

# University of British Columbia Library Bulletin

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## RE-CLASSIFICATION OF BOOKS HOUSED IN BRANCHES:

Instead of the branch being requested to send a book for correction to the Cataloguing Division (as heretofore), all branches outside the Main Library except Woodward Bio-Med. have agreed to make their own corrections. They now receive from the Cataloguing Division a new spine label (these labels no longer need to be ironed on with heat) and a revised IBM or book card (whichever the case may be), together with the 3 x 5 temporary "rev." slip indicating both the old and the new call numbers for filing in their catalogue. This new procedure saves the book an absence of a week or more from its branch.

## INFORMATION DESK AND SUNDAY WORK:

Those people at the Information Desk on Sundays may find the following information useful: The Main Branch of the Vancouver Public Library is open to the public from 1 to 5 p.m., though the switchboard is closed to incoming calls.

## ROMANIZED TITLES ON CHINESE, JAPANESE AND KOREAN CARDS:

L.C. has notified us that they will be instituting a new practice in printing cards for these languages. The romanization of the title will appear in brackets immediately preceding the transcription of the vernacular title. This will obviate the need for a "title romanized" note and will in fact be a reversion to an earlier U.B.C. practice. Continuation cards will give the title in romanized form only.

We have suggested to L.C. that they include at least Sanskrit in this new practice, and have expressed the wish that they cover all non-Roman alphabets in this way, which is what we are doing from now on in so far as original cataloguing is concerned.

## ACQUISITIONS DIVISION: REVISED 'PHONE NUMBERS':

Please update your telephone lists according to the following:

3749 - N. Omelusik                      3258 - Orders and Receiving.                      4434 - Funds and Invoicing.

## REFERENCE GUIDE SERIES:

The following are the most recent publications in the Reference guide series. Copies of these may be obtained in each case from the Division concerned.

30. Brief guide to reference materials in chemical engineering. 1969. Revision of #6 by Rein Brongers, Science Division.

31. Reference guide to reviews. A check-list of sources in the Humanities, Social Sciences and Fine Arts. 1970. Revision of #24 by Jennifer Gallup, Humanities Division.

32. Guide to reference materials in economics in the Library of the University of British Columbia. 1970. By Marilyn Dutton, Social Sciences Division.

33. A Doukhobor bibliography based on material available in the University of British Columbia. 1970. Continuation of #22 by Maria Horvath, Humanities Division.

34. Brief guide to reference materials in electrical engineering in the Library of the University of British Columbia. 1970. Revision of #7 by J.D.L. McIntosh, Science Division.

## LIFE SCIENCES BIBLIOGRAPHER:

We are happy to welcome Dr. R.A. Jeffreys who has taken up his duties as Bibliographer at the Woodward Bio-Medical Library. Tony comes to us from the Library of the University of Toronto. Prior to Toronto he was a librarian at UCLA, at which institution he had previously obtained both his PhD and his MLS. His earlier education was obtained in Britain.



LIST OF SERIAL HOLDINGS:

In Bulletin #53 of October 20, it was stated that the 5th (1970) edition "has been issued this fall". The editor's over-optimistic phantasy, for which he apologizes, has now become fact, and the new edition has indeed been distributed. Copies of the old edition are available for the asking through the Information and Orientation Division.

LIBRARY STAFF CHRISTMAS PARTY:

Your volunteer social committee, consisting of Pat McArthur, Lynne MacIver, and the two Pats LaVac, have confirmed the reservation of Cecil Green Park for December 10 from 5 to 11.30 p.m. *Successful planning requires a fair idea of the likely attendance*, and you are thus urged to make your intentions known in the Librarian's Office as soon as possible. The two dollar contribution asked of those attending covers an ad. lib. approach both to solid refreshments and to wine and (preferably perhaps - or) beer, as well as helping to pay for the rental and the music.

IN-PROCESS ITEMS: NEW STATUS CODES AND PROCEDURES:

To identify the location of an item in the Acquisitions/Cataloguing complex while in process the following new codes are to be implemented:

<u>Code</u>	<u>Description</u>	<u>Key Punch Code</u>
RA	Received in Acquisitions	060
CS	Catalogue Storage	080
LC	LC Cataloguing	081
CT	Original Cataloguing	082
CP	Added Copies Processing	083
CV	Added Volumes Processing	084
ED	Other Edition Processing	085

All order entries, including blanket, approval and gifts, will now receive two process book cards. Both the brown and the salmon cards will travel with the book to Cataloguing, at which point the correct book status will be determined. The Cataloguing Division will encode the brown process book card and submit it to the Machine Records Section (Keypunching) who will have the status code entered on the order master file. Whenever a book changes location within the Acquisitions/Cataloguing complex, record of the change must be sent to Keypunching on an "Acquisitions system revision worksheet".

CONTINUATION TITLES IN SERIALS:

The transfer of Continuation titles from Acquisitions to Serials is now more than half completed. The staff and records have been relocated in the Serials Division, and inquiries about continuations acquired by standing order or subscription should be directed to Serials.

March 1971 is the scheduled month for all titles to be in the Serials records. Meanwhile some Kardex records remain in use. All Kardex files will be retained after the transfer, and no changes in policy are anticipated. The same vendors will be used, and similar procedures will continue.

Where problems do arise, patience and cooperation are requested to minimize the disruption caused by the transfer. When a problem appears, please provide information in writing to Serials, who have a form available for the purpose.

If you are not familiar with the objective of this change in processing, please read the memo of July 28 issued by Bob MacDonald about the responsibilities of Acquisitions and Serials.

All continuation orders should now be submitted on a Serials requisition form with all possible data included.

CENTER FOR RESEARCH LIBRARIES, ETC:

Mr. Stuart-Stubbs will be attending a meeting of the Board of CRL in Chicago on December 1. He will then spend December 2 and 3 surveying the New England Deposit Library and the Hampshire Interlibrary Centre, both in Massachusetts, as examples of the type of storage library being proposed for academic libraries in B.C.