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LIBRARY DUPLICATING, PRINTING AND PUBLICATIONS COMMITTEE

Until a few years ago Library duplicating was of a small enough quantity to be done by one staff member. In recent years duplicating, like Library printing and publishing, has more than tripled in volume, and it has now become necessary to establish some better means of fiscal and quality control.

To that purpose, the Library recently set up a Printing and Publications Committee. The members are: Bill Bell (Chairman); Luther Chew; Elsie de Bruijn (Secretary); Don Dennis; Gerry Dobbin; Anna Leith; Bob MacDonald; and Doug McInnes.

At its first meeting, on October 27th, the Committee's purposes were established:

1) To ascertain and control the costs of printing, publishing and duplicating
2) To control continuing Library forms from the point of view of utility and design
3) To establish and maintain standards for Library publishing

CATEGORIES OF COPYING AND PRINTING

The first step in this program was to define the types of material printed by the Library and to recommend procedures for controlling each type. Four categories have been established:

1) CONTINUING FORMS WITH ESTABLISHED FORMAT AND CONTENT. Examples: Interlibrary Loan forms; Interdepartmental Memo pads; all other library forms which are normally reprinted without changes.

   These will be adopted or revised only on the authority of the Systems group (specifically Gerry Dobbin and Don Dennis).

   To make organization easier, all continuing forms have been assigned a classification number. An outline of the classification system is avialable from Pat LaVac, the Printing Clerk, in the Librarian's Office. Also available there are a master file of all continuing forms, a looseleaf binder showing one sample of each, and an inventory control binder which will be used to record the number of copies of each form ordered and printed.

   New forms will have form numbers assigned by the Systems group. Numbers will be printed on all new forms, and on all old forms as they are reprinted. Where adding a form number would involve an expensive new plate this will be postponed until a revision is required. Revised forms will carry the month and year of revision after the form number.

2) FORMS WHICH ARE SUBSTANTIALLY CHANGED AT EACH REPRINTING, COMMUNICATIONS CIRCULARS, AND INFORMATION SHEETS. (Examples: end-of-term call-in letters; lists of library hours; directives on Library policies and procedures.)

   Publications in this category are printed and revised at the discretion of the division head, if necessary in consultation with the appropriate assistant librarian. Changes do not need to be cleared with the Systems group, and no master file of copies will be kept.

3) AUTHORIZED PUBLICATIONS IN A CONTINUING SERIES. (Examples: Serial Holdings list; UBC Library Bulletin.) Once authorized, these series will be given blanket approval by the Printing and Publications Committee, so that individual publications in a series do not have to be brought before the Committee. However, the Committee

will review a sample issue from each series at least once a year as a means of evaluating the format, content and usefulness of the series.

4) OCCASIONAL PUBLICATIONS WHICH HAVE NOT BEEN GIVEN BLANKET APPROVAL BY THE COMMITTEE. (Example: reference publications.)

Each of these must be reviewed individually by the Committee. This should be done while the publication is still in the planning stage.

NEW DUPLICATING PROCEDURES

The Committee has also drawn up guidelines covering methods of printing and duplication. Most of the new procedures were covered in a memorandum sent to all divisions and branches on October 13, but a full summary is given below.

All Library printing and duplication in runs of 11 or more copies will be routed through the Printing Clerk, Pat LaVac, in the Librarian's Office.

Each request for printing or duplication should be accompanied by requisitions in duplicate. Requisition forms have been distributed to each division, and more are available from Miss LaVac.

Library forms previously photocopied on the Xerox 720 or 914 or duplicated by an outside printer will be copied on the Xerox 7000 whenever possible. Please allow sufficient time for the Printing Clerk to fit your order into her schedule.

Outside printing or duplication not appropriate for the Xerox 7000 will also be arrange through the Printing Clerk. Material sent outside for printing includes:

1) Anything on card stock
2) Continuous form material
3) Sets
4) Perforated material
5) Anything needing to be made into pads
6) Runs over 1,000 copies

Requests for outside printing of material which can be done on the Xerox 7000 will be referred to Mr. Bell.

To ensure quality, new masters for continuing forms will be typed in the Librarian's Office. However, masters for one-time printing must be provided by the division placing the order. If the division lacks the necessary skilled staff or equipment, the master will be done as time allows by the Librarian's Office staff.

Collation is also the responsibility of the Division for which material is being printed, although the Printing Clerk may do it if she has time.

In most cases form letters should go out over the name of the division head. Where a supporting staff member's name is necessary, not more than six months' supply of the form should be printed to minimize waste. Some cases call for only the division name at the end, with the staff member's name and title being added manually as required.

OUTSIDE PRINTING

During the next few weeks a number of duplicate sample books will be organized, containing copies of all material excepting Library Publications (series and occasional) which are sent to outside printers during a normal year. The books will also include information on the size of the printing run for each item and the frequency of reprinting. Prior to the beginning of the next fiscal year copies will be sent to outside printers, and all of the Library's off-campus printing will go to the firm making the lowest bid.