ABSTRACT
        This paper describes how two small non-profit
libraries successfully computerized their periodical record and
routing systems. The steps required in gaining acceptance of the
idea, planning, designing, installing, and perfecting each system are
included. The Population Council library, whose clerical staff was
formerly responsible for manually routing periodicals to library
staff, designed a program where the computer actually printed three
types of routing slips, matching the existing system. Journals were
routed in three ways: (1) to a particular staff member for a check of
contents for possible abstracting for the Population Council's
monthly publication; (2) contents' pages of journals to a large
number of staff for check to see if any wanted to see the entire
issue; and (3) the journal itself to all those interested in seeing
every issue, regardless of content. The Rockefeller Foundation
Library's system has the capability of producing on-demand lists of
titles received, in alphabetical order, by subject, with holdings;
lists of titles received arranged by the individual who saw them; and
lists of titles needing renewal in the upcoming month. (MBR)

Computerized Periodical Systems in Two Small

Special Libraries

Muriel Regan and H. Neil Zimmerman

Presented at the 69th Annual Conference,

Special Libraries Association, June 13, 1978

Is this how you feel about computers? (Al) Over the past two decades computers have come to play such a dominant role in the processing of all kinds of information that it is now difficult to imagine any large- or medium-scale enterprise functioning without them. An article in the August 22, 1977 issue of the New Yorker estimates that there are some one hundred and fifty thousand computers currently in use in the United States. That statistic doesn't truly reflect the extent of computerization, for just one large computer can serve several thousand organizations on a time-sharing basis. The article then goes on to recount some fascinating examples of how crime has kept pace with computerization, but we won't go into that here.

What I do want to emphasize here is the ready accessibility of computers, and what it means to the smaller library which can now find it has the opportunity to make use of computerization to improve its information flow and its services, and incidentally upgrade its image within its own organization. It does nothing for the image of a library for it to be using primitive manual methods of record-keeping when other departments within the same firm or institution are using sophisticated automated techniques. Especially when the latter could be the library's too if some persuasive arguments and an effective approach were made to management.

This paper will describe how two small special libraries in non-profit situations convinced their administrations to make programming and computer time available to them how they went about using this time, and what the results have been. It is essentially a tell-and-show demonstration, not to hand down any exact instructions how to do it, but to encourage you to explore your possibilities.

COMPUTERIZATION OF PERIODICAL ROUTING IN THE POPULATION COUNCIL LIBRARY

H. Neil Zimmerman

I arrived at The Population Council in July 1974 to find a library in need of much reorganization. Since there was little possibility of increasing the support staff (one clerk), it was necessary to look at each library operation to see if it was needed and/or could be made more efficient. One service which stood out was the selective routing of 150 currently-received periodicals to a professional staff of around 50. The routing slips were prepared by hand from a master looseleaf log as the journals arrived. Once a year listings were made, again by hand, of the journals routed to each staff member. This chore took more than 20% of the clerk's time; certainly too much to devote to this one service.

While the professional staff appreciated this service, I felt I could eliminate it if necessary. However, my objective was certainly not to cut library services but to streamline and, if possible, improve them.

A few doors down the hall was a room devoted to the organization's Computer Center - a center that served the research needs of the staff, but, a that time, did no administrative work for the organization. After some discussion with the Council's administration, I was given the green light to try to computerize the periodical routing operation. Since the Council owned the computer and the Library budget was small, I also convinced them to allow us to use it without charge.

More importantly, I found the computer staff both eager and willing to try out their equipment on an administrative task and, fortunately, was assigned a programmer who viewed the operation as a

challenge, rather than as a chore. Without her devoted interest, nothing meaningful could have been accomplished.

We hoped to design a program that would have the computer actually print routing slips. Each journal was assigned a three-letter code; each staff member a three-number code. This information was entered into the data bank from the old circulation records. A simple program was developed to make any changes in this information, as staff or journals were added or deleted.

The routing program was designed to match the existing system in which up to three types of routing slips were made as the journals arrived (A2).

"A" SLIP: About 25 journals were routed to a particular staff member upon receipt. S/he would examine the issue to see if it contained any articles which might be abstracted for The Population Council's monthly publication, Current Literature in Family Planning. The "abstractor" was allowed three days of exclusive use.

"B" SLIP: If a journal had a large number of staff who wished to see it, or many who wished to see only occasional issues, the contents page would be routed prior to circulation of the journal itself. Each "B" slip (three per journal could be produced) might contain up to eight names and provided a check-off system to let it be known who wished to see the actual copy of that particular issue. About 30 percent of the journals needed "B" lips.

"C" SLIPS: Every journal had a "C" slip, which was used for routing the journal itself. This contained names of all those interested in seeing every issue, regardless of

content, plus all names on any "B" slip/s.

When a stack of journals was ready for routing, (about twice a week) the library clerk entered them into a standard Kardex and made a listing of the three-letter codes of the journals involved. He then entered these codes into the computer using the program SLIPS. The line printer would then print a "C" slip for every journal as well as an "A" slip and a "B" slip/s where needed. If the journal had an "A" slip, it would be sent out to the staff member indicated, using the "A" slip itself as the routing form. Any "B" and/or "C" slips would be filed away for use when the journal was returned by the abstractor in three working days. "B" slips indicated that the clerk should make a copy or copies of the contents page of that title and route those accordingly. The journal would be held for two weeks while these contents pages circulated (the journal itself being available on "reserve" in the Library). When the "B" slip returned to the Library, persons indicating they would not need to see the issue involved would be crossed off the "C" slip prior to the routing. Journals which only had "C" slips would be routed immediately.

If this all sounds complicated, it was. In addition, abstractors often kept journals for more than three days; contents pages often took longer than two weeks to route to eight people - especially during vacations. But, it did work and took only one-third of the previous person-hours. The system was simplified with the demise of Current Publications in Family Planning and its need for "abstractors." While the "A" slip system was never taken out of the computer, all names have been removed and no "A" slips are now generated. "B" slips are now generated only for those periodicals with very long circulation

lists - about 10 percent of the titles. Tardy readers and those often away from the office have been put only on "C" lists, reducing delays to a minimum.

More important were the additional benefits of the computer-ization that were not planned in the beginning but developed as we went along:

From the beginning we could get:

1. Routing slips--A, B, & C types.

2. A listing of the journals available for circulation (with codes)(B).

3. A listing of the staff and their codes (C).

4. A basic listing of each journal (D) together with the names on each type of slip, which had a program to allow any needed data changes to be made.

As we went along we added programs to:

1. Give a listing of the journals routed to a particular staff member (E). This eliminated the need for a large annual review of each staff member's circulation. Now they are able to request a listing at any time and make changes whenever necessary.

2. Put a vacationing staff member "in limbo" - in-formation is kept on the travel schedules of staff members and this is especially useful when they are on long trips or leave.

3. Get a listing of the last 10 journals entered into the computer (F), which is useful when making up our New Acquisitions List.

-5-

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Later we added a separate data bank for all our periodical holdings, whether they were currently received or not. This listing (G) tells:

1. Name of journal and code.

2. Source (paid, free, exchange, etc.).

3. Holdings.

4. If currently received.

5. If in "routing" system.

And last year we added the program TRACK. This wonderful tool keeps track of the last date a slip was run for each journal. A listing (H) can be generated of journals for which no slips have been printed since any given date - or a complete listing of all journals with the date their last slips were printed. This has cut time spent claiming missing issues by 75 percent.

We have also found our system useful when considering subscription renewals. We route a form letter, using a "C" slip, to the readers of each paid journal asking them to comment on a renewal of the subscription with "yes", "no" or "neutral." We include the cost of the subscription on the form. A significant number of titles come back with no positive comments, thus giving us a flexibility in our budget of new subscriptions.

With the establishment of this time-saving system and the advent of a new Population Council quarterly publication, Population and Development Review (which we could use for exchange), the input of journals was greatly increased to about 300. The former limit of approximately 20 routed journals per staff member was replaced with a limit of "any reasonable number." This major increase in service could be accomplished without any significant increase in library staff effort.

With our move to a new office in May of last year, the Council decided it could make do without its own Computer Center and switched over to a time-sharing system run by former members of our Center's staff. The Library now needed a small budget to pay for computer services, but the results of computerization were so good that no difficulty was encountered in the budget increase. However, it did cut any plans for further expansion because of the real costs involved in developing new computer uses.

We share a terminal with a few other users in a room just down the hall from the Library. When the system was started, the Council owned a Digital Equipment Company 11/45. Our time-sharing service now uses a DEC 11/70. Costs to library run about $500 per year.

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COMPUTERIZATION OF PERIODICAL RECORDS IN THE ROCKEFELLER FOUNDATION LIBRARY

Muriel Regan

At The Rockefeller Foundation we had talked wishfully for a long time about computerizing our periodical records but it was not until June 1976 that we actually did anything about it. I had seen The Population Council Library's system in operation and was very enthusiastic about it and the apparent ease with which it had gone into effect. A discussion with our systems people brought a request for us to prepare a written proposal. At that time we were handling regularly about 600 periodicals and routing about 500 of them to a staff of 200. We put no restrictions on circulating periodicals to officers and support staff other than being unwilling to circulate those which were reference tools or indexes. All anyone had to do to be put on any routing list, with the exceptions I've mentioned, was to ask, whether their interest was professional or personal. The result was that an enormous amount of our clerical time was being spent in checking in and routing periodicals, keeping routing lists up-to-date, and preparing periodical renewal orders. Professional time was spent in fully cataloguing periodicals.

Three sets of manual records were being kept: a Kardex, on which periodicals were checked in as received, and routing lists kept; cards for each individual on the foundation staff, with a list of the titles he or she saw regularly; and cards for each title purchased, arranged by the month in which the subscription was to be renewed.

About one half of the time of a library clerical assistant was spent in these operations - a lot of effort when the total staff at that time was two professionals and one clerk. In addition, like The Population

Council Library, we produced for each officer a list of the titles he or she saw regularly so we could plan our subscription renewals, and also an annual list of all periodical titles received to be given to any new staff.

What we asked for in our initial approach was the capability to produce from our in-house computer the following products: 1. on-demand up-to-date lists of titles received, in alphabetical order or by subject, holdings; 2. lists of titles received arranged by the individuals who saw them; and 3. lists of what titles needed to be renewed in the upcoming month. We also thought it might be possible to produce routing slips and to initiate claims for missing issues.

Our rationale for our request was to do these tasks more quickly than we were doing them manually, and to do them more accurately. Despite our best efforts, for example, there always seemed to be some titles missing from our renewal list, our annual periodicals list was rapidly out-of-date, and our routing lists sometimes still had former staff names on them.

Nothing happened to our proposal. We were told it could not be considered for implementation in 1976 but was a possibility for 1977. By September 1976 our periodicals situation had become desperate. We had expanded library services in other areas that required more clerical time and despite the addition of a half-time clerk we were still in difficulty. So we decided, with administration's approval, that begin-ning in January 1977 periodicals would be routed to only those persons who needed to see them for program interest or their administrative responsibilities. No longer would periodicals be routed for personal, recreational reading. A memo to this effect was sent to all staff.

The memo brought on a storm of protest. We got phone calls
and memos asking us to reconsider, and a petition was passed around
asking that this valuable fringe benefit be reinstated. So we rethought
our position, and decided we could continue servicing personal reader-
ship as before - but - only if we were given a firm commitment to computer-
izing our periodical record-keeping and routing. This we got late in
November 1976, and in April of 1977, after a delay caused by the need to
hire a new senior programmer and to spend time on a higher-priority
project, initial programs were written and input began in May. I have
gone into these details of time and delay to make three special points -
it is important that you make evident the need, in terms of time, effort
and efficiency, for computerization, and even better if you can do so
dramatically; that the project will undoubtedly take longer than you
anticipate; and that even after a commitment to it has been made, it may
have to take a back seat to other computer projects.

We too were fortunate in having our project assigned to a
staff programmer who was interested in it and very patient with our
ignorance and changes of mind. We told her what we hoped to achieve
with computerizing our periodicals system. She encouraged us to ask for
the ultimate, went away and worked on it, and then came back and told us
what we could have. The major disappointment was that no way could be
worked out for the computer to alert us to the need to claim missing
issues.

Our part of the input procedure was to assign code numbers to
all our periodical titles, five digit numbers gapped by ten, and to draw
up frequency codes (I), subject codes (J) (for which we depended on the
subject list in <u>Ulrich's International Periodical Directory</u>, 16th edition,

with the addition of geographic areas and a few subjects of special
application to our library, such as foundations), language codes (K),
and special feature codes (L). The programmer then prepared coding
instructions (M), and a worksheet (N) that had to be filled out for each
periodical title to be included in the system. Filling out the work-
sheets proved to be very time-consuming. It had to be done in small
bits of spare time snatched from other library duties, and all the
library staff worked on it. If we were doing it again I would ask for
temporary extra help just to do this task.

Key-punching was done in-house and no record of time was kept
as to how much time has been spent on our project. Our programmer
estimates that she has been spending about one work week a month on our
project since April 1977, most of it testing, debugging, and retesting,
rather than actual programming. In addition to the initial file program
she has written programs for our monthly alphabetical and subject print-
outs of all titles received, special request programs, i.e., what's due
for renewal each month, or lists of periodicals in a particular language
or having a particular special feature, a program for the people portion
of the system, and a validation program to give us a report so we can
check any changes or additions we've submitted between printouts.
Update transmittals are submitted once a month, around the 15th, and by
the end of the month we receive an updated alphabetical and subject
printout (O). This is the form we use for submitting such updates (P).
If it is a change of any kind our library clerical assistant fills out
the form. If it is a new title, requiring subject code assignment, our
cataloguer prepares it. No longer are periodical titles included in our
card catalog.

Our first alphabetical and subject printouts were received in January of this year. A long wait to see the results of our efforts but one we feel was worthwhile. We now have an up-to-date list of our periodical titles and holdings always on hand. We receive two copies, one to keep in the library for reference, and one we lend to anyone on our staff who wants to see what titles we get. He or she can make choices of what to see regularly either by scanning the alphabetical list or checking the subject arrangement. We are currently investigating the possibility of reproducing the monthly lists in reduced format so they could conveniently be distributed to everyone on the foundation staff.

Coding for the people section began late last year, using employee ID numbers as the identifying code numbers. Here is the work sheet we used for this (Q) and the matching update transmittal (R). These are also batched and submitted to the systems section the middle of each month. There will be a two week time lag before updated routing slips are received, but changes on the routing slips can be made manually during that time if necessary, using the Kardex as the source of such information.

Routing slips (S) will be received at the beginning of each month, five for a weekly, three for a bi-weekly, two for a semi-monthly and one for periodicals of other frequencies. Dailies we will continue to route manually. What will we do with the unused routing slips left over each month? Before discarding them we plan to use them as the basis for checking the Kardex to see if a claim for a missing issue should be made.

We have yet to have a complete "people" printout - this will come later this summer when we gear up for subscription renewals. These

lists can also be produced on demand when someone wishes to review what titles he or she is seeing regularly, or when someone leaves and we need to take his or her initials off routing lists.

Has it all been worth the time and effort? Admittedly there were times such as when we were working on the coding or correcting errors in the initial printouts, when we wondered, but now that we are getting accurate monthly printouts, now that we have better control over our periodicals system and will be spending far less time routing and changing records, it obviously is worthwhile. Our periodical collection has expanded to about 900 titles now, but we find we are handling it more easily and accurately, and with less time, than we were 600 titles two years ago.

Ahead of us in the near future is the real possibility of an upgraded computer and, in the library itself, a terminal. While entailing some reprogramming and retesting, this will give us faster processing and greater file flexibility, and do away with the necessity for transmittal sheets and keypunching. We are looking forward to this.

In conclusion let me say that both the experience of Neil Zimmerman at The Population Council Library and my experience would seem to make evident the practicality of computerizing the records of what are relatively small periodical collections. The results are better control, greater accuracy, and above all, a saving of both professional and clerical time.

THE POPULATION COUNCIL
PERIODICAL CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

    JOSLIN FRANK
    G. GABRIEL
    B. BARON
    S. ROBBINS
    S. BABB
    J. FARGO
    J. BLOOM
    K. CARTER
    M. NAG
    CHRYSANTHOP./CBR
    W. VAN WIE
    W. SPERO
    D. GIBBONS
    C. WEBB
    W. P. MAULDIN

* * * * * * * * * * * * * *
PLEASE PASS PROMPTLY AND RETURN
        TO THE LIBRARY
CIRCULATION BEGUN:

* * * * * * * * * * * * * *

THE POPULATION COUNCIL LIBRARY
CONTENTS PAGE CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

IF YOU WISH TO SEE THIS ISSUE
AFTER IT HAS BEEN TAKEN OFF
DISPLAY (2 WEEKS), PLEASE PUT
A CHECK MARK AFTER YOUR NAME.

G. BABB   ----
J. BLOOM   ----
M. NAG   ----
W. VAN WIE   ----
D. GIBBONS   ----

                   ----

* * * * * * * * * * * * *
PLEASE RETURN TO
THE LIBRARY BY: 13-Apr-78
* * * * * * * * * * * * * *
        THE POPULATION COUNCIL

                              30-Mar-78

TO: P. HERRING
FROM: THE LIBRARY

        THE ATTACHED JOURNAL
IS BEING SENT TO YOU
FOR POSSIBLE ABSTRACTING.

        PLEASE RETURN IT TO
THE LIBRARY BY:

        THANK YOU.

JOURNAL OF ROUTINGS

ISSUE:

THE POPULATION COUNCIL LIBRARY
CONTENTS PAGE CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

IF YOU WISH TO SEE THIS ISSUE
AFTER IT HAS BEEN TAKEN OFF
DISPLAY (2 WEEKS), PLEASE PUT
A CHECK MARK AFTER YOUR NAME.

J. FARGO   ----
K. CARTER   ----
CHRYSANTHOP./CBR   ----
W. SPERO   ----
C. WEBB   ----
W. P. MAULDIN   ----

                   ----

* * * * * * * * * * * * * *
PLEASE RETURN TO
THE LIBRARY BY: 13-Apr-78
* * * * * * * * * * * * * *

Samples of "A", "B", and "C"
  routing slips for a fictious
  Journal of Routings.

Note how the "C" slip lists
four names who wish to see
every issue (first four)
plus the names on the two
"B" slips. If a person on
a "B" slip does not check off
his/her name when reviewing
the contents page, that name
is crossed off the "C" before
the journal is sent out for
circulation.

THE POPULATION COUNCIL LIBRARY

*

JOURNALS WHOSE CONTENTS PAGE IS CIRCULATED

ACD	ACDA BULL.(UN ASIAN DEVEL)
ADC	ADC NEWSL.(ETC)/AG.DEVEL.CNCL.
ADO	ADOPT(UN ESCAP)(BIBLIO.)
AER	AMERICAN ECONOMIC REVIEW
AES	ANNALS OF ECON & SOCIAL MSRMNT
AFC	AFRICAN CENSUS PROG.NL./UN ECA
AFD*	AFRICAN DEMOGG.NEWSL.(INED)
AFL	AFRICA LINK (IPPF)
AID	A.I.D.RESEARCH&DEVEL.ABSTRACTS
AIP*	ADVANCES IN PLANNED PARENTHOOD
AJO*	AMERICAN J. OF OB. & GYN.
AJP*	AMERICAN J. OF PUBLIC HEALTH
AJS*	AMERICAN JOURNAL OF SOCIOLOGY
AMB	AMER.BOOK PUB.RECORD
AME	AMERICA INDIGENA (MEXICO)
APC	ASIAN & PACIFIC CENSUS NEWSL.
APN*	AFRICAN POPULATION NEWSL.(UN)
APP*	ASIAN POP.PROG.NEWS (UN)
APS	AMERICAN POLITICAL SCIENCE REV
ARN	ABORTION RESEARCH NOTES
ARP	AFRICA REPORT
ASD	ASIAN DEMOGRAPHIC COURIER/INED
ASR*	AMERICAN SOCIOLOGICAL REVIEW
AST	AMERICAN STATISTICAN
ASX*	AMERICAN SOCIOLOGIST
AUA	AM.UNIV.FIELD STAFF REPTS/ASIA
AUE	AM.UNIV.FLD.STAFF REPTS/EUROPE
AUN	AM.UNIV.FLS.STAFF REPS/N.AMER.
AUR	AM.UNIV.FLD.STAFF REPTS/AFRICA
AUS	AM.UNIV.FLD.STF.REPS/S.AMER.
AVI	A.V.S. INTL.PROJ.NEWSLETTER
AVS	ASSN.VOLUNTARY STERIL. NEWS
BAC	BACKGROUND NOTES COUNTRIES WLD
BCC	BUREAU OF THE CENSUS CATALOG
BDE	BOLETIN DEMOG.(CELADE)
BDS*	BANGLADESH DEVELOPMENT STUDIES
BIB	BIBLIOGRAPHY OF REPRODUCTION
BIL	BIBLIO.SELECT.POP&DEVL/ROMANIA
BJO	BRITISH J. OF OB. & GYN.
BMX	BIOMETRICS
BOB	BOLETIN BIBLIO.(CELADE)
BOI	BOLETIN INFORMATIVO(CELADE)
BUL	BUL.POP&DEV.STD.CNTR(SEOUL)
CAN	CANADIAN STUDIES IN POPULATION
CBI	CUM.BOOK INDEX(WORLD LIST)
CCX	CURRENT CONTENTS
CDC*	CDC NEWSL.(CAIRO DEMO.CNTR.)
CEP	CEPAL REVIEW/UN EC.COM.LAT.AM.
CER	CERES(FAO REVIEW)
CHA	CHALLENGE
CHO	CHOICE (BOOK REVIEWS)
CIC	C.I.C.R.E.D. BULLETIN (PARIS)
CLF	CURRENT LIT.-FAM. PLAN.
COF	CONTRACEPT.-FERT.-SEXUALITE

18

STAFF NAMES AND CODES: Notice the "names" with
codes in the 090's. These are inserted,
as necessary, to individualize slips for
various journals.

C

001	S. ALEXANDER		049	W. SPERO
002	G. BABB		050	HJ TATUM/BIO-MED
003	S. DAWSON		051	C. TIETZE
004	J. COLSON		052	M. NAG
005	B. BARON		053	V. THADANI
006	J. BAUSCH		054	W. VAN WIE
007	J. BRUCE		056	P. KNOLL *
008	L. BLATT		057	G. ZEIDENSTEIN
009	J. BLOOM		058	H.N. ZIMMERMAN
010	J. BONGAARTS		059	LUBA ZIMMERMANN
011	CHRYSANTHOP./CBR		060	C. WEBB
012	K. CARTER		061	L. DUNN
013	E. CHURCHILL		062	C. WEILAND
014	P. DEMENY		063	S. SALYER
015	G. BROWN		064	B. WINIKOFF
017	J. FARGO		070	ALAM [TURKEY]
018	A. JAIN		071	FAUNDES [BRAZIL]
019	G. GABRIEL		072	LAING [PHILIPP.]
020	JOSLIN FRANK		073	HARDY[PC/BRAZIL]
021	T. FREJKA		074	K.S.S. [INDIA]
022	D. GIBBONS		075	FAWCETT[SINGAP.]
023	P. HERRING		076	MACKENZIE [NIGA]
024	P. HOLLERBACH		077	POTTER [MEXICO]
025	E. HOFSTATTER		078	POTTER/IGR[MEX.]
026	H. HOOGENBOOM		079	SOBREVILLA [MEX]
027	L. FERRIGNO		080	MOIR [INDONESIA]
028	C. KEELY		081	CLINTON [FIELD]
029	T. JACKANICZ/CBR		090	JOURNAL AVAIL.IN
030	C. LININGER		091	LIBRARY ONLY
031	L. LUMLEY		094	PLEASE DISCARD
032	K. LYLE/C.B.R.		095	- - - - - - - -
033	W. F. MAULDIN		096	***************
035	G. MCNICOLL		097	SUGGESTIONS ????
036	B. MCINNES		098	PASS PROMPTLY!!!
038	D. NORTMAN		099	CIRC. AVAILABLE
039	R. SENDEK ?			
040	M. TODARO			
041	F. SCHMIDT/CBR			
042	M. QURESHI			
043	E. RADINI			
044	S. ROBBINS			
045	R. RUBINSTEIN			
046	B. SCHEARER			
047	F. SHORTER *			
048	I. SIVIN/BIO-MED			

SAMPLE PAGE FROM CIRCULATION DATA LISTING: Notice how International Development Review
has three "B" Slips; one to three staff members, a second to another seven and
a third to an overseas staff member. The "C" Slip will contain all the names on all three "B" Slips
with the "name" Pass Promptly at the top.

CODE	NAME OF JOURNAL	FOR ABSTRACTING	CONTENTS PAGE CIRCULATION			EVERY ISSUE
HOX	HUMAN ORGANIZATION					J. BAUSCH
HUM	HUMAN SETTLEMENTS (UN)	K.S.S. [INDIA]				CIRC. AVAILABLE
IBI	INTL.BIBLIO.INFO.DOCUMENTATION					H.N. ZIMMERMAN
IDC	I.D.R.C. REPORTS					W. VAN WIE G. BROWN J. BRUCE E. HOFSTATTER M. NAG
IDH	INTL. DIGEST HEALTH LEGISLA.					H. HOOGENBOOM C. TIETZE
IDR	INTL. DEVELOPMENT REVIEW	H. HOOGENBOOM C. LININGER I. SIVIN/BIO-MED	F. SHORTER J. BONGAARTS T. FREJKA D. NORTMAN M. NAG G. MCNICOLL M. TODARO	MOIR [INDONESIA]		PASS PROMPTLY!!!
IDS	INST.OF DEVEL.STUDIES BULLETIN	CLINTON [FIELD]				T. FREJKA G. MCNICOLL J. BRUCE V. THADANI E. HOFSTATTER
IFP	INTL.FAMILY PLAN.DIGEST					C. TIETZE C. WEILAND

E

CIRCULATION TO J. BONGAARTS

AER	AMERICAN ECONOMIC REVIEW	C LIST
AID	A.I.D.RESEARCH&DEVEL.ABSTRACTS	C LIST
AIP	ADVANCES IN PLANNED PARENTHOOD	C LIST
AJO	AMERICAN J. OF OB. & GYN.	C LIST
AJP	AMERICAN J. OF PUBLIC HEALTH	C LIST
AJS	AMERICAN JOURNAL OF SOCIOLOGY	C LIST
ASR	AMERICAN SOCIOLOGICAL REVIEW	C LIST
BMX	BIOMETRICS	C LIST
CER	CERES(FAO REVIEW)	C LIST
CHA	CHALLENGE	C LIST
CIC	C.I.C.R.E.D. BULLETIN (PARIS)	C LIST
CPR	CURRENT POPULATION REPORTS	C LIST
EDC	ECON DEVEL & CULTURAL CHANGE	B LIST
FAF	FOREIGN AFFAIRS	B LIST
FEE	FAR EASTERN ECONOMIC REVIEW	C LIST
FOO	FOOD & NUTRITION (FAO)	C LIST
FPP	FAMILY PLANNING PERSPECTIVES	C LIST
FSX	FERTILITY & STERILITY	C LIST
HBX	HUMAN BIOLOGY	C LIST
IDR	INTL. DEVELOPMENT REVIEW	B LIST
ISR	INTL. STATISTICAL REVIEW	C LIST
JBS	JOURNAL OF BIOSOCIAL SCIENCE	C LIST
JDE	J. OF DEVELOPMENT ECONOMICS	B LIST
JEL	JOURNAL OF ECONOMIC LITERATURE	C LIST
JPE	JOURNAL OF POLITICAL ECONOMY	C LIST
JPR	JOURNAL POPULATION RESEARCH	C LIST
JRS	J. OF THE ROYAL STAT. SOCIETY	C LIST
JST	J. AM. STATISTICAL ASSN.	C LIST
LAC	LACTATION REVIEW	C LIST
MMF	MILBANK MEMORIAL FUND QUART.	C LIST
PBL	POPULATION BULLETIN	C LIST
PEF	POPULATION ET FAMILE	C LIST
PEO	PEOPLE (I.P.P.F.)	C LIST
PRT	POPULATION REPT(G.WASH.UNIV.)	C LIST
SBY	SOCIAL BIOLOGY	C LIST
SCI	SCIENCE	B LIST
TPB	THEORETICAL POPULATION BIOLOGY	C LIST
ZEI	ZEITTSCHRIFT FUR BEVOL.WISSEN.	C LIST

LISTING OF JOURNALS ROUTED TO A PARTICULAR STAFF
MEMBER: Mainly used when he wants to change
his listing

THE POPULATION COUNCIL LIBRARY
LAST TEN JOURNALS ON LIST AS OF 19-APr-78
(LAST IS FIRST)

PNF	POP.NEWS/FORD FOUND.FIELDSTAFF
CUP	CURRENT PUBLIC POLICY RESEARCH
COU	CONSUMER UPDATE/FOOD&DRUG ADM.
PRW	POPULATION REVIEW
IJH	INTL. J. OF HEALTH SERVICES
IJG	INTL. J. OF GYN. & OBSTETRICS
CFO	COFO MEMO/COALITION FAM.ORGS.
PAN	PAN AMERICAN HEALTH (PAHO)
AJN	AMERICAN J. CLINICAL NUTRITION
ACD	APDAC BULL.(U.N. ASIAN DEVEL.)

F

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CODE	NAME OF PERIODICAL	CURR. REC'D	CIR. SYS.	HOLDINGS (PARENTHESIS = INCOMPLETE YEAR)	SOURCE
IDS	INST.OF DEVEL.STUDIES BULLETIN	YES	YES	MAY 74-DATE	EXCH
IEC	INFO.ED.COMM.IN POP(EAST-WEST)	NO	NO	71-74,	
IFP	INTL.FAMILY PLAN.DIGEST	YES	YES	FEB-SEP 75	?
IGC	IGCC NEWS(SE ASIA FAM PLAN)	YES	YES	74-DATE	FREE
IJH	INTL. J. OF HEALTH SERVICES	NO	NO	71-76.	
ILO	I.L.O. INFORMATION	YES	YES	--ONE YEAR + CURRENT--	FREE
ILR	INTERNATIONAL LABOUR REVIEW	YES	YES	72-DATE	FAXON
IMF	IMPORTANT...FUTURE(UNITAR)	YES	YES	75-DATE,	FREE
IMP	IMPACT OF SCIENCE ON SOCIETY	NO	NO	70-76	
IMR	INTERNATIONAL MIGRATION REVIEW	YES	YES	66-67,71-75,(77)-DATE	FAXON
IMX	INTERNATIONAL MIGRATION	YES	YES	70-DATE	FAXON
INC	INTERCOM (CNTR. WAR-PEACE S.)	YES	YES	(64-68),72-DATE	FAXON
IND	INDUSTRIAL...& PROD...(UN)	YES	YES	70-DATE,	REQ.EA.ONE
INI	INITATIVES IN POP(PHILIPPINES)	YES	YES	75-DATE	FREE
INJ	INTL. J. OF FERTILITY	NO	NO	(63-64),65-67,	
INM	INTL. MIGRATION REVIEW	NO	NO	(66),67,71-75,(76),	
INN	INDUST.DEVEL.NEWS.ASIA&PACIFIC	YES	YES	70-DATE, [NO.5-] -FORMERLY ASIAN INDUST.DEVEL.NEWS-	REQ.EA.ONE
INR	INTERCHANGE (POP.REF.BUREAU)	YES	YES	72-DATE,	EXCH.
INS	INTL. SOCIAL SCIENCE J.	NO	NO	(59),60-62,(65-66),71-76,	
INT	INTER DEPENDENT (UN ASSN. USA)	YES	YES	(76)-DATE,	DIRECT SUB
INV	INTL. COUNCIL OF VOL.AGENCIES	NO	NO	74-76,	
INX	INTERCOM (POP.REF.BUREAU)	YES	YES	73-DATE	EXCH

THE POPULATION COUNCIL

H

30-Mar-78

LIST OF PERIODICALS WHICH HAVE NOT BEEN RECEIVED SINCE 01-Aug-77

PERIODICAL	LAST SLIP	PERIODICAL	LAST SLIP
AFRICAN DEMOGG.NEWSL.(INED)	23-Mar-77	ASIAN DEMOGRAPHIC COURIER/INED	04-Apr-77
BUL.POP&DEV.STD.CNTR(SEOUL)	24-May-77	CANADIAN STUDIES IN POPULATION	14-Jun-77
DRAPER WORLD POP. FUND REPT.	24-May-77	E.AFRICAN J. OF RURAL DEVELOP.	23-Jun-77
ECON.BULL.EUROPE (UN)	24-May-77	ECON.BULL.FOR AFRICA (UN)	19-May-77
FAMILY PLANNER(SYNTEX)	15-Jul-77	INDUSTRIAL...& PROD...(UN)	01-Sep-76
JIMLAR MUTANE/J.POP.STD.AFRICA	18-Oct-76	JOURNAL POPULATION RESEARCH	18-Nov-76
LACTATION REVIEW	22-Jul-77	LAW & POP PROG NEWSL.(TUFTS)	24-May-77
POP ACTIVIST NEWSLTR/POP.INST.	03-Jan-77	POPULATION BULLETIN OF THE UN	24-May-77
RAND CHECKLIST (NEW PUBS.)	24-May-77	REV. DE PLAN. Y DESARROLLO	24-May-77
SEADAG PAPERS	01-Sep-76	SEADAG REPORTS	01-Sep-76
WORLD FERTILITY SURVEY DIARY	20-Jun-77	WPS NEWSLTR(WORLD POP. SOC.)	03-Jan-77

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I.

TABLE #1 — FREQUENCY CODES

CODE	VALUE
A	ANNUAL
Q	QUARTERLY
M	MONTHLY
W	WEEKLY
D	DAILY
X	OTHER
I	IRREGULAR
S	SEMI-ANNUAL
B	BI-MONTHLY
K	BI-WEEKLY

Table # 2

Subject Code

Code	Value		Code	Value
00	Abstracting and Indexing Services		26	Education
			27	~~Higher Education~~ Africa
01	Accounting		28	Energy
02	Advertising and Public Relations		29	Engineering
03	Aeronautics and Space Flight		30	Environmental Studies
04	Agriculture		31	Ethnic Interests
05	Agricultural Economics & Rural Develop.		32	Fish and Fisheries
06	Anthropology		33	Folklore
07	Archaeology		34	Food and Food Industries
08	Arts		35	Foundations & Philanthropy
09	Astronomy		36	Forests and Forestry
10	Banking and Finance		37	Gardening and Horticulture
11	Bibliographies		38	General Interest Periodicals ~~(Subdivided by country)~~
12	Biography			
13	Biology		39	Geography
14	Business and Industry		40	Gerontology and Geriatrics
15	Chemistry		41	History
16	Children and Youth		42	Home Economics & Consumer Inter.
17	Communications		43	Hospitals
18	Postal Affairs		44	Housing and Urban Planning
19	Radio and Television		45	Humanities
20	Telephone and Telegraph		46	Insurance
21	Computer Technology and Applications		47	Interior Design and Decoration
22	Criminology and Law Enforcement		48	Journalism
23	Dance		49	Labor and Industrial Relations
24	Earth Sciences & Oceanography		50	Law
25	Economics		51	Library and Information Science

Code Value

52	Linguistics
53	Literary and Political Reviews
54	Literature & Poetry
55	~~Poetry~~ Asia
56	Management
57	~~Industrial Management~~ Europe
58	~~Office Management~~ So. & Central America
59	Personnel Management
60	Marketing
61	Medical Sciences
	Dentistry
62	Nurses and Nursing
63	Obstetrics and Gynecology
64	Psychiatry and Neurology
65	Meetings and Congresses
66	Meteorology
67	Mines and Mining Industry
68	Motion Pictures
69	Music
70	Nutrition and Dietetics
71	~~Oriental Studies~~ North America
72	~~Parapsychology and Occultism~~ Other count.
73	Petroleum and Gas
74	Pharmacy and Pharmacology
75	Philosophy
76	Photography
77	Physics
	Nuclear Energy

Code Value

78	Political Science
79	Civil Rights
80	International Relations
81	Population Studies
82	Psychology
83	Public Administration
84	Public Health
85	Publishing and Book Trade
85	Religions and Theology
87	Sciences
88	Social Sciences
89	Social Services and Welfare
90	Sociology
91	Sports and Games
92	Statistics
93	Textile Industries and Fabrics
94	Theater
95	Transportation
96	Veterinary Science
97	Water Resources
98	Women's Interests
99	Other _____

K.

TABLE #3 - LANGUAGE CODES

CODE	VALUE
00	English
01	French
02	German
03	Spanish
04	Italian
05	Portuguese
06	Other
07	English/French
08	English/Spanish
09	English/German

ERIC

TABLE #4 - SPECIAL FEATURE CODES

CODE	VALUE
00	None
01	Foundation Publication
02	Newsletter
03	Book Reviews
04	Bibliographies
05	RF can advertise
06	Has own Index
07	Indexed in a Periodical Index
08	Includes Statistics
09	Other

CODING INSTRUCTIONS - PERIODICAL PUBLICATIONS MASTER FILE

RECORD #1

Publication Number: Enter a 5 digit number ranging from ∅∅∅∅∅ to 99999. The publication number should reflect alphabetical sequence.

Action Code: Enter the appropriate one character code.
- A = Add a Record
- I = Initial File Creation
- C = Change Data
- D = Delete a Record
- R = Reactivate a Record

Publication Name: Enter the name up to a maximum of 42 characters.

Renewal Date: Enter the 6 digit date as follows MMDDYY. If no day of the month need be specified enter MM∅∅YY.

Gift: Enter a 'G' if this periodical is a gift to the RF, if not leave blank.

Number of Copies Received: Enter the number of copies the RF receives in 2 digits.

Frequency Received: Enter the appropriate one character code from Table #1.

Circulate: If this periodical is circulated enter a 'Y' for Y ; if not enter a 'N' for NO.

Subject Code: Enter the appropriate 2 digit code from Table .

Language Code: Enter the appropriate 2 digit code from Table .

Newspaper: If this periodical is a newspaper enter a 'Y' for Yes; if not enter a 'N' for NO.

Retention Schedule: Enter the appropriate code or the number of months in 2 digits.
- ∅P = Permanent
- ∅D = Discard
- ∅L = Latest Issue Only

Permanent - Year Begin: If the retention of a periodical is permanent enter the first year for which a copy is available in 4 digits (YYYY).

Card Number: 1.

RECORD #2

Publication Number : Same instruction as for Record #1.

Action Code: Same instruction as for Record #1.

Dealer's Name: Enter the name up to a maximum of 3∅ characters.

Special Features Code: Enter the appropriate 2 digit special feature code(s) from Table #4. There is a possibility of 8 codes per periodical; enter them from left to right.

Purchase Order Number: Enter the 5 character purchase order number.

Card Number: 2.

Action Codes:　　　A ▪ New Publication　　　D ▪ Delete a Record　　　I ▪ Initial File Creat
　　　　　　　　　　　C ▪ Change Data　　　　　R ▪ Reactivate a Record

1-5　　　6　7　　　(Publication Name - maximum of 42 characters)

1-5　　　6　7　　　(Dealer's Name - maximum of 30 characters)　　　36　　3738　3940
　　(Special Fe

1-5　　　6　7

1-5　　　6　7　　　　　　　　　　　　　　　　　　　　　　　　　　　　36　　3738　3940

1-5　　　6　7

1-5　　　6　7　　　　　　　　　　　　　　　　　　　　　　　　　　　　36　　3738　3940

1-5　　　6　7

1-5　　　6　7　　　　　　　　　　　　　　　　　　　　　　　　　　　　36　　3738　3940

1-5　　　6　7

1-5　　　6　7　　　　　　　　　　　　　　　　　　　　　　　　　　　　36　　3738　3940

1-5　　　6　7

1-5　　　6　7　　　　　　　　　　　　　　　　　　　　　　　　　　　　36　　3738　3940

34

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4142 | 4344 | 4546 | 4748 | 4950 | 5152 | 67 | 71 |

...tures Codes - maximum of 8 entries)   (P.O. #)

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4142 | 4344 | 4546 | 4748 | 4950 | 5152 | 67 | 71 |

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4142 | 4344 | 4546 | 4748 | 4950 | 5152 | 67 | 71 |

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4142 | 4344 | 4546 | 4748 | 4950 | 5152 | 67 | 71 |

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4142 | 4344 | 4546 | 4748 | 4950 | 5152 | 67 | 71 |

| 48 | 55 | 60 | 61 | 6263 | 64 | 65 | 6667 | 6869 | 70 | 7172 | 73 | 76 |

| 4546 | 4748 | 4950 | 5152 | 67 | 71 |

P

PERIODICAL PUBLICATIONS UPDATE TRANSMITTAL

A - New Publication   C - Data Change   D - Delete a Record   R - Reactivate a Record
--CARD 1--

Publication Number

$\overline{1}$ — — — $\overline{5}$

Action Code

$\overline{6}$

Subject Code

$\overline{7}\ \overline{8}$

Publication Name (maximum of 42 characters)

|_|_|_|_|_|_|_|_|_|_|_|_|_|·|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
$\overline{9}$ $\overline{5\emptyset}$

Renewal Date

$\overline{55}$ — — — $\overline{6\emptyset}$

Gift Code (G or blank)

$\overline{61}$

Number of Copies Received by RF

$\overline{62}\ \overline{63}$

Frequency Received (see coding instructions)

$\overline{64}$

Circulate (Y = YES; N = NO)

$\overline{65}$

Language Code (see coding instructions)

$\overline{68}\ \overline{69}$

Newspaper Code (Y = YES; N = NO)

$\overline{7\emptyset}$

Retention Schedule (see coding instructions)

$\overline{71}\ \overline{72}$

If Permanent Beginning Year

$\overline{73}$ — — $\overline{76}$

Card Code

$\frac{1}{\overline{8\emptyset}}$

--CARD 2--

Publication Number

$\overline{1}$ — — — $\overline{5}$

Action Code

$\overline{6}$

Subject Code

$\overline{7}\ \overline{8}$

Dealer's Name

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
$\overline{9}$ $\overline{38}$

Special Feature Code 1 (see coding instructions)

$\overline{39}\ \overline{4\emptyset}$

Special Feature Code 2   "

$\overline{41}\ \overline{42}$

Special Feature Code 3   "

$\overline{43}\ \overline{44}$

Special Feature Code 4   "

$\overline{45}\ \overline{46}$

Special Feature Code 5   "

$\overline{47}\ \overline{48}$

Special Feature Code 6   "
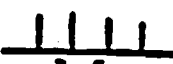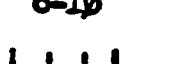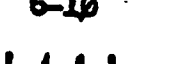
$\overline{49}\ \overline{50}$

Special Feature Code 7   "

$\overline{51}\ \overline{52}$

Special Feature Code 8   "

$\overline{53}\ \overline{54}$

Purchase Order Number

$\overline{71}$ — — $\overline{75}$

36

Card Code

$\frac{2}{\overline{8\emptyset}}$

C-6 Rev. 3/78

CIRCULATION MASTER FILE

INITIAL FILE CREATION TRANSMITTAL

ID NUMBER	PUBLICATION NUMBER	COPY NUMBER	POSITION ON SLIP	ACTION CODE	INITIALS	RECORD NUMBER
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80
1-5	6-10	11-	13-14	15	16-18	80
1-5	6-10	11-12	13-14	15	16-18	80

$\mathcal{R}$

INDIVIDUAL'S CIRCULATION MASTER FILE
UPDATE TRANSMITTAL

A - New Publication   C - Data Change   D - Delete a Record   R - Reactivate a Record

INDIVIDUAL'S NUMBER

$\overline{1} \quad \quad \quad \overline{5}$

PUBLICATION NUMBER

$\overline{6} \quad \quad \quad \overline{10}$

ACTION CODE

$\overline{11}$

COPY NUMBER

$\overline{12} \; \overline{13}$

POSITION NUMBER

$\overline{14} \; \overline{15}$

INITIALS

$\overline{16} \; \overline{17} \; \overline{18}$

PUBLICATION NAME (Maximum of 42 Characters)

$\overline{19} \quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad \overline{60}$

FREQUENCY RECEIVED

$\overline{61}$

NUMBER OF COPIES RECEIVED

$\overline{62}$

CARD CODE

$\overline{\tfrac{1}{80}}$

38