

## LIBRARY DELIVERY:

Saturday service will resume on September 30 and will continue until the end of winter session.

## LIBRARY CARDS:

Student library cards are being validated (and new cards issued to new students) in SUB from Sept. 5 until Sept. 15. Last year's cards should be honoured until Sept. 15. After that no borrowing should be permitted without a 1972/73 card.

'B' cards expired on August 31 and should no longer be accepted unless validated for 1972/73. The validation stamp reads '73' to indicate that the card expires in August 1973.

Faculty should have their cards validated by Sept. 15 and are requested to send them to Circulation Office, not to SUB.

## FILING RULES:

The new filing rules for the Library of Congress catalogues, developed with automation in mind, have suggested several areas where our own filing rules might be simplified. The following changes are proposed:

1) that words and personal names which are written variously as one word, two or more words, and two or more words hyphenated, be filed as written, with the hyphen being treated as a space.

e.g. hand book, handbook, hand-book; Van der Sluys, Vander Sluys, Vandersluys.  
(!See also! references would be provided between the variant forms).

2) that numerals expressed in digits be filed numerically preceding the letter 'a'; numerals expressed in words would continue to be filed alphabetically.  
(!See also! references would be provided).

3) that signs and symbols be ignored in filing.

4) that abbreviations be filed as written. Exceptions: 'U.S.' and 'Gt. Brit.' used as corporate authors would continue to be filed as though spelt out. (All abbreviations are presently filed as though spelt out in full).

5) that 'Mac', 'Mc' and 'M' be filed as written. (At present all are interfiled as 'Mac').

If the above changes are acceptable, they could be introduced beginning Oct. 1. Please send comments to Mc Elrod, Catalogue Divisions.

## TOURS OF PROCESSING DIVISIONS:

The processing divisions, comprising Acquisitions, Serials, LC Cataloguing/Searching, Original Cataloguing, and Preparation, have recently instituted a program of tours for their new staff members. These tours describe the preparation of materials for the collection from ordering through physical processing, and are intended to help new staff members relate their jobs to the whole processing system. Tours are given once a month, in two sessions on separate days.

Public service branch and division heads are invited to have members of their staff join one of these regular tours if they so wish. Please call the secretary of the Catalogue Divisions at 3510 to make arrangements.

## ENCYCLOPEDIA OF ISLAM:

Vols. 2-3 of the older edition and vols. 1-2 of the new edition have been missing all summer. They can only be replaced by the purchase of the whole set at a cost well in the four figure range. An urgent appeal is being made by the Humanities Division for the return of, or information leading to the return of, the missing volumes, which are in great demand.

## DOUKHOBOR BIBLIOGRAPHY:

The Humanities Division is pleased to announce the publication of Maria Horvath's A Doukhobor bibliography. Reference publication No. 38. Enl., rev. ed. of #22 (1968) and Suppl. (1970), complete with index. Maria's bibliography has been much in demand since the earlier edition went out of print two years ago. The Gifts and Exchange Division is in charge of sales.

## NOMINATIONS TO COMMITTEES:

The Administrative Resources Committee asks for your cooperation in nominating members for the following committees:

- Committee on Salaries and Benefits of Supporting Staff
- Librarians' Salary Committee
- Ombudsman Committee

To keep you informed as to what these committees have accomplished during their term of office, they have submitted the following reports of their activities:

