

VOICE OF Z39

NEWS ABOUT LIBRARY, INFORMATION SERVICES, and PUBLISHING STANDARDS

(Previous Title: "News About Z39"-ISSN 0028-8942)

No. 1 January 1979

CHAIRMAN'S MESSAGE

Z39 has no shortage of willing, qualified volunteers to serve as officers and committee members. There is no shortage of library, information service or publishing practices for which standardization is needed. What Z39 does lack is a base for adequate, long-range funding to support a viable standards development program.

The NCLIS Task Force on American National Standards Committee Z39 recommended Z39 have a permanent office with a full time staff to transact the business of Z39. Individuals and organizations in the library, information services, and publishing communities have identified over 60 areas where new standards are needed. It is generally agreed that Z39 must continue to actively participate in international standards setting activities. All of these require money.

Since July 1978, Z39 has obtained a contribution from the National Bureau of Standards of free office space, furnishings, telephone, printing, and mailing services. The National Commission on Libraries and Information Science has given Z39 \$10,000. The Council on Library Resources has provided \$20,000 for 1 September 1978 to 30 August 1979. OCLC, Inc. has given \$600 to support the completion of the standard order forms and the American Library Association has provided \$1200 which enabled the Z39 Chairman to attend the International Organization for Standardization (ISO), Technical Committee 46: Documentation, Steering Committee Meeting in Berlin.

Z39 has requested a two-year grant from the National Science Foundation which, along with the contributions of NBS, CLR, NCLIS, OCLC, Inc., and ALA, will allow Z39 to function at the \$155,000 per year level recommended by the NCLIS Task Force. Z39 will not know until late January 1979 whether its request to NSF will be granted. But, even if it is granted, it will only delay facing Z39's funding problem for two years as NSF plans to discontinue support of all but specific research projects.

For Z39 to become a responsive and effective standards mechanism, it must have continuity of adequate funding upon which to build a reasonable program of work. Support for Z39 should come from the communities it serves, just as other ANSI Standards Committees are supported by the communities they serve.

The Finance, Membership, and Publicity Committees of the Z39 Executive Council are jointly developing a plan for acquiring the financial support Z39 requires. Organizations, both Z39 members and others, will be asked to contribute funds to support: a) the Z39 office, b) a general fund for standards development, c) the development of specific standards, or d) Z39 participation in international standards activities.

If the organizations served by Z39 respond favorably to our requests for support, U.S. libraries, information services, and publishers will be assured the effective mechanism they require for developing the full range of standards they need.

James L. Wood

STATUS OF EXISTING STANDARDS

REVISED; REVISION SUBMITTED TO ANSI FOR PRINTING

Z39.2	Bibliographic Information Interchange on Magnetic Tape	6.00
Z39.13	Advertising of Books	3.50
Z39.14	Writing Abstracts	3.50
Z39.16	Preparation of Scientific Papers for Written or Oral Presentation	4.25

REVISION IN PROCESS; IN Z39 REVIEW

Z39.9	Identification Number for Serial Publications	2.75
Z39.15	Title Leaves of Books	3.50
Z39.21	Book Numbering	3.00

SCHEDULED FOR FIVE YEAR REVIEW IN 1979

Z39.4	Basic Criteria for Indexes	3.25
Z39.5	Abbreviation of Titles of Periodicals	3.25
Z39.7	Library Statistics	5.50
Z39.18	Guidelines for the Format and Production of Scientific and Technical Reports	4.00
Z39.19	Guidelines for Thesaurus Structure, Construction and Use	4.50
Z39.20	Criteria for Price Indexes of Library Materials	3.00
Z39.22	Proof Corrections	5.00
Z39.23	Standard Technical Report Number	3.00

REVIEW OR REVISION NOT IMMINENT

Z39.1	Periodicals: Format and Arrangement	4.00
Z39.6	Trade Catalogs	3.00
Z39.8	Compiling Book Publishing Statistics	3.50
Z39.10	Directories of Libraries and information Centers	3.50
Z39.11	System for the Romanization of Japanese	3.50
Z39.12	System for the Romanization of Arabic	3.00
Z39.24	System for the Romanization of Slavic-Cyrillic Characters	3.50
Z39.25	Romanization of Hebrew	4.50
Z39.26	Advertising of Micropublications	1.50
Z39.27	Structure for the Representation of Names of Countries of the World for Information Interchange	1.50
Z39.29	Bibliographic References	11.50
Z39.31	Format for Scientific and Technical Translations	3.50
Z39.33	Development of Identification Codes for Use by the Bibliographic Community	3.00
Z39.34	Synoptics	4.50

STATUS OF STANDARDS UNDER DEVELOPMENT

SC/5 - Transliteration - Chairperson, Jerrold Orne, School of Library Science, University of North Carolina, Chapel Hill, NC 27514 (919 933-1327).

ANSI has approved the Romanization Tables for Loa, Khmer, Pali and Armenian. These will be published in the next several months.

Yiddish - Chairperson, Herbert Zafren, Hebrew Union College-Jewish Institute of Religion, 3101 Clifton Ave., Cincinnati, OH 45220 (513 221-1875). The balloting closed with two negative votes. These are being resolved and the standard is being readied for submittal to ANSI.

SC/7 - Library Statistics - Chairperson, Ms. Katherine Emerson, The Library, University of Massachusetts, Amherst, MA 01002 (413 544-2780).

A meeting was held on June 28 at which a revision was discussed. Another meeting will be held at ALA Midwinter Meeting.

SC/12 - Indexes - Chairperson, E. H. Brenner, American Petroleum Institute, 275 Madison Ave., New York, NY 10016 (212 685-6253). A second draft incorporating the subcommittee members' comments is being reviewed by the subcommittee.

SC/30 - Standard Address Number - Chairperson, Herbert Bell, McGraw-Hill Inc., 1221 Avenue of the Americas, New York, NY 10020 (212 997-3461).

Balloting on the proposed Standard Identification Code for the Book Industry closed with three negative votes. Efforts are being made to resolve the objections.

SC/33 - Bibliographic Entries for Microfiche Headers - Chairperson, Francis Spreitzer, Dept. of Micrographics & Reprography, University Library, University Park, University of Southern California Los Angeles, CA 90007 (213 741-6077).

The balloting closed on this standard with three negative votes. Efforts are being made to resolve the objections.

SC/36 - Standard Order Form - Chairperson, Peter Jacobs, BroDart, Inc., 1609 Memorial Ave., Williamsport, PA 17701 (717 326-2461).

The balloting closed on this standard with six negative votes. Efforts are being made to resolve the objections.

The Ohio College Library Center has given Z39 \$600 to allow SC/36 to complete its work. In doing so, OCLC stated "We feel strongly that the results of the work of this Subcommittee will be of value to libraries, publishers, and book dealers and we feel the work of the Subcommittee should not be delayed because of the temporary lack of funds available to Z39."

SC/37 - Microform Publishing Statistics Co-Chairpersons, Robert W. Frase, ANSC Z39, U.S. Department of Commerce, National Bureau of Standards, El20, Washington, DC 20234 (301 921-3402); and Robert Sullivan, Order Division, Library of Congress, Washington, DC 20540 (202 426-5361).

The voting on this standard closed with two negative votes which have been resolved and the standard is being readied for submittal to ANSI.

SC/40 - Reporting Serial Holdings - Chairperson, Glyn Evans, The Library, State University of New York, 99 Washington Ave., Albany, NY 12210 (518 474-1430).

The balloting closed on this standard with one negative vote which has been resolved, but which required changes that will necessitate re-balloting.

SC/41 - Book Spine Layout - Chairperson, Dr. William Myrick, Brooklyn College Library, Bedford Avenue & Avenue H, Brooklyn, NY 11210 (212 780-5344).

The balloting closed on this standard with three negative votes which have been resolved, but which required changes that will necessitate re-balloting.

SC/42 - Serial Claim Form - Chairperson, Ms. Lois Upham, Wilson Library S33, University of Minnesota, Minneapolis, MN 55455 (612 373-4559).

This subcommittee met in May to consider the comments which had been received. A final draft of the form was prepared as a result of the comments and the subcommittee's responses to them. They are now investigating a means of having the form printed before the draft goes out for a vote.

SC/44 - Newspaper and Journal Publishing Statistics - Chairperson, William Lofquist, Office of Research and Analysis, U.S. Department of Commerce, Washington, DC 20230.

The balloting closed on this standard with two negative votes. These have been resolved and the standard is being readied for submittal to ANSI.

SC/45 - Library Identification Code - Chairperson, William Gosling, Librarian for Technical Services, Perkins Library, Duke University, Durham, NC 27706 (919 684-6433).

The balloting closed on this standard and resulted in four negative votes that require resolution. It should be noted that the SLIC is the library element of the SAN (SC/30). These are not two separate numbering systems.

SC/46 - Dissertations - Chairperson, Geoffrey, C. M. Plampin, Office of the Dissertation Secretary, University of Chicago, Chicago, IL 60637 (312 753-3301).

Balloting has closed on the proposed standard which resulted in so many negative votes and lack of positive votes that the subcommittee has been dissolved.

ACTION ON STANDARDS

The primary purpose of Z39 is standards --their development, maintenance, and promulgation. While the Z39 Executive Council has the primary responsibility for developing and guiding the Committee's activities in achieving this purpose, the Member Organizations, in addition to reviewing, commenting, and voting upon standards, also share in the development aspect of Z39 standards activities.

One problem in developing standards is determining in what areas people or organizations want standards prepared. With the goal of strengthening this input side of standards development, the Program Subcommittee of the Z39 Executive Council has produced a "Recommended Standard Information Form." This form will routinely be sent to all parties (Z39 Member Organizations as well as any other individual or organization) who express an interest in, or desire for a particular standard.

A copy of the form is attached to this issue of the *Voice of Z39*, along with a Guide to completing the form. Please take a few minutes to consider both your standards needs and interests, as well as what Z39 has done so far. Using the form, send your ideas to the Z39 Executive Director. Feel free to reproduce this form and its guidelines for additional ideas, or to pass along to a colleague.

EXECUTIVE COUNCIL ACTIONS IN 1978

The Executive Council has met twice since the election and has scheduled two additional meetings in the near future. Among the actions taken have been the following:

STANDARDS DEVELOPMENT

A review of outstanding requests for new areas of standardization resulted in the preparation of a form (included in this issue) to query those who suggested standards in the past and for use in the future. All new standards subcommittees will be approved by the Executive Council based on recommended priorities suggested by the Program Subcommittee, chaired by Sally McCallum. Once they have been approved, all new subcommittees will be

announced in the subsequent issue of the *Voice of Z39*, so that Z39 Member Organizations can suggest potential subcommittee members or resource persons.

FUNDING

The Executive Council assisted the Council of National Library Associations (CNLA) in the preparation of a funding request for the National Science Foundation (NSF). At this time funding for 1979 has been secured from the Council on Library Resources (CLR) and the National Commission on Library and Information Service (NCLIS). We await NSF approval.

Alternate, long term funding sources are now under review of the Funding Subcommittee, chaired by John Corrigan.

PUBLICITY

New brochures listing published Z39 Standards are due in March. This issue marks a new look for the Z39 newsletter. We are anxious to hear your reaction to this issue and your suggestions for changes or additions that would make this newsletter more useful. Send your thoughts to EDITOR, *Voice of Z39*, Z39 Office address shown on Page 1.

Other plans of our Publicity Subcommittee, chaired by Sandra Paul, include those public meetings listed elsewhere in this issue. We welcome additional suggestions.

INTERNATIONAL ACTIVITIES

See information elsewhere in this issue

MEMBERSHIP

We want to expand the membership of Z39 to include a truly representative group of the organizations who should participate in the setting of standards for libraries, information science and publishing. Look at the membership listing elsewhere in this issue and send your suggestions for additions (individual and organization name, as well as address, please) to our Membership Subcommittee Chairperson Glyn Evans at the Z39 Office address.

HOW TO ORDER ANSI AND ISO STANDARDS

ANSI and ISO Standards must be ordered directly from the American National Standards Institute, 1430 Broadway, New York, NY 10018, and not from the Z39 Office. Payment must be made with the order, except that government and public agencies and libraries require only a valid purchase order or voucher, but are subject to a minimum charge of \$5.00. Handling charges apply to all orders over \$5.00 on the following scale: \$2.00 for orders \$5.00 through \$9.99; \$2.50 from \$10.00 through \$24.99; \$3.00 from \$25.00 through \$49.99; \$3.50 for \$50.00 through \$74.99; \$4.00 for \$75.00 through \$99.99; and 5% of the dollar value of orders of \$100.00 and over. Deposit accounts (minimum \$300.00) are available as are books of coupons with values of \$25.00 and \$50.00 containing coupons in denominations of 25¢, 50¢, and \$1.00.

INTERNATIONAL ACTIVITIES

Z39's international counterpart is the International Organization for Standardization (ISO), Technical Committee 46: Documentation. TC 46 is responsible for standardization of practices relating to libraries, documentation and information centers, indexing and abstracting services, archives, information science, and publication. Z39 represents the United States on TC 46 and is one of its 40 national members.

The Chairperson of Z39 along with representatives of five other countries and four international organizations constitute the TC 46 Steering Committee. The Steering Committee met in Berlin on 28-29 November to review TC 46 progress and plan its program of work for the next two years.

The work of TC 46 is divided among one Working Group and six Subcommittees. The Z39 Chairperson, James L. Wood, holds the Secretariat for Working Group 1: Numbering Systems in Documentation.

Mrs. Henriette D. Avram is the Convenor of Subcommittee 4: Automation in Documentation, Working Group 1: Character Sets for Documentation and Bibliographic Use. Z39 participates in the work of the other TC 46 Subcommittees which are: Subcommittee 2: Conversion of Written Languages; Subcommittee 3: Terminology of Documentation; Subcommittee 4, Working Group 3: Bibliographic Filing Principles, Working Group 4: Format Structure for Bibliographic Information Interchange in Machine-Readable Form, and Working Group 5: Application Level Protocol; Subcommittee 5: Monolingual and Multilingual Thesauri and Related Indexing Practices; Subcommittee 6: Bibliographic Data Elements in Manual and Machine Systems, and Subcommittee 7: Presentation of Publications.

The Working Group 1 program for which Z39 is responsible, includes the preparation of draft proposals for standard address number codes, report number codes, and item identification codes for copyright materials. The work of Subcommittee 4, Working Group 1 includes the transformation of Draft International Standards (DIS) to International Standards for extended character sets for Latin, Cyrillic, and Greek alphabets, the preparation of DIS for an African character set, and a bibliographic control character set, and the development of Draft Proposals for Arabic, Hebrew, Slavonic, and mathematical character sets.

For many years, the United States has, through the efforts of Z39, provided a leadership role in the development of international standards for libraries, information services, and publishers. The ISO standards for the abbreviation of the titles of periodicals, the international standards serial numbering (ISSN), and format for bibliographic interchange on magnetic tape were all developed from ANSI Z39 standards.

TC 46 will hold its 18th Plenary Meeting in Warsaw, Poland, in April 1979. Pending the availability of funding, Z39 will again be represented and participate in the work of the various TC 46 Committees that will meet in conjunction with this Plenary Meeting.

BYLAWS

On 14 December 1978 Z39 Executive Director Bob Frase sent a copy of the new Z39 Bylaws to the representative of each Z39 Member Organization. These Bylaws have been prepared by the Z39 Executive Council Bylaws Subcommittee chaired by Bob Tannehill of Chemical Abstracts Service. Members of the Subcommittee are Bob Asleson (Bowker), Sandy McCallum (Library of Congress), and Jim Rush (OCLC).

The Bylaws sent to the Z39 membership have been thoroughly reviewed and approved by the Executive Council. The membership now has an opportunity to review the Bylaws under which Z39 will operate and submit their comments. *The deadline for comments is 15 January 1979.* All comments should be mailed to Bob Frase.

After all comments have been considered and, as necessary, modifications made, the Bylaws will be mailed to the Z39 membership for a vote. Following this, the approved Bylaws will be submitted to ANSI for its review and final action. Needless to say, all of this will require a fair amount of time, and the goal is to have the Z39 Bylaws completely approved in time for the Z39 Annual Business meeting. Members are urged to review the Bylaws carefully and send comments or vote as soon as possible.

PUBLIC MEETINGS

In an attempt to inform librarians, information scientists and publishers about the plans and activities of Z39, members of the Executive Committee will be making the following presentations in the near future:

- January 7, 1979 - Z39 Open Meeting, 2 p.m., Lincoln Room West, Washington Hilton, D.C. ALA Midwinter
- February 8, 1979 - Music Library Association Meeting, New Orleans
- March 1979 - National Federation of Abstracting and Indexing Services Annual Meeting, Philadelphia
- May 9, 1979 - Z39 Annual Business Meeting, Library of Congress, Washington, D.C.
- June 25, 1979 - Z39 Open Meeting, American Library Association Annual Meeting, Dallas

OUR MEMBERSHIP

Following is a listing of Z39 members, as of January 1, 1979 and the date their membership was approved:

- Acoustical Society of America, 1972
- American Association of Law Libraries, 1959
- American Business Press, 1959
- American Chemical Society, 1959
- American Concrete Institute, 1973
- American Library Association, 1951
- American Institute of Physics, 1964
- American Nuclear Society, 1972
- American Petroleum Institute, 1970
- American Psychological Association, 1976
- American Society for Information Science, 1971
- American Society of Indexers, 1969
- American Society of Mechanical Engineers, 1973
- American Theological Library Association, 1951
- American Translators Association, 1974
- Association for Computing Machinery, 1959
- Association of American Library Schools, 1951
- Association of American Publishers, 1970
- Association of American University Presses, 1970
- Association of Earth Science Editors, 1978
- Association of Jewish Libraries, 1959
- Association of Research Libraries, 1951
- Association of Scientific Information Dissemination Centers, 1972
- BioSciences Information Service, 1968
- Book Manufacturers Institute, 1951
- R. R. Bowker Company, 1970
- Catholic Library Association, 1951
- Council of Biology Editors, 1968
- Council of National Library Association, 1951
- Council of Library Resources, 1959
- Engineering Index, Inc., 1968
- Engineers Joint Council, 1964
- Information Industry Association, 1969
- Institute of Electrical and Electronics Engineers, 1972
- Library Binding Institute, 1939
- Library of Congress, 1951
- Medical Library Association, 1951
- Music Library Association, 1951
- National Academy of Sciences/National Academy of Engineering, 1972
- National Agricultural Library, 1972
- National Association of Home Builders, 1964

National Bureau of Standards, Center for
Computer Standards, 1969
National Federation of Abstracting and
Indexing Services, 1964
National Library of Medicine, 1972
National Security Industrial Association,
Technical Information Advisory
Committee, 1972
OCLC, 1976
Printing Industries of America, 1966
Shoe String Press, 1970
Society for Technical Communication, 1959
Special Libraries Association, 1951
U.S. Board of Geographic Names, 1978
U.S. Department of Commerce, National
Technical Information Service, 1966
U.S. Department of Defense, 1951
U.S. Department of the Interior, Office
of Water Resources Research, Water
Resources Scientific Information
Center, 1968

OUR MAILING LIST

If you no longer want to receive the
Voice of Z39, or we have the wrong name
and address for you, please complete the
form below and send a copy to the Z39
Office address shown on Page 1.

- STOP SENDING ME YOUR PUBLICATION.
 CHANGE MY NAME/ADDRESS AS FOLLOWS:

Attach current mailing label below:

New mailing address:

NAME: _____

ORGANIZATION: _____

DIVISION OF ORGANIZATION: _____

STREET ADDRESS/P.O. BOX/APT. NO.: _____

CITY: _____

STATE, ZIP: _____

Guide to Completion of
Information Form for
ANSC Z39 Standard

NAME OF RECOMMENDED STANDARD

Please provide a concise, descriptive name for the recommended standard. Names typically take the form illustrated by the following examples: "American National Standard for Bibliographic Information Interchange on Magnetic Tape"; "American National Standard for Microform Publishing Statistics".

PURPOSE OF RECOMMENDED STANDARD

A brief statement of the purpose of the recommended standard should be given. For example, "The purpose of this standard is to provide a consistent binary representation of Cyrillic characters for information interchange among computer equipment capable of processing such representations".

SCOPE OF RECOMMENDED STANDARD

Please identify those areas within ANSC Z39 scope* which the recommended standard will affect (e.g., "would facilitate the cataloging, in machine-readable form, of materials published in Russian and other languages which employ the Cyrillic alphabet. Also would facilitate the acquisition of such materials").

APPLICABILITY OF RECOMMENDED
STANDARD

Indicate those organizations or individuals (by type) who would find the suggested standard applicable in their work.

USERS/BENEFICIARIES OF
RECOMMENDED STANDARD

Identify those organizations or individuals (by type) who would reasonably be expected to use the standard and/or to derive benefit from application of the standard. For instance, OCLC, Inc. might be expected to use a standard for computer manipulation of Cyrillic data; readers of Russian might benefit from the standard's use through the printing of catalog cards in Cyrillic characters rather than in transliterated form.

* ANSC Z39 scope is to develop standards relevant to information systems, products, and services, to include their utilization in library, publishing, document delivery, information dissemination, and related activities for handling information and data in all media.

POTENTIAL FUNDING SOURCE(S)

Please list organizations, agencies, etc., from which funding might be obtained to support the development of the proposed standard. Give names (and other particulars) of contact persons where possible.

SUGGESTED SUBCOMMITTEE MEMBERS

ANSC Z39 standards are developed by Subcommittees established by the Z39 Executive Council. Names of prospective Subcommittee members, as well so a prospective Subcommittee chairperson should be given. Include addresses and phone numbers, if possible.

COMPLETED BY

Enter the name of the person completing this form.

DATE COMPLETED

Enter the date on which the form was completed.

FILE

(For Z39 use).

Fill out the form and send the copy to Committee Z39,
National Bureau of Standards, E120, Washington, DC 20234