

ED 024 431

52

LI 001 157

By- Sherman, Stuart C.; Pinson, Leo A.

The Development and Operation of a System to Reclassify Older Books and Process New Books Under the Library of Congress Classification System for a Public Library Currently Employing the Dewey Decimal Classification. Progress Report.

Providence Public Library, R.I.

Spons Agency- Office of Education (DHEW), Washington, D.C. Bureau of Research.

Bureau No- BR-7-8381

Pub Date 1 Apr 68

Grant- OEG-1-7078381-4544

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Descriptors- *Automation, *Cataloging, *Classification, Electronic Data Processing, Input Output, Library Collections, *Library Technical Processes, *Operations Research, Pilot Projects, Public Libraries, Worksheets
Identifiers- Dewey Decimal Classification, *Library of Congress Classification, Machine Readable Cataloging, MARC

This progress report on a pilot project involving the reclassification of 1,000 titles in the Providence Public Library using data processing techniques covers the period January 1, 1968, to March 31, 1968. The major activities and accomplishments, problems, significant findings and events, dissemination activities, staff time, and future activities are briefly outlined. Appendixes include: a sample input worksheet, an input worksheet with holdings, tagging and reclassification, corrected input worksheets, and examples of unique holding and tagging features. (JB)

BR-7-8381
PA-52

APR 8 - 1968

PROGRESS REPORT
Project No. 7-8381
Grant No. OEG-1-7-078381-4544

LI 001157

THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RE-CLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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MARCH, 1968

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research



LI 001157

PROGRESS REPORT
Project No. 7-8381
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Stuart C. Sherman
Leo A. Pinson

PROVIDENCE PUBLIC LIBRARY
Providence, Rhode Island

April 1, 1968

The research reported herein was performed pursuant to a grant with the Office of Education, U.S. Department of Health, Education, and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research

OE Bureau of Research No. 7-8381
Period: January 1, 1968
to March 31, 1968.

Grant No. OEG-1-7-078381-4544
April 1, 1968.

Name of Institution: Providence Public Library.

Title of Project: THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Project Director: Leo A. Pinson

1. Major Activities and Accomplishments During this Period:

The shelf list and/or authority cards of the sample collection were microfilmed onto the input worksheets (Appendix 1). Branch and Department shelf list cards were sent to the Catalog Department, and the holdings of the system were entered on the worksheets. The first one hundred titles were reclassified and tagged according to the MARC 1 format (Appendix 2). These worksheets were then sent to Miss Ann Curran of Inforonics, Inc. for corrections in the tagging and for the eventual machine output of these titles. The corrected worksheets were xeroxed and returned to the library (Appendix 3 and 4). The remaining sample selection of the one thousand titles were reclassified and tagged. The final revision of these titles is nearing completion.

For each performed activity of the project statistic and time sheets were recorded. The final report will include these statistics.

2. Problems:

A new cataloger was hired on January 15, 1968. It was necessary to acquaint her with the procedures to be followed in the project, primarily regarding the Library of Congress classification schedules and the MARC 1 format.

Problems were encountered at Inforonics, Inc. in the method to be followed in transferring some of the more unique features of copy information into the machine readable record. Accordingly, some necessary changes were made in both recording the information and tagging to overcome the limitations of the MARC 1 format (Appendix 5).

3. Significant Findings and Events:

The amount of time expended in the initial reclassification and tagging of

the one thousand titles was not as great as expected. Twenty six hours and thirty five minutes were spent in the tagging procedures and fourteen hours and forty five minutes in the actual reclassification. The hours consumed in revision are not included; however, they will approximate the times of the initial reclassifying and tagging.

The reclassifying can be done from the worksheets without retrieving the books from the shelves. Thus far, with some eight hundred and fifty titles reclassified -- this includes revisions -- only ten books were retrieved.

The Library of Congress classification, as it appears on the card or in the National Union Catalog, can be accepted without searching the Library of Congress schedules. In this project there was actually only one group of material that was updated, namely, Art and its relation to other subjects.

4. Dissemination Activities:

On March 12, 1968 librarians of Rhode Island and Southern Connecticut were invited to the Providence Public Library to be presented with the procedures in the reclassification project. Some twenty five librarians representing the Rhode Island Department of State Library Services, Brown University, University of Rhode Island, The Graduate Library School, Rhode Island College, Providence College and the major public libraries in the state attended. Miss Ann Curran and the representatives of the Providence Public Library explained the operations and procedures of the project.

5. Capital Equipment Acquisitions:

None.

6. Forms:

None.

7. Other Activities:

To acquaint Miss Elaine Davis, the new cataloger, with the reclassification project and its procedures, a visit was made to Inforonics, Inc. on January 29, 1968.

Two representatives, one from Alanar Book Processing Center and the other from Information Dynamics Corporation, expressed interest in the library's reconversion project. Interest on their part was purely commercial.

Mr. Lawrence F. Buckland spoke to the Executive Committee of the Library Board of Trustees. The purpose of the visit was to describe the progress of the project and to propose, at the suggestion of the Librarian, ways of financing

the actual reclassification after completion of the present project. It was recommended that an agreement be drawn between Inforonics, Inc. and the Library to proceed with the conversion of the books in the Business-Industry-Science Department after July 1, 1968.

8. Staff Summary:

<u>NAME</u>	<u>TITLE</u>	<u>FUNDS</u>		<u>PERCENT OF TIME</u>
		<u>FEDERAL</u>	<u>LOCAL</u>	
Leo A. Pinson	Project Director		\$557.50	7-1/2 %
Elaine Davis	Cataloger		\$390.00	6 %
Marie D'Onofrio	Clerk		\$ 85.60	2 %
Janice Mottola	Clerk		\$ 37.45	1 %
Frances Johnson	Clerk		\$ 39.06	1 %
Carol Mortensen	Clerk		\$ 35.00	1 %
Winifred Fay	Clerk		\$ 37.45	1 %
Ann T. Curran	Library Systems Analyst	\$535.13		46 hours
James Agenbroad	Library Systems Analyst	\$253.32		27 hours
Robert Simmons	Systems Programmer	\$ 34.83		3 hours
Anna Hance	Typist	\$ 20.82		4 hours
Ann Hureau	Head of Typing Section	\$ 26.00		3 hours
		<u>\$870.10</u>	<u>\$1182.06</u>	

9. Future Activities:

All worksheets will be forwarded to Inforonics, Inc. for the actual conversion to a machine record. The printed output of catalog cards, book pocket and slip labels together with book spine labels will be returned to Providence Public Library. The books will then be re-processed.

APPENDIX

Input worksheet .

Input worksheet with holdings, tagging, and reclassification .

Corrected input worksheets.

Unique holding and tagging features .

XERO COPY

XERO COPY

XERO COPY

XERO COPY

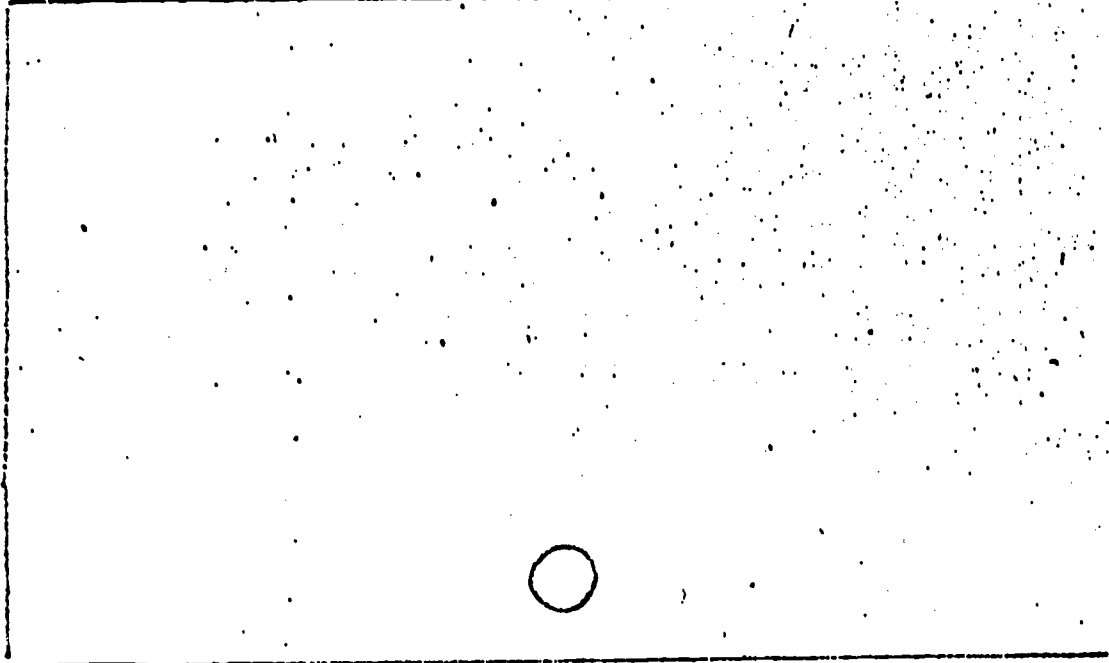
1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;		;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;



Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	2

Class	Lang 1	Lang 2
41	1	4

Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed
 Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

XERO COPY

1r 153
 2r 50
 7r
 Local Call No.

	Copies	Volumes
3lr Main;		;
3lr Main;		;
3lr Main;	C.1 Art	;
3lr Main;	Bis	;
3lr Fp;		;
3lr Mp;	C.1	;
3lr Ol;	C.1	;
3lr Ro;	C.1	;
3lr Sh;	C.1	;
3lr Sp;	C.1	;
3lr Wa;		;
3lr Wp;	C.1	;

SEARCHING REPORT

42 58-62
42-47 63-65
48-52 66+
53-57

Found LC copy
Found diff. ed.
 _____ call no.
Not found

SUBJECT HEADING UPDATING
No. of Headings
No. of Headings changed

Source
7th ed.
7/64 - 12/65
1/66 - 12/66
1/67+

LC CALL NO. UPDATING
changed
obsolete
different treatment

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Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br. _____
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

700
 J52f
 SHELF LIST

10
 Jenkins, Dorothy Helen, 1907-
 A fortune in the junk pile; a guide to valuable antiques.
 30 New York: Crown Publishers, 1963,
 406 440 p. illus. 22 cm.

76
 1 Collectors and collecting. 2 Art industries and trade—U. S.
 1 Title. 740

90 NK1125.J4 708.04 94 63-12035
 Library of Congress

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1963	4	4	4	2 22

Class	Lang 1	Lang 2
1 S	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

ONICS

February 13, 1968

Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Mr. Pinson:

Jim Agenbroad and I have reviewed your first batch of worksheets. There are very few errors in them. You get an "A". I am enclosing xerox copies of the corrected worksheets.

I have also gone over them with the supervisor of our typing operation in Maynard. As a result of these efforts plus some programming changes we are making to spell out abbreviated subheadings, I have the following comments:

- (1) Could you use a red pencil when writing on the worksheets? It would be much easier for our typists to read.
- (2) In the tracings, the Arabic numerals, Roman numerals, and the words Title and Series should be crossed out.
- (3) The tag 94 with the LC card no. should be used only with pure LC cataloging data. The updating of the data to bring it into agreement with the new cataloging rules is considered to be "pure" LC data. Any change in the imprint or addition of notes are not to be pure LC data. When such changes are made, the identification numbering procedures for local cataloging noted below in (4) should be followed. A local call no. in tag 7r does not effect the cataloging's purity.
(Examples #'s 8, 14, 31, 34, 37, 38)
- (4) In local cataloging records, or in modified (im-pure) LC records (a) the tag 94p should be used instead of tag 94 and (b) the Providence Public Library control number should be used in lieu of the LC card number. This control number should be preceded by "68" to bring it into a style common to the LC card numbering practices.
(Examples: 8, 13, 14, 31, 34, 37, 38)

new concepts in information organization, processing, and presentation

INFORONICS, INC.

806 MASSACHUSETTS AVENUE
146 MAIN STREET
927 15TH STREET, N. W.

CAMBRIDGE, MASSACHUSETTS 02139
MAYNARD, MASSACHUSETTS 01754
WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862

Mr. Leo Pinson
February 13, 1968
Page 2

- (5) The title statement is delimited as follows:

Short title< Remainder of title< Remainder of
Title Page Transcription

Only one section -- the last one -- contains non-title data, i.e., author statements, illustrator statements, translator statements. This means that one delimiter separates all such statements from the title data.

(Examples: 27, 37, 38, 39, 40, 41, 43)

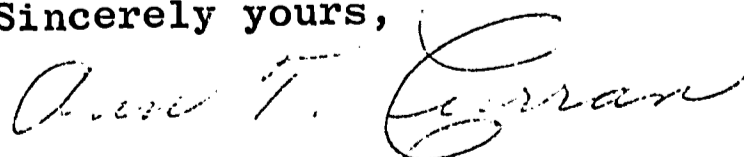
- (6) When the imprint year of the book owned is not the same as the year shown in the call number established at LC, do not change the year in the LC call number. Leave it as it is and tag it 90. Enter a local call number containing the year which matches the book owned.
(Examples: 8, 14)
- (7) When entering local call number, put a slash between double Cutter numbers. When LC call numbers are broken up automatically by the computer, each Cutter number is put on a new line.
(Examples: 38, 44)
- (8) When author entries contain dates prior^{to} the year 1000, zeros should be inserted before the years so that the year contains 4 digits.
(Example: 44)
- (9) When the year in an LC card number contains only 1 digit, (3-12345 for a card issued in 1903) precede the 3 with a zero (03-12345).
(Example: 44)
- (10) When the height is not available (from the worksheet or from searching for LC copy), write in two zero's in the Ht. block in field 29.
(Example: 13)

If you have any questions about any of this, call me.

I received your shipment of pressure sensitive labels.

Thank you.

Sincerely yours,



Ann T. Curran
Library Systems Analyst

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

2 No. of Headings
 No. of Headings changed

Source

7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

50

Local Call No. P. 1181. B. 6. 1927

Copies Volumes

3lr	Main;	1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

① 94 p. Not pure LC data

② Do not change yr. in LC Call #

③ Delimit after 2d place (see MARC I notes, p 2)

210
 B669n2 Boedder, Bernard, (1841-
 ... Natural theology, by Bernard Boedder, s. v. 2d ed. (new impression) London, New York, etc. Longmans, Green and co., 1927. 1927.
 40 2 p. L, vii-xii, 480 p. 19^{cm}. (Stonyhurst philosophical series)

⁶⁰ a reprint of the 1921 edition.

⁷⁰ Natural theology. ⁷⁰ God.

Library of Congress



90 BL181.B6 1927-1927
 (401)

94 p. 68-8
 26-9109

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 R	4 1927	4 1921	4	4	2

Class	Lang 1	Lang 2
1 S	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

1r 27

2r 50

7r

Local Call No.

	Copies	Volumes
3lr Main;	1	;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

Only 1 author statement

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 B.T. 77. B. 345 call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

230 B284d

10⁰⁰ Barth, Karl, <1886-20 Dogmatics in outline. <With a new foreword by the author. <Translation by G. T. Thompson. 30 N.Y., Harper <1959. <40 155p. also (Harper torchbooks, TB56. Cloister library)

70 Theology, Doctrinal. 2. Apostles' Creed. 74-1- Tit 12

70 B.T. 77. B. 345 1959 94 8-9-19843

SHELF LIST

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1959	4	4	4	21

Class	Lang 1	Lang 2
1 t	4 eng	4 unk

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

0000
00.1X

0000
00.1X

0000
00.1X

0000
00.1X

1r _____ 29

2r 50

7r _____

Local Call No. _____

	Copies	Volumes
31r Main;	21	;
31r Main;		;
31r Main;	Art	;
31r Main;	Bis	;
31r Fp;		;
31r Mp;		;
31r Ol;		;
31r Ro;		;
31r Sh;		;
31r Sp;		;
31r Wa;		;
31r Wp;		;

Should be 50

230 100
B284g Barth, Karl, 1886-
20 God here and now. Translated by Paul M. van Buren.
25 1st ed., New York, Harper & Row, 1964.
40 xviii, 108 p. 22 cm. (Religious perspectives, v. 9 [i. e. 10]).
60 Seven addresses.

70
75 Theology. Doctrinal—Addresses, essays, lectures. *74c*
(Series) *K-Title*

255.90 BT80.B353 230.082 94 64-10750

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

/ No. of Headings _____
 No. of Headings changed _____

Source
 ✓ 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1964	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4 Eng	4 UNK

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

0000
00.1X

XERO
00.1X

00.1X

00.1X

1r _____ 31

2r 50

7r _____

Local Call No. _____

	Copies	Volumes
3lr Main;	2.1	;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
*3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

*94 to - Not pure
LC dated
Have added a
60 (note) to the
LC dated*

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no. _____
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

230
B284zc

SHELF LIST

Casalis, Georges.
 Portrait of Karl Barth. / Translated, with an introd., by
 Robert McAfee Brown. 1st ed. (in the U. S. A.) Garden
 City, N. Y. Doubleday, 1963.
 40 135 p. 22 cm.
 60 Includes bibliography.

70 Barth, Karl, 1886-
 90 BX4827.B3C33 1963 230

*94 68-3
605-1133*

Library of Congress 5 6

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1963	4	4	4	2

Class	Lang 1	Lang 2
1 t	4 eng	4 unk

Bib.	Form	Conf.	Juv.	Suppl.
1 X	1 m	1	1	1

SEARCHING REPORT

42 : 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

50

Local Call No.

Copies Volumes

3lr	Main;	1/2, 1-4	1/2, 1-2
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Fp;		
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sh;		
3lr	Sp;		
3lr	Wa;		
3lr	Wp;		

① Only 1 author statement
 ② 94 p. - Not pure LC data
 ③ 68 before PPL control

242
 A923cL

10 Aug. Augustinus, Aurelius, *Saint, bp. of Hippo.*
 20 St. Augustine's Confessions; with an English translation, by William Watts, 1631. London, W. Heinemann; New York, The Macmillan co., 1913. (1946.)
 2 v. 17". (Half-tire. The Loeb classical library)
 "This is a reprint of William Watt's translation (with Scripture references) corrected according to Knöll's text, with the help of the translations of Pusey (1838) and C. Baigg (Books i. to ix.; Methuen, 1897-1909) and the annotated text of J. Gibb and W. Montgomery (Cambridge Patristic texts, 1903)"—Pref.
 Preface signed: W. H. D. Rouse.
 Bibliography: vol. i, p. vii; vol. ii, p. vii.
 Reprinted. of the 1913 edition.
 Watts, William, 1590?-1649, tr. Rouse, William Henry Denham, < 1863-44 (ed. III. Title. IV. Series. 4713-5585
 Library of Congress
 Copy 2.
 PA6156.A8 1912-
 BR65.A6 1912
 (45x1)

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4 1912	4 1912	4	4	17 2

Class	Lang 1	Lang 2
1 M	4 Eng	4

Bib.	Form	Conf.	Juv.	Suppl.
1 X	1 M	1	1	1

ADDITIONAL

ADDITIONAL

ADDITIONAL

1r 38

2r 50

7r 221.51.26/E5/1943
Local Call No.

		Copies	Volumes
3lr	Main;	1/21.4	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;	Copy 1	;
3lr	Wa;		;
3lr	Wp;		;

① Only 1 cutting
on page 21

② Only 1 authentic
statement

③ 68. precedes
you in PPL
control of

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS


Bkm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

242
A923cp

10a Augustinus, Aurelius, *Saint, bp. of Hippo.*
 2 The Confessions of St. Augustine, translated and annotated by J. G. Pilkington, *et al.*, with biographical introduction. New York, Boni & Liveright, 1927. (1943)

40 L, 414 p., 11 22 1/2 cm. (The black and gold library)
 60 Bibliography: 1 leaf at end
 60 Reprint of the 1927 edition

71 Pilkington, Joseph Green, ed. and tr. *II. Title.*
 90 27-27919

Library of Congress  BR65.A6E5 1927
 (4fl)

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 X	4 1943	4 1927	4	4	23

Class	Lang 1	Lang 2
1 t	4 eng	4 lat

Bib.	Form	Conf.	Juv.	Suppl.
1 X	1 m	1	1	1

1r _____ 39
 2r 50
 7r _____
 Local/Call No. _____

		Copies	Volumes
3lr	Main; a;	2, 1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;	Exp - C. 1	;
3lr	Sp;	Exp - C. 1	;
3lr	Wa;		;
3lr	Wp;		;

① Do not need a best call # (the "q" should not be in it anyway)
 ② Only 1 author statement
 ③ 71 - delimiter after name (+ before relation)

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

q242
 A923cpa

INDEX LIST

100 Augustinus, Aurelius, *Saint, Bp. of Hippo.*
 Confessions. In the translation of J. G. Pilkington. (With an introd. by George N. Shuster and illustrated with paintings by Edy Legrand.) New York, Heritage Press, 1963.
 400 xxx, 293 p. 20 col. plates. 27 cm.

713 Pilkington, Joseph Green, tr. ~~in title.~~

90 BR65.A6E5 1963a

94 ca-28

Library of Congress

29	Key	Date 1	Date 2	Place	Pubr.	Ht.
	1 S	4 1963	4	4	4	2 7

41	Class	Lang 1	Lang 2
	1 t	4 209	4

32	Bib.	Form	Conf.	Juv.	Suppl.
	1	1 m	1	1	1

APPROX
ORIGIN

APPROX
ORIGIN

APPROX
ORIGIN

APPROX
ORIGIN

1r _____ 40

2r 50

7r _____
Local Call No.

	Copies	Volumes
3lr Main;	1, 1-3	;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

① Only 1 author statement

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy
 Found diff. ed.
 _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____ Date 1st check
 Recall required
 Still missing, 2d check
 _____ Date recalled. Br. _____
 _____ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm _____ Ord _____
 Es _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

SHelf LIST

242
 A923cpu

Augustinus, Aurelius, (Saint, Bp. of Hippo.

The Confessions of Saint Augustine.
 Translated by Edward B. Pusey.
 Introd. by Fulton J. Sheen. 30 N.Y.,
 Modern Library (c1949).

40 338p. (The Modern Library of the world's best books): 242.

I. Title.

90. 15. 7655 1949 242
 94 49-4418

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1949	4	4	4	2

	Class	Lang 1	Lang 2
41	1 t	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

1r			
2r	50		
7r	Local Call No.		
3lr	Main;	Copies	Volumes
3lr	Main;	1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

Only 1 author statement

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52. 66+
 53-57

Found LC copy
 Found diff. ed.
 BR 66 176 155 call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl.
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

242 SHELF LIST
 A923cpug
 Augustinus, Aurelius, (Saint, Bp. of Hippo.
 The Confessions of Saint Augustine.
 Translated by Edward B. Pusey. Introd. by Harold C. Gardiner. 30 N.Y.: Pocket Books [c1951]-1952, c. 176 155
 4 30lp. 176 (Collector's edition), 26)

1796
 BR 66 176 155 1952
 94 51-39775

29	Key	Date 1	Date 2	Place	Pubr.	Ht.
	1 S	4 1952	4 1951	4	4	2
41	Class	Lang 1	Lang 2			
	1 t	4 eng	4 lat			
32	Bib.	Form	Conf.	Juv.	Suppl.	
	1	1 m	1	1	1	

1r _____ 13
 2r 50
 7r _____
 Local Call No. _____

① Only 1 available
 [unclear]

	Copies	Volumes
3lr Main;		
3lr Main;		
3lr Main; Art		
3lr Main; Bis		
3lr Fp;		
3lr Mp;		
3lr Ol;		
3lr Ro;		
3lr Sh;		
3lr Sp;		
3lr Wa;		
3lr Wp;		

242
 A923s 10
 Augustinus, Aurelius, *Saint, bp. of Hippo.*
 The soliloquies of St. Augustine, (translated into English by
 Rose Elizabeth Cleveland, with notes and introduction by the
 translator Boston, Little, Brown, and company, 1910.
 2 p. l., (vii)-xiv, 100 p. 1910.
 71 Cleveland, Rose Elizabeth, 1846-1918, ed. and tr. 94
 10-23344
 Library of Congress BR65.A87E5 1910
 (44cl)

29	Key 1 3	Date 1 4 1910	Date 2 4	Place 4	Pubr. 4	Ht. 2
41	Class 1	Lang 1 4	Lang 2 4			
32	Bib. 1	Form 1	Conf. 1	Juv. 1	Suppl. 1	

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____
 Source _____
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source _____
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Ekm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

OFFICE

44

1r _____
 2r 50 _____
 7r _____
 Local Call No. _____

① Disposition
 ② Deleted after

③ Deleted from
 record

④ breaks 3
 (11/12) with
 a copy

⑤ Is given
 in a copy
 made in 1964

⑥ Double letters
 in title
 same line

		Copies	Volumes
3lr	Main;	411	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

242
 A925sk

10 Augustinus Aurelius, *Saint, bp. of Hippo.*
 King Alfred's Old English version of St. Augustine's
 Soliloquies, ed. with introduction, notes, and glossary by Henry
 Lee Hargrove, rev. ed. New York, H. Holt and company, 1902.
 4:1vii, 120 p., 1 l. Incl. facsim. 22 1/2". (Yale studies in English, 115.
 Cook, editor. xiii)

0849<-190, Tr.

71 Alfred, the Great, king of England, <849-901> tr. Hargrove,
 Henry Lee, ed.

Library of Congress
 Copy 2.



PR1545.A15
 PR13.Y3

94 LC 1532
 7/1/64

1a29f1

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4/1902	4	4	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

01163

February 15, 1968

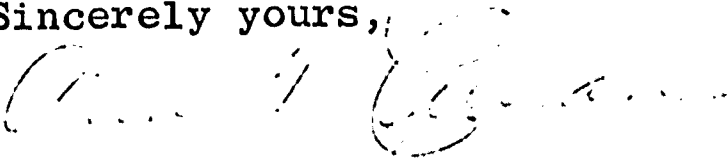
Mr. Leo Pinson
Providence Public Library
150 Empire Street
Providence, Rhode Island 02903

Dear Leo:

I am enclosing another corrected worksheet which I think you might like to see. The error is in delimiting the date in a personal name entry. The 2d delimiter should directly follow the fourth digit in the first date shown in the entry:

Bacon, Roger, < 1214<-1294.

Sincerely yours,


Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosure

new concepts in information organization, processing, and presentation

ERONICS, INC.

806 MASSACHUSETTS AVENUE
146 MAIN STREET
927 15TH STREET, N. W.

CAMBRIDGE, MASSACHUSETTS 02139
MAYNARD, MASSACHUSETTS 01754
WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862

ORIG

March 21, 1968

Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Leo:

Both Jim and I have reviewed your worksheets 52 - 100 and have the following comments:

- (1) Do not find worksheet # 51.
- (2) Tracing numbers, the words "series" and "title" in tracings and parentheses in series statements and tracing should be crossed out.
- (3) Asterisks preceding tracings should be crossed out (# 54).
- (4) Oversize books for branches should have a q beside the copy number (# 64).
- (5) There is an unnumbered worksheet between 71 and 72.
- (6) Should not have both a 94 (L.C. card number) and a 94 p. in the same record (# 65).
- (7) Catchword title entries (title added entries not taken from the 1st part of the title statement), should be coded 74t (#70).
- (8) When an obsolete L.C. call number is updated, enter the updated number as a local call number (7r) and tag the original number established at L.C. 90 (# 74,75,80).
- (9) In updated call numbers, we feel it would be better to include the year in the updated version when L.C. has included it in its original call number (example 80).
- (10) If subject headings are changed for any reason other than updating, the record should have a local identification number rather

new concepts in information organization, processing, and presentation

INFORONICS, INC.

806 MASSACHUSETTS AVENUE
146 MAIN STREET
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WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862


Mr. Leo Pinson
March 21, 1968
Page 2

than the L.C. card number (# 81).

- (11) The local call number is not needed in # 85.
- (12) The delimiter should follow the 4 digit in the date in the main entry (# 99).
- (13) In # 100 the series statement should be tagged 51 rather than 50, and in 75t only "Series:" should be crossed out.

I am enclosing xerox copies of all the worksheets noted.

Sincerely yours,


Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosures

54

50

Local Call No.

	Copies	Volumes
3lr Main;	C, 1	;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

*The...
tracking...
in...*

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

260
 B115c ^{10a} Babson, Roger Ward, 1875-
 Can these bones live? (By Roger Babson and Dudley Zuver.
 New York, London, Harper & brothers, 1945,
 410 x, 254 p. 21^{cm}.
 25 "First edition."

791 Christianity—20th cent. 71/ Zuver, Dudley, Joint author.
 71c Title
 95 BR479.B2
 (25) 45-8578
 Library of Congress

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1945	4	4	4	2.2

Class	Lang 1	Lang 2
1 S	4 eng	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 M	1	1	1

000001

64

1r

2r

7r

50 / BR-145 / 2 / B3
~~BR-145 / 2 / B3~~
Local Call No.

	Copies	Volumes
3lr Main; <i>ca</i>	1 <i>ca</i>	;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
3lr Fp;		;
3lr Mp;	<i>cop. E. 1/2</i>	;
3lr Ol;		;
3lr Ro;		;
3lr Sh;	<i>cop. E. 1/2</i>	;
3lr Sp;	<i>cop. E. 1/2</i>	;
3lr Wa;		;
3lr Wp;		;

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy
 Found diff. ed.
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

270
 B162h

SHELF LIST

10 Bainton, Roland Herbert, 1894-
20 The Horizon history of Christianity, by the editors of
 Horizon magazine. Editor in charge: Marshall B. David-
 son. Author: Roland H. Bainton. New York, American
 Heritage Pub. Co.; book trade distribution by Harper &
 Row, 1964.
40L 432 p. illus., facsim., ports. 31 cm.
60 Part of the illustrative matter is colored.

9 *70* Church history. *722* Horizon (New York, 1958- $\Delta\Delta$) *74C* Title
90 BR145.2.B3 *270* *94* 64-19638

5412 Library of Congress *(4-1)*

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1964	4	4	4	2

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

65

50

BR/146/24
Local Call No.

	Copies	Volumes
1r Main;	1	;
1r Main;		;
1r Main;	Art	;
1r Main;	Bis	;
1r Fp;		;
1r Mp;		;
1r Ol;		;
1r Ro;		;
1r Sh;		;
1r Sp;		;
1r Wa;		;
1r Wp;		;

Should not have
Lsth 94
94p

270
B571c

Bevan, Edwyn Robert, 1870-1943.

20 Christianity, (by Edwyn Bevan ... London, Butterworth, Ltd., 1932, 1948, Oxford Univ. Press, 1948)

40 255, (1) p. (Half-title: The home university library of modern knowledge)

60 Reprinted of 1932 edition

70 Church history. Title

Library of Congress

BR146.B4

49e2

94p 68-65
270

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 r	4 1948	4 1948	4	4	2 00

Class	Lang 1	Lang 2
1 S	4 209	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 M	1	1	1

SEARCHING REPORT

42
 42-47
 48-52
 53-57

58-62
 63-65
 66+

Found LC copy
 Found diff. ed.
 call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source

7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl

Ord
 Per
 Ra
 Ref
 Tex
 Ya

ADVISOR
ORIGIN

1r _____ 70

2r 50

7r _____
Local Call No.

		Copies	Volumes
3lr	Main;	1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;	Dep-Cat	;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;	Dep-Cat	;
3lr	Sp;	Dep-Cat	;
3lr	Wa;	Dep-Cat	;
3lr	Wp;	Dep-Cat	;

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source _____
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

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 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____


OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

270
C855t

102
 Coultou, George Gordon, 1858-1947. SERIAL LIST
 20 Ten medieval studies. Boston, Beacon Press, 1959.
 40 297 p. 21 cm. (Beacon paperback no. 82)
 65 First ed. published in London in 1908 under title: Mediaeval studies.

70 Church history—Middle Ages. *70* Gt. Brit.—Church history—
 Medieval period. *70* Monasticism and religious orders—Middle Ages.
 Title: Medieval studies.

90 BR252.C652 1959  270 *74* 59-6388 i
 Library of Congress (2)

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1959	4	4	4	2

Class	Lang 1	Lang 2
1 S	4 eng	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 M	1	1	1

1r _____ 74
 2r 50
 7r BR/576/.5/.2215
 Local Call No.

		Copies	Volumes
3lr	Main;	2;	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

280
 B118r
 10a
 Bach, Marcus, 1906
 2 Report to Protestants; a personal investigation of the weakness, need, vision and great potential of Protestants today. 1st ed., Indianapolis, Bobbs-Merrill Co., 1948.
 40 277 p. 23 cm.
 70 U. S.—Religion. 2 Sects—U. S. 3. Christian union—U. S.
 70 Protestantism. Title.
 90 BR516.B265 280 48-5216*
 Library-of-Congress (20)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1947	4	4	4	2.3

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Lib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy
 Found diff. ed.
 _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

1000
08.1X1

75

1r

2r 50

7r P.R. 516.51. B27
Local Call No.

		Copies	Volumes
3lr	Main;	C.1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

280
B118t

10²⁰ Bach, Marcus.
 20 They have found a faith, by Marcus-Bach. Indianapolis, ³⁰
 New York, The Bobbs-Merrill company, (1946),
 40 300 p. 22²⁰
 25 "First edition."

170
 I. Sects—U. S. Title

Library of Congress

910 BR516.B27
 51

46-7535

289

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1945	4	4	4	22 2

	Class	Lang 1	Lang 2
41	1 S	4 1945	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy
 Found diff. ed.
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl
 Ord
 Per
 Ra
 Ref
 Tex
 Ya

32r

1r

80

2r

50

7r

BR516.C57 1949
Local Call No.

		Copies	Volumes
31r	Main;	50	;
31r	Main;	50	;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Sp;	50	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

280
C59s2

13 Clark, Elmer Talmage, 1886-
The small sects in America. Rev. ed. New York, Abing-
don-Cokesbury Press, 1949,
40 253 p. 24 cm.
Bibliography: p. 238-240.

1 Sects—U. S. 2 U. S.—Religion. 3 Title.

BR516.C57 1949 280.973 94 49-10200*
Library of Congress (12)

29	Key	Date 1	Date 2	Place	Pubr.	Ht.
	1 S	4 12	4	4	4	2
41	Class	Lang 1	Lang 2			
	1 S	4 21	4			
32	Bib.	Form	Conf.	Juv.	Suppl.	
	1 X	1 10	1	1	1	

SEARCHING REPORT

42 58-62
42-47 63-65
48-52 66+
53-57

Found LC copy
Found diff. ed.
call no.
Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed
Source
7th ed.
7/64 - 12/65
1/66 - 12/66
1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

08121

81

1r _____
 2r 50
 7r _____
 Local Call No. _____

		Copies	Volumes
31r	Main;	C.	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no. _____
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____
 Source _____
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

92
290
A64

Appleton, Ernest Robert, (1891-)
 An outline of religion, by E. R. Appleton; with a foreword
 by the Reverend S. Parkes Cadman. 30 New York, H. C. Kin-
 sey, & company, inc., 1934.
 xi, 712 p. illus. 24cm.
 London edition (Hodder and Stoughton) has title: An outline of re-
 ligion for children.
 Bibliography included in preface.

1. Religions—Hist.—Juvenile literature. 2. Church history—Juvenile
 literature. I. Title.
 Library of Congress BL82.A6 1934
 Copy 2.
 Copyright A 74676 [5-2] 290

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4	4	4	4	2

Class	Lang 1	Lang 2
1 S	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1 M	1	1	1

85
 2r 50
 7r ~~Local/Call No.~~

	Copies	Volumes
3lr Main;		;
3lr Main;		;
3lr Main;	Art	;
3lr Main;	Bis	;
3lr Ep;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

Don't know

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed
 Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 BS Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

y290 B167w
 Baker, Liva.
 20 World faiths; a story of religion.
 3 London, N.Y.; Abelard-Schuman [1966, c1965]
 401 x, 237p. illus. 23 cm.
 60 Bibliography: p.225-227.
 Religions. I. Title.

2882

29	Key 1 S	Date 1 4 1966	Date 2 4	Place 4	Pubr. 4	Ht. 2
41	Class 1 S	Lang 1 4	Lang 2 4			
32	Bib. 1 X	Form 1 (1)	Conf. 1	Juv. 1	Suppl. 1	

1r _____ 99
 2r 50
 7r _____
 Local Call No.

		Copies	Volumes
3lr	Main;	C 1	;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;	C. 1	;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;	C. 1	;
3lr	Sp;	C. 1	;
3lr	Wa;	C. 1	;
3lr	Wp;	C. 1	;

301
 B3978 152
 Beckson, Karl E. 1926 ¹⁹²⁶ ^{ed.} New York (Farrar, Straus (1963),
 317 p. 21 cm.
 Includes bibliography.
 Criticism—Gt. Brit. 2. Classical literature—Hist. & crit.
 Title.
 70
 PN99.G7B4 1963 -S01.9- 94 63-8295 1
 Library of Congress 5

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	1	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

1r _____ 100
 2r 50
 7r _____
 Local Call No.

	Copies	Volumes
3lr Main;	1	;
3lr Main;		;
3lr Main; Art		;
3lr Main; Bis		;
3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

Handwritten notes:
 31
 31
 31

301
 B786t

Bowers, Fredson Thayer.
 2. Textual & literary criticism. Cambridge, Eng., University Press, 1959. 51-
 40 viii, 185, [1], p. 21 cm. (The Sandars lectures in bibliography, 1957-58)
 LC Bibliographical references included in "Notes" (p. 151-186)
 LC Contents.—Textual criticism and the literary critic.—The Walt Whitman manuscripts of Leaves of grass (1860)—The new textual criticism of Shakespeare.—Principle and practice in the editing of early dramatic texts.
 1. Criticism, Textual. 2. Criticism. 3. Whitman, Walt, 1819-1892. Leaves of grass. 4. Shakespeare, William—Criticism, Textual. 5. English drama—Early modern and Elizabethan—Hist. & crit. Title. 75 (Series: Sandars lectures, 1957-58)

RP.

P47.B6 801.9 94/59-16139
 Library of Congress 10

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____
 Bs _____
 Cat _____
 Ita _____
 Jewl _____
 Ord _____
 Per _____
 Ra _____
 Ref _____
 Tex _____
 Ya _____

January 30, 1968

Mr. Leo Pinson
Providence Public Library
150 Empire Street
Providence, Rhode Island 02903

Dear Leo:

I am enclosing instructions for filling out the worksheets. This is really a rough draft but I thought I had better send it to you to get you started. We shall refine the typing and send you a revised version shortly.

Good luck!

Sincerely yours,

Ann T. Curran
Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosure

new concepts in information organization, processing, and presentation

INFORONICS, INC.

806 MASSACHUSETTS AVENUE
146 MAIN STREET
927 15TH STREET, N. W.

CAMBRIDGE, MASSACHUSETTS 02139
MAYNARD, MASSACHUSETTS 01754
WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862

HOLDINGS STATEMENT PROCEDURE

These pages explain how to provide the holdings information (location, copies, volumes) needed for preparation of complete catalog cards and labels. Obviously, the output products will only be as accurate as the input data.

For the purpose of filling out the worksheets a branch is defined as any location for which a symbol is wanted over the call number on a single set of cards and a special shelf is any location for which a symbol is wanted over the call number on two sets of cards. Books for branch library reference collections will get a single set of cards. Books which are separately shelved because of spine length are not considered as special shelf books and will get only a single set of cards unless they are also assigned to a special shelf, for instance, Bis q.

The Inforonics publication Operating procedures for information transmittal in the New England Library Information Network, dated October 18, 1967 indicates the method to be used in recording copy and volume information. Corrections have been made in your copy of this manual to bring it closer to the Providence Work Sheet. It should be read thoroughly as much that is explained there is not repeated here.

The following are examples showing the handling of Providence data. In some cases subterfuges have been used to obtain the desired products without extra programming. (Particularly when the location symbol is on more than one line.)

I. Branch Books.

A. Single copy at Fox Point

3lr Fp: c.1

B. Single copy at Fox Point Ref

3lr Fp; c.1 Ref

C. Single copy at Fox Point q

3lr Fp; c.1 q

D. Single copy at Fox Point Ref q

Write the third and subsequent lines of the call number in 7r separating each line by a /

7r q/GA/1745.1/.U6/1948

3lr Fp; c.1 Ref

(This will put Fp on the second line of the card, Ref on the third, q on the fourth, GA on the fifth, 1745.1 on the sixth, .U6 on the seventh and 1948 on the eighth.)

II. These methods should also be used for any central library department for which two sets of cards are not wanted. For example, if two sets are not wanted for books in the Jewelry collection.

A. Single copy in Jewelry

3lr ~~Fp~~ Jewl; c.1

(Inserting Jewl in place of Fp)

B. Single copy in Jewelry q

3lr ~~Fp~~ Jewl; c.1 q

C. Oversize circulation books would be

3lr ~~Fp~~ q; c.1

or

3lr ~~Fp~~ f; c.1

III. For central library special shelf locations for which two sets of cards are wanted, such as Bix.

A. Single copy in Bix

3lr Main; c.1 Bix

B. Single copy in Bix q

3lr Main; c.1 Bix

and 29

1	4	4	4	4	4	Ht. 2	70
---	---	---	---	---	---	----------	----

(other boxes in tag 29 to be filled out in the usual way.)

C. Single copy in Bis Ref

3lr Main; c.1 Bis

and 29

1	4	4	4	4	Ht. 2	70
---	---	---	---	---	----------	----

(other boxes in tag 29 to be filled out in the usual way.)

D. Single copy in Ref

3lr Main; c.1 Ref

E. Single copy in Ref f

3lr Main; c.1 Ref

and 29

1	4	4	4	4	Ht. 2	70
---	---	---	---	---	----------	----

(other boxes in tag 29 to be filled out in the usual way.)

Note:

In D, E & F the symbol in tag 3lr will appear above the one base on data in the last box of tag 29 where 70 = q, 30 = Ref and 90 = f.

F. Single copy in Art Ref f

7r f / NA / 1002 / .666

3lr Main; c.1 Art

29

1	4	4	4	4	Ht. 2	70
---	---	---	---	---	----------	----

VI. Several holdings statements can be combined on a single worksheet. For example, if the 1960 census had 50 volumes and volume 40 covered Rhode Island, the central library might have a circulating set and a set in Reference and the branches might each have circulating and Reference copies of volume 40. The work sheet would look like this:

Main; c.1, c.2 Ref; v.1-50

Fp; c.1, c.2 Ref; v.40

Mp; c.1, c.2 Ref; v.40

Ol; c.1, c.2 Ref; v.40

and so on for other the branches.

V. More difficult holdings might need to be submitted on two worksheets. For example, if a set of the census were also in Bis Ref a separate work sheet with the same control number then 7r Ref/HA/2001/.U5/1960

3lr Main; c.1 Bis; v.1-50

COPY - LOCATION INFORMATION FOR PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEETS

CONTROL NUMBER

1r Record (or stamp) control no. LIBRARY IDENTIFICATION CODE

2r "50" has been preprinted on all forms. 50 is the code for Providence Public Library.

LOCAL CALL NO.

7r Whenever Providence Public Library wishes to use a call number different from the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. The number established at LC will be in the record and will be printed at the bottom of the cards produced. If nothing is recorded on this line, the Library of Congress established call number will automatically be placed in the left margin of catalog cards and labels.

When non LC cataloging (original cataloging or LC modified) is being used the call number will be tagged 90.

In recording this number, a slash should indicate the end of each line.

e.g. OP/481/M25/1964

No more than 6 characters should appear on each line.

~~The line will also be used to accommodate certain.~~

The line will also be used to accommodate certain complicated location situations (e.g. a book at a branch, in their reference collection, which is oversized) which the present Inforonics programs cannot handle in a normal routine. Instructions for these special cases are given after the next section LOCATION, COPY, VOLUME INFORMATION.

31r

LOCATION, COPY VOLUME INFORMATION

a. Explanation

From the data recorded here (1) the correct number of card sets will be generated (e.g. 2 sets of cards for a BIS book--one for the main catalog and one for the BIS catalog). (2) the location symbol(s) will be printed above the call number in catalog card margins and on labels e.g.

Ref
DU
490
.V55

(3) the correct number of labels -- i.e., a set of labels (spine label, book card label, and book pocket label) for each physical volume. e.g. if have 2 copies of a three volume work you will want labels for six physical volumes, each one containing the proper volume and copy designations. e.g.

DU	DU	DU	DU	DU	DU
490	490	490	490	490	490
.V55	.V55	.V55	.V55	.V55	.V55
v.1	v.2	v.3	v.1	v.2	v.3
c.1	c.1	c.1	c.2	c.2	c.2

(1) The first column contains the library building code -- i.e. Main or one of the branches, Fp, Mp, etc. The symbols for PPL's branches have been preprinted on the forms.

(2) The second column labeled "copies" contains the

copy information plus a symbol for location within a library, (e.g. Ref, Per, or Bis.) if the book is not in the main stacks.

(3) The third column labeled "Volumes" contains the volume information.

AMSD
OUJX

AMSD
OUJX

AMSD
OUJX

AMSD
OUJX

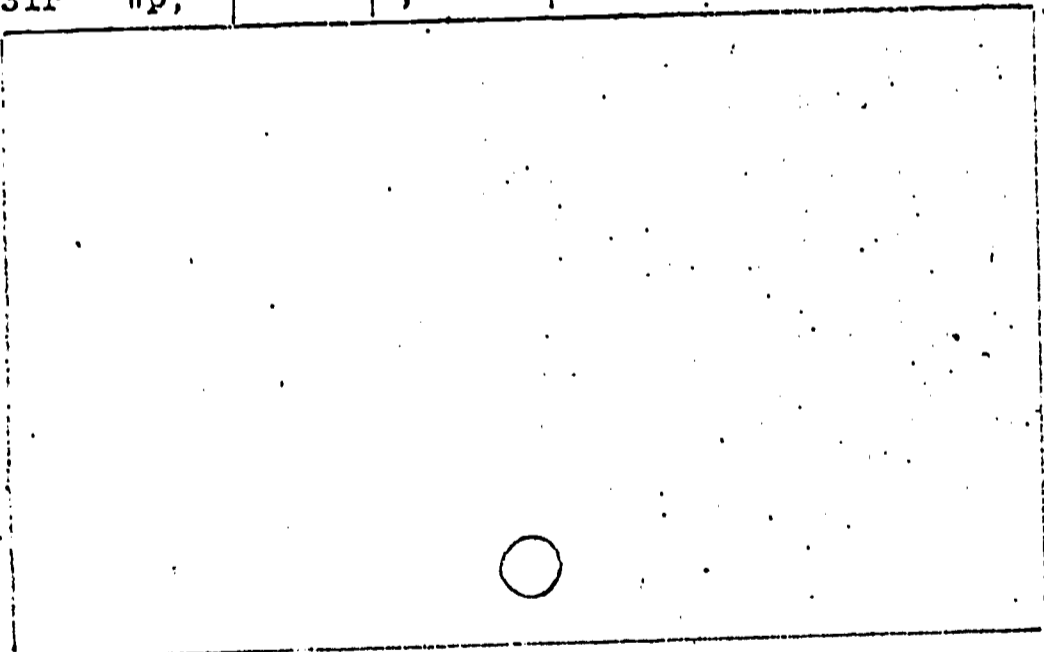
1r Control No. _____

2r 50

7r Local Call No. _____

		Copies		Volumos	
3lr	Main;	1	;		
3lr	Main;		;		
3lr	Main;	Art	;		
3lr	Main;	Bis	;		
3lr	Fp;		;		
3lr	Mp;		;		
3lr	Ol;		;		
3lr	Ro;		;		
3lr	Sh;		;		
3lr	Sp;		;		
3lr	Wa;		;		
3lr	Wp;		;		

*One copy in
Main (Central)
Library in the
circulating stacks*



SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

XERO COPY

XERO COPY

XERO COPY

3000
3000

3000
3000

3000
3000

3000
3000

1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;		
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Fp;	/	
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sh;		
3lr	Sp;		
3lr	Wa;		
3lr	Wp;		

*Copy in the Main (British)
 Copy in the circulating stock
 and one copy in Fox Point
 circulating stock*

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed
 Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

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 obsolete
 different treatment

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 Recall required
 Still missing, 2d check
 Date recalled. Br.
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

001X

001X

001X

3

XERO COPY

XERO COPY

XERO COPY

XERO COPY

1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;	10, 1-4;
3lr	Main;	;
3lr	Main;	Art ;
3lr	Main;	Bis ;
3lr	Fp;	;
3lr	Mp;	c. 1 ;
3lr	Ol;	;
3lr	Ro;	;
3lr	Sh;	10, 1-3 ;
3lr	Sp;	;
3lr	Wa;	;
3lr	Wp;	;

Six copies in Main - stacks
One copy in Mt. Pleasant
Three copies in Smith Hill

Key	Date 1	Date 2	Place	Pubr.	Ht.
29	4	4	4	4	2

Class	Lang 1	Lang 2
41	4	4

Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

4

XERO COPY

XERO COPY

SEARCHING REPORT

<input type="checkbox"/> 42	<input type="checkbox"/> 58-62
<input type="checkbox"/> 42-47	<input type="checkbox"/> 63-65
<input type="checkbox"/> 48-52	<input type="checkbox"/> 66+
<input type="checkbox"/> 53-57	

Found LC copy
 Found diff. ed. _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

XERO COPY

XERO COPY

1r Control No. _____

2r 50

7r Local Call No. _____

		Copies	Volumes
3lr	Main;	3 /	V. 1-3
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Fp;		
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sh;		
3lr	Sp;		
3lr	Wa;		
3lr	Wp;		

*One copy of each of the three
 (physical) volumes
 (3 labels)*

Key	Date 1	Date 2	Place	Pubr.	Ht.
29	4	4	4	4	2

Class	Lang 1	Lang 2
41	4	4

Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

XERO COPY

XERO COPY

XERO COPY

XERO COPY

33.2

33.2

33.2

33.2

1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;		;
3lr	Main;	3. /	; V. 1-2
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

One copy of one physical volume which contains 2 bibliographic volumes (1-2, designated V. 1-2)

Key	Date 1	Da 2	Place	Pubr.	Ht.
1	4	4	4	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

42
 42-47
 48-52
 53-57

58-62
 63-65
 66+

Found LC copy
 Found diff. ed.
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
 Bs
 Cat
 Ita
 Jewl

Ord
 Per
 Ra
 Ref
 Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;		
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Sp;		V.V.V.
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sh;		
3lr	Sp;		
3lr	Wa;		1/1-3/5
3lr	Wp;		

Two copies of a multivolume work containing 5 physical volumes in the Main circulation stacks (in labels)

One copy of volumes 1 and 3 in Fox Point (2 labels)

One copy of volumes 1, 2, 3 and 4 in Washburn (4 labels)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

XERO COPY

(Pg. 1)

SEARCHING REPORT

42 53-62
42-47 63-65
48-52 66+
53-57

Found LC copy
Found diff. ed.
call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed

Source
7th ed.
7/64 - 12/65
1/66 - 12/66
1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Ekm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya

50

Local Call No.

		Copies	Volumes
31r	Main;	2.1	V. 1-5
31r	Main;		
31r	Main;	Art	
31r	Main;	Bis	
31r	Fp;		
31r	Mp;		
31r	Ol;		
31r	Ro;		
31r	Sh;		
31r	Sp;		
31r	Wa;		
31r	Wp;		

Cont. on
Next Worksheet

Two copies of volumes 1 & 2 and 1 copy of volumes 2, 4 & 5 in the Main Library -- Stacks.

992
B797s Brackman, Arnold C
Southeast Asia's second front; the power struggle in the Malay Archipelago, by, Arnold C. Brackman. New York, Praeger, 1966.
xv, 341 p. 22 cm.
Bibliographical references included in "Notes" (p. 300-331)

4262 1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 65-24938

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2
	Class	Lang 1	Lang 2			
41	1	4	4			
	Bib.	Form	Conf.	Juv.	Suppl.	
32	1	1	1	1	1	

1340

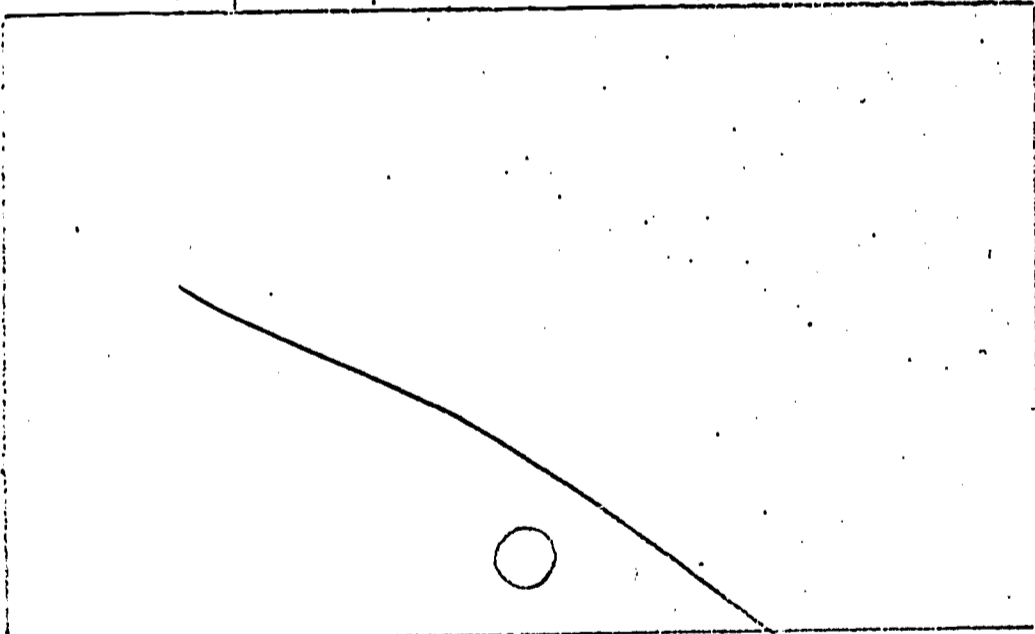
(Pg. 2)

1r Control No.

2r 50

7r Local Call No.

	Copies		Volumes	
3lr	Main;	0, 2	V. 1, 2	3
3lr	Main;			
3lr	Main;	Art		
3lr	Main;	Bis		
3lr	Fp;			
3lr	Mp;			
3lr	Ol;			
3lr	Ro;			
3lr	Sh;			
3lr	Sp;			
3lr	Wa;			
3lr	Wp;			



	Key	Date 1	Date 2	Place	Publ	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

5r (Suppress cards)

8

AND
SUBA

AND
SUBA

AND
SUBA

AND
SUBA

1r Control No.

2r 50

7r Local Call No.

SEARCHING REPORT

42 53-62
42-47 63-65
48-52 66+
53-57

Found LC copy
Found diff. ed. _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed

Source
7th ed.
7/64-12/65
1/66-12/66
1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br. _____
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya

Copies Volumes

3lr	Main;		;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;		;
3lr	Mp;		;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

If too crowded, write here
LC 1-2

Two copies in Bis

(Two sets of catalog cards with Bis printed above call no.; 1 for main catalog and one for Bis catalog)

Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	2

Class	Lang 1	Lang 2
41	1	4

Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

XERO COPY

1r _____
Control No.

2r 50

7r _____
Local Call No.

Copies Volumes		
3lr	Main; p / ;	
3lr	Main; ;	
3lr	Main; Art ;	
3lr	Main; Bis ;	
3lr	Fp; ;	
3lr	Mp; ;	
3lr	Ol; ;	
3lr	Ro; ;	
3lr	Sh; ;	
3lr	Sp; ;	
3lr	Wa; ;	
3lr	Wp; ;	

*One copy in the Main stacks, &
One copy in BIS*

(One set of catalog cards without any location symbol for main catalog, two sets of catalog cards with BIS, one for the main catalog and one for the BIS catalog. Total -- 3 sets)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2
	Class	Lang 1	Lang 2			
41	1	4	4			
	Bib.	Form	Conf.	Juv.	Suppl.	
32	1	1	1	1	1	

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64-12/65 _____
 1/66-12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

XERO COPY

XERO COPY

XERO COPY

10

1r Control No.

2r 50

7r Local Call No.

	Copies	Volumes
3lr	Main; C./	; ;
3lr	Main;	; ;
3lr	Main; C.3Art	; ;
3lr	Main; C.2Bis	; ;
3lr	Fp;	; ;
3lr	Mp;	; ;
3lr	Ol;	; ;
3lr	Ro;	; ;
3lr	Sh;	; ;
3lr	Sp;	; ;
3lr	Wa;	; ;
3lr	Wp;	; ;

One copy in the Main stacks
One copy in Art
One copy in BIS

(One set of catalog cards without any symbols for the main catalog; Two sets with BIS; and Two sets with Art. Total - 5 sets) ○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41		4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

3000

3000

1r CONTROL No.

2r 50

7r LOCAL CALL No.

		Copies Volumes	
3lr	Main;		
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Mp;	2/10/67	
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sn;		
3lr	Sp;		
3lr	Wa;		
3lr	Wp;		

One copy on reference in Fox Point

(One set of catalog cards with ref above call no.)

Key	Date 1	Date 2	Place	Pubr.	Ht.
29	4	4	4	4	2

Class	Lang 1	Lang 2
41	4	4

Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

SEARCHING REPORT

42 55-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed
 Source
 ed.
 1/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm rd
 Es Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

XERO COPY

1r Control No.

2r 50

7r Local Call No.

Copies Volumes

3lr	Main;		;
3lr	Main;		;
3lr	Main;	Art	;
3lr	Main;	Bis	;
3lr	Fp;	3.1	;
3lr	Mp; Fp;	3.2	;
3lr	Ol;		;
3lr	Ro;		;
3lr	Sh;		;
3lr	Sp;		;
3lr	Wa;		;
3lr	Wp;		;

Two copies at Fox Point, one on Reference and one in their circulating stacks

(One set of catalog cards with Fp above call no. and one set of catalog cards with Fp above the call no.)

(IF 3lr Fp; cat. card Ref. is written on one card, you will see one set of cards which will have Fp above call no.)

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

Class	Lang 1	Lang 2
1	4	4

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed.
 _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

XERO COPY

XERO COPY

XERO COPY

XERO COPY

01103

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE
PUBLIC LIBRARY RECLASSIFICATION WORKSHEET
January 30, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

6r 1
7r

Local Call No.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of

new concepts in information organization, processing, and presentation

INFORONICS, INC.

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CAMBRIDGE, MASSACHUSETTS 02139
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WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862

Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

- (1) The end of each line (except the last) should be indicated by a slash"

7r HG/481/.M25/A67

- (2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/.D725-/72

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e. the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R3
H764
1966
Vol.
2467

3lr Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations

other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g. oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks
Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a

period, "c."

a. Single copies

Single copies are recorded as "c.1"

3lr	Main;	c.1	;
3lr	Fp;	c.1	;

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g. c.1-10.

3lr	Main;	c.1-10	;
3lr	Mp;	c.1-3	;

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

3lr	Main;	c.1-3, c.5	;
3lr	Fp;	c.1, c.3	;

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

"Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

3lr	Main;	c. /	;
3lr	Main;	c. / Ita.	;
3lr	Main;	c. / Art	;
3lr	Main;	c. / Bis	;

The data recorded above will generate a total of seven sets of cards:

1 set without any location symbol for the main catalog.
 2 sets with "Ita" -- one set for the main catalog and one set for the Italian catalog.

2 sets with "Art" -- one set for the main catalog and one set for the Art catalog.

2 sets with "Bis" one set for the main catalog and one set for the BIS catalog.

(1) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

7r Ref/QD/607/.A55
 Local Call No.

3lr	Main;	c. /	Bis	;
-----	-------	------	-----	---

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r Ref/g/QD/607/.A55

3lr	Main;	c. /	Bis	;
-----	-------	------	-----	---

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded "7r".

b. Main Library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

3lr Ref Main;	c. 1	;
3lr Main;	c. 1	;
3lr Main;	c. 2 <i>ITL</i>	;
3lr Main;	c. 3	Art ;
3lr Main;	c. 4	Bis ;
3lr Ya; Fp;	c. 5	;
3lr Mp;	c. 1	;

If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

3lr Ref Main;	c. 1 <i>g</i>	;
--------------------------	---------------	---

c. Branch Libraries

One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g. Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

3lr Fp;	c. 1 / Ref	;
---------	------------	---

When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

3lr Fp;	c. 1	;
3lr Fp Mp;	c. 2	Ref ;

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with ~~Fp~~ Ref above the call number.

(1) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described B.2, a (1).

7r *g/OC/201/B6*

3lr Fp;	c. 1	Ref	;
---------	------	-----	---

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

The data is written after the semicolon that has been preprinted on the worksheets.

3lr	Main;	1c.1-2	; 1v.1-5
3lr	Main;	c.2 ITA	; v.1, v.4
3lr	Fp;	c.1	; 1v.1-3, v.5

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels.

The volume numbers in the first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

3lr	Main;	c.1	; v.1-2, v.3-4
-----	-------	-----	----------------

4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are

1r 340 (Page 1)
2r 50
7r _____
Local Call No. _____

		Copies	Volumes
31r	Main;	C.1	; 1V.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.
 Not found _____

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source _____
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

EkM _____ Ord _____
 Bs _____ Per _____
 Cat _____ Ra _____
 Ita _____ Ref _____
 Jewl _____ Tex _____
 Ya _____

991 SHELF LIST
 B797s Brackman, Arnold C
 Southeast Asia's second front; the power struggle in the Malay Archipelago (by) Arnold C. Brackman. New York, Praeger, 1966,
 xv, 341 p. 22 cm.
 Bibliographical references included in "Notes" (p. 300-331)

4262 ✓ 1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 63-24938

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

EXAMPLE 2

XERO COPY

XERO COPY

XERO COPY

1r

340 (Page 2)
Control No.

2r

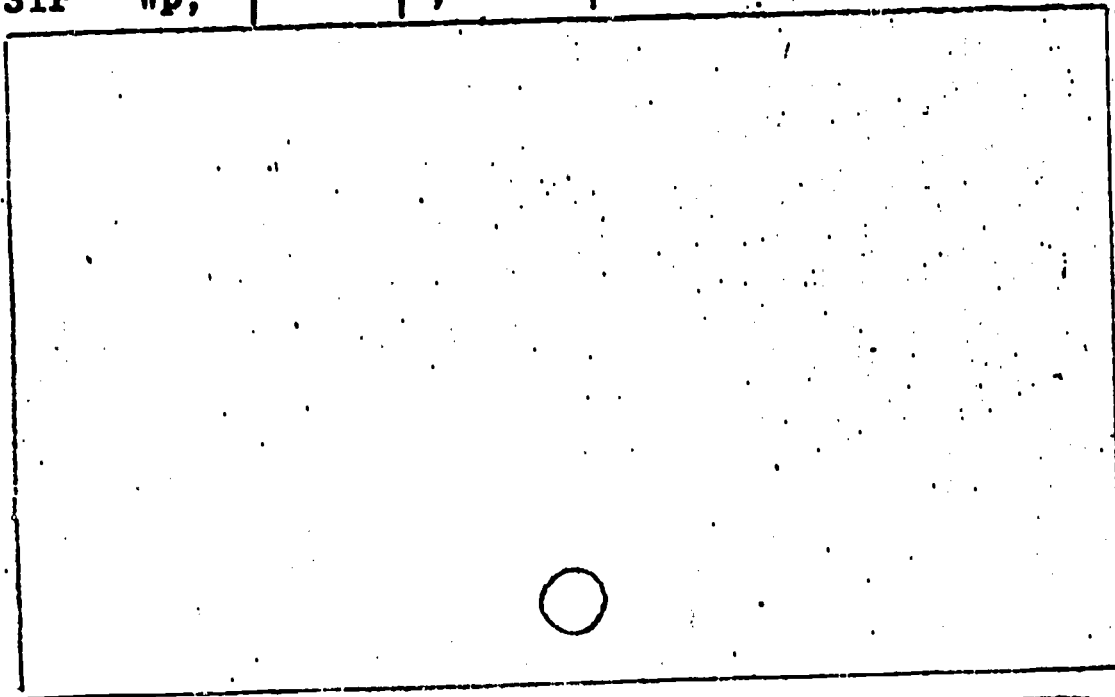
50

7r

Local Call No.

Copies Volumes

31r	Main;	C. 2	; IV. 1-2
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;



29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

XERO COPY

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.
 Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
 Bs Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

EXAMPLE 2

XERO COPY

XERO COPY

XERO COPY

filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC (or for original cataloging). Example 4 illustrates the procedure when a local call number was substituted for the LC established call number.

EXAMPLE 3

3d
work
sheet

1r	106
2r	50
5r	
7r	LC/Call/no./as on/LC/copy/v.1/pt.2

2d
work
sheet

1r	106
2r	50
5r	
7r	LC/Call/no./as on/LC/copy/v.1/pt.1

1st
work
sheet

1r	106
2r	50
3r	
4r	
3lr	Main; c.1

LC Card Copy
.....
v. in 26 cm.

EXAMPLE 4

4th
work
sheet

1r	108
2r	50
5r	
7r	Local/Call/no/by PPL/1953-1954

3d
work
sheet

1r	108
2r	50
5r	
7r	Local/Call/no/by PPL/1952

2d
work
sheet

1r	108
2r	50
5r	
7r	Local/Call/no./by PPL/1951

1st
work
sheet

1r	108
2r	50
3r	
4r	
7r	Local/Call/no./by PPL
31r	Main;

LC Card Copy

.....

v. 26 cm. annual.



**INSTRUCTIONS FOR COMPLETING THE PROVIDENCE
PUBLIC LIBRARY RECLASSIFICATION WORKSHEET**

February 19, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

6r 1
7r

Local Call No.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call

*new concepts in information organization, processing, and presentation

INFORONICS, INC.

806 MASSACHUSETTS AVENUE
146 MAIN STREET
927 15TH STREET, N. W.

CAMBRIDGE, MASSACHUSETTS 02139
MAYNARD, MASSACHUSETTS 01754
WASHINGTON, D. C. 20005

TEL. (617) 547-1750
TEL. (617) 897-8815
TEL. (202) 638-6862

number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

- (1) The end of each line (except the last) should be indicated by a slash.

7r HG/481/M25/A67
Local Call No.

- (2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/D725-172
Local Call No.

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e., the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R3
H764
1966
Vol.
2467

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and

different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g., oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks

Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a period, "c."

a. Single copies

Single copies are recorded as "c.1"

31r	Main;	C./	;
31r	Fp;	C./	;

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g., |c.1-10.

31r	Main;	C.1-10	;
31r	Mp;	C.1, C.3	;

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

31r	Main;	C.1-3, C.5	;
31r	Fp;	C.1, C.3	;

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

(1) Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be

generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

(2) "Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

3lr	Main;	C.		;
3lr	Main;	C.	Ita	;
3lr	Main;	C.	Art	;
3lr	Main;	C.	Bis	;

The data recorded above will generate a total of seven sets of cards: 1 set without any location symbol for the main catalog; 2 sets with "Ita" -- (one set for the main catalog and one set for the Italian catalog); 2 sets with "Art" -- (one set for the main catalog and one set for the Art catalog); 2 sets with "Bis" -- (one set for the main catalog and one set for the BIS catalog).

(3) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

7r Ref/QD/607/A55
Local Call No.

3lr	Main;	C.	Bis	;
-----	-------	----	-----	---

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r Ref/q/QD/607/A55
Local Call No.

3lr	Main;	C.	Bis	;
-----	-------	----	-----	---

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional

worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded in "7r".

- b. Main library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

(1) Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

3lr Ref; Main;	C.1	;
3lr Main;	C.1	;
3lr Main;	C.2 Ita	;
3lr Main;	C.3 Bkm	;
3lr Main;	C.4 Art	;
3lr Main;	C.5 Bis	;
3lr Ya; Ep	C.6	;
3lr Mp;	C.1	;

(2) If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

3lr Ref; Main;	C.1g	;
---------------------------	------	---

- c. Branch libraries

(1) One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g., Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

3lr Ep;	C.1 Ref	;
---------	---------	---

1r 242
 2r 50
 7r _____
 Local Call No.

		Copies	Volumes
31r	Main;	C.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	C.1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

990
 W731c

Williamson, James Alexander, 1886-
 Cook and the opening of the Pacific, by James A. William-
 son. London, Pub. by Hodder & Stoughton limited for the
 English universities press, 1946.
 N. Y. Macmillan, 1949.
 xvii, 251 p. front. (port.) illus. (maps) pl: 18 cm. (Half-title:
 Teach yourself history library, ed. by A. L. Rowse)
 "First printed July 1940."
 "Authorities": p. 247.

1. Cook, James, 1728-1779. 2. Oceanica—Disc. & explor.
 I. Title. G246.C7W5 1946 923.942 47-23128
 Library of Congress (48c3)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

EXAMPLE 1.
 (page 1)

SEARCHING REPORT

42 _____ 58-62
 42-47 _____ 63-65
 48-52 _____ 66+
 53-57 _____

Found LC copy _____
 Found diff. ed. _____
 _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings _____
 No. of Headings changed _____

Source
 7th ed. _____
 7/64 - 12/65 _____
 1/66 - 12/66 _____
 1/67+ _____

LC CALL NO. UPDATING

changed _____
 obsolete _____
 different treatment _____

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check _____
 Recall required _____
 Still missing, 2d check _____
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Ekm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

(2) When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

3lr	Fp;	C.1	
3lr	Fp;	C.2 REF	;

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Ref above the call number.

(3) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described in B.1, a (1) is used.

7r 9/100/2011.B6
Local Call No.

3lr	Fp;	C.1 REF	;
-----	-----	---------	---

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

- Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

The data is written after the semicolon that has been preprinted on the worksheets.

3lr	Main;	C.1-2	;V.1-5
3lr	Main;	C.3 I+Q	;V.1, V.4
3lr	Fp;	C.1	;V.1-3, V.5

- As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels. The volume numbers in the

1r
2r
7r

340 (Page 1)

50

Local Call No.

	Copies	Volumes
3lr Main;	C.1	1V.1-5
3lr Main;		
3lr Main;	Art	
3lr Main;	Bis	
3lr Fp;		
3lr Mp;		
3lr Ol;		
3lr Ro;		
3lr Sh;		
3lr Sp;		
3lr Wa;		
3lr Wp;		

991
B797s Brackman, Arnold C
Southeast Asia's second front; the power struggle in the Malay Archipelago (by) Arnold C. Brackman. New York, Praeger, 1966,
xc, 341 p., 22 cm.
Bibliographical references included in "Notes" (p. 300-331)

SUBJECT LIST

4262 1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 65-24038

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

EXAMPLE 2

SEARCHING REPORT

42 58-62
42-47 63-65
48-52 66+
53-57

Found LC copy
Found diff. ed.
call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed

Source
7th ed.
7/64 - 12/65
1/66 - 12/66
1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Ekm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya

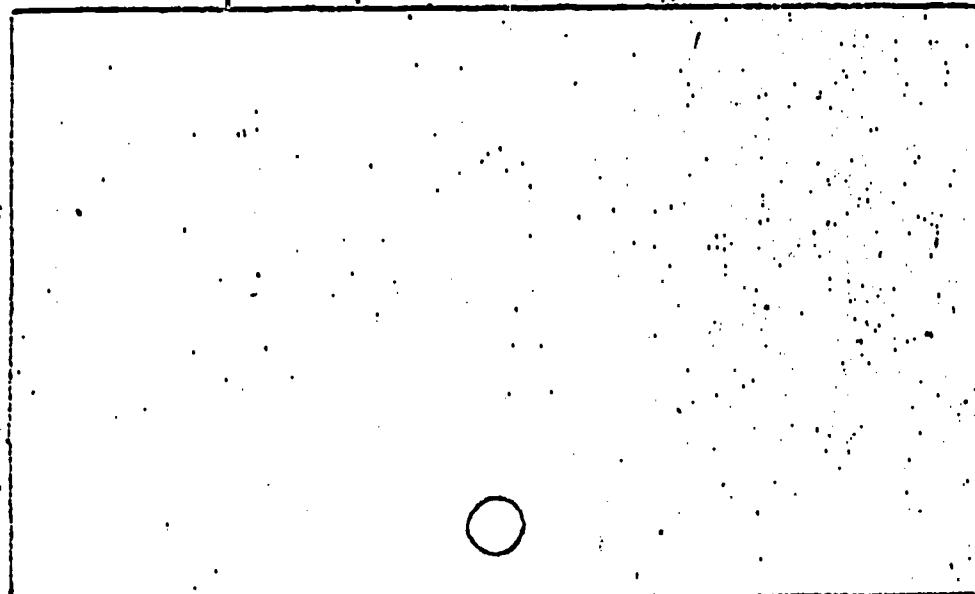
1r 340 (Page 2)
Control No.

2r 50

7r _____
Local Call No.

Copies/Volumes

3lr	Main;	C. 2	1V. 1-2
3lr	Main;		
3lr	Main;	Art	
3lr	Main;	Bis	
3lr	Fp;		
3lr	Mp;		
3lr	Ol;		
3lr	Ro;		
3lr	Sh;		
3lr	Sp;		
3lr	Wa;		
3lr	Wp;		



Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	2

Class	Lang 1	Lang 2
41	1	4

Dib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1

SEARCHING REPORT

42 58-62
 42-47 63-65
 48-52 66+
 53-57

Found LC copy
 Found diff. ed. _____ call no.

Not found

SUBJECT HEADING UPDATING

No. of Headings
 No. of Headings changed

Source
 7th ed.
 7/64-12/65
 1/66-12/66
 1/67+

LC CALL NO. UPDATING

changed
 obsolete
 different treatment.

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
 Recall required
 Still missing, 2d check
 Date recalled. Br. _____
 Date rec'd. _____

OTHER LOCATION SYMBOLS

Bkm Ord
 Es Per
 Cat Ra
 Ita Ref
 Jewl Tex
 Ya

EXAMPLE 2

104.1X

104.1X

104.1X

104.1X

104.1X

3rd Worksheet

1r 108
 2r 50
 5r HX/15/.S59/1965-1966
 7r Local Call No.

1r 108
 2r 50
 5r HX/15/.S59/1964
 7r Local Call No.

1r 108
 2r 50
 5r HX/15/.S59
 7r Local Call No.

	Copies	Volumes
3lr Main;		;
3lr Main;		;
3lr Main; Art		;
3lr Main; Bis		;
3lr Fp;		;
3lr Mp;		;
3lr Ol;		;
3lr Ro;		;
3lr Sh;		;
3lr Sp;		;
3lr Wa;		;
3lr Wp;		;

FBI LIBRARY HOLDINGS
SEE FOLLOWING CARD.

320
 Sol3
 The Socialist register. 1961-
 New York, Monthly Review Press.
 v. 22 cm. annual.
 Cover title, 1961- : The Socialist register; a survey of move-
 ments & ideas.
 Editors: 1961- R. Milliband and J. Saville.

1. Socialism—Addresses, essays, lectures. 2. Communism—Ad-
 dresses, essays, lectures. 3. World politics—1945- —Addresses,
 essays, lectures. I. Milliband, Ralph, ed. II. Saville, John, ed.

HX15.S59 320 EXAMPLE 3 64-20430

2d Worksheet

1st Worksheet

Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed

Source
 7th ed.
 7/64 - 12/65
 1/66 - 12/66
 1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING
LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Ekm Ord