBER FSN	DRAWING/PART NUMBER FSN	LOCATOR			TYPE	SEC	JULIAN DATE	REV	PROP
35351	5310-090-0298	27713-69	DB102249			1F	N	5012	BS	P
35351	5310-090-0626	27713-436	DB102249			1F	N	5013	BS	P
35351	5310-094-3194	27713-117	DB102249			1F	N	5014	BS	P
35351	5310-094-3195	27713-18	DB102249			1F	N	5014	BS	P
35351	5310-208-2862	38097	LA112287			1F	N	5015	B	U
35351	5310-208-6837	23584	LA112257			1F	N	5015	J	P
35351	5310-208-9677	92596	LB107471			1F	N	5018	1	P
35351	5310-209-1004	27713-328	DB102249			1F	N	5013	BS	P
35351	5310-209-1005	27713-359	DB102249			1F	N	5013	BS	P
35351	5310-209-1253	27713-349	DB102249			1F	N	5013	BS	P
35351	5310-209-3622	27713-500	DB102249			1F	N	5013	BS	P
35351	5310-209-4184	27713-86	DB102249			1F	N	5012	BS	P
35351	5310-209-4187	27713-65	DB102249			1F	N	5013	BS	P
35351	5310-209-5385	27713-415	DB102249			1F	N	5013	BS	P
35351	5310-209-5498	79419	LA112277			1F	N	5015	A	U
35351	5310-209-6820	27713-482	DB102249			1F	N	5013	BS	P
35351	5310-209-6823	27713-166	DB102249			1F	N	5014	BS	P
35351	5310-209-6862	27713-472	DB102249			1F	N	5013	BS	P
35351	5310-215-8064	27713-06	DB102249			1F	N	5014	BS	P
35351	5310-215-8065	27713-07	DB102249			1F	N	5014	BS	P
35351	5310-215-8071	27713-20	DB102249			1F	N	5	BS	P
35351	5310-215-8072	27713-218	DB102249			1F	N	5014	BS	P
35351	5310-215-8073	27713-219	DB102249			1F	N	5014	BS	P
35351	5310-215-8074	27713-250	DB102249			1F	N	5014	BS	P
35351	5310-215-8075	27713-251	DB102249			1F	N	5014	BS	P
35351	5310-215-8076	27713-49	DB102249			1F	N	5013	BS	P
35351	5310-215-8080	27713-70	DB102249			1F	N	5012	BS	P
35351	5310-215-8081	27713-73	DB102249			1F	N	5012	BS	P
35351	5310-215-8082	27713-75	DB102249			1F	N	5012	BS	P
35351	5310-217-1762	27713-05	DB102249			1F	N	5014	BS	P
35351	5310-217-1763	27713-10	DB102249			1F	N	5014	BS	P
35351	5310-217-1764	27713-11	DB102249			1F	N	5014	BS	P
35351	5310-217-8034	27713-119	DB102249			1F	N	5014	BS	P
35351	5310-217-8035	27713-120	DB102249			1F	N	5014	BS	P
35351	5310-217-8036	27713-130	DB102249			1F	N	5014	BS	P
35351	5310-217-8037	27713-38	DB102249			1F	N	5013	BS	P
35351	5310-217-8038	27713-39	DB102249			1F	N	5013	BS	P
35351	5310-217-8039	27713-40	DB102249			1F	N	5013	BS	P
35351	5310-217-8040	27713-43	DB102249			1F	N	5013	BS	P
35351	5310-285-4824	27713-258	DB102249			1F	N	5013	BS	P
35351	5310-285-4830	27713-72	DB102249			1F	N	5012	BS	P
35351	5310-285-4831	27713-316	DB102249			1F	N	5013	BS	P
35351	5310-285-4832	27713-280	DB102249			1F	N	5013	BS	P
35351	5310-285-4833	27713-217	DB102249			1F	N	5014	BS	P
35351	5310-285-4835	27713	DB103065			1F	N	5042	BS	P
35351	5310-285-4835	27713-145	DB102249			1F	N	5014	BS	P
35351	5310-285-4836	27713	DB103065			1F	N	5042	BS	P
35351	5310-285-4836	27713-140	DB102249			1F	N	5014	BS	P
35351	5310-285-7638	27713-282	DB102249			1F	N	5013	BS	P

PART IV

DISC FORM 484 (APRIL 1964)	ENGINEERING DRAWING INDEX - PART III								PAGE NO 483		
MFG	DRAWING PART NUMBER FSN	DRAWING/PART NUMBER FSN	LOCATOR			TYPE	SEC	JULIAN DATE	REV	PROP
15434	9195-3	5306-356-1366	LB109166			1F	N	5026	AS	P
15434	9195-3	5306-510-6131	LB109165			1F	N	5026	AS	P
15434	9195-3	5306-510-6131	LB109166			1F	N	5026	AS	P
15434	9207-1		LA112046			1F	N	4281	E	P
15434	9238	5330-241-9237	LA112045			1F	N	4281	B	U
15434	9238	5330-545-4174	LA112045			1F	N	4281	B	U
15434	9272	5330-193-9787	LB107186			1F	N	4281	F	L
15434	9275	5310-274-9776	LA112047			1F	N	4281	D	U
15434	9280	5306-362-1766	LB109167			1F	N	5026	M	L
15434	9304	5310-363-7122	LB107185			1F	N	4281	C	L
15434	9445	5310-274-7821	LA112048			1F	N	4281		U
15434	9562	5306-276-8084	LA112050			1F	N	4281	D	P
15434	9760	5306-362-1586	LA116074			1F	N	5026		P
15434	9761	5306-362-1587	LA112049			1F	N	4281	F	P
15434	9761	5306-362-1587	LA116075			1F	N	5026	F	P
15434	9761	5305-174-4718	LA112049			1F	N	4281	F	P
15434	9761	5305-174-4718	LA116075			1F	N	5026	F	P
15434	9919		LA101164				N	4209	R	P
15434	9947-1	5310-596-9854	LA112052			1F	N	4283	D	U
15434	9954	5310-353-9533	LA112051			1F	N	4281	D	U
15472	A163-213		DA100055				N	4209	D	U
15472	F-1075		LA101294				N	4209		U
15472	20383		LA101293				N	4209	R	U
15472	20498	5310-774-0516	LA106660			1F	N	4178	R	G
15555	ST1999		DB100024				N	4209	C	P
15555	1458		LA101205				N	4209	D	U
15555	20-530-1142	5306-131-7581	LC102182			1F	N	4309	H	U
15586	27-27	5315-261-3591	LA106758			1F	N	4181	1	U
15586	75-428	5310-736-5443	LA105696			1F	N	4163		G
15586	90-57	5306-769-8937	LA109489			1F	N	4232		U
15605	B43387		LF100219			2A	N	4199		G
15605	2971	5340-200-6872	LF100223			2A	N	4213	2	G
15605	3370W	5340-260-3415	DJ100197			2A	N	4167	1	G
15605	3370W	5340-282-3616	DJ100197			2A	N	4167	1	G
15605	3370W	5340-375-5109	DJ100197			2A	N	4167	1	G
15605	3370W	5340-422-5424	DJ100197			2A	N	4167	1	G
15605	3378		DJ100304			2A	N	4176		G
15605	5238		DJ100183			2A	N	4219	/	G
15605	5389CPL		LF100283			PL	N	4309	1	U
15605	754002130	5340-205-6388	LE100096			2A	N	4148		G
15605	754002130	5340-209-9745	LE100096			2A	N	4148		G
15605	754002130	5340-375-5358	LE100096			2A	N	4148		G
15605	754002130	5340-468-2138	LE100096			2A	N	4148		G
15605	754002130	5340-473-1248	LE100096			2A	N	4148		G
15605	754002130	5340-473-1250	LE100096			2A	N	4148		G
15605	754002130	5340-473-1250	LE100096			2A	N	4148		G
15605	754002130	5340-530-8269	LE100096			2A	N	4148		G
15605	754002130	5340-550-7958	LE100096			2A	N	4148		G
15605	754002130	5340-550-7979	LE100096			2A	N	4148		G

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MANUFACTURER'S CATALOG INDEX
JOB NUMBER 94028
INPUT INSTRUCTIONS

I. Company Name. Columns 1 through 28. Enter company name in the field. Use company name as it appears on the name authority card. If it is necessary to abbreviate the company name as it appears on the authority card, hold card aside. Section supervisor will discuss proper abbreviation with cataloger. Cataloger will establish the abbreviation for the company name. The abbreviation will be entered on the name authority card for future use. Leave all unused columns blank.

II. Title of Catalog. Columns 29 through 50. Enter name or title of the catalog in this field. Expect such titles as "Information Bulletin", "General Catalog", "General Bulletin 1964 Supplement." Always complete this field. If necessary abbreviate title. Leave all unused columns blank.

III. Catalog Number. Columns 51 through 62. Enter catalog number in this field. Identifying code may be numbers, letters or combinations of both. Leave all unused columns blank. If there is no catalog number leave this field blank.

IV. Revision. Columns 63 and 64. Enter revision number or letter in these columns. If the revision is composed of one digit enter in column 64. Leave column 63 blank. If the revision is two digits, enter in columns 63 and 64. If a revision is not known leave columns blank.

V. Date. Columns 65 through 71. Enter date as follows: Day of month in columns 65 and 66; month (allow 3 digits) in 67 through 69; year in 70 and 71. If day and month are not known enter year in columns 70 and 71. If publication date cannot be established, enter the acquisition date that was stamped on the catalog when it was received in the library. If no date has been stamped on the catalog (received prior to establishment of library), and no publication date is apparent, enter ND in columns 70 and 71. Always complete columns 70 and 71.

VI. Subject Code. Columns 72 through 74. Enter the code number assigned to the subject heading that describes material in catalog. A special subject list that shows subject headings and corresponding subject codes will be provided each indexer. If two or more subject

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headings are required to describe a catalog, a separate input will be prepared for each subject heading. On first page (not cover) of catalog, annotate in upper left corner all subject codes used to describe catalog. These codes will be used when the catalog is discarded and entry withdrawn from index. See step 9. Never leave this field blank.

VII. Print. Column 75, This column is an instruction for the Univac 1004. If two or more inputs are prepared for the same document, each input will print in the manufacturer's sequence. This is not necessary, and will only produce duplicate entries. To avoid duplication, only one of the multiple subject entries will be printed. The following procedure will be followed:

A. Enter a dash in column 75 if a single input is prepared for a catalog. Never leave blank if only one input has been prepared.

B. Enter a dash in column 75 for the first input that is prepared when two or more inputs are required. Leave column 75 blank on all inputs except the first when multiple inputs are required. The first input will print in the manufacturer's sequence. Other inputs will be skipped but will print in the subject sequence. No significance is to be attached to the first entry other than it will be printed in the manufacturer's sequence. It has no greater significance than the second and succeeding inputs.

VIII. Open. Column 76 through 80

Leave blank.

IX. To eliminate an entry from the index when a catalog is discarded, section supervisor will list the item on a DF. To conserve time the DF can be hand written. It should be directed to DISC 9321, Attn: G. Cornish. If multiple subject entries have been prepared, each subject code must be listed as well. Example: General Motors, Information Bulletin, UAR 213. Subject codes: 019, 099, 214. Do not batch discards for more than 5 catalogs to a DF.

X. Send input forms to DISC 9321 weekly. Supervisor will identify input forms by title of index and job order number 94028.

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MANUFACTURER'S CATALOG INDEX

COMPANY CROSS REFERENCES

INPUT INSTRUCTIONS

Cross references from alternate forms of company names are required in the index. A special routine will be used to encode this information. All information about company names will be taken from the name authority file. All inputs will be prepared on DISC Form 623, Manufacturer's Catalog Index Input. Use Capital letters for all entries on DISC Form 623.

Cols. 1-28. Alternate Company Name. Enter the alternate form of the company name in this field. Use abbreviations in order for entire name to appear in the index.

Cols. 29-56. Approved Company Name. Enter approved company name in this field. Enter the approved form of the name used in the name authority file.

Col. 76. Cross Reference. Enter an "X" in this column. This code is a necessary instruction that a cross reference entry is to be made.

Cols. 78-80. SEE. Enter the word SEE in this field. The Cross reference entry will print on three lines in the Company name portion (Part I of the Index). The alternate form of the name will appear on the first line, SEE will appear on the second line and the approved form of the name will appear on the third line.

COMPANY NAME

COMPANY NAME	TITLE OF CATALOG

TITLE OF CATALOG	CATALOG NUMBER

REV.	DATE	SUBJECT CODE	PRINT	OPEN

MANUFACTURER'S CATALOG INDEX INPUT - DISC FORM 623
NOV 64

COMMODITY SUBJECT HEADINGS FOR MANUFACTURER'S CATALOG INDEX

SUBJECT HEADINGS	INDEX COL.
ABRASIVE MATERIALS 5350	101
Includes	
Buffing compound	
Cloth, abrasive	
Diamonds, industrial	
Emery cloth, grain, and paper	
Flint paper	
Garnet cloth, grain, and paper	
Grinding compound	
Metal finishing abrasives	
Polishing abrasives	
Pumice stone	
Rottenstone	
Rouge, abrasive, jewelers	
Sand and Sandpaper	
Steel wool	
ADAPTERS 5370	102
ADHESIVES 5940	103
Includes	
Glue	
Resin	
Rubber cement	
Adjusters (Meter Pointer) 5355	
use	
KNOBS, POINTERS, AND DIALS	
Anchors 7030	
use	
FITTINGS (ROPE AND CHAIN)	
Anchor shackles 7030	
use	
SHACKLES	
Angles (Metal) 9520, 9540	
use	
STRUCTURAL SHAPES (METAL)	
Anodes 5340	
use	
HARDWARE, MISCELLANEOUS	
Antenna wire 6145	
use	
WIRE AND CABLE, ELECTRICAL	

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Unclassified

Security Classification

DOCUMENT CONTROL DATA - R&D

(Security classification of title, body of abstract and indexing annotation must be entered when the overall report is classified)

1. ORIGINATING ACTIVITY (Corporate author) BOOZ ALLEN APPLIED RESEARCH, INC. 4733 Bethesda Avenue Bethesda, Maryland 20014	2a. REPORT SECURITY CLASSIFICATION Unclassified 2b. GROUP

3. REPORT TITLE

Mechanization Study of the Defense Industrial Supply Center Technical Library, Philadelphia, Pa.

4. DESCRIPTIVE NOTES (Type of report and inclusive dates)

Final Report of on-site survey

5. AUTHOR(S) (Last name, first name, initial)

G. A. Kershaw, D. Crowder, J. E. Davis, E. G. Loges, E. Merendini, S. M. Thomas

6. REPORT DATE	7a. TOTAL NO. OF PAGES	7b. NO. OF REFS
September, 1966	54	0

8a. CONTRACT OR GRANT NO.	9a. ORIGINATOR'S REPORT NUMBER(S)
DSA-7-15489 b. PROJECT NO.	914-1-13
	9b. OTHER REPORT NO(S) (Any other numbers that may be assigned this report) AD 640 108

10. AVAILABILITY/LIMITATION NOTICES

Distribution of this Document is unlimited

11. SUPPLEMENTARY NOTES	12. SPONSORING MILITARY ACTIVITY
None	Defense Supply Agency Defense Documentation Center Cameron Station, Virginia

13. ABSTRACT

Mechanization at the Defense Industrial Supply Center (DISC) Technical Library consists of EAM cataloging of books, specifications and standards, engineering drawings on microfilm aperture cards, and manufacturer's catalogs. All four systems have been developed, but only the engineering drawing and book systems are operational. The output from the engineering drawing system, the Engineering Drawing Index, is printed out in four listings, each arranged with pertinent numbers in a different order. The output from the book system, the Book Index, is prepared in three volumes: an alphabetical author list, an alphabetical title list, and a Dewey Decimal classification number arranged list.

Security Classification

14. KEY WORDS	LINK A ROLE	LINK A WT	LINK B ROLE	LINK B WT	LINK C ROLE	LINK C WT
Electronic Accounting Machines						
Information Systems						
Libraries						
Photographic Recording Systems						

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