

SUGGESTIONS FOR OPERATION OF AN
INTEGRATED LIBRARY DATA PROCESSING SYSTEM

1. All acquisitions to be divided into ~~the~~ groups by library personnel. The following two divisions would be performed.

- A. Broad subject coverage
1. Physics
 2. Chemistry
 3. Electrical Engineering
 4. Mechanical Engineering
 5.
- B. Type of acquisition
1. Book
 2. Conference Report
 3. Research report
 4. Periodical
 5.

The categories under A are only suggestive of the type of division intended. They should be such that ~~only~~ each item can be assigned to one of them, but they need not follow the traditional division of engineering into various branches.

2. The machine processing of these acquisitions is to be adopted one category at a time, starting where the most need exists. For example, because of the existence of Chemical Titles, and the large volume of data involved, Chemistry could be left to last.

3. Actual functions of the system, to be activated gradually, would be:

- A. User oriented
1. New book lists--general distribution.
 2. Immediate notification of periodical arrival--upon request (standing requests)
 3. SDI--~~selective~~ selective notification of arrival of items which match a user profile on file in the system
 4. Searches for data matching specific requests
 5. Preparation of complete bibliographies on topics of apparent general interest.
 6. Periodic preparation of keyword indexes of all acquisitions during the period for use when machine searching is not justified or useful.
- B. Operations oriented
1. Ordering
 2. Recording acquisitions
 3. Book chargeout, overdue notices, etc.
 4. Preparation of catalog cards