CHAIRMAN'S MESSAGE

Z39 has recently become a member of the U.S. National Committee for the UNESCO General Information Program (UNESCO/PGI). This Committee serves as the central coordinating body of the U.S. national information community responsible for representing and promoting its needs, interests, and views with respect to the UNESCO General Information Program. Both UNESCO and the U.S. Department of State have accepted the Committee as the focal point within the U.S. for matters relating to the UNESCO/PGI.

The Committee gathers information and monitors activities concerning ongoing and future UNESCO/PGI plans, policies, programs, budgets, and operations. It disseminates such information to the U.S. information community as is relevant to the interests of various sections of the community and associated policy making agencies. Through the solicitation of comments on the UNESCO/PGI, the initiation of meetings on the PGI program, and preparation of occasional studies related to PGI affairs, the Committee is able to advise the Department of State, concerned federal agencies, and U.S. representatives on the UNESCO/PGI Intergovernmental Council and Advisory Committee regarding the establishment of their policies respecting the UNESCO/PGI.

Membership in the U.S. National Committee for the UNESCO/PGI is limited to twenty-five governmental and non-governmental agencies, organizations, associations, and institutions whose principal functions are concerned with information and five members-at-large, individual U.S. citizens with professional backgrounds in main information fields.

The Committee meets annually in Plenary session to consider reports of activities of the past year and to establish basic policy and program guidelines for the ensuing year. A Bureau, consisting of ten individuals elected by the Committee Plenary is responsible for the Committee's activities between Plenary sessions.

Mr. Robert Wedgeworth, Executive Director of the American Library Association, is the current Chairperson of the U.S. National Committee for the UNESCO General Information Program.

JAMES L. WOOD

Z39 APPOINTMENTS AND PERSONALITIES

Henriette Avram, Library of Congress, has been appointed Vice Chairperson of the Z39 International Committee.

David R. Bender, Executive Director of the Special Libraries Association, has become a member of the Z39 Finance Committee, and John G. Lorenz, former Executive Director of ARL and Deputy Librarian of Congress, has been appointed Vice Chairman of the Finance Committee.

John T. Corrigan, Secretariat representative on the Z39 Executive Council, has been elected President-elect of the Council of National Library and Information Associations for the term beginning July 1, 1980.

Glyn T. Evans, SUNY at Albany, has resigned as a member of the Z39 Executive Council representing libraries. James E. Rush has been appointed to serve the last year of the Evans term, which expires June 30, 1981. Dr. Rush has resigned as Director of Research and Development at OCLC, Inc. to devote himself to his consulting business, James E. Rush Associates.

Carol Nemeyer, Library of Congress and a member of the Z39 Executive Council, has been nominated for the position of President-elect of the American Library Association.

Theodore Brandhorst, newly elected member of the Z39 Executive Council representing information services, has been appointed to the Z39 Program Committee. Robert S. Tannehill, Jr., former member of the Executive Council, will continue to serve on the Program Committee until the proposed standards which he has been monitoring have been submitted for approval.

Z39 FINANCES

It is now estimated that sufficient funds are in hand or pledged to carry Z39 at least through the first calendar quarter of 1981. Recent major contributions have been:

- ALA $5,000 by 10/1/80
- NCLIS $5,000 in FY81 budget
- NTIS $1,000
- ARL $500
- Faxon $400
- AMIGOS $300
- OHIONET $300
- 5 Assoc. Univ. Libraries $300
- ASME $100

The Finance Committee meets again on September 4 and is expected to recommend a graduated scale of annual service fees for Z39 voting members related principally to the size of the budget of member organizations, with a minimum of $200 annually and a maximum of $5,000. The service fee paid to Z39 would include and replace the service fee now paid directly to ANSI. Z39 voting members will be asked to approve a new provision of the bylaws authorizing the charging of service fees, on a voluntary basis in calendar year 1981 and on a mandatory basis in calendar year 1982.

Z39 ANNUAL MEETINGS

NEW AND REVISED STANDARDS PUBLISHED

Two revised and two new Z39 standards were published in May 1980 and may now be purchased from ANSI, 1430 Broadway, New York, NY 10018.

Z39.15-1980 Title Leaves of a Book (revision) $3.50
Z39.42-1980 Serial Holdings Statements at the Summary Level $5.50

An article by Robert Wittorf on OCLC implementation of this standard appears in the April/June 1980 issue of the Serials Librarian.

Z39.43-1980 Identification Code for the Book Industry (Standard Address Number--SAN) $3.50 A brief article on this standard appears in the July 11, 1980 issue of the ANSI Reporter.

REVISION OF Z39.19 APPROVED

In June 1980 the ANSI Board of Standards Review approved for publication a revision of Z39.19-1974, Guidelines for Thesaurus Structure, Construction, and Use.

Z39.32 SUBMITTED FOR APPROVAL

A proposed new standard, Z39.32, Bibliographic Information for Microfiche Headings, has been submitted to ANSI/BSR for approval.

REVISION OF Z39.26-1975

Balloting has been completed on a reaffirmation (revision) of Z39.26, Advertising of Micropublications, with no negative votes. As soon as the public review period has expired on August 13, 1980, this standard will be submitted to ANSI/BSR for approval. No changes were made except to add a footnote specifying the particular standards the adherence to which is mentioned in the advertising of micropublications. An ad hoc committee of the ALA Resources and Technical Services Division conducted a study in 1977-79 on the adherence to the 1975 standard by microform publishers and found that the standard had been well received and widely implemented.

REVISION OF Z39.1-1977

Dr. Seldon W. Terrant, American Chemical Society, 1155 16th St., N.W., Washington, D.C. 20036 (202 872-4538) has been appointed chairperson of a new Subcommittee Q to revise the standard on Periodicals: Format and Arrangement, last revised in 1977. This is the oldest standard in the Z39 series. It was developed by an ad hoc conference and first published in 1935 before the establishment of the Z39 Committee. Revision is not required under the ANSI five-year rule until 1982, but several important proposals for changes and additions have already been submitted, including:

1. Periodical page margins. The previous SC M, chaired by Larry Besant, has been disbanded and the substance will be included in the Z39.1 revision. Mr. Besant will serve on SC Q.
2. More detailed provisions on errata notices.
3. Provision that running heads or footlines be carried on each page rather than on each double-page spread.
4. Recommendation that the ISSN be printed in the OCR-A font on covers.
5. Recommendation that information be provided on the abstract journals and the bibliographic databases carrying abstracts or references to articles in the publication.
6. Provision for information on the extent of the permission to photocopy granted by the publication.

Further suggestions are welcome and should be submitted to Dr. Terrant. The other members of the SC are expected to be appointed shortly.

OTHER NUMBERED SUBCOMMITTEES

SC 36--Multiple Copy Standard Title Order Form--Chairperson, Peter Jacobs. Awaiting approval of single copy standard order form BSR/Z39.30.

SC 42--Serial Claim Form--Chairperson, Lois Upham, Library School, North Texas University, Denton, TX 76203 (817 788-2078) The SC met at ALA in New York to consider responses to the draft circulated for comment.
STANDARDS BALLOTED BUT NOT YET SUBMITTED FOR APPROVAL

New Standards

Z39.30 (SC 36)--Single Copy Standard Order Form--Chairperson, Peter Jacobs, BroDart, Inc., 1609 Memorial Ave., Williamsport, PA 17701 (717 326-2461)
Comments have been received from the six negative votes and the standard is being edited. A revised draft may need to go out for a reballot.

Z39.38 (SC 5)--Romanization of Yiddish--Chairperson, Herbert Zafren, Hebrew Union College-Jewish Institute of Religion, 3101 Clifton Ave., Cincinnati, OH 45220 (513 221-1875)
The two negative votes may have been resolved and the manuscript has been edited.

Revised Standards

Z39.22-1974--Proof Corrections--Balloting has been completed on a slight revision prepared by Bruce Young of University of Chicago Press (5801 S. Ennis St., Chicago IL 60637 (312 753-3336), a member of the SC which developed the 1974 published standard. The ANSI public review period on this revision ended on Feb. 12, 1980. There were no negative votes but some editorial suggestions including one received as a result of the ANSI public review. Mr. Young has prepared a final draft which can be submitted to ANSI/BSR.

Z39.23-1974--Technical Report Number (STRN)--The National Technical Information Service is the administering agency for this standard. Eleanor Aronson of NTIS, 5285 Port Royal Rd., Springfield, VA 22161 (703 557-4744) is working on a revision since a ballot on reaffirmation resulted in two negative votes.

1974 STANDARDS BEING REVISED BUT NOT YET BALLOTED

Five Z39 standards published in 1974 are in process of revision but have not yet reached the balloting stage. Their status is as follows:

Z39.7-1974--Library Statistics (SC 7)--Chairperson, Katherine Emerson, University of Massachusetts Library, Amherst, MA 01003 (413 545-2780)
A draft was sent in early June to the Z39 membership for comment to be received by mid-August. Copies were also sent to state and regional library associations. The draft was discussed at a meeting during the ALA annual conference in New York City, July 1, and at meetings of the ALA statistics committees. A related project, the revised edition of the Handbook of Standard Terminology for Reporting and Recording Information about Libraries, will be delivered by the ALA Office for Research to the National Center for Education Statistics in August. The draft will be revised to take into account comments received at meetings and by mail, and definitions will be added, most of them drawn from the Handbook. It is expected that the final draft can be prepared before the end of 1980.

Z39.5-1969(R1974)--Abbreviation of Titles of Periodicals (SC A)--Chairperson, Robert S. Tannehill, Jr., Library Manager, Chemical Abstracts Service, P.O. Box 3012, Columbus, OH 43210 (614 421-6940)
This revision is still awaiting the publication of a similar ISO standard.

Z39.4-1974--Basic Criteria for Indexes (SC K)--Chairperson, Jessica L. Milstead, 875 Marion Rd., Cheshire, CT 06410 (203 397-3893)
All comments are in from subcommittee members on the latest draft, agreeing it may be submitted to outside parties for comment. A draft will be submitted for comment to outside parties, including Z39 representatives, possibly as early as August.
1974 STANDARDS BEING REVISED
BUT NOT YET BALLOTED (continued)

Z39.18-1974--Guidelines for Format and
Production of Scientific and Technical
Reports (SC P)--Chairperson, Astor V.
Kane, NTIS, Box 1425, Springfield, VA
22151 (703 557-4696)
The balloting on the revision of the
1974 standard resulted in negative
votes. A reballot may be necessary.

Z39.20-1974--Criteria for Price In-
dexes for Library Materials (SC I)
Chairperson, Fred C. Lynden, Tech-
nical Services, Brown University
Library, Providence, RI 02912 (401
863-2162)
The SC met at the ALA summer meeting
with two representatives of R.R. Bowker
Co., Gary Ink and Gertrude Jennings.
The main discussion focused on the
periodical index.

Ms. Jennings, who is responsible for
the Paperbound Books in Print database,
offered to do a study of paperbound
books using the 26 subjects currently
in the index.

The SC also voted to revise the base
period for the standard to a one-year
base which corresponds to the Federal
index (CPI and WPI) base years.

Robert C. Sullivan offered to investi-
gate the addition of the Newspaper In-
dex to the standard.

The chair will recommend that Gary Ink
and Gertrude Jennings of Bowker be add-
ed to SC I. The SC plans to meet again
in early fall and commence rewriting
of the standard. The chair expects to
have the first draft of a revision
ready by Midwinter ALA next February.

STATUS OF WORK IN OTHER LETTER DESIGNATED SUBCOMMITTEES

SC A-- Abbreviation of Titles of Periodicals--See entry under Z39.5-1969(R1974)
on page 24.

SC C--Language Codes--The chairperson has resigned and a replacement is being sought.

SC D--Computer-to-Computer Protocol--Chairperson, David C. Hartman, Network Develop-
ment Office, Library of Congress, Washington, DC 20540 (202 287-5137)
The SC met on April 29, 1980 and discussed standard protocols. Draft working
papers on search and retrieval, circulation/cataloging interface and file
transfer techniques were prepared and reviewed. Also interlibrary loan and
update/editing techniques were discussed. At the July 29 meeting working
papers will be revised and new papers on interlibrary loans and record
editing prepared.

SC E--Serial Holdings Statements at the Detailed Level--Chairperson, Susan Brynteson
Director, University of Delaware Library, Newark, DE 19711 (302 738-2231)
SC E has scheduled a public hearing on the draft of the standard for Serial
Holdings Statement at the Detailed Level on Monday, February 2, 1981 at 8-10
p.m. during the 1981 ALA Midwinter Meeting in Washington, DC. It is expected
that copies of the draft standard will be available for distribution either
at or shortly before the public hearing. Individuals desiring to be placed
on the mailing list in order to receive a copy of the draft standard, if it
is available prior to the public hearing, may contact the SC E Chairperson
at the above address. Further meetings of the SC are scheduled for the fall
and winter of 1980 for additional work in preparation of the draft.

STATUS OF WORK IN OTHER LETTER DESIGNATED SUBCOMMITTEES (continued)

SC F--Serial Publication Patterns--Chairperson, Ann Ekstrom, Director, Library Services Division, OCLC, Inc., 1125 Kinnear Rd., Columbus, OH 43212 (614 486-3661)

The SC hopes to have a draft prepared by the fall of 1980.

SC G--Terms and Symbols Used in Form Functional Areas of Interactive Retrieval Systems--Chairperson, Pauline Atherton, Syracuse University, School of Information Studies, 113 Euclid Ave., Syracuse, NY 13210 (315 423-2911)

The SC has continued work on four functional areas in which user commands are needed and has reviewed developments in Europe (EURONET's CCL-Common Command Language and the ISO TC 46/SC 4/WG 5 effort which is comparable to SC G's work. The SC plans to have the first full draft standard ready for review outside the SC by January 1, 1981, with revisions completed before May 1981. The SC will hold a spring 1981 meeting at a time when it can also host a U.S. meeting of ISO TC 46/SC 4/WG 5.

SC H--Patent Data Element Identification and Application Numbering--Chairperson, Philip J. Pollick, Senior Information Scientist, Chemical Abstracts Service, P.O. Box 3012, Columbus, OH 43210 (614 421-6940)

SC H has been organized and consists of seven members representing the U.S. Patent and Trademark Office, Patent Data Vendors, and Patent Data Users. The SC has approved a draft standard (with minor revisions) for Patent Data Element Identification which should be ready for submission to the Z39 membership for comment before the end of 1980. The SC also has determined that the development of a standard for Application Numbering will be a much more difficult task requiring six to twelve months for the development of a draft standard to be submitted to the Z39 membership for comment.


SC J--Bibliographic Data Source File Identification--Chairperson, John G. Mulvihill, Manager, GeoRef, American Geological Institute, 5205 Leesburg Pike, Falls Church, VA 22041 (703 379-2480).

A desirable element to have in bibliographic source file identification would be a standard form for the names of databases. It appears to the SC that the use of ISSNs for bibliographic databases may provide this. If a bibliographic database could be considered a serial and given an ISSN and Key Title, these would provide the desired standardization. As a test, the SC asked ISDP for an ISSN for the database GeoRef, and after due consideration, the ISSN and Key Title were issued. The second meeting of the SC will be held on July 29, 1980.


SC L--Romanization--Chairperson, Charles W. Husbands, Harvard University Library, Cambridge, MA 02138 (617 495-3724) (corrected phone number)

The SC held its first meeting during the April-June quarter. There was extensive exploratory discussion resulting in agreement on several working premises:

STATUS OF WORK OF OTHER LETTER DESIGNATED SUBCOMMITTEES (continued)

SC L—(continued) 1. The scope of the SC's work could better be represented by changing its name from Transliteration to Romanization.

2. Where the target language must be considered, the community with which the SC is concerned may be regarded as an English-speaking one with a strong interest in machine manipulation of data. The need to diverge from particular ISO standards is recognized as likely.

3. The SC's effort should focus on romanization for bibliographic and geographic applications. Romanization rules devised for these purposes will often be suitable for "general" uses (e.g. the representation of non-roman names and words in newspapers) but sometimes will not. The specific needs of linguists need not be accommodated since they already have well-developed methods for phonemic transcription.

The next steps will be:

1. Completion of information exchange arrangements with relevant standards groups in other English-speaking countries, and with the appropriate ISO body.
2. Development of a working vocabulary manifested in a glossary.
3. Identification of modes of machine manipulation to be supported by standard romanization methods.
4. Provisional definition of a reportory of graphic signs permissible for use in romanized forms.

SC M—Serial Publication Page Margins—The SC has been merged with Subcommittee Q for the revision of Z39.1-1977, Periodicals: Format and Arrangement.

SC N—Coded Character Sets for Bibliographic Information Interchange—Chairperson, Charles T. Payne, University of Chicago Library, Chicago, IL 60637 (312 753 2908)

The SC is still in the process of formation but will not have to start from scratch. A number of proposed character sets have been developed by ISO and subcommittee members have been participating in this work. It is not entirely clear what the needs and priorities are in this area and suggestions to the SC will be welcome.

SC O—Library Item and Patron Identification Code—Chairperson, Howard Harris, Maryland State Board for Higher Education, 16 Francis St., Annapolis, MD 21401 (301 269-2971)

The subcommittee is in the process of formation.


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Within the United States, publications will be shipped by the most economical means, usually fourth-class mail or United Parcel Service. Overseas orders will be forwarded by Printed Matter Sea Mail. If requested, shipments can be made by First Class or other premium means at customer expense.

Note: 1/ indicates published standards in process of revision; 2/ indicates the revision has been approved for publication.

Z39.1-1977 Periodicals: Format and Arrangement, $4.50. Applicable to periodicals, serials, and monographs, this standard is intended to guide and assist editors and publishers in organizing bibliographic information so that their publications can be more readily identified and used.


Z39.4-1968 (R1974) Basic Criteria for Indexes, $4.00. Provides guidelines and a uniform vocabulary for use in the preparation and evaluation of indexes. Seeks to deal with the principles of indexing regardless of the type of material indexed or the indexing method (manual or mechanical) used. Includes a definition of an index, a discussion of the nature and variety of indexes, and recommendations regarding the preparation, organization, and style of indexes in general.

Z39.5-1969 (R1974) Abbreviation of Titles of Periodicals, $4.00. Contains recommendations applicable to serial publications of all types and to many nonserial publications, including monographs and proceedings of meetings. They are intended to guide and assist authors, editors, librarians, and others working in various areas of information transfer activity in preparing unique, unambiguous abbreviations within a specific frame of reference for the titles of publications cited in footnotes, references, and bibliographies.

Z39.6-1985 (R1977) Trade Catalogs, $3.50. This standard is intended to assist in producing trade catalogs that will contain the maximum amount of necessary information in a form that can be used most easily. To aid manufacturers and distributors in achieving greater economy in artwork, layout, and production of trade catalogs and in their use; to improve the value, reliability, and usefulness of trade catalogs as a continuing reference for users; and to serve as a checklist for the prevention of omissions and oversights.

Z39.7-1968 (R1974) Library Statistics, $5.50. Pertaining to public, college and university, and school and special libraries, these recommendations are intended to guide and assist statisticians, librarians, and researchers in the behavioral sciences in collecting, organizing, and interpreting library related statistical data and similar information.


Z39.9-1979 International Standard Serial Numbering, $3.50. Defines the structure and use of a standard code for the unique identification of serial publications (both print and nonprint). Also designates a national code authority for administration of the code.

Z39.10-1971 (R1977) Directories of Libraries and Information Centers, $4.00. Lists recommendations for the compilation of library and information center directories so that the essential information will be presented in the most suitable and efficient form.

Z39.11-1972 (R1978) System for the Romanization of Japanese, $4.00. Establishes a system for the Romanization of the Japanese written language. Covers writings in classical Chinese by Japanese authors as well as other works in classical Chinese where the text as published or written incorporates Japanese "reading marks" (kunten) or is accompanied by material in Japanese integral to the bibliographical unit.

Z39.12-1972 (R1978) System for the Romanization of Arabic, $3.50. Provides a system for the Romanization of Arabic designed primarily to render Arabic personal, corporate, and place names as well as the titles and other indicia of Arabic publications, documents, etc., into the Roman alphabet in a way that will make it possible for persons using such Romanized material to reconstruct, if required, the original Arabic writing. This standard should be particularly useful for the compilation of library catalogs, bibliographies, and lists of names in addition to the citation of Arabic publications in books, journal articles, etc.

Z39.13-1979 Describing Books in Advertisements, Catalogs, Promotional Materials, and Book Jackets, $4.00. Provides guidance to publishers and distributors in the advertising and promotion of books to the trade, institutions, educators, and the consumer. Specifies bibliographic elements recommended for inclusion in a particular advertising medium for a particular market.

Z39.14-1979 Writing Abstracts, $4.50. Assists authors, editors, and staffs of access services in preparing useful abstracts to help readers, and users of machine-based bibliographic services (such as on-line searching and SDI alerting, including systems employing full-text searching) to identify quickly and accurately the basic content of a document, determine its relevance to their interests and to decide whether they need to read the document in its entirety. This new revision incorporates helpful changes and additions from the International Standard on Abstracts for Publications and Documentation, ISO 214-1976.
Title Leaves of a Book, $3.50. Specifies the information which should be shown on the title leaves of a book and the manner in which such information should be presented to enable publishers and editors to produce title leaves that facilitate their use by bibliographers, librarians, and researchers.

Preparation of Scientific Papers for Written or Oral Presentation, $4.50. Guidelines to assist scientists in all disciplines to prepare papers that will have a high probability of being accepted for publication and of being noticed, read, and completely understood. Though directed primarily to authors, some recommendations are useful to journal editors. Covers content, style, organization, illustrations, tables, references, etc.

Guidelines for Format and Production of Scientific and Technical Reports, $5.50. Establishes format and production guidelines for scientific and technical reports intended for dissemination. It may be applied, in whole or in part, to other types of documents such as letter reports, technical memoranda, and manuals.

Guidelines for Thesaurus Structure, Construction, and Use, $5.50. Presents rules and conventions for the structure, construction, and maintenance of a thesaurus of terms. A thesaurus so constructed and maintained will provide operators and users of an information storage and retrieval system with a systematic means for controlling the indexing and searching vocabulary.

Criteria for Price Indexes for Library Materials, $4.00. Provides criteria for developing price indexes to measure periodic changes in the average list price of certain library materials, divided into subject categories when useful, as follows: hardcover trade and technical books, paperback books, periodicals, serial services, and rates for library-produced microfilm.

Book Numbering, $3.50. Coordinates and standardizes the use of book numbers so that a standard book number identifies one title, from one specific publisher, and is unique to that title or edition.

Technical Corrections, $5.50. This standard lists proofreaders' marks commonly employed by proofreaders in the U.S. for general copy. Also included are sections on definitions, use of symbols, and queries and special directions.

Technical Report Number (STRN), $3.50. To facilitate bibliographic retrieval of technical reports, this standard outlines a numbering system to be administered by the National Technical Information Service, which will coordinate the assignment of code numbers and maintain a registry. The standard specifies the alphanumeric format to be used.

System for the Romanization of Slavic Cyrillic Characters, $4.00. Provides systems for the Romanization of the slavic Cyrillic letters used in Russian and five major slavic languages: Ukrainian, Byelorussian, Serbian, Macedonian, and Bulgarian. These systems use a minimum number of diacritical marks so as to facilitate the Roman letter representation of the Cyrillic letters in either manual or machine conversion where they may be used.

Romanization of Hebrew, $4.50. For the use of scholars, journalists, religious functionaries, librarians, cartographers, teachers, and publishers, this standard presents four styles of a system for Romanizing the Hebrew alphabet, with guidelines for selecting the one most appropriate to the purpose. Both the General-Purpose and More Exact styles assume Israeli pronunciation and are English language oriented; the Narrow Transliteration and Keypunch-Compatible systems are for use when full reversibility is required.

Advertising of Micropublications, $2.00. This standard, for the advertising of microfilm in publication, applies to printed advertisements, catalogs, circulars, brochures, and other promotional vehicles through which publishers of microform material communicate with present and potential customers. It lists the types of information that should be supplied to enable prospective purchasers to evaluate the product.

Structure for the Identification of Countries of the World for Information Interchange, $2.00. Provides a structure for the identification, naming, and coding of the countries and territories of the world for purposes of general information interchange.

Bibliographic References, $12.75. Details preparation of human-readable bibliographic references for use as bibliography, end-of-work-reference, or for use in abstracting and indexing publications. Input to computer system excluded from its scope, but output of bibliographic references from a computer system (example, printouts) included. Encompasses all common print materials, providing they are uniquely identifiable and accessible: books, journal articles, technical reports, conference proceedings, patents, dissertations (published and unpublished), newspaper articles, laws, manuscripts, maps, printed music, letters, films, sound recordings, microforms, and computer programs.

Format for Scientific and Technical Translations, $4.00. Specifies the format for presenting written or printed scientific and technical (S & T) translations. It applies to all translations of S & T materials. It does not apply to the preparation of abstracts in one language from material in another language.

Development of Identification Codes for Use by the Bibliographic Community, $3.50. Guidelines for modification of existing and development of new identification code standards. General considerations for the development of codes are given, along with code design, format, construction, and code identifier. Requires registration by an authorized code authority, while use-constructed derivative codes do not.

Synoptics, $5.00. Defined as a concise form, for publication in primary journals, of a full paper simultaneously published in a journal or available in some other form. Discusses related present and past published uses, citation requirements, recommended length and style, various types and availabilities of backup full papers, and referencing practices. Examples included.

System for the Romanization of Lao, Khmer, and Pali, $4.50. Designed for rendering the titles, names (personal, corporate, and place), and other indica of Lao, Khmer, and Pali publications, documents, etc, into the Roman alphabet. The Pali penins cover the language when written in any of the following scripts: Devagari, Sinhalese, Burmese, Thai, Bengali, Khmer, Lao, Tua Tham/A, Tua Tham/B, and Northern Thai. Romanization derived from the standard can also be used to reconstruct the original script in most cases. Useful for compilation of library catalogs, bibliographies, lists of names and the citation of publications in books, journal articles, and the like.

System for the Romanization of Armenian, $3.50. Designed to render Armenian names (personal, corporate, place) and titles and other indica of Armenian publications, documents, etc, into the Roman alphabet. Romanizations derived from this standard also usable, with some exceptions, in reconstructing Armenian script. Equivalencies, based on Classical and East Armenian, comprehended both Classical and Reformed orthography.

Compiling Newspaper and Periodical Publishing Statistics, $3.50. Methods of recording and classifying statistical on paid, nonpaid, and controlled circulation newspapers and periodical publications, whether originally issued in print or microform. For general interest, consumer, special business, technical, agricultural and academic newspapers and periodicals, house organs, newsletters, entertainment guides, journals, etc. Covers circulation, material, and issues and page counts, use in library systems. Use-ful for libraries, information centers, all who produce, handle, sell, purchase or disseminate newspapers and periodicals, as well as researchers and statisticians who collect, organize or analyze such data.


American National Standard for Book Spine Formats, $3.50. Specifies the information which should be shown on the spine of a book and the manner in which it should be displayed, so that designers and publishers can produce spine formats that will facilitate the locating of books by librarians, scholars, and others. The standard also includes rules for the use of edge-titles.

American National Standard for Serial Holdings Statements at the Summary Level, $5.50. Establishes rules and punctuation for preparing consistent, standardized records of the bibliographic units of serials located at a particular library or institution. Such serial holdings statements will be at the summary level (i.e., least specific) level of detail. Sets forth guidelines for such summaries at three levels of specificity: level 1 identifies the serial and the holding institution; level 2 adds coded data on completeness of holdings, local notes, and acquisition status; level 3 adds enumeration (e.g., volume number) and chronology information. Identifies statements and data elements, and provides guidance on formatting and displaying data elements. Includes a glossary and two appendices providing examples of optional reporting and display formats.

Identification Code for the Book Industry, $3.50. Provides a unique numeric identification for each address of each organization, in or served by the book industry, that is engaged in repetitive transactions with other members of this group, in order to facilitate communications among them.
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