QuARTERLY REPORTS
(October - December, 1975)

SC/1 - Program - Chairman, Ben H. Weil, Exxon Research and Engineering Company, P.O. Box 121, Linden, NJ 07036 (201 474-2030)

Subcommittee 1 met in Boston during the ASIS Meeting, on October 29. The activities of the subcommittees were reviewed; two were reorganized, and one was disbanded, its work having been completed. Seven new subcommittees were authorized, to proceed with standards developments in new areas. Copies of the Minutes of this meeting will shortly be mailed to Z39 Representatives, Alternates and Subcommittee Chairmen; they are also available on request from the Z39 Office. Late in 1975 Ben H. Weil resigned as Chairman of this subcommittee, because of the pressure of other activities, and the chairmanship of SC/1 was then assumed by Z39's Chairman, Dr. Jerrold Orne. The subcommittee will be reconstituted early in 1976, and will hold its next meeting in conjunction with the Annual Meeting of Z39 at the end of April.


The subcommittee did not meet during this quarter; a meeting is scheduled for early January, 1976. Several evaluations of the various subrecord techniques have been completed.

SC/4 - Bibliographic References - Chairman, Ellis Mount, Engineering Library, Columbia University, New York, NY 10027 (212 280-3888 and 280-4356)

A final draft of the proposed American National Standard for Bibliographic References was submitted to the Z39 membership for vote in October, 1975. An
abridged version of the standard was included with it. The Public Review by ANSI is taking place simultaneously.

SC/5 - **Transliteration** - Chairman, Jerrold Orne, School of Library Science, University of North Carolina, Chapel Hill, NC 27514 (919 933-1327)

Hebrew and Yiddish - Chairman, Herbert C. Zafren, Hebrew Union College-Jewish Institute of Religion, 3101 Clifton Avenue, Cincinnati, OH 45220 (513 221-1875)

Work on the romanization of Yiddish was advanced by a meeting on October 31, 1975 where decisions were made to present three styles (comparable to the four of Hebrew), where a large number of theoretical and specific decisions were arrived at, and where the detailed drafting of introductions and explanations for each style were assigned.

Two new members have been added to the subcommittee: Prof. Herbert H. Paper of the Hebrew University of Jerusalem, and Dr. Mordkhe Schaechter of the Benyumen Shekter Foundation for the Advancement of Standard Yiddish.

Slavic Cyrillic - Chairman, Jerrold Orne, School of Library Science, University of North Carolina, Chapel Hill, NC 27514 (919 933-1327)

Because of several inquiries about the proposed American National Standard System for the Transliteration of Slavic Cyrillic Characters, the Chairman has decided to resubmit it to ANSI. In December, 1975 it was sent to the Z39 membership for a vote; a concurrent Public Review by ANSI is taking place.

SC/7 - **Library Statistics** - Chairman, Frank Schick, Library Surveys Branch, National Center for Educational Statistics, U.S. Office of Education, 400 Maryland Avenue, Washington, DC 20202 (202 245-8638)

No activity was reported this quarter.

SC/10 - **Peri odicals: Format and Arrangement** - Chairman, Edward J. Huth, Annals of Internal Medicine, 4200 Pine St., Philadelphia, PA 19104 (215 243-1200)

The present draft is being reviewed, in detail, by the institutional staff of one of the subcommittee members. Comments from another member have yet to be received.

SC/12 - **Indexing** - Chairman, E.H. Brenner, American Petroleum Institute, 275 Madison Avenue, New York, NY 10016 (212 685-6253)

Mr. E.H. Brenner has agreed to serve as the chairman of this subcommittee. He is currently reviewing the work of the previous subcommittee and will be
reorganizing a new subcommittee.

SC/18 - Book Publishing Statistics - Chairman, Carol A. Nemeyer, Association of American Publishers, One Park Avenue, New York, NY 10016 (212 689-8920)

Comments to a revised draft received from subcommittee members are being incorporated into a final draft which will be distributed to Z39 members for comment. The subcommittee will meet again if reactions to the draft warrant it.

Upon the recommendation of SC/18, a new subcommittee is being formed to prepare guidelines for compiling periodical and newspaper statistics. (See SC/44.)


The proposed country code standard was forwarded from CNLA to ANSI. Because of the one remaining unresolved negative vote, the Board of Standards Review must review the case at its January meeting. Z39 will be informed of the results of that meeting.

SC/29 - Publicity and Promotion - Chairman, R.E. Utman, Princeton University Library, P.O. Box 200, Princeton, NJ 08540 (609 425-3271)

No activity was reported this quarter.

SC/30 - Standard Account Numbers - Chairman, Russell Reynolds, National Association of College Stores, 528 E. Lorain St., Oberlin, OH 44074 (216 775-1561)

A test of the Standard Account Number for retail stores will be started in 1976. The American Booksellers Association is ready to assign numbers to their members. After which the National Association of College Stores will coordinate their numbering system into the SAN.

SC/33 - Bibliographic Entries for Microfiche Headers and Roll Microfilm Containers - Chairman, Joseph H. Howard, Serial Record Division, The Library of Congress, Washington, DC 20540 (202 426-5302)

Letters were sent to the persons commenting on the draft standard in an attempt to reconcile differences. It is hoped that a final version can be submitted for vote early in 1976.
The Chairman, Harold Oatfield, resigned his Chairmanship on October 21, 1975, with the draft standard in final voting stage. A small number of negative votes on this standard appear to be based on minor objections which some members of the subcommittee are currently trying to eliminate or incorporate in the final submission to ANSI.

The first draft of the text to accompany the Draft Standard Order Form was prepared and mailed to members of the subcommittee for comment during December, 1975.

The subcommittee met at the Library of Congress on Dec. 9, 1975 to review a second draft of a USA Standard for Compiling Microform Publishing Statistics. Representatives from the U.S. Department of Commerce and the Bureau of the Census attended this meeting. The draft form for reporting statistics will be used on an experimental basis by the publisher of Microform Review with approximately ten micropublishers.

A meeting was held on November 13 and 14 which produced a final draft. This is currently being circulated among the subcommittee members for comment.

No activity was reported this quarter.
At its first meeting the subcommittee decided to request samples of extant Union List of Serials to examine the practices which have been followed by computer-based Union List services. A release was sent to six professional journals and to date has appeared in LC Information Bulletin and L J Hotline.

As a result of this release, some 20 examples of extant formats accompanied by some thoughtful letters of comment by Union List Editors have been received by the subcommittee. These responses will be considered by the subcommittee at its next meeting.

SC/41 - Book Spine Layout - Chairman, E. A. Burke, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10016 (212 867-9800)

Mr. E.A. Burke, Design Director at John Wiley and Sons, has agreed to serve as chairman of this new subcommittee which will prepare standard guidelines for book spine layout.

SC/42 - Serial Claim Forms - Chairman, Lois Upham, Wilson Library S33, University of Minnesota, Minneapolis, MN 55455 (612 373-4559)

Ms. Lois Upham at the University of Minnesota Library has agreed to serve as chairman of this new subcommittee which will establish a standard format for serial claim forms. The members are Ms. Andrea Honebrink, James Jerome Hill Reference Library, and Mr. Jerry Pennington, Hennepin County Public Libraries.

SC/43 - Bibliographic Code Design - Chairman, Andrew Uszak, R.R. Bowker Company, 1180 Avenue of the Americas, New York, NY 10036 (212 764-2792)

Mr. Andrew Uszak of the R. R. Bowker Company has agreed to serve as chairman of this new subcommittee which will prepare standard guidelines for designing bibliographic codes. The members of the subcommittee are Ms. Jane Bentley, U.S. ARmy Missile Command - Redstone Arsenal, Mr. Thomas Brady, Baker and Taylor Company, Mrs. Madeline Henderson, National Bureau of Standards, Mr. Charles Husbands, Harvard University Library, Dr. Jerrold Orne, School of Library Science, University of North Carolina, and Mr. Donald Rule.

The subcommittee held its first meeting in December which resulted in a first draft being written. This was then circulated within the subcommittee. Comments on the draft are now being analyzed and another meeting is planned for early February.

Mr. William Lofquist at the Office of Business Research and Analysis, U.S. Department of Commerce, has agreed to serve as chairman of this new subcommittee which will prepare a standard format for reporting newspaper and journal publishing statistics.

MEMBERSHIP

The Church and Synagogue Library Association has joined the Z39 Committee. Mr. John Harvey, Dean of Library Service at Hofstra University, will serve as their Representative.

Mr. Charles Bernier at the School of Information and Library Studies, SUNY at Buffalo, is the new Representative from the American Society of Indexers. He succeeds Mr. John Rothman.

Mr. R. M. Field at Westinghouse Electric Corp. has recently been named as the Representative from the Society for Technical Communication. He succeeds Miss Helen Cressman.

NEW BROCHURES

ANSI recently published a revised edition of their brochure on Z39 standards. If you would like copies for distribution within your organization, please contact the Z39 Office, School of Library Science, University of North Carolina, Chapel Hill, NC 27514.

RECENT ISO PUBLICATION

Notice of the publication of the following ISO standard has been received; this standard may be obtained from the American National Standards Institute, 1430 Broadway, New York, NY 10018.

ISO 832 Bibliographic References - Abbreviations of Typical Words $21.60

Z39 STANDARDS NOW AVAILABLE

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<th>Number</th>
<th>Description</th>
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<tr>
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<td>Bibliographic Information Interchange on Magnetic Tape</td>
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<td>Basic Criteria for Indexes</td>
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<td>Abbreviation of Titles of Periodicals</td>
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Z39.14-1971 Writing Abstracts 3.50
Z39.15-1971 Title Leaves of a Book 3.00
Z39.16-1972 Preparation of Scientific Papers for Written or Oral Presentation 4.25
Z39.18-1974 Guidelines for Format and Production of Scientific and Technical Reports 4.00
Z39.19-1974 Guidelines for Thesaurus Structure, Construction and Use 4.50
Z39.20-1974 Criteria for Price Indexes for Library Materials 3.00
Z39.21-1973 Book Numbering 3.00
Z39.22-1974 Proof Corrections 5.00
Z39.25-1975 Romanization of Hebrew 4.50
Z39.26-1975 Advertising of Micropublications 1.50

These standards should be ordered directly from the American National Standards Institute, 1430 Broadway, New York, NY 10018. You may pre-pay your order and avoid the minimum charge of $5.00 or the handling charges for orders over $5.00.

Z39 OFFICE

Further information of the activities of Standards Committee Z39 may be obtained from: Standards Committee Z39, School of Library Science, University of North Carolina, Chapel Hill, NC 27514 (919 933-1327).