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ABSTRACT The efforts of the Secretarial Work Groups during fiscal year 1971 are described. Three research projects were funded and one is pending. Fourteen publications were issued by, for, or in cooperation with the Federal Library Committee. (AB)

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FEDERAL LIBRARY COMMITTEE
LIBRARY OF CONGRESS
WASHINGTON, D. C. 20540

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ANNUAL REPORT

FISCAL YEAR 1971

LI 002 900

Frank Kurt Cylke

Frank Kurt Cylke
Executive Secretary

July 6, 1971

PERMANENT MEMBERSHIP—Library of Congress (Librarian of Congress, Chairman), National Agricultural Library, National Library of Medicine, Department of State, Department of the Treasury, Department of Defense, Department of Justice, Post Office Department, Department of the Interior, Department of Commerce, Department of Labor, Department of Health, Education, and Welfare, Department of Housing and Urban Development, Department of Transportation,

ROTATING MEMBERSHIP, 1969-71—Atomic Energy Commission, National Aeronautics and Space Administration, National Science Foundation, Smithsonian Institution, Supreme Court of the United States, Veterans Administration.

SERVERS—Bureau of the Budget and Office of Science and Technology of the Executive Office of the President, Library of Congress, Division of Library Services of the Office of Education of the Department of Health, Education, and Welfare.



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FEDERAL LIBRARY COMMITTEE

ANNUAL REPORT

FISCAL YEAR 1971

BACKGROUND

The Federal Library Committee was established in 1965 by the Library of Congress and the Office of Management and Budget (formerly Bureau of the Budget), for the purpose of concentrating the intellectual resources present in the Federal library and library related information community:

- To achieve better utilization of library resources and facilities.
- To provide more effective planning, development, and operation of Federal libraries.
- To promote an optimum exchange of experience, skill, and resources.

Membership on the Committee includes representatives of the three National Libraries, and all the Cabinet agencies. Six independent agencies are elected every two years. In addition, there are five official observers. Guest observers are appointed from time to time.

To achieve the three noted goals a Federal Library Committee Secretariat was established and a Task Force/Sub-Committee/Work Group operating method selected for implementation. Emphasis was placed upon the acquisition of R&D grant and contract funds. Work, for the most

part, was pursued by the Secretariat, by independent individuals, and by firms under the direction of specific work groups.

Secretariat efforts and the work groups were organized to conform to the six authorized functional approaches:

- To consider policies and problems relating to Federal libraries.
- To evaluate existing Federal library programs and resources.
- To determine priorities among library issues requiring attention.
- To examine the organization and policies for acquiring, preserving, and making information available.
- To study the need for and potential of technological innovation in library practices.
- To study library budgeting and staffing problems, including the recruiting, education, training, and remuneration of librarians.

Initial funding support was received in the form of two grants, totaling \$97,650, from the Council on Library Resources.

WORK PROGRAM

A full action program was implemented by the Secretariat and restructured work groups. Emphasis was placed upon the correlation of all work efforts to Federal libraries, regardless of size.

* * * * *

SECRETARIAT EFFORTS

Executive Advisory Committee

The Executive Advisory Committee provided policy guidance and counsel to the Chairman and Executive Secretary of the Federal Library Committee. In addition, they offered leadership to the Committee as a whole. Positive Committee action resulting from EAC recommendations included:

1. The approval of a dual FLC meeting program. Informative meetings will be briefing sessions on particular topics open to interested Committee members and other persons having an interest in the subject scheduled for presentation. Action meetings would be concerned with discussion and voting on specific proposals for action recommended by the Executive Advisory Committee and/or by any member of the Federal Library Committee.
2. The Task Force on Acquisition of Library Materials and Correlation of Federal Library Resources was requested to review its charge to "evaluate holdings which may be appropriate for inclusion in a correlated program, to investigate and report upon problems related to the correlation of Federal library collections with other information activities, and to recommend programs and methods of correlating research collections of Federal libraries with other resources both within and without the Federal establishment," and make recommendations for appropriate future action.
3. Names were recommended for membership on the National Commission on Libraries and Information Science.
4. A combined Federal library exhibit at professional library meetings was suggested as a useful focus on program activity at a reduced total expenditure of funds.

* * * * *

5. An informative meeting on libraries and library programs in the Department of Defense was held at Maxwell Air Force Base, Alabama.
6. A summer orientation workshop for disadvantaged young people assigned to Federal agency libraries was scheduled at Federal City College.
7. FLC was asked to assume an active role in the recruitment of personnel for Federal library and information science positions.
8. Promotion of the use of Census tape was dropped because of a lack of interest by the community.

Re-evaluation

At the June 16, 1971, meeting of the Federal Library Committee, it was voted to ask the Chairman to establish an ad hoc committee to examine the membership, functions, and structure of the FLC and to recommend changes when appropriate. A December 1971 reporting date was established.

Community Relationships

A working liaison has been established with four library organizations. The United States Book Exchange, Inc., has extended honorary membership to the Federal Library Committee, and the Council of National Library Associations, Inc., has accepted an FLC representative to act as an observer at all regular CNLA meetings. The Armed Forces Librarians Section of the American Library Association has agreed to accept FLC observer status. Participation in substantive Military Librarians Workshop activity has been formally implemented.

These arrangements bring to 12 the reciprocal relationships with library associations outside of the Federal structure.

The ERIC Clearinghouse on Library and Information Sciences appointed the Executive Secretary of the FLC to an eight-member advisory board which was created to aid ERIC/CLIS in meeting its established goals and objectives, to furnish guidance toward effective utilization of resources now existing within the library and information science communities, and to establish an interface for communication among diverse user groups. Appointment to the Ad Hoc Committee on Educational Telecommunications was also accepted, as well as to three American Library Association work groups including ACRL Committee on Legislation, LAD Staff Development Committee, and the LAD Statistics Coordinating Committee.

*The
President's Departmental
Reorganization Program*

On January 22, 1971, the President announced his intention to reorganize seven Executive departments and several independent agencies into four. On February 9, 1971, Federal Library Committee representatives met with Office of Management and Budget officials to discuss how the Federal library/information community might cooperate with the phased restructuring effort.

It was agreed that phase 1 activity, the drafting of legislation, was outside the scope of the FLC concern. However, full involvement in phase 2, the development of guidelines for the placement of

libraries and information services in the proposed restructuring, and phase 3, implementation, were certainly areas in which FLC assistance could prove useful.

A cooperative Federal Library Committee/Committee on Scientific and Technical Information (COSATI) 11-member work group was established by the FLC Chairman. Members include: John Sherrod, Chairman, Director of the National Agricultural Library; Paul L. Berry, Director, Reference Department, Library of Congress; Dr. Stanley J. Bougas, Director, Department of Commerce Library; Edward J. Brunenkant, Director, Division of Technical Information, Atomic Energy Commission; Melvin S. Day, Head, Office of Science Information Service, National Science Foundation; Mrs. Elsa S. Freeman, Director of the Library, Department of Housing and Urban Development; Mrs. Mary Huffer, Assistant Director of Libraries, Smithsonian Institution Libraries; Frank Kurt Cylke, Executive Secretary, Federal Library Committee; and, Mrs. Marlene Morrissey, Executive Assistant to the Librarian of Congress, Library of Congress. Three observers have been appointed: Miss Germaine Krettek, Director, Washington Office, American Library Association; Herbert R. Koller, Executive Director, American Society for Information Science; and Dr. Stephen A. McCarthy, Executive Director, Association of Research Libraries. It was immediately agreed that operating libraries throughout the Government need to interrelate with information services to the end that information transfer, in its broadest sense, is conducted at the highest level of efficiency. Plans call for an examination of the problems in

connection with the President's plan, and the supply of specific answers to the questions about the most effective way to reorganize and relate Executive libraries and information services, with models and guidelines developed for restructuring such library/information systems. A 12-month preliminary work schedule is anticipated.

This opportunity to design extensive and sophisticated model library systems for certain implementation is unparalleled within the Federal environment. Work will take many months. The results should serve as a guide to the library planning community.

Civil Service

The Civil Service Commission determined that the subject-matter test in library science, currently employed in the determination of eligibility for entrance into the GS-1410 (librarian) Series by those who do not hold degrees, requires revision. A date in February 1972 has been set for revision implementation. The Federal Library Committee agreed to assume a posture toward GS-1410 experience and education requirements as stated in the CSC Qualification Standards. A vote on three possible positions was taken:

- a) That a master's degree in library science be required for entry into the GS-1410 series. (No equivalency provision and no test.)
- b) That the present situation be continued with a revised examination as an option.
- c) That a master's degree in library science be required, or combination of experience and education evaluated by a panel of experts appointed by the Civil Service Commission.

Ten agencies voted for alternative a; one voted by b; and four voted for alternative c.

The Civil Service Commission responded to the vote that a minimum education requirement should be implemented for entry into the librarian GS-1410 series. The Commission expressed interest in maintaining high standards for Federal librarians and suggested that the most appropriate method was to continue the current degree/examination program:

"Adopting a minimum education requirement is not the only way of maintaining high quality standards for Federal librarians. There are flexibilities in the existing examining process that are being used for this purpose. Rating candidates for librarian positions involves, in addition to identifying minimum qualifications, assigning relative quality levels to the several kinds of experience, education, and training. Completion of a graduate program in library science is recognized in the rating process as providing a significantly better background for performing professional library work by the assignment of higher values to this level of formal education."

The Federal Library Committee agreed to cooperate in the test revision.

Promotion

A second Federal Information Resources Conference was co-sponsored with the Committee on Scientific and Technical Information (COSATI), Panel on Library Programs, the Association of Research Libraries, and the Bureau of Libraries and Educational Technology, USOE. A call for communication resulted in a cooperative program being

developed to increase the dialogue between the Federal Government and the research library community.

The Executive Secretary presented papers to and participated in the following: the Military Librarians Workshop; the U.S. Department of Interior Library Workshop; the Veterans Administration Annual Library Conference; the Institute on the Acquisition of Foreign Materials at the University of Wisconsin, Milwaukee, Wis.; the American Association for the Advancement of Science Annual Meeting; the ALA Nonprint Media Statistics Committee Conference; the Information Industry Association Conference; and the Conference on Interlibrary Communications and Information Networks.

Madeline M. Henderson, Chairman of the Federal Library Committee's Task Force on Automation, chaired a panel session titled "Cooperative Studies of Secondary Services," at the National Federation of Science Abstracting and Indexing Services Conference, February 22-24, 1971. Panel members described the kinds of studies that can be made of overlap among secondary services, problems that are encountered in conducting such studies, and cooperative programs that have been developed as a result of overlap studies already undertaken. The first phase of the current study of overlap in Biological Abstracts, Chemical Abstracts, and Engineering Index was described.

A concerted, three-phase program was designed to promote FLC activity. Eleven formal speaking engagements were accepted by the Executive Secretary with presentations to such groups as: The U.S. Air Force School of Systems and Logistics, Wright Patterson AFB, Ohio;

American Association for the Advancement of Science; Law Librarians Society of Washington, D.C.; University of Wisconsin; and the Virginia Library Association. The Chairman of the Task Force on Acquisitions made a presentation to the Library Association of Australia on "American Treasure: Library and Other Information Programs of the U.S. Government." The Chairman of the Task Force on Automation addressed the Seminar for Policy Makers and Prime Movers, Organization of American States, on January 19, 1971.

Articles on Federal library programs and the Federal Library Committee were submitted for inclusion in the Encyclopedia Americana and the World Book. Factual descriptions were prepared for listing in the Government Organization Manual, the Bowker Annual, and the Encyclopedia of Information Systems and Services.

Articles related to FLC activity were included in Publisher's Weekly, Library Journal, Federal Times, American Libraries, Wilson Library Bulletin, and Special Libraries.

Research

The Institute of Library Research, University of California, Los Angeles, has been awarded a \$98,597 contract by the U.S. Army, Office of the Chief of Engineers, TISA Project, to pursue Phase I of a two-part research program intended to address library environmental design problems. The aim of the funded study is to provide librarians with the guidance and detailed information needed to design better

library buildings. The research plan will be organized in two phases and result in three major products: (1) an evaluative state-of-the-art report on the present knowledge of library functions, elements, and techniques of design as they relate to library physical facilities and equipment, (2) a manual for evaluating the performance of components of library facilities and equipment, and for generating specifications of requirements, and (3) a demonstration model of a "guided inquiry" system for developing library building design programs.

On March 9, 1971, Becker and Hayes, Inc., was awarded a \$90,000 contract to "Develop a Periodic Service for Informing Army Technical Librarians About Advanced Technological Developments Which Can Affect Their Plans and Programs." Developed in cooperation with the Federal Library Committee, the project will: (1) review scientific and technical literature, (2) identify an initial list of topics of potential interest to military technical librarians concerned with problems of mechanized information handling, (3) prepare clear and concise summaries of the new technology in language understandable to the librarian, (4) specify the areas of potential application within the military technical library, and (5) provide critiques of the value of the technology to military technical libraries on a monthly basis.

The service will not only alert technical librarians to the most significant areas of new technology of direct interest to their on-going programs, but will also alert manufacturers and others to the

potential library need, thereby expediting equipment modification that can be of direct benefit to the technical library community.

Statistics

Coordination with the U.S. Office of Education attempt to develop a national statistical information system for the collection, analysis, and coordination of data pertaining to all types of libraries and information centers was accomplished. A pretest version of the survey materials has been forwarded to the administrative heads of eight agencies. Preliminary work, documented in Planning for a Nationwide System of Library Statistics,¹ contains contributions from the former FLC Executive Secretary and other Federal librarians.

Basic data relating to library operating expenditures and personnel data were collected from Federal Library Committee agency representatives and made available to all members as a useful management tool. Plans call for annual cumulations.

Washington Seminar

Peter C. Haskell, an intern associated with the Washington Seminar: Career Development Institute, Catholic University, studied the results of the recent Conference on Interlibrary Communications and Information Networks (CICIN) at Airlie House and determined the implications of those results for the Federal library community. He

¹Palmer, David C. Planning for a Nationwide System of Library Statistics. Washington, D.C., GPO, 1970. 117p.

reviewed the working papers which formed the background for the Conference discussions, inspected closely the specific recommendations of the various working groups, examined the final report of the Conference with its more general recommendations, and conferred with Federal attendees for additional impressions and reactions. From all these sources, Mr. Haskell distilled a collection of conclusions and recommendations of particular interest to the Federal library community, which bear on specific problems and/or interests of that community. Finally, he suggested ways and means by which the Federal Library Committee, through its various Task Groups, can initiate studies. The results will be published as an appendix to the FLC Newsletter.

WORK GROUP EFFORTS

Acquisitions

Mrs. Elsa S. Freeman, Department of Housing and Urban Development, was appointed Chairman of the Task Force on Acquisition of Library Materials and Correlation of Federal Library Resources. She replaced William J. Welsh, Director, Processing Department, Library of Congress. A review of past activity with a view toward developing a phased work program is underway.

Automation

In connection with its liaison with the Civil Service Commission's ADP Management Training Center, the Task Force on Automation of

Library Operations has recommended that seminars be broadened to include library and information programs and that workshops include information about ADP applications to technical processes and library service, as well as provide a more extensive overview of the state-of-the-art. The Task Force urges that library managers be fully advised about the progression of courses, from general courses to more specialized seminars and more detailed workshops, so that participants will be able to enter at an appropriate point in the training.

The Task Force plans to cosponsor a two-day working conference in September 1971, on interactive retrieval systems at the National Bureau of Standards. This conference will involve users, operators, and managers of retrieval systems.

The System Development Corporation study, designed to provide a framework for the rational exploitation of automation in individual Federal libraries and, where possible, for the development of generalized and coordinated systems, is progressing in a satisfactory manner.

Education

A successful Executive Workshop in Library Related Information Services was held in Atlanta, Ga., on May 10-12, 1971. The Task Force on Library Education designed the session to:

Bring to the attention of field librarians new developments in library and information science that the Federal Library Committee has identified as pertinent to the improvement of the capability of Federal libraries and librarians in the fulfillment of their missions;

Open avenues of approach to problems of management and service in Federal libraries in the field for consideration by the Federal Library Committee;

Facilitate the implementation and use of findings and products of the work of the Federal Library Committee and its task forces;

Advise librarians outside of the Washington Metropolitan Area of issues and projects under consideration and development by the Federal Library Committee.

A nine-session workshop program will be promoted on a regional basis to ensure training availability to all Federal librarians within the continental United States.

The Graduate Department of Library Science, Catholic University, has announced plans to offer three courses for practicing technical librarians during the 1971-72 academic year. The courses, developed with U.S. Office of Education funds, with advice from the Task Force, are "Automation of Library Processes," "The Governmental Library Stimulation for the Study of Administration of a Special Library," and "Human Resources in the Library System."

Physical Facilities

Close working relationships have been established with the Institute of Library Research, University of California, Los Angeles. The Institute was awarded a \$98,595 contract to develop a comprehensive, objective, integrated guide to designing Federal library physical facilities. Karel Yasko, General Services Administration, represents the

Task Force on Physical Facilities of Federal Libraries on the project's management panel. The Executive Secretary and Michael Costello, of Picatinny Arsenal, also serve as consultants to the panel.

Procurement

Work with the Commission on Government Procurement proceeds to the point of identifying the solution to specific problems identified as common to all Federal library operations. Federal Library Committee activity was cited in an extensive article in the June 28, 1971, issue of Publisher's Weekly.

Public Relations

The Task Force on Public Relations reviewed the FLC Newsletter for appearance and content. The cover was redesigned and changes made in content. Work is underway to assemble selected examples of quality public relations materials, together with a list of guidelines, that will be made available to Federal librarians on a loan basis.

The FLC mailing list has also been reviewed by the Task Force. A new policy governing general distributions will be followed as requests come in and as changes occur in the list. Certain categories will receive all mailings automatically. Persons interested in the Vacancy Roster may receive it on request on a one-time basis.

Recruitment

The Task Force on Recruiting of Personnel in Federal Libraries

pursued a varied work program.

On November 30, 1970, a survey to determine factors important to the Federal library community in selecting applicants for library positions at the GS-9 entrance level was circulated. Results from this survey will be used to advise the U.S. Civil Service Commission as to which qualifications, in order of importance, should be considered when compiling registers of eligibles to fill vacancies in Federal libraries.

An evaluation of employer utilization of the Library Vacancy Roster was issued in November 1970. Selected findings from GS-1410 (librarian) listings showed:

Two hundred and forty listings reflected 138 available positions.

The majority of available positions were at the GS-7, GS-9, GS-11, and GS-12 levels.

Five of the seven available GS-14 positions required experience not available through Federal service.

The single available GS-15 position was not vacant when listed, and when available was not listed.

The single available GS-16 position required experience not readily available through Federal service.

Peace Corps positions required equal experience but paid only token salaries.

Several Air Force listings reflected Schedule A, or excepted positions.

The National Agricultural Library, National Library of Medicine, central Interior Department library, and the Post Office, Justice, National Science Foundation, and Supreme Court libraries listed no available 1410 positions.

Role

Work of the Task Force on Role of Libraries in Information Systems culminated with the issue of Interface of Technical Libraries With Other Information Systems, by Alan M. Rees of Case Western Reserve University.² The report proposed that:

A joint ad hoc, FLC-COSATI working group should be appointed to consider how libraries and extra-library information programs may be best integrated into comprehensive information systems.

FLC and COSATI should establish a long-term mechanism for a program of joint research and development for the creation of integrated national library-information networks.

The administrative problems identified in the research investigation as requiring immediate attention should be studied in order to determine an appropriate course of action:

Duplication of library functions by the extra-library information programs studied.

The appropriate administrative position of the extra-library information program in relation to that of the library.

The domination of the field of information collection, analysis, and dissemination by individuals trained in fields other than library science.

A general disparity in the status of librarians and those of staff members of extra-library information programs.

Implementation plans are being considered by the Executive Advisory Committee and the group established to address problems related to the President's Departmental Reorganizational Program.

²See PUBLICATIONS.

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Map Group

David Carrington, Geography and Map Division, Library of Congress, was appointed Chairman for a one-year term, replacing Ernest DeWald, Directorate of Mapping and Charting, Department of Defense.

* * * * *

RESEARCH PROJECTS

Funded

<u>Title</u>	<u>Funding Source</u>	<u>Cost</u>
<u>Research Study in the Area of Environmental Design, Physical Facilities and Equipment</u> University of California, Los Angeles	USA/TISA	\$98,597
<u>A System for Reporting Significant Technological Developments Affecting Information Handling Systems</u> Becker and Hayes, Inc.	USA/TISA	\$90,000
<u>Interface of Technical Libraries With Other Information Systems</u> Alan M. Rees Case Western Reserve University	USA/TISA	\$ 2,500

Pending

<u>A Survey of Federal Libraries 1971</u> Federal Library Committee	USOE	\$27,959
	TOTAL	\$219,056

USA/TISA = Department of the Army
Technical Information Support Activities Project
Office Chief of Engineers

USOE = U.S. Office of Education
National Center for Educational Statistics

PUBLICATIONS

*Significant Items Issued By, For, or In Cooperation
With The Federal Library Committee*

Benton, Mildred, ed., Library and Reference Facilities In the Area
of the District of Columbia: Eighth Edition. The Joint Venture,
Washington, D.C. 1971. 217p.

This publication is designed to serve as a guide to libraries and as a handy tool to identify subject holdings, names, addresses, telephone numbers, hours of service, and interlibrary loan regulations for each library. Brief descriptions of reference resources are included. The subject index has been expanded and a listing of supervisory librarians included. There is also a separate listing of disestablished libraries.

The revised edition represents the first publication of The Joint Venture, a cooperative endeavor of the American Society for Information Science, the Biological Sciences Communication Project of The George Washington University, the District of Columbia Library Association, the D.C. Chapter of Special Libraries Association, and the Federal Library Committee.

_____, Roster of Federal Libraries, 1970.
Washington, D.C., The George Washington University, October 1970.
282p.

_____, A Study of Resources and Major Subject Holdings
Available in U.S. Federal Libraries Maintaining Extensive or Unique
Collections of Research Materials. Washington, D.C., The George
Washington University, September 1970. 670p.

Cylke, Frank Kurt. "Selected Federal Library Programs for Acquisition
of Foreign Materials." FLC Newsletter, Appendix, May 1971. 22p.

Eaton, Andrew J. "Research In Librarianship In the U.S.A."

FLC Newsletter, Appendix, November 1970. 11p.

A paper prepared for the International Federation of Library Associations, September 1970, Moscow, U.S.S.R.

FLC Newsletter and Appendixes. (Monthly)

"GSA Guide to Sources of Supply and Services - July 1970."

FLC Newsletter, Appendix. December 1970. 6p.

An introduction to the main sources of supplies and services-- GSA depot stock, Federal Supply Schedule Contracts, and Regional term contracts, as noted in the Federal Supply Catalog issued by the General Services Administration, Federal Supply Service.

Howard, Paul, and Morrisey, Marlene D., eds., "The Federal Library Committee." Drexel Library Quarterly, vol. 6, nos. 3 and 4, July and October 1970. Drexel University Graduate School of Library Science, Philadelphia, Pennsylvania.

An Identification of Problems Relating to Federal Procurement of Library Materials Prepared for the Commission on Government Procurement. Washington, D.C. Federal Library Committee, November 10, 1970. 6p.

Proceedings of a Conference on Federal Information Resources: Identification, Availability, and Use. March 26-27, 1970. Washington, D.C. December 1970. 122p.

The Conference, sponsored by the Committee on Scientific and Technical Information, Task Group on Library Programs and the Federal Library Committee, provided a forum for the exchange of current information and a focus for discussion and action.

Proceedings of the Conference on Image Storage and Transmission

Systems for Libraries. National Bureau of Standards,

Gaithersburg, Maryland. September 1970. 316p.

Papers cover techniques for image storage and transmission, including automated storage and retrieval of microforms and ultramicroforms and new developments in graphic and facsimile transmission. The report considers improvements in systems, experimental projects, and advanced techniques in media, communication facilities, and pictorial data processing. Problems and possible future trends in development activities are discussed.

Rees, Alan M. Interface of Technical Libraries with Information

Systems. Department of the Army, Office Chief of Engineers,

March 1971. 132p.

A research project, designed to explore the interface between Federal libraries and extra-library information systems is described. Major objectives were to establish the present relationships of libraries to other elements of information activity in the Department of Defense and other Federal agencies; to review the factors giving rise to existing patterns; and to determine the nature of a fully-integrated library and information system.

A Research Design for Library Cooperative Planning and Action in

the Washington, D.C. Metropolitan Area. Washington, D.C.

The George Washington University, August 1970. 71p.

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Robisheaux, July. The Federal Library Committee. School of
Library Science, Texas Woman's University, Denton, Texas,
May 1, 1971. 159p.

An historical overview with recommendations.