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AEC RESEARCH AND DEVELOPMENT REPORT

# A COMPUTER PROGRAM FOR CIRCULATION AND CONTROL OF LIBRARY JOURNALS

M. S. FELDMAN  
AND J. H. MADDOX

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*Savannah River Laboratory*

*Aiken, South Carolina*

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Mathematics and Computers  
(TID-4500)

# **A COMPUTER PROGRAM FOR CIRCULATION AND CONTROL OF LIBRARY JOURNALS**

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January 1969

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SAVANNAH RIVER LABORATORY  
AIKEN, S. C. 29801**

**CONTRACT AT(07-2)-1 WITH THE  
UNITED STATES ATOMIC ENERGY COMMISSION**

### **ABSTRACT**

A FORTRAN IV program (JURN), written for the IBM System 360/65, automates the circulating and listing of journals in the technical library of the Savannah River Laboratory. The program provides circulation slips, renewal notices, and lists of circulating and reference copies of journals, in addition to complete information on holdings. The program is a revision of an earlier FORTRAN II program (DP-970).

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## INTRODUCTION

Electronic data processing equipment is becoming widely used in many areas of information service. Computers can absorb much of the clerical load and afford fast, accurate control of library materials. The Technical Library of the Savannah River Laboratory is using an IBM System 360/65 to control journal circulation and reordering and to list the journal holdings. The FORTRAN IV program (JURN) is a modification of an earlier FORTRAN II program written for the IBM 704 computer.<sup>1</sup>

The automation of journal procedures saves considerable time normally expended in repetitive paperwork by providing updated lists of all journals received in the library and the disposition of these journals. Printouts from the program provide:

- Circulation slips for each journal
- Lists of all journals circulated and all reference copies
- Complete holdings information
- Renewal notices two months in advance of renewal date

Approximately 1000 journal titles are now controlled by the program.

The procedure for setting up JURN is quite simple. Each journal is assigned an arbitrary four-digit number. There are eight punched cards for each journal title and one distribution card for each copy of that journal title. The distribution card contains the payroll numbers of individuals to whom that particular journal copy is circulated. This set of cards is called the "journal cards."

Another set of cards called "personnel cards" contains the payroll number, name, and location of individuals.

The journal cards and personnel cards are added to a master library tape, which is updated periodically. Printouts may be obtained on demand. Figure 1 shows a general flow chart.

---

<sup>1</sup>M. W. Skelton and R. R. Haefner. A Computer Program for Circulation of Library Journals. USAEC Report DP-970, E. I. du Pont de Nemours & Co., Savannah River Laboratory, Aiken, S. C. (1965).

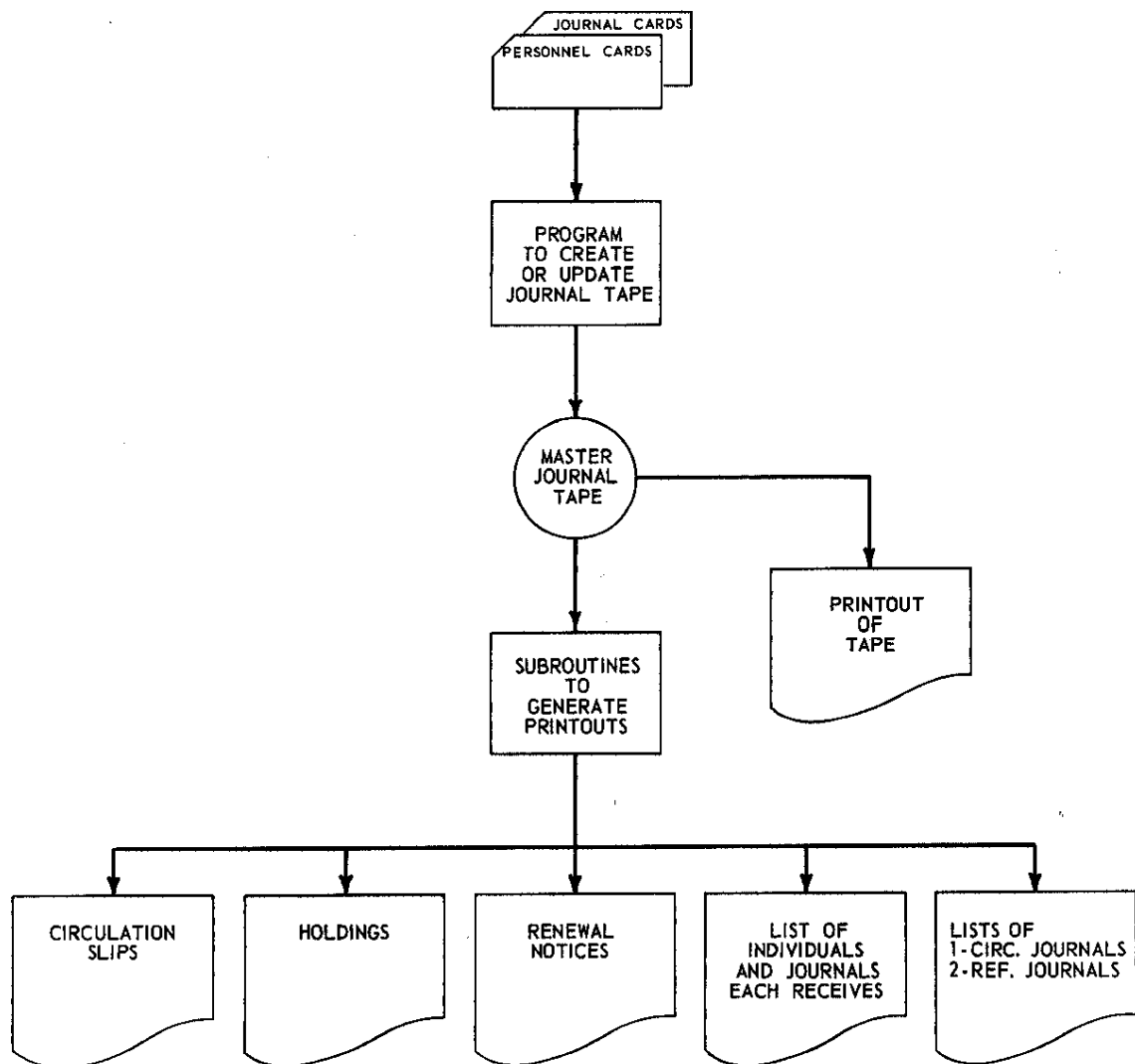


FIG. 1 GENERAL FLOW CHART



The master tape need be made only once; thereafter, the tape is updated as changes are made. The decks of journal and personnel cards are maintained by library personnel and are used to get alphabetic and numeric lists of personnel and journal titles.

## **CAPABILITIES OF PROGRAM**

The JURN program can accommodate 1499 people, 4000 journal titles, and 50 copies of each journal title. The index number for each person is his payroll number. Payroll numbers cannot exceed the number 9998, and the number 998 cannot be used. The index number for each journal is a random number that does not exceed the number 4000. Although 50 copies of a journal can be circulated, the circulation of each copy is restricted to 16 people.

The execution time for the program is approximately 30 minutes on an IBM System 360/65 computer when all list options are requested. The program occupies 250K bytes of core space.

## **STRUCTURE OF PROGRAM**

JURN has a main program and eleven subroutines; five of these deal with output. The program has two main functions: to update the library tape and to produce a series of edits. It can do either of these in one run but not both; thus, an updated library tape can be reviewed before the series of edits are performed and the backup library tapes are modified.

### **Main Program**

The main program reads in one master control card and calls for the subroutines as shown in the flow chart (Figure 2).

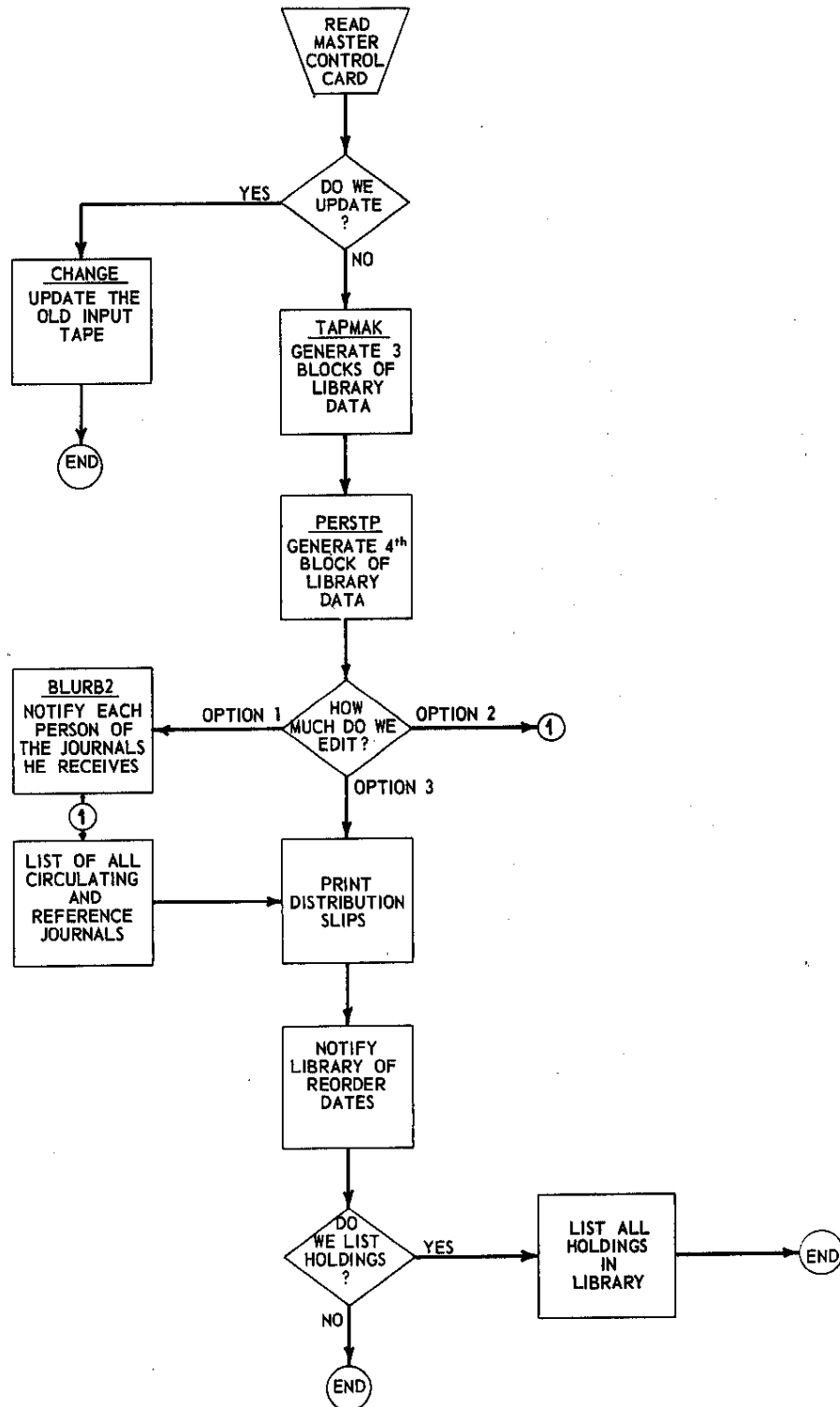


FIG. 2 FLOW CHART FOR JURN PROGRAM

## Subroutines

CHANGE. This subroutine updates the existing library tape. Changes can be made in:

- Lists of personnel who receive journals
- Journal titles
- General information (i.e., information on holdings, title changes, etc.)
- Distribution slips

A new library tape is made by combining the designated changes and the old tape (Figure 3).

The new library tape is automatically printed. The update control cards needed to accomplish these changes are described on pages 30-39. Figure 4 shows a flow chart for subroutine CHANGE.

SKIP. CHANGE calls SKIP when an update control card and its associated data cards are out of sequence. This subroutine then skips over the data cards and positions the input tape so CHANGE can read the next update control card.

TAPMAK. This subroutine reads the new, updated library tape and generates three sets of data, which are subsequently written in three separate temporary storage areas. The first data set includes the names and indices of all individuals receiving journals. The second set is a group of n records, where n is the total number of journals. Each journal information record contains the journal title, holdings information, and distribution data (indices of individuals receiving the journal). The third set of data is an alphabetic list of abbreviated journal titles. This set allows rapid accessing of journal names when no other data are desired.

A flow chart for the subroutine TAPMAK is shown in Figure 5, and a flow chart for the three data sets are shown in Figure 6.

PERSTP, PERST1, AND BLURB2. This series of subroutines generates a list of journals received by each individual.

PERSTP reads the journal information records developed by TAPMAK and converts the journal distributions into a list of indices of journals received by each person. It then writes one record per person in a temporary scratch area. Then, these records are arranged in order of ascending personnel indices (Figure 7).

Since the personnel and journal indices are not assigned alphabetically, the records generated by PERSTP are not in alphabetic order. PERST1 (Figure 8) sorts the lists of journals received by an individual into alphabetic order and includes the person's name instead of his index number.

BLURB2 then prints the list of journals received by each person (Figure 9).

SUBLST. This subroutine provides a list of all circulating journals (Figure 10) and a list of all reference room journals (Figure 11).

PRLST. PRLST prints circulation lists for each journal as shown in Figure 12.

SBORDR. A list of journals which must be renewed in 2 months is provided by SBORDR. One list is composed of journals which are ordered from a vendor (Figure 13). A second list contains journals to be ordered directly from the issuing agency and includes the agency's name and address (Figure 14).

BLURB1. This subroutine provides a list of journal holdings. The list contains journal titles, relevant comments (such as title changes), and volume data (Figure 15).

LIBUPD. LIBUPD automatically maintains two copies of the current library tape and one backup tape.

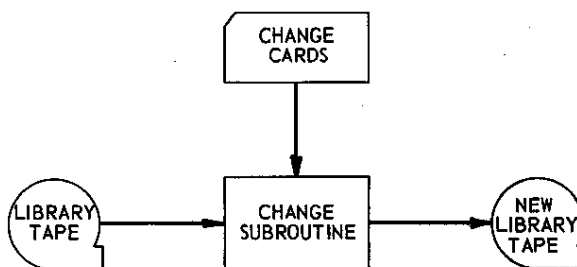
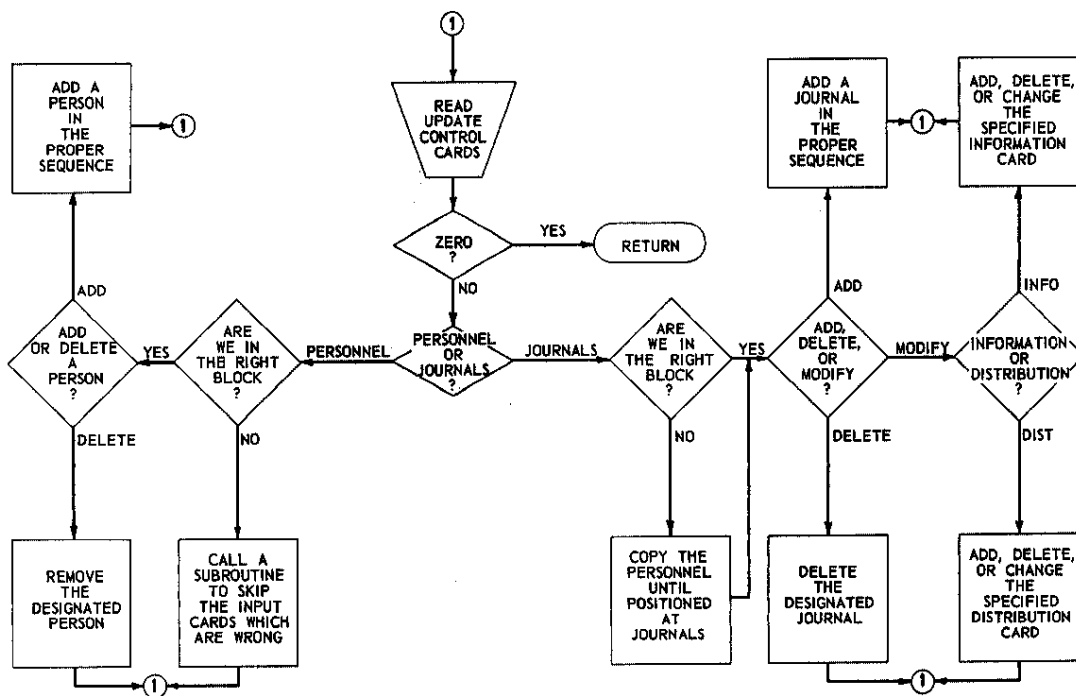


FIG. 3 FLOW CHART FOR UPDATING MASTER LIBRARY TAPE



The program will:

- |  |  |  |
|--|--|--|
| 1. Find the specified journal.                       | 5. Read over an item, correct, and copy the corrected item for a change. | 8. Copy to end of journal.   |
| 2. Find the specified card.                          | 6. Read next control card.   | 9. Allow journals to be added at end of tape.                                  |
| 3. Insert an addition at the proper place.           | 7. Make subsequent changes to the same journal.                          | 10. Copy the master tape if the changes terminate before the master tape ends. |
| 4. Read over an item without copying for a deletion. |  |  |

FIG. 4 FLOW CHART FOR SUBROUTINE CHANGE

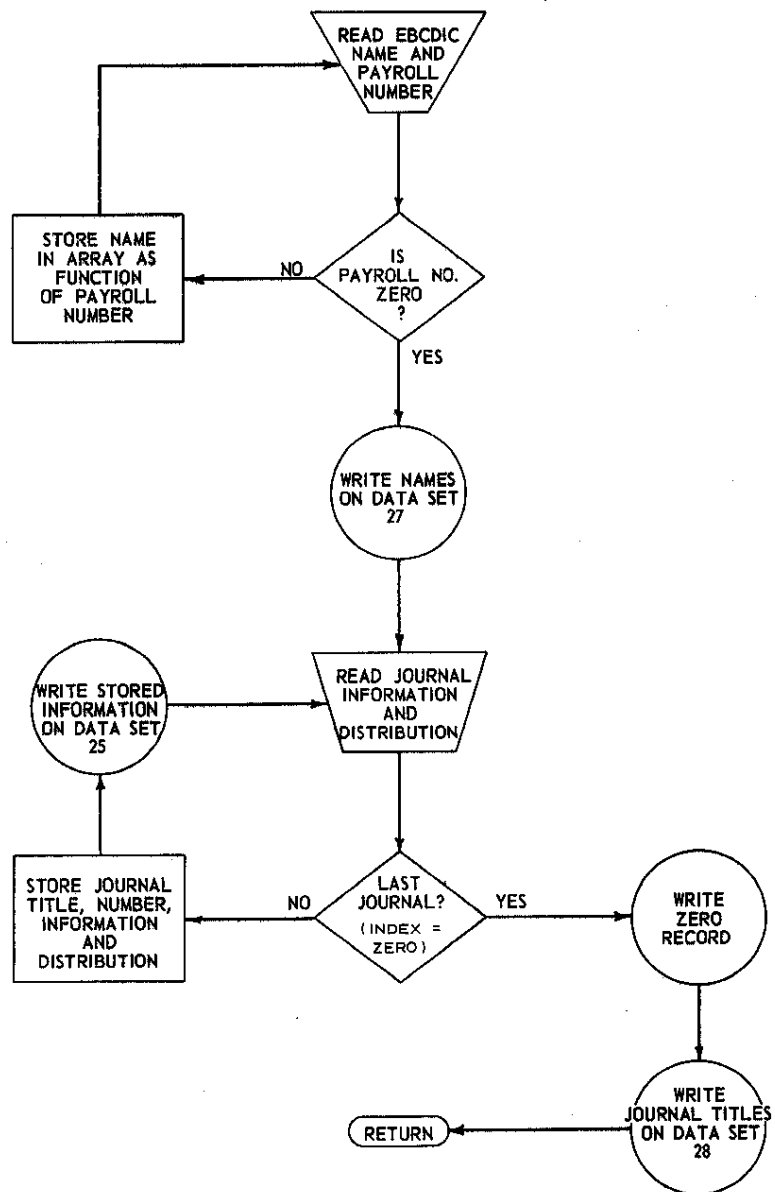


FIG. 5 FLOW CHART FOR SUBROUTINE TAPMAK

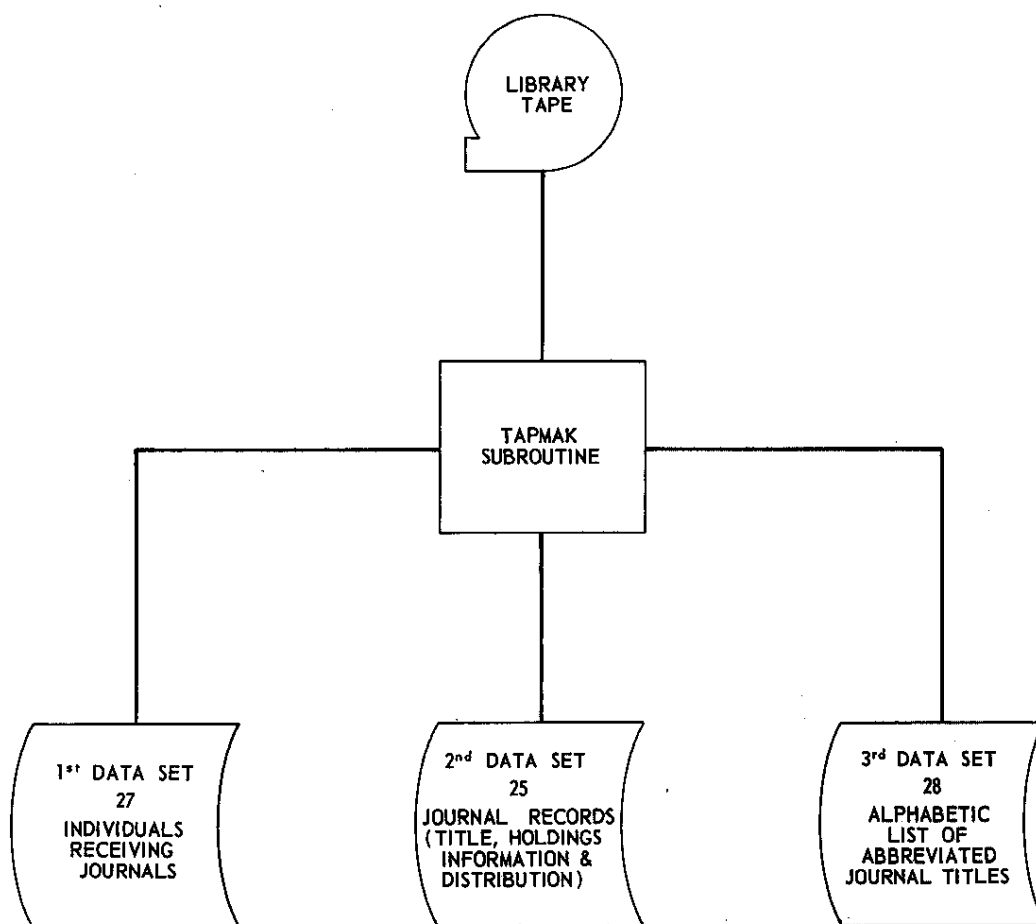


FIG. 6 DATA SETS

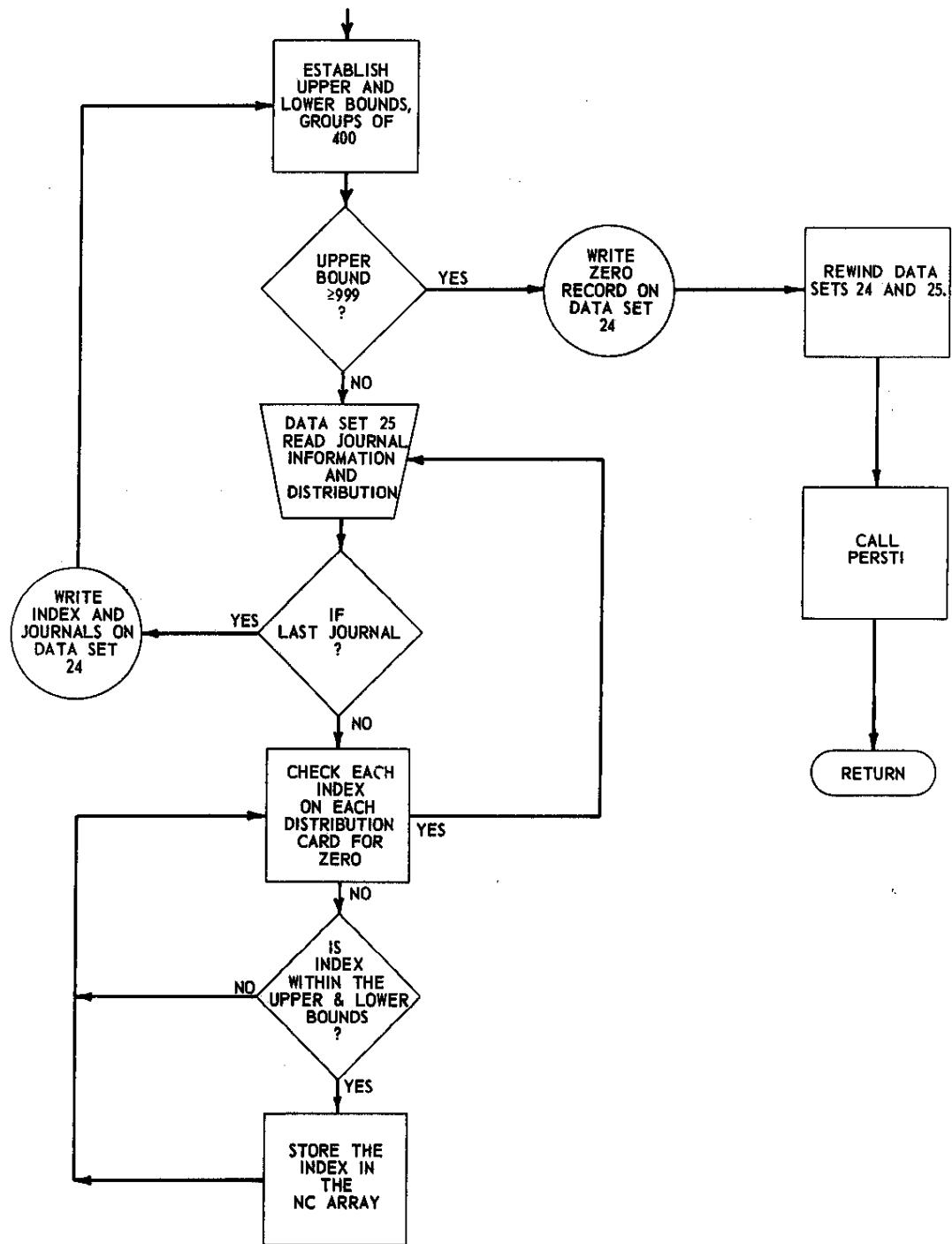


FIG. 7 FLOW CHART FOR SUBROUTINE PERSTP



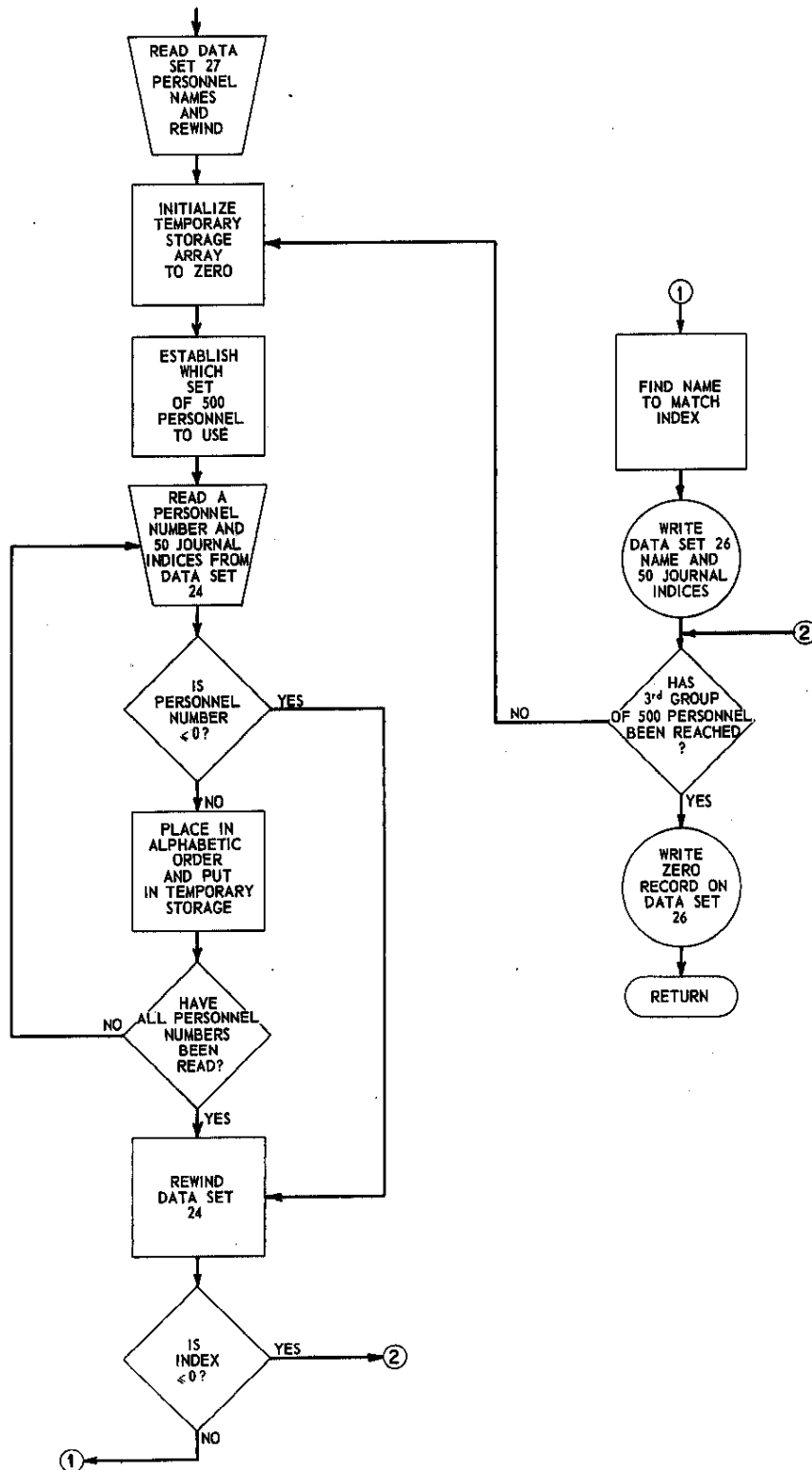


FIG. 8 FLOW CHART FOR SUBROUTINE PERSTI

DESSAUER,G 773A

THIS IS A LIST OF JOURNALS CIRCULATED TO YOU BY TIS.  
IF YOU NO LONGER DESIRE TO READ A PARTICULAR JOURNAL,  
PLEASE INDICATE AND RETURN TO TIS.

- 1 ACTA PHYS SINICA - ABST
- 2 AM JOURNAL PHYSICS
- 3 CHEM ENG NEWSLETTER
- 4 COMTS ON NUC & PART PHY
- 5 EURATOM INFORMATION
- 6 IAEA BULLETIN
- 7 ISOT & RADIATION TECHN
- 8 ISOTOP GEN INF C NEWSL
- 9 NATURE
- 10 NATURWISSENSCHAFTEN
- 11 NEW SCIENTIST
- 12 NUCLEAR DATA-SECTION A W
- 13 NUCLEAR DATA-SECTION B
- 14 NUCLEAR INDUSTRY
- 15 NUCLEAR SAFETY
- 16 NUCLEONICS WEEK
- 17 PHYSICAL REVIEW
- 18 PHYSICAL REVIEW LETTERS
- 19 REAC & FUEL PROC TECH
- 20 SOVIET PHYS-DOKLADY
- 21 TECHNICAL SURVEY

FIG. 9 LIST OF JOURNALS RECEIVED BY AN INDIVIDUAL

THE FOLLOWING JOURNALS ARE CIRCULATED AT PRESENT

ACAD SCI USSR PROC CHM S	FOCUS
ACTA CRYSTALLOGRAPHICA	FOREMANS LETTER
ACTIVATED CARBON ABSTRAC	FOUNDRY
ADMIN MANAGEMENT	GLASS INDUSTRY
AIR & WATER NEWS	GRAPHIC ARTS MONTHLY
AIR COND HEAT & REFRIG N	HARVARD BUSINESS REVIEW
AIR COND HEAT & VENT	HEALTH PHYSICS
AM DOCUMENTATION	HEATING PIPING & AIR CON
AMER LAUNDRY DIGEST	HYDROBIOLOGIA
AMER MACHINIST	IND & ENG CHEMISTRY
AM NATURALIST	IND & ENG CHEM FUNDAMENT
AM SOC H R & A C ENGRS J	IND & ENG CHEM, PR & D
AM WATER WORKS ASSOC J	IND EQUIPMENT NEWS
ANALYTICAL ABSTRACTS	IND HYGIENE NEWS REPORTS
ANNALS OF CHEMISTRY	IND MAINT & PLANT OPERAT
ANTI-CORR METH & MATLS	IND PHOTOGRAPHY
APPLIED PHYSICS LETTERS	INFO & CONTROL
ARCHIV FUR HYDROBIOLOGIE	INST FOR STUDY OF METALS
ARCH ENVIRON HEALTH	IEEE, PROCEEDINGS
ARKIV FOR FYSIK	IEEE, TRANS ON INSTR
ASSOC COMPUTING MACH COM	INST METAL FINISH TRANS
ASSOC COMPUTING MACH J	INSTR & CONTROL SYSTEMS
ASTRONAUTICS & AERONAU	IAEA BULLETIN
ATOMIC ABSORP NEWSLETTER	IBM JOURNAL OF RES & DEV
ATOMKERN ENERGIE	IBM SYSTEMS JOURNAL
AUTOMATION	INTER COMB LTD M TECH B
BATTELLE TECH REVIEW	INTL J AIR & WATER POLLU
BIOLOGICAL ABSTRACTS	INTL J APPL RAD & ISOTOP
BIOPOLYMERS	INTL J POWDER METALLURGY
BIORESEARCH TITLES	INTERSTATE COM COMMI REG
BOILER CODE INTERP & ADD	IRON AGE
BRIT NUCL ENERGY SOC	ISOT & RADIATION TECHN
BUSINESS WEEK	J AGRI & FOOD CHEMISTRY
CALENDAR OF MEETINGS	J ANAL CHEM OF THE USSR
CHEM & ENG NEWS	J ANIMAL ECOLOGY
CHEM ENGINEERING	J APPLIED MECHANICS
CHEM ENG NEWSLETTER	J APPLIED METEOROLOGY
CHEM SOC JOURNAL	J APPLIED PHYSICS
CHEM WEEK	J BASIC ENGINEERING
CHEMISTRY	J CHEMICAL & ENGR DATA
COMMUNICATIONS	J CHEMICAL DOCUMENTATION
COMPRESSED AIR MAGAZINE	J CHROMATOGRAPHY
COMPUTERS & AUTOMATION	J ELECTROANALYTICAL CHEM
COMPUTERWORLD	J ENGINEERING FOR INDUST
CONFERENCE BOARD RECORD	J FLUID MECHANICS
CONTEMPORARY PHYSICS	J HEAT TRANSFER
CORROSION	J INORG & NUCLEAR CHEM
CORROSION SCIENCE	J MARINE RESEARCH
CRYOGENIC DATA CENT CAS	J MATHEMATICAL PHYSICS
DAILY WEATHER MAPS	J MATHEMATICS & MECHANIC
DESIGN NEWS	J NUCLEAR ENERGY
DOKLADY CHEMISTRY	J ORGANIC CHEMISTRY
DU PONT AGRI NEWSLETTER	J PHYSICAL CHEMISTRY
DU PONT ANAL METHODS BUL	J QUANT SPECT & RAD TRAN
ECOLOGY	J RES NBS SEC C ENG & IN
ELECTR CONSTRUCT & MAINT	J SOUND & VIBRATION
ELECTR EQUIPMENT	J LESS-COMMON METALS
ELECTR WORLD	J MECH & PHYS OF SOLIDS
ELECTROANALYTICAL ABSTR	LAW OFFICER
ELECTROCHEMICAL SOC J	LIBRARY JOURNAL
ELECTRONIC DESIGN	LUBRICATION ENGINEERING
ELECTRONICS	MACHINE DESIGN
ELECTRONICS WORLD	MAINTENANCE ENGINEERING
ELECTRO-TECHNOLOGY	MANAGEMENT INFORMATION
ENDEAVOUR	MANAGEMENT NEWS
ENGINEERING NEWS-RECORD	MANAGEMENT REVIEW
ENGINEERING PROGRESS	MANAGEMENT SCIENCE
ENGINEERING RESEARCH REV	MANAGERS LETTER
EURATOM INFORMATION	MATERIALS IN DESIGN ENG
FACTORY MUT RECORD	MATERIALS RES & STANDARD
FILM ENGINEERING NEWS	MEASUREMENT TECHNIQUES
FIRE ENGINEERING	METAL FINISHING

FIG. 10 LIST OF JOURNALS CIRCULATED

THE FOLLOWING JOURNALS ARE LIBRARY COPIES ONLY.

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ACAD DE SCI COMT RENDUS	AMER ROCKET SOC J
ACAD SCI OF USSR CEM TEC	AMERICAN SCIENTIST
ACCOUNTS OF CHEM RESEARC	AM SOC METALS REV MET L
ACOUS SOC AMER J	AM SOC METALS TRANS Q
ACTA CHEM SCAN	ASTM BULLETIN
ACTA METALLURGICA	ASTM PROCEEDINGS
ACTA PHYS SINICA - ABST	AM SOC CIVIL ENG TRANS
ACTINIDES REVIEWS Q	ASME TRANSACTIONS
ADVD E CONVERSION	ASME TRANS. SERIES A
ADV IN ANAL CHEM & INSTR	ASME TRANS. SERIES B
ADV IN APPLIED MECH	ASME TRANS. SERIES C
ADV IN ATOMIC & MOLE PHY	ASME TRANS. SERIES D
ADV IN BIOL & MED PHYSIC	ASME TRANS. SERIES E
ADV IN CATALYSIS	ASME TRANS. SERIES F
ADV IN CHEMICAL ENG	AMER STATISTICAL ASS J
ADV IN CHEMICAL PHYSICS	AMER STATISTICIAN
ADV IN CHROMATOGRAPHY	AMER WATERWORKS ASS SE
ADV IN CRYOGENIC ENG	ANALYST
ADV ELECTCHEM & ECEM EN	ANALYTICA CHIMICA ACTA
ADV ELECTN & ELEC PHYS	ANALYTICAL CHEMISTRY
ADV IN FLUORINE CHEM	ANGEWANDTE CHEMIE
ADV IN HEAT TRANSFER	ANGE CHEM (INTER ED ENG)
ADV IN HIGH PRESSURE RES	ANNALEN DER CHEMIE
ADV INORG CHEM & RAD CH	ANNALEN DER PHYSIK
ADV IN MAG RESONANCE	ANNALES DE CHIMIE
ADV IN MATERIALS RES	ANNALES DE PHYSIQUE
ADV IN NUCLEAR PHYSICS	ANNALS OF PHYSICS
ADV IN NUCL SCI & TECH	ANN REV ASTRO & ASTROPHY
ADV IN OP & ELEC MICROY	ANN REV INFO SCI & TECH
ADV IN ORGANOMET CHEM	ANN REV NUC SCIENCE
ADV IN PET CHEM & REFIN	ANN REV PHY CHEMISTRY
ADV IN PHOTOCHEMISTRY	APPL MATH AND MECH
ADV IN PHYS SCI USSR	APPL MECH REVIEWS
ADV IN PHYSICS	APPLIED OPTICS
ADV IN RADIATION BIOLOGY	APPL SCI & TECH INDEX
ADV IN SPACE SCI & TECH	APPLIED SPECTROSCOPY
ADV IN SPECTROSCOPY	ARGONNE NAT LAB REVIEWS
AECL REVIEW	ARKIV FOR KEMI
AERONAUTICAL ENG REVIEW	ASS OFFICIAL ANAL CHEM J
AERO/SPACE ENGINEERING	ASTRO AND AEROSPACE ENG
AEROSPACE TECHNOLOGY	ATMOSPHERIC ENVIRONMENT
AIR ENGINEERING	ATOM (UKAEA)
AIR POLL CONTROL ASSOC, J	ATOMIC & MOLECULAR PHYS
ALLIS CHALMERS ELEC REV	ATOM ENER CLEAR HOUSE
ALLOY DIGEST	AEC ANN REPT CONGRESS
AMER AVIATION	ATOM ENER IN AUSTRALIA
AMER CERAMIC SOC BUL.	ATOMIC ENER LAW REPORTS
AMER CERAMIC SOC J	ATOMIC ENERGY REVIEW
AM CHEM SOC J	ATOMIC WORLD
AM ELECTROPL'S SOC M R	ATOMICS
AM ELECTRO SOC TECH PRO	ATOMIC & ATOMIC TECH
AM IND HYGIENE ASSOC J	ATOMICS & NUCL ENER
AM INDUS HYGIENE ASS Q	ATOMICS, ENG & TECH
AIAA BULLETIN	ATOMNAYA ENERGIYA
AIAA JOURNAL	AUSTRAL J OF CHEM
AM INST CHEM ENGRS J	AUTOMOTIVE INDUSTRIES
AM INSTI CHEM ENG TRANS	BELL LAB RECORD
AIEE TRANSACTIONS	BELL SYSTEM TECHNICAL J
AIME METALLU SOC TRANS	BETTER LIVING
AIMME TRAN (MET SEC)	BIOCHEMISTRY
AMER J MATHEMATICS	BIO-SCIENCE
AM JOURNAL PHYSICS	BORIS KIDRIC INST BULL
AM J ROENTGEN, RAD THER	BRITISH CERAMIC SOC J
AM MATH MONTHLY	BRITISH CERAMIC SOC T
AMER MATH SOC TRANS	BRIT CHEM ENGINEERING
COMMUNICATIONS	BRIT J APPLIED PHYSICS
AMA ARCHIVES IND HYGIENE	BRIT J INDUS MEDICINE
AMER MED ASSOC JOUR	BRIT J RADIOLOGY
AM METEOROLOGICAL SOC B	BRIT NAT BIBLIOGRAPHY
AMER NUCL SOC-NUCL NEWS	BRIT NUCL ENERGY CONF J
AMER NUC SOC TRANS	BRIT TECHNOLOGY INDEX

FIG. 11 LIST OF REFERENCE COPIES OF JOURNALS

NUCLEAR SCIENCE ABSTRACT  
BIWEEKLY COPY 2  
PLEASE READ PROMPTLY

1	SIDDALL, TH	773A
2	MILHAM, RC	773A
3	KERRIGAN, WJ	773A
4	SCHWAB, C	773A
5	CHURCH, JP	773A
6	BROWN, DA	773A
7	OVERMAN, RF	773A
8	OWEN, JH	773A
9	BAILEY, CE	773A
10	RANDALL, D	773A
11	HYDER, ML	773A
12	LOWE, JT	773A
13	BROWN, RJ	773A
14	HARBOUR, RM	773A
15		
16		
17	TIS LIBRARY	773A

FIG. 12 CIRCULATION SLIP

ORDER THE FOLLOWING JOURNALS BY THE 10TH MONTH OF THE YEAR  
ACADEMY OF SCIENCES USSR, PROCEEDINGS OF THE CHEMISTRY SECTION  
ACTA CHEMICA SCANDINAVICA  
ACTA CRYSTALLOGRAPHICA  
ACTA METALLURGICA  
ACTINIDES REVIEWS  
ADMINISTRATIVE MANAGEMENT  
ADVANCED ENERGY CONVERSION  
AECL REVIEW  
AEROSPACE TECHNOLOGY  
AIR AND WATER NEWS  
AIR CONDITIONING, HEATING & REFRIGERATION NEWS  
AIR CONDITIONING, HEATING AND VENTILATING  
AIR POLLUTION CONTROL ASSOCIATION JOURNAL  
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AMERICAN AVIATION  
AMERICAN CERAMIC SOCIETY BULLETIN  
AMERICAN CERAMIC SOCIETY JOURNAL  
AMERICAN CHEMICAL SOCIETY JOURNAL  
AMERICAN DOCUMENTATION  
AMERICAN INDUSTRIAL HYGIENE ASSOCIATION JOURNAL

FIG. 13 LIST OF VENDOR RENEWALS

ORDER THE FOLLOWING JOURNALS BY THE 10TH MONTH OF THE YEAR

MANAGEMENT REVIEW  
AMERICAN MANAGEMENT ASSOC.  
135 WEST 50TH STREET  
NEW YORK, NEW YORK 10020

MANAGERS LETTER  
AMERICAN MANAGEMENT ASSOC.  
135 WEST 50TH STREET  
NEW YORK, NEW YORK 10020

MANUAL OF CLASSIFICATION OF PATENTS  
GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
WASHINGTON 25, DC

METAL TREATING  
METAL TREATING INSTITUTE  
1900 EUCLID AVE  
CLEVELAND 15, OHIO

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AMERICAN SOCIETY FOR METALS

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METALS ABSTRACTS INDEX  
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SUPERINTENDENT OF DOCUMENTS  
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WILMINGTON, DEL.

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NATIONAL SAFETY COUNCIL  
425 NORTH MICHIGAN AVE  
CHICAGO 11, ILL.

NATIONAL SAFETY COUNCIL - INDUSTRIAL SUPERVISOR  
NATIONAL SAFETY COUNCIL  
425 NORTH MICHIGAN AVE  
CHICAGO 11, ILL.

FIG. 14 LIST OF DIRECT ORDER RENEWALS

THIS IS A LIST OF JOURNAL HOLDINGS IN TIS LIBRARY

ABSTRACTS OF CLASSIFIED REPORTS  
LOCATED IN DOCUMENT ROOM 1947-  
V.1-

ACADEMIE DES SCIENCES COMPTUS RENDUS - HEBDOMADAIRES DES SEANCES  
SEE  
COMPTUS RENDUS

ACADEMY OF SCIENCES USSR, PROCEEDINGS OF THE CHEMISTRY SECTION  
SEE  
DOKLADY CHEMISTRY

ACADEMY OF SCIENCES OF USSR PROCEEDINGS CHEMICAL TECHNOLOGY SECTION  
SEE  
DOKLADY CHEMICAL TECHNOLOGY

ACCOUNTS OF CHEMICAL RESEARCH  
V.1- 1968-

ACOUSTICAL SOCIETY OF AMERICA JOURNAL  
V.1, NO.1, 2, 3 1929-1930  
V.2 1930-1931  
V.3, NO.1, 2 PT 2, 3 1931-1932  
V.4- 1932-

ACTA CHEMICA SCANDINAVICA 1947-  
V.1-

ACTA CRYSTALLOGRAPHICA  
DIVIDED INTO PARTS A AND B IN 1968  
V.1- 1948-

ACTA METALLURGICA 1953-  
V.1-

ACTA PHYSICA SINICA ABSTRACTS  
V.21 1965

ACTINIDES REVIEWS 1968-  
V.1-

FIG. 15 LIST OF HOLDINGS



## OPERATING PROCEDURES

### Input

Data Cards. Two types of cards are used for input to the library tape: personnel cards and journal cards. The format of the personnel cards is given in Figure 16.

There are four types of journal cards for each journal title:

- Periodical card
- Direct order card
- Information cards
- Distribution card

Formats and examples of the journal cards are given in Figures 17-20.

Each journal will have eight cards if ordered directly from the issuing agency or seven cards if ordered from the vendor (Figure 21). All of these cards must be submitted for every journal title.

The cards are arranged for original input to the program as shown in Figure 22. These cards are thereafter maintained by library personnel and updated manually. They can be used for alphabetic and numeric listings.

(Text continued on page 30)







Information Card I (should always contain the unabbreviated journal title)

Information Card II (general information such as title changes)

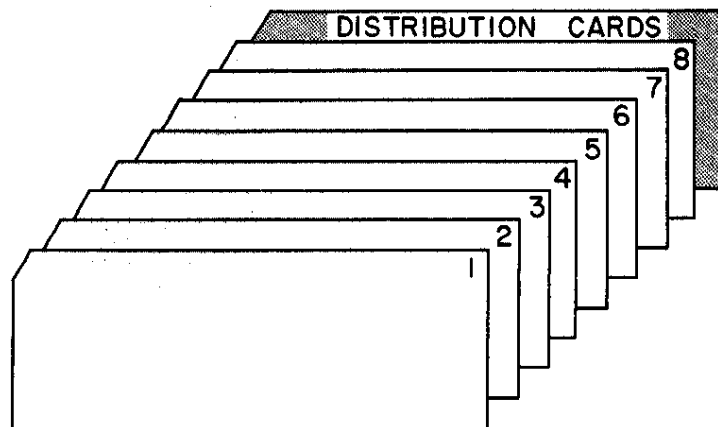
Information Cards III-VI (holdings information)

<u>Column</u>	<u>Content</u>
1 - 4	Index number for this journal
5	1 for last card for this journal, zero otherwise
6 - 71	General information such as title, title changes, holdings information. Holdings information should adhere to the following format:

<u>Column</u>	<u>Content</u>
6 - 28	Volume data
29 - 37	Beginning and ending year
38 - 60	Volume data
61 - 69	Beginning and ending year

**FIG. 19 INFORMATION CARDS**





- 1 Periodical Card - Abbreviated title,  
frequency, etc.
- 2 Direct Order Card - Address for direct orders;  
card omitted if ordered  
from vendor
- 3 - 8 Information Cards - Unabbreviated title  
Title changes or other  
alphabetic information  
Holdings information
- Up to 50 Distribution Cards - Index numbers of persons  
receiving this journal title

FIG. 21 JOURNAL CARDS

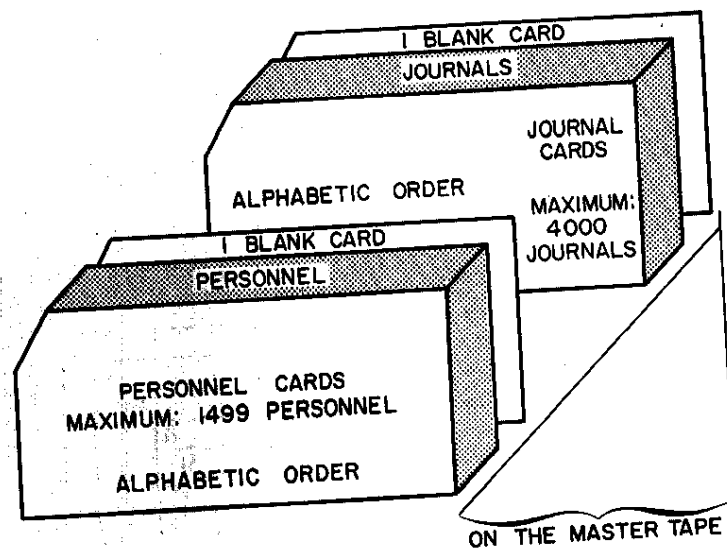


FIG. 22 ARRANGEMENT OF INPUT CARDS

Control Cards to Execute JURN Program. One master control card (Figure 23) should be the first card of input immediately followed by the changes. If no changes are to be made, this will be the only input card.

Nine procedures for updating the library tape are available, each slightly different from the others.

1. Add a name to the distribution list (alphabetic order).
2. Delete a name from the distribution list.
3. Change a name, number, or location for someone already on the distribution list.
4. Add a journal (alphabetic order).
5. Delete a journal.
6. Change journal data supplied on a periodical card, a direct order card, or any of the six information cards.
7. Add a distribution list.
8. Delete a distribution list.
9. Change a distribution list.



Each of the nine procedures requires one update control card (Figure 24). Delete procedures require the update control card only (Figures 25, 26, and 27). Change procedures 6 and 9 above require the update control card plus the corrected card for replacement (Figures 28 and 29). The procedures for adding personnel or distribution lists require the update control card plus the addition card (Figures 30 and 31).

Changing the name, location, or number of a person requires two steps (Figure 32): (1) add the corrected data (one update control card plus the addition card), and (2) delete the old data (one update control card only).

The addition of a journal requires an update control card plus the block of new journal cards (Figure 33).

The input cards for changes must be set up as follows:

- Begin changes with a master control card.
- Change, add, or delete the personnel cards first and in the same sequence as the tape.
- Change, add, or delete journal cards in the same sequence as they appear on the tape.
- Within each journal block, make changes, additions, or deletions as they appear within the block. The prescribed order is: periodical card, direct order card, information cards, and distribution cards.
- End the change input deck with a blank card.

Column	Content
1 - 2	01 if changes follow this card; zero otherwise
3 - 4	Output control card: 00 - circulation lists and reorder lists only 01 - list of circulating and reference room journals 02 - list of the journals each person receives
5 - 6	01 - list of library holdings; zero otherwise
7 - 8	Month of <u>this</u> run
9 - 68	Alphanumeric information (miscellaneous data, not used by computer)



1 77302

A	B	C	D	E
00000	00000	00000	00000	00000
11111	11111	11111	11111	11111
22222	22222	22222	22222	22222
33333	33333	33333	33333	33333
44444	44444	44444	44444	44444
55555	55555	55555	55555	55555
66666	66666	66666	66666	66666
77777	77777	77777	77777	77777
88888	88888	88888	88888	88888
99999	99999	99999	99999	99999

EAC 0001

FIG. 25 UPDATE CONTROL CARD FOR DELETING A PERSON

2 73604

A	B	C	D	E
00000	00000	00000	00000	00000
11111	11111	11111	11111	11111
22222	22222	22222	22222	22222
33333	33333	33333	33333	33333
44444	44444	44444	44444	44444
55555	55555	55555	55555	55555
66666	66666	66666	66666	66666
77777	77777	77777	77777	77777
88888	88888	88888	88888	88888
99999	99999	99999	99999	99999

EAC 0001

FIG. 26 UPDATE CONTROL CARD FOR DELETING A JOURNAL

56059020002				
A	B	C	D	E
0	0	0	0	0
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100
101	102	103	104	105
106	107	108	109	110
111	112	113	114	115
116	117	118	119	120
121	122	123	124	125
126	127	128	129	130
131	132	133	134	135
136	137	138	139	140
141	142	143	144	145
146	147	148	149	150
151	152	153	154	155
156	157	158	159	160
161	162	163	164	165
166	167	168	169	170
171	172	173	174	175
176	177	178	179	180
181	182	183	184	185
186	187	188	189	190
191	192	193	194	195
196	197	198	199	200
201	202	203	204	205
206	207	208	209	210
211	212	213	214	215
216	217	218	219	220
221	222	223	224	225
226	227	228	229	230
231	232	233	234	235
236	237	238	239	240
241	242	243	244	245
246	247	248	249	250
251	252	253	254	255
256	257	258	259	260
261	262	263	264	265
266	267	268	269	270
271	272	273	274	275
276	277	278	279	280
281	282	283	284	285
286	287	288	289	290
291	292	293	294	295
296	297	298	299	300
301	302	303	304	305
306	307	308	309	310
311	312	313	314	315
316	317	318	319	320
321	322	323	324	325
326	327	328	329	330
331	332	333	334	335
336	337	338	339	340
341	342	343	344	345
346	347	348	349	350
351	352	353	354	355
356	357	358	359	360
361	362	363	364	365
366	367	368	369	370
371	372	373	374	375
376	377	378	379	380
381	382	383	384	385
386	387	388	389	390
391	392	393	394	395
396	397	398	399	400
401	402	403	404	405
406	407	408	409	410
411	412	413	414	415
416	417	418	419	420
421	422	423	424	425
426	427	428	429	430
431	432	433	434	435
436	437	438	439	440
441	442	443	444	445
446	447	448	449	450
451	452	453	454	455
456	457	458	459	460
461	462	463	464	465
466	467	468	469	470
471	472	473	474	475
476	477	478	479	480
481	482	483	484	485
486	487	488	489	490
491	492	493	494	495
496	497	498	499	500
501	502	503	504	505
506	507	508	509	510
511	512	513	514	515
516	517	518	519	520
521	522	523	524	525
526	527	528	529	530
531	532	533	534	535
536	537	538	539	540
541	542	543	544	545
546	547	548	549	550
551	552	553	554	555
556	557	558	559	560
561	562	563	564	565
566	567	568	569	570
571	572	573	574	575
576	577	578	579	580
581	582	583	584	585
586	587	588	589	590
591	592	593	594	595
596	597	598	599	600
601	602	603	604	605
606	607	608	609	610
611	612	613	614	615
616	617	618	619	620
621	622	623	624	625
626	627	628	629	630
631	632	633	634	635
636	637	638	639	640
641	642	643	644	645
646	647	648	649	650
651	652	653	654	655
656	657	658	659	660
661	662	663	664	665
666	667	668	669	670
671	672	673	674	675
676	677	678	679	680
681	682	683	684	685
686	687	688	689	690
691	692	693	694	695
696	697	698	699	700
701	702	703	704	705
706	707	708	709	710
711	712	713	714	715
716	717	718	719	720
721	722	723	724	725
726	727	728	729	730
731	732	733	734	735
736	737	738	739	740
741	742	743	744	745
746	747	748	749	750
751	752	753	754	755
756	757	758	759	760
761	762	763	764	765
766	767	768	769	770
771	772	773	774	775
776	777	778	779	780
781	782	783	784	785
786	787	788	789	790
791	792	793	794	795
796	797	798	799	800
801	802	803	804	805
806	807	808	809	810
811	812	813	814	815
816	817	818	819	820
821	822	823	824	825
826	827	828	829	830
831	832	833	834	835
836	837	838	839	840
841	842	843	844	845
846	847	848	849	850
851	852	853	854	855
856	857	858	859	860
861	862	863	864	865
866	867	868	869	870
871	872	873	874	875
876	877	878	879	880
881	882	883	884	885
886	887	888	889	890
891	892	893	894	895
896	897	898	899	900
901	902	903	904	905
906	907	908	909	910
911	912	913	914	915
916	917	918	919	920
921	922	923	924	925
926	927	928	929	930
931	932	933	934	935
936	937	938	939	940
941	942	943	944	945
946	947	948	949	950
951	952	953	954	955
956	957	958	959	960
961	962	963	964	965
966	967	968	969	970
971	972	973	974	975
976	977	978	979	980
981	982	983	984	985
986	987	988	989	990
991	992	993	994	995
996	997	998	999	1000

Distribution

NOTE: The last distribution card must never be deleted. Only changes should be made to the last card.

FIG. 27 UPDATE CONTROL CARD FOR DELETING A DISTRIBUTION LIST

73805 10000				
A	B	C	D	E
00000	00000	000		

A corrected card must follow this control card.  
The corrected card must be in the format indicated by the number in D:

- 001 - Periodical card
- 002 - Direct order card
- 003 - 008 - Information card
- 901 - 950 - Distribution card

FIG. 28 UPDATE CONTROL CARD FOR CHANGING JOURNAL DATA

FIG. 29 UPDATE CONTROL CARD FOR CHANGING A DISTRIBUTION LIST

Update Control Card

### Personnel Card

FIG. 30 CARDS FOR ADDING A PERSON







[illegible]

The update control card must be followed by a periodical card, direct order card if necessary, six information cards, and the distribution cards for the new journal.

The circulation and renewal lists are standard for each run. The number of copies of the circulation list printed for each journal copy is related to the frequency of publication. If the journal is published weekly, five copies of each circulation list are printed for each month's run; if biweekly, two copies; if monthly, bimonthly, quarterly, or irregularly, one copy.

The complete list of circulating and reference room copies and library holdings are printed if indicated on the master control card. The list of journals circulated to each person is also optional.