

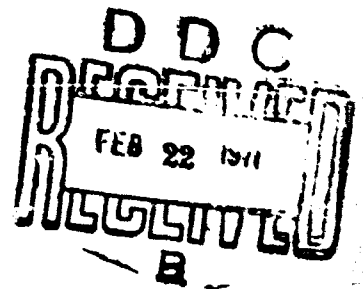
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TISA PROJECT REPORT NO. 27

THE SAVANNAH DISTRICT MODEL TECHNICAL LIBRARY (PHASE II)

JULY 1969



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SAVANNAH, GEORGIA
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PREFACE

This is the second in a series of reports concerning the development of a model technical information facility in the Savannah Engineer District, U.S. Army Corps of Engineers. The Army Research Office in cooperation with the Office of the Chief of Engineers and the Savannah District, is sponsoring this effort as a part of the Army Technical Information Support Activities Project (TISAP).

The purpose of this report is to explain what was accomplished during Phase II of the project and what is planned for Phase III. The Phase I report, published in October 1968, covers the project from its inception in June 1968 to October. Phase II denotes the period November 1968 through June 1969 during which the Model Technical Library was organized and put into operation on a marginal basis a user survey was conducted, basic policies and procedures were established where possible, and ground work was laid for experimentation and evaluation to be conducted in the next phase. The most crucial part of the project will be Phase III which is scheduled for the period July 1969 through December 1970. It will be the longest and most expensive phase and will be devoted primarily to experimentation and evaluation.

Except for the User Needs Survey, most of the project activities to date have been conducted by employees of the Savannah District on a part-time basis and they are to be commended for their achievements. They include: Mrs. Marguerite West, the District Librarian, Messrs. Ronald Brunson, William Crump, Fred Kitchens, Floyd Lewis, and Walter Schaaf, all of whom are members of the project committee along with myself. We are grateful for the contributions of Dr. Gerald Jahoda of Florida State University who advised us on the selection of a cataloging system, Mr. Edward Leyman, and Mrs. Gudrun Huden of Herner and Company, who assisted in writing portions of this report. The User Needs Survey was conducted by Herner and Company of Washington, D. C., and will be the subject of a separate report to be completed in July 1969.



LARRY F. SMALLEY
Major, CE
Deputy District Engineer

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1.0 INTRODUCTION.

1.1 PURPOSE AND SCOPE OF THE REPORT.

This is the second major report on the Model Technical Library Project being conducted in the Savannah District in accordance with task 02, work unit 012, of the Army Technical Information Support Activities project (TISAP). The report marks the transition from Phase II to Phase III of the project where Phase II denotes the period November 1968 to June 1969, and Phase III, July 1969 to December 1970. Phase II activities and accomplishments will be described and discussed along with problems encountered and cost incurred. A few basic decisions were made during Phase II and in those cases a brief account of the rationale has been given. There are no findings or conclusions in this report since experimentation and evaluation of techniques and equipment will be accomplished during Phase III. Plans for Phase III are discussed along with proposed schedules, proposed use of consultants, and estimated costs.

1.2 BACKGROUND.

The purpose of the Model Technical Library Project is to develop, test, and evaluate a modern, highly effective, technical information facility that may be related to Army-wide use and to evaluate relevant techniques and concepts of modern information technology. While the project does not ignore the use of electronic computers and other forms of library automation, sophisticated information retrieval systems with elaborate coordinate indexes, etc., it is not primarily concerned with them. Instead the project is principally oriented on the practical aspects of establishing and operating a small technical library within the Army. Its chief concerns are those of manpower requirements, costs, and effectiveness in supplying scientific and technical personnel with information which will help them to be more productive and to improve the quality of their work. As explained in the Phase I report, considerable difficulty was experienced in defining the project and establishing specific objectives, but the foregoing statement generally describes the present position of the Savannah District with regard to the project. The Model Technical Library Project was conceived in the spring of 1968 and was officially initiated in the Savannah District in June of that year. The project duration was set at three years and the charter which the District submitted as a part of the Phase I report divided the project into five phases (see annex A). The number of phases has been reduced to four for reasons which will be explained below, but the project duration is still fixed at three years so that completion will occur in May 1971. Phase I lasted from June until October 1968 and was used to accomplish general planning, recruiting of the staff, organizing the project task

force within the District, and constructing and procuring the basic physical facilities and equipment. Phases II and III are discussed in greater detail below and Phase IV will be devoted to the writing of separate technical reports on each of the work units which will be described below. It should be emphasized that this is not a basic research project per se. Every effort is being made to draw upon the accomplishments of other agencies, Federal and private, in the area of information technology. Our concern is to effectively employ techniques and equipment already developed and to discard those that are not appropriate for use in a small technical library.

1.3 HIGHLIGHTS OF PHASE II.

Having been recruited in September and October 1968, the library staff began to function as an organization in November 1968. The Librarian and her assistant, both professional personnel, promptly entered into an orientation program lasting most of Phase II. Also in November the user survey was initiated by Herner and Company and their work, too, extended through most of Phase II. Although the library was only marginally operational, an open house for District employees was held in December and was enthusiastically attended. Aside from the orientation program, the librarians spent considerable time during Phase II with a committee of engineers charged with weeding the existing collection. This is an extensive project and is still in progress. Early in 1969 the library budget categories were refined and more detailed and accurate cost data were kept. At the same time, the project was subdivided into work units to facilitate planning and control. The library staff and other District employees involved in the project began charging their time to appropriate work units. In February and March the pace of the project increased somewhat with the development of policies and procedures pertaining to periodicals and engineering and construction standards. After consultation with Dr. Gerald Jahoda of Florida State University, a decision was made to adopt the Library of Congress classification system for book materials. Shortly thereafter, a contract was drawn and bids solicited for conversion of our existing book collection from the Dewey Decimal System to the Library of Congress system. A decision was also made to include in the project an evaluation of visual search microfilm files available from the Information Handling Services, Inc., in Atlanta, Georgia. The microfilm manufacturers' catalogs and technical specifications are an important information resource to engineers, and it is believed that the library should provide the administrative support required for use of these materials. Contact was made with Defense Documentation Center and we began to use their bibliographic services for orientation purposes. Also, visits were made to the Research Center Library at the Waterways Experiment Station, Vicksburg, Mississippi, and to the libraries of Georgia Tech and Southern Methodist University. In the latter stages of

Phase II, and some additional equipment was procured to meet expanding needs and procedures for acquiring library materials were documented. Finally it should be noted that the cumulative costs of the project through Phase II, that is from June 1968 through June 1969, amounted to \$100,554. Approximately 75 percent of these costs were charged to TISA Project funds and the balance to the Savannah District.

1.4 PLANS FOR PHASE III.

The most crucial part of the Model Technical Library Project will be Phase III when the techniques and equipment incorporated in the model library are evaluated. Early in the phase a consulting firm will be retained to define the data to be collected and prescribe collection procedures. While the library staff collects this data during the balance of Phase III, the consulting firm will flow-chart library operations where appropriate and measure cost and manpower requirements using work sampling techniques. As soon as the user survey report becomes available in July, work will begin on refining the mission and organization of the library in accordance with the results of the survey. Also, these results will be used to begin building the collection and this will increase the rate of acquisition considerably. Next, a cataloging system for nonbook materials will be selected and implemented. Other activities which will be underway during Phase III include the development of an automated periodical data file, the conduct of the user profile--SDI experiment, a study of the use of microfilm vs. hard copy, and experimentation in the use of external information sources and services. The total cost of Phase III is estimated to be \$288,500 of which approximately 70 percent will be charged to TISA Project funds.

1.5 ORGANIZATION OF THE REPORT

As mentioned above, the project has been subdivided into work units to facilitate planning and control. A list of these work units may be found at figure 1. The main body of the report, like the project, is oriented on these work units. Each subsequent report section will deal with a given work unit and will present in detail what was accomplished during Phase II and what is planned for Phase III.

WORK UNIT LISTING
FOR
THE MODEL TECHNICAL LIBRARY PROJECT

<u>Number</u>	<u>Title</u>
1	Orientation and Training of the Library Staff
2	Establishing and Updating the Collection
3	Library User Needs Survey
4	Cataloging System
5	Policies and Procedures Pertaining to Engineer and Construction Standards
6	Policies and Procedures Pertaining to Periodicals
7	Acquisition, Disposal, and Accounting for Library Material
8	Evaluation of a Vendor Catalog Microfilm Information System (VSMF)
9	Financial Administration
10	Measurement of Library Operations and Services
11	Relationships with External Information Sources and Services
12	Mission and Organization of the Library
13	Space, Furnishings, and Equipment

2.0 MISSION AND ORGANIZATION OF THE LIBRARY.

2.1 PURPOSE AND SCOPE.

To establish and evaluate the mission of the library, the nature and scope of services it will provide, organization and staffing, position in the District's organizational structure, and relationship with other District components.

2.2 BACKGROUND.

Prior to the inception of the Model Technical Library project, the Savannah District had a small technical library which was a section of the Mail and Records Branch in the Office of Administrative Services. Also there was a Technical Library Council whose function was to develop policies governing the operation and services of the library. When the model library project was begun, the Technical Library Council was retained and the library was established at branch level in OAS in accordance with the organizational policies of the Chief of Engineers as expressed in ER 10-1-3. No formal or elaborate mission statement, per se, was prepared for the library but its functions were stated in the General Order by which it was established. These functions are listed at figure 3 and were developed on the basis of the District's past experience and advice obtained from other Corps of Engineers libraries. A project organization was also established during Phase I and included a project or steering committee, a coordinator in each staff component, and a committee of engineers who were to weed the existing collection and assist in determining the content of the new collection. Finally, during Phase I the library staff was recruited. Two professional librarians and a library aide were hired. This then summarizes the mission and organization of the library as Phase II was initiated in November 1968.

2.3 PHASE II ACTIVITIES.

2.3.1 Communicating With the Users. Although the newly recruited library staff had only begun to function as an organization, an open house was conducted in December 1968 to give the users an opportunity to meet the staff, to discuss the library project, and to see the newly furnished library. Approximately 310 District personnel visited the library during the day long open house and all in all the exercise was very successful. In January, a District Circular was issued to explain the background of the project, how the District was organized for its accomplishment, what the general schedule of events would be over the next three years and what library services would be provided during Phase III (see annex B). The District Librarian briefed the project coordinators on the

content of this Circular to keep them abreast of project activity and to gain their support in helping build the requisite enthusiasm for the library project. The library staff made responsiveness to users their number one priority in order to begin to build the reputation of the library as a service organization.

2.3.2 Library Services. Because the library staff had to divide their time between project activities and routine operations, it was necessary to curtail library services during Phase II. Basically the following services were maintained:

Acquisition and circulation of periodicals

Acquisition of new books and standards when urgently needed

Negotiation of interlibrary loans when urgently needed

Maintenance of reference collection of periodicals, standards, Federal Register, Congressional Record, and official publications, such as AR's, ER's, etc.

A very limited amount of research and extracting was done. Finally it should be noted that the library catalog was undergoing revision which caused some delays in finding certain types of materials.

2.3.3 Staff Activities. The library staff spent the majority of its time during Phase II on the orientation program and weeding of the collection. A much smaller amount of time was spent on routine library operations and other project activities. As a result, there was very little time to spend on refinement of library procedures, putting the catalog into proper condition, etc. In early 1969 when new work units, such as the ones pertaining to periodicals and standards, were initiated, it was necessary to hire a parttime library aide to help with this additional workload and in the latter part of Phase II still another temporary library aide was hired. It would have been desirable to establish permanent positions for these library aides but hiring restrictions prevented this. Members of the project committee took charge of some work units to ease the burden on the library staff. Mr. Schaaf, a Computer Programmer and Systems and Analysis Specialist, serving as Contracting Officer's Representative for the User Survey; Mr. Kitchens, an engineer from the Design Branch, assisted the library staff with the periodical and standards work units; Mr. Brunson, also an engineer from the Design Branch, directed the VSMF work unit, and Mr. Lewis, Chief, Estimating Section, served as chairman of the weeding committee. Mr. Brunson and Mr. Lewis were added to the project committee during Phase II to perform the tasks just mentioned and this brought the total strength of the project committee to seven personnel. It is obvious from the staff activities described above that no one in the District was able to devote their full time to the project, which in our opinion was unfortunate. To be properly conducted, the Model

Technical Library Project deserves the full attention of an experienced individual trained in library and/or information science. However, hiring restrictions and critical shortages of personnel in the District, not to mention the scarcity of that type of individual, has made it impossible for the District to hire a Project Director.

2.3.4 Use of Consultants. The principal consulting contract let during Phase II was to Herner and Company of Washington, D. C., for the User Needs Survey. Dr. Gerald Jahoda of Florida State University assisted us briefly in selecting a cataloging system for book materials. Mr. Everett Wallace of Systems Development Corporation as well as Mr. Ed Leyman and Mrs. Gudrun Huden of Herner and Company assisted in writing sections 3, 4, 5, 6, 7, 8, 9, 10, 13, and 14 of this report. In addition they advised us on plans for Phase III, and by their participation we hope that a broader, more professional perspective will be imparted to the report and the project. While the use of consultants to assist in writing this report was generally successful and most helpful, it was certainly much more expensive than doing the work ourselves. Writing of this type and research work are activities which should be assigned to someone on the District staff who can devote full time to the project; however, present manpower restrictions prohibit this action.

2.3.5 Abolition of the Technical Library Council. In the latter part of Phase II a decision was made to abolish the council and to permit the Library Project Committee to assume those functions. One of the reasons for this was that the membership of the council included the Chiefs of Engineering, Construction, Operations, and Real Estate Divisions, and the Comptroller, and these men are preoccupied with the responsibilities of their respective positions. The Library Project Committee on the other hand consisted of the Deputy District Engineer, the Chief, Office of Administrative Services, the Librarian, three engineers, and an ADP specialist. Therefore, the Project Committee by virtue of its membership was in direct contact with management and with library users. Also its members had more of the time, expertise, and knowledge to shape policies pertaining to the library. Finally, it should be noted that the placing of lower echelon personnel on the library committee is one means of giving employees some voice in the operation of their organization. Following completion of the Model Technical Library Project, the District plans to establish a permanent technical library committee to advise the District Engineer on library policies.

2.4 PHASE III ACTIVITIES.

2.4.1 The Library Mission. During the early part of Phase III a formal library mission statement will be prepared based on the results of the User Survey. The mission statement will delineate the services which the library will render and these services will be fully implemented during Phase III. Following completion of the mission statement a District Pamphlet will be prepared for distribution to all employees. The purpose of this pamphlet will be to acquaint all District employees with the mission of the library and how they can avail themselves of the services it provides.

2.4.2 Project Organization. Basically the project organization will remain unchanged from its Phase II configuration except that the Technical Library Council will be omitted as explained above. This revised organization is illustrated at figure 4. The function of the project committee is to develop policies and plans which are executed either by the library staff, consultants, the project coordinators, or the Library Holding Committee. Day to day operations of those project elements subordinate to the committee will be directed by the librarian. As will be explained below, much greater use of consultants will be necessary during Phase III to accomplish the planned objectives. Additional temporary personnel will be hired by the District to help provide the new and increased library services which will be implemented during Phase III.

2.4.3 Organization of the Library. It is envisioned that numerous changes in the job descriptions of the library staff will be necessary following completion of the mission statement. However, it is not likely that any organizational elements such as a cataloging section or a circulation section will be established within the Library Branch, because of severe limitations on the hiring of permanent personnel. Finally, it should be noted that there are no plans for establishing the library as a separate office in our organization since the present arrangement seems to be working satisfactorily. As long as the Library Project Committee remains effective, there would appear to be no reason for seeking a deviation from the organizational arrangement prescribed by the Chief of Engineers.

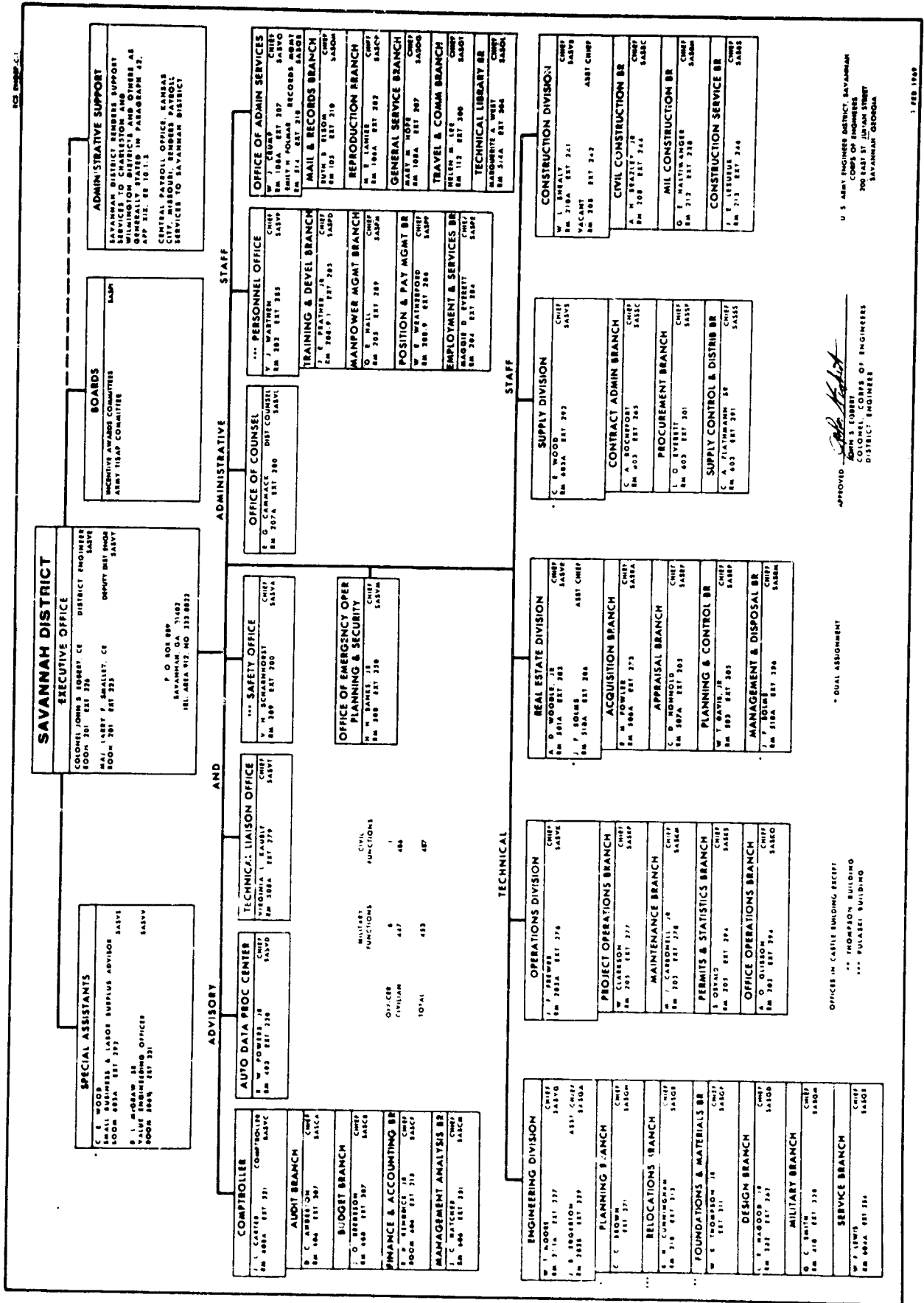


Figure 2

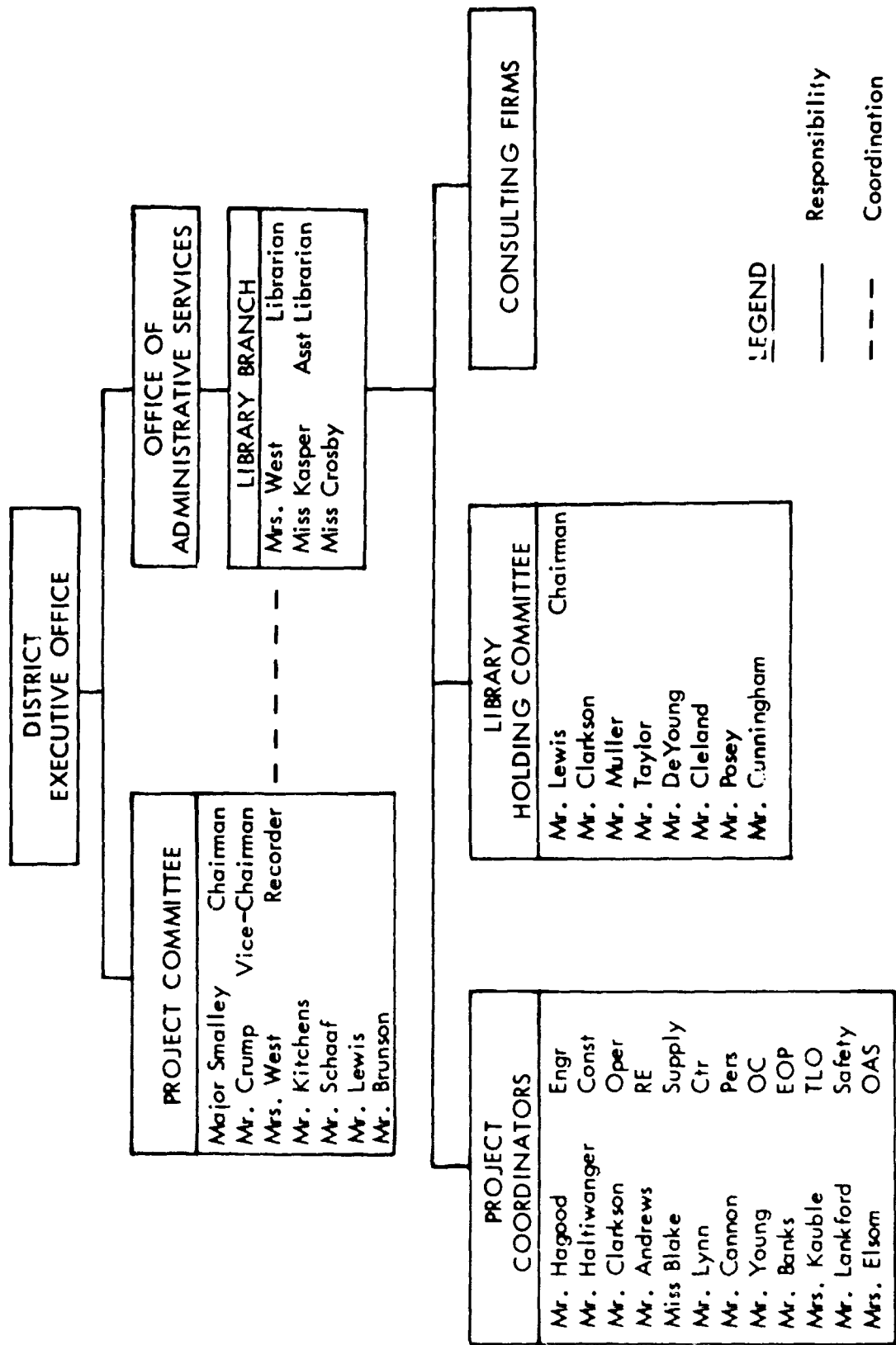
FUNCTIONS OF THE TECHNICAL LIBRARY BRANCH
(Extract of District General Order No. 3, 6 May 1968)

1. Operating a central reference library (administrative and technical publications, periodicals, technical books, manuals, reports, etc.) of both commercial and Government-issued material required in the conduct of the District's mission. Issuing material on request or long loan to requesting elements of the District.
2. Coordinating procurement of new books, periodicals, etc. Initiating procurement of periodicals to be obtained on renewal basis.
3. Establishing liaison and performing clerical assignments in the conduct of interloan library services involving material not available in the District's library.
4. Collecting, reviewing, evaluating, cataloging, and distributing technical information in support of the Chief of Engineers Scientific and Technical Information Program and the Defense Department Documentation System.
5. Determining needs of operating offices and circulating initial distribution material received on a "need-to-know" basis.
6. Maintaining accountability records of books and performing periodic physical inventory as required by regulations.
7. Performing research for subject material requested by operating offices. Source documents, once located, are issued to requesting office for evaluation of extraction of specific information.
8. Extracting material from administrative and technical publications, periodicals, technical books, manuals, and reports (annual report) when called upon by operating offices.
9. Requisitioning and maintaining file of commercial standards which consists of one copy of all standards referred to in District guide specifications.
10. Receiving, distributing, and maintaining official centralized files of AR's, ER's, DvR's, DR's, Circulars, etc. Determining operating elements' decentralized needs and informing higher authority of supply requirements.

Figure 3

THE MODEL TECHNICAL LIBRARY PROJECT

ORGANIZATION



WORK UNIT SUMMARY

Mission and Organization of the Library

Purpose and Scope. To establish and evaluate the mission of the library, the nature and scope of services it will provide, its organization and staffing, its position in the District organizational structure and its relationships with other District components.

Relationship of Work Unit to Project Phasing.

Phase I	12.1	Establish library committee to direct establishment of library and conduct of TISA project	Apr 68
	12.2	Establish the library organization based on past experience in the District, OCE guidelines and practices of other Army libraries	Jun 68
	12.3	Recruit library staff	Jul-Sep 68
	12.4	Establish Library Holdings Committee to assist in updating collection	Oct 68
Phase II	12.5	Adjust staff and services for equal division of effort between project activities and normal library operations	Nov 68-Jun 69
	12.6	Conduct open house	Dec 68
Phase III	12.7	Redefine library mission in light of user survey and Phase II experience	Aug-Sep 69
	12.8	Adjust staffing in light of redefined mission and revise job descriptions	Sep-Oct 69
	12.9	Prepare District pamphlet on the functions of the library and the services it provides	Nov-Dec 69
Phase IV	12.10	Prepare final work unit report	Jan-May 71

Figure 5

3.0 LIBRARY USER NEEDS SURVEY.

3.1 PURPOSE AND SCOPE.

To define the informational needs of library users in the Savannah District. To develop subject interest profiles for Savannah District's population. To provide information for use in comparing Savannah District's population of users with other users in DOD. To develop a questionnaire which can be utilized in user surveys for organizations comparable to Savannah District.

3.2 CONDUCT OF THE SURVEY.

The library user needs survey was designed and conducted during Phase II (annex C). The work was performed under a contract with Herner and Company, a Washington, D. C., consulting firm. Using a structured interview schedule, Herner and Company analysts conducted face-to-face interviews with 155 professional employees of the Savannah District. Mail questionnaires, which included the most important question topics covered in the face-to-face interview schedule, were distributed to an additional 206 professional employees not selected for interviewing. Additionally, profiling questionnaires were designed, distributed, and collected from the persons interviewed as well as the respondents to the mail questionnaire. These latter questionnaires elicited information for developing subject interest profiles for Savannah District employees.

The data collection phase (interviewing and distribution and collection of questionnaires) began in late March and was completed in mid-May 1969. The final report on the survey will be finished and reviewed in July and will be released as a separate report under the TISA Project by Savannah District in August.

WORK UNIT SUMMARY

Library User Needs Survey

Purpose and Scope. To define the Savannah Districts information needs. To provide individual and group user profiles for Savannah's population. To provide information for use in comparing Savannah's population with DOD. To develop a questionnaire for use in user surveys for organizations comparable to Savannah.

Relationship of Work Unit to Project Phases.

Phase I	3.1	Review of user survey concepts	Jun-Aug 68
	3.2	Draw contract and solicit proposals	Sep-Oct 68
Phase II	3.3	Design Survey Questionnaire	25 Feb 69
	3.4	Pretest Questionnaire	26 Feb-28 Feb 69
	3.5	Revise Questionnaire	28 Feb-17 Mar 69
	3.6	Test Questionnaire	18 Mar-21 Mar 69
	3.7	Schedule Interviews	28 Feb-21 Mar 69
	3.8	Conduct Interviews	24 Mar-25 Apr 69
	3.9	Distribute and Collect Mail Questionnaires	24 Mar-25 Apr 69
	3.10	Process and Evaluate Results	25 Mar-20 May 69
Phase III	3.11	Prepare final report	Jul 69
	3.12	District review of report	Aug 69
Phase IV		None	

Figure 6

4.0 ORIENTATION AND TRAINING OF THE LIBRARY STAFF.

4.1 PURPOSE AND SCOPE.

To conduct a thorough orientation on the Savannah District, its organizational structure, the assignment of functions, and the handling of information. Effectiveness will be considered in the development of a library staff manual that will deal with library policies and procedures, services rendered by the library, and library organization.

4.2 PHASE II EFFORT.

4.2.1 Policies and Procedures. For the initial orientation, the participation of key staff members of Savannah District was sought to provide lectures and guidance to the library staff, and primarily to Mrs. Marguerite West, Chief, Library Branch. These included:

Chief, Engineering Division	District Counsel
Chief, Construction Division	Chief, Planning Branch
Chief, Operations Division	Chief, Design Branch
Chief, Supply Division	Chief, ADPC

These individuals or their assigned representatives were to supply the principal orientation. In addition, a program of self-directed study was established to supplement and reinforce the content imparted through lectures and interviews.

The lecture presentations and interaction of the participants were taperecorded to provide a basis for future evaluation and modification and as a resource for the development of a library staff manual. Each presentation was evaluated by Mrs. West on a rating sheet, shown in figure 7, to assess its effectiveness, coverage, time required, and grade of personnel recommended for the topic covered.

During the orientation period, a concurrent effort was initiated to establish and document policies and procedures for operation of the library and to train the library staff in those procedures.

4.2.2 Orientation Topics and Schedule. Figure 8 shows the topics covered in the several lectures and the time spent for each. The hours indicated include considerable self-directed study for the topics of library regulations and microfilm. The lecture sessions were presented over the

period 12 November 1968 through 12 March 1969. The time required by Mrs. West for the orientation, including additional independent study, totaled 60 hours. Since 12 March, Mrs. West has invested some 41 hours in self-directed study.

4.2.3 Evaluation of the Orientation Program. Overall, the orientation program has provided a very necessary and invaluable introduction to the mission, structure, functions, and key personnel of Savannah District. Such an orientation is of particular importance for personnel such as Mrs. West, who has had no prior experience in U.S. Government service nor familiarity with the Corps of Engineers environment. Another equally important aspect of the program has been to establish effective communication and liaison between the library staff and the key managerial personnel of Savannah District.

Mrs. West's appraisal of the lecture-presentations on the rating sheets described earlier indicate that most of the topics covered were appropriate to GS Grade 7 and above, and that the librarians would have benefited if more time had been available for many of the presentations and for interaction with the cognizant personnel. Exceptions include the topics of property accountability and disposal, records management, safety and security and timekeeping and leave attendance, all of which were appropriate to lower grades as well. All presentations were judged adequate and informative with the single exception of that on computer capabilities and possible interface with the Library, for which far too little time was allocated.

It is recognized that this approach to orientation and training required a considerable investment that necessarily commits division and branch heads to many hours of direct participation in the program. Our experience indicates that it is a very effective way of assuring that appropriate knowledge and perspectives on the needs for library service are assimilated. Most importantly, essential channels of communication and feedback on the adequacy and responsiveness of library operations have been established. It is believed that the Savannah District's approach and experience would be useful to other organizations that are in the process of upgrading their library services in accord with current Army policy and regulations.

4.2.4 Developing a Staff Manual. During Phase II, a beginning was made in documenting newly established procedures and associated flow of work for acquisitions, cataloging, routing, circulation, and reference services. This has necessarily been a preliminary effort requiring many modifications as experience has shown ways to improve on the initial practices. Formal development of the manual waits upon inputs from concurrent tasks, particularly analysis of the results of the user survey and other work to be completed in the next phase of the project.

4.3 PLANS FOR PHASE III.

As a result of the user survey and other tasks of Phase II, the library mission will be defined together with establishment of policies and operating procedures. The principal effort under this work unit will be the development of a staff manual for orientation, training, and a source of authority for library operations and routines. Several of the other work units will supply inputs to this effort, particularly units 10 and 12. The manual will be developed as a sequence of modules, each addressed to a major library function, that can easily be modified as required, and provide a major input to the Phase IV effort of preparing recommendations for establishing a small technical library in the Army.

LIBRARY ORIENTATION PROGRAM RATING SHEET

NAME OF ORIENTATOR _____

DATE _____

ORGANIZATION

TIME _____

		RATING SCALE				
		5	4	3	2	1
1.	DIRECTION AND ORIENTATION					
a.	Was program completed?					
b.	Within time allotted?					
c.	Was the agenda covered adequately?					
2.	UNDERSTANDING					
a.	How well did we understand the material?					
b.	To what extent did we understand how we are trying to do it?					
c.	Were we stymied by lack of information?					
3.	MOTIVATION AND UNITY					
a.	Were we all equally interested?					
b.	Was interest maintained?					
c.	Degree of interpersonal communication					
4.	ATMOSPHERE					
a.	Was it formal?					
b.	Was it permissive?					
c.	Was it cooperative?					
d.	Was it friendly?					
5.	EVALUATION					
a.	Should a librarian's orientation program include this material?					
b.	Should more time be allotted?					
c.	Should less time be allotted?					
d.	Should same time be allotted?					
6.	COMMENTS. a. What grade level in Civil Service should be recommended to receive this orientation? Check one or more:					
	GS 1, 2, 3					
	GS 5					
	GS 7					
	GS 9 up					
	All					
b.	Additional Comments:					

ORIENTATION TOPICS FOR LIBRARY STAFF

<u>Topic</u>	<u>Hours Spent</u>
Cost Reduction & Incentive Awards Program	2.0
Performance Appraisal & Career Development Program	1.5
Planning & Preparation of Library Budget	2.5
Forms Management Program	1.0
Records Management Program	1.5
Safety Responsibilities and Accident Reporting	1.0
Security Responsibilities; Emergency Planning & Natural Disaster	1.5
Computer Capabilities & Possible Interface with Library Operations	2.0
Use of Reproduction Machinery & Processes; Limitations and Restrictions	2.0
Property Accountability	1.5
Property Disposal	1.0
Requisitioning & Procurement	2.5
Communications Facilities	1.5
Travel & Transportation	1.0
Correspondence Policies & Procedures	1.5
Library Regulations, Interlibrary Loan, Waterways Experiment Station Practices	8.5
Microform Facilities, Equipment, & Usage	7.0
Timekeeping & Leave Reporting	1.0
Savannah District Mission, Organization & Functions	<u>10.5</u>
TOTAL HOURS	51.0

WORK UNIT SUMMARY

Orientation and Training of the Library Staff

Purpose and Scope. To conduct a thorough orientation on the Savannah District, its organizational structure, the assignment of functions, and the handling of information. To prepare a staff manual on the library organization, the services it renders, and the policies and procedures which govern its operations. This manual will be used in training the library staff, particularly newly recruited members. To make recommendations on techniques and subject matter that may be applicable for orientation and training of staff personnel in other Army technical libraries.

Relationship of Work Unit to Project Phasing.

Phase I	None	
Phase II	1.1	Prepare orientation program for librarians Nov 68
	1.2	Conduct orientation and concurrent evaluation Dec 68-May 69
Phase III	1.3	Prepare and issue request for proposal on writing of staff manual Dec 69
	1.4	Prepare staff manual Jan-Jun 70
	1.5	Use and evaluate staff manual and programmed instruction materials Jul-Dec 70
Phase IV	1.6	Prepare final work unit report Jan-Mar 71

Figure 9

5.0 ESTABLISHING AND UPDATING THE COLLECTION.

5.1 PURPOSE AND SCOPE.

To develop and evaluate the procedures for establishing the collection for a technical library with the assistance of a user survey and other information which would normally be available to the librarian. Recommendations will be made as to basic references which should be included in any technical library collection. Procedures for weeding an existing collection will be developed and evaluated. Evaluations will concentrate on the cost, manpower requirements and effectiveness of the procedures developed.

5.2 INTRODUCTION.

The task of updating the collection was a necessary preliminary to other phases of the Model Library project. Its completion entailed use of technical expertise from the various organizational elements of the District as well as overall guidance and direction by the library staff.

5.2.1 Criteria. A detailed survey of present holdings provided the basis for weeding criteria. The fundamental criterion was usefulness of items to the Savannah District for current operations, general and historical reference. Accuracy, reliability, currency, and historical value were gauged in deciding to keep or discard items. The expert technical judgments of professional staff members from organizational elements were available to the librarian who also applied established ALA criteria guidelines, her own professional judgment, standard library tools such as Books in Print, Winchell's Guide to Reference Books, and Trade Lists, as well as specialized guides and aids in various subject fields.

5.2.2 The Holding Committee. A District Holding Committee was formed and began work in November 1968. The committee comprised staff members who were frequent users of the library and who represented the operational elements of the District. Briefings on the scope and purpose of the weeding task were given by the librarian who also provided final screening of decisions. No effort was made to cross-validate the judgments of the individual committee members. The need was to obtain technical judgments from working experts rather than to formulate a general philosophy.

5.2.3 The Weeding Process. Initial focus was on screening expendable material on long-term loan. Each committee member was charged with evaluating the library materials held in specified organizational elements. Thereafter, expendable materials in the library and all accountable materials (see definitions in work unit # 7) were evaluated. The library staff completed the process by weeding the card catalog and shelf lists as cards were returned.

5.2.4 Cost of Culling and Collection Updating Through Weeding. Actual screening costs can be approximated on the basis of known man-hours charged by members of the Holdings Committee evaluating the merits of the present collection as described above. A total of 133 hours was spent on screening activities by the members of the Holdings Committee. Screening and culling of the collection was completed by 30 June 1969. The total direct labor costs for this activity were approximately \$1,500 including the time spent by the professional librarian in directing the activities of the Committee and performing final, library-oriented review of the Committee's work. The unit cost per volume reviewed and discarded or retained for the collection was approximately \$0.25 per unit. Following the weeding process the collection totalled approximately 5,500 volumes, including about 4,000 volumes of expendable materials.

5.2.5 Acquisition. Pending the completion of the user survey, new acquisitions are tightly limited and specific user requests now initiate most current acquisitions. Basic tools essential to normal reference operations are being purchased, but the librarian is not proceeding with the development of a well-rounded basic collection at this time, pending completion of the user survey. Monthly statistics indicating growth of the collection by accountable type are compiled (see work unit #10).

5.2.6 Other Updating Efforts. Concurrent with the weeding process, an inventory of materials is being made to determine duplications, discards, uncarded returned items, losses, and unidentifiable items. Toward the end of Phase II, the librarian initiated a library consideration request slip (see SASVE Form 907, figure 10). The form is not for requisition purposes, but for suggestions to the librarian to aid her in future decisions about acquisition priorities.

5.3 PLANS FOR PHASE III.

A collection specially suited to Savannah District will be established when the user survey is completed. Once established, the collection will be evaluated with regard to its use and its usefulness to employees of Savannah District. Recommendations will be formulated with regard to important reference works and other materials which should be essential to the collections of other Army technical libraries. Additionally, techniques for making use of user profiles as aids in developing subject scope selection criteria will be examined.

LIBRARY CONSIDERATION CARD 3-Part

AUTHOR (LAST NAME FIRST)		
TITLE		
EDITION	PUBLISHER	
YEAR	PRICE	NO. OF COPIES ORDERED
CITE SOURCE OR SEND BROCHURE IF AVAILABLE		
DATE	REQUESTED BY	
(FOR LIBRARY USE ONLY)		
L. C. CARD NO.		

SASVE Form 907
27 Feb 69

LIBRARY CONSIDERATION REQUEST

White

AUTHOR (LAST NAME FIRST)		
TITLE		
EDITION	PUBLISHER	
YEAR	PRICE	NO. OF COPIES ORDERED
CITE SOURCE OR SEND BROCHURE IF AVAILABLE		
DATE	REQUESTED BY	
(FOR LIBRARY USE ONLY)		
L. C. CARD NO.		

SASVE Form 907
27 Feb 69

LIBRARY CONSIDERATION REQUEST

Canary

AUTHOR (LAST NAME FIRST)		
TITLE		
EDITION	PUBLISHER	
YEAR	PRICE	NO. OF COPIES ORDERED
CITE SOURCE OR SEND BROCHURE IF AVAILABLE		
DATE	REQUESTED BY	
(FOR LIBRARY USE ONLY)		
L. C. CARD NO.		

SASVE Form 907
27 Feb 69

LIBRARY CONSIDERATION REQUEST

Pink

Figure 10

WORK UNIT SUMMARY

Establishing and Updating the Collection

Purpose and Scope. To develop and evaluate the procedures for establishing the collection for a technical library with the assistance of a user survey and other information which would normally be available to the librarian. Recommendations will be made as to basic references which should be included in any technical library collection. Procedures for weeding an existing collection will be developed and evaluated. Evaluations will concentrate on the cost, manpower requirements, and effectiveness of the procedures developed.

Relationship of Work Unit to Project Phasing.

Phase I	2.1	Brief survey of existing collection	Sep-Oct 68
Phase II	2.2	Establish weeding criteria	Nov 68
	2.3	Perform weeding	Nov 68-Jun 69
	2.4	Establish limited acquisition policy	Nov 68
	2.5	Make limited acquisitions	Nov 68-Jun 69
	2.6	Survey District to determine whether limited holdings in various offices should be made available in library	Apr-May 69
Phase III	2.7	Determine form and content of collection based on user survey	Aug-Sep 69
	2.8	Acquire collection	Oct 69-Mar 70
	2.9	Measure utilization of collection and evaluate its usefulness. Procedures to be developed as part of contract to be let under work unit 10.	Apr-Sep 70
	2.10	Make recommendations on basic references for other Army technical libraries.	Aug 70-Sep 70
	2.11	Prepare final work unit report	Oct-Nov 70
Phase IV		None	

Figure 11

6.0 ACQUISITION, DISPOSAL, AND ACCOUNTING FOR LIBRARY MATERIALS.

6.1 PURPOSE AND SCOPE.

To identify problems in acquiring, disposing of and accounting for library materials under existing regulations, and to recommend revised procedures that will be consistent with statutory limitations, that will eliminate impediments to library users, and that will reduce clerical workload of the library staff.

6.2 INTRODUCTION.

Due to other more pressing activities in relation to operation of the library and other work units, very little work has been done on this work unit. The detailed in-depth study of steps necessary to acquire and dispose of library materials originally planned for Phase II has been delayed for Phase III. A simplified procedure is yet to be developed and tested.

6.2.1 Procedures for Requisitioning Procurement. Procedures for requisitioning material are set forth in DR 715-1-5. Currently, requesting and obtaining an item for the library require that the steps outlined in annex D be followed. A new District regulation 1-1-4 entitled "Acquisition, Routing, Retention and Subscription Renewals of Periodicals" was issued 20 May 1969 (see work unit #6, paragraph 9.2.2) and will govern the library's requisitioning and procurement of this type of material.

To facilitate and centralize book ordering, consideration is being given to services of reputable book jobbers. Such services could provide for discounts on purchases as well as for Library of Congress catalog cards. However, such purchases are normally made for a significant number of titles, and the present rate of book orders, the need for speed, the elaborate clearance procedures, and possible conflict with Army regulations may prevent use of an economical, multiple-benefit solution. Exploration of the practical feasibility of this means of overcoming present costly book cataloging and processing will continue.

6.2.2 User Problems with Current Procedures. The requirement upon the user to complete SAD Form 1608 may have caused the user to do without the needed information. Sizeable satellite collections not under library control or within the library purview have emerged within the District. One improvement in the procedures required has been in the assumption of responsibility for providing the proper fund citation by the library staff rather than the user.

Current procedures militate optimum use of the library and often cause the users to resort to various means of obtaining materials which avoid the delays brought about by the procedures and hence remove the material from library purview. The potential for duplication of effort and material is great, though no clear evidence has been gathered to document actual wastage.

No internal medium providing information on new acquisitions and other publications is in use. A list of newly accessioned titles is posted on the bulletin board and the user must periodically check to be informed of accessions. The need for a combined listing service providing users with new acquisition data and annotations of a wide range of relevant technical literature is recognized. Publishers' announcements and abstracts from Defense Documentation Center's Technical Abstract Bulletin and other sources, in addition to original abstracts, should be circulated on a regular basis. This is projected as a TISA library information service for all types of material. The new regulation on periodicals provides that new titles shall be listed on bulletins of new acquisitions.

6.2.3 Accountability and Losses. The Chief, Office of Administrative Services serves as the Responsible Employee, to the Accountable Property Officer; the librarian is responsible for maintaining library property accounts and related documents required by the Accountable Property Officer. The librarian thus serves in the technical role of agent for the Responsible Employee. Accountable property is defined in ER 735-2-1 as permanently bound volumes in durable covers with exceptions listed in paragraphs 1001a of the ER. Expendable property includes unbound volumes, paperbound volumes, manuals, catalogs, bulletins, regulations, unbound magazines, periodicals, and the like.

A five percent loss of books within a one-year period is considered normal both for library accounts and nonexpendable property accounts. Losses considered excessive require a DD Form 200, Report of Survey. Losses chargeable to individuals are adjusted by report of survey unless restitution by replacement or reimbursement is made. Obsolete or superseded books may be destroyed or donated to public bodies. The librarian is relieved of accountability by executing ENG Form 3061, Property Disposition Voucher.

Army Regulations, Engineer Regulations, and related documents are circulated from the library on execution of the complex form DA 543, Request for Records, figure 12. This procedure affords the library a suspense record and shelf signal, but adds considerably to the burden of paperwork encountered by the library user. Present procedures are considered more effective in assuring control over purchase and retention of material than in promoting efficient use of library facilities.

6.3 PLANS FOR PHASE III.

The library staff will continue to identify problems in acquiring and disposing of library materials and revised procedures will be recommended. The revised procedures will be designed to:

- a. reduce time delays;
- b. reduce costs;
- c. provide more efficient methods for carrying out each task;
- d. provide simplified procedures for users in requesting materials;
- e. improve library service to users by effecting each of the above.

The library staff will review various types of announcements for new acquisitions and test several of these. Under consideration will be the format desired, the time schedule to be followed in issuance of the announcements and the amount of information to be provided for each entry, i.e., bibliographic description only, bibliographic description plus annotations, or bibliographic description plus abstracts. An important decision will be whether the announcement bulletin should be comprehensive or selective, and whether it will be issued by subject area or in straight alphabetical order. The results of the user survey and test areas will be weighed heavily in arriving at these decisions.

Books will be processed through a jobber rather than directly from the publisher for the reasons discussed in paragraph 6.2.2. This should provide a reduction in time delays as well as costs, and at the same time considerably cut down on the time expended by the library staff in the ordering process.

6.4 POLICIES TO BE ESTABLISHED OR CLARIFIED.

With the major exception of policies established for the acquisition of periodicals and standards (see DR 1-1-4, Acquisition, Routing, Retention, and Subscription Renewals of Periodicals, and DR 340-1-2, Nongovernmental (Commercial) Standards, formulated in May 1969), many of the policy questions listed in the TISA Report Number 1 have not been decided. Policies still to be established include guidelines to assist in selection of items to be added to the collection. Items to be considered in formulating these policies include cost, number of copies in house, out-of-print material, availability of interlibrary loans, age of publication, etc., and guidelines on donations to the library. Another major decision deferred pending results of the user survey is whether satellite collections of library material should exist on a permanent loan basis. The need for the library to automatically duplicate some or all permanent loan material is also undecided.

REQUEST FOR RECORDS (AR 345-314)		DATE OF REQUEST	DATE RECORDS MUST BE RE- TURNED (To be completed by office of record)	NO. A 6647563
1. OFFICE OF RECORD				
a. NAME		b. ADDRESS		
2. RECORDS REQUESTED (Give File classification, Subject, Date, and Other Identifying Information, or if Military Personnel Records are requested, give Name, Grade, Service Number, Purpose for which records are to be used and check box(es) below)				
☐ ALL EFFICIENCY FILE		☐ 201 FILE CURRENT EFFICIENCY	☐ HISTORICAL 201 HISTORICAL EFFICIENCY	☐ CURRENT 201 CLASSIFICATION RECORDS
3. PERSON REQUESTING RECORDS				
a. DURATION OF TIME RECORDS NEEDED (Estimate)	b. LAST NAME - FIRST NAME - MIDDLE INITIAL (Authorized Person)		c. EXTENSION	
	d. ADDRESS		e. SIGNATURE OF AUTHORIZED PERSON	
4. SEARCHER'S REPORT				
a. UNABLE TO IDENTIFY	b. RECORDS CURRENTLY CHARGED TO (Last name, first name, middle initial)		c. DATE	
	d. ADDRESS		e. EXTENSION	f. INITIALS
5. RETURN RECORDS TO ADDRESS INDICATED IN ITEM NUMBER 1		g. DATE		h. SIGNATURE OR INITIALS
INSTRUCTIONS 1. All requests must be signed by an individual authorized to withdraw personnel or subject records. 2. Attached unclassified records may be transferred to another person by completing a transfer coupon below and forwarding it to the office of record indicated in item number 1 above. 3. Classified records will not be transferred to another person but will be returned to the office of record for recharge.			CAUTION THESE RECORDS WILL BE USED FOR OFFICIAL PURPOSES ONLY. DO NOT REMOVE, PERMIT TO BE REMOVED, ADD TO, NOR REVEAL THE CONTENTS TO UNAUTHORIZED PERSONS.	
TRANSFER COUPON			TRANSFER COUPON	
TO:			TO:	
NOTE THAT FILE OF			NOTE THAT FILE OF	
HAS BEEN TRANSFERRED TO (Name)			HAS BEEN TRANSFERRED TO (Name)	
EXTENSION			EXTENSION	
DIVISION AND BRANCH			DIVISION AND BRANCH	
SECTION			SECTION	
BUILDING AND ROOM NO.			BUILDING AND ROOM NO.	
DATE			DATE	
SIGNATURE			SIGNATURE	

WORK UNIT SUMMARY

Acquisition, Disposal and Accounting for Library Materials

Purpose and Scope. To identify problems in acquiring, disposing of, and accounting for library materials under existing regulations, and to recommend revised procedures that will be consistent with statutory limitations, that will eliminate impediments to library users, and that will reduce the clerical workload of the library staff.

Relationship of Work Unit to Project Activities

Phase I & II	None	
Phase III	7.1 Document existing procedures and measure cost and effort with assistance of flow charting and work sampling techniques. This will be one of the first requirements in contract to be let for work unit 10.	Sep-Nov 69
	7.2 Recommend revised procedures and staff with OCE.	Dec 69-Jan 70
	7.3 Select announcement and user request techniques to be tried.	Sep-Oct 69
	7.4 Test techniques in 7.3. Procedures to be developed as part of contract to be let under work unit 10.	Nov 69-Jun 70
	7.5 Prepare final work unit report.	Jul-Sep 70
Phase IV	None	

7.0 CATALOGING SYSTEM.

7.1 PURPOSE AND SCOPE.

To select, establish, and evaluate a cataloging system best suited to small technical libraries throughout the Army that best meets the needs of professional personnel using these libraries, that can be automated in the whole or part, and that minimizes the clerical workload of the library staff.

7.2 INTRODUCTION.

The collection comprises about 6,000 items, including books, technical reports, periodicals and microfiche material. Holdings are expected to grow to 10,000 within two years. The Dewey Decimal classification system has been used with the book portion of the collection. The selection and implementation of an appropriate cataloging system was deemed of utmost importance to the library's ability to serve the Savannah District, play a seminal role as a model for other Army technical libraries, and provide a functional link with larger elements in the technical and scientific information community. Thus great care was exercised in determining the most apt cataloging system for the Model Technical Library.

7.2.1 Procedures. The first step taken was to obtain expert information concerning the range of classification systems which might be used. While highly sophisticated, advanced systems of coordinate indexing were considered, it was decided that the acknowledged gain in retrievability provided would be marginal for a small collection and would not justify the very substantial increases in cost. Thus after initial investigation, attention was focused on two alternatives: Retain the Dewey Decimal classification system, or adopt the Library of Congress (LC) classification system. In consultation with Dr. Jahoda of Florida State University, the LC system was decided upon as the classification system of choice. Ready availability of LC cards, and the practice of many book jobbers of providing LC cards with books purchased through them enhanced the economic attraction to the LC system.

It should be noted that a decision on mode of classification for nonbook materials was deferred pending the completion of the user survey and study of its outcome. Material in this category is now shelved by subject. Indexes published by originating agencies may afford sufficient entry to much of this material, as experience in other libraries has proven. It was necessary to start conversion of the catalog to the LC system without diverting library staff time and energy from operating the library and preparing for Phase III. Thus, a contractor was retained to convert the initial portion of the collection.

In addition to the foregoing materials, emphasis during Phase III will be placed on:

- a. Selection of a cataloging system for nonbook material.
- b. Preparation of a manual to be used as cataloging instructions for catalogers and as a tool for training junior catalogers. This will pertain primarily to nonbook cataloging since cataloging of monographs is being handled by an agent under contract.
- c. Development of labor and cost-saving techniques in the operation of the cataloging system. These developments will be based on experiences of other libraries and a cost-benefit analysis of cataloging systems in use.

COMPARISON OF DEWEY DECIMAL AND LIBRARY
OF CONGRESS CLASSIFICATION SYSTEMS

	<u>Dewey Decimal System</u>	<u>Library of Congress System</u>
<u>Stability:</u>	More changes expected	Fewer revisions expected
<u>Flexibility:</u>	Not as easy to expand without upsetting existing classification	Easier to expand
<u>Length of Notations:</u>	Long number used for engineering subjects	More economy of symbols used for engineering subjects
<u>Completeness:</u>	Less complete	More complete
<u>Future Status:</u>	Widely used but losing ground to LC system, especially in technical collections	Widely and increasingly used in technical collections
<u>Automation:</u>		Forms the basis of the projected Marc II Distribution and Retro-spective Conversion Service
<u>Cost:</u>	Conversion would not be required, but running costs are higher	Initial cost of conversion; running cost are lower
<u>User Convenience:</u>	Most users are familiar with the system	Many users are unfamiliar with the system
<u>General Index:</u>	Available	Unavailable
<u>User Manual:</u>	Available	Unavailable
<u>Exchange of Information and Books:</u>	System losing favor with technical collections	System gaining favor with technical collections

7.2.3 Cost of Cataloging. Bids were invited to catalog and otherwise process 1,500 items, mainly books, in the library collection according to the LC classification system. Seventeen firms were furnished the invitation package; two responded. The lower bid, tendered by Information Planning Associates, Inc., Rockville, Maryland, was accepted and the contract awarded at the fixed price of \$5,940. Processing included preparation and pasting of book pockets and original circulation card, and preparation and affixing of book label with call number prepared on SELIN label equipment. For pricing purposes, it was estimated that LC cards would be available for about 60 percent of the material; that 20 percent required original cataloging (no LC cards available); and that 20 percent of the collection represented "added volume" entries. Both bids provided a lower cost per unit for work performed at their office location.

Since only 325 items have thus far been shipped to the processor, it is premature to judge either feasibility or product quality. Final cost of conversion will be evaluated in Phase III. For now, by adding an allowance for librarian time in selection of the material, clerk time in preparation for shipment, and librarian time for spot-checking the product, to the \$3.96 per unit charge by the contractor, a realistic cost estimate for such a relatively small-scale conversion process may be obtained.

7.3 PHASE III PLANS.

Further study will be made of the possible use of automated cataloging projects and cataloging tools generated by these projects. Refer to work unit 11 for additional plans for interfacing with other libraries, information centers, and special projects.

Upon completion of the user survey, the following matters pertinent to the cataloging system will be given attention:

- a. The demands made on the cataloging system by the users and the library staff will be scrutinized.
- b. The relative merits of a single catalog as compared with several discrete catalogs for functionally distinguishable portions of the collection will be weighed.
- c. The degree of cross indexing and extent of personal author listings commensurate with cost and use-value will be investigated.
- d. Periodicity of catalog cumulation, maintenance of catalog currency, and the feasibility of running simultaneous tests with different catalog forms (i.e., printed book catalogs, microfilm catalogs) will be reviewed.

WORK UNIT SUMMARY

Cataloging System

Purpose and Scope. To select, establish, and evaluate a cataloging system best suited to small technical libraries throughout the Army that best meets the needs of professional personnel using these libraries, that can be automated in the whole or part, and that minimizes the clerical workload of the library staff.

Relationship of Work Units to Project Phasing.

Phase I	None	
Phase II	4.1 Selection of cataloging system for book materials	Nov 68-Mar 69
	4.2 Prepare bid invitation for cataloging	Apr 69
	4.3 Perform cataloging by contract	May-Aug 69
Phase III	4.4 Selection of cataloging system for non-book materials	Sep 69
	4.5 Implementation	Oct 69-Mar 70
	4.6 Prepare manual of cataloging instructions to be used as authority for in-house cataloging and as tool for training junior catalogers. This will be the first requirement under contract to be let for staff manual in work unit 1	Jan-Feb 70
	4.7 Evaluate system and determine cost and manpower requirements. This will be done as part of contract to be let under work unit 10.	Mar-Dec 70
	4.8 Conduct study to determine cost saving techniques in cataloging, and develop recommendations that may be applicable to other army technical libraries. This will be done as a part of contract to be let under work unit 10.	Sep-Dec 70
Phase IV	4.9 Prepare final work unit report	Jan-Mar 71

8.0 POLICIES AND PROCEDURES PERTAINING TO ENGINEERING AND CONSTRUCTION STANDARDS.

8.1 PURPOSE AND SCOPE.

To establish and evaluate policies and procedures pertaining to acquisition, maintenance, distribution, and retention of standards by Savannah District. Evaluation will consider the factors of cost and effectiveness, as well as personnel and equipment requirements. This work unit has been included in the TISA Project because non-Governmental standards constitute an important technical resource appropriate for support by a library operation.

8.2 PHASE II EFFORT.

An extensive study of the requirements for maintenance and use of standards in Savannah District was conducted by Miss Eva Schekorra, a consultant, between September and November 1968 and a study report submitted on 20 November 1968. The report's principal recommendations were that a central reference collection of non-Governmental standards (i.e., Commercial standards) cited in District Guide Specifications be established and that the collection be maintained in the Technical Library. The report was circulated to the Chief, Engineering Division, the Technical Library Council, and the TISA Project Committee for comment. There was general agreement that the recommendations be followed.

In the period January through May 1969, policies and procedures were developed for acquisition, maintenance, indexing, and service by the Technical Library and collection of standards initiated. District Regulation 340-1-2 was issued on 12 May 1969, setting forth the policies and procedures. The policies establish a centralized file of commercial standards cited in District Guide Specifications in the Technical Library, permit duplicate copies to be maintained in engineering organizations, require that superseded standards be retained in the Library for two years, and that standards be procured in microfiche when available in that format. The procedures require that the Library send form letters annually to each source of standards to solicit the latest indexes and check indexes against the Library's standards records index files. When superseded, new standards are ordered, and new or duplicate copies furnished as ordered by component chiefs. Superseded standards are maintained in a separate file for two years as are their corresponding index cards. The loan period for library standards is set at ten days. All organizational elements are required to send infrequently used standards to the Library for storage and to furnish lists of those retained within the organization. See annex E for the full text of the regulation.

Implementation of these policies and procedures is still in process, and is expected to extend several months into Phase III. Standards lists are still flowing into the Library from the several organizational components. Obtaining a complete file of indexes and standards from the various societies and other sources and checking them against current holding is proving a very slow and time-consuming effort. All of the relevant sources of standards are being solicited to identify the existence of standards on microfiche or microfilm. It is believed that formal evaluation of the policies and procedures in force should be deferred until the acquisition process has stabilized to a routine updating and the collection is reasonably complete.

8.3 PLANS FOR PHASE III.

The period July through December 1969 will be devoted to a continuation of current efforts to build a complete accessible collection of commercial standards cited in District Guide Specifications, to furnish required duplicate copies to organizational elements, and to supply loan services. During this period a survey will be made to determine whether additional standards are needed as reflected in the frequency of use of OCE Guide Specifications in which they are cited. In the following period, January-June 1970, the library routines for acquisitions and other processing of standards will be appraised, revised as needed, and documented as inputs to tasks 1 and 10.

8.4 EVALUATION OF POLICIES AND PROCEDURES.

Because the library will not have a complete set of required standards until January 1970, the engineering staff of the District cannot be expected to depend heavily on that collection in lieu of their component or personal files until that time. For evaluation of the utility of the centralized file to the staff, more time is needed than is currently allocated to Phase III. It is recommended, therefore, that the Phase III effort for this task be extended through December 1970.

It is planned to gather data for the evaluation of policies and procedures through the first ten months of 1970, allocate one month for data analysis, and an additional month for final evaluation and modification or revision as indicated by the results. The data will be gathered with respect to two kinds of considerations: First, how useful is the centralized collection to the engineering staff, and secondly, how effective are the internal processing procedures and services performed in the library. Two kinds of data will be gathered that can contribute to judgments on the utility of the collection, the degree of overlap between standards held in organizational elements and the library, and circulation trends. These data, together with analysis of costs for the complete standards maintenance operation, will provide the basis for deciding whether the centralized collection should be maintained in the future or whether other policies currently in force need to be modified, such as that for maintaining superseded standards.

For evaluation of library procedures and routines with respect to standards, two kinds of data will be gathered. First, data is needed for the time required for procurement, from executing SAD Form 1608 to receipt, internal processing time from the receipt of a standard until it is shelved and ready for loan, and the processing time required to provide duplicate copies to components. Secondly, data is needed on the labor, time and costs associated with the processing routines, both for detecting routines needing improvement and for assessing the effects of major policy and procedure changes. The routines involved include: Checking District Specification drafts, checking indexes to standards against the library standards records index files, ordering and order file maintenance, receipting procedures, indexing procedures, marking, labeling and shelving, reproduction and delivery to organizational elements, charging and discharging for loan, maintenance of superseded standards and records, and weeding and destruction of obsoleted materials and records.

These data, their analysis, and the associated evaluation will comprise the input required for writing a fiscal technical report on the entire work unit in Phase IV.

WORK UNIT SUMMARY

Policies and Procedures Pertaining to Engineer and Construction Standards

Purpose and Scope. To establish and evaluate policies and procedures pertaining to acquisition, maintenance, distribution, and retention of standards by Savannah District. Evaluation will consider the factors of cost and effectiveness, as well as personnel and equipment requirements. This work unit has been included in the TISA Project because non-Governmental standards constitute an important technical resource appropriate for support by a library operation.

Relationship of Work Unit to Project Phasing.

Phase I	5.1 Make preliminary study of user requirements definitions, costs, matters requiring policy decisions.	Oct-Nov 69
Phase II	5.2 Establish policies and procedures	Dec 68-Feb 69
	5.3 Implementation	Mar - Jun 69
	5.4 Plan evaluation procedures	May 69
Phase III	5.5 Establish complete collection of standards in library	Jul-Dec 69
	5.6 Evaluate policies and procedures contained in DR 340-1-2. This will be done as part of contract to be let under work unit 10.	Sep 69-Dec 70
	5.7 Measure frequency of demands for standards cited in OCE guide specifications, but not in District specifications.	Jan-Jun 70
	5.8 Prepare final work unit report	Sep-Nov 70
Phase IV	None	

Figure 16

9.0 POLICIES AND PROCEDURES PERTAINING TO PERIODICALS AND OTHER SERIAL PUBLICATIONS.

9.1 PURPOSE AND SCOPE.

To establish policies and procedures for the subscription, dissemination, retention, form of retention, i.e., hard copy vs microfilm, and storage of periodicals.

9.2 PHASE II EFFORT.

9.2.1 Determining User Requirements for Periodicals. Prior to mounting the effort on this work unit there had been no reliable information concerning the needs and habits of the user population with respect to periodicals, and the user study, per se, under work unit 3 was being undertaken concurrently. Previous routing practice involved a rather small list of organizations and selected individuals that involved no systematic feedback on the adequacy of coverage or the utility of the periodicals to the persons receiving them. It was also uncertain whether the technical staff was aware of the periodical resources currently available that were not being routed to their organizations, or whether there were additional titles that should be acquired, routed, or otherwise made available for retrospective search through storage of back issues.

A list of 343 current periodical subscriptions was compiled and circulated in February 1969 to District staff component chiefs and branch chiefs, who in turn were expected to have their section chiefs indicate the need for each periodical listed on behalf of their personnel. Figure 17 illustrates the nature of the list and the kinds of questions asked of the recipients. The questions were intended to identify those titles that were needed for routing, those that were needed for reference only, and the time requirements for retention, as well as titles that appeared not to be needed by anyone. Presenting the entire list was also intended to inform the various sections and staff of the resources available. All organizations completed their review of the list and returned it with appropriate markings by the end of March 1969.

Examination of the returned periodical list revealed that the column (see figure 17) headed "Frequency of Reference to Back Issues" has rarely been marked, and that many branch chiefs had failed to indicate which sections were or were not to be involved in the routing. Where this latter omission occurred, the section chiefs were contacted by telephone, and their responses recorded for the routing list. This information was entered in the "Periodicals Records File," a 3X5" card file containing all information needed for each title for acquisition, routing, and retention. It was decided to compile a new master list of periodicals that would include columns showing existing routing.

frequency of issue, price, place and time of retention, that would assist in maintenance of the Periodicals Records File and form the basis for the preparation of a District Regulation covering policies and procedures for periodicals. The Periodicals Records File was updated to reflect the information in the list and the revised routing practice initiated in May 1969.

9.2.2 Establishing Policy and Procedures. District Regulation 1-1-4 issued 20 May 1969, sets forth the policies and procedures governing acquisition, routing, retention, and subscription renewals of periodicals, for the benefit of both the library user and the library staff. The policies established for acquisitions and routing are intended to ensure that the periodicals acquired and routed are germane to the District's mission, and at the same time, to provide practical means of control without unduly inhibiting users. The policy with respect to retention provided for complete library control of back issues and decrees that back issues will be retained on microfilm where possible. The procedure governing subscription renewals provides that three months prior to expiration date, notification will be made to all organizations on routing for indication of need. Also, each component chief will review annually the entire periodicals list. Certain titles are retained by the library as general information periodicals for ready reference and overnight loan. (See annex F for the complete text of this Regulation.)

9.2.3 Retention of Back Issues on Microfilm. Of the 364 periodicals currently received by the library, only 45 are available for purchase from University Microfilms. Further inquiry will be made as to other possible sources. At present, however, it appears that it would be too costly to consider microfilming more than a half dozen titles not already available on film, and that there is no ready source of supply for most of the collection. This means that most of the collection must continue to be retained in hard-copy format. Also, it was hoped that an experiment could be mounted in Phase III that would compare the acceptability and utility of microfilmed periodicals against hard copy for retrospective access. It does not appear practicable to conduct such an experiment in the near future due the small proportion of journals available on microfilm.

It is planned to acquire all available journals on microfilm that are needed to be retained for more than one year and to assess the requirements for in-house microfilming of selected journals not readily available. It is estimated that black and white negative, continuous strip 35mm film, can be produced in District facilities for 6 cents per frame, or 3 cents per page. Color microfilm for one or two titles is also required. In-house costs here are estimated at 25 cents per frame, or 12½ cents per page. The current workload in local facilities, however, may necessitate use of commercial sources that would involve higher costs.

It is unfortunate that a hard copy vs. microfilm experiment cannot be mounted early in this project, because the cost and effectiveness trade-offs are not at all clear. If one considers storage alone, clearly microfilm is much less expensive. Yet cost for a year's hard copy storage of a typical periodical in the District Library collection is less than 50 cents. Microfilm requires readers, whose cost must be added to storage, and whose use by technical personnel may require more of a labor investment than is characteristic of a search in equivalent published paper. If reader-printers are used, their cost and the cost of reproduction must be added to the total. Finally, these factors need to be related to density of use and demand, and the relative responsiveness of the two forms of access.

9.3 PLANS FOR PHASE III.

The work planned for Phase III covers three distinct activities: First, an effort directed toward establishing an optimum practice for retention of back issues of periodicals; second, further development and evaluation of the automatic dissemination already begun; and last, an appraisal of the other policies and procedures covered in District Regulation 1-1-4.

9.3.1 Retention of Back Issues of Periodicals. In accordance with provisions of the above regulation, the library will acquire microfilm backfiles from University Microfilms on all periodical titles currently available that are needed for retrospective access beyond one year. Other sources for titles not covered by University Microfilms will be sought. Consideration will be given to microfilming with Savannah District facilities selected titles not available through any external source. These acquisitions, together with that of a microform reader-printer, will provide an initial basis for future studies that will compare the utilities and cost trade-offs for microfilm vs. hard-copy versions of periodicals.

In preparation for these studies, record-keeping procedures will be developed to gather evidence for appraisal of current acquisitions, routing, and retention policies. These will include:

- a. The development of reference records of titles searched and of request for titles not held in the collection.
- b. Records of titles circulated other than through routing.
- c. Development of lists of frequently used and unused titles.
- d. Development of a machine-readable file reflecting the content of the Periodicals Records File that can be used to produce dissemination and routing lists, renewal notices, special listings for particular studies and acquisitions processing support.

9.3.2 Dissemination of Periodicals. The development of machine-readable files of periodicals records containing all acquisitions, retention, and routing information will also provide one essential basis for studying the feasibility of selective dissemination to employees of the Savannah District. Programs will be developed for the GE 225 computer to sort, collate, and list the information required for the initial studies. Prior to implementation of computer support, two studies will be mounted that will guide the development of program design requirements and give useful evidence on the adequacy of current routing practice to organizations. The first study will use the user profiles developed under work unit 3 to identify periodicals of interest to employees of the District. The results of this will then be compared with current routing to assess overlap among individuals. Routing will then be initiated to a selected group of individuals for titles not already being routed to their organizations. Feedback mechanisms will be developed to assess the adequacy of the profile-directed routing and for detecting titles that are clearly of interest to others in those organizations, but that were not chosen for routing earlier. It is expected that this study will aid in improving the adequacy of current organizational routing and in appraising the degree to which the user profile vocabularies reflect actual requirements.

A second study will involve xeroxed title page dissemination of periodicals of general interest not routed to groups and individuals to assess the utility of this kind of service to Savannah District personnel. This will be combined with an appraisal of the feasibility of using Key-Word-In-Context (KWIC) or Selective-Dissemination-of-Information (SDI) programs for the GE 225 to support future dissemination tasks.

9.3.3 Evaluation of Current Policies and Procedures. Experience with implementation of policies and procedures under current regulations will be evaluated in the light of the several studies, experiments, and results of other work performed in this and other work units. A report will be written summarizing the conclusions of the evaluation and giving recommendations for modification, revision, or retention of these policies and procedures. The evaluation report will be incorporated in a comprehensive technical report covering all phases of this work unit to be submitted at the end of Phase III. If Phase III can be extended through December 1970, it is expected that the report will present firm recommendations on the utility of user profiles and the feasibility of using computer support for SDI and other periodicals-related functions in a small technical library.

EXTRACT OF QUESTIONNAIRE ON PERIODICALS

Periodical Title	Annual Cost	Desire to be on Routing	Needed for Reference only	Frequency of Reference to Back Issues *
U. S. Government Research and Development Reports	Free			
Washington Newsletter	\$ 5.00			
Water and Sewage Works	7.50			
Water and Wastes Digest	Free			
Water and Wastes Engineering	10.00			
Water Newsletter	24.00			
Water Power	17.00			
Water Resources Research	13.00			
Water Resources Review	Free			
Water Tower	Free			
Weekly Docket	Free			
Weekly Weather and Crop Bulletin	Free			
Welding Engineer	7.00			
Wildlife - South Carolina	Free			
Williams Form & Rock Bolt Engineering	Free			
Wood Preserving News	Free			
Work Boat, The	Free			
World Dredging & Marine Construction				
World Ports & Marine News	Free			
Yearbook - Highway Research Board				

* Enter "F" if refer to back issues at least four (4) times per year and "I" if less than four (4) times per year.

WORK UNIT SUMMARY

Policies and Procedures Pertaining to Periodicals and Other Serial Publications

Purpose and Scope. To establish policies and procedures for the subscription, dissemination, retention, form of retention, i.e., hardcopy vs. microfilm and storage of periodicals.

Relationship of Work Unit to Project Phasing.

Phase I	None	
Phase II	6.1 Determine requirements through questionnaire	Feb 69
	6.2 Establish acquisition and dissemination policies and issue District Circular	Mar-Apr 69
	6.3 Implement circular	Apr-May 69
	6.4 Investigate microfilm service companies and equipment requirements	Apr-May 69
Phase III	6.5 Acquire microfilm equipment and begin acquiring periodicals on microfilm	Aug-Sep 69
	6.6 Investigate commercial microfilming of periodicals not available on microfilm	Aug-Dec 69
	6.7 Evaluate policies and procedures established by DR 1-1-4. This will be a part of contract to be let for work unit 10.	Sep 69-Dec 70
	6.8 Prepare programs for processing of periodical file data on GE 225 computer. To be done by a consultant.	Jan-Mar 70
	6.9 Prepare request for proposal for design and support of user profile and SDI experiments	Apr 70
	6.10 Conduct user profile - SDI experiments and prepare separate report	May-Dec 70
Phase IV	6.11 Prepare final work unit report	Jan-May 71

Figure 18

10.0 EVALUATION OF A VENDOR CATALOG MICROFILM INFORMATION SYSTEM (VSMF).

10.1 PURPOSE AND SCOPE.

To evaluate the use of a Vendor Catalog Microfilm Information System which, if proved feasible, could ultimately replace vendor's hard-copy catalogs. Evaluation will consider the factors of cost, effectiveness, scope of application, and acceptability, as well as personnel and equipment requirements. The evaluation will be limited to the Design Branch. This work unit has been included in the TISA Project to determine whether the administrative support required for the VSMF system should be a responsibility of the library rather than the engineering staff.

10.2 PHASE II EFFORT.

The tasks performed in Phase II included upgrading of the microfilm file to include all required catalog data, establishment of equipment requirements, and acquisition of required equipment not already available in the facility.

10.2.1 Upgrading the Microfilm File. The VSMF catalog used for this evaluation project is confined to the Plant Engineering File, and is supplied by Information Handling Services, Inc. The file contains more than 8,000 vendors' catalogs; however, this did not cover many hundreds of hard-copy catalogs in use by Design Branch personnel. The Plant Engineering File is divided into sections including Architectural and Structural Sections, Electrical Section, Instrument and Control Section, Materials Handling Section, Mechanical Section, Process Piping Section, Plant Operating Equipment and Materials Section.

In the period February through April 1969, considerable effort was spent in upgrading the microfilm file to include all vendors catalog data presently contained in the design sections files. Representatives from each section were designated to inspect and screen the vendors' catalogs of their sections, and to prepare data request cards for desired catalogs not contained in the VSMF file. Through this effort some 350 data request cards were submitted to Information Handling Services, Inc. Some additional effort was spent in studying the feasibility of adding the Military Specifications File to the Plant Engineering File as a part of the VSMF evaluation.

10.2.2 Equipment Requirements and Acquisition. May through June 1969 was spent in establishing equipment requirements and initiating their acquisition. By 1 June the VSMF equipment in use consisted of one 16mm reader-printer with the complete Plant Engineering Microfilm File and one

8mm satellite viewer accompanied by the Architectural and Structural Section of the file only.

The requirements study indicates that the evaluation project required an additional three 8mm satellite viewers and four complete 8mm Plant Engineering Files. The 16mm reader-printer will be placed in a central location accessible to all elements of the Design Branch. One each of the 8mm viewers with associated microfilm files will be placed in the Mechanical Section, Electrical Section, Architectural Section, and Structural Section, respectively. Other engineering sections will have ready access to this equipment. The 8mm viewers are portable and can be carried to an engineer's desk as needed. Acquisition of the equipment is expected on or about 1 July 1969. If it is decided to include the Military Specifications File, the annual cost of this total service including equipment will be \$11,800. Without the Military Specifications File the cost will be approximately \$8,800.

10.3 PLANS FOR PHASE III.

10.3.1 Establishing Methodology and Procedures for Evaluation. The first task of the Phase III effort will be that of establishing the overall methodology of the evaluation, determination of the factors to be explored, construction of an experimental design, and elaboration of the procedures and associated schedule for conduct of the experiment, data analysis, and final evaluation. This task will cover the period August through October 1969. Concurrent with this task will be an effort to further upgrade and update the coverage afforded by the VSMF file, to assure maximum comparability with the hard-copy files maintained.

There are a large number of factors that need to be considered for any comparative appraisal of the utility of a manually maintained hard-copy catalog file and a microfilm file. Some of these include: Comparative search times for persons familiar and unfamiliar with particular catalogs in the two formats, comparative storage area requirements and costs, currency and coverage of the two files, reproduction requirements and costs, and the overall acceptability of the microfilm facility vs. hard-copy files by the user population.

10.3.2 Conducting the Evaluation. Upon completion of the foregoing design effort, the evaluation experiment can be undertaken. Meanwhile the VSMF equipment will have been installed and the personnel given time to become familiar with using it and with searching the microfilm files. During October 1969, the evaluation procedures will be tested with a small group of catalog users to ensure that they meet the design objectives, and will be modified as required. The various studies and experimental testing required for the evaluation will be conducted November 1969 through April 1970. Analysis of the study results and test data will occupy May and June 1970. These efforts will supply the required information as input to the preparation of the final report on the work unit in Phase IV.

WORK UNIT SUMMARY

Evaluation of a Vendor Catalog Microfilm Information System (VSMF)

Purpose and Scope. To evaluate the use of a Vendor Catalog Microfilm Information System which, if proved feasible, could ultimately replace vendor's hard copy catalogs. Evaluation will consider the factors of cost, effectiveness, scope of application, and acceptability, as well as personnel and equipment requirements. The evaluation will be limited to the Design branch. This work unit has been included in the TISA Project to determine whether the administrative support required for the VSMF system should be a responsibility of the library rather than the engineering staff.

Relationship of Work Unit to Project Phasing.

Phase II	8.1 Upgrade microfilm file to include all vendor's catalog data	Feb-Jun 69
	8.2 Establish additional equipment requirements	May 69
	8.3 Acquire additional equipment	Jun 69
Phase III	8.4 Establish methodology and procedures for evaluating system	Aug-Oct 69
	8.5 Conduct evaluation	Oct 69-May 70
	8.6 Compile and analyze data obtained (Tasks 8.4 and 8.6 will be done by a consultant)	Jun 70
Phase IV	8.7 Prepare final report on work unit	Jul-Aug 70

Figure 19

11.0 RELATIONSHIPS WITH EXTERNAL SOURCES OF INFORMATION AND SERVICES.

11.1 PURPOSE AND SCOPE.

To establish and evaluate relationships with other libraries, information centers, professional and technical societies and organizations, and commercial information services.

11.2 INTRODUCTION.

As indicated in TISA Project report No. 23, the role of the library in relation to other information activities, Federal organizations cannot afford to let their libraries be mere storehouses for books. Instead they must become much more than that by taking on many of the functions traditionally assigned to information centers. Early indication from the user survey is that the Savannah District library must, as a number one priority, establish itself as the instrument by which users obtain information from other libraries and information centers. This function in the Savannah District library will be much more important than maintaining the collection. In addition to establishing channels of communications with external information sources, the library must avail itself of services which other organizations can provide to reduce the workload on the District library staff.

11.3 SUMMARY OF ACTIVITIES TO DATE.

During Phases I and II, visits were made to the libraries of universities, commercial firms, and Governmental organizations in the Southeast to obtain information on the mission organization services and equipment available in these libraries. The librarian attended the ISAD/LC Special Institute on the use of MARC-II tapes held at Georgia Tech's Prince Gilbert Memorial Library. Mr. Kozalka, Research and Development Liaison Officer, Defense Documentation Center, visited the District and gave a general orientation on the services offered by DDC. Memberships have been established in various organizations such as Special Library Association, American Library Association, and other professional groups which provide information useful to the District. Contact has been made with Commerce Clearing House, Inc., and plans are being made to evaluate utilizing of their services. A commercial firm has been retained to catalog the existing collection of book materials as explained in section 7, and the use of jobbers for acquisition of new book material has been investigated as explained in section 6.

11.4 PLANS FOR PHASE III.

11.4.1 Use of External Information Sources. The user survey will indicate some of the libraries and information centers around the country that have the most to offer Savannah District employees. Communications with these organizations will be established early in Phase III and users will be orientated on the information available and how to obtain it.

11.4.2 Use of Information Services. Use of information services such as those provided by Commerce Clearing House, Inc., will be tried for selected groups of users throughout Phase III.

11.4.3 Use of Support Services. Throughout Phase III the library staff will investigate and make use of the services of commercial firms and other Federal agencies to perform cataloging, microfilming, and other tasks which small technical libraries will normally not be able to accomplish due to limited staff. Plans in this area are discussed in greater detail as a part of other work units, but the goal will be to evaluate their effectiveness and to measure their cost and manpower requirements.

11.4.5 The Library Organization. One of the most difficult tasks planned for Phase III will be that of building the image of the library in the minds of the user particularly with respect to this work unit. The library staff will have to develop and implement streamlined procedures for responding to user requests for information from external sources. The speed and accuracy of the responses will, of course, determine the success of the partnership that must be developed between District employees and the library organization.

WORK UNIT SUMMARY

Relationships with External Information Sources and Services

Purpose and Scope. To establish and evaluate relationships with other libraries, information centers, professional and technical societies, organizations, and commercial information services.

Relationship of Work Unit to Project Phasing.

Phase II	11.1	Establish membership in organizations such as Special Libraries Association, et al	Nov 68-Jun 69
	11.2	Gather information on commercial information services available	Nov 68-Jun 69
	11.3	Establish relationship with Defense Documentation Center and gather information on support it can provide	Feb 69
	11.4	Initiate limited bibliographic service with DDC for orientation purposes	Mar-Jun 69
	11.5	Establish relationship with Research Center Library at Waterways Experiment Station and gather information on support which it can provide	Apr 69
Phase III	11.6	Select information services for evaluation during Phase III using information gathered during Phase II and user survey report	Aug 69
	11.7	Test and evaluate selected information services	Sep 69-Dec 70
	11.8	Conduct user orientation on available external information services	Sep 69
Phase IV	11.9	Prepare final work unit report	Jan-May 71

Figure 20

12.0 SPACE, FURNISHINGS AND EQUIPMENT.

12.1 PURPOSE AND SCOPE.

To provide information on cost, quantities, and arrangements for use in the Commander's Handbook. No experimentation will be conducted in this area. Instead, those experiences and factors which may be relevant to other Army libraries will be recorded.

12.2 SUMMARY OF ACTIVITIES TO DATE.

12.2.1 Space. The building alterations necessary to provide a suitable space for the library were accomplished during Phase I and the early part of Phase II. The amount of space was the maximum which the District could afford but conditions have already become cramped. During Phase II an isolated work area was provided as shown at figure 21. The architectural features of the interior of the library are discussed in the Phase I report.

12.2.2 Furnishings and Equipment. The furnishings and equipment procured to date are listed at figure 22 and their arrangement in the library is shown at figure 21. Wood furniture has been used predominantly as discussed in the Phase I report and the items which have been purchased since that report are marked with a double asterisk. Funds have been included in the Phase III budget for the amortization of this equipment by the District.

12.3 PLANS FOR PHASE III.

12.3.1 Equipment. A Xerox machine for microfilm reproduction will be leased during Phase III to produce copies of information on roll film and microfiche, in response to user request. Also several types of microfilm readers, duplicators, and printers will be rented during Phase III in connection with work units 5, 6, and 8. Finally, miscellaneous small items of equipment, such as filing cabinets for microforms, will be procured during Phase III. Funds for the above equipment have been included in the Phase III budget.

12.3.2 Room Arrangement. It is expected that the use of additional equipment and changes in the pattern of activities in the library will necessitate changes in the library floor plan during Phase III. Emphasis will be placed on moving administrative operations to the work area so that the library proper will be completely available to users. In the middle of Phase III the library work area will be slightly increased in size, which will necessitate some rearrangement of that room.

12.3.3 Final Report. Toward the end of Phase III a final report will be prepared on this work unit to provide information which may be useful in the Commander's Handbook.

Library Furnishings and Equipment

<u>Item No.</u>	<u>Unit</u>	<u>Description</u>	<u>Quantity</u>
1	ea	Reference and Charge Out Desk	1
2	ea	Chief, Librarian's Desk	1
3	ea	Circulation Desk	1
4	ea	60 Tray Card Catalog Cabinet	1**
5	ea	6 Tray Shelf List Cabinet	1
6	ea	Dictionary Stand	1
7	ea	Atlas Stand	1
8	ea	Study Carrel, 4-way	1
9	ea	Library Table	1
10	ea	Periodical and Newspaper Shelving	2** (1)
11	ea	High Shelves, Double faced	4
12	ea	Low Shelves, Single faced	3
13	ea	High Shelves, Single faced	1
14	ea	High Shelves, Single faced	1
15	ea	Swivel Arm Chairs	5
16	ea	Library Arm Chair	8
17	ea	Display Bookcase (not shown on Floor Plan)	1
18	ea	Step Stool (not shown on Floor Plan)	1
19	ea	Microfiche Reader *	1
20	ea	Microfiche Reader Printer *	1
21	ea	Microfilm Reader (35mm or 16mm)*	1
22	ea	Xerox Model 720*	1
23	ea	Cataloging Desk	1
24	ea	Carpet, Approximately 89 square yards	1
25	ea	Work Tables	2
26	ea	Book Cases	5
27	ea	Filing Cabinets	6
28	ea	Office Chairs	3
29	ea	Circulation Desk (periodicals and non-Government Standards)	1

- NOTES: (1) Item numbers correspond to numbers shown on Technical Library floor plan, June 1969.
- (2) Items marked by an asterisk were on hand or were procured for purposes other than the TISA Project.
- (3) Items procured during Phase II

Figure 22

WORK UNIT SUMMARY

Space, Furnishings, and Equipment

Purpose and Scope. To provide information on cost, quantities, and arrangements for use in Commanders handbook. No experimentation will be conducted in this area. Instead those experiences and factors which may be relevant to other Army libraries will be recorded.

Phase I	13.1	Provide physical facility, using space available and guidance from librarian and architect	Jun-Oct 68
Phase II	13.2	Procure furnishings	Sep 68-Mar 69
	13.3	Provide work area	Oct 68
Phase III	13.4	Adjust room arrangement for maximum efficiency	Jul 69-Jun 70
	13.5	Procure additional equipment based on requirements of other work units	Jul 69-Jun 70
	13.6	Prepare final work unit report	Oct-Dec 70
Phase IV		None	

Figure 23

13.0 MEASUREMENT OF LIBRARY OPERATIONS AND SERVICES.

13.1 PURPOSE AND SCOPE.

To identify those operations and services which should be measured to provide periodic indications on how the library or its services are being used and to provide information for determining when changes should be made in the services, staff, budget, facilities, or policies of the library. To develop procedures for making these measurements and to prescribe how each item of data will be defined and used.

13.2 INTRODUCTION.

Very little effort has been expended on this work unit in either Phase I or Phase II. Since the library was just being organized during these phases, work on this unit was not considered to be a meaningful undertaking. This work unit is, however, considered to be the most important of the entire project since it will provide the information needed by the manager or commander in relating money and manpower to library operations, and services to the user's needs.

13.3 PRESENT PROCEDURES.

At present workload statistics are maintained on a monthly basis and include collection of data on books processed, reference questions, standards, newspapers, and browsers. Each of the categories except newspapers and browsers is further subdivided. Staff time spent on each of the work units in the TISA Project is recorded as well as the time spent by members of the Holdings Committee in the screening of material for updating the collection. The library staff members have not attempted to record their time devoted to other activities, nor have there been any attempts at work measurement studies. The library staff fulfills its administrative reporting requirements by completing ENG Form 2542, Operating Program Schedule Annex, as shown in figure 24. This form provides a report of performance for each quarter and an annual fiscal year total.

13.4 PLANS FOR PHASE III.

The present system for recording and reporting statistics on library operations and services is well-recognized as inadequate for the important task of collecting data for measuring and evaluating the library's performance. For example, in The Information Center: Management's Hidden Asset, Morton Melzer lists nine basic criteria which can be used to measure and evaluate an information center's performance. These are: (1) Timeliness, (2) completeness, (3) accuracy, (4) recall, (5) relevance, (6) simplicity, (7) flexibility, (8) economy, and (9) user orientation. These and other criteria apply equally as well to libraries. During Phase III,

the library staff will continue to collect statistics to fulfill its administrative reporting requirements. However, it is planned to carry out a management study of the library; to examine rigorously and systematically the operations performed and services rendered; and to develop techniques for gathering data which will be meaningful within the Savannah District environment for measuring and evaluating the library's performance according to criteria such as those mentioned above. This work must necessarily be done under contract, since present internal staff allocation would not allow for such an extensive study.

13.4.1 Plans for Management Study. The purpose of this study is to review and analyze existing library operations and services to its users and to develop improved methods for the recording and measurement of its activities. The results must provide the District with data on the money and manpower required to provide each library service efficiently and effectively. It must provide the library staff with simple, workable measurement techniques which will not burden the staff with details so time-consuming as to detract from services provided to the user. It is expected that the study will:

- a. Research areas of improvement in operations and services;
- b. Make recommendations for improvement;
- c. Provide necessary forms for the efficient collection of data; and
- d. Devise methods of recording, maintaining, and analyzing the data collected.

The study will also consider the uses of mechanization with regard to the last-named activity, to the extent that such mechanization might be feasible or practicable for a small library.

13.4.2 Review and Analysis of Present Operations. A complete review of present library operations will be made through flow-charting and work measurement techniques. Selection of specific areas for study will be on a priority basis, derived by considering those activities which involve large amounts of money, repetitive operations, and specific problem areas. In turn, information will be gathered on the steps involved in each activity, time requirements, and costs. Areas to be considered include periodical handling, acquisition and accountability procedures, and others. Present user services will be defined and analyzed in terms of the total volume of transactions, numbers of users involved, and users' demands (including unsatisfied requests). Services to be studied include announcement bulletins, reference activities, and circulation.

Forms for recording and reporting library activities will be collected and reviewed. The flow-charting process discussed earlier will display how each form is used and how it relates to the performance of specific activities. Criteria for evaluating each form will be developed in light of its specified purpose. Is it fulfilling its purpose by providing the data needed? Is it too complicated or too time-consuming? Is the data presented in such a way as to provide rapid and comprehensive retrieval of meaningful figures for analysis and reporting purposes? Can any form be eliminated, or two or more combined? Specific areas to be investigated in Phase III to determine statistics will be most meaningful for continuing evaluation of the library include:

- a. Reference - number and types of requests, time involved, subject areas involved.
- b. Telephone requests - number and type of requests, time involved
- c. Circulation - number and types of items, various types of loans, and volume of transactions
- d. Book handling - acquisitions, processing, and subject areas covered
- e. Periodical handling - same as for books
- f. Reports and other types of materials - same as for books
- g. Interlibrary loan
- h. Regulations
- i. Staff utilization - time spent in various activities, users served, activities carried out
- j. Users - number and components represented, types of requests received, in-library use, routing requests. Results of the user survey will assist in this analysis.

13.4.3 Recommendation of Improved Methods. The contractor will compare results of this study with the published results of other related studies, and will make recommendations for improvement of library operations, user services, methods of measurement, meaningful statistics to be collected, and forms for recording and reporting of library activities and services. Consideration must also be given to comparative measures for technical libraries provided by the Special Libraries Association and other organizations. Publications such as the following provide some basis for comparison:

a. Special Libraries Association, Objectives and Standards for Special Libraries, December 1964

b. Strable, Edward G., ed., Special Libraries: A Guide to Management, SLA, 1968

c. Special Libraries Association, Profiles of Special Libraries, 1966

d. Strauss, Lucille, Scientific and Technical Libraries

Of particular importance will be consideration of alternative methods and procedures of collecting data for measurement and evaluation, and the relative merits of sampling vs. continuous collecting for some activities must be weighed. The identification of those statistics which will be most meaningful to the library, to the Savannah District, and to the TISA program, and the frequency and detail necessary for reporting them, are also major factors.

Forms to be developed for use in recording of data must increase the ability of the library to measure its effectiveness in services to its users and in carrying out operations in the most efficient, cost-conscious manner. Formats of these data collecting forms will be simple and concise. Clear and complete instructions for the completion of each form are to be provided as a part of the study.

OPERATING PROGRAM SCHEDULE ANNEX									
ACTIVITY TITLE AND CODE (AN 1-21 Series)				APPROPRIATION SYMBOL AND ACCOUNT CODE				FISCAL YEAR	
Base Operation				9090.29				59	
Command Administrative Services				S&T Info (Including Libraries)				SCHEDULE/ANNEX NO. AND DATE	
								CHANGE NO. AND DATE	
LINE NO.	ACTIVITY DETAIL	ACTIVITY CODE	PERFORMANCE FACTOR (Unit of Measure)	QUARTERLY PHASING OF PERFORMANCE FACTORS				FISCAL YEAR TOTALS	
				1ST QTR	2ND QTR	3RD QTR	4TH QTR	ORIGINAL	REVISED
1	2	3	4	5	6	7	8	9	10
1.	Libraries	(a)	No. Items Received	9,000	8,000	10,000	10,000	37,000	
		(b)	Routine Svc Requests	1,500	1,000	500	1,000	4,000	
		(c)	File Actions	2,500	1,500	2,000	2,000	8,000	
		(d)	Detailed Search & Extract of Information	200	100	200	250	750	

WORK UNIT SUMMARY

Measurement of Library Operations and Services

Purpose and Scope. To identify those operations and services which should be measured to provide indications from time to time on how the library or its services are being used and to provide information for determining when changes should be made in the services, staff, budget, facilities or policies of the library. To develop procedures for making these measurements and to prescribe how each item of data will be defined and used.

Relationship of Work Unit to Project Phasing.

Phase I	None	
Phase II	10.1	Collection of minimum amount information for decision making and reporting Nov 68-Jun 69
	10.2	Identify operation and services to be measured. Jun 69
Phase III	10.3	Prepare request for proposal on items 10.4, 10.6, and 10.7 Aug 69
	10.4	Define terms and prescribe procedures for collection of data. Prepare forms. Sep 69
	10.5	Collection of data under new system Nov 69-Dec 70
	10.6	Flow chart individual library operations where practicable and measure costs and effort through sampling techniques. Nov 69-May 70
	10.7	Write report identifying cost and effort required for each library operation, comparing these with existing standards, and recommending improvements. Jun-Aug 70
Phase IV	10.8	Prepare final work unit report Jan-May 71

Figure 25

14.0 FINANCIAL ADMINISTRATION.

14.1 PURPOSE AND SCOPE.

To establish the library budget, define its categories and develop supporting data and policies. To establish cost accounting procedures for each project work unit and each facet of library operations. To establish policy for determining what will be charged to TISA funds and what will be charged to the District.

14.2 BACKGROUND.

Until the initiation of the model library project, there was no actual library budget; library costs were charged to the Savannah District general overhead account. An exception to this generalization was that non-Governmental standards (ASTM, for example) were paid from Engineering Division funds because of the normal working tool status of these publications and their retention in a satellite collection.

As reported in Phase I of the TISA Project, a survey of Engineer libraries and other military installation libraries showed that few such facilities maintain separate budgets, and those that do treat the funds allocated and expended in rather global categories which make cost-benefit analysis or other modes of control of utility impossible.

In an effort to obtain greater control over the use of funds through development of detailed knowledge, a set of categories was established for the Library budget. In a budget formulated 15 October 1968, labor, travel, supplies (including collections), rentals, equipment, contracts, and overhead were identified as line items, with detailed subdivisions under each heading (see annex N to TISA report No. 1).

The total expenditures to date is included in figure 26, Status of Funds, 30 June 1969. The manner of presentation of these expenditures reflects a revised budget policy implemented on 12 February 1969. Under this policy, both the District and TISA figures have been presented in an 10-heading account. Very importantly, this revised policy not only represented a refinement of budget categories, but also it put the focus of the budget on expenditures rather than on the sources of funds.

Through 30 June 1969 \$120,000 was made available for TISA project. TISA and District funds of \$100,554 have been expended; of the amount expended, \$ 70,142 came from TISA and \$ 30,412 from the District. Line allocations are labor, equipment, collections, supplies, travel, services, contract, surveys, and studies, physical facility improvements, miscellaneous, and overhead.

14.3 FURTHER DISCUSSION OF BUDGET.

Additional Army libraries were contacted by telephone during Phase II for further comparison of budget presentation and line items considered. As in the information obtained during Phase I, the libraries often do not prepare budgets and in cases where they do, the categories tend to vary from agency to agency, primarily as a result of local regulations. In instances where contracts for library activities are let outside the agency, budgets are often divided into three major categories: Labor costs, internal costs, and external costs, each with its own subdivisions. Labor costs include allotted positions, part-time employees, overtime, summer employees, etc. In some agencies, this also includes an 8% additional amount to cover benefits. The internal costs include books, periodicals, indexing and abstracting services, reports (hard copy), supplies and equipment, purchase of Library of Congress cards, travel, and computer time. External costs include all contract work and any charges for outside services such as key-punching. Though the cost of postage, telephones, messenger service, maintenance, insurance, utilities, duplicating, printing, space rental and the like are not normally included in Government library budgets, they often are for other special libraries, and become important factors when determining overall costs of a library operation or in determining unit costs for various activities (e.g., interlibrary loans).

In Special Libraries Association literature relating to budget preparation for technical libraries as well as in many books in the field, percentages of the total allocation spent on salaries, collection, and other categories are given rather than exact dollar amounts. Due to the personnel allocations assigned to libraries within the Army, it is more difficult to follow the average 70% (67-72%) of total budget for salaries. A review of Army respondents to the "Survey of Special Libraries Serving the Federal Government" does, however, show that of 23 respondents, 15 fall within the 60-80% range (refer to Figure 28). In the two cases reporting 30 percent, one of the libraries, Redstone Arsenal, is highly automated with computer cost presumably taking a larger percentage of available funds and possibly representing a need for a smaller staff. In the other case, Dugway Proving Ground, the remote location indicates problems in attracting staff. In libraries where percentages were higher than 80%, other categories of expenditures either were not reported or were low. (In this survey only three categories of operating expenditures--library materials, binding, and other expenditures--were used in reporting in addition to salaries.) In studies by associations and individuals, the percentage for literature (including books, journals, indexing and abstracting services, back issues, technical reports, and translations) averages 25%, with supplies at 3%, and travel and memberships at 2%. Figures for these areas for Army respondents to the above referenced survey would vary according to the effect of salary percentages.

A comparison of the FY 69 expenditures and obligations, less contract costs, compared with those budgeted for Phase III is shown at figure 29.

14.4 PLANS FOR PHASE III.

The fiscal 1970 budget is presented in figure 27. The Savannah District will continue to absorb more of the library's operating costs and in these categories the TISA funds allotted will decrease. Some library costs will continue to be charged to accounts other than general overhead, i.e., Engineering and Design account will retain some of the costs. This is important to the Corps of Engineers only, and must be consistent with its accounting practices.

In the 1970 budget, salaries of the Librarian, the Assistant Librarian, and Library Assistant are paid by the District. Temporary employees and committee members (refer to project organization in section 2 of this report) involved in work units of the Model Technical Library Project are charged to TISAP. The 1970 figure for equipment covers amortization of equipment already purchased and rental or purchase of additional equipment needed for Phase III (refer to section 12 of this report for more information on equipment needs). In the 1970 budget the figure for the collection has been brought into line with the average for special libraries (see paragraph 14.3 and figure 29) when contract surveys and study costs are excluded. In the 1970 figure the District assumes more of the total collection cost. Money for reproduction work, ADP and microfilming services for work unit number 6, and information services such as Commerce Clearing House is included under allocations for services. Refer to the summary in section 15 of this report for details of the contract survey and studies figure.

Varying formats for budget presentation will be tested in Phase III. In addition, attempts will be made to revise the ledger format to provide for recording daily and weekly expenditures for each category covered by a specific project fund number. This will lead to the monthly and quarterly totals, possibly by the provision of forms designed to handle a project fund number for each month. The design of this form will allow for easy transfer of information to the monthly Status of Funds format. Such changes will eliminate many steps now involved in the recording and reporting of expenditures.

In addition to improving cost accounting techniques one of the major efforts during Phase III will be to develop unit costs for various activities such as book processing, circulation, etc.

The essence of the Model Technical Library is that it should be a well-honed working tool. The present and planned budget development steps will foster gains in this direction.

THE MODEL TECHNICAL LIBRARY PROJECT
STATUS OF FUNDS, 30 JUNE 1969

1. TISA Project Funds Received			\$120,000
2. Expenditures			
	<u>TISAP</u>	<u>DISTRICT</u>	<u>TOTAL</u>
a. Labor	\$20,802	\$16,505	\$37,307
b. Equipment	5,255	* 582	5,837
c. Collections	5,375	13,314	18,689
d. Supplies	1,155	11	1,166
e. Travel	652	-0-	652
f. Services	788	-0-	788
g. Contracts Surveys & Studies	17,068	-0-	17,068
h. Physical Facility Improvements	3,654	-0-	3,654
i. Miscellaneous	227	-0-	227
j. Overhead	<u>6,157</u>	<u>-0-</u>	<u>6,157</u>
Subtotals	\$61,133	\$30,412	\$91,545
3. Obligations to TISA Project Funds			
a. Contract Survey & Studies		\$9,009	
b. Supplies and Materials		-0-	<u>\$9,009</u>
Subtotal			
4. Total Expenditures and Obligations			<u>\$100,554</u>
5. TISA Project share of expenditures and obligations			<u>\$ 70,142</u>
6. TISA Project Balance			\$ 49,858

(* FY 69 amortization @ 15% per year)

LIBRARY BUDGET FOR PHASE III

July 1969 - December 1970

	<u>TISAP</u>	<u>DISTRICT</u>	<u>TOTAL</u>
Labor	\$ 36,000	\$36,000	\$ 72,000
Equipment	18,000	12,000	30,000
Collection	15,000	30,000	45,000
Supplies	-	1,500	1,500
Travel	3,000	-	3,000
Services	9,000	3,000	12,000
Contract Surveys and Studies	115,000	-	115,000
Miscellaneous	-	1,000	1,000
Overhead	<u>9,000</u>	<u>-</u>	<u>9,000</u>
TOTALS	\$ 205,000	\$83,500	\$288,500

Figure 27

PORTION OF LIBRARY BUDGETS SPENT ON SALARIES

Army Library	69%
OCE	65%
Walter Reed Army Institute of Research	86%
Army Map Service	100% (Supplies, etc., must be from another account)
Redstone Arsenal	34%
U.S. Army Missile & Munitions Center School Technical Library	71%
Noble Army Hospital	59%
Human Resources Research Office Fort Benning	88%
U.S. Army Southeastern Signal School	69%
Martin Army Hospital	77%
Army Natick Labs.	66%
U.S. Army Security Agency School	73%
U.S. Army Engineer WES, Vicksburg	60%
U.S. Army Electronics Command	75%
Army Cold Region Library	79%
U.S. Army Signal Center & School	85%
Sandia Army Hospital	61%
White Sands Missile Range	64%
U.S. Army Artillery & Missile School	87%
Ft. Meade General Library	80%
Dugway Proving Ground	51%
Army Aviation National Library	73%
U.S. Army Combat Developments Command	76%

Percentages based on Army respondents in "Survey of
Special Libraries Serving the Federal Government."

Figure 28

COMPARISON OF LIBRARY BUDGET

	Average	Army Libraries ¹	Savannah District			
			FY 69	FY 70 ²	FY 69	FY 70 ³
I. Salaries	70%(67-72%)	Average 74.3%	50.1%	41.5%	37.1%	25.0%
II. Collection	25%		25.1%	25.9%	18.5%	15.6%
III. Supplies & Equipment	3%		9.4%	18.2%	7.0%	10.5%
IV. Travel & Membership	2%		.8%	1.8%	.7%	1.0%
V. Other (See figures 26 & 27)	100%		14.6%	12.6%	36.7%	47.9%
			100%	100%	100%	100%

¹Based on Army respondents to "Survey of Special Libraries serving the Federal Government." See figure 28 for individual Army library percentages for salaries.

²Total expenditures including TISA Project and Savannah District funds, but excluding contract costs.

³Total expenditures including TISA Project and Savannah District funds, including contract costs.

WORK UNIT SUMMARY

Financial Administration

Purpose and Scope. To establish the library budget, define its categories and develop supporting data and policies. To establish cost accounting procedures for each project work unit and each facet of library operations. To establish policy for determining what will be charged to TISA funds and what will be charged to the District.

Relationship of Work Unit to Project Phasing.

Phase I	9.1	Collect budget information from Government libraries	Aug 68
	9.2	Establish tentative budget categories and amounts for Phase II	Sep 68
Phase II	9.3	Begin recording amount of time library staff spends on each work unit	Dec 68
	9.4	Begin monitoring costs on monthly basis	Jan 69
	9.5	Redefine budget categories	Jan 69
	9.6	Establish policy for changes to TISA funds and obtain approval	Feb 69
	9.7	Establish cost accounting procedures for each work unit and each facet of library operations	Apr-May 69
	9.8	Develop Phase III budget	May 69
Phase III	9.9	Develop accounting forms for library	Sep-Oct 69
	9.10	Develop formulae for charging the cost of library services to accounts other than general overhead where applicable	Sep-Oct 69
	9.11	Investigate automated cost reporting	Nov 69-Feb 70
Phase IV	9.12	Prepare final work unit report	Jan-May 71

Figure 30

15.0 SUMMARY AND RECOMMENDATIONS.

15.1 REVISION OF PROJECT CHARTER.

The general schedule of activities shown at figure 31 summarizes what has been accomplished to date and what the future plans are for the Model Technical Library Project. Basically, the goal for Phases I and II as outlined in the charter submitted with the Phase I report (see annex A) have been met. However, the balance of the project will have to be modified somewhat if we are to produce meaningful results with the time, money, and personnel available. As indicated in the Phase I report and in section 2 of this report, the pace and scope of the project are limited by the amount of time which the District personnel can devote to it. Phase II confirmed the fact that neither the librarian nor any of the District personnel can devote full time to the project. Because of this problem, page 2 of the Project Charter has been revised as shown at figure 32. Paragraph 3a(3), which states that techniques for information exchange between the Model Technical Library and remote information sources and remote users will be developed and evaluated, has been deleted. This task would place a tremendous workload on the library staff and is considered of secondary importance. The final subparagraph under 3a has been revised to indicate that the end result of the project will be a group of technical reports on the various work units rather than a procedural manual(s). These reports can be used individually or collectively by other Army librarians, they can be incorporated in the Commander's Handbook, and they can be used in preparing revised regulations pertaining to the operation of technical libraries in the Army. In this report, emphasis will be placed on the practical aspects of establishing and operating a technical library. The time which would have been spent on the preparation of a manual will be used to extend Phase III to December 1970 so that testing and evaluation activities will not be rushed. Phase IV will then be the final portion of the project and will be devoted to the preparation of the technical reports just described.

15.2 PLANS FOR PHASE III.

Those tasks which are to be assigned to consulting firms during Phase III have been discussed in preceding sections of the report. However, the proposed schedule of consultant services is shown at figure 33 to summarize our plans in this area. The schedule represents a marked increase in the use of consultants when compared with Phase II. Supervision and administration of these contracts will place a considerable burden on the library staff and the project committee, but we feel that problems can be held to a minimum through careful scheduling and proper planning. The Assistant Librarian will probably be leaving in the early part of Phase III and it will not be possible for the District to replace her until the present hiring restrictions are lifted. This will be offset by the hiring of additional temporary personnel, but there appears to be no solution to the

problem of assigning a professional librarian to the project on a full time basis. The net requirement for additional TISA Project funds for Phase III is \$205,000, which represents the total Phase III budget less the unobligated balance carryover from Phase II. During Phase III, interim progress reports will be submitted once each quarter and a summary report, such as this one, will be submitted in January 1971. Also the District will release the User Survey Report in late August and will complete the following final work unit report during Phase III.

<u>WORK UNIT NUMBER</u>	<u>TITLE</u>
2	Establishing and updating the collection
4	Cataloging System
5	Policies and Procedures Pertaining to Engineering and Construction Standards
7	Acquisition, Disposal, and Accounting for Library Materials
8	Evaluation of a Vendor Catalog and Microfilm Information System
13	Space, Furnishing, and Equipment

15.3 RECOMMENDATIONS.

15.3.1 The revised charter, plans, and budget for Phase III are recommended for approval.

15.3.2 Consideration should be given to providing the Savannah District with special authorization to hire an additional professional librarian on a full-time permanent basis.

15.3.3 Consideration should be given to the establishment of a training program for Army technical librarians in the Savannah District following completion of the Model Library Project.

THE MODEL TECHNICAL LIBRARY PROJECT
GENERAL SCHEDULE OF ACTIVITIES*

PHASE I JUNE 1968 - OCTOBER 1968

Accomplish General Planning
Recruit Staff
Organize Project Task Force Within District
Provide Basic Physical Facilities

PHASE II NOVEMBER 1968 - JUNE 1969

Orient and Train Staff
Conduct User Survey
Select Cataloging System for Book Materials
Develop Procedures for Handling Standards and Periodicals
Begin Weeding Current Holdings
Provide Minimum Library Services to District

PHASE III JULY 1969 - DECEMBER 1970

Refine Mission and Organization of Library Based on Results
of User Survey
Prepare Library Staff Manual
Continue Weeding Collection and Acquire New Materials
Based on Results of User Survey
Select and Implement Cataloging System for Non-book
Materials
Develop Automated Periodical Data File
Conduct User Profile-SDI Experiment
Study Use of Microfilm versus Hardcopy
Refine Cost Accounting Procedures for Library
Develop Techniques for Measurement of Library Services
and Operations for Management Purposes
Maximize Library Services to District
Evaluate all Procedures and Equipment

PHASE IV JANUARY 1971 - MAY 1971

Analyze Data Collected During Phase III
Develop Recommendation for Other Army Technical Libraries
Prepare Final Technical Reports on Work Units

* Based on a minimum project duration of three years. (June 1969 Revision)

Figure 31

REVISED PAGE 2 OF PROJECT CHARTER

(3) Development and evaluation of methodology for relating the results of this project to other user populations.

(4) Preparation of technical reports on the various aspects of establishing and operating a technical library.

b. The results of the foregoing evaluation as well as the equipment utilized will be analyzed in terms of the effectiveness, cost, and acceptability to the user.

c. No attempt will be made to conduct tests dealing with library decor, furnishings, or lighting conditions. Neither will any attempt be made to compare different brands of equipment.

4. PROCEDURE.

a. Phase I of this project will be devoted primarily to planning and preparation. Detailed plans for the establishment of the facility and conduct of the project will be prepared by District personnel assisted by consultants. A budget will be drawn up, the physical space will be prepared, a basic package of furnishings and equipment will be procured, and a library staff will be recruited.

b. During Phase II the model technical library will be established. Its mission and organizational relationships will be stated. The library staff will be orientated and trained. A user survey will be conducted by contract. Culling and updating the existing holdings will be initiated based on known user requirements. Basic policies and procedures will be established to the extent that they can be prior to the completion of the user survey. Prototype systems to provide primary user services will be developed.

c. In Phase III the mission, organization and collection of the library will be modified based on the results of the user survey. Development of procedures and techniques will be completed and experimentation with user profiles, microfilm, and ADP will be conducted. The model technical library will be put into full scale operation and its operating procedures and services tested and evaluated.

d. The final portion of the project, Phase IV, will be devoted to analysing data collected in preceding phases and developing recommendations for establishing and operating other Army technical libraries. Finally, a complete report will be prepared on each of the project work units.

Figure 32

SCHEDULE OF CONSULTANT SERVICES

<u>Services to be Performed</u>	<u>Work Period</u>	<u>Work Unit</u>
Study use of microfilm files versus hardcopy	Aug 69-May 70	6 & 8
Study library operations and services and development techniques for measurement of same for management purposes	Sep 69-Aug 70	10
Conduct user orientation on information sources such as DDC	Sep 69	11
Prepare manual for library staff	Jan-Jun 70	1
Prepare ADP software for periodical data file	Jan-Mar 70	6
Conduct user profile - SDI experiment	May-Dec 70	6
Preparation of final work unit reports	Jun-Dec 70	2,4,5,7, & 13

Figure 33

ANNEX A

CHARTER

TISAP Model Technical Library Project

1. Purpose. This project has a two-fold purpose:

- a. To develop, test, and evaluate a modern, highly effective, technical information facility that may be related to Army-wide use.
- b. To evaluate relevant techniques and concepts of modern information technology.

2. Conditions.

- a. The proposed technical library will be established in the Savannah Engineer District, U. S. Army Corps of Engineers. Prior to this project, the District had a small technical library with approximately 6,000 holdings and a part-time staff. The potential user population consists of approximately 600 engineers, architects, lawyers, managers, and other professional personnel who are engaged in the planning, design, and construction of military facilities, as well as river and harbor, multipurpose and flood control works, and acquiring, managing, and disposing of a large amount of Federal real estate.
- b. The District will staff the library using its own space authorization, but this staff will be assisted by contract personnel who will perform selected surveys and studies.
- c. An equitable portion of the costs of establishing and operating this facility will be borne by the Savannah District. However, the project will operate largely on TISAP funds which, for planning purposes, will be made available at the rate of approximately \$10,000 per month.
- d. It is envisioned that the project will utilize existing ADP capability. However, the District is authorized to procure special furnishings under the provisions of paragraph 2d, ER 715-1-4.
- e. The duration of this project is set at a minimum of three years.

3. Scope.

- a. The following activities are envisioned during the course of this project insofar as they are practicable with respect to the Savannah District environment and the project budget.
 - (1) Evaluation of the utility of previous TISAP efforts.
 - (2) Development and evaluation of new techniques in technical library services and operations.

(3) Development and evaluation of techniques for information exchange between the model technical library and remote information sources as well as remote users.

(4) Development and evaluation of methodology for relating the results of this project to other user populations.

(5) Development of procedural manuals covering the relevant aspects of establishing and operating a technical library.

b. The results of the foregoing evaluations as well as the equipment utilized will be analyzed in terms of the effectiveness, cost, and acceptability to the user.

c. No attempt will be made to conduct tests dealing with library decor, furnishings, or lighting conditions. Neither will any attempt be made to compare different brands of equipment.

4. Procedure.

a. Phase I of this project will be devoted primarily to planning and preparation. Detailed plans for the establishment of the facility and conduct of the project will be prepared by District personnel assisted by consultants. A budget will be drawn up, the physical space will be prepared, a basic package of furnishings and equipment will be procured, and a library staff will be recruited.

b. During Phase II the model technical library will be established. Its mission and organizational relationships will be stated. The library staff will be oriented and trained. A user survey will be conducted by contract. Culling and updating the existing holdings will be initiated based on known user requirements. Basic policies and procedures will be established. Prototype systems to provide primary user services will be developed and tested.

c. In Phase III the collection will be modified in accordance with the results of the user survey. Also, development and testing of new systems and techniques will be initiated based on the survey.

d. During Phase IV a procedural handbook on the relevant aspects of establishing a technical library will be prepared. Development and evaluation of techniques and systems for handling technical information will continue.

e. In Phase V a procedural manual on relevant technical library operations will be prepared along with a summary report on the equipment techniques and systems evaluated during the course of the project.

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P. O. BOX 888
SAVANNAH, GEORGIA 31402

DC 70-1-3

SASVY

DISTRICT CIRCULAR
NO. 70-1-3

13 January 1969

Expires 31 Dec 69

RESEARCH AND DEVELOPMENT
The Model Technical Library Project

1. Purpose. To provide information on the nature of project.
2. Scope. To cover the District's organization for accomplishment of the project, what the sequence of events will be, how the Library will be affected during the early phases of the project, and other administrative information.
3. Applicability. This information has been provided for the benefit of the entire District staff, particularly those who are active or potential library users and those who are directly involved in the project in some capacity.
4. Background.
 - a. For some time the Army Research Office has been conducting an extensive scientific and technical information program. Studies have been conducted to learn how to store information, how to catalog and retrieve it, how to disseminate and transmit it, and how to automate a technical information facility. Relatively little has been done thus far, however, to test the utility of these studies in a typical Army agency in which technical information is utilized. Appropriate regulations and manuals on the operation of an Army technical library have not yet been written. Consequently, the decision was made to establish a model technical information facility in a realistic environment within the Army.
 - b. The purpose of this project will be to develop, test, and evaluate a modern, highly effective, technical information facility that may be related to Army-wide use and to evaluate relevant techniques and concepts of modern information technology. The accomplishments of other agencies, Federal and private, in the area of information technology will be used advantageously during the development of the Model Technical Library. During the course of the project, various reports and manuals on the establishment and operation of a Technical Library will be written for use throughout the Army.
 - c. The Corps of Engineers has been involved in the Army's scientific and technical information program since its inception, and is responsible for the accomplishment of a number of studies in this area; also the Corps has established a number of information analysis centers which support its mission. The Army Research Office and the Office of the Chief of Engineers selected the Savannah District as the host for the Model Technical Library Project because it is a progressive organization and one in which a multitude of informational concepts might be realistically evaluated. Also, the District has considerable expertise in the use of microfilm which will play a large role in the project.

Annex B

Rescission: DC 70-1-1, 23 Apr 68

5. Organization.

a. The Savannah District is providing a small permanent staff for the project. This staff is to be supplemented by contractor personnel who are professionals in the field of information technology. The project organization within the District is depicted at appendix A.

b. The Technical Library Council was established prior to the project and reports to the District Engineer. It is responsible for developing and recommending policies governing the functions and services provided by the Library. A Project Committee was established in addition to the T.L.C. to direct the Model Technical Library Project, and it is authorized to act for the Council during the project. The Committee reports to the District Engineer and has directive authority over the Library Branch, OAS, insofar as project operations are concerned.

c. Project Coordinators have been appointed in each District element to provide a broad input of ideas on how the project might be interfaced with District operations and plant. These coordinators also facilitate the participation of their respective staff elements in project operations and solicit the cooperation of all District personnel in appropriate project activities.

d. A Library Holdings Committee has been established to review the books and technical materials in the Library and on loan throughout the District and to weed those which are obsolete or no longer useful. This committee will assist the Librarian in making decisions on the procurement of new books and other materials and will participate in the establishment of a basic library collection.

6. Sequence of Events.

a. The project was initiated in June 1968 and will last at least three years. Five phases of activity have been planned. See appendix B.

b. Phase II, the current phase, began in November 1968 and is scheduled for completion in June 1969. One of the principal activities to be accomplished during phase II is the user survey. A contract has been let with a professional firm to determine the informational needs of the Savannah District. User survey personnel will interview a large segment of the District staff. Additional information will be published in a special circular concerning the user survey.

c. It should be noted that the Model Technical Library will not be established in its final configuration until late 1970.

7. Library Services.

a. Initially, library services will be somewhat curtailed to allow the library staff to participate in orientation and other work connected with the long-range development of the Model Technical Library. The following services will be maintained, however:

- (1) Acquisition and circulation of periodicals.
- (2) Acquisition of new books and standards when urgently needed.
- (3) Negotiation of inter-library loans when urgently needed.
- (4) Maintenance of reference collections of periodicals, standards, Federal Register, Congressional Record, and official publications, such as AR's, ER's, etc.

b. The following services will be restricted:

- (1) Research
- (2) Extracting

c. For the next several months the library catalog will be undergoing revision. Consequently, some delays in finding certain types of materials in the library may be experienced.

8. Administration.

a. A majority of the funds for this project are being provided by the Army Research Office. The District, however, is contributing an amount equivalent to that which would have been expended in operating its own technical library. In this connection, a special cost account has been established and appropriate charge numbers will be given to those directly involved in the project.

b. The Library Branch, OAS, will be the office of record for this project.

c. Suggestions (DA Form 1045) pertaining to Library operations and information technology are encouraged and are already being received in large numbers. However, due to the nature of the project and the demands already placed on the library staff, these suggestions will not be processed until the later phases of the project.

FOR THE DISTRICT ENGINEER:

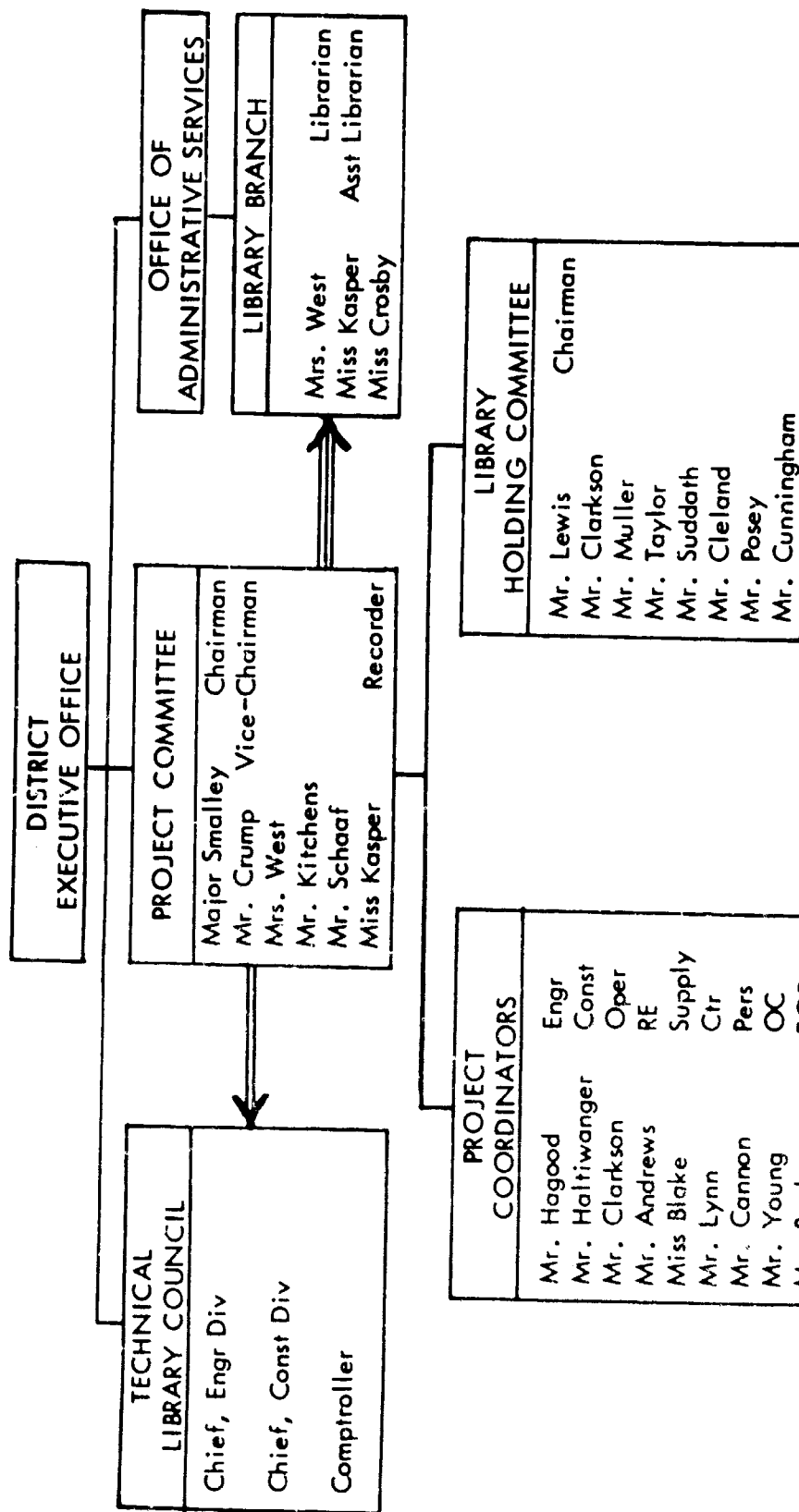
2 Appendixes
as

DISTRIBUTION D


LARRY F. SMALLEY
Major, CE
Deputy District Engineer

THE MODEL TECHNICAL LIBRARY PROJECT

ORGANIZATION



DC 70-1-3
 Appendix A
 13 Jan 69

LEGEND

- Responsibility
- Coordination
- Direction of Project Operations

APPENDIX B

THE MODEL TECHNICAL LIBRARY PROJECT
GENERAL SCHEDULE OF ACTIVITIES*

PHASE I JUNE 1968 - OCTOBER 1968

Accomplish General Planning
Recruit Staff
Organize Project Task Force Within District
Provide Basic Physical Facilities

PHASE II NOVEMBER 1968 - JUNE 1969

Orient and Train Staff
Conduct User Survey
Select Cataloging System
Develop Procedures for Handling Standards and Periodicals
Begin Weeding Current Holdings
Provide Minimum Library Services to District

PHASE III JULY 1969 - MAY 1970

Define Library Mission and Establish Policies and Operating
Procedures in Accordance with Results of User Survey
Complete Weeding and Begin Acquisition of Basic Collection
Implement Cataloging System and Test
Test Procedures for Handling Standards and Periodicals
Develop New Procedures or Systems as Required
Begin Expansion of Library Services to District

PHASE IV JUNE 1970 - NOVEMBER 1970

Prepare Handbook on How to Establish a Small Technical Library
in the Army
Continue Testing and Evaluation of Procedures and Equipment
Complete Acquisition of Basic Collection
Complete Implementation of Cataloging System
Model Library in Full Scale Operation

PHASE V DECEMBER 1970 - MAY 1971

Prepare Handbook on How to Operate a Small Technical Library
in the Army
Prepare Summary Report on Evaluation of Procedures and Equipment

* Based on a Minimum Project Duration of Three Years.

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P. O. BOX 889
SAVANNAH, GEORGIA 31402

DC 70-1-4

SASOL

DISTRICT CIRCULAR
NO. 70-1-4

25 February 1969

Expires 31 Dec 69

RESEARCH AND DEVELOPMENT
Library User Needs Survey

1. Purpose. To provide information concerning the conduct of the library user needs survey during Phase II of the Model Technical Library Project now in progress as announced in DC 70-1-3, 13 January 1969.

2. Scope. To set forth the concrete aims to be achieved by the survey of users, describe the survey approach and methodology which will be utilized, including the means whereby specific employees of the District will be selected and surveyed, and to outline the schedule for the survey.

3. Applicability. This circular is applicable to all District employees, particularly those who are active or potential users of the library's resources and services and may expect to be contacted as participants in the survey.

4. Background.

a. Increasingly during the past five to ten years, surveys and studies of information users, their methods and patterns of acquiring and using different kinds of information for particular purposes, their use of diverse kinds of information sources and media, the problems they encounter in acquiring and using information, and similar topics of investigation and study have been recognized as valuable means for pinpointing inadequacies in existing information services and systems for the dissemination and exchange of information and for determining specific improvements to be made. Such a survey and study carried out among active and potential library users in the Savannah District will produce findings that will be used advantageously in the development of the District's Model Technical Library.

b. Herner and Company of Washington, D.C., has been retained by the District to design and conduct this survey. The major aims are threefold:

(1) To assess present use and needs for information in the District, analyze the informational problems that prevail, and relate these findings to specific library programs and services which can be incorporated into the Model Technical Library's user-oriented operations. Profiles of the subject-matter interests of individual and of group users will also be prepared.

(2) To develop methods which organizations similar to the Savannah District can use to determine the specific informational needs of their employees and develop and maintain individual and group-user profiles. This will include the development and testing of appropriate questionnaires which can be used for these purposes.

Annex C

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25 Feb 69

(3) To compare the informational practices, needs, problems, and other characteristics of users of scientific and technical information in Savannah District with those of other information users in the DOD RDT&E community at large.

5. Survey Approach and Methodology.

a. The general approach which Herner and Company will employ for the user survey will entail personal in-depth interviews with a large number of District scientists and engineers (approximately 137). The specific individuals to be interviewed will be chosen by Herner and Company completely through the use of accepted random selection techniques in order to insure that the individuals interviewed comprise a representative cross-section of the scientific and engineering fields. The employees interviewed will also be requested to fill out brief questionnaires regarding their individual interests in scientific and technical subject matter which will provide bases for developing individual and group-user profiles.

b. Similarly, Herner and Company will interview and obtain profiling information of about 40 additional employees who are in professions other than scientific and engineering.

c. An abbreviated two-part questionnaire will be distributed to all other active and potential users of scientific and technical information in the District. The first part of this questionnaire will contain questions regarding the personal informational needs and problems of the individual; the second part of the questionnaire will cover the individual's subject-matter interests and will be used in the preparation of interest profiles.

d. The questions asked during the interviews and on the questionnaires are intended purely for the purpose of fact-finding or, in some cases, for obtaining opinions. None of the questions will be used to evaluate the individual respondent's knowledge and training, experience, or job performance. All information obtained will be held in strictest confidence and will never be associated with the individual providing the information. Excepted from this are the questions relating to the personal subject-matter interests of respondents where the information given will be used in developing interest profiles.

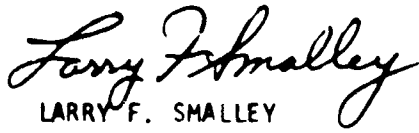
6. Schedule for the User Survey.

a. At the present time, Herner and Company is developing and pretesting the survey interview guides and questionnaires. Personal interviews are expected to begin on 17 or 24 March 1969, and continue for three or four weeks thereafter. The schedule for conducting interviews with the individuals selected will be established in advance. While the interviews are in progress,

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the abbreviated two-part questionnaire will be distributed to individuals not participating in the personal interviews and are to be completed and returned by approximately mid-April. Detailed instructions will be included with the questionnaires.

FOR THE DISTRICT ENGINEER:


LARRY F. SMALLEY
Major, CE
Deputy District Engineer

DISTRIBUTION B

Existing Procedures for Obtaining an Item
From the Library

1. The user completes SAD Form 1608-R, Requisition and Extract for Services and Supplies (Incl 1), or DA Form 17, Requisition For Publications & Blank Forms (Incl 2).
2. The form is presented to the user's supervisor for approval.
3. The form is transmitted to the library.
4. The librarian reviews the request and checks to determine whether the item is in current holdings or on order. Approved DA Forms 17 are forwarded to Custodial and Stock Section for consolidated requisitioning.
5. The librarian checks SAD Form 1608-R with the head of the Library Holdings Committee if there is doubt concerning the mission relevance of the requested item.
6. When a request is denied, the SAD Form 1608-R is returned to the requestor.
7. Forms for approved requests are given proper cost account numbers by the librarian, and forwarded to the Supply Division.
8. The latter prepares DD Form 1155, Order for Supplies and Services, and mails to the publisher (Incl 5).
9. On receipt of the books, suspense file copies of DD Form 1155 and matching SAD Form 1608-R are located.
10. Books are collated.
11. ENG Form 3051, Receiving Report (Incl 3), or Receiving Report Section of DD Form 1155 is completed and voucher number is entered in ENG Form 3052, Voucher Register (Incl 4) if item is accountable.
12. Date, classification, and cost are added to title page of the book.
13. Prepare ENG Form 4006, Library Shelf-List File Card (Incl 6), or plain card for expendable materials.
14. Stamp book as property of U.S. Government.
15. Cataloging is completed before the book is forwarded to the requestor.
16. Report literature is given an Identification number before it leaves library.

DA FORM 17
1 NOV 66

PREVIOUS EDITIONS WILL BE USED.

INCL 2 to ANNEX D

RECEIVING REPORT			DATE PREPARED		ACQUISITION REFERENCE NO. (Purchase order, contract and delivery order no., or other specify)		
DISTRICT		FIELD UNIT					
RECEIVED FROM (Include address or shipping point)							
DELIVERY VIA (Carrier's name and B/L number, if any)					DELIVERY PARTIAL NO. _____ FINAL NO. _____		
					DATE RECEIVED		
ITEM NO.	P/E/S	ARTICLES OR SERVICES RECEIVED	UNIT	QUANTITY	UNIT PRICE	TOTAL COST	
REMARKS			ACCOUNTING CLASSIFICATION (Appropriation, project, cost account, and amounts)				
EVIDENCE OF RECEIPT							
I have this date checked the above listed items. They were received by me in the quantity stated, and the quality meets all the requirements of the order or specifications except as stated under "Remarks" above.							
(Signature of Responsible Employee or designee) _____							
PASSED BY PROPERTY BRANCH			BUR. VOU. SERIAL NO.		PROPERTY VOU. NO.		

ENG FORM 3051
1 JUN 63

REPLACES EDITION OF 1 OCT 62, WHICH MAY BE USED. (ER 735 2 1 & ER '35 345 1)

U. S. GOVERNMENT PRINTING OFFICE : 1965-762-417

INCL 3 to ANNEX D

[illegible]

649 100-912-216-043

INCL 4 to ANNEX D

DD FORM 1155

Form Approved by Comptroller General, U.S., 27 May 61
Exception to SF 18 under \$2500 Approved by Budget Bureau, Oct 66

INCL 5 to ANNEX D

CLASSIFICATION NUMBER	DATE
AUTHOR	
TITLE	
PUBLISHER	VOUCHER NUMBER
ADDITIONAL INFORMATION	

C 24246

ENG FORM 4006
1 JUNE 66

LIBRARY
SHELF-LIST FILE CARD

INCL 6 to ANNEX D

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT CORPS OF ENGINEERS
P. O. BOX 889
SAVANNAH, GEORGIA 31402

DR 340-1-2

SASOL

DISTRICT REGULATION
NO. 340-1-2

12 May 1969

OFFICE MANAGEMENT
Nongovernmental (Commercial) Standards

1. Purpose. To establish policies and procedures for a centralized reference collection of nongovernmental (commercial) standards in the Technical Library.
2. Scope. To cover all nongovernmental (commercial) standards.
3. Applicability. This regulation is applicable to all employees, particularly those professional employees who make frequent use of certain standards in carrying out their job responsibility.
4. Background.
 - a. Professional personnel in Engineering Division, Construction Division, and Office of Counsel use these standards in varying degrees with the heaviest use in Engineering Division. In the past, everyone more or less fended for themselves in maintaining these standards. In spite of the fact that they are cited in District specifications, there was no central collection of them on hand. The library maintained a complete set of publishers' indexes which was annotated to show copies ordered and the organizational component and/or individual who had them. If a person did not have his own copy, he had to locate someone who did. Often the custodian did not maintain the copy current and the user was not sure the reference was reliable.
 - b. One of the objectives of the model library project is to find effective and economical ways to make complete and current copies of these standards available to the professional staff when and where they are needed. To this end, staff members have been interviewed and an initial study has been made. The outcome of this is a new set of policies and procedures which are listed below. These will be tried and then permanently implemented after any necessary changes or refinements have been made. To the maximum extent possible, the administrative burden of maintaining these standards has been taken from the professional staff and assumed by the Technical Library Branch, OAS.
5. Policies. The following policies are established:
 - a. A centralized file of nongovernmental (commercial) standards cited in District Guide Specifications will be maintained in the Technical Library.
 - b. Organizational elements or individual professional staff members who make frequent use of certain standards will be permitted to maintain duplicate copies. The Library staff will automatically order replacement copies for the centralized file upon receipt of supersession notices.
 - c. Superseded standards will be retained in the Technical Library for two years after supersession, then destroyed.

Annex E

DR 340-1-2
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d. Standards will be procured in microfiche form if they are available from the publisher. Initially, at least, duplicate copies of standards supplied to the staff will be in hard copy which will be printed locally from microfiche or procured in hard-copy form, whichever is more economical and practical.

e. Requests for duplicate copies for organizational elements will be prepared on SAD Forms 1608, approved by the element chief needing the copies, and directed to the Librarian for supplying.

f. When a given organizational element maintains enough standards to warrant the use of a microfiche reader, recommendations for procurement will be made to the division chief concerned.

6. Procedures. Implementation of the above policies will be initiated 1 July 1969.

a. Once a year, approximately 1 February, the Technical Library will send to each association, institute, etc., whose listing is on file, a form letter letting them know the date of the last index of publications received from them and ask for two copies of a later index if available.

b. When indexes are received from these sources, the Technical Library will route one copy to the components concerned and file one copy. The old index will be destroyed after the following steps have been taken by the Library:

(1) Step 1. Compare nongovernmental (commercial) standard index cards in Library file to the new index. If the standard is superseded, the Technical Library will order one copy of the new one. Requests for duplicate copies will be submitted in accordance with par. 5e above. When a new standard is listed in an index and requested by an element chief, the Librarian will order required copies.

(2) Step 2. When a standard is obsolete or superseded, the Librarian will pull the standard from the current file and place in an inactive file for two years. (See par. 5c.) The index card will be pulled from the current file and notations will be placed thereon to that effect. This card will be placed in an inactive file and held for two years. Inactive files will be screened annually.

(3) Step 3. Standards retained in the Technical Library will have a 10-day chargeout loan period.

c. By 1 June 1969, all organizational elements will return to the Technical Library the nongovernmental (commercial) standards not frequently used, along with a list of those which will be retained. Frequent use is defined as once a week.



LARRY F. SHALLEY
Major, CE
Acting District Engineer

DISTRIBUTION B

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P. O. BOX 889
SAVANNAH, GEORGIA 31402

DR 1-1-4

SASOL

DISTRICT REGULATION
NO. 1-1-4

20 May 1969

ADMINISTRATION
Acquisition, Routing, Retention,
and Subscription Renewals of Periodicals

1. Purpose. To set forth policies and procedures governing acquisition, routing, retention, and subscription renewals of periodicals.
2. Scope. The scope includes all periodicals acquired by the Savannah District.
3. Applicability. This regulation is applicable to all District employees, particularly those who are users of library services regarding periodicals.
4. Policies and Procedures.

a. Acquisition. Individuals desiring to have periodicals purchased will consult the chief of their component. Component chiefs will submit requests for purchase of periodicals to the library. This request may be by telephone. The librarian will submit a requisition for the publication. Upon receipt of the publication, acquisition will be announced in the Information Bulletin so that all employees may learn of new periodicals available and have themselves added to the routing list if desired.

b. Routing. Only mission-related periodicals requested by component chiefs will be routinely routed. Routing of periodicals will be in accordance with appendix A which was compiled from information furnished by component chiefs on the 5 February 1969 questionnaire. Component chiefs will submit requests for changes, additions, or deletions to appendix A to the librarian. The Library will obtain sufficient copies of a periodical to assure routing on a timely basis, limiting to 50 employees per routing list. Routing will be arranged to minimize the routing time. Normally, routing will end with the Library for proper distribution of extra copies.

c. Retention. Offices having continuing need for a periodical are listed in the appendix A as the office of retention. Where the Library is shown as retaining a copy of the periodical, a current copy will be available for reference. Retention of back issues will be as determined by the Librarian with assistance from component chiefs as to which periodicals should be retained, the period, form, and location. The Library will endeavor to store back issues in the most economical manner commensurate with providing service to the user. Where possible, back issues will be retained on microfilm due to the limited storage area available in the Library.

d. Subscription Renewal. Approximately three months prior to renewal date all organizations on the routing for a periodical will be asked to indicate their need for continuing to receive the publication. In addition, each component chief will be asked annually to review appendix A and a list of periodicals acquired which are to be added to appendix A in order that the

Annex F

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appendix can be updated and reissued. This will amount to an annual review of all periodicals received in the District.

e. General Information Periodicals. General Information periodicals are not mission related and will not be routed. They will, however, be available for use in the Library and for overnight loan. Periodicals checked out overnight will not be checked out prior to 1500 hours and must be returned the following morning by 0800 hours for use by other employees.

FOR THE DISTRICT ENGINEER:

1 Appendix
List of Current Periodicals

DISTRIBUTION D



LARRY F. SHALLEY
Major, CE
Deputy District Engineer

APPENDIX A
Current Periodicals

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
1.	AASD Technical Newsletter		N/C	1 Con	1 Con	
2.	AACE Bulletin	Q	\$18.00	1 S&E	1 S&E	
3.	Abstract of North American Geology	M	5.00	1 Geol	1 Geol	
4.	Abstracts of ASCE Publications (Part of ASCE subscription)			1 Con, PB, Lib 2 P&G, Struc, MB, P&C, OOB	1 Lib 2 Not retained	
5.	Actual Specifying Engineer	M	N/C	1 P&G, Mech, Reloc, Con, Lib	1 Lib(1 year)	
6.	Administrative Management	M	7.00	1 Per, Struc, EASS, ADPC, EOP, Sup, Per 2 OAS, Ctr, Man, Bud, Lib	1 Per 2 Lib	
7.	Administrative Unit B-1		18.90	1 Saf	1 Saf	
8.	Air and Gas Engineering		N/C	1 Mech, Con, Lib	1 Lib	
9.	Air Conditioning, Heating, and Ventilating	M	14.00	1 Mech, Con, Lib	1 Lib(1 year)	
10.	Air Force Civil Engineer	Q	3.75	1 Struc, MB, MCS, EASS, MPS, Lib 2 Con, S&E, ADPC, Reloc, P&G	1 Lib 2 Not retained	
11.	Alabama Construction Guide		N/C	1 Con, S&E	1 S&E	

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Appendix A

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
12.	American Academy of Environmental Engineers		N/C	1 Lib 2 Mech, Saf, PB	1 Lib 2 PB	
13.	American City, The	M	N/C	1 MPS, P&G, Lib	1 Lib	
14.	American Crosby Clipper	BM	N/C	1 OOB, MPE, Lib	1 Lib	
15.	American Gas Association Laboratory Directory of Approved Appliances and Listed Accessories		\$ 5.00	1 Mech, Con, Lib	1 Lib	
16.	American Gas Journal	M	10.00	1 Mech, Con, Lib	1 Lib(1 year)	
17.	American Highways	Q	6.00	1 Reloc, Con, Lib	1 Lib(1 year)	
18.	American Water Works Assn. Journal	M	15.00	1 Mech, Con, Lib	1 Lib	
19.	AMPCO Welding News		N/C	1 Struc, HPE, Con, OOB, EASS, Lib	1 Not retained	
20.	AMSCO Bulletin		Free	1 Sup 2 OOB 3 OOB	1 Sup 2 OOB 3 OOB	
21.	Annual Computer Directory (Part of Computers & Automation subscription)	A	N/C	1 ADPC, Ctr, Aud, F&A, EASS, Lib	1 Lib	
22.	Annual Summary of Investigations in Support of the Civil Works Program for Calendar Year ____	A	N/C	1 PB 2 Eng, P&G, OOB, Mech, Con, Lib	1 PB 2 Lib	
23.	Appalachian Data Book		N/C	1 PB	1 PB	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
24.	Appraisal Journal	Q	\$ 8.00	1 App Br	1 App Br	
25.	APWA Reporter		N/C	1 TLO, Con, 00B, RE, Lib	1 Not retained	
26.	Architectural Forum	M	31.00	1 Arch, MPS, Con, Lib	1 Lib(3 years) Then to Arch	
27.	Architectural Index, The		16.00	1 Arch, Con, Arch	1 Arch	
28.	Architectural Metals	BM	N/C	1 Arch, Con, Lib	1 Lib	
29.	Architectural Record	M	11.00	1 Arch, MPS, Spec, Con, Lib	1 Lib(3 years) Then to Arch	
30.	ARI Bulletins		N/C	1 Mech, Con, Mech	1 Mech	
31.	Armed Forces Journal	W		1 DEO, TLO, 00B, Lib	1 Lib(1 year)	
32.	Armed Forces Management	M	N/C	1 Man, TLO, Ctr, Per, Sup, ADPC, Bud, Lib	1 Lib(3 months)	
33.	Army Digest	M		1 DEO, Per, MPS, Lib 2 Lib	1 Not retained 2 Lib	
34.	Army Information Bulletin		N/C	1 DEO, Eng, TLO, Lib	1 Not retained	
35.	Army News Features		N/C	1 DEO, TLO, Lib	1 Not retained	
36.	Army News Photo Features		N/C	1 DEO, TLO, Lib	1 Not retained	
37.	Army Research and Development	M	N/C	1 DEO, TLO, Man, Geol, EASS, Lib	1 Lib	

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Appendix A

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
38.	Army Times	W	\$7.50	1 MPS, MCS, Lib	1 Lib	
39.	Art Material Trade News	M	N/C	1 TLO, Drafting, Repro, Sup, Arch, Lib	1 Lib	
40.	ASHRAE Journal	M	20.00	1 S&E, Mech, Con, Lib	1 Lib	
41.	Asphalt (from Asphalt Institute)	Q	N/C	1 P&G, Con, Reloc, Lib	1 Lib	
42.	Asphalt Institute - Specifications		N/C	1 P&G, Con, Reloc	1 Reloc	
43.	ATD-American Balanced Form Construction		N/C	1 Con, Sup, Lib	1 Lib	
44.	Aviation Digest	M	N/C	1 P&G, MPS, Lib	1 Lib	
45.	BCD-Business Conditions Digest		N/C	1 PB, GIS, Ctr, Sup, Lib	1 Lib	
46.	Beacon, The		N/C	1 00B	1 Not retained	
47.	Biological Bulletin	BH	18.00	1 SPS	1 SPS	
48.	Boating Industry	M	N/C	1 PUPS, Saf, TLO, Mgt, 00B, HPE, Lib	1 Lib (1 year)	
49.	Boats and Harbors		N/C	1 Saf, Mgt, Acq, PB, 00B	1 00B	
50.	Brick and Tile		N/C	1 Arch 2 Con, Lib	1 Arch 2 Lib	
51.	Building Cost Index		N/C	1 S&E 2 PB, Con, 00B, Eng, P&G, Lib	1 S&E 2 Lib	
52.	Building Picture		N/C	1 Con, Arch	1 Arch	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
53.	Bulletin (published by ARI)		N/C	1 Mech, Con, Lib	1 Lib	
54.	Bulletin of The Institute of Management Sciences (part of Management Sciences subscription)			1 EASS, Arch, ADPC, Acq, Ctr, Man, Bud, Per, Lib	1 Lib	
55.	Bulletins of the Reinforced Con- crete Research Council		N/C	1 Struc, P&G, Arch, EASS, Lib 2 Con, Lib	1 Not retained 2 Lib(1 year)	
56.	Bureau of the Census Catalog	Q	\$13.50	1 ADPC, Lib 2 PB 3 GIS	1 Lib 2 PB 3 GIS	
57.	Burke and James, Inc.		N/C	1 Repro 2 Lib	1 Repro 2 Lib	
58.	Buying Guide-Consumer Reports			1 Lib	1 Lib	
59.	Caldwell Tanks		N/C	1 Mech	1 Mech	
60.	Calendar of Business, Senate of the U.S.		N/C	1 Lib 2 PDS	1 Lib 2 Not retained	
61.	Calendars of the U.S. House of Rep. & History of Legislation		N/C	1 Lib 2 PDS, Sup	1 Lib 2 Not retained	
62.	Campgrounds Guide for Tent & Trailer Tourists		N/C	1 PUFPS, Acq, 008, App, P&C, PB, Lib	1 Lib	
63.	Cast Iron Pipe News	BH	N/C	1 Con 2 Mech 3 HPE	1 Con 2 Mech 3 HPE	

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Appendix A

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
64.	Caterpillar Performance Handbook		N/C	1 S&E 2 S&E	1 S&E 2 Lib	
65.	Caterpillar Tractor Co. Loose-leaf inserts		N/C	1 S&E 2 Con	1 S&E 2 Con	
66.	Certified Products Directory		N/C	1 Arch	1 Arch	
67.	Christian Science Monitor	D		1 Lib	1 Lib	
68.	Civil Engineering	M	\$21.00	1 DEO, DB, Hyd Stud, S&E, Struc, AS 2 P&G, P.C., OOB, Con, MPS, EASS 3 S&E, Lib	1 Not retained 2 Not retained 3 Lib	
69.	Clean Streams		N/C	1 PUPS, TLO, PB, Mech, OOB, Lib	1 Lib (1 year)	
70.	Command Comment		N/C	1 DEO, TLO, others concerned, Lib	1 Lib	
71.	Commerce News (U.S. Dept. of), National Bureau of Standards	M	N/C	1 Need to know basis, Lib	1 Lib	
72.	Communique	BW	N/C	1 OC	1 OC	
73.	Compensation Manual (Ga., Fla., N.C., S.C., Tenn.)		N/C	1 S&E	1 S&E	
74.	Compressed Air	M	N/C	1 Mech, HPE, Con, F&M, Lib	1 Lib (1 year)	
75.	Computer Data Guide (Part of Computers and Automation subscription)		N/C	1 ADPC, Ctr, Aud, F&A, EASS, Lib	1 Lib	

No.	Periodical Title	Frequency Annual of Issue	Cost	Copies Routed	Retention	Mode of Storage
76.	Computers and Automation	M	\$15.00	1 ADPC, Ctr, Aud, F&A, EASS, Lib	1 Lib	
77.	Computer World	W	12.00	1 ADPC, Ctr, Aud, F&A, EASS, Lib	1 Lib	
78.	Concessions and Vending		N/C	1 PUPS, Mgt, Arch, Lib	1 Lib	
79.	Congressional Material-Hearings, Public Works, etc.		N/C	1 PDS 2 OOB, DEO, PB, Lib	1 PDS 2 Lib	
80.	Congressional Record	D (During sessions)	N/C	1 DEO, PDS, MB, TLO, OC, AS, OOB, RE, Acq, ADPC, Sup, Lib	1 Lib(1 year)	
81.	Congressional Record Index		N/C	1 AS, PDS, MB, Lib	1 Lib(1 year)	
82.	Construction	BW	N/C	1 Eng, Con, OOB, S&E, Sup, Lib 2 Struc, ADPC, OC, Saf, TLO, F&M	1 Lib(1 year) 2 Not retained	
83.	Construction Bargaineer		4.00	1 Geol, Con, Geol	1 Geol	
84.	Construction Methods & Equipment	M	4.00	1 Con 2 S&E 3 Eng, MB, F&M, OOB, Lib	1 Con 2 S&E 3 Lib(1 year)	
85.	Construction Products & Technology		N/C	1 Con, S&E, Elec, Mech 2 Arch, Struc, Lib	1 Not retained 2 Lib	
86.	Construction Review	M	N/C	1 S&E	1 S&E	

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Appendix A

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
87.	Constructor	M	N/C	1 Con, TLO, F&M, 00B, S&E, Saf, OC, Lib	1 Lib (1 year)	
88.	Consumer Reports	M		1 Lib	1 Lib	
89.	Contractors & Engineers Monthly	M	N/C	1 Con, TLO, 00B, Reloc, P&G, Lib	1 Lib	
90.	Control Engineering	M	N/C	1 Elec, Mech, Arch, Lib	1 Lib (1 year)	
91.	Control Products Review (Part of Control Engineering Magazine)			1 Elec, Mech, Arch, Lib	1 Lib (1 year)	
92.	Cooperative Observer - Regional Newsletter		N/C	1 Lib	1 Lib	
93.	Cooperative Weather Observer		N/C	1 PB	1 PB	
94.	Cost and Trends of Current Building Projects		N/C	1 Sup, Eng, Con, Arch, Lib 2 S&E	1 Lib 2 S&E	
95.	Current Population Reports from Dept. of Commerce, Savannah from GPO	Irreg.	\$ 6.00 8.50	1 PB, GIS 2 Lib	1 GIS 2 Lib	
96.	Current Water Resources Conditions in S. C. (N.C.)			1 PB, Geol	1 Geol	
97.	Cumulative Book Index	M	N/C	1 Lib	1 Lib	
98.	Daily River Stages		N/C	1 PB, Lib	1 Lib	
99.	Defense Documentation Center Publications		N/C	1 ADPC, EASS, Lib	1 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
100	Defense Documentation Center Digest		N/C	1 EASS, Lib	1 Lib	
101	Defense Documentation Center Technical Abstract Bulletin	SM	N/C	1 Lib	1 Lib	
102	Dickey Data		N/C	1 Con, Lib	1 Not retained	
103.	Directory of Members-American Institute of Real Estate Appraisers, (part of The Appraisal Journal)			1 App	1 App	
104.	Distribution (from General Electric Company)	Q	N/C	1 Elec, Con, Lib	1 Lib	
105.	Dixie Contractor	M	N/C	1 S&E, Saf, PUPS, Con, F&M, 00B, Lib 2 TLO, Arch, P&G	1 Lib (6 months) 2 Not retained	
106.	Dow Building Cost Calculator		\$32.00	1 App	1 App	
107.	Down to Earth	Q	N/C	1 PUPS, TLO, F&M, Lib	1 Lib	
108.	Ecology	6/yr	18.00	1 SPS, 00B, SPS	1 SPS	
109.	Electrical Construction & Maintenance	M	7.00	1 S&E, 00B, Elec, Con 2 Hyd Stud	1 Not retained 2 Lib (3 years)	
110.	Electrical Engineers' Data Book (part of subscription to Electrical World)			1 Elec, Hyd Stud, 00B, Test Sec-CH, Con, Lib	1 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
111.	Electrical Trade Book - TSP			1 S&E	1 S&E	
112.	Electrical World	W	\$16.00	1 Hyd Stud, OAS, 00B, Elec, Con, Lib	1 Lib (1 year)	
113.	Electrochemical Society, Inc. (Meeting Announcements & Extended Abstracts)		N/C	1 Need to Know, Lib	1 Lib	
114.	Electronic Age	Q	N/C	1 ADPC, 00B, Test Sec-CH, Lib	1 Lib	
115.	Electronics	BW	16.00	1 Elec, Con, Test Sec-CH, Lib	1 Lib (1 year)	
116.	Employment & Earnings	M	7.00	1 HPE, PB, HPE	1 HPE	
117.	Engineering News-Record From McGraw Hill Publishing Co. From Engineering News-Record	W	28.00 14.00	1 S&E 2 DEO, TLO, Eng, P3, MPS, MCS, Con, VEO, Sup, PDS, MB 3 DB, Struc, Mech, Reloc, PB, OC, 00B, P&S, Saf, P&G, Lib	1 S&E 2 MB 3 Lib (5 years)	
118.	Engineering Index	A M		1 Lib	1 Lib	
119.	Engineering Outlook	10/yr	N/C	1 F&M, VEO, Con, EASS, Struc, 00B	1 Not retained	
120.	Environmental Health Series		N/C	1 PUPS, 00B, Lib	1 Lib	
121.	Ephemeris 19__		N/C	1 Survey 2 Survey 3 Destroy	1 Survey 2 Survey 3 Not retained	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
122.	Everything Marine		N/C	1 Sup 2 008	1 Sup 2 008	
123.	Excavating Contractor	M	N/C	1 P&G,EASS,F&M,Soils,008,Struc, Con,Lib	1 Lib(1 year)	
124.	Facade		N/C	1 Arch	1 Arch	
125.	Family Safety (part of Administrative Unit B-1 subscription)	Q		1 Saf	1 Saf	
126.	Fast Announcement Service		\$ 5.00			
	a. Acoustics			1 Arch,Lib	1 Lib	
	b. Adhesives, Sealers			1 Arch,Lib	1 Lib	
	c. Automation			1 ADPC,EASS,Lib	1 Lib	
	d. Bonding/Joining			1 Arch,Lib	1 Lib	
	e. Ceramics, Refractory Materials			1 Arch,Lib	1 Lib	
	f. Coatings			1 Arch,Lib	1 Lib	
	g. Communications			1 Elec,OAS,Lib	1 Lib	
	h. Composite, Mixed Materials			1 P&G,Lib	1 Lib	
	i. Control Systems and Instrumentation			1 Elec,Lib	1 Lib	
	j. Data Processing			1 EASS,ADPC,Lib	1 Lib	
	k. Electrical			1 Elec, HPE,Lib	1 Lib	
	l. Electronic			1 Elec,Lib	1 Lib	
	m. Engineering and Construction			1 EASS,Con,PB,Reloc,Arch,Lib	1 Lib	
	n. Fibers and Textiles			1 Arch,Lib	1 Lib	
	o. Heating, Ventilating, Air Conditioning & Plumbing			1 Mech,Lib	1 Lib	
	p. Human Factors Engineering			1 Arch,EASS,Lib	1 Lib	
	q. Information Technology			1 EASS,OAS,Arch,Lib	1 Lib	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
	Fast Announcement Service(cont'd)					
	r. Mechanical Equipment			1 Mech, Lib	1 Lib	
	s. Metals, Ferrous & Alloys			1 Arch, Lib	1 Lib	
	t. Metals, Nonferrous & Alloys			1 Arch, Lib	1 Lib	
	u. Metalworking & Metal Forming			1 Arch, Lib	1 Lib	
	v. Plastics			1 Arch, Lib	1 Lib	
	w. Quality Control, Stds., Spec.			1 Con, Mech, Elec, Lib	1 Lib	
	x. Safety Engineering			1 Lib	1 Lib	
	y. Sanitation and Pollution			1 PB, Mech, Lib	1 Lib	
	z. Wood and Paper			1 Arch, Lib	1 Lib	
	aa. Management Control, Decision Systems			1 EASS, Lib	1 Lib	
	bb. Marine Technology			1 EASS, 00B, PB, Lib	1 Lib	
	cc. Earth Sciences and Mineral Industries			1 EASS, PB, Geol, Arch, Lib	1 Lib	
	dd. Mathematics			1 EASS, Arch, Lib	1 Lib	
	ee. Materials Deterioration			1 EASS, Arch, Lib	1 Lib	
127.	Federal Communications Commission Rules & Reg., Vol. IV-Parts 81,83&85		\$ 3.00	1 00B	1 00B	
128.	Federal Employees News Digest	W	7.00	1 Lib 2 Per	1 Lib 2 Per	
129.	Federal Power Commission News Digest		N/C	1 PE, TL0, 00B, Elec, Ctr, Lib	1 Lib	
130.	Federal Register	D (except Sun, Mon, & day fol- lowing legal holi- day)	N/C	1 RMO 2 Lib 3 00B, OC 4 DE0, TL0, Per, PUPS, PeS, Lib	1 RMO 2 Lib(1 year) 3 OC 4 Not retained	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
131.	Federal Times	W	N/C	1 Lib	1 Lib	
132.	Fire Control Notes	Q	\$ 2.25	1 PUPS 2 M&D, Saf, 00B, Con, Arch, Lib	1 PUPS 2 Lib	
133.	Fire Engineering	M	15.00	1 Mech, Arch, Lib	1 Lib	
134.	Fire Journal (part of NFPA Membership)	BM		1 Saf, Mech, Arch, Con, 00B, Lib	1 Lib	
135.	Fire News (part of NFPA Membership)	11/yr		1 Saf, Mech, Arch, Con, 00B, Lib	1 Lib	
136.	Fire Technology	Q	5.00	1 Mech, Saf, Arch, Con, 00B, Lib	1 Lib	
137.	Forest Farmer	M	6.00	1 M&D, RI-Stewart & Bragg, RF-Benning, Jackson, Gordon-CH, RM-HR & CH, Lib	1 Lib	
138.	Forest Industries	M	13.00	1 M&D, RI-Stewart & Bragg, RF-Benning, Jackson, Gordon-CH, RM-HR & CH, Lib	1 Lib (1 year)	
139.	Forest Products Laboratory (U.S.)		N/C	1 Lib 2 Arch 3 TH	1 Lib 2 Arch 3 TH	
140.	Forest Service Manual		N/C	1 M&D	1 M&D	
141.	Form and Function	Q	N/C	1 Arch	1 Arch	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
142.	Forthcoming Books and Subject Guide to Forthcoming Books	BM	\$22.95	1 Lib	1 Lib	
143.	General Electric Communication Manual		N/C	1 Elec	1 Elec	
144.	General Liability Manual			1 S&E	1 S&E	
145.	Geodex Soils Mechanics			1 Soils	1 Soils	
146.	Geological Survey Bulletin		N/C	1 PB, Geol, P&C, EASS, Lib	1 Lib	
147.	Geological Survey-News Releases, Announcements, etc.		N/C	1 Geol, PB, P&C, TLO	1 Not retained	
148.	Geological Survey Reports		N/C	1 Geol, PB, P&C, Lib	1 Lib	
149.	Geological Survey Water Supply Paper		N/C	1 PB, Geol, Lib	1 Lib	
150.	Geo Marine Technology		N/C	1 PB, EASS, OOB	1 Not retained	
151.	Geophysical Abstracts	M	5.00	1 Geol, Lib	1 Lib	
152.	Georgia Engineer	M	N/C	1 F&M, Con, PB	1 Not retained	
153.	Georgia Game and Fish	M	N/C	1 PB, PUPS 2 EOP, Sec 3 Eng, P&S, HPE, Mgt, TH, Saf, Lib	1 PUPS 2 Sec 3 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
154.	Georgia Operator-Water and Pollution Control in Ga.	Q	N/C	1 00B, PB, SPS	1 SPS	
155.	Georgia Prestressed Concrete Co. Publications		N/C	1 Struc, Arch, Con, Struc 2 P&G, S&E, EASS, Lib	1 Struc 2 Not retained	
156.	Geotechnique-Soils Mechanics Journal	Q	\$8.00	1 F&M, Soils	1 Soils	
157.	Government Employee Relations Report	W	Group Rate	1 Per	1 Per	
158.	Government Product News		N/C	1 Sup	1 Sup	
159.	Graphic Arts Product News	BM	N/C	1 OAS, Repro, Arch, Lib	1 Lib	
160.	Grist(part of Park Practice Program Subscription)	10/yr	2.00	1 RM-CH 2 RM-HD 3 00B, PUPS	1 RM-CH 2 RM-HD 3 PUPS	
161.	Ground Water	Q		1 Geol	1 Geol	
162.	Ground-Water Levels in the U.S.			1 Hyd Svcs, Geol, Lib	1 Lib	
163.	Guide to Construction Products & Services			1 S&E 2 Con 3 Eng, F&M, MB, 00B, Lib	1 S&E 2 Con 3 Lib	
164.	Guideline(part of Park Practice Subscription)			1 00B, PUPS	1 PUPS	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
165.	Gypsum Drywall Industry News Magazine	BM	N/C	1 Arch, Con, Lib	1 Lib(2 years) then Arch	
166.	Harza News		N/C	1 Arch, TLO, Lib	1 Lib	
167.	Hearings - Senate & House of Representatives		N/C	1 Lib 2 DEO, PDS, PB, AS, PDS	1 Lib 2 PDS	
168.	Heating, Piping & Air Conditioning	M	\$10.00	1 Mech, Con, S&E, Lib	1 Lib(2 years)	
169.	Highway Research Abstracts	M		1 Struc, P&G, Reloc, EASS, Lib	1 Lib	
170.	Highway Research Circulars	Irreg		1 Struc, P&G, Reloc, EASS, Lib	1 Lib	
171.	Highway Research In Progress	Irreg	125.00	1 Struc, P&G, Reloc, EASS, Lib	1 Lib	
172.	Highway Research News	Q		1 Struc, P&G, Reloc, EASS, Lib	1 Lib	
173.	Highway Research Record	Irreg		1 Struc, P&G, Reloc, EASS, Lib	1 Lib	
174.	Hobart Welding News	Q	N/C	1 Con, 008, Struc, Lib	1 Lib	
175.	House and Home	M		1 Arch, Bud, Spec, Lib	1 Lib	
176.	House Document		N/C	1 Lib 2 DEO, PB, PDS, AS, 008, Others concerned, Lib	1 Lib 2 Not retained	
177.	House of Rep. - (Report No. _____) Public Works Appropriation Bills 19____		N/C	1 Lib 2 DEO, PDS, PB, AS, PDS	1 Lib 2 PDS	
178.	Hurst Construction News		N/C	1 Con, TLO, Lib	1 Lib(6 months)	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
179.	Hydraulics & Pneumatics	M	N/C	1 OAS, HPE, Mech, Hyd Stud, Lib	1 Lib(1 year)	
180.	IBM Data Processing Techniques		N/C	1 ADPC, Ctr, PB, EASS, Aud, Lib	1 Lib	
181.	Index of Federal Specifications and Standards - GSA		\$13.30	1 Criteria 2 Criteria 3 Criteria 4 Con 5 Con 6 Con 7 Con 8 Gen Svc 9 Lib	1 Criteria 2 Criteria 3 Criteria 4 Con 5 Con 6 Con 7 Con 8 Gen Svc 9 Lib	
182.	Industrial Power Systems		N/C	1 Elec, HPE, Con, Mech, Test Sec-CH, Lib	1 Lib	
183.	Industrial Security	1M	4.00	1 Sec	1 Sec	
184.	Industrial Supervisor		2.50	1 Con, Saf 2 Saf 3 Saf 4 Saf 5 Saf 6 Saf 7 Saf 8 Saf 9 Saf 10 Saf	1 Saf(retains all)	
185.	Inland Printer/American Litho-grapher	M	N/C	1 Repro, Lib	1 Lib(1 year)	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
186.	In-Plant Printer		\$ 7.00	1 OAS, Repro, Lib	1 Lib	
187.	Instruments and Controls Systems	M	9.00	1 Elec, OOB, Con, Mech, HPE, Test Sec-CY	1 Test Sec-CH	
188.	Itek Repro News		1/2	1 OAS, Repro, Lib	1 Lib	
189.	Johnson Drillers Journal, The	BM	1/2	1 Geol	1 Geol	
190.	Journal of Data Management	M	13.00	1 ADPC	1 ADPC	
191.	Journal of Ecology	3/yr	32.00	1 SPS	1 SPS	
192.	Journal of Engineering for Power	Q	45.00	1 PB, HPE, Mech, Con, Maint, Lib	1 Lib	
193.	Journal of Library Automation		30.00	1 Lib	1 Lib	
194.	Journal of the American Concrete Institute	M	25.00	1 P&G, S&E, Struc, Lib 2 Con, EASS	1 Lib(5 years) 2 Not retained	
195.	Journal of the Construction Division(ASCE subscription)	Irreg		1 Con, S&E, Lib	1 Lib	
196.	Journal of the Engineering Mechanics(ASCE subscription)	Irreg		1 Struc, EASS, Lib	1 Lib	
197.	Journal of the Highway Division	Irreg		1 Reloc, P&G, Struc, Lib	1 Lib	
198.	Journal of the Hydraulic Division(ASCE subscription)	Irreg		1 PB, Hyd Stud, S&E, EASS, HPE, Lib	1 Lib	
199.	Journal of the Irrigation and Drainage Division(ASCE subscription)	Irreg		1 P&G, PB, Con, EASS, Lib	1 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode Storage
200.	Journal of the Prestressed Concrete Institute	BM	\$19.50	1 Struc, Arch, Con 2 S&E, EASS, Lib	1 Not retained 2 Lib	
201.	Journal of the Power Division (ASCE subscription)	Irreg		1 Hyd Stud, PB, HPE, Struc, Elec, Lib	1 Lib	
202.	Journal of the Professional Activities (ASCE subscription)	Irreg		1 Lib	1 Lib	
203.	Journal of the Sanitary Engineering Division (ASCE subscription)	Irreg		1 Mech, PB, Lib	1 Lib	
204.	Journal of the Soil Mechanics and Foundations Division (ASCE subscription)	Irreg		1 Struc, Geol, Con, EASS, Lib	1 Lib	
205.	Journal of the Structural Division (ASCE subscription)	Irreg		1 Struc, Con, EASS, Lib	1 Lib	
206.	Journal of the Surveying and Mapping Division (ASCE subscription)	Irreg		1 Survey, P&C, Drafting, MPS, EASS, Lib	1 Lib	
207.	Journal of the Urban Planning and Development Division (ASCE subscription)	Irreg		1 PUPS, FPMS, MPS, EASS, Lib	1 Lib	
208.	Journal of the Waterways and Harbors Division (ASCE subscription)	Irreg		1 PB, Struc, OOB, EASS, Lib	1 Lib	

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209.	Laboratory Equipment		N/C	1 Con, Arch, Nav	1 Nav	
210.	Laboratory Management	M	N/C	1 Lab 2 Sup	1 Lab 2 Sup	
211.	Landscape Architecture	Q	\$11.00	1 P&G, PUPS, MPS, S&E, Arch, PB, Lib	1 Lib(5 years)	
212.	Landscape Industry	BM	10.00	1 Arch, PUPS, MPS, Mgt, S&E, PB, Lib	1 Lib(5 years)	
213.	Leaveell Spotlight		N/C	1 Con	1 Con	
214.	Legislative Digest			1 Lib 2 DEO, AS, Con, OOB, P&C	1 Lib 2 Not retained	
215.	Librarian's Newsletter		N/C	1 OAS, Lib	1 Lib	
216.	Limnology and Oceanography	Q	15.00	1 Geol, SPS	1 SPS	
217.	List of training manuals and correspondence courses, NAVPERS		N/C	1 OOB 2 Per, Con, Arch, EASS, P&G, Lib	1 OOB 2 Lib	
218.	Local Climatological Data		N/C	1 P&G, Lib	1 Not retained	
219.	Lone Star Cement News		N/C	1 Struc	1 Struc	
220.	Macon Prestressed Concrete Co. Publications		N/C	1 Arch, S&E, Con, EASS 2 Struc	1 Not retained 2 Struc	
221.	Management Science	M	25.00	1 EASS, Arch, ADPC, Acq, Ctr, Man, Bud, Per, Lib	1 Lib	
222.	Marine Engineering/Log	M	10.00	1 OOB	1 OOB	

No.	Periodical	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
223.	Maritime Reporter and Engineering News	SM	N/C	1 00B, TLO, Lib	1 Lib	
224.	Material Handling Illustrated		N/C	1 HPE, Con, Arch, P&G, Lib	1 Not retained	
225.	Materials Applications		N/C	1 Arch, Elec, Mech, Con, Lib	1 Not retained	
226.	Materials Research and Standards (ASTM subscription)	M		1 Arch, Elec, Mech, Con, EASS, Lib	1 Lib (1 year)	
227.	Mechanical Contractor Magazine		N/C	1 S&E	1 S&E	
228.	Merry Times		N/C	1 Arch, Con	1 Not retained	
229.	Military Engineer	BM	N/C	1 DEO, Eng, Con, MPS, MCS, P&C, Lib	1 Lib	
230.	Mineral Information Service	M	\$ 1.00	1 Geol	1 Geol	
231.	Modern Office Procedures	M	N/C	1 Con, ADPC, Acq, DEO, Per, Ctr, Man, Bud, Sup 2 OAS, M&R, F&A, Lib	1 Not retained 2 Lib	
232.	Modern Photography	M	9.00	1 OAS, Repro, S&E, Lib	1 Lib	
233.	Monthly Catalog (from Supt. of Documents)	M	6.00	1 Lib	1 Lib	
234.	Monthly Checklist of State Publications	M		1 Lib	1 Lib	

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No.	Periodical	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
235.	Monthly Reporter-National Rivers & Harbors Congress	M	N/C	1 DEO, PB, DB, 00B, TLO, Lib	1 Lib(1 year)	
236.	Monthly Wholesale Trade Report	M	N/C	1 S&E	1 S&E	
237.	NASS Quarterly Magazine and Services	Q	\$25.00	1 EASS, Per	1 Per	
238.	National Cooperative Highway Research Program Report			1 P&G, Reloc, Lib	1 Lib	
239.	National Geographic	M		1 Lib	1 Lib	
240.	National Observer			1 Lib	1 Lib	
241.	National Safety News	M	57.60	1 00B, L&D 2 BACON, Depot 3 Crane Barge #2 4 Con, Arch, EOP, Lib 5 Saf	1 L&D 2 Depot 3 Crane Barge #2 4 Lib 5 Saf	
242.	Navy Management Review	M	1.50	1 EASS, Ctr, Bud, Sup, Lib	1 Lib	
243.	Newport Newstory		N/C	1 00B	1 00B	
244.	New Publications of the Geological Survey		N/C	1 Geol, PB, P&C, Geol 2 Lib	1 Geol 2 Lib	
245.	New Technical Books-A Selective List with Descriptive Annotations	M	5.00	1 HPE, Elec, Arch, ADPC, Con, Ctr, Lib 2 S&E, EASS, Reloc, P&G, Mech	1 Lib 2 Not retained	
246.	News-Calcium Chloride Institute		N/C	1 P&G	1 P&G	

No.	Periodical	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
247.	News-Letter (from ASSE)	M	N/C	1 Mech, Con, Lib	1 Lib	
248.	Newsletter - American Shore and Beach Preservation Assoc.	M		1 PB, TLO, EASS, Lib	1 Lib(1 year)	
249.	Newsletter - Chatham County Office (ASCS)		N/C	1 P&C, PB	1 Not retained	
250.	News Release - U.S. Dept. of the Interior - Geological Survey		N/C	1 Geol, PB, TLO, others concerned	1 Not retained	
251.	Notice to Mariners		N/C	1 00B 2 00B, P&S 3 00B, P&S 4 00B, P&S 5 00B, P&S	1 00B Retains all	
252	Ocean Product News		N/C	1 SPS 2 EASS, Lib 3 00B	1 SPS 2 Lib 3 00B	
253.	Off-Highway Trucks and Trailers		\$52.00	1 S&E	1 S&E	
254.	Office, The	M	11.00	1 OAS, M&R, Con, F&A, Lib 2 ADPC, Ctr, Man, Sup, Per	1 Lib(1 year) 2 Not retained	
255.	Official Airline Guide	M	45.00	1 OAS	1 OAS	
256.	Optical Spectra		N/C	1 Repro, Lib	1 Lib	
257.	Organizing for Successful Architectural Practice (part of Architectural Record Subscription)		N/C	1 Arch, MPS, Spec, Con, Lib	1 Lib(3 years) then Arch	

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258.	Our Public Lands	Q	\$ 1.80	1 PUPS, TLO, Mgt, 00B, PB, Lib	1 Lib (3 years)	
259.	Outdoor Lighting	B	4.50	1 Elec, PUPS, Con, Arch, Lib	1 Lib	
260.	Outdoor Recreation Action	Q	1.50	1 DEO, P&C, EOP, 00B, Mgt, Sec, Arch, PB, Lib	1 Lib	
261.	Park Maintenance	M	8.75	1 00B, PUPS, EOP, Sec, PB, Lib	1 Lib (1 year)	
262.	Park Practice Program		15.00	1 00B, PB, PUPS	1 PUPS	
263.	PCI Bridge Bulletin (from Pre- stressed Concrete Institute)		N/C	1 Struc	1 Struc	
264.	Plan & Print		N/C	1 Repro, Lib	1 Lib (1 year)	
265.	Plant Engineering	M	N/C	1 Arch, Man, Mech, Elec, 00B, HPE 2 Hyd Stud, Con, Lib	1 Not retained 2 Lib (1 year)	
266.	Plowback (part of Park Practice Program subscription)		N/C	1 00B, PB, Man, PUPS	1 PUPS	
267.	PMI - Photo Methods for Industry	M	14.00	1 OAS, Repro	1 Repro	
268.	Portland Cement Assoc. Bulletin Irreg		N/C	1 Struc, S&E, F&M, EASS, Lib 2 P&G, Con, Arch	1 Lib (3 years) 2 Not retained	
269.	Postal Bulletin	W	6.00	1 M&R	1 M&R	
270.	Postal Manual, Chapters 1&2		4.00	1 M&R	1 M&R	

No.	Periodical	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
271	Power Engineering	M	N/C	1 Lib 2 Elec, Mech, PB, Hyd Stud, Con, HPE, OOB, HD Powerhouse	1 Lib(3 years) 2 HD Powerhouse	
272.	Power Parade					
273.	Precipitation in Tennessee River Basin		N/C	1 Hyd Stud, HPE, Con, PB, Depot	1 Depot	
274.	Prepakt Reporter		N/C	1 PB	1 PB	
275.	Price Revision Service-Price Guide		N/C	1 F&M, Con, Lib	1 Not retained	
276.	Printing Magazine/National Litho-grapher	M	\$54.00	1 S&E	1 S&E	
277.	Products and Services for the Construction Industry		10.00	1 OAS, Repro	1 Repro	
278.	Progressive Architecture	M	N/C	1 S&E 2 S&E 3 Con	1 S&E 2 S&E 3 Con	
279.	Progressive Fish Culturist	Q	9.50	1 Arch, AS, MPS, Spec, S&E, Con, Lib	1 Lib(3 years) then Arch	
280.	Project - Guidelines to Equal Opportunity	BM	1.00	1 OOB, Lib	1 Lib	
281.	Public Health Reports		N/C	1 Per	1 Per	
		M	N/C	1 PUPS, SPS, Saf, Lib	1 Lib(2 years)	

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282.	Public Power	M	N/C	1 Elec, 00B, PB, Hyd Stud, Con, Lib	1 Lib (1 year)	
283.	Public Works	M	N/C	1 DEO, Eng, PB, F&M, TLO, DB, Mech, P&G, Lib	1 Lib (1 year)	
284.	Publication Announcement-NBS	M	N/C	1 Arch, Elec, Mech, Con, M&R, ADPC, Lib	1 Lib	
285.	Publication Program		N/C	1 OAS, Con, Need to know, Lib	1 Lib	
286.	Publications Announcement, Environmental Science Services Administration		N/C	1 Elec, 00B, Geol, Need to know, Lib	1 Lib	
287.	Pulp and Paper	W	\$10.00	1 M&D, RI-Stewart, RF-Benning & Jackson, RI-Bragg, RM-HD & CH, RF-Gordon-CH, Lib	1 Lib	
288.	Pulpwood Production	M	9.00	1 M&D, RI-Stewart, RF-Benning & Jackson, RI-Bragg, RM-HR & CH, RF-Gordon-CH, Lib	1 Lib (1 year)	
289.	RCA Information Systems Man Consultants Bulletin		N/C	1 Aud, Con, EASS, ADPC	1 ADPC	
290.	Rental Rate Blue Book		N/C	1 00B, Con, S&E	1 S&E	
291.	Reporter, Equipment Guide-Book		N/C	1 S&E	1 S&E	
292.	Reproduction Engineers		10.00	1 OAS, Repro	1 Repro	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
293.	Reproduction Methods	-	N/C	1 OAS, Repro, Man, Lib	1 Lib	
294.	Reprographics	M	\$13.00	1 OAS, DB, Repro, Lib	1 Lib	
295.	Research and Development News	M	N/C	1 DEO, TLO, PB, Nav, Mech, Geol, EASS, Lib	1 Lib	
296.	Rotor & Wing	M	N/C	1 MPS, P&G, Lib	1 Lib	
297.	Rural & Urban Roads	M	N/C	1 Reloc, Struc, t&G, P&C, Lib	1 Lib	
298.	Safety Journal	M	N/C	1 EOP, 00B, Con, Arch, Saf	1 Saf	
299.	Safety Newsletter		N/C	1 00B, Con, Arch, Saf	1 Saf	
300.	Sales Management	SM	12.00	1 GIS	1 GIS	
301.	SAVE Communications		10.00	1 OAS, VEO	1 VEO	
302.	Science and Technology (International)	3/yr	N/C	1 Elec, 00B, ADPC, EASS, Lib	1 Lib	
303.	Seismological Bulletin	Q	N/C	1 Geol, EASS	1 Not retained	
304.	Selected Water Resources Abstracts		N/C	1 Geol, PB, Mech, EASS, Lib	1 Lib	
305.	Selected U.S. Government Publications	BW	N/C	1 Need to know, Lib	1 Lib	
306.	Senate Document		N/C	1 Lib 2 DEO, PB, PDS, AS, 00B, Others concerned, Lib	1 Lib 2 Lib	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
307.	SERO Shorts		N/C	1 Mgt, Lib	1 Lib	
308.	SFI Bulletin (from Sport Fishing Institute)	BM	N/C	1 PUPS, TLO, Mgt CH-RM, HD-RM, Lib	1 Not retained	
309.	Shore and Beach Journal	SA		1 PB, TLO, 00B, EASS, Lib	1 Lib(1 year)	
310.	South Carolina Asphalt Pavement Assoc. (SCAPA) Directory		N/C	1 P&G, Con, Reloc, TLO	1 TLO	
311.	South Carolina Economic Trends		N/C	1 TLO 2 PUPS, GIS 3 00B 4 Reloc	1 TLO 2 GIS 3 00B 4 Reloc	
312.	South Carolina State Development Board News		N/C	1 TLO 2 PB, PUPS 3 Con, 00B	1 TLO 2 PUPS 3 00B	
313.	Southeastern Geology	Q	\$ 5.00	1 Geol	1 Geol	
314.	Southern Lumberman	SM	15.00	1 McD, RI-Stewart & Bragg, RF-Benning, Jackson & Gordon-CH, RM-HR & CH, Arch, Lib	1 Lib(1 year)	
315.	Southern Outdoors		10.00	1 TLO, 00B, Acq, Lib	1 Lib(2 years)	
316.	Special Libraries Journal			1 Lib	1 Lib	
317.	Special Report-Highway Research Board			1 P&G, Reloc, EASS, Lib	1 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
318.	Sports Afield	M	\$10.00	1 TLO, Man, EOP, Lib	1 Lib	
319.	Statistical Report 19____		N/C	1 GIS, Man, OOB, Lib	1 Lib	
320.	Steelways	5/yr	N/C	1 Con, TLO, Struc, Lib	1 Lib	
321.	Stone Magazine		N/C	1 Geol, Arch	1 Arch	
322.	Structural Engineer, The	M	35.31	1 DB, S&E, EASS, Lib	1 Lib (1 year)	
323.	Suggestion Systems Quarterly (parts of MASS Service)			1 Per	1 Per	
324.	Survey of Current Business	M	6.00	1 GIS 2 Ctr, Man, Lib	1 GIS 2 Lib	
325.	Surveying and Mapping	Q	24.00	1 P&C, Survey, S&E, MPS, PB, EASS, Lib	1 Lib	
326.	Sweets Catalog Service		N/C	1 1969-Arch 2 1968-Con 3 1967-S&E	1 1969-Arch 2 1968-Con 3 1967-S&E	
	a. Architectural					
	b. Plant Engineering			1 1969-Arch 2 1969-Con 3 1969-Opr 4 1969-S&E Old sets-Con, for Field	1 1969-Arch 2 1969-Con 3 1969-Opr 4 1969-S&E Old sets-Field	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
	Sweets Catalog Service (cont'd)					
	c. Industrial Construction			1 1969-Con	1 1969-Con	
	d. Light Construction			1 1969-Con 2 1969-Struc	1 1969-Con 2 1969-Struc	
	e. Interior Design			1 1969-Arch	1 1969-Arch	
	f. Product Design			1 1960-Con	1 1960-Con	
327.	Technical Abstract Bulletin Indexes		N/C	1 Lib	1 Lib	
328.	Technical Book Review	M	\$15.00	1 Lib, P&G, Soils, S&E, Mech, EASS, Lib	1 Lib	
329.	Technical Briefs		N/C	1 P&G, Con, Lib	1 Lib	
330.	Technical News (from NBS)		N/C	1 Need to know, Lib	1 Lib	
331.	Technical Notes on Brick & Tile Construction		N/C	1 Arch 2 Struc	1 Arch 2 Struc	
332.	Technical Photography		N/C	1 OAS, Repro, S&E, Lib	1 Lib	
333.	Tectum Trends		N/C	1 DB, Arch	1 Arch	
334.	Telephone Engineer & Management	SM	\$10.00	1 Elec, OAS, Test Sec-CH, Lib	1 Lib	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
335.	Thomas Register			1 Sup	1 Sup	
336.	Tidal Current Tables		N/C	1 00B, PB, Nav	1 Nav	
337.	Tide Tables			1 Lib 2 Lib 3 PB 4 GIS 5 Hyd Svcs 6 Nav 7 Nav 8 Survey 9 Survey 10 Survey 11 Survey 12 00B 13 00B 14 00B 15 00B 16 00B 17 00B 18 00B 19 00B 20 00B 21 00B 22 00B 23 MB	1 Lib 2 Lib 3 PB 4 GIS 5 Hyd Svcs 6 Nav 7 Nav 8 Survey 9 Survey 10 Survey 11 Survey 12 00B 13 00B 14 00B 15 00B 16 00B 17 00B 18 00B 19 00B 20 00B 21 00B 22 00B 23 MB	
338.	Tone		N/C	1 Arch, Lib	1 Lib (1 year)	
339.	Trade Book, The			1 S&E	1 S&E	

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No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
340.	Traffic Control and Roadway Elements-Their Relationship to Highway Safety		N/C	1 P&G, Reloc, Saf, Lib	1 Lib	
341.	Transportation Engineering Journal(part of ASCE subscription)			1 Reloc, P&G, EASS, Lib	1 Lib	
342.	Transportation Proceedings	M	N/C	1 TL0, 008, AMSS, OAS, AS, Others concerned, Lib	1 Lib	
343.	Trends in Park and Recreation (part of Park Practice Program subscription)			1 Mgt, TH(RE), P&C, Arch, P&G, PUPS	1 PUPS	
344.	Truck Blue Book		\$30.00	1 S&E	1 S&E	
345.	U.S. Government Research and Development Reports	SM	N/C	1 DB, EASS, ADPC, SB, Mech, Con, Lib	1 Lib	
346.	U.S. Government Research and Development Indexes			1 Lib	1 Lib	
347.	Wall Street Journal			1 Lib	1 Lib	
348.	Washington Newsletter(from ALA)	M	5.00	1 Lib	1 Lib	
349.	Water and Sewage Works	M	7.50	1 Mech, Geol, 008, Lib	1 Lib(1 year)	
350.	Water and Wastes Digest	M	N/C	1 008, Mech, Lib	1 Lib	
351.	Water and Wastes Engineering	M	10.00	1 Mech, PB, Geol, 008, Lib	1 Lib(1 year)	

No.	Periodical Title	Frequency of Issue	Annual Cost	Copies Routed	Retention	Mode of Storage
352.	Water Newsletter	SM	\$24.00	1 DEO, TLO, PB, Mac, 00B, Geol, Hyd Stud, Lib	1 Lib	
353.	Water Power	M	17.00	1 C3, Hyd Stud, F&M, DB, HPE, Elec, Lib	1 Lib	
354.	Water Resources Research	Q	13.00	1 PB, Geol, Struc, 00B, EASS, Lib	1 Lib	
355.	Water Resources Review	M	N/C	1 PB, Geol, Lib	1 Lib	
356.	Water Tower		N/C	1 Mech, Lib	1 Lib(1 year)	
357.	Welding Engineer	M	7.00	1 Struc, HPE, Con, 00B, EASS, Lib	1 Lib(6 months) then Struc	
358.	Wheel and Crawler Tractor Specifications			1 S&E	1 S&E	
359.	Wildlife-South Carolina	Q	N/C	1 TLO, GIS, PUPS, Nav, P&C, M&D, Mgt, 00B, TH(RE), PB, Lib	1 Lib(6 months)	
360.	Wood Preserving News	M	N/C	1 Struc, S&E, EASS, Con, Lib 2 PUPS	1 Lib 2 PUPS	
361.	Work Boat, The	M		1 00B	1 00B	
362.	World Dredging & Marine Construction	M		1 PB, TLO, 00B, Lib	1 Lib	
363.	World Ports & Marine News	M	N/C	1 TLO, GIS, Nav, 00B, Lib	1 Lib(6 months)	
364.	Yearbook-Highway Research Board(part of Highway Research Board subscription)	A		1 Struc, P&G, Reloc, Lib	1 Lib	

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LEGEND

Acq	- Acquisition Branch	MB	- Military Branch
ADPC	- Automatic Data Processing Center	MCS	- Military Coordinating Section
AMSS	- Administrative Motor Service Section	Mech	- Mechanical Section
App	- Appraisal Branch	Hgt	- Management Sec, Management & Disposal Sec
Arch	- Architectural Section	MPS	- Military Planning Section
AS	- Administrative Section	Nav	- Navigation Section
Aud	- Audit Branch	OAS	- Office of Administrative Services
BACON	- Dredge HENRY BACON	OC	- Office of Counsel
Bud	- Budget Branch	OUB	- Office Operations Branch (Operations Div)
COSS	- Civil Defense Support Section	P&C	- Planning & Control Branch
CH	- Clark Hill	P&G	- Paving & Grading Section
Con	- Construction Division	P&S	- Permits & Statistics Branch
Criteria	- Criteria Unit	PB	- Planning Branch
Ctr	- Comptroller	PDS	- Program Development Section
DB	- Design Branch	Per	- Personnel Office
DEO	- Executive Office	Pro	- Procurement Branch
Depot	- Engineer Depot (formerly Engineer Yard)	Prp	- Property
Drafting	- Drafting Section	Pub	- Publications Unit
EASS	- Engineering Analysis Support Section	PUPS	- Public Use Planning Section
Elec	- Electrical Section	RE	- Real Estate Division
Eng	- Engineering Division	Reloc	- Relocations Branch
EOP	- Emergency Operations Planning	Repro	- Reproduction Branch
F&A	- Finance & Accounting Branch	RI	- Resident Inspector
F&M	- Foundations & Materials Branch	RF	- Resident Forester
FPMS	- Flood Plain Management Service Section	RM	- Reservoir Manager
Gen Svc	- General Service Branch	RMO	- Records Management Officer
Geol	- Geology Section	Saf	- Safety Office
GIS	- General Investigation Section	S&E	- Specification & Estimating Section
HD	- Hartwell Dam	SB	- Service Branch
HPE	- Hydraulic Power Equipment Section	SEC	- Security
HR	- Hartwell Reservoir	Soils	- Soils Section
Hyd Svcs	- Hydrologic Services Section	Spec	- Specifications Unit, Spec & Estimate Sec
Hyd Stud	- Hydraulic Studies Section	SPS	- Special Programs Section
L&D	- New Savannah Bluff Lock & Dam	Struc	- Structural Section
Lab	- Laboratory	Sup	- Supply Division
Lib	- Technical Library Branch	Survey	- Survey Section
Maint	- Maintenance Branch	Test Sec	- Hydro-Power Test Section
Man	- Management Analysis Branch	TH	- Timber Harvesting
M&D	- Management & Disposal Branch	TLO	- Technical Liaison Office
M&R	- Mail & Records Branch	VEO	- Value Engineering Office

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APPENDIX B

Reference Periodicals For Use in Library Only

1. Buying Guide - Consumer Reports
2. Christian Science Monitor
3. Consumer Reports
4. Cumulative Book Index
5. Defense Documentation Center Technical Abstract Bulletin
6. Engineering Index - Annual
7. Engineering Index - Monthly
8. Federal Employees News Digest
9. Federal Times
10. Forthcoming Books
11. Journal of Library Automation
12. Monthly Catalog (from Supt. of Documents)
13. Monthly Checklist of State Publications
14. National Geographic
15. National Observer
16. Special Libraries Journal
17. Technical Abstract Bulletin Indexes
18. U. S. Government Research and Development Indexes
19. Wall Street Journal
20. Washington Newsletter (from ALA)

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13. ABSTRACT This is the second in a series of reports concerning the establishment of a model technical library in the Savannah District in accordance with Task 02, Work Unit 012, of the Army Technical Information Support Activities Project (TISAP). The purpose of the Model Technical Library Project is to develop, test, and evaluate a modern, highly effective, technical information facility that may be related to Army-wide use and to evaluate relevant techniques and concepts of modern information technology. This report covers the purpose, scope, effort, basic policies and procedures established where possible, and ground work laid for experimentation and evaluation which is to be conducted in the next phase of development. Project activities such as: orientation and training of the Library staff, updating the collection, acquisition, disposal, and accounting for library materials, cataloging system, Engineering and Construction Standards, periodicals, Visual Search Microfilm Files, external information sources and services, budget, and user needs survey are summarized. There are no findings or conclusions in this report. Plans for further development are discussed.			

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14 REFERENCES	LINK A		LINK B		LINK C	
	ROLE	WT	ROLE	WT	ROLE	WT
Special libraries Information center Information retrieval Data processing systems User survey Visual Search Microfilm files Cataloging Savannah District TISAP						

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