

INDIANA LIBRARIES

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No. 7. CENTER OF POPULATION: 1790 TO 1980

["Center of population" is that point at which an imaginary flat, weightless, and rigid map of the United States would balance if weights of identical value were placed on it so that each weight represented the location of one person on the date of the census]

YEAR ¹	North latitude	West longitude	Approximate location
1790 (Aug. 2)	39 16 30	76 11 12	23 miles east of Baltimore, MD
1850 (June 1)	38 59 0	81 19 0	23 miles southeast of Parkersburg, WV
1900 (June 1)	39 9 36	85 48 54	8 miles southeast of Columbus, IN
1950 (Apr. 1)	38 50 21	88 9 33	8 miles north-northwest of Olney, Richland County, IL
1960 (Apr. 1)	38 35 58	89 12 35	In Clinton Co. about 6 1/2 miles northwest of Centerville, IL
1970 (Apr. 1)	38 27 47	89 42 22	5.3 miles east-southeast of the Mascoutah City Hall in St. Clair County, IL
1980 (Apr. 1)	38 8 13	90 34 26	1/4 mile west of De Soto in Jefferson County, MO



¹For dates of admissions of the States and changes in areal definition, see "State Origins and Boundaries," *United States Summary, U.S. Census of Population: 1960*, vol. 1. For year of admission to statehood, see table 334.

Source: U.S. Bureau of the Census, *1980 Census of Population, Vol. 1*.

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UNIVERSITY LIBRARIES
815 W. MICHIGAN ST.
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INTRODUCTION

Guest Editor: Lou Malcomb
Public Services Coordinator
Government Publications
Indiana University

Several years ago in the ILA *Focus* the Government Documents Division of the Indiana Librarians Association issued some short articles describing the usefulness of government publications. However the format of *Focus* could not permit lengthy discussion of the many issues and topics related to documents of interest to Indiana librarians. This issue of *Indiana Libraries* marks the beginning of a forum for discussion of issues devoted to documents or government publishing. Future issues can be focused on documents, we hope, and can provide the opportunity for documents librarians around the state to express opinions, ideas, and concerns.

Several months ago, the Subcommittee on Government Documents of the Network Coordinating Committee of the Indiana State Library Advisory Council began working with Daniel Callison on devoting an issue of *Indiana Libraries* to the topic of government documents. Many of the articles included in this issue were already in progress at that time.

This issue consists of six articles. First, Ruth Davison presents the results of extensive research she conducted during the summer of 1986 while on sabbatical leave from Indiana University. Ms. Davison visited 231 non-depository public libraries throughout Indiana to assess their needs for and uses of government documents; to ask that they complete a survey concerning these needs and uses; and to provide each library with some basic information about documents as needed. Ms. Davison's research is unique because of the ex-

tensive contact she made with librarians throughout the state. Her recommendations will prove invaluable in the next few years in implementing documents programs for continuing education. The positive response to this project shows that one of the best sources for ideas are the individuals who directly use the information.

The second article reports on the progress being made on the establishment of the Economic Development Information System. Carol Rogers summarizes the content and future of the statistical program under development by the Indiana Business Research Center of the Indiana University School of Business. Most Indiana librarians are familiar with STATIS (Statistical Information System) and will be interested in the futuristic steps being taken to expand and improve our access to statistical information.

Jeff Barnett also refers to access to statistical information in his article on the Indiana State Data Center Network. He presents historical background as well as a full description of the current services provided by the center. Additionally, the article gives a list of Data Center affiliates as well as contact information for the State Data Center.

Byron E. Swanson has worked with Indiana documents for a number of years, and most documents librarians in Indiana are aware of his efforts to improve the *Checklist of Indiana State Documents*. He reports on the status of the Indiana depository system, the frequently-encountered problems, and the expectations for the future. The Subcommittee on Documents has discussed improvements which might be made in the depository program for Indiana documents. Mr. Swanson's article provides the necessary background for librarians in the state, allowing them to raise additional issues and to communicate their ideas to the Subcommittee.

The article by Mary Krutulius and myself compares major reference documents produced by the U. S. government and by the Indiana state government. Its intent is to familiarize librarians with state reference tools and to provide guidance for their possible use. Ordering information is included. It is not comprehensive, but hopefully includes the major reference works for both federal and state levels.

The final article represents an effort began many years ago by documents librarians in Indiana to improve networking operations. Judith Violette and Andrea Singer organized the compilation of information concerning the Indiana libraries holdings of large microfilm (often commercially-produced) backfiles. Ms. Violette recently up-dated and revised the information making it valuable in providing interlibrary loan operations.

Throughout this introduction, many references have been made to the Subcommittee on Government Documents and Information. Its establishment marked the implementation of the Indiana State Plan for Depository Libraries. Since its work is just beginning, some explanation and historical background might be helpful.

In the Fall 1981 meeting the Depository Library Council of the U. S. Government Printing Office passed a resolution recommending "that the Public Printer of the U. S. encourage each state to develop a plan for the Federal Depository Program." The Public Printer, in early 1982, encouraged depository libraries to prepare state plans for the purpose of improving public access to federal information; coordinating collection development; coordinating collection development and sharing resources; expanding programs for user instruction and awareness, staff training, and continuing education; and improving communication among librarians concerned with documents' issues.

Indiana documents librarians discussed the idea of a state plan at various ILA Government Documents Division meetings during 1982. The State Library appointed the Task Force on the State Plan for Federal Depository Library Service Indiana in 1982 with the specific charge to develop a state plan. The Task Force was chaired by Judith Violette and Barbara Kasper and consisted of three committees: Collection Development, Service (Documents Delivery) and Consultation, Training & Public Relations. Each of these groups developed goals and objectives. The committees came together to discuss these and other issues which should be covered in the state plan. The final draft was submitted to the State Librarian for approval and implementation in August, 1983.

On May 18, 1984, the Task Force met to discuss implementation of the state plan. The State Librarian recommended some major changes which after discussion were accepted by the Task Force. The *Indiana Plan for Depository Library Services* was issued in March, 1985.

Donald E. Fossedal, then U. S. Superintendent of Documents, commented that the plan was the best he had seen and complimented the state for the "excellent job of promoting Government publications and Indiana Depository services." The plan was unique at that time for its incorporation of state documents into the plan since most states developed goals and objectives only for their federal depository program.

Indiana's plan called for the establishment of a Subcommittee on Government Documents and Information, under the Network Coordinating Committee of the Indiana State Library Advisory Council (ISLAC). ISLAC advises the Indiana State Library on library services provided in the state and on policy matters

relating to the administration and distribution of state and federal funds. The State Library appointed the subcommittee in October 1984. The charge of the Subcommittee included: 1) Advise the State Library Regional depository on matters of concern to the depository libraries; 2) Assist in further development and implementation of the goals and objectives of the Indiana Long Range Plan for Library Services and Development 1985-1990 incorporating service objectives of the Indiana Plan for Depository Libraries; 3) Act as a forum for depository issues and for identifying problems and recommending solutions; and 4) Advise the State Library, Library Associations, ALSAs, INCOLSA, and other providers of continuing education concerning the education and staff development needs of librarians in regard to government publications.

Several matters have been brought before the Subcommittee, including many covered by the state plan. They have reviewed the goals and objectives, discussed the priority which might be given to each and begun work on many of them. For instance the subcommittee made recommendations and revisions in the process for disposal of federal documents. They have also organized and staffed a booth for the Information Fair, held in Indianapolis during 1986. Currently, they are planning a preconference on documents for the upcoming MFLA conference, to be held in November, 1987. Recently the Subcommittee sent a resolution to the Network Coordinating Committee concerning improvements in the distribution of Indiana state documents.

The meetings of the Subcommittee on Government Documents and Information are open. As of this writing, committee members are Barbara Fischler (chair), Harriet Cohen, Bridgie Brelsford, Doug Conrads, Lou Malcomb, Judith Violette, and Robert

Zilliox. Several members of the Indiana State Library usually attend the meetings, including Gail Winsmore, Loring Prosser, and Byron Swanson. Members encourage librarians from around the state to contact them concerning issues or topics which the subcommittee should discuss or act upon.

This issue represents our first effort to report and publish information on government publishing. Thanks are due to all who responded to my telephone calls and requests for assistance. If I have overlooked anyone, I hope they will contact me so that they may participate in the future. The contributors to this issue deserve a particular mention, for without their efforts the topic of documents might still be languishing in the arena of discussion. Hopefully, these articles will inspire future contributions in the field of documents.

Government Publications Needs and Wants: A Survey of Indiana Non-depository Public Libraries

Ruth M. Davison
U. S. Documents Librarian
Government Publications Department, Indiana University

Introduction

In 1982 a task force of government publications librarians developed a plan to improve services provided to Indiana citizens through the federal depository library system. By 1985 the Indiana Plan for Depository Library Services was approved and action recommended in the plan had begun. A Government Documents and Information Subcommittee was appointed as part of the Indiana State Library Advisory Council. In keeping with the goals and concerns of the plan and the committee, the purpose of this survey is to present information and ideas needed by Indiana librarians and library committee members who are committed to providing wider dissemination of government publications to the general public through public libraries.

The responses recorded in the survey come from non-depository public librarians whose primary mission is to serve Indiana's general public. This group of librarians deals with a great variety of questions. Only a few of those questions may involve the use of government publications, but librarians feel a need to keep informed about documents, even when they cannot spare much time to do so. Depository librarians can help in this area if they understand the needs and desires of librarians in the

state's non-depository public institutions.

My reading of the goals of the Indiana Plan and my memory of experiences with Indiana public libraries suggested this survey. As a field consultant for the Indiana State Library in the 1960's, I became familiar with some of the operations and problems of public libraries. Keeping informed about new government publications was one of the continuing challenges for librarians. At the time I knew little about government publications or depository arrangements and was frequently unable to answer questions about them. After some experience as a government publications librarian, I began to answer questions for those public librarians who continued to ask.

Throughout the last twenty years the questions have remained largely the same. How do we know what is being issued? Where can we find the prices? Why are so many not available after they are ordered? How do we know if a publication is depository? Can it be borrowed? Which titles should we have? Is there a basic list?

Methodology

I surveyed Indiana's 231 non-depository public libraries to determine what information or services the li-

brarians want depository librarians to provide. Goal three of the Indiana Plan defines the responsibility: "to increase awareness of government documents and information that are available through depository libraries." The most effective way to determine what services or information non-depository librarians want is to ask them.

My goal was to obtain suggestions from as many librarians as possible. Preliminary testing proved that a survey by mail would not produce the desired number of responses. A questionnaire, combined with a personal interview, samples of available government publications and annotated U. S. Government Printing Office lists appeared to be most effective.

I decided to visit each library to explain the purpose of the survey and to leave the questionnaire with the director or the person designated by the director for completion. The desire for 100% response was unrealistic, but I wanted as high a rate of response as possible and thought the personal interview the best method to assure the best results. To compile significant data, should time not allow complete coverage, I first concentrated on a sampling of 75%, 50% or 25%, based on population served. This sampling was not needed as there was time to complete a 100% survey. Since ALSA librarians had expressed interest in the workshop topics chosen by librarians in their areas, I collected

data by ALSA district as well. The results will be sent to them separately and are not a part of this report.

Letters from public librarians, the Indiana State Librarian, the ALSA Administrators group, and the Government Documents and Information Subcommittee supported the project. With the cooperation and helpful suggestions of nine librarians representing public libraries, the State Library, and the ALSAs, I tested my idea. Colleagues in the Government Publications Department at Indiana University Library aided substantially.

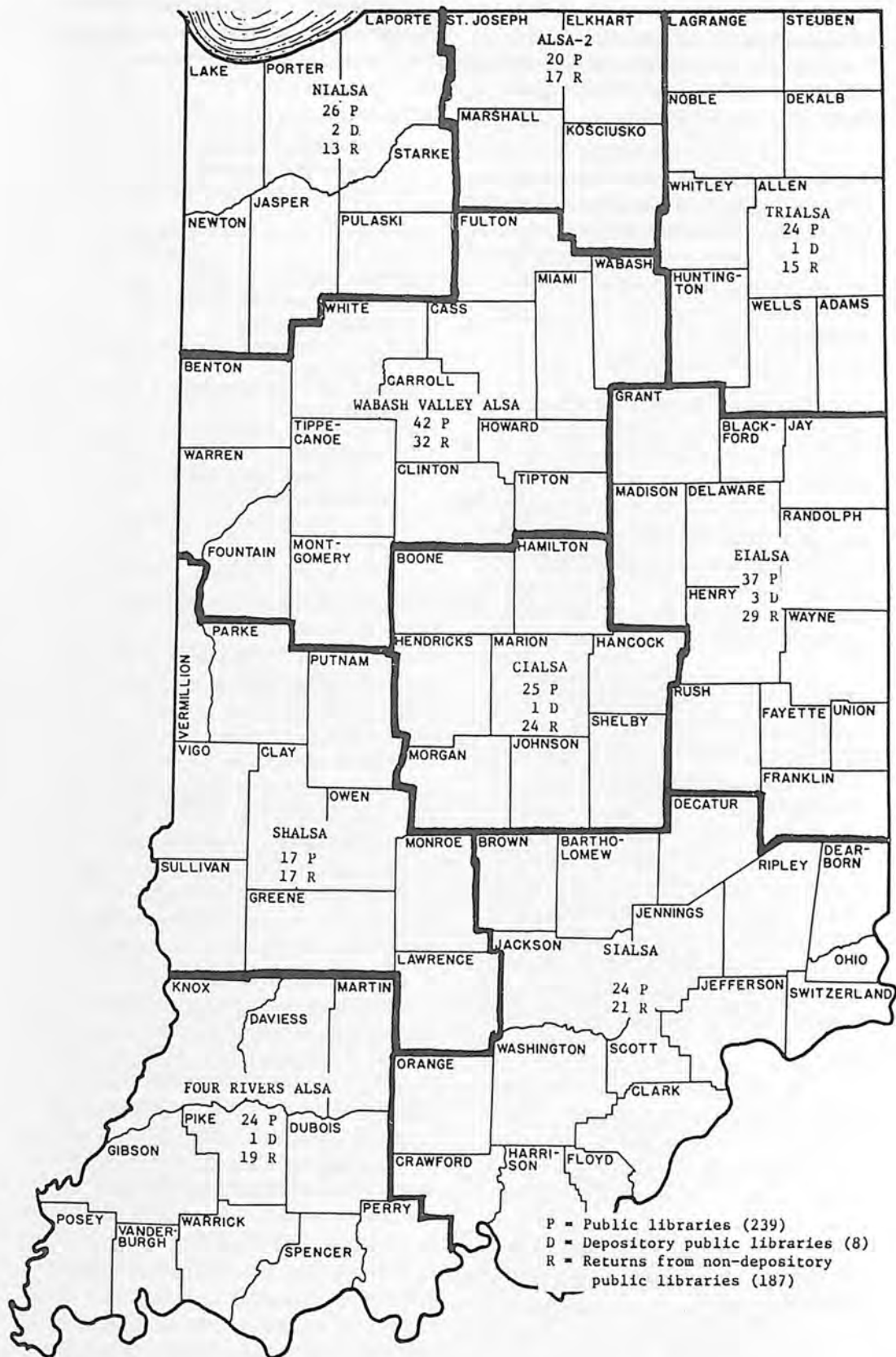
Public relations personnel of the U. S. Government Printing Office agreed to supply handouts for all the libraries I visited. My department provided sample government periodicals (9 titles) for discussion, and the Indiana University Library underwrote the cost of duplicating the questionnaire, stationery, and much of the telephone costs. The remaining expenses were my own.

With the exception of one library, which was closed during a move to a new building, I visited all the non-depository public libraries in the state. To make the survey complete I called the librarian who was moving and offered the possibility of participating. Of a possible 231 responses, 187 libraries returned the questionnaire, a response rate of 81%, well distributed according to population served (See Table 1).

Table 1
Percentage of Non-depository Libraries Responding
to Survey by Population Served

*Population served	Non-depository	Returned	Percent
over 100,000	6	5	83%
50-100,000	9	8	89%
25-50,000	21	17	81%
10-25,000	47	43	91%
5-10,000	47	40	85%
under 5,000	101	74	73%
TOTAL	231	187	81%

*Categories taken from *Statistics of Indiana Libraries, 1984*



I also visited the nine ALSA headquarters to inform the ALSA librarians of my activities and to provide them with a copy of the questionnaire and the handouts.

Flaws in two questions did not appear in testing. In the following discussion those questions receive fuller explanation. Some comments made during the interviews add dimension to the findings of the survey and explore ideas not covered in the questionnaire.

Discussion

QUESTION 1. Below you will find a sample of government publication titles. Please check any you have found useful on a regular basis (at least monthly or more frequently) and add titles you personally find helpful which are not on the list. The issuing agency is included in parenthesis. RESPONSE TOTAL 173 (93%).

The list of titles consisted of 26 state and federal publications found useful in the I.U. Library, Government Publications Department. The titles were chosen for variety of content and format to illustrate the diversity of government publications. They were not intended to suggest a basic list for any type of library, and for that reason the list is not included in this discussion. The question asked librarians to consider the usefulness of the government publications held in the individual collection.

The five most checked publications were *Outdoor Indiana* (124), *Roster of State and Local Officials* (94), *Statistical Abstract of the U. S.* (89), *County and City Data Book* (74), and *U. S. Government Manual* (67). The most frequently added suggestion was *Occupational Outlook Handbook* (16).

QUESTION 2. How do you obtain the government publications which your library owns? (Please check all that apply). RESPONSE TOTAL 175 (94%).

- a. 119 (68%) Government Printing Office, Washington D. C.
- b. 13 (7%) GPO Bookstore, Chicago
- c. 3 (2%) GPO Bookstore, (location)
- d. 61 (35%) Your congressman
- e. 29 (17%) Federal agencies, Washington, D. C.
- f. 7 (4%) Federal agencies, field offices nearby
- g. 112 (64%) State agencies, Indianapolis
- h. 16 (9%) State agencies, field offices nearby
- i. 50 (29%) Local (city, county, regional) offices
- j. 43 (25%) Book jobbers, (please specify)
- k. 0 Other (please specify)

The choice of the Government Printing Office and state agencies in Indianapolis is predictable, but the range of other sources indicates that Indiana librarians are willing to try many options to serve their patrons. Responses in several categories demonstrate that a number of librarians have found ways to obtain government publications without tying up funds in a deposit account or having to deal with the paper work of pre-payment for each publication when purchasing from the Government Printing Office.

Initially I doubted the value of this question since the responses seemed predictable, but a number of librarians found it useful in a way I had not considered. One said that the listing in question one of the Roster of State and Local Officials combined with choices in question two gave him a whole new area of access in obtaining state and local publications. Several others had not realized that their jobber also supplies U. S. government publications. Another wanted to know why, when libraries prompt-

ly pay their bills, the GPO does not establish a charge card billing arrangement for them.

QUESTION 3. For the government publications which your library borrows: (Please check all that apply). **RESPONSE TOTAL 162 (87%).**

- A. Which library tools do you use as verification?
- 56 (35%) Periodical references
 - 1,7 (10%) Newsletters
 - 28 (17%) Newspaper articles
 - 43 (27%) Bibliographies (books, journal, etc.)
 - 33 (20%) Flyers or announcements from government agencies
 - 28 (17%) Monthly Catalog of U.S. Government Publications
 - 19 (12%) OCLC terminal
 - 12 (7%) GPO Subject Bibliographies
 - 20 (12%) Other (please list)
- B. From what source do you borrow?
- 140 (86%) Through your ALSA
 - 21 (13%) Direct from Indiana State Library (regional)
 - 8 (5%) Direct from another federal depository library
 - 8 (5%) Direct from a state depository library
 - 19 (12%) Direct from another public library
 - 0 (0) Other (please list)

Periodical references and bibliographies are the major sources of verification for interlibrary loan of government publications, but during the interviews librarians expressed a definite "anything goes" attitude toward proving the existence of elusive items. Several commented that they use whatever the patron supplies in the way of verification and, if necessary, augment that information with calls to ALSAs and the use of *DI-ALOG* files or OCLC, if available. Many requests are of a subject nature; these do not present problems of verification when requested through the ALSAs.

Most public libraries in the state belong to ALSAs and routinely send interlibrary loan requests through them.

Neither the library or the ALSAs keep records to indicate whether or not the item requested is a government publication.

QUESTION 4. To help you inform library users about the usefulness of government publications, would you like to have available: (Please check all that apply). **RESPONSE TOTAL 142 (67%).**

- 107 (75%) news articles for use in local papers?
- 13 (9%) short video tapes for broadcast over cable TV?
- 70 (49%) traveling display?
- 29 (20%) other (please specify)

Librarians consider news articles most useful in informing library users about government publications, although an important problem with their use remains. Patrons will expect to find in the local library the publications mentioned in the news item when they may only be available on interlibrary loan.

Traveling displays, chosen in half the responses, are considered helpful, particularly if they are adaptable in size so that only part can be used as space dictates. Video tapes interest those libraries with local cable installations. The 29 responses to category "d" include some good ideas for both traveling materials and one-time use materials. Librarians in the smallest libraries suggest that posters, ready-to-cut bookmarks, traveling bulletin boards, and clip art all can help publicize government publications. One wants a "top-ten" poster of the most popular publications.

Two comments reflect differing viewpoints on advertising: "Educate me, the librarian, first" and "I prefer that ad money goes to services instead of advertising." Nearly all answers indicate that non-depository librarians wish some help in keeping abreast of current government publications themselves and in informing their patrons about what is available.

QUESTION 5. When you refer a patron to another source for government publications, is it usually to: (Please check all that apply). RESPONSE TOTAL 177 (95%).

- a. 33 (19%) a federal agency?
- b. 46 (26%) a state agency?
- c. 40 (23%) a local agency?
- d. 65 (37%) a federal depository library?
- e. 35 (20%) a state depository library?
- f. 32 (18%) write his congressman?
- g. 85 (48%) a special collection library (e.g., Allen County Public or Indiana State Library for genealogy; Lilly Library, I.U. for rare books; an Indiana history collection nearby; etc.)?
- h. 26 (15%) other (please give example)
- i. 18 (10%) Do not refer patrons

Most librarians responding to this question are willing to refer patrons to other agencies for help, but several commented that they wished they knew what kind of reception their patrons would receive. One said she could never be sure if the patron followed her suggestions. The highest rate of referral was to special collections available in only one or two places in the state. During an interview, one librarian suggested that a list of special collections with a description of the subject matter in the collection and the hours accessible would be an excellent addition to reference service.

Next to "write his congressman," one respondent wryly wrote "Never!" Another said, "Now that I have a list of depository libraries it will be easier to refer patrons!" Twenty-six (15%) librarians gave examples of referral, all naming a specific nearby library or an ALSA, except one who makes use of the Louisville Federal Information Center. In "i" eighteen (10%) respondents indicate that they do not refer patrons.

The variety of replies to this question demonstrates the willingness of non-depository librarians to refer patrons to other sources. Such willingness, when coupled with an effort by depository librarians to provide information on current government publications and the compilation of a descriptive list of special collections would add greatly to reference services state-wide.

QUESTION 6. Where do you call or write for detailed census information? (please check all that apply). RESPONSE TOTAL 183 (98%).

- a. 98 (54%) ALSA reference center
- b. 13 (7%) a Regional Planning Commission
- c. 49 (27%) Indiana State Library Census Data Center
- d. 19 (10%) U.S. Census Bureau
- e. 22 (12%) Other (please list)
- f. 51 (28%) Have had no requests

Over one fourth of the respondents state that they have had no requests for detailed census information. Comments in "e" reveal that some librarians answered thinking of current statistical publications while others had in mind genealogical material. The failure to define the question properly detracts from its usefulness, although observations volunteered by respondents help restore some value.

Several libraries are partial census depositories and answer most questions without referral. Comments from several librarians near the census depositories indicate that they are not aware of these resources and so cannot refer patrons to them. One ALSA reference librarian said, "As an ALSA census data center, we seldom have requests from other libraries." Coordination of information is needed. A list of substantial census collections should be published.

QUESTION 7. Where do you refer patrons who want to examine detailed census information? (Please check all apply). RESPONSE TOTAL 179 (76%).

- a. 51 (28%) ALSA reference center
- b. 15 (8%) A Regional Planning Commission
- c. 51 (28%) Indiana State Library Census Data Center
- d. 14 (8%) U.S. Census Bureau
- e. 31 (17%) Other (please list)
- f. 69 (39%) Have had no requests

As in part six, a substantial number of respondents have not had requests for detailed census information. Among those libraries that do, referrals are evenly divided between ALSA reference centers and the ISL Census Data Center. Comments in "e" indicate that librarians frequently refer patrons to nearby university libraries, especially when they are partial census depository libraries or GPO depositories with large census collections.

One librarian used to supply INDIRS (now known as STATIS) print-outs for patrons and hopes to be able to do so again. Another uses *DIALOG's Donnelley Demographics*. Two librarians named specific area councils of government as being very helpful with census questions.

QUESTION 8. Do you prefer to use a non-governmental publication instead of a government publication even though they may contain much the same material? RESPONSE TOTAL 172 (92%).

- a. 26 (15%) yes
- b. 20 (12%) no
- c. 126 (73%) no preference
- d. (reason for answer in a-c)

A frequently heard reply to the question of using government publications as a resource is, "Not if I can help it." Is there a real aversion to use of government publications, or is it merely a conditioned response? If there is substantial aversion, efficient

provision of information to library patrons is jeopardized by the librarian's attitude towards an important and diverse body of material.

The 73% response of "no preference" and the 12% response of "no" in the survey indicate that librarians do not fear government publications and will search appropriate sources to satisfy their patrons. They desire an efficient, comprehensive source regardless of provenance. The most frequent comment in section "d" was "prefer to use whatever material is quickly available and has the most information."

Reasons for not using government publications reflect concern over problems of acquisition and integration into the collection. Non-government publications are "easier to catalog and use," "easier to purchase," "more attractive and better publicized." In contrast, some librarians found government publications cheaper to purchase and considered them more authoritative sources.

One librarian wrote, "For us gov't docs are a flaming pain to order." I found this feeling throughout the state. Many libraries cannot afford or are not allowed to tie up funds in a deposit account of unpredictable use. This was the problem most often mentioned during the interviews.

QUESTION 9. How do you handle government publications for inclusion in your collection? (Please check all that apply). RESPONSE TOTAL 178 (95%).

- a. 113 (63%) Catalog and shelve with other publications
- b. 3 (2%) Catalog, but shelve separately by SuDocs class
- c. 9 (5%) Catalog, but shelve separately by (give example)
- d. 124 (70%) Uncataloged in pamphlet file
- e. 15 (8%) Other (please specify)

It is generally assumed among librarians that government publications in non-depository public libraries are either cataloged and shelved with the rest of the collection or filed uncataloged in pamphlet files. Not surprisingly, the responses to the survey confirm the assumption. Two thirds of the respondents report that they catalog and shelve substantial publications in their regular collection and file ephemeral material with pamphlets. The decision to catalog is based on subject matter and usefulness of the item over a long period of time.

Seven librarians file government publications uncataloged on designated shelves in an alphabetic arrangement; four keep some publications uncataloged in ready reference and catalog the rest. Another four, including one librarian who uses a modified SuDocs based system for state government publications, have specialized arrangements.

QUESTION 10. Do you prefer to channel all of the government publications questions not answerable in your library: (please check all that apply).
RESPONSE TOTAL 185 (99%).

- a. 125 (68%) through your ALSA reference librarian?
- b. 41 (22%) directly to a depository library?
- c. 16 (9%) to your congressman?
- d. 37 (20%) by referral to another library nearby?
- e. 46 (25%) by referral to the government agency most likely involved in providing that information to the public?
- f. 9 (5%) other (please give example)
- g. 12 (6%) Does not apply to my library

A large group (68%) of responding librarians channel their unanswered questions involving government publications through ALSAs. Comments in category "f" make clear that librarians refer patrons to those in-

stitutions which they believe can answer a patron's questions quickly and adequately. Some librarians like to add material that answers a specific question to their own collections to be prepared for similar questions later.

Several request documents from the Indiana State Library, since they know it is the regional federal depository and that it coordinates the state documents depository program. One librarian would like a toll-free number available in a depository library for help with difficult government publications questions.

Throughout the survey, librarians stated in unsolicited comments that the ALSAs are an invaluable source of help in all areas of library service.

QUESTION 11. Do you find interlibrary loan service for government publication equal to interlibrary loan service for other materials? R-ESPONSE TOTAL 175 (94%).

- a. 56 (32%) yes, reasonably fast
- b. 23 (13%) no, slow
- c. 77 (44%) do not borrow them
- d. 19 (11%) other comment on service

Many librarians commented in category "d" that they make no distinction between government publications and non-government publications in their interlibrary loan requests. Seventy-seven do not borrow government publications; some can find the information desired in sources they own, others feel no need to consult government publications. Seven librarians commented that most government publications they request turn out to be reference materials in other libraries and do not circulate. They cite the cost of reproducing the noncirculating material as a problem for patrons. A conspicuous problem for librarians is the lack of indexes to verify publications. Three respondents said that they borrow by subject through their ALSA and do not notice

whether or not the items sent are government publications.

While the majority of librarians who answered this question do not usually borrow government publications, more than half of those who do feel the service is reasonably fast and efficient.

QUESTION 12. Would you like to see regular articles on government publications published in Indiana library periodicals or newsletters? **RESPONSE TOTAL 155 (83%).**

- a. 15 (10%) no
- b. 134 (86%) yes (Please give suggestions as to which titles)
 - 64 (41%) *Focus*
 - 29 (19%) ALSA newsletters
 - 17 (11%) *Indiana Libraries*
 - 6 (4%) (comments only)

One hundred thirty-four librarians expressed interest in articles on government publications in Indiana library periodicals and newsletters. Depository librarians ought to consider reviving the documents column in *Focus*, or develop a column for use in all of the ALSA newsletters or both.

Other suggestions included the preparation of a timely list of annuals with critiques, descriptions of state documents, articles geared toward smaller libraries, and articles on useful publications with reasons for recommending them. One librarian wants a home-study course on government publications to keep up to date on what is available.

QUESTION 13. Would you like to have a government publications librarian: (Please check all that apply), **RESPONSE TOTAL 179 (96%).**

- a. 42 (23%) at your request, visit your library for a discussion of government publications?
- b. 19 (11%) at your request, set up a visit for you at their library to discuss government publications?
- c. 92 (51%) conduct a workshop in your ALSA district during district meeting?

- d. 82 (46%) conduct a workshop in your ALSA district at a time other than district meeting?
- e. 101 (56%) be a contact person, by phone, for quick answers for "desperate patron" questions about government publications?
- f. 8 (4%) Other (Please give suggestions)
- g. 22 (12%) I would not be interested.

The response to this question indicates a desire for contact. When only 22 of 187 total possible returns feel strongly enough to mark the not interested category, depository librarians can be assured that their efforts to provide information for non-depository librarians of the state will not be wasted.

Contact people and workshops are of primary interest. Some depository librarians have obviously been working on this. Comments made on several surveys and during interviews indicate that local workshops have been held and personal contacts are available. One librarian said that a depository librarian had visited and discussed government publications.

Two respondents thought the idea of a contact person the most important suggestion. Another had a strong preference for in-house visits and for workshops held at times other than district meetings. One suggestion was to have a workshop on government publications during the Small Library Conference.

Several librarians who replied that they "would not be interested" explained that their libraries are too small to need such in-depth attention. They are able to obtain sufficient help through their ALSA.

QUESTION 14. Have you had opportunity to attend a government publications workshop or conference session within the last year? **RESPONSE TOTAL 172.**

- a. 22 (13%) yes, attended
- b. 43 (25%) yes, but was unable to attend
- c. 107 (62%) no, none was offered

Question 14 was poorly worded. The intended "opportunity" was "local opportunity," but since that was not specified, many who responded referred to the Indiana Library Association conference sessions. The usefulness of this question is therefore limited to its second part, the tally of workshop topics in question 15.

QUESTION 15. If answer to question 14 was "yes, attended" what was the topic covered? RESPONSE TOTAL 22 (100% of those answering "yes" to 14a.)

Of the 22 librarians who responded to this question, four attended more than one workshop. Two commented that their Boards restricted their attendance both in the number of meetings and to the immediate usefulness to the library. Others mentioned similar restrictions during the interviews. Additional comments pointed out that government publications sessions at ILA conferences are frequently scheduled at the same time as other reference oriented meetings, thus making difficult the choice of attendance.

Comments on questions 13, 14, and 15 reveal that a variety of workshops on government publications are needed at a variety of times. Several librarians suggested that the leader of a workshop present the same material at several locations at different times. This arrangement acknowledges the time spent preparing the workshop, offers opportunities to librarians with limited chances to attend meetings, and cuts down on travel time for them. It allows presentors to reach more people than a small local meeting would and gives them the feeling that their work is worthwhile.

Topics of workshops attended are consolidated into the following:

eleven favored "U.S. Government Publications" (excluding census); seven favored Census Materials; five favored "State and Local Agency Publications"; two favored "Relationship of Libraries and Public Agencies"; one favored "Genealogy and Archival Materials."

QUESTION 16. Below are sample topics which could be covered in future sessions. Please check any which would interest you and feel free to suggest others. RESPONSE TOTAL 168 (90%).

124 (74%)	"Genealogical Resources in Government Publications"
107 (64%)	"Indiana Tourist Information"
105 (63%)	"Acquiring Government Publications"
101 (60%)	"Population Census"
98 (58%)	"Sources of State Government Information"
85 (51%)	"Career Information"
71 (42%)	"Indiana Legislative Materials"
70 (42%)	"Interlibrary Loan of Government Publications"
65 (39%)	"Statistical Indexes and Statistical Sources"
65 (39%)	"Drug Problems and Information"
62 (37%)	"Government Publications in the Pamphlet File"
57 (34%)	"Indiana Agency Rules and Regulations"
54 (32%)	"Health Information"
52 (31%)	"Pretty Publications" (display material)
45 (27%)	"Food and Nutrition"
43 (26%)	"National Archives Material"
43 (26%)	"Congressional Materials"
41 (24%)	"Economic Census"
31 (18%)	"Processing Government Publications"
29 (17%)	"Federal Agency Rules and Regulations"
27 (16%)	"Information Sources for Marketing"
21 (13%)	"Information about Foreign Countries in U.S. Documents"
*9 (5%)	"Workshop on Basics (U.S. state, local) for Small and Medium Sized Libraries"
*7 (4%)	"Presidential Libraries"

- *4 (2%) "Monthly Catalog as a Cataloging and Reference Tool"
 *1 (.6%) "Hot Topics Workshop"
 (abortion, capital punishment, etc.)

*Suggestions added by public librarians.

On the questionnaire the topics were listed in alphabetical order; the results above are rearranged into ranked order by number of responses.

For those planning workshops or single sessions on government publications this list of interests should prove useful. As for the topics themselves, census materials could be combined and covered by a single meeting with a formal presentation by Census Bureau personnel. The state's genealogical librarians might discuss publications and sources for genealogical research. Acquisition, processing and interlibrary loan of government publications would make a manageable workshop. A "hot topics" workshop could include abortion, AIDS, capital punishment, drugs and health with displays of sample publications that provide information.

As a result of questions asked during interviews, I suggest a boring but nevertheless useful session for local workshops on the *Indiana Register*, the *Indiana Administrative Code*, and the *Indiana Code*. Every library receives these documents, but not every librarian knows how to use them, what they include, or that they are regularly updated and some superseded volumes may be discarded.

Recommendations

The following recommendations are not ranked in importance. They reflect the written and verbal comments of non-depository public librarians. Some require funding, or at least underwriting of expenses by those providing the service. Others provide suggestions to those depository librarians interested in offering government publications services outside of their own institutions. Indiana librarians, representing either depository or non-

depository institutions, should cooperate in order to:

1. Explore the possibility of joint ordering from the U. S. Government Printing Office.
2. Publish a list of jobbers who supply government publications on standing order. Include information as to service charges if any.
3. Prepare a two part annotated list of basic government publications for libraries. Part one consisting of those items considered most useful for small collections. Part two consisting of items useful in medium and larger collections.
4. Encourage depository librarians throughout the state to contribute to an annotated "awareness bulletin" of recently issued government publications. The list would be most useful if published simultaneously in the ALSA newsletters. Many librarians indicated in the interviews that the annotations should include priced and unpriced items. They want to be aware of new material whether or not they add it to their collections.
5. Provide news items which can be cut at logical places if needed. Considerations include the cost of producing timely material, the availability of prepared copy from GPO and the ability and willingness of Indiana depository librarians to prepare timely copy.
6. Investigate the availability of traveling displays of government publications to use as prepared or adapted to local needs. Multiple copies of displays on popular topics would assure that no one received worn or out-dated material.
7. Ascertain the cost of rotating collections of bulletin boards and clip art. Assess the interest of librarians in using these materials before establishing a program.

8. Publish a list of partial depositories of the U. S. Census Bureau located in the state in the ALSA newsletters or in *Focus*. This could prove useful for referrals.
9. Establish a routine in cooperation with the State Library and the Census Data Center to alert non-depository librarians through an awareness announcement in the ALSA newsletters that a major census (population, housing, economic, government, etc.) is ready for distribution. The announcement should remind those interested to contact the Census Bureau for descriptive order leaflets.
10. Publish in *Focus* and the ALSA newsletters a directory of special collections in the state to aid librarians in referring patrons. Include subject matter, hours open and, if possible, a contact person or telephone number.
11. Re-establish a regular government publications column in *Focus* to publicize new items. If a rotation system is set up whereby volunteers from depository libraries of the state take turns, a column every two years or so would not be an onerous task.
12. Investigate funding for an 800 number or numbers for use in depository libraries with available staff to service a hot line and act as contact persons for non-depository libraries.
13. Compile a list of depository librarians who are willing to conduct mini-workshops or district meeting sessions on government publications. ALSAs are interested in this list and topics of concern to non-depository librarians are ranked in part 16 of the questionnaire.

CLEARINGHOUSE FOR GOVERNMENT PUBLICATIONS IN INDIANA.

During 1985, the Subcommittee for Government Publications and Information requested the assistance of the IU-Bloomington School of Library and Information Science Library (SLIS Library) in order to establish a centralized location for storing information produced by documents groups and librarians in Indiana. Pat Steele, SLIS Librarian, agreed to receive and make available the file of documents pamphlets, descriptions of documents collections, and program outlines to librarians around the state. They may be borrowed. Request the "Government Publications—Clearinghouse" folder by writing directly to Pat Steele SLIS Library, Main Library, Bloomington, IN 47405

The Economic Development System

Carol Rogers
User Services Coordinator
Indiana Business Research Center
Indiana University-Purdue University at Indianapolis

To bring new business to Indiana and expand existing business, economic developers must have current, practical information to answer questions such as:

1. How large is the labor pool?
2. What is the educational and skill level of the labor force?
3. Where are the major transportation routes?
4. What training programs are available?
5. What is the generation capacity of the electric utilities?
6. How large is the water supply?
7. Will there be a constant labor supply over the next twenty years?
8. Are there programs available to help finance this business?

All of these questions are being asked, in some form or another, every day in Indiana. In seeking the answers to these questions, people must contact local officials, universities, libraries, utility companies and a whole host of agencies. This can be a very time-consuming and difficult process.

Indiana's *Strategic Economic Development Plan: In Step With the Future* calls for a system or network that will bring together critical economic development information from a broad variety of sources so that these questions can be answered easily and quickly. There is no doubt that Indiana is slowly shifting, along

with the rest of the country, from an industrial to an information-based society. For people involved in economic development there is a critical need to locate, organize and package information.

The Indiana Economic Development Council, a not-for-profit corporation that monitors and coordinates economic development activities in Indiana, awarded a grant to the Indiana Business Research Center at the Indiana University School of Business, to develop a prototype of a system or network to provide consistent, accessible, timely, and useful information for economic development. Now in the second year of development, the prototype of the Economic Development Information Network (EDIN) is well under way. The concept is simple one: "Bring the sources of information and the users of that information together, through personal and technical linkages." It is a network that is based on extensive cooperation among state, federal and local agencies, businesses, chambers of commerce, economic development groups, universities and colleges, and libraries.

The project began with the identification of potential users throughout the state by means of a survey sent to more than 1200 individuals in business, government, education, and

labor. They were asked to describe their involvement in economic development. This can range from direct activities such as business expansion or retention, industrial prospecting, and marketing to indirect activities such as economic development policy-making, strategic planning, and providing economic development information to others. The need for this information was two-fold: 1) to assist in determining the primary focus of the network, and 2) to provide information to the Indiana Chamber of Commerce for developing a directory of "Who's Who in Economic Development in Indiana." Other survey questions focused on specific types of information needs, where the respondent went for information (colleagues, libraries, agencies, databases), and access to microcomputer equipment.

The survey was conducted in two stages. Stage I was sent to 1253 people and was the identification tool. There were nearly 700 responses. Stage II was sent to 456 people, with 324 responses to specific questions on data use and computer access. The data from Stage II are currently being processed with SAS, but we have determined from preliminary analysis that nearly 60% of the respondents have access to microcomputer equipment and 40% are interested in accessing economic development information via computer.

As our users have told us many times, "the network will only be as good as the information it contains." Establishing strong cooperative relationships with federal, state, local, and private sources of information has been a top priority. At our request, Governor Robert D. Orr sent a letter to state agency directors asking them to cooperate with the Indiana Business Research Center in our efforts to obtain information. We received the names of nearly forty key agency

people who will work with us on both providing information for the network and also in determining the uses of EDIN by state agencies. A major emphasis has been maintaining the flow of information we were already receiving from the *Indiana Factbook* and what was INDIES, as well as obtaining new information such as the *Guide to Business Development and Financial Programs*. Efficient data flow is critical and a comprehensive system for the flow of information into the components of the network through computer tapes, printed reports, floppy diskettes, and eventually direct source-to-computer input, is nearly complete.

So, what does EDIN look like at this point in time? There are currently four separate but related computer systems that are included in the network. Three of those systems are being developed at the Business Research Center: the *Statistical Information System* (STATIS); the *Business Activities and Services Information System* (BASIS); and the *Small Area Geography System* (SAGIS). The fourth system is being designed at Ball State University, and is a building and site location system (INSITE).

The *Statistical Information System* is a menu-driven system which has taken over a year to develop. The database has as its core the INDIRS database, but has doubled in size to include not only Indiana counties, cities, and metropolitan statistical areas but also data for all fifty states and significant economic detail for the United States and Indiana. There are nearly two million single statistics on topics such as population, banking, business, transportation, industry, education, income and welfare. Access to the INDIRS system was discontinued in the spring of 1986, but users of that system were invited to access this new statistical component of EDIN.

STATIS is currently being accessed by over 20 organizations, 14 of which have been selected as test sites. We will work closely with these test sites to assist use of new developments for all components of EDIN.

STATIS enables the user to retrieve data in three forms: tables of data, geographic comparisons, and download ready. Many of our potential users have asked that downloading facilities be available. This feature has taken many months to design so that downloading from the database to a personal computer is easy, accurate, and in comma delimited ASCII files that can be read by most spreadsheet, database management, or statistical software programs. Being able to download quickly and in a ready-to-use format means that users can recalculate, redesign, graph, or map the data in any fashion appropriate to their needs. This simple transfer adds tremendous convenience to working with the data. Since the geographic comparisons on STATIS can be downloaded in a matrix-form, the user can have, on one page, a variety of statistics ranging from population of the 50 states to electric consumption to projections of births for the year 2000.

The *Business Activities and Service Information System* (BASIS) is what we generally refer to as a text database. It is in the early design phase, although a significant amount of information is ready for inclusion in the database. BASIS will consist of the *Guide to Business Development and Financial Programs* maintained at the Indiana Department of Commerce (we will receive bimonthly tape updates), a directory file, a calendar of events, a resource and referral file, and electronic mail. The directory file will contain lists such as the Indiana General Assembly (names, addresses, districts, party, committees), business trade associations, newspapers, radio and television stations, Indiana cham-

bers of commerce, colleges and universities, public, academic and special libraries, vocational and technical programs and institutions, and many more directories. The calendar of events will be a direct-upload and/or manual input file containing events that relate to economic development. We hope to have the major providers (such as Indiana Economic Development Academy) of conferences, seminars, workshops and other such events be the primary sources for this information. The resource and referral file will assist people in finding more detailed information or information not found through EDIN and the electronic mail facility will provide a communications link for EDIN users.

The *Small Area Geography Information System* (SAGIS) will consist primarily of census statistical data for census tracts and blocks. Its primary purpose would be for graphic mapping. This system is currently on the drawing board, but the key feature of this system will be the experimental quality of the system design which will later lead to greater enhancements for STATIS and BASIS. SAGIS will be available in time for the 1990 Census so that business and government will have crucial census tract data as early as possible.

The site and building location system (INSITE) is under development at the Indiana Economic Development Academy at Ball State University. In the prototype stage right now, plans call for statewide information to be used in locating appropriate sites or buildings. The user will be able to search on a variety of factors, such as square footage, ceiling height, cost, land area, distance from major transportation routes, and many other location factors. The database will be located and maintained at Ball State with the database updated by the major sources of the site and building information (in most cases the utility

companies). Users of the database will access it through EDIN and we are currently working on the technical facilities needed for access.

It was mentioned earlier that there are currently twenty some users of STATIS. While BASIS, SAGIS and INSITE are still under development there will be no general access to those systems. As the systems near completion we will make access available to the EDIN test sites so that we can work on user-interface and training in order to gain feedback on difficulties. Development of these systems is proceeding. STATIS is functioning and will continue to add new users, expand the database and make technical enhancements. BASIS will be a functioning prototype by the middle of 1987. SAGIS development will proceed as resources are available. INSITE implementation is dependent on the completion of the database and hardware connections.

EDIN is a network that is adaptable and will be adapted to changing technology. We are already incorporating the CD-ROM technology into our design plans. The telecommunications area is under investigation (users currently dial into the nearest Indiana University campus network), and we, along with so many other organizations in Indiana, have high hopes for INTELINET. Although access to EDIN is intended primarily for people with access to microcomputers, we are developing strategies for obtaining information from EDIN for those organizations without computers. Certainly, having EDIN available in libraries throughout the state will be one major means of broadening access, along with access through the state data center affiliates, chambers of commerce, and through other media such as printed reports. While much has been accomplished in the eighteen months of the project, there is still much to be developed, enhanced, and revised.

What the US Government knows, you can know.

If you have a question of fact, there's a good chance that some agency of the Government has already published the answer. . . in which case, we can help you find it.

ASK YOUR LIBRARIAN.

An Overview of the Indiana State Data Center Network

Jeff Barnett

Indiana State Data Center Coordinator
Indiana State Library

It only takes a match to start a raging fire. The match in this case being the Indiana Census Users Service Project (ICUSP) and the resulting fire being the national State Data Center Network. From the humble beginnings of that pilot project in Indianapolis emerged a resource network that now includes all fifty states, Puerto Rico and other outlying areas. As early as 1972 user feedback demanded that officials in Washington D. C. search for a way to simplify for the public the procedure for obtaining federal statistics. The solution for removing the bureaucratic barriers was the experimental ICUSP program. The idea of accessing the growing quantity of federal data at a local level appealed to users and subsequently the ICUSP program became a working model for future State Data Centers.

The State Data Center program began developing circa 1978 and by late 1979 the segue from ICUSP to Indiana State Data Center (SDC) was nearly complete. In February of 1980, Governor Otis Bowen announced the signing of the joint statistical agreement between the U. S. Census Bureau, the State of Indiana, and Indiana University. The agreement provided for the establishment of the Indiana State Data Center to improve the distribution of information throughout the state. The joint statistical agreement specifies cooperative

efforts on the part of the federal and state components. By following the guidelines set forth in that agreement, the following objectives can be met:

- 1) Provide an institutional structure at the state level to disseminate census statistical products;
- 2) Provide an increased flow of information about the Census Bureau's statistical products to users;
- 3) Provide more comprehensive data access assistance to users;
- 4) Moderate the cost of acquiring census data;
- 5) Direct user feedback on data problems and needs to the Census Bureau.

Specifically, the agreement states the Census Bureau will provide free copies of machine readable data (tapes) to the lead agency and free copies of printed reports to each lead and affiliate agency. The Census Bureau will also provide technical assistance to the State Data Centers ranging from explanations of software to staffing workshops. To uphold its commitment, the SDC must help publicize the availability of census data, provide assistance to the user community, and generally pass on expertise gained through training by specialized Census Bureau personnel. This involves issuing newsletters,

sponsoring training workshops, and acting as a reference library of Census Bureau publications and tapes. No external funding is provided for these activities, so that state must pay for these services.

The structure of SDC's vary from state to state, as does the specific services offered by each. At the state level three agencies are involved. In Indiana the lead agency is the Indiana State Library. The State Data Center facility is located on the second floor of the building in the reference area. The Indiana Department of Commerce and the Indiana Business Research Center, located at Indiana University, are the other two coordinating agencies in Indiana. The designated state agencies band together to use their individual as well as combined strengths and resources to disseminate the data and provide assistance to the users.

Each SDC is required to contact appropriate agencies throughout the state to form an affiliate data center network. The number of affiliates a state is allowed to have depends on the state's population. With this network in place, data users have access to census statistics via agencies that are knowledgeable about local needs and problems. The affiliate may be in your own hometown or close enough that a long distance call may not be necessary. The twenty-nine affiliates in Indiana's network range from ALSA's to regional or local planning commissions. Each of the agencies must maintain a publicly accessible collection of Census Bureau reference and statistical publications relating to their local service area. The affiliates provide assistance to patrons in locating and using requested data with knowledge gained from attending training workshops sponsored by the SDC. Affiliate centers also sponsor local training sessions and seminars, promote Census Bureau and ISDC activities, and refer inquiries to the

ISDC, state agencies, or other appropriate organizations when necessary. A current list of participants in the affiliate program is included with this article.

SDC personnel at the coordinating agencies provide user training, offer consultation on data access and use, handle inquiries and maintain library facilities. Tape processing is handled exclusively by the Indiana Business Research Center, charging on a cost recovery basis. The collection housed at the lead agency is comprised mainly of statistical materials with emphasis on Census Bureau reports, maps, microfiche, tapes, and diskettes. Also collected are select state documents that contain statistics pertaining to Indiana (i.e. *Indiana Vital Statistics and Indiana Labor Force Estimates*).

Any Indiana resident may borrow materials from the ISDC collection by coming to the State Library to check them out. Services and consultation of staff members are available at no charge to patrons. Photocopying materials and duplicating of microfiche can be done on a cost recovery basis. In addition to decennial censuses and the intercensal estimates and surveys, the SDC lead agency has access to thousands of federal and state documents through the State Library's document collections. These collections allow Data Center staff the privilege of utilizing Census Bureau publications for all states as far back as the first census in 1790.

Another resource available SDC patrons is STATIS (previously known as INDIRS). STATIS, *Statistical Information System*, is the statistical component of Indiana University's Economic Development Information Network. STATIS is a menu driven socio-economic database that can be accessed by ISDC and State Library patrons free of charge. Pre-defined tables of census and noncensus data are available for various geographic

levels via modem hookup. The Indiana Business Research Center maintains the system from their computing facility in Bloomington and regularly up-dates the tables culling data from federal and state documents.

Assistance is available on topics such as population estimates and projections, sources of data, definitions and concepts, and interpretation and use of data. Subject areas covered by tapes, microfiche and reports include, but are not limited to, population, housing, agriculture, transportation, wholesale and retail trade, construction, mineral and service industries, and governments. Requests for data come from a varied cross section of the public. Governments use the census data for research and grant applications, legislators use the information when formulating bills, students use the statistics to defend or refute points made in papers they prepare for classes, businesses utilize the numbers to choose site locations or to see if there is a market for their product, and planning agencies and community groups use census data to get a clearer picture of geographic area.

There are a couple of limitations to be aware of when contacting the ISDC. The ISDC is not an Indiana branch of the United States Census Bureau. Questions concerning census or survey enumerators or topics such as Bureau employment are to be directed to the Census Bureau Regional Office in Chicago. Also, the ISDC does not sell census publications. Ordering information like prices and stock numbers can be obtained through the ISDC, but the collection is for reference purposes only. All purchasing must be done through the Government Printing Office or the Census Bureau's Data User Services Division.

If you have ever experienced problems in getting statistics, try again—but

this time try the State Data Center network. Inquiries may be initiated without an appointment by telephone, mail or personal visits. Below are the addresses and phone numbers needed.

Indiana State Data Center and Affiliates

Indiana State Data Center
Indiana State Library
140 North Senate Avenue
Indianapolis, IN 46204
(317) 232-3735 or 232-3733

Indiana Department of Commerce
Economic Analysis
1 North Capitol
Indianapolis, IN 46204
(317) 232-8959

Indiana Business Research Center
I. U. School of Business
Bloomington, IN 47405
(812) 335-5507

Anderson Public Library, Anderson,
IN (317) 644-0938 (Madison)

West Central Indiana Economic Development District Terre Haute, IN
(812) 238-1561 (Clay, Parke, Putnam, Sullivan, Vermillion, Vigo)

Area 7 Reference Center Terre Haute,
IN (812) 232-1113 (Clay, Parke, Putnam, Sullivan, Vermillion, Vigo)

Southeastern RPC Versailles, IN
(812) 689-5505 (Dearborn, Jefferson, Ohio, Ripley, Switzerland)

Southern Indiana Development Commission Loogootee, IN (812) 295-3707 (Daviess, Greene, Knox, Lawrence, Martin)

Southwestern Indiana & Kentucky RCG Evansville, IN (812)426-5117 (Gibson, Pike, Posey, Vanderburgh, Warrick)

Four Rivers ALSA-Area 13 Evansville, IN (812) 428-8218 (Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick)

River Hills Economic Development District Jeffersonville, IN (812) 288-5440 (Clark, Floyd, Harrison, Scott, Washington)

SIALSA New Albany, IN Local 948-8639/1-800-892-2740 (Clark, Crawford, Floyd, Harrison, Orange, Scott, Washington)

Indiana 15 RPC Huntingburg, IN (812) 683-4647 Crawford, Dubois, Orange, Perry, Spencer)

CIASLA-Area 8 Indianapolis, IN (317) 269-1733 (Boone, Hamilton, Hendricks, Hancock, Johnson, Marion, Shelby)

Community Service Council Indianapolis, IN (317) 923-1466 (Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby)

Morrisson-Reeves Public Library Richmond, In (317) 966-8291 (Fayette, Franklin, Rush, Union, Wayne)

Stone Hills ALSA-Area 10 Bloomington, IN (812) 339-2271 (Greene, Lawrence, Monroe, Owen)

Area XI Agency on Aging Columbus, IN (812) 342-9009 (Bartholomew, Brown, Decatur, Jackson, Jennings)

Northwestern Indiana RPC Highland, IN (219)923-1060 (Lake, LaPorte, Porter)

Kankakee-Iroquois RPC Francesville, IN (219) 567-9432 (Jasper, Newton, Pulaski, Starke, White)

Northwest Indiana ALSA Merrillville, IN 1-800-552-8950/local 736-0631 (Jasper, Lake, LaPorte, Pulaski, Starke)

Michiana Area COG South Bend, IN (219) 287-1829 (Elkhart, Kosciusko, Marshall, St. Joseph)

ALSA 2 Reference & Referral Center Misawaka, IN 1-800-222-7001/local 679-4068 (Elkhart, Kosciusko, Marshall, St. Joseph)

III-A Development District Kendallville, IN (219) 347-4714 (Huntington, Lagrange, Noble, Steuben, Whitley)

Northeastern Indiana RCC Fort Wayne, IN (219) 428-7309 (Adams, Allen, Dekalb, Wells)

Tri-ALSA Fort Wayne, IN (219) 424-6664 (Adams, Allen, Dekalb, Huntington, Lagrange, Noble, Wells, Whitley)

Wabash Valley ALSA-Area 4 Crawfordsville, IN (317) 362-2242 (Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren, White)

Ouabache RPC Peru, IN (317) 473-4473 (Cass, Fulton, Howard, Miami, Tipton, Wabash)

Area 5 Reference Center Kokomo, IN (317) 457-3242 (Cass, Fulton, Howard, Miami, Tipton, Wabash)

Ball State University-Bureau of Business Research Muncie, IN (317) 285-5926 (Blackford, Delaware, Grant, Henry, Jay, Madison, Randolph)

EIALSA Muncie, IN (317) 286-8935 (Blackford, Delaware, Grant Herny Jay, Madison, Randolph)

SIALSA-Area 11 & 12 Columbus, IN (812) 372-0691 (Bartholomew, Brown, Dearborn, Decatur, Jefferson, Jackson, Jennings, Ohio, Ripley, Switzerland)

*Examples of Requests Received at the Indiana State
Data Center*

To plan for a retirement home, a company requested data concerning householders over 65 who made more than \$20,000 a year in specific sectors of Florida's metropolitan areas.

Persons moving to a different location in the U. S. call in need of cost-of-living indicators, crime rates, unemployment rates and other quality of life measures before they relocate.

In order to receive federal disaster funds after tornadoes devastated a rural area in eastern Indiana, the Indiana Department of Commerce acquired information from the SDC to ascertain the impact on the generally lower income area.

A pizza restaurant chain needed data such as the number of housing units without complete kitchen facilities, income ranges, age groups, and marital status in order to determine the best location for one of its future sites.

For a tourism study, graduate students used data showing the number of establishments from an annual survey done by the Census Bureau to develop a paper showing trends in the Indiana hotel/motel and restaurant industries.

Companies that have to meet affirmative action requirements phone the SDC to get equal employment opportunity statistics for their areas. An example would be a request for the number of computer programmers in Wayne county who are black and female.

School corporations call in need of projected school age populations to plan for building expansion; when day care centers are anticipating expansion, they are interested in the number of single parent families with children in their service area.

For school projects, college as well as grade school students need background information for papers or need to develop community profiles. These pupils are in need of data concerning square mileage, population, number of families, and housing unit counts as well as a wealth of other demographic characteristics.

A future dentist wanted to know the average income of dentists in various cities throughout the state and also a breakdown of the number of dentists per 1,000 people in the different counties of Indiana.

A store owner studied the demographics of the area his customers were from and also the saturation rate of businesses in the counties surrounding him in order to decide the prices and lines of merchandise to carry.

When planning for road and highway improvements, transportation departments ask the SDC to provide county to county commuting patterns.

Reporters (newspaper and television) call the SDC to get various pieces of data. One recent request was for farm population statistics and the number of farms covering a period of years to show the downward trend in the agriculture profession in Indiana.

How many pickles can a pickle picker pick?

You may not care about pickle productivity,
but to answer any questions of fact that you
do care about. . .

ASK YOUR LIBRARIAN.

Indiana State Documents: A History and a Critique

Byron E. Swanson
Indiana State Documents Coordinator
Indiana State Library

The text for this paper was originally prepared for a speech at the Indiana Library Association Conference, May 8, 1986, Indianapolis.

The identification and acquisition of Indiana State Documents has been a function of the Indiana State Library for many years. Some of the Library's oldest documents are the territorial laws and early legislation of the newly founded state. From this beginning of a relatively modest output of published material, the amount and variety of state publications has multiplied to the proportions we know today. As the publications of the state grew in number so did the awareness of their potential to the general public and to other state governments and officials. Many agencies began to publish two "genres" of documents. The first genre, the "official" publication such as annual reports, were mandated by law. The second genre, the "public" publication, were for dissemination to the general public. Within this genre are bulletins, magazines, brochures and other special publications.

The way Indiana developed a state document depository program and how it is currently working are the subjects of this paper. Our attempts to make state publications available to the public and to encourage their use has been as successful as other states,

but I feel that we are at the crossroads of our program. The future depends on the library community's commitment to promote state documents and integrate them into the larger network of information sources.

It is important to define a state or public document (I will use the terms "state document" and "state publication" interchangeably), and also to differentiate between the State Library's responsibility in collecting state materials and the Archives' responsibility. The first definition is from a memo of Marcelle Foote, State Librarian, to Governor Otis Bowen. It is dated April 24, 1973:

A public document is defined as any book, booklet, magazine, or periodical, pamphlet, leaflet, sheet or other published items produced by printing press, multilith, multigraph, mimeograph, or similar quantity duplication means, and issued by an official department, division, bureau, board, commission, educational institution or agency of state government of Indiana for public information, guidance, or regulation. Copies of the annual reports of state departments made to the Governor, whether printed, processed or typewritten are also included.¹

The second definition is from the

Informational Statement of the Archives, Commission on Public Records:

A public document is a publication generated by each and every state official, department, board, commission, or agency of any kind whether printed, mimeographed, or duplicated in any way which is of general interest or use and which is not issued solely for use within the issuing office. Exempted from this definition are directives for internal administration, intra-office and interoffice publication and forms.²

From these two definitions you can get some idea of the wide variety of published materials that can be considered a state or public document.

These are the materials collected by the State Library. In other words: the State Library collects the (public) *published* documents of the State. The archives collects the (public) unpublished or procedural documents of the State.³

It has been the responsibility of the State Library for many years to collect the publications of state agencies.

In 1841 a law was passed that defined the responsibilities of the state librarian.⁴ In addition to house-keeping chores such as taking up the carpets and sweeping the State House rooms after the legislature, the librarian was required to collect and preserve the reports of department heads of state governments, and messages of the President of the United States and State Governors. This act appears to be the first statute to specify that state publications should be collected and housed in the State Library. Throughout the years there have been various laws that determine the number of copies of public documents that the library received and distribut-

ed. In many cases the library acted as a clearinghouse for state publications, receiving 300 copies for distribution to the other states and their libraries.⁵

In 1973, Indiana Public Law 27 was passed and it began the Document Depository Program as we know it today.⁶ The law established: 1) a definition of the public document and its need to be made public; 2) outlined the system of depository libraries; 3) established the *Checklist* as a part of the Program; and 4) established other programs that utilized State Documents.

The current depository law is found in the *Indiana Code*.⁷ The State Statutes mandate the depository program, establish the network of depository and secondary depository libraries, set the number and the type of public documents deposited in the program, note exemptions to the law, and mandate the responsibility of state agencies to deposit material in the State Library.

In the *Indiana Administrative Code* are the rules established by the agency (State Library) under the authority of the law.⁸ The rules establish the responsibilities of the secondary depository libraries and the State Library, note exemptions from depository programs, and establish the procedures for selection and determination of depository libraries. In other words, the *Indiana Code* establishes the relationship between State agencies and the State Library. The *Indiana Administrative Code* defines the relationship between the State Library and the secondary depository libraries.

The basic framework of the depository program is based on the individual state agencies providing the State Library with two to fifty copies of publications. The State Library keeps two copies for its collection and distributes the others to the secondary

depository libraries. The State Library is required to publish the *Checklist of Indiana State Documents* and distribute it to interested libraries and institutions. Secondary depository libraries make the documents available to the public within their area and provide reference and interlibrary loan services. Of course, the law and rules and regulations also note exemptions and provide direction for administration of the program.

Within this framework of the law, the Indiana Division administers the Document Depository Program. The Coordinator acquires material either by direct request to the agency or "standing order" from the agency. As new items arrive they are added to the current issue of the *Checklist*, sent to the depository libraries if copies are available, and processed for the Division's collection.

All state documents that are cataloged are a part of the Indiana Division's general collection and since 1978 are accessible on OCLC. Uncataloged material is added to clipping or vertical files. Acquisition sources vary. We use: (1) notices in the newspapers; (2) sample copies routed to the division; (3) mention made in prefaces, bibliographies, or professional articles; (4) "blind" requests to agencies for new material; or (5) *Monthly Checklist of State Publications*. Shipments to depository libraries are irregular, at least once a quarter, or more often if enough material accumulates.

The *Checklist of Indiana State Documents* is the official publication of the program. The *Checklist* is a quarterly list of new documents received by the Indiana State Library. At the end of the year, the four quarterly issues are cumulated into one issue with an index. The history of the *Checklist* goes back to about 1924 when the Catalog Division of the State

Library published a *Checklist of Indiana Documents* in *Library Occurrent*, a library journal published by the State Library. In 1973, the Coordinator of Services to State Government took over the editorial responsibilities and published the *Checklist* as a separate publication, in addition to the section in *Library Occurrent*, but instead as a separate publication by the State Documents Librarian. Even as a section in *Library Occurrent*, the *Checklist* offered libraries free material for their collections. Some recent changes in the *Checklist* include listing more complete addresses and marking depository items. The federal publication, *Monthly Checklist of State Publications*, lists citations to documents that we send to the Library of Congress.

The secondary depository libraries are arranged in fourteen areas that correspond to the ALSA regions. In addition, copies are also sent to the Library of Congress and the Center for Research Libraries in Chicago. Documents must be retained for at least five years. The four state university libraries must request approval before disposing of depository documents. The other secondary depository libraries can dispose of materials after five years at their own discretion.

The problems involved in the depository program are similar to any program that has a number of separate agencies involved in producing one end product. It should be emphasized that blame cannot be placed on any one agency. These are problems often faced by large, diverse groups such as, inadequate funding and staffing, and a changing understanding and interest in the program.

The depository program sounds as if it should run smoothly, and in fact, it works fairly well. The law is set up to put the burden of sending the materials to the State Library on the

individual agencies. However, this does not always work. Not every agency automatically sends documents to the State Library. Therefore, the responsibility falls to the librarian to discover new titles and consequently many documents are missed. If the state had a central printing office a large part of this problem would be solved. There are a number of other problems inherent in the system that do not generally reflect on state agencies or the State Library, but on the current structure of the depository system.⁹ A summary of these problems follows:

- A. Many state agencies are totally ignorant of the law. The State Library must constantly inform agencies of their responsibility and our needs.
- B. The law cannot be enforced; there are no penalties for those agencies not complying with law. Also, there is no incentive for the agencies to comply with the law; such as additional budget money for printing.
- C. There are frequent personnel changes in the state government that make continuity very difficult, many of the changes occurring in a regular four year cycle.
- D. Frequent changes in office location and the changes in responsibility of agencies cause confusion (i.e. the formation recently of the Department of Fire Prevention and Building Safety from the State Fire Marshall's office, Administrative Building Council, Boiler and Pressure Vessel Board, and the Bureau of Elevator Safety).
- E. Budget restraints hamper the wide publication of many documents. Many agencies are using commercial printers to do their printing and then selling

the product to the public. Needless to say, the agency is reluctant to provide the State Library with free copies.

- F. Philosophically, it is not uncommon for agencies to see no value in providing the Library with copies of their publications. This stems from a couple misconceptions. The first, a document is better distributed through the agency's own system of mailings. In other words, "The agency knows its public." Second, the library is basically not useful to people or used by people, or as one state official asked me, "Why should I give the library copies to gather dust on the shelves?" This response must prompt librarians to ask, "What does the library do to promote use?"
- G. The State Library is supposed to select the documents that are appropriate for distribution. But more often than not, the State Library does not know what is needed or wanted by the depository libraries and uses the "shot gun" method of distribution. If a sufficient quantity is received by the State Library, the document is distributed to the depository libraries.
- H. Probably the most basic problem is determining exactly what constitutes a state document. Even with the very precise definitions given at the beginning of this paper, many agencies, librarians, and patrons have difficulty in understanding what a document is. This is due to the wide variety of formats, publishing styles and purpose of documents.

There is a future for state documents in Indiana because state agencies will continue to produce valuable materials that can be made available to the public and they will always be an underutilized resource. State agencies are cooperative and willing to assist when they can. This spirit of helping needs to be encouraged and recognition given when appropriate.

Improvement or change cannot be haphazard. Evaluation and recommendations are needed first. This step was taken by the state's long-range plan. The *Indiana Long-range Plan for Library Services and Development: 1985-1990* includes in goal three the following objective:

"3.8. Use of federal and state documents provided by depository libraries in Indiana will increase 20% by 1990."¹⁰

On March 10, 1985, the *Indiana Plan for Depository Library Services*, a component of the long-range plan was published.¹¹ This plan specifically addressed the problems and potential of the state document depository program. It represents the base line for improvements in the depository program.

Improvement of the depository program can and should be implemented at two levels. The first level is with the mechanics of the program. For example, the Indiana State Documents Coordinator is developing a project to utilize the currently assigned Records Coordinators within each agency to alert and supply the State Library with documents. This will provide a wider network of contacts for communication with state agencies. By 1987, the program should be running.

The second level is to work at creating an awareness within the profession and among citizens of the state to encourage use of state documents and advertise their capabilities. This responsibility falls to librarians

not only in the depository libraries, but also those served by depository libraries. I hope that in the future efforts will be made by various professional organizations and councils to encourage document gathering and use in Indiana.

Creating and sustaining a successful state documents program takes a great deal of hard work, enthusiasm, and encouragement. The first step is complete. We have a depository law and a program that has been functioning since 1974. The next step of using the program to its potential depends on the depository libraries, state agencies and the public becoming better informed, fostering cooperation, and promoting its value. That is the road map for the future.

NOTES

1. Marcelle K. Foote, "Memo Regarding the Documents Depository Act" (mimeographed), April 24, 1973.
2. "Informational Statement of the Archives, Commission on Public Record" (mimeographed), n. d.
3. *Indiana Code* 5-15-5.1-5[a(10)].
4. 1841 *General Laws*, XXXII.
5. 1899 *Indiana Acts*, CCX.
6. Pub. L. No. 27, 1973 *Indiana Acts*.
7. *Indiana Code* 4-23-7.1-25 et seq.
8. 590IAC 1-3-1 et seq.
9. Patricia Matkovic, "Docs Law Aids Collection," *Focus on Indiana Libraries*, 31(No. 4 July/August 1977), p. 6.
10. Carol O. Rogers, ed, *Indiana Long-Range Plan for Library Services and Development: 1985-1990*. (Indianapolis: Indiana Historical Bureau, 1984), p. 35.
11. "Indiana Plan for Depository Library Service," *Focus on Indiana Libraries*, 39(No. 3 March 1985), pp. 7-10.

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Indiana Documents: Comparing U. S. and Indiana Reference Sources

Mary Krutulis

Acting State and Local Documents Librarian
Government Publications Department, Indiana University

Lou Malcomb

Public Services Coordinator
Government Publications Department, Indiana University

Because organizational structures at various levels of government are similar, many federal documents have counterpart publications at the state level. Several years ago *Government Publications Review* published an article which compared reference sources for the U.S. federal government and for Pennsylvania state government. We thought a similar comparative list for Indiana and U.S. government sources could be helpful as a reference guide, for bibliographic instruction, and as a staff training aid.

Federal Publication

U.S. Government Manual is the official handbook of the federal government providing information on the legislative, judicial and executive branches and quasi-official agencies, boards, committees, and commissions. (1986 for sale by GPO Washington, D. C. \$19.00, Stock No. 022-033-01132-3.)

LEGISLATIVE BRANCH

CONGRESS

Ninety-ninth Congress, Second Session

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Edward Brooke	Secretary for the Minority
Kathleen Harrington	Chaplain

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The Legislative Branch, U.S. House of Representatives

Phone: 202-224-1111

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Bernardino Castellani	Chief Clerk
James T. Morris	Secretary
Robert T. White	Secretary
Richard J. Durbin	Chaplain

The Congress of the United States was organized by Article I, Section 1, of the

Constitution, adopted by the Constitutional Convention on September 17, 1787,

providing that "All legislative Powers herein granted shall be vested in a Congress of the

United States, which shall consist of a Senate and House of Representatives."

The first Congress under the Constitution met on March 4, 1789, in the Federal

Hall in New York City. The membership then consisted of 59 Senators and 59

Representatives.

The Senate is composed of 100 Members, 2 from each State, who are elected to

serve for a term of 6 years. Senators are not eligible for re-election to the same office.

The procedure was changed by the Seventeenth Amendment to the Constitution.

House (Article I, Section 2, of the Constitution) and December 15, 1789. House members are

elected for a term of 2 years. Members are not eligible for re-election to the same office.

The procedure was changed by the Twentieth Amendment to the Constitution.

Indiana Counterpart

Government Manual

Here is Your Indiana Government (published by the Indiana State Chamber of Commerce, 1 N. Capitol Bldg. Suite 100 Indianapolis, IN 46204. \$4.00) has been issued biennially since 1943-44. Although it is not an official state document, it is the closest available thing to a government manual. It presents a brief history of the state, its governors, major functions of state agencies, and changes in Indiana's constitution. *HYIG* should be used in conjunction with the *Roster of State and Local Officials of the State of Indiana*, which is the official state directory. (The *Roster* is issued by the State Board of Accounts, Rm 912 State Office Bldg. Indianapolis, IN 46204-2281 costs \$1.00.) The *Roster* has been published since 1857 by various agencies.

State Legislature

□ The power and duty of making the state laws which vitally affect the daily lives of Indiana citizens rest with the General Assembly, more commonly called the legislature, of the State of Indiana.

The legislature has the power to enact all types of laws not specifically prohibited to it by the state Constitution and not in conflict with powers — and federal legislation enacted thereunder — delegated to the United States government by the federal Constitution. In exercising its powers, the state legislature has delegated certain legislative powers in respect to the man-

agement of local affairs, and levying of taxes to town boards, city common councils, township advisory boards and county councils.

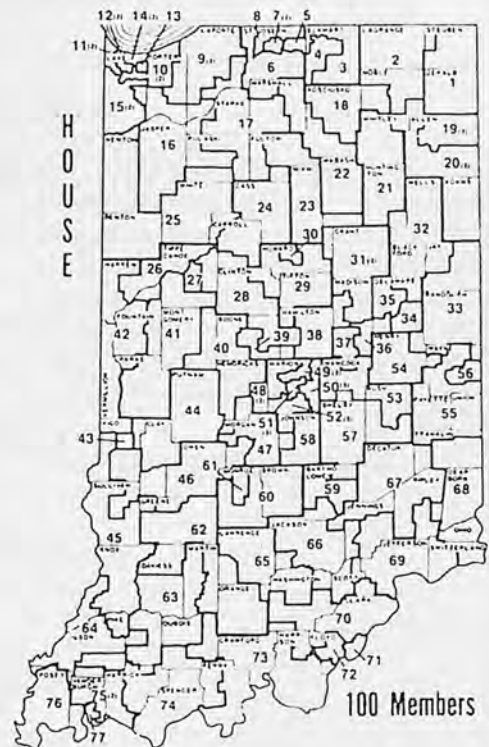
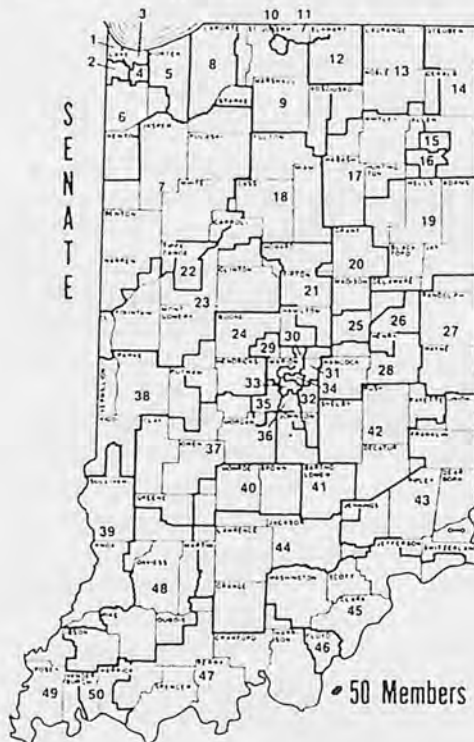
The division of legislative power between state legislatures and the Congress of the United States is controlled to a large extent by the Tenth Amendment to the Constitution of the United States, which is as follows:

"The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States, respectively, or to the people."

*Indiana State Legislative Districts

Key to Maps: Heavy lines indicate borders of House and Senate districts. Of these, all 50 of the Senate and 61 of the 77 in the House are single-member districts. In the House's 16 multi-member districts, smaller figures in parentheses indicate whether the district has two representatives or three. On the average, there is one House member for each 38,490 persons of voting age and one Senate member for each 76,980 of voting-age population, including the 18-21 age group (1980 census).

*Subject to change because of pending court action.



Statistical Abstract

Statistical Abstract of the United States is the standard summary of statistics on the social, political, and economic organization of the U. S. It is designed to serve as a convenient volume for statistical reference and as a guide to other statistical publications and sources. (Issued by the U. S. Bureau of the Census; 1986 is for sale by GPO for \$27.00 in cloth edition, Stock No. 003-024-06369-7 or \$22.00 in paper edition, Stock No. 033-024-06368-9.)



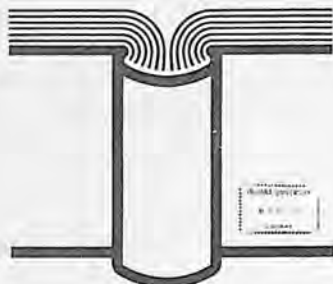
Indiana has not issued a statistical compendium regularly. The most recent publication of this nature was published in 1985 by the Indiana University School of Business, Division of Research (10th Street, Bloomington, IN 47405. \$26.00). It is entitled *The Indiana Factbook, 1985*. The same title was used in 1979, 1976, and 1971 by the Indiana State Planning Services Agency when it issued a statistical abstract for the state. Other predecessors include the *Indiana Almanac and Fact Book* (published in 1967 and 1968/9 by Ed Leary & Associates, Indianapolis, IN) and the *Statistical Abstract of Indiana Counties* (published in 1958 and 1963 by the Indiana State Chamber of Commerce, Indianapolis, IN). Many statistics were presented in the annual reports of agencies which were compiled and published as the *Indiana Yearbook* between 1917 and 1950.

Publications List

Monthly Catalog of United States Government Publications provides a listing and indexes by author, title, subject, and publication number for U. S. government publications. (Issued by and available on subscription from GPO for \$141.00 paper, Stock No. 721-011-00000-3, or \$43.00 for subscription microfiche, Stock No. 721-010-00000-7.)

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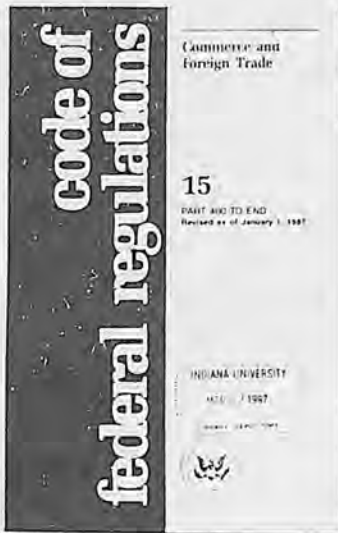
OF UNITED STATES GOVERNMENT PUBLICATIONS
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GPO : 1987 O-211-000



Nothing as extensive as the *Monthly Catalog* has been published by the state of Indiana. The State Library first published a list in its periodical *Library Occurrent* in 1906 and continued to do so until 1972 when they initiated the *Checklist of Indiana State Documents*. (Available free from the Indiana State Library, 140 N. Senate, Indianapolis, IN 46204.) It is arranged by issuing agency. Two listings exist for early Indiana publications: *A Descriptive Catalogue of the Official Publications of the Territory and State of Indiana from 1800-1890*, by Daniel Wait Howe (Indiana Historical Society Pamphlet Number 5) and *State Publications: a provisional list of the official publications of the several states of the U. S.* compiled under the editorial direction of R.R. Bowker (New York, 1902); Indiana is included in Part II p. 218-228.

Executive Papers

Weekly Compilation of Presidential Documents records the news conferences, speeches, nominations, executive orders, statements, proclamations, statements, announcements, and other public papers. (On subscription from GPO, \$105.00 priority, or \$64.00 non-priority, Stock No. 722-007-00000-0.) Also compiled and issued annually as *Public Papers of the Presidents*. (Available from GPO, individually priced.)



Gubernatorial papers are not compiled in a series comparable to the Public Papers of the Presidents. Executive orders of the Governor appear in the *Indiana Register* (available from the Indiana Legislative Council and described later in this article). Prior to July, 1978, the executive orders were issued as a separate series. Messages by the governor have been printed separately and irregularly. State of the State addresses and other addresses made before the General Assembly appear in the *House or Senate Journals*. Various series have been issued by the Historical Bureau and by various private publishers. For instance, in the Indiana Historical Bureau's series *Indiana Historical Collections*, messages and letters of the following governors were compiled: William Henry Harrison (vol. 7); William H. Harrison, John Gibson, and Thomas Posey (vol. 9); Jonathan Jennings, Ratliff Boon and William Hendricks (vol. 12); James Brown Ray (vol. 34); Noah Noble (vol. 38); David Wallace (vol. 43); and Samuel Bigger (vol. 44).

Rules and Regulations

Code of Federal Regulations is the codification of the general and permanent rules published in the *Federal Register* by the executive agencies. (For sale by GPO on microfiche, 1985, \$115.00 Stock No. 822-005-00176-1.) Each part is revised annually. Index included in series. (*Federal Register* is available on subscription from GPO, \$300.00, Stock No. 722-003-00000-1, or microfiche, \$145.00, Stock No. 722-003-00000-4.) The *Federal Register* is published daily and records the public rules and legal notice of the federal agencies, presidential proclamations, and executive orders.

The Indiana Administrative Code was published in 1979 by the Legislative Council (302 State House, Indianapolis, IN 46204, Phone: (317) 232-9550). It has been updated by the *Indiana Register* since July 1978. It includes proposed and final rules and regulations, executive orders, and attorney general opinions. Not only has the *Indiana Register* facilitated the distribution of regulatory information, but the legislation which authorized it (IC4-22-2-12) also established guidelines for proposing and revising Indiana's regulations.

Statutes

U. S. Statues at Large (Retrospective set available on microfiche from CIS; latest volume, 1984, is \$87.00 from GPO, Stock No. 022-002-00112-7) contains the full text of all laws as passed during each session of Congress.

Indiana has issued the *Acts of the State of Indiana* since attaining statehood in 1816. Additionally, the legislative Council has published a *Digest of Laws* since 1973 which summarizes legislative enactments for each General Assembly session.

Codes

United States Code is a consolidation and codification of general and permanent laws of the U. S. which are currently in force. Annual supplements keep the series current. (For sale by GPO.)

The *Indiana Code* was first codified by the state in 1971. Both the 1976 and 1982 editions were published by the Indiana Legislative Council. These are indexed and are updated with annual supplements.

Legislative Directory

Official Congressional Directory provides addresses, biographies, committee assignments and a variety of other information for the U. S. Congress. (1985-1986 for sale by GPO \$13.00, Stock No. 052-070-05994-0.)

The Indiana Legislative Services Agency issues lists of General Assembly members and of each house's committees. The Indiana State Chamber of Commerce publishes the *Legislative Directory* for each General Assembly. (Available from the Chamber, 1 N. Capitol Bldg. Suite 100, Indianapolis, IN 46204, \$2.00.) The directory includes a complete listing of members with photographs, seating charts and short biographies. It has been issued since 1943. For historical information, refer to the *Biographical Directory of the Indiana General Assembly, 1816-1984*. (Published in two volumes by the Select Committee on the Centennial History of the Indiana General Assembly in cooperation with the Indiana Historical Bureau.)

Bills and Resolutions

Public Bills, Resolutions, and Amendments is available in most depository libraries (usually in microfiche). (Also available on subscription from GPO, \$7957.00 per session of Congress.)

Bills of the Indiana General Assembly are issued and available through the Indiana Legislative Services Agency's subscription service (302 State House, Indianapolis, IN 46204).

TABLE OF INDIANA ADMINISTRATIVE CODE TITLES

TITLE NUMBER	TITLE	TITLE NUMBER	TITLE
GENERAL GOVERNMENT		1530	Commission on Teacher Training and Licensing
*10	Attorney General for the State of Indiana	550	Board of Trustees of the Indiana State Teachers' Retirement Fund
*15	State Election Board	560	Indiana Education Employment Relations Board
20	State Board of Accounts	570	Indiana Commission for Postsecondary Proprietary Education
*25	Indiana Department of Administration	572	State Board of Vocational and Technical Education
†30	State Personnel Board	575	State School Bus Committee
*31	State Personnel Department	580	Indiana Medical and Nursing Distribution Loan Fund Board of Trustees
33	State Employees' Appeals Commission	*585	State Student Assistance Commission
*35	Board of Trustees of the Public Employees' Retirement Fund	*590	Indiana Library and Historical Board
40	State Ethics and Conflict of Interest Commission	595	Library Certification Board
*45	Department of State Revenue	LABOR AND INDUSTRIAL SAFETY	
*50	State Board of Tax Commissioners	*610	Department of Labor
*55	Department of Commerce	*615	Board of Safety Review
*58	Enterprise Zone Board	*620	Occupational Safety Standards Commission
*60	Oversight Committee on Public Records	630	Industrial Board of Indiana
TRANSPORTATION AND PUBLIC UTILITIES		1635	Wage Adjustment Board
*100	Department of Transportation	*640	Employment Security Board
110	Aeronautics Commission of Indiana	645	Office of Occupational Development
*120	Department of Highways	*650	State Fire Marshal
130	Indiana Port Commission	1660	Administrative Building Council of Indiana
*135	Indiana Toll Finance Authority	1670	Elevator Safety Board
*140	Bureau of Motor Vehicles	*675	Fire Prevention and Building Safety Commission
150	Office of the Director of Traffic Safety	680	Indiana Boiler and Pressure Vessel Board
†160	Department of Vehicle Inspection	BUSINESS, FINANCE AND INSURANCE	
*170	Public Service Commission of Indiana	*710	Securities Division
CORRECTIONS, POLICE AND MILITARY		*750	Department of Financial Institutions
*210	Department of Correction	*760	Department of Insurance
220	Parole Board	770	Agricultural Development Corporation
†230	Indiana Clemency Commission	OCCUPATIONS AND PROFESSIONS	
*240	State Police Department	*804	Board of Registration for Architects
250	Law Enforcement Training Board	808	State Boxing Commission
*260	State Department of Toxicology	812	Indiana Auctioneer Commission
270	Adjutant General	*816	Board of Barber Examiners
NATURAL RESOURCES, ENVIRONMENT AND AGRICULTURE		*820	Board of Beauty Culturist Examiners
*310	Department of Natural Resources	*824	Indiana Commodity Warehouse Licensing Agency
311	State Soil and Water Conservation Committee	*828	Board of Dental Examiners
*320	Indiana Environmental Management Board	*832	State Board of Funeral Service
320.1	Solid Waste Management Board	*836	Indiana Emergency Medical Services Commission
321	Hazardous Waste Facility Site Approval Authority	*840	Indiana State Board of Registration and Education for Health Facility Administrators
323	Indiana Solid Waste Facility Site Approval Authority	*844	Medical Licensing Board of Indiana
*325	Air Pollution Control Board of the State of Indiana	*846	Board of Chiropractic Examiners
*330	Stream Pollution Control Board of the State of Indiana	*848	Indiana State Board of Nursing
330.1	Water Pollution Control Board	*852	Indiana Optometry Board
340	Commissioner of Agriculture	*856	Indiana Board of Pharmacy
341	Indiana Standardbred Board of Regulations	*860	Indiana Plumbing Commission
*345	Indiana State Board of Animal Health	864	State Board of Registration for Professional Engineers and Land Surveyors
350	Agricultural Experiment Station	*868	Indiana State Board of Examiners in Psychology
*355	State Chemist of the State of Indiana	*872	Indiana State Board of Public Accountancy
357	Indiana Pesticide Review Board	*876	Indiana Real Estate Commission
*360	Indiana Seed Commissioner	*880	State Board of Examiners on Speech Pathology and Audiology
*365	Creamery Examining Board	884	Board of Television and Radio Service Examiners
*370	State Egg Board	*888	Indiana Board of Veterinary Medical Examiners
HUMAN SERVICES		*892	Indiana State Board of Examiners in Watch Repairing
*410	Indiana State Board of Health	*896	Indiana State Board of Registration for Professional Sanitarians
430	Developmental Disabilities Residential Facilities Council	MISCELLANEOUS	
*431	Community Residential Facilities Council	*905	Indiana Alcoholic Beverage Commission
440	Department of Mental Health	*910	Civil Rights Commission
*450	Department on Aging and Community Services	915	Commission of Veterans' Affairs
*470	State Department of Public Welfare	920	Indiana War Memorials Commission
*480	Violent Crime Compensation Division	925	Meridian Street Preservation Commission
*490	Interdepartmental Board for the Coordination of Human Service Programs	*930	Indiana Housing Finance Authority
EDUCATION AND LIBRARIES			
1510	Commission on General Education		
*511	State Board of Education		
1520	Commission on Textbook Adoptions		

*Agency's rules are affected by material in this supplement.

†Agency's rules are entirely repealed, transferred, or otherwise voided.

Legislative Record

Congressional Record is the daily record of House and Senate floor action. (On subscription from GPO, \$218.00; single copies are available for \$1.00, Stock No. 752-002-00000-2.)

Committee Reports, Hearings, Prints, Documents. (Selected individual titles are sold through GPO; also available at most U. S. depository libraries.)



Indiana does not issue a daily record. Both houses have provided an annual, indexed journal since 1816. (Issued by the Indiana Legislative Council.)

Hearings

Bills are assigned to committees but it is left to each committee to decide if public hearings are held. Hearings have been published in Indiana. Brief recommendations of committee reports appear in the House and Senate *Journals*.

Historically, various series which compare in nature to the Serial Set have been published. Specifically between 1835-6 and 1910 the *Documentary Journal and Annual Reports* was published by the General Assembly, containing most annual reports from various state agencies. This also included documents investigating specific issues. Between 1859 and 1887 E. and W.H. Drapier issued the *Brevier Legislative Reports: embracing shorthand sketches of the journals and debates of the General Assembly of the State of Indiana* which is a condensed version of the State and House Journals. It is indexed by legislator and contains seating charts and list of General Assembly members. Between 1917 and 1950 the *Indiana Yearbook* brought together the annual reports of state agencies. Since 1959, annual reports have been published separately by each agency depending upon statutory requirements. Interim committee reports have been issued since 1959. These were frequently entitled "Report to the General Assembly", but currently carry no series designation. They have been issued by the Legislative Services Agency or its predecessors.

Court Opinions

U. S. Reports contains the decisions and opinions of the U. S. Supreme Court. (Retrospective collection is available from Congressional Information Service, Washington, D.C.)

The Indiana Supreme Court has issued *Reports of the Cases Decided in the Supreme Court* since 1847. These were preceded by *Blackford Reports, 1817-1847*. However, most librarians rely on the West Reporter Series for court opinions.

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Some of the most interesting books on America are not on sale in your local bookstore, and they will never be made into Hollywood movies. But even so, these books are among the most popular in the nation, widely read by people just like you.

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A Checklist of Commercially-Prepared Reference Materials for Government Publications

Judith L. Violette
Assistant Director for Information Service
Walter E. Helmke Library
Indiana University-Purdue University at Fort Wayne

The federal government issues thousands of publications each year on a wide variety of subjects from consumer information to highly technical research materials. In addition, it publishes records and reports of its own activities, forming an extremely important body of primary source material. Most libraries use the government-produced *Monthly Catalog of United States Government Publications* to identify these publications by author, title, subject and other means.

The several thousand publications generated each year by state and local governments are even more difficult to identify and locate. Many states publish "checklists" of their own publications, such as the *Checklist of Indiana State Documents*.

The Library of Congress issues a *Monthly Checklist of State Publications* listing only those few publications it has received. At the local level chaos reigns. Only a very few municipal libraries exist that publish lists or indexes of their own publications.

In recent years several commercial publishers have taken the initiative to provide large-scale or more detailed indexes to government publications at all levels. These commercially prepared bibliographies and indexes nearly always concentrate on a special

category of publications, such as congressional committee prints, and then index that category in depth. The Congressional Information Service in particular has analyzed several large groups of publications, providing access to specific pages or charts within them. Many of these commercial publishers have sought and discovered government publications that have not been listed in any bibliography before and have not been distributed through any depository library system. They have included these publications in their indexes and bibliographies, and even more importantly, have made them available for distribution. As a result, far greater access to government information and primary source documents is available now than ever before.

The purpose of this checklist is to identify the major bibliographies, indexes and microfiche or film collections available in Indiana. Since most of the publications are quite expensive and are geared to researchers, I assumed they would be located primarily in the large university libraries, and this is indeed true. But some titles are held widely. I have concentrated on the indexes to general federal publications and congressional publications. Omitted are the indexes to court decisions, briefs and other materials. To cover these ad-

equately requires more legal knowledge than I have. However, I have included a section on indexes or bibliographies of state and local publications. I hope this checklist will encourage resource-sharing and cooperative collection building within the state. As I have learned in compiling this checklist, librarians in Indiana are generous in supplying information. I encourage all librarians requiring the information provided in any of these indexes to contact the holding libraries.

This checklist is arranged in two parts: an annotated bibliography and a chart indicating holdings in Indiana. The checklist covers only those publications that *are* available. I was unable to locate a library holding the urban documents microfiche, although the Indiana University (Bloomington) Library does have a large municipal documents collection, and libraries that contribute information to the *Index to Current Urban Documents* receive copies of the urban documents fiche for their areas.

There are major sets of documents-related microfiche available in the state that do not have corresponding commercially-prepared indexes. (I am noting these here in the interest of furthering resource-sharing possibilities). Patents are now available at the Indianapolis-Marion County Public Library. These are, of course, indexed in the *Official Gazette of the U. S. Patent and Trade Mark Office* which is available in many depository libraries. Microfiche of technical reports indexed in *Government Reports Announcements* (NTIS) are generally available from Purdue's Engineering Library and from Indiana University (1968-). In addition, the Department of Energy fiche are available at some depository libraries. The Department of Housing and Urban Development's *HUD Reports* are

available at the University Library of Indiana University-Purdue University at Indianapolis (IUPUI).

Annotated Sources

I. Federal Publications Reference (General)

American Statistics Index. (ASI)
Bethesda, MD: Congressional Information Service, 1974- ,
(monthly with annual cumulations).

"A comprehensive guide to the statistical publications of the U. S. government" (subtitle), ASI indexes the contents of all federal publications containing statistics. Abstracts of each publication provide bibliographic data and a description of the subject matter, organization, currency and sources of the statistical information. A microfiche set of the publications is also available.

Checklist of U. S. Public Documents, 1989-1970. (Compiled by Daniel W. Lester and Marilyn A. Lester) Washington, D.C.: United States Historical Documents Institute, 1972. 5 v.
Known as "checklist 70," this is a "dual media edition of the U. S. Superintendent of Documents. Public Documents Library shelflists with accompanying indexes." The shelflist, containing 1.2 million records was filmed in 1970. The index volumes provide access by Superintendent of Documents classification by U. S. government author-organization, by department keyword, by serial title and by master keyword to the publication issuing office of the U. S. government. Supplements cover documents issued through 1976.

CIS Federal Register Index.
Bethesda, MD: Congressional Information Service, 1984 -

(weekly with monthly, quarterly and semiannual cumulations).

Indepth subject and name indexing to the Federal Register is provided in a timely manner. Included is a "list-of-sections affected" (CFR section number index) as well as an index by agency docket numbers. Also included is a "Calendar of Effective Dates and Comment Deadlines."

Cumulative Title Index to United States Public Documents, 1789-1976. (Compiled by Daniel W. Lester, Sandra K. Faull and Lorraine E. Lester) Arlington, VA: United States Historical Documents Institute, Inc., 1979. 16 v.

The Public Documents Library in the Printed Archives Branch of the National Archives and Records Service is the world's most complete collection of United States government publications. This is a title index to that collection.

The DeClassified Documents Reference System: Retrospective Collection. Washington, DC: Carrollton Press, 1976. 3 v.

A unique index to more than 8,000 publications formerly classified "top secret, secret, or confidential." Each publication is abstracted and indexed by subject. Full texts of the publications are available on microfiche. Continued by: *DeClassified Documents Quarterly Catalog.* Washington, DC: Carrollton Press, 1975-.

Index to the Code of Federal Regulations. Bethesda, MD: Congressional Information Service, 1977/79-.

The *Code of Federal Regulations* (CFR) contains the text of all federal regulations currently in effect.

The government-produced index to the CFR has long been criticized as being difficult to use and not nearly comprehensive enough. This index provides indepth indexing to each set of the CFR. Some unique features (compared to the CFR-produced index) are a built-in thesaurus of terms, indexing of geographic proper names when applicable (e.g. Indiana Dunes National Lakeshore), references to industry standards publications, and an administrative and legislative history of the CFR.

Index to U.S. Government Periodicals. Chicago: Infordata International, 1974- (quarterly with annual cumulations).

Over 180 federal periodicals are indexed by author and by subject.

Indexes to the Foreign Broadcast Information Service (FBIS) Daily Reports. New Canaan, CT: NewsBank, 1975- (monthly with annual cumulations).

The Foreign Broadcast Information Service monitors and issues translations of foreign news broadcasts, newspapers, periodicals and government statements from around the world. These are sent to depositories under SuDocs number PrEx 7.10. The FBIS reports are issued in eight editions: Asia and the Pacific, China, Eastern Europe, Latin America, Middle East and Africa, South Asia, Soviet Union and Western Europe. The *Indexes to the FBIS Daily Reports* provide subject and name access to these reports.

National Inventory of Documentary Sources in the United States: Part I Federal Records. Teaneck, NJ: Chadwyck-Healey, 1983-.

"A reference work which brings together many thousands of finding aids, registers, indexes and collection guides in repositories through-

out the USA and reproduces them on microfiche." (Chadwyck-Healey catalog.)

TRANSDEX: A Bibliography and Index to the United States Joint Publications Research Service (JPRS) Translations. Wooster, OH: Bell & Howell, 1974.

The Joint Publications Research Service is one of several U.S. agencies sponsoring translations of foreign scientific and technical reports. Prior to 1974 these were indexed in the *Index to Readex Microprint Edition of Joint Publications Research Service Reports* (1958-1963) and by the *Bibliography-Index to Current U. S. JPRS Translations* (covering 1962-1970). The *Transdex* provides indexing by country, subject, title, author and bibliographic listings.

II. Congressional Publications Reference

CIS Index to Publications of the United States Congress. Bethesda, MD: Congressional Information Service, 1970- (monthly with annual cumulations).

This is an analytical index to the publications of Congress: hearings, laws, reports documents, and committee prints. Each publication is listed, described, analyzed and indexed by subject, personal name (witness), title and bill number. Beginning with the 97th Congress there is also an indepth legislative history for each law passed.

CIC Index to Unpublished U. S. Senate Committee Hearings: 18th Congress - 88th Congress, 1823-1964. Bethesda, MD: Congressional Information Service, 1986. 5 v.

This set includes an index by subjects and organizations, a reference bibliography and a name index.

A microfiche edition of these hearings transcripts is also available.

CIS U. S. Congressional Committee Hearing Index. Bethesda, MD: Congressional Information Service, 1981-1985. (Issued in eight parts covering the first hearings in the early 1800's through 1969.)

Newly proposed legislation is first discussed and assessed in Congressional committee hearings. In addition previously enacted legislation is reviewed and evaluated in congressional hearings. This index provides comprehensive access to these important hearings proceedings. Each publication is identified and witnesses are listed. Indexing is by subjects and organizations, by titles, by bill numbers, by SuDocs class numbers, by report and document numbers and by personal names. Microfiche copies of the hearings are also available.

CIC U. S. Congressional Committee Prints Index. Bethesda, MD: Congressional Information Service, 1980. 5 v.

Congressional committee staffs often gather together data on issues currently being studied or reviewed by a committee. These background studies or compilations are called prints. This index provides subject and name access to over 15,000 prints issued between 1830 and 1969. Full text microfiche copies of the indexed prints are also available.

CIS U. S. Serial Set Index: 1789-1969. Bethesda, MD: Congressional Information Service, 1975-1979. 36 v. in 12 parts.

The Serial Set includes reports on public and private legislation and documents of Congressional Committees. Earlier serial set volumes also included many executive branch publications such as annual

reports or special reports and information gathered from non-governmental sources. The *Serial Set Index* includes indexing for the *American State Papers* (for the first 14 congresses) as well as all volumes of the Serial Set through 1969. Indexing is by subject and keyword and by names of individuals and organizations. There is also a numerical list and schedule of volumes for each Congress and session. All of the indexed publications are also available on microfiche.

Index of Congressional Committee Hearings: A Witness Index.

Westport, CT: Greenwood Press 1974. 2nd.

This is an index on microfiche, arranged alphabetically by witnesses appearing before Congressional committees of the 25th through the 89th Congresses (1839-1966).

Major Studies of the Legislative Reference Service/Congressional Research Service: 1916-1974.

Frederick, MD: University Publications of America, Inc., 1975.

The Congressional Research Service of the Library of Congress is the research library for Congress. As such it is called upon daily to provide background information and research for topics under investigation by Congress. These major studies and issue briefs are not sent to depositories. They are available on microfilm in this and the following collections.

Major Studies and Issue Briefs of the Congressional Research Service. Frederick, MD: University Publications of America, Inc., 1975/76- (biennial supplements 1975-1978; annual supplements 1979 to date).

III. Monthly Catalog Cumulations and Variations

Monthly Catalog of United States Government Publications, Cumulative Subject Index, 1900-1971. (Compiled by William W. Buchanan and Edna M. Kanely) Washington, DC: Carrollton Press, 1973-1975. 15v.

Fifty-one separate sources of index entries are merged into one subject index to be used with both the paper indexes and a special microfilm set of the *Monthly Catalog*. Carrollton has also issued a *Cumulative Subject Index, 1895-1899*.

Monthly Catalog of United States Government Publications. Decennial Cumulative Personal Author Index 1941-1950. An Arbor, MI: Pierian Press, 1971.

Government publications are often identified by the government agency (corporate author) responsible for them. This is an index to personal names cited in *Monthly Catalog* reference.

Volumes also available for: 1951-1960 (Pierian Press, 1971); 1961-1965 (Pierian Press, 1971); 1966-1970 (Pierian Press, 1971).

Federal Government Publications Catalog. Williamsport, PA: Brodart;

Government Publications Index. Belmont, CA: Information Access;

Micromax 800. Pomona, CA: Autographics.

These three automated microfilm indexes are all based on the tapes used to produce the *Monthly Catalog*. Both the *Federal Government Publications Catalog* and *Micromax 800* are cumulative from 1976 to the present. The *Government Publications Index* keeps about six years' data on its film. This file is also available on the INFOTRAC laser disc system.

Access to all three indexes is by author, title and subject.

IV. State and Local Documents Reference

Index to Current Urban Documents. Westport, CT: Greenwood 1972-.

A Catalog and index to documents issued by 286 of the larger cities and their counties and regions. The *Index* relies on local libraries to supply copies of the documents for filming and indexing. In Indiana, Fort Wayne, Gary, Hammond and South Bend are represented on a regular basis.

State Constitutional Conventions From Independence to the Completion of the Present Union, 1776-1959: A Bibliography. (Cynthia Brown) Westport, CT: Greenwood Press, 1973.

State Constitutional Conventions, 1959-1978: An Annotated Bibliography. Bethesda, MD: Congressional Information Service, 1981.

This is a bibliography of all state documents issued during constitutional conventions, commissions and amendments from 1959 to 1978. It provides an index by state, by author and by title to part II through IV of the microfiche collections, "State Constitutional Conventions."

Statistical Reference Index (SRI). Bethesda, MD: Congressional Information Service, 1980-, (monthly with annual cumulations).

Catalogs, describes and indexes American statistical publications from sources outside the U. S. government including associations, business organizations, commercial publishers, independent research organizations, state governments and universities. A microfiche collection of the indexed publications available.

Guide to Holdings Symbols

- ACPL Allen County Public Library, Fort Wayne
- BSU Ball State University, Muncie
- ISL Indiana State Library, Indianapolis
- ISU Indiana State University Library, Terre Haute
- IUB Indiana University, Bloomington
- IUB LAW Indiana University Law School, Bloomington
- IUPUI Indiana University-Purdue University, Indianapolis
- IUPUI LAW Indiana University Law School, Indianapolis
- IPFW Indiana University-Purdue University at Fort Wayne
- IMCPL Indianapolis-Marion County Public Library
- PU Purdue University, West Lafayette
- UND University of Notre Dame, South Bend
- VALPO Valparaiso University
- VALPO LAW Valparaiso University Law Library

I. GENERAL FEDERAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	MCPL	PU	UND	VALPO	VALPO LAW
American Statistics Index ¹	1978-	1974-	1974- 1974-	1974-	1974-	1980-	1974-	1974-	1974-	1974-	1974-	1974-		
non-depository microfiche collection					1985-									
Checklist of U. S. Public Docs., 1789- (Index)		X	X	X	X	X	X		X		X		X	
CIS Federal Register Index			X											
Cumulative Title Index to U. S. Public Docs 1789-1976			X	X	X				X		X		X	
Declassified Documents Ref. System: Retrospective Collection Index					X				X		X	X		
microfiche					X									
Declassified Documents Ref. System: Current Index														
microfiche					1975- 1975-						1975-	1975-		
Index to the Code of Federal Regulations (CIS)				1978-	1984 (will buy every 4-5 yrs)	1977-		1977/ 79 only	1984 only		1977-	1977-		1980 only

¹also DePauw (1974-), Earlham (1974-), IU-South Bend (1974-)

I. GENERAL FEDERAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMPCL	PU	UND	VALPO	VALPO LAW	
Index to U.S. Government Periodicals ²	1970-	1970-	1973-	1970-	1970-	1978-	1982-		1974-	1970-1980?	1975-			1977 only	
Indexes to the Foreign Broadcast Informations, (FBIS) Daily Reports China Soviet Union															
National Inventory of Documentary Sources in the U. S.: Federal Records								X							
TRANSDEX: Bibliography and Index to JPRS film or fiche								X							

²also (Univ. of Southern Indiana 1978-), Evansville PL (1970-); IU-Northwest (1970-); IU-SE (1982-); Morrisson-Reeves (1970-), St. Jos. Col. (1970-); Wabash Col. (1970-)

II. CONGRESSIONAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMPCL	PU	UND	VALPO	VALPO LAW
CIS/INDEX ³	1978-1986	1970-	1970-		1970-	1970-	1970-	1970-	1970-	1979-	1970-	1970-	1970-	1970-
microfiche library			1976-1979-		1977-1979-	1970-1978-		1970-						1970-1980
CIS Index to Unpublished U. S. Senate Committee Hearings					X									
CIS U. S. Congressional Committee Hearing Index			pt 1-6		pt 1-8	pt 1-8		pt 1-8	pt 8 1965-1969					
microfiche		pt 3-6 1869-1969	pt 1-6											
CIS U. S. Congressional Committee Prints Index microfiche			X X		X	X		X				X		
CIS U. S. Serial Set Index, 1789-1969	pt 1-12	pt 1-12	pt 1-12	pt 1-12	pt 1-12	pt 1-12			pt 1-5 and 8-12	pt 1-12	pt 1-12	pt 1-12		
microfiche	to 1896	to 1960						1903-1970						
Major Studies of the Legislative Reference Service. . . 1916-1974. Index and film					X									
Major Studies of the Congressional Research Service. Supplements Index and film							1975-							

³also Butler (1970-); Depauw (1970-); Earlham (1970-); IU-Northwest (1978-82); IU-South Bend 1970-)

III. MONTHLY CATALOG	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IPUPI	IUPUI LAW	IPFW	IMCPL	PU	UND	VALPO	VALPO LAW
Cumulative personal author														
1941-59					X				X				X	
1961-65					X				X					
1966-70					X				X					
1971-76					X				X					
Cumulative Subject Index 1895-1899					X								X	
Cumulative Subject Index 1900-1971		X	X	X	X		X		X	X	X	X	X	
Federal Government Publications Catalog (Brodart)	X		X						X		X			X
Government Publications Publications Index (Information Access)					X	X	X							
on Infotrac					X		X							
Micromax 800 (Autographics)					X									

IV. STATE & LOCAL	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMCPL	PU	UND	VALPO	VALPO LAW
Index to Current Urban Documents microfiche					1972-				1972- FIN only		1972-	1972-		
State Constitution Conventions, 1959-1978; an annotated bibliography					X									
State Constitutional Convention: microfiche														
part I 1976-1959				X	X	X								
part II 1959-1975					X	X								
part III 1959-1976 rev. and amend.					X	X								
part IV 1959-1978 commission and amendments					X	X								
Statistical Reference Index (SRI)			1980-		1980-				1980 only		1981- 1982 only	1980-	1980-	
SRI microfiche					1980-									

Sins of Omission- Indiana's Deteriorating Book Collections

Robert Scott Lamb II
Head, Circulation Department
Cunningham Memorial Library
Indiana State University

"The time has come," the walrus said, "to think of many things; of shoes, and ships, and sealing wax, of cabbages and kings, and why the sea is boiling hot and whether pigs have wings." Even if you don't remember all that from *Alice in Wonderland*, you should know that all books printed from around 1850 to the present are gradually crumbling into confetti because of acid attack and that little or nothing is being done about this situation except to ignore it. So the time has come to think about our collective sins of omission, namely, neglecting and forgetting about the deteriorating book collections on every shelf of every library, public and private, large or small, in the state of Indiana.

What are we going to do about it? Do we really care? Shall this huge investment in time, money and energy, bought, catalogued, and ware-housed for the most part by the funds of past and present tax-payers of Indiana, be allowed to disintegrate into worthless shards of cellulose? It is not too late to act, and we must act, and we must act as soon as possible before even more damage is done!

After all is said and done, who cares? You and I shall probably be dead and gone, or, at least, retired to

a comfortable middle-class old age in a few more years, before the rest of these books are too brittle to read.

Perhaps the user won't notice those older books, and besides, the majority of patrons read the most recent materials which are less than ten years old. Anyway, the most popular books will be readily available in paperback reprints or cheaper hardback editions. In a throwaway society that is fast moving toward optical disks, video tapes, and audio tapes of books, and archival quality microfilms, why save those old retrospective and rare books anymore?

As I mentioned earlier, it is time to face the facts and the fact is that we risk losing our cultural heritage from books on which our democratic way of life depends. Books are for people who think deeply and care greatly about the quality of life and the perpetuation of our social, economic, and political, and yes, spiritual values, which we hope will be passed on as a legacy to our children and grandchildren.

The true, the good, and the beautiful shall not perish from this earth if we will cooperate to preserve Indiana's paper resources for posterity. Many of the great souls who have trod the earth before us have left their

thoughts, their music, the lessons and accounts of their lives in books for us to learn, to laugh, and to admire so that our lives will be enriched. We must not lose all this knowledge. We too are born to help others have better lives even after we are gone. Service to mankind is service to god. That should be our motto and our collective goal.

One such service would be to save books in Indiana, the U. S., and the world from deterioration from acid attack by means of mass deacidification through chemistry. The technology has been developed here in the U. S. All that is needed is the will and the funds to do it.

We all know that the acid paper problem will not disappear by wishing it so. It is a growing crisis in all libraries here in Indiana, especially larger academic ones with older collections going back into the 1800's. Books manufactured since mid-nineteenth century are disintegrating gradually because of high acid content wood pulp paper and lately more rapidly due to contemporary air pollution. For instance, although the Library of Congress book collection now is 19.7 million volumes according to the latest American Library Directory, in 1971 its Assistant Director of Preservation estimated that 97 percent of the nonfiction books published between 1900 and 1940 will have deteriorated because of acid in their paper, pollution, and poor quality ink so as to be rendered useless by the year 2000.¹ A survey done in 1973 by the Library of Congress showed that 6 million of its then 17 million books were "too brittle to be given to the user."² This constituted 35.3% of its holdings. To keep only ten percent of these 6 million books (600,000 volumes) would cost the Library of Congress 18 million dollars and 30 years in time at the rate of restoring 20,000 books per year.³

In September 1980 LC Research scientist George Kelly said, "The Library of Congress has six or seven million books which are so deteriorated that they should not circulate and with some exception, the entire collection should be neutralized and buffered."

According to the *Washington Post* of February 26, 1986, Peter Sparks, Director for Preservation at LC, joining David [Daniel] Boorstein, Librarian of Congress, at a House budget hearing in testimony on the effect of Gramm-Rudman-Hollings budget cuts, referred to the deacidification project as one intended to "remove acid from most of the library's 13 million books."

If one interpolates the 1971 timetable for books printed from 1870 on, it is readily discernible that books printed between 1870 and 1910 will be too brittle to use from 1960 and 1970; those volumes created between 1880 and 1920 will be unusable through the 1970's to 1980; and that books made between 1900 and 1940 will be turning into confetti during the 1990's up to 2000 A. D. This state of affairs holds true for all libraries in Indiana and elsewhere at present and is inevitable, inexorable, and for the most part irreversible.

Fortunately, the situation is not hopeless, only grim. Library materials in varying stages of disintegration may be quickly identified by several methods: inventory of the collection, inspection of returning books by circulation personnel, reports from patrons from shelving and browsing, regular shelf-reading by shelvers and subject bibliographers, and finally, subject research print-outs by selected date groupings from on-line catalogs done in conjunction with OCLC, and RLIN, or regional or state networks like SOLINET or INCOLSA for Indiana.

Once identified, these materials must be closely examined, their paper condition graded and noted, and appropriate action taken on a priority basis. Methods of treatment may consist of polyester encapsulation (favored by the Library of Congress over lamination), mass treatment by diethyl zinc gas, or ethyl or methyl magnesium carbonate vapor, low-temperature storage, full restoration, minor repairs, alkaline boxing, or, finally, individual microfilming to preserve the intellectual content of the volume. At the Library of Congress, microfilming now costs around 45 to 50 dollars each for the average book, but to treat the same volume restore it to its original format would cost 10 to 15 times as much.⁴

The cheapest methods of preservation are low temperature storage, mass deacidification, and then microfilming. Of course, certain standards must be maintained, such as an ideal temperature of 70 degrees F and a relative humidity of 40% as well as the use of 16 or 35mm silver halide positive micromicrofilm in either reels or fiche, preferably reels.

Furthermore, the archival qualities of vesicular microfilm should be investigated more closely and early on as this type of film has certain redeeming qualities over halide microfilm, such as less cost and high durability. Vesicular film also resists scratching and tearing, does not support bacterial or fungus growth, and withstands discoloration, stain, and fading during storage.⁵

Indiana's public libraries contain 14,618,201 volumes as of 1982, and the state library has another 707,541 volumes, all of which are no exception to the general deterioration of books. So where restoration or repair will not suffice, microfilming and mass deacidification are the quickest, cheapest, and most enduring solu-

tions. Actually, all new books should be deacidified first, followed by the retrospective books as soon as possible.

It is suggested that the Long Range Planning Committee of the Indiana State Library Advisory Council and the Indiana State Library itself establish a research project to study how much Indiana's book collections have suffered from acid attack, which books are too brittle for mass deacidification and so are worthy of archival microfilming, and to estimate what sort of funding would be needed for such an undertaking as well as how long such a project would last.

It would also be helpful if the Governor would appoint a commission of subject scholars, expert bibliographers, and experienced archivists and conservators to decide which paper resources should be saved and in what order of priority.

Finally, the State of Indiana should establish regional preservation and conservation centers throughout the state, perhaps at each ALSA headquarters, not only to teach preservation practices, but also to deacidify and to microfilm collections within their purview. Further, mobile units for mass deacidification should be scheduled to service rural libraries and smaller townships.

The State of Indiana must consider the needs of unborn generations and prepare well in advance to save crumbling library collections. Let us not fall into the grievous error of omitting to save our cultural heritage bound in paper. The education and acculturation of those Indiana citizens who will see the dawn of the 21st century may hang in the balance.

If a coordinated effort of academic, public, and special libraries, all cooperating with the State Library, to deacidify in mass or to microfilm all acidic book collections is not accom-

plished in the next 14 years, then future Hoosiers will not forgive those librarians or administrators who did not have the foresight, the courage, and the will to preserve the technology, the arts, and the sciences, in short, the accumulated knowledge, which supports contemporary civilization in the sovereign State of Indiana, whose inspired prophetic symbol is the golden torch of liberty and enlightenment illuminating midwest America.

Let Indiana serve as a glowing leader to our surrounding sister states in saving our intellectual and cultural heritage from the ravages of acid paper degradation. The greatest use of life is to spend it for something that will outlast it, namely, preserving knowledge for coming generations.

NOTES

¹Frazer Poole, "Thoughts on the Conservation of Library Materials," *Library and Archives*, Boston: Atheneum, 1972, p. 19.

²Karen Lee Shelley, "The Future of Conservation in Research Libraries," *Journal of Academic Librarianship*, 1 (January 1976), 15-18.

³*Ibid*, p. 15.

⁴Association of Research Libraries, Systems and Procedures Exchange Center, *Preservation of Library Materials*, Kit 35, Washington: ARL, Office of Management Studies, 1977, p. 3.

⁵Don M. Avedon, "The More Practical Microfilm—Vesicular," *Library Resources and Technical Service*, 24 (Fall 1980), 327.

**A study of
"lobbies" in
Washington
D.C. is not
a course in
architecture**

What are special interest groups doing to influence Congress? and, ultimately, to change your life?

**ASK YOUR
LIBRARIAN.**

CALL FOR PAPERS

Practitioners, educators, and researchers are invited to submit manuscripts for publication in the Indiana Library Association sponsored journal *INDIANA LIBRARIES*.

If you have an idea for a paper or you want to discuss a possible topic, contact Daniel Callison, School of Library and Information Science, Indiana University, Bloomington, IN 47405; or call (812) 335-5113, or 335-2018.

Most manuscripts need not exceed ten double-spaced, typed pages, although longer manuscripts are welcome. Manuscripts may concern a current practice, policy or general aspect of the operation of a library system in Indiana. Editorials or opinion papers are also welcome, and should not exceed five, double-spaced, typed pages.

Specifically, ideas and manuscripts associated with the following topics are welcome, although any aspect of library practice in Indiana will be considered.

CENTRAL TOPICS FOR 1987-1989.

HISTORIC FIGURES OR HISTORIC PERSPECTIVES IN INDIANA LIBRARIES. Interviews, diaries, letters or other records of interest are welcome which will provide our readers with a sense of the history of libraries in Indiana.

PUBLIC RELATIONS. Examples of strong public relations efforts which have increased or changed public services of the library should be covered. Examples of flyers, news articles, or special campaigns to win over public opinion can be included.

COOPERATION BETWEEN SCHOOL AND PUBLIC LIBRARIES. Programs and services which have been developed in a joint effort to serve young adults should be the focus.

EVOLUTION OF THE SMALL, RURAL PUBLIC LIBRARY. How have the rural libraries of Indiana changed over the past three decades?

SERVICE TO THE HANDICAPPED. What are the special collections in the state? What special service does your library offer? What are the special funding outlets all libraries should be aware of and attempt to use?

WRITING THE ANNUAL REPORT. Examples of unique reports to supervisors, governing boards, or organizations should be given. What message do you need to convey, and how do you do it?

WEEDING THE COLLECTION. What are the policies and procedures for evaluation of the collection and determining those titles which must be removed? What happens to those titles after they leave your collection?

NEEDS IN LIBRARY EDUCATION. What are the areas of library education which the library schools and/or continuing education fail to address? What programs need to be developed for education of professionals in library management?

NONPRINT CORE COLLECTIONS. What are the basic nonprint needs of the public and academic library? What nonprint services can the school libraries provide to the community? What sources are best for the current video and audio compact disc revolution?

CIRCULATION WITH THE COMPUTER. What has been your experience with the use of a computerized circulation system? Have the records you keep and the collection development questions you ask changed since the system was placed into operation?

BIBLIOGRAPHIC INSTRUCTION. What are the new demands on bibliographic instruction in colleges now that students have access to online searching, CD ROM databases, and inter-library loan? Can public libraries offer bibliographic instruction as a public service? How can school libraries support critical thinking skills through a bibliographic instructional curriculum?

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