QUARTERLY REPORTS
(October - December 1971)

The quarterly reports of the Z39 subcommittees follow:

SC/1 - Program - Chairman, Harold Oatfield.

No activity was reported for the quarter.


Subcommittee 2 held no meetings during the quarter. The ANS (American National Standard) for Bibliographic Information Interchange on Magnetic Tape, Z39.2-1971, was published in mid September and may be obtained from ANSI (American National Standards Institute, 1430 Broadway, New York, N. Y. 10018) at $5.00 per copy. Members of Z39 are entitled to a complimentary copy of the standard; they should send their requests for it to Stephanie Fennell at ANSI.

SC/3 - Periodical Title Abbreviations - Chairman, James L. Wood, Chemical Abstracts Service.

As of 13 December 1971, orders for 557 copies of the National Clearinghouse for Periodical Title Word Abbreviations 1971 Word-Abbreviation List have been filled and 395 subscriptions for the semi-annual updates have been processed.

During 1971, the National Clearinghouse for Periodical Title Word Abbreviations received 150 requests for additional title word abbreviations.

SC/4 - Bibliographic References - Chairman, Ben H. Weil, Esso Research and Engineering.

No activity was reported for the quarter.
SC/5 - Transliteration - Chairman, Jerrold Orne, University of North Carolina Library.

Arabic - Chairman, Sumner Spalding, The Library of Congress.

The ANS for the Romanization of Arabic was approved by ANSI on October 18, 1971 and publication is scheduled for 1972.

Japanese - Chairman, Charles E. Hamilton, University of California at Berkeley, East Asiatic Library.

The ANS for the Romanization of Japanese was approved by ANSI on October 18, 1971 and publication is scheduled for 1972.

Hebrew and Yiddish - Chairman, Herbert C. Zafren, Hebrew Union College-Jewish Institute of Religion.

A draft standard on the Romanization of Hebrew is being given a final reading by the Subcommittee and by selected scholars.

SC/6 - Abstracts - Chairman, Ben H. Weil, Esso Research and Engineering Company.

The galleys for Z39.14-1971, the ANS for Writing Abstracts, were proofed in September and publication was scheduled for December.

The final draft of the ISO Recommendation for Abstracts, which is being prepared by the SC 6 Chairman, will be sent to ISO Technical Committee 46 members for voting in January, 1972.

SC/8 - Proof Corrections - Chairman, Bruce C. Young, University of Chicago Press.

The standard for proof corrections is being set in type before balloting and will be distributed to the membership with a letter ballot as soon as it is available from the printer.


A second draft of the Specialized Vocabulary of Information Dissemination being prepared for ISO/TC 46 Working Group 3 was circulated to the full Z39 membership in October for comment and approval; responses have been both favorable and unfavorable. The Subcommittee is now examining the suggested changes and preparing a third draft for circulation next year.

No further work on the hierarchical index will be undertaken until the terms included in the vocabulary are agreed on by Z39 members.
SC/10 - **Arrangement of Periodicals** - Chairman, Mrs. Anne J. Richter.

The Subcommittee to review Z39.1-1967, the ANS for Periodicals: Format and Arrangement, has had acceptances from the following members: Charles S. Mill, President, American Business Press; Edmund C. Hamann, Cornell University Libraries and Chairman of the Serials Section of the Resources and Technical Services Division of ALA; Samuel Sass, William Stanley Library of General Electric Company; Mrs. Merle Rohinsky, editor of Ulrich's International Periodicals Directory, R. R. Bowker Company; Samuel Lazerow, Serials Records Division of the Library of Congress; and Barron Franz, Periodicals Division, New York Public Library. Additional members representing periodical publishing are being invited to serve. The first meeting of this subcommittee is planned for January 14, 1972. Anne J. Richter continues to serve as Chairman of the group.

SC/13 - **Trade Catalogs and Directories** - Chairman, Karl A. Baer, National Housing Center Library.

The ANS for Directories of Libraries and Information Centers, Z39.10-1971, was published at the end of December and is available from ANSI at $3.00 per copy. Any member, alternate or organization represented on Z39 wishing to receive a complimentary copy of the standard should send their request to Stephanie Fennell at ANSI.


No activity was reported for the quarter.


Galleys for Z39.13-1971, the ANS for the Advertising of Books, were proofed in October and returned to ANSI. Publication was scheduled for December and the standard should be available soon.


By special arrangement the R. R. Bowker Company is assigning ISSNs (International Standard Serial Numbers) to titles appearing in the latest editions of Ulrich's International Periodicals Directory and Irregular Serials and Annuals.

SC/21 - **Title Leaves of a Book** - Chairman, Mrs. Anne J. Richter.

The latest word from ANSI is that the ANS for Title Leaves of a Book, Z39.13-1971, will be available by the end of 1971 or early in January 1972. The price is announced at $3.00.

The Subcommittee met on November 5th in New York to review the draft which will be circulated to the membership for comment in the near future.

SC/24 - Report Literature Format - Chairman, Parmely C. Daniels.

The final draft of the ANS for Scientific and Technical Reports--Format and Production reflects a number of useful comments which accompanied an almost unanimous vote for the draft recently circulated. The American Society for Information Science asked to make wide circulation of that draft, and the closing date for replies was delayed to permit it. Due to the naming of a special Z39 Subcommittee to develop a system for report numbering, this Standard simply provides for assigning an identifying report number, and adds, "Pending a standard which may be developed by ANSI, the numbers used should be internally consistent and in accordance with any rules of the controlling organization." Other minor changes are editorial and not substantive. The Subcommittee is grateful for the thoughtful and helpful comments furnished by reviewers.


At a meeting in December, the Subcommittee reviewed comments received as a result of circulating the second draft of the proposed ANS Guidelines for Thesaurus Structure, Construction and Use to the Z39 Committee members and others. Revisions to incorporate most of the suggestions received will be made and a third draft will be submitted for Committee ballot early in 1972.

SC/26 - Preparation of Scientific Papers - Chairman, F. Peter Woodford.

The Subcommittee chairman is currently incorporating some editorial changes and bibliographic references to other ANSI standards in the standard earlier approved by Z39. These changes were suggested during the ANSI concurrent public review period.


Pat Parker and Jerrold Orne attended the ISO Co-ordinating Meeting of of International Organizations on the Representation and Coding of Country Names and the ISO/TC 46 Working Group 2 meeting on the same subject in Geneva in October. After these meetings, it was decided that rather than have parallel efforts in both Standards Committee X3 and Z39 to develop Codes for Countries, it would be better to have a single activity responsible for the development of the American National Standard in this area. X3L8 discontinued its work on Project 96, Codes for Countries of the World, and the following members of this former subcommittee have been invited to participate in the work of SC 27: T. H. Desnoyers, Transportation Data Coordinating Committee; Richard L. Forstall, Rand McNally & Company; Terry V. McIntyre, Office of the Geographer, Department of State; Arthur J. Wright, Bell Telephone Labs; Hazel E. McEven, National Bureau of Standards; J. Ted Chamberlain, General Electric Company and V. R. Van Steelant, Department of Defense. A meeting of the subcommittee with the former X3L8 members was held on December 15, 1971.
SC/29 - Publicity and Promotion - Chairman, Harold Oatfield.

The small table top exhibit which Stella Keenan and Don Hammer devised had its first exposure at the ASIS annual meeting held in November in Denver. NEWS ABOUT Z39 and a list of the Committee's standards of interest to the information science community were among the items displayed along with copies of individual standards. The exhibit should be seen next at the ASA Midwinter meeting.

Miss Laurie Lewis of Dial Press was supplied with copies of the Publishers' Weekly reprints covering the standards for Titles Leaves of a Book and the Advertising of Books, which she distributed to members of the Book Trade Association at an October meeting.

Review copies of Z39 standards are now being made available by ANSI upon receipt of written requests.


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The Subcommittee membership is now complete with the appointment of Mr. Charles Harris, IBM Corporation. The Subcommittee has had three meetings to date and has devised a tentative technical report numbering format and has begun the writing of the proposed standard. A fourth meeting has been scheduled for March, which will allow time for some investigation of check digits and a few other problems in the hope that at the March meeting the Subcommittee can make final decisions.


Two meetings of the Subcommittee were held during the quarter—one on October 19 and December 16. The Subcommittee continues to work on a draft standard and gradual progress is being made.

Z39 CHAIRMAN RECEIVES ASIS AWARD

Jerrold Orne, Chairman of Z39, received the American Society for Information Science's annual Award of Merit during the organization's annual business meeting in Denver in November. Dr. Orne, who is not a member of ASIS, was cited "for his outstanding work in the area of standardization for library and information work."