



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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January 15, 1993

Deselection Survey Results Compiled

One thousand, one hundred, and seventy depository libraries (including forty-one regional depositories) responded to the Superintendent of Documents' November 18, 1992, letter and voluntary deselection survey. This was a very gratifying response given the short time frame for the survey, and the Library Programs Service (LPS) appreciates the cooperation of the depository library community in this effort. Many thanks to each of you for responding so promptly.

All responses which were received at LPS by December 16 were tabulated, and the results indicate that savings estimated at \$243,000 may be realized by implementing the responses from the selective depositories. LPS will enter the selective depositories' changes into the Depository Distribution Information System (DDIS) in January. Changes in the quantities ordered and formats should begin to affect shipments over the coming months. *Libraries which did not respond to the survey are requested to do so as soon as possible.*

On average, each paper title on the survey is distributed to 351 selective depositories, and of these, 53, or 15.2%, of the libraries responding indicated a willingness to deselect the item in paper. The saving resulting from the reduction of paper was slightly offset by increased selections of microfiche. The average title surveyed is distributed to 469 selectives in microfiche, and when the adds and drops were combined there was a net increase of 23 in the requirement for microfiche. Expressed another way, the total requirement for microfiche rose 4.9% among the selectives.

For example, 1,229 copies of the Monthly Catalog in paper and 258 copies in microfiche were distributed to the depositories. Of the selective libraries responding to the survey, 201 indicated a willingness to drop the item in paper, another 20 dropped the microfiche version, while 195 selectives added the Monthly Catalog in microfiche. This combination of choices results in an estimated saving of \$36,000 of printing and binding expenses.

LPS also estimates that over \$24,000 may be saved by implementing the survey results for the daily Congressional Record. 951 libraries received the daily Record in paper, while 390 received microfiche. Of the responding selectives, 106 dropped this title in paper, and 14 dropped the microfiche version. This was offset by the 106 selectives which added the daily Congressional Record in microfiche.

Individual House and Senate documents were previously distributed to 365 libraries in paper and to another 725 libraries in microfiche. 67 selectives dropped the item in paper, and another 20 dropped the microfiche, while 195 selectives added the microfiche. These choices resulted in an estimated saving in excess of \$16,000.

Voluntary deselections by regional depositories of items distributed in both paper and microfiche could save an additional \$56,000. However, LPS cannot enter these changes into the DDIS data base at this time. Allowing the regionals to have selectivity will require some significant programming changes to upgrade DDIS, and may not be the most cost-effective use of GPO's limited automation enhancement resources. A decision on regional selectivity will be deferred until more complete information on the relative costs and benefits is available.

The survey also revealed that a substantial proportion of the respondents were willing to deselect the twelve Department of Energy titles which are distributed in floppy diskette as well as print formats. Nearly half of the regionals responding, and 43.4% of all the respondents, opted to drop the electronic version of these titles. As the diskette version is in each case more expensive than the corresponding paper or microfiche, LPS will be entering these responses into DDIS. This data will also be considered in making future decisions concerning the dissemination of information on diskettes.



Ohio, Michigan, and Indiana hold Joint GODORT Meeting



Chief of Depository Services Sheila McGarr was the featured speaker for a joint meeting of the Government Documents Roundtables of Ohio, Michigan, and Indiana at the University of Toledo in Toledo, Ohio, October 23, 1992. Pictured (l-r) are Andrea Singer, President of INDIGO (Indiana), George Barnum, President of GODORT/OHIO, McGarr, Leslie W. Sheridan, Dean of Libraries, University of Toledo, and Carole Collard, President of Michigan GODORT. (Photo: Terry Fell, University of Toledo).



Has Your Congressional District Changed?

All depository libraries are reminded that it is their responsibility to notify GPO of changes in their Congressional district as a result of Congressional re-districting. **A change in the district will not affect depository status.** If your district has changed, notify the Designation Program Specialist at (202) 512-1109.



New Item Numbers Created for NF and Y 3. Classes

Four new item numbers have been added to Superintendent of Documents classes for the National Foundation on the Arts and the Humanities (NF) and for the various commissions, committees, and boards included in the Y 3. category. These item numbers are printed in the current List of Classes (revised Sept. 1992), reflecting a new Library Programs Service policy to list all of the individual publishing agencies. Previously many of the NF and Y 3. agencies were considered to be temporary and were not listed. Most of the affected agencies are listed in the current List of Classes, but some will be added in future issues.

The new item numbers are as follows:

0831-B-04	NF	(replaces 0831-B-02 for some titles)
0831-B-05	NF	(replaces 0831-B-03 for some titles)
1089-A-01	Y 3.	(replaces 1089 for some titles)
1089-A-02	Y 3.	(replaces 1089 for some titles)

Item numbers 0831-B-02, 0831-B-03, and 1089 will remain active. Libraries that selected these items will automatically receive publications distributed under both the old and the new item numbers. No action is necessary on the part of depository library staff, except to note the number change.



Do Not Discard Title 3 of the CFR!

Title 3 of the Code of Federal Regulations (CFR) is not superseded on the same schedule as the rest of the CFR. Title 3 should not be discarded until superseded by the quinquennial cumulation, as noted in the Superseded List (revised Aug. 1992) and on the cover of Title 3 itself. Libraries that have discarded depository copies of Title 3 should replace them. Additionally, all library staff involved in weeding the depository collection should be notified of the special status of Title 3, CFR.

Depository Library Inspection Schedule, January 1993

Georgia: **Greta Boeringer**

Tues.	5	Americus	Georgia Southwestern College
Wed.	6	Albany	Dougherty County Public Library
Thur.	7	Valdosta	Valdosta State College
Fri.	8	Brunswick	Brunswick-Glynn County Library
Mon.	11	Savannah	Chatham-Effington Public Library
Tues.	12	Augusta	Augusta College
Wed.	13	Augusta	Medical College of GA

Washington

& Oregon: **Robin Haun-Mohamed**

Tues.	5	Vancouver	Fort Vancouver Regional Library
Wed.	6	Salem	OR Supreme Court Library
Thur.	7	Salem	OR State Library
Fri.	8	Salem	Willamette U. Law Library
Mon.	11	Salem	Willamette U.

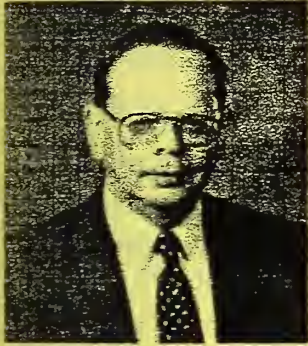
Texas: **Joe Paskoski**

Mon.	4	Huntsville	Sam Houston State U.
Tues.	5	Nacogdoches	Stephen F. Austin State U.
Wed.	6	Waco	Baylor U.
Thur.	7	Waco	Baylor U. Law Library
Fri.	8	College Park	Texas A & M U.

Readers Exchange

ELECTRONIC CORNER

Removing Barriers to Access: Electronic Data & Documents at the University of Minnesota, Duluth Library



By

James J. Vileta
Government Documents Librarian
UMD Library
University of Minnesota, Duluth

Beginning in the late 1980s, the Federal Government Documents Depository at the University of Minnesota, Duluth received its first CD-ROMs from GPO. Among these were the County City Data Book, 1988; and the Congressional Record, 1985. During that time the library had an IBM XT in the reference area running a Philips CM 100 single disk CD-ROM drive. This CD-ROM system was purchased mainly for the purpose of running our Disclosure CD-ROM. The Reference staff expressed an interest in the County City Data Book (CCDB) because of its consistent use in reference work and because its menu driven software made it relatively easy to use. Upon the request of a patron, they were willing to occasionally substitute the CCDB for the Disclosure disc. The other discs were not loaded into the system for a variety of reasons: they had complex installations with auxiliary files; our computer was slow and did not have enough memory for some of the programs; most staff lacked familiarity with CD-ROMs in general; and there was no system to handle the ever growing number of CD-ROM titles, as we had not established a special location, filing system, finding aid, handling procedures or loading procedures for this new format.

As CD-ROM titles grew, it became apparent that the library would have to take several steps to become more functional with this new format. We also recognized that there were a number of barriers keeping the library staff and patrons from using the information on these CD-ROM products.

The first barrier we faced in this process was in the area of equipment. We recognized that we needed at least one computer dedicated to running our various non-index CD-ROMs, and needed a computer with enough power and memory to properly search the vast data in each CD-ROM.

Our reference department proposed to the library's director, Margaret L. Johnson, that we initiate a special project to make CD-ROMs available to the public. Our director welcomed this proposal, and a budget of \$3,000 was established for the project. With this money, we bought a 386 25 MHZ IBM clone with a 85 megabyte hard drive, 2 megabytes of RAM, DOS 5.0, VGA color monitor, and a large carriage Panasonic printer. We had initially selected a single slot CD drive, but fortunately for us, our Library Director was aware of the Pioneer DRM-600 cartridge CD drive, and recommended that it be purchased for the system.

With the equipment in hand, we set up our basic system and began experimenting with various CD-ROM products. Being new to these formats, getting started was difficult at first. Installation procedures, auxiliary files, and EXTRACT software were very confusing. But with time, we were able to get the CDs to run, and began to appreciate the power and possibilities that these CDs possessed.

Still, we were also aware of other barriers. Each CD product had its own style of installation, its own manuals or technical documentation, and its own, somewhat frustrating, commands to start each program. All of this was difficult to remember, even for a person who was working with it every day. How would reference librarians, or patrons who would use these materials with less frequency, be able to remember how to install and start these programs? Clearly, a system to surmount these barriers was necessary.

The cartridge approach solved the problem and eliminated the barriers to organizing, finding, and loading CD-ROMs. The Pioneer DRM-600 magazine cartridge was the starting point of this system concept. We realized that we could permanently mount major CD-ROM titles into assigned drives of each magazine cartridge. This would simplify the process of locating CD-ROMs. Instead of looking for a long SuDoc number, each cartridge could be given a simple numerical designation, for example, 1, 2, 3, and so forth. Within each cartridge, a particular CD-ROM would reside in a permanent drive, such as D, E, F, G, H, or I, and they would not be directly handled, scratched or smudged with the loading and starting of each program.

The next barrier to creating a truly functional system was the complexity of program installation and the starting of programs. Many of the CD-ROMs had installation procedures that required the installation of special supporting software into designated subdirectories on the computer hard drive. Normally, one would have to know the location of the particular subdirectory, give a "change directory" command to that subdirectory, and then invoke the command to start the program. Granted, some of the Census Department CD-ROMs had operating software built into the CD-ROM itself, which simplified matters somewhat. But they were greatly complicated if one wanted to search such a CD-ROM using the EXTRACT software. On our computer, for example, starting the 1987 Census of Agriculture with EXTRACT would require remembering and correctly typing the following command:

```
C:\EXTRACT\EXTRACT C H: H:\AUXIL C:\GPO\GPOWORK
```

We felt that asking library staff and patrons to remember such commands for so many different CD-ROMs was unrealistic. So, this was yet another major barrier to access and to making a user friendly system.

One solution that would simplify the starting of CD-ROMs was to use DOS commands to make batch files. One such system that impressed us very much was DOCBASE, produced by Robert Lopresti at Western Washington University. The system is described on pages 19-22 in the September 15, 1991, issue of Administrative Notes. It also used the Pioneer DRM-600 CD drive. The system had many attractive features, and was an inspiration to our thinking. It was quite clear that something like this would have to be done. We also noted that the DOCBASE system required that the Pioneer cartridges be loaded and supervised by staff.

We were also reluctant to rely on batch files for menus and invoking programs. Making DOS batch files is difficult for some people, and generally somewhat tedious. Moreover, there was another problem. How could we keep the system available and usable to patrons when reference staff were not on duty, and still keep patrons from using potentially damaging DOS commands?

We wanted our computer system to be secure, user friendly, and readily accessible to the public. How could we protect vital files in the carefully constructed directories and subdirectories from passive or active abuse on the part of our users?

The answer: a menu software program. A staff member in the library had a copy of MenuWorks version 2.10 mounted on his personal computer. It allowed him to quickly enter databases, word processors, and the local area network without using batch files. It had password protection for some of his databases, thus keeping people from reaching DOS unless they had the proper password.

With some experimentation, it quickly became apparent that MenuWorks had great potential. In addition to starting programs quickly, the program allowed for the creation of small instructional screens or sub-menus, that would allow us to explain each program, identify the location of appropriate program documentation, and explain how to load and start each program. The instructions and loading procedures could be presented in a consistent manner for each program.

MenuWorks allowed us to remove the last of the major barriers to CD-ROM access. Even EXTRACT software could now be started as easily as the simplest "GO" style program. Library staff and patrons would not have to remember or type complicated commands, nor would they have to remember which cartridge to load or which notebook of program documentation to consult. MenuWorks' menus would simply and consistently explain each step of the process. And with password protection, the hard disk was protected from unauthorized manipulation. Thus, a secure and user friendly CD-ROM workstation had been created at a very low cost. This system was flexible and adaptable. After a brief introduction, patrons could load and start programs in 45 seconds that had previously required staff 20 minutes in our first experiments. To distinguish this CD-ROM system from other computer terminals in our library, we decided to give it a name. We called it "Electronic Data and Documents."

Electronic Data and Documents (EDD) was developed in late 1991, and introduced to the public in January 1992. EDD has been in operation for one year, and during that time we have added a number of new CD-ROMs from GPO. They all work well on the system.

In addition, we have installed several privately produced CD-ROMs on EDD, which also work well. CD-ROMs not permanently installed in cartridges are listed on EDD's main menu under "Miscellaneous CD-ROMs". This allows patrons to know what other titles are available and informs them how to request that a particular CD be installed for their use.

We plan to expand our Electronic Data and Documents system this year by adding a second computer and Pioneer drive. Initially, the same menus will appear on each machine and the magazine cartridges will be interchangeable between machines. The second computer will probably have more memory and Super VGA capability which will allow us to run some of the more sophisticated CD-ROM products that we expect in the future. We believe that specifications found on pages 1-3 of the November 15, 1992, issue of Administrative Notes are indeed practical minimum standards for a new computer purchase.

The Electronic Data and Documents system approach may not be appropriate for all libraries. Large libraries may want to mount their CD-ROMs centrally in their computer centers, and make them widely available over library or campus-wide networks. Medium size libraries may not have access to these kinds of resources, and will find our in-house style system most useful. In addition, some large libraries may find our type of system useful for handling CD-ROM products that are too complex, unusual, or specialized for network wide access. Many small libraries may be too poorly funded to afford the equipment and personnel time necessary to establish and maintain a PC based system.

MenuWorks is a product of P.C. Dynamics, Inc. We have found it to be a very useful software for our purposes so far. New versions of MenuWorks are now available, and we plan to upgrade to these improved programs. MenuWorks is the keystone of our system, removing many of the major barriers to a secure, user friendly system. As stated above, staff and patrons can start programs quickly. But removing barriers entails more than just purchasing a menu software product. At least one or two people on your staff will have to be familiar with how CD-ROMs are loaded and started in the traditional manner. Also, these staff will need to know the details of working with MenuWorks or any other such menu software.

Creating a system like this requires many hours of learning and experimenting. Once you learn the basics, many hours devoted to menu construction will be required. A few of your staff will have to be experts, but the rest of your staff, and more importantly, your patrons, will not have to be burdened by the many barriers to CD-ROM access. They will be able to locate, load, and launch programs very quickly. At that point they can deal with commands or menus present in each particular CD-ROM program. Librarians and patrons can focus their attention on the program itself, and not the problems of accessing it.

In addition to MenuWorks, other menu software programs are available to the public which may also be useful to libraries hoping to develop similar systems. An article entitled "Type M for Menuing Software," appearing on pages 345-373 in the January 15, 1991, issue of PC Magazine will provide a useful overview of some other menu software programs. MenuWorks was not discussed in this article, and the program called "Direct Access" received the highest marks of the nine programs reviewed.

The University of Minnesota, Duluth Library is willing to provide a copy of our Electronic Data and Documents menu database to those libraries using similar equipment and MenuWorks software. This database can be modified by you to reflect your CD-ROM holdings or to reflect other requirements of your particular situation.

Inquiries about our system should be directed to:

James J. Vileta
Electronic Data & Documents
Room 375 Library
10 University Drive
University of Minnesota, Duluth
Duluth, MN 55812

Phone: (218) 726-6157

[References to products are for information only and do not constitute an endorsement by the U.S. Government Printing Office.]

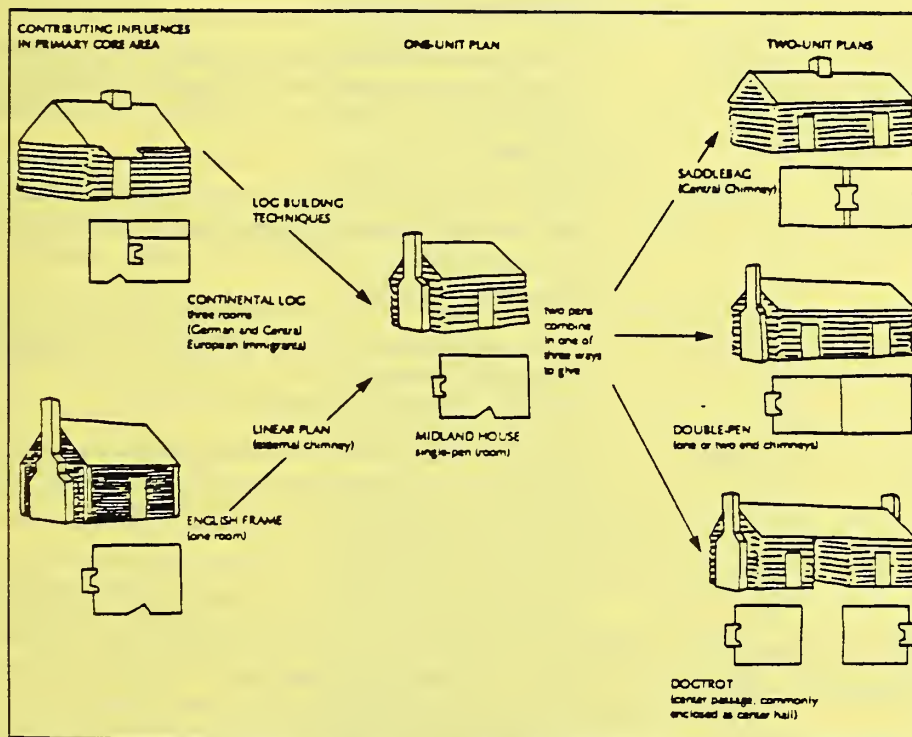


Figure 25: The Midland log house form. These drawings show some of the variations and additions which were common to this folk house form.

Illustrations on this page and page 14 are taken from Looking at History: Indiana's Hoosier National Forest Region, 1600 to 1950. U.S. Forest Service, 1992. SuDocs A 13.2:H 62/7

Update to the List of Classes

January 14, 1993

1993-01

Class no.	Item no.	Change/Notice
D 7.41:	0314-V	DLAPS Publications. (quarterly) (CD-ROM) New.
J 16.108:	0726-D	Handbooks, Manuals, and Guides. (P or MF) New.
NF 2.8/2-31:	0831-B-04	Local Arts Agencies Program, Application Guidelines. (Annual) New.

Whatever Happened To . . . ? ? ?

January 6, 1993

1993-01

Class no.	Item no.	Status
A 1.2:H 53	0010	New York-New Jersey Highlands Regional Study. Dept. of Agriculture cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
A 13.2:AI 7/5	0084	Air Resource Management Program Assessment. Dept. of Agriculture cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
A 13.36/2:R 24/7	0086-C	New Mexico Recreation and Heritage Guide. U.S. Fish and Wildlife Service cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
C 3.2:G 29/4	0146	Maps and More. Dept. of Commerce cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
D 1.6/2:F 11	0306-A	Facilities Standards. Dept. of Defense cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
EP 1.2:G 91/16	0431-I-1	Ground-Water Issue. Environmental Protection Agency cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
GS 1.115/5:992/4	0559-A-1	U.S. Real Property Sales List. General Services Admin. cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
HE 3.2:Ag 8/992/Canada	0516	Agreement On Social Security Between the U.S. and Canada. Social Security Admin. cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.

Whatever Happened To . . . ? ? ?

January 6, 1993

1993-01

I 29.88/5:G 56	0648-N	Presidio of San Francisco Golden Gate. Dept. of Interior cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
I 29.96/3:992/3	0654	Gateway National Recreation Area Program Guide. Dept. of Interior cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
J 28.14/2-2:225	0968-H-10	National Institute of Justice Journal. Dept. of Justice cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
J 29.11/8:991	0968-H-13	Crime and the Nation's Households, 1991. Dept. of Justice cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
J 29.13:SE 5/3	0968-11-16	Federal Sentencing in Transition. Dept. of Justice cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
L 35.8:SM 1/6	0745-C-01	Process Safety Management Guidelines for Compliance. Dept. of Labor cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
NAS 1.2:T 22/17:	0830-C	NASA Lewis Teacher Resource Center, Educational Materials 1992-1993. NASA cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
NAS 1.43:SCO 8	0830-H-06	NASA's Scout Launch Vehicle. NASA cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
SBA 1.32/2:An 1	0901-E	Breakeven Analysis: A Decision-Making Tool. Small Business Admin. cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
SBA 1.32/2:MP 29	0901-E	Business Planning Series, How To Start A Quality Child Care Business. Small Business Admin. cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
TD 5.2:R 29	0934	Federal Requirements and Safety Tips for Recreational Boats. Dept. of Transportation cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
Y 3.AP 4/2:9-2/ V.25,NO.3	1050-A	Appalachia. Appalachian Regional Commission cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.

Table of Contents

Deselection Survey Results Compiled	1
Ohio, Michigan, and Indiana hold Joint GODORT Meeting	2
Has Your Congressional District Changed?	3
New Item Numbers Created for NF and Y 3. Classes	3
Do Not Discard Title 3 of the CFR!	4
Depository Library Inspection Schedule, January 1993	4
Readers Exchange: Automation, CD-ROM	5
Update to the List of Classes: 1993-01	10
Whatever Happened To ... ? 1993-01	10



Figure 26: Variation in log barns and the later, frame-built transverse-crib barn. Unlike log houses, chinking was not used between the logs of barns, because ventilation was desired.

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Editor: Marian W. MacGilvray

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