

## 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 available 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

