

Voice of Z39

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News About Library, Information Science, and Publishing Standards

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CHAIRMAN'S MESSAGE

The April-June quarter of 1979 has been a most encouraging one for Z39. This message highlights the activities of the past three months.

Our annual business meeting, held 9 May at the Library of Congress, was well attended. Reports by Henriette D. Avram (LC) on international standardization and Lee Jones, Council on Library Resources (CLR), on CLR's National Bibliographic Services Program were well received.

The American National Standards Institute (ANSI) published two new and four revised Z39 standards and listed two others for public comment in Standards Action.

From the suggestions for new standards received from the communities Z39 serves, the Program Committee identified 28 new work items. Eight new subcommittees were established and arrangements are under way for the establishment of 14 others.

The FY 1980 (1 October 1979 - 30 September 1980) budget was prepared and approved by the Executive Council. A total of \$128,300, including the \$25,000 contribution-in-kind from the National Bureau of Standards, will be required to operate our office with a full-time staff and support the standards

development program. During the quarter, the Council on Library Resources (CLR) assured Z39 of \$30,000 support for FY 1980, the National Commission on Libraries and Information Science (NCLIS) will provide \$10,000, the National Science Foundation (NSF) \$10,000 (plus \$10,000 for FY 79), and the Council of National Library and Information Associations, Inc. (CNLIA) 30% of the dues it collects from its members or about \$6-800. FY 1980 will be the last year Z39 will be able to receive general support from CLR and NSF although each has indicated a willingness to receive proposals for the support of specific standards relevant to their programs.

A fund raising campaign directed at acquiring continuing financial support from libraries, information services, publishers and others was begun. Solicitation letters accompanied by information about Z39 were mailed to CNLIA, Z39, and the National Federation of Abstracting and Indexing Services' members. During the remainder of 1979 similar solicitations will be sent to members of the Association of American Publishers, Inc., American Association of University Presses, American Business Press, Inc., Association for Research Libraries, Association of Information Dissemination Centers, Information Industry Association, and the Magazine Publishers Association, as well as computerized library networks. Selected federal agencies will also be asked to contribute to the support of Z39 activities.

(continued)

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The new Z39 Bylaws, under development since June 1978, were ratified by the membership with near unanimous affirmative vote.

The Program Committee prepared the final draft of the Handbook for Subcommittees which has been mailed to all subcommittee chairpersons for comment. Work on the Handbook will be completed during August, after which time copies will be sent to all subcommittee personnel.

On the international scene, Mrs. Avram and I represented the U.S. member body (ANSI) at the meetings of ISO Technical Committee 46: Documentation, held in Warsaw, Poland from 23-27 April. The U.S. was reelected to the TC 46 Steering Committee along with France, the Federal Republic of Germany, Hungary, and Sweden. Poland replaced the United Kingdom. Seventeen member bodies of TC 46 were represented at the Plenary meeting when the election was conducted. The U.S. received fifteen votes, the largest number received by any of the nine candidate member bodies. Z39 has invited the Steering Committee to hold its December 1979 meeting in Columbus, Ohio.

An article about Z39 by Robert W. Frase, Z39 Executive Director, appeared in the 1979 Bowker Annual of Library & Book Trade Information and one by me in the 1979 ALA Yearbook. Our annual business meeting was reported in the June 1979 issue of Information World. Sandra K. Paul, Chairperson of the Publicity Committee, made a presentation on Z39 at the ALA Dallas meeting. The second issue of the Voice of Z39 was mailed to over 600 recipients during May and the Voice mailing list grows daily.

The Executive Council met on 8 May at the National Bureau of Standards, home of the Z39 office, and reviewed Z39 finances, program, membership, and operations. Representatives of CLR

and NBS attended the meeting which was followed by a reception at LC commemorating the adoption of the ISSN by the U.S. Postal Service as the identification code for periodicals mailed under second class privilege.

The Executive Council in subsequent action approved increasing the Z39 staff from part- to full-time effective 1 July.

A large number of individuals and organizations continue to devote time and resources to Z39. Being associated with them is a most rewarding and enriching experience.

James L. Wood

A REVIEW OF Z39.29 BIBLIOGRAPHIC REFERENCES.

A long (16 page) critical, but generally favorable, review of American National Standard Bibliographic References, Z39.29 (1979), by D. W. Krummel and John Bruce Howell was published in the April 1979 issue of Scholarly Publishing, (ISSN 0036-634X) published by the University of Toronto Press. The last, summing up, paragraph reads:

"Unsuspecting editors, and those in a hurry, are apt to be too likely to accept the (standard) as if it were another prescriptive style manual. It isn't. More dangerous would be the conclusion that any bibliographies which deviate from standard practice are 'substandard.' Those who work with bibliographic references should by all means read the standard but not feel compelled to follow it. The Z39 committee should be satisfied, indeed proud, to have created one of the first statements of the basic principles underlying bibliographical citation, nothing more and nothing less."

HOW AN AMERICAN NATIONAL STANDARD
BECAME AN INTERNATIONAL STANDARD -
THE CASE OF THE ISSN

An illustration of how an American National Standard became an international standard is provided by the International Standard Serial Number (ISSN) which originated as American National Standard Z39.9 (1971). Sometimes this happens the other way around: an ISO international standard becomes an American National Standard. The following is quoted from an article in the 1979 Bowker Annual of Library and Book Trade Information by Mary E. Sauer, Chief, Serial Record Division Library of Congress.

"Early in 1968 in the United States, Subcommittee 20 of the American National Standards Institute, Committee on Standardization in the Field of Library Work, Documentation and Publishing Practices (ANSI Z39) was organized for the purpose of developing a standard code for periodical and serial publications. In late 1970, ANSI approved the work of this subcommittee and in 1971, ANSI Z39.9-1971, American National Standard Identification Number for Serial Publications, became a U.S. national standard. At its June 1970 meeting in Oslo, Norway, the International Organization for Standardization (ISO) through its Technical Committee 46, Working Group 1 recommended international review of the then proposed ANSI standard. After several meetings of the Working Group, ISO/TC46 approved a draft international standard of the International Standard Serial Number (ISSN) at its meeting at The Hague in October 1972. The draft standard was circulated among member organizations for ratification and, following the 1974 meeting of ISO in Helsinki, Finland, the standard for ISSN, ISO 3297, was accorded full status as an internationally accepted standard. A mandatory five-year review of the ANSI standard determined that ANSI Z39.9-1971 should be revised to allow for full compatibility with the respective ISO standard. Subcom-

mittee 20 was reconstituted, and the revision process was completed during 1978." (Z39.9 (Rev) was published in June, 1979.

SMITHSONIAN SCIENCE INFORMATION EX-
CHANGE

Z39 will soon begin to enter information on proposed new standards under development in the Smithsonian Institution Science Information Exchange. The following information will be entered in accordance with the Smithsonian forms:

- Title of the proposed standard.
- The name and address of the chairperson of the Z39 subcommittee established to develop the standard.
- A brief summary- including objective, approach, and current plans.

NEW ANNOTATED PRICE LIST OF ANSI INFOR-
MATION PROCESSING STANDARDS.

Available on request from the Sales Department of ANSI, 1430 Broadway, New York, N.Y. 10018 is a description and price list (SP X7G - April 1979) of published American National Standards in the field of Information Processing:

- Character Recognition
 - 6 standards
- Codes
 - 12 standards
- Computer Programming
 - 6 standards
- Data Communication
 - 11 standards
- Magnetic Disks
 - 3 standards
- Magnetic Tape
 - 10 standards
- Paper Tape
 - 6 standards
- Punched Cards
 - 3 standards
- Vocabulary
 - 1 standard

EXAMPLES OF USES OF Z39 STANDARDS

The Z39 office receives only occasional and sporadic information on the uses made of published Z39 standards. For example, it recently came to our attention that two Federal agencies were using American National Standard Z39.18 (1974), Guidelines for Format and Production of Scientific and Technical Reports, as an appendix to certain of their contract forms. It would be appreciated if readers of the Voice would let the office know of examples of uses of Z39 standards that come to their attention.

REPORT ON THE MEETINGS OF ISO/TC46

July 13, 1979 issue of the Library of Congress Information Bulletin (ISSN 0041-7904) includes as an appendix a 3½ page report on the April 18-27, 1979 Plenary Meeting of ISO/TC 46 in Warsaw, Poland. The report was written by Henriette D. Avram (LC) and James L. Wood (Z39 Chair) who represented the United States. Mr. Wood chaired the U.S. delegation.

STATUS OF STANDARDS BALLOTTED BUT NOT YET PUBLISHED

BSR/Z39.15 (SC/21) - Title Leaves of a Book - Chairperson, Ron Coplen, Librarian, Harcourt, Brace Jovanovich, 757 Third Avenue, New York, NY 10022 (212 888-3497). Reballot completed; pending before ANSI/BSR for approval. (Rev. of Z39.15-1971)

BSR/Z39.21
Book Numbering - ISBN (Rev. of Z39.21-1973) One negative vote remaining on revision ballot not yet resolved.

BSR/Z39.30 (SC/36) - Single Copy 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 substantive negative votes, which have been resolved. Copy editing in process.

BSR/Z39.38 (SC/5) - Romanization 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 still in the process of being resolved.

BSR/Z39.39 (SC/33) - Bibliographic Entries for Micro-Fiche Headers - Chairperson, Francis Spreitzer, Dept. of Micrographics & Reprography, University Library, University Park, University of Southern California, Los Angeles, CA 90007 (213 741-6077). Negative votes have been resolved, but new draft for reballoting required.

BSR/Z39.41 (SC/41) - Book Spine Layout - Chairperson, Dr. William Myrick, Brooklyn College Library Bedford Avenue & Avenue H, Brooklyn, NY 11210 (212 780-5344). Approved by ANSI/BSR July 18, 1979.

BSR/Z39.42 (SC/40) - Reporting Serial Holdings - Chairperson, Glyn Evans, The Library, State University of New York, 99 Washington Ave., Albany, NY 12210 (518 474-1430). Reballoting completed; public review period ends August 14, 1979.

BSR/Z39.43 (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 resulted in two as yet unresolved negative votes. Efforts are being made to resolve the objections.

BSR/Z39.44 (SC/45) - Library Identification Code - Chairperson, William Gosling, Librarian for Technical Services, Perkins Library, Duke University, Durham, NC 27706 (919 864-6433). The balloting closed on this standard and resulted in four negative votes that require resolution. It should be noted that the SLIN is the library element of the SAN (SC/30). These are not two separate numbering systems.

STANDARDS NOT YET BALLOTTED UNDER
DEVELOPMENT IN SUBCOMMITTEES
ESTABLISHED PRIOR TO 1979

SC/7 - Library Statistics - Chairperson, Ms. Katherine Emerson, The Library, University of Massachusetts, Amherst, MA 01002 (413 544-2780). Revision of Z39.7 (1974). Meetings were held in Minneapolis in April and during ALA at Dallas in June 1979. The chairperson now estimates a draft for balloting not earlier than the summer of 1980.

SC/12 - Indexes - Revision of Z39.4 (1974). ~~The chairperson has resigned and efforts are being made to appoint a new chair.~~

SC/42 - Serial Claim Form - Chairperson, Ms. Lois Upham, School of Library and Information Science, North Texas University, Denton, TX. 76203 (817 788-2078). Work has resumed in subcommittee after a hiatus.

SC/36 - Multiple Copy Standard Title Order Form - Chairperson, Peter Jacobs, BroDart, Inc., 1609 Memorial Ave., Williamsport, PA 17701 (717 326-2461). Work will not begin on this standard until the single copy standard order form has been completed. (BSR/Z39.30).

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 (this is essential because we can only locate your name on the computer by the identification number on the first line):

New mailing address (our computer will only handle four lines of 30 spaces each, so you will have to give us any necessary abbreviations):

NEWLY ESTABLISHED SUBCOMMITTEES

(New Z39 subcommittees are being given letter designations to avoid confusion which has arisen in the past because of lack of a consistent correspondence between subcommittee numbers and the numbers of Z39 standards)

SC A - Abbreviation of Titles of Periodicals - Chairperson, R. S. Tannehill, Jr., Library Manager, Chemical Abstracts Service, P. O. Box 3012, Columbus, OH 43210, (614 421-6940).

Revision of Z39.5 (R 1974) to be based on a new ISO standard not yet finalized.

SC B - Standard Form for Copyright Transfer - Chairperson, Ben H. Weil, Staff Advisor, Exxon Research & Engineering Company, P. O. Box 51, Linden, New Jersey 07036, (201 474-2030).

SC C - Language Codes - Chairperson, Lillian Kozuma, Head Cataloging Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, MD 20014, (301 496-5497).

SC D - Computer-to-Computer Protocol - Chairperson, David C. Hartmann, Network Development Office, Library of Congress, Washington, D. C. 20540, (202 287-5137).

SC E - Serial Holdings Statement at the Detailed Level - Chairperson, Susan Brynteson, Assistant Director of Libraries for Technical Services, Indiana University, Bloomington, IN 47401, (812 337-3403)

SC F - Serial Publication Patterns - Chairperson, Ann Ekstrom, Director, Library Services Division, OCLC, Inc., 1125 Kinnear Road, Columbus, OH 43212, (614 486-3661).

SC G - Terms and Symbols Used in Form Functional Areas of Interactive Retrieval Systems - Chairperson, Professor Pauline Atherton, Syracuse University, School of Information Studies, 113 Euclid Avenue, Syracuse, NY 13210, (315 423-2911).

SC H - Patent Data Element Identification and Application Numbering - Chairperson, Dr. Philip J. Pollick, Senior Information Scientist, Chemical Abstracts Service, P. O. Box 3012, Columbus, OH 43210, (614 421-6940).

SC I - Price Indexes for Library Materials - Chairperson, Fred C. Lynden, Assistant University Librarian for Technical Services, Brown University Library, Providence, RI 02912, (401 863-2162)

Revision of Z39.20 (1974) Criteria for Price Indexes for Library Materials.

Z39 PUBLISHED
STANDARDS AS OF JUNE, 1979

The following is reproduced from a new ANSI sales brochure on Z39 standards published in June, 1979, and which ANSI has mailed (using our labels) to all recipients of the VOICE of Z39.

Note that RECENTLY PUBLISHED new standards or revisions are outlined with black lines and standards up for reaffirmation, revision or withdrawal in 1979 under the ANSI 5 year review requirement are underlined.

If a published standard is already in process of revision or reaffirmation that fact is noted in parenthesis below the entry.

Z39.1-1977 Periodicals: Format and Arrangement, \$4.50.

Applicable to periodicals, serials, and monographs, this standard is intended to guide and assist editors and publishers in organizing bibliographic information so that their publications can be more readily identified and used.

Z39.2-1979 Bibliographic Information Interchange on Magnetic Tape, \$4.00.

Describes a framework designed specifically for exchange of data between, rather than within, processing systems. For all material capable of bibliographic description and related information. Useful for communication of records in media other than magnetic tape. (Assumes utilization, where applicable, of the following ANSI standards: Code for Information Exchange, X3.4-1977, Recorded Magnetic Tape for Information Interchange, X3.22-1973, X3.39-1973, and X3.54-1976. Also Magnetic Tape Labels and File Structure for Information Interchange, X3.27-1978.)

Z39.4-1968 (R1974) Basic Criteria for Indexes, \$4.00.

Provides guidelines and a uniform vocabulary for use in the preparation and evaluation of indexes. Seeks to deal with the principles of indexing regardless of the type of material indexed or the indexing method (manual or mechanical) used. Includes a definition of an index, a discussion of the nature and variety of indexes, and recommendations regarding the preparation, organization, and style of indexes in general.

Z39.5-1969 (R1974) Abbreviation of Titles of Periodicals, \$4.00.

Contains recommendations applicable to serial publications of all types and to many nonserial publications, including monographs and proceedings of meetings. They are intended to guide and assist authors, editors, librarians, and others working in various areas of information transfer activity in preparing unique, unambiguous abbreviations within a specific frame of reference for the titles of publications cited in footnotes, references, and bibliographies.

Z39.6-1965 (R1977) Trade Catalogs, \$3.50. This standard is intended to assist in producing trade catalogs that will contain the maximum amount of necessary information in a form that can be used most easily. To aid manufacturers and distributors in achieving greater economy in artwork, layout, and production of trade catalogs and in their use; to improve the value, reliability, and usefulness of trade catalogs as a continuing reference for users; and to serve as a checklist for the prevention of omissions and oversights.

Z39.7-1968 (R1974) Library Statistics, \$6.50. Pertaining to public, college and university, and school and special libraries, these recommendations are intended to guide and assist statisticians, librarians, and researchers in the behavioral sciences in collecting, organizing, and interpreting library related statistical data and similar information.

(In process of revision)

Z39.8-1977 Compiling Book Publishing Statistics, \$4.00.

Defines methods of recording and classifying statistics for nonperiodical books and pamphlets (including government publications, textbooks, theses, offprints, art collections, and some computer printouts in visible typography), published in the U.S. and available to the public.

Z39.9-1979 International Standard Serial Numbering, \$3.50.

Defines the structure and use of a standard code for the unique identification of serial publications (both print and nonprint). Also designates a national code authority for administration of the code.

Z39.10-1971 (R1977) Directories of Libraries and Information Centers, \$4.00.

Lists recommendations for the compilation of library and information center directories so that the essential information will be presented in the most suitable and efficient form.

Z39.11-1972 (R1978) System for the Romanization of Japanese, \$4.00.

Establishes a system for the Romanization of the Japanese written language. Covers writings in classical Chinese by Japanese authors as well as other works in classical Chinese where the text as published or written incorporates Japanese "reading marks" (kunten) or is accompanied by material in Japanese integral to the bibliographical unit.

Z39.12-1972 (R1978) System for the Romanization of Arabic, \$3.50.

Provides a system for the Romanization of Arabic designed primarily to render Arabic personal, corporate, and place names as well as the titles and other indicia of Arabic publications, documents, etc. into the Roman alphabet in a way that will make it possible for persons using such Romanized material to reconstruct, if required, the original Arabic writing. This standard should be particularly useful for the compilation of library catalogs, bibliographies, and lists of names in addition to the citation of Arabic publications in books, journal articles, etc.

239.13-1979 Describing Books in Advertisements, Catalogs, Promotional Materials, and Book Jackets, \$4.00. Provides guidance to publishers and distributors in the advertising and promotion of books to the trade, institutions, educators, and the consumer. Specifies bibliographic elements recommended for inclusion in a particular advertising medium for a particular market.

239.14-1979 Writing Abstracts, \$4.50. Assists authors, editors, and staffs of access services in preparing useful abstracts to help readers, and users of machine-based bibliographic services (such as on-line searching and SDI alerting, including systems employing full-text searching) to identify quickly and accurately the basic content of a document, determine its relevance to their interests and to decide whether they need to read the document in its entirety. This new revision incorporates helpful changes and additions from the International Standard on Abstracts for Publications and Documentation, ISO 214-1976.

239.15-1971 Title Leaves of a Book, \$3.50. Specifies the information which should be shown on the title leaves of a book and the manner in which such information should be presented to enable publishers and editors to produce title leaves that facilitate their use by bibliographers, librarians, and researchers.

(Rev. at ANSI/BSR for approval)

239.16-1979 Preparation of Scientific Papers for Written or Oral Presentation, \$4.50. Guidelines to aid scientists in all disciplines to prepare papers that will have a high probability of being accepted for publication and of being noticed, read, and completely understood. Though directed primarily to authors, some recommendations are useful to journal editors. Covers content, style, organization, illustrations, tables, references, etc.

239.18-1974 Guidelines for Format and Production of Scientific and Technical Reports, \$4.50. Establishes format and production guidelines for scientific and technical reports intended for dissemination. It may be applied, in whole or in part, to other types of documents, such as letter reports, technical memoranda, and manuals.

239.19-1974 Guidelines for Thesaurus Structure, Construction, and Use, \$5.00. Presents rules and conventions for the structure, construction, and maintenance of a thesaurus of terms. A thesaurus so constructed and maintained will provide operators and users of an information storage and retrieval system with a systematic means for controlling the indexing and searching vocabulary.

(Ballot out for reaffirmation)

239.20-1974 Criteria for Price Indexes for Library Materials, \$4.00. Provides criteria for developing price indexes to measure periodic changes in the average list price of certain library materials, divided into subject categories when useful, as follows: hardcover trade and technical books, paperback books, periodicals, serial services, and rates for library-produced microfilm.

(Subcommittee appointed for revision)

239.21-1973 Book Numbering, \$3.50. Coordinates and standardizes the use of book numbers so that a standard book number identifies one title, from one specific publisher, and is unique to that title or edition.

(Ballot on revision completed)

239.22-1974 Proof Corrections, \$5.50. This standard lists proofreaders' marks commonly employed by proofreaders in the U.S. for general copy. Also included are

sections on definitions, use of symbols, and queries and special directions.

239.23-1974 Technical Report Number (STRN), \$3.50. To facilitate bibliographic retrieval of technical reports, this standard outlines a numbering system to be administered by the National Technical Information Service, which will coordinate the assignment of code numbers and maintain a registry. The standard specifies the alphanumeric format to be used.

(Ballot out for reaffirmation)

239.24-1976 System for the Romanization of Slavic Cyrillic Characters, \$4.00. Provides systems for the Romanization of the slavic Cyrillic letters used in Russian and five major slavic languages, Ukrainian, Byelorussian, Serbian, Macedonian, and Bulgarian. These systems use a minimum number of diacritical marks so as to facilitate the Roman letter representation of the Cyrillic letters in either manual or machine conversion where they may be used.

239.25-1975 Romanization of Hebrew, \$4.50. For the use of scholars, journalists, religious functionaries, librarians, cartographers, teachers, and publishers, this standard presents four styles of a system for Romanizing the Hebrew alphabet, with guidelines for selecting the one most appropriate to the purpose. Both the General-Purpose and More Exact styles assume Israeli pronunciation and are English language oriented; the Narrow Transliteration and Key punch-Compatible Systems are for use when full reversibility is required.

239.26-1975 Advertising of Micropublications, \$2.00. This standard, for the advertising of microform publication, applies to printed advertisements, catalogs, circulars, brochures, and other promotional vehicles through which publishers of microform material communicate with present and potential customers. It lists the types of information that should be supplied to enable prospective purchasers to evaluate the product.

239.27-1976 Structure for the Identification of Countries of the World for Information Interchange, \$2.00. Provides a structure for the identification, naming, and coding of the basic geopolitical entities of the world for purposes of general information interchange.

239.29-1977 Bibliographic References, \$12.75. Details preparation of human-readable bibliographic references for use as bibliography, end-of-work-reference, or for use in abstracting and indexing publications. Input to computer system excluded from its scope, but output of bibliographic references from a computer system (example, printouts) included. Encompasses all common print materials, providing they are uniquely identifiable and accessible: books, journal articles, technical reports, conference proceedings, patents, dissertations (published and unpublished), newspaper articles, laws, manuscripts, maps, printed music, letters, films, sound recordings, microforms, and computer programs.

239.31-1976 Format for Scientific and Technical Translations, \$4.00. Specifies the format for presenting written or printed scientific and technical (S & T) translations. It applies to all translations of S & T materials. It does not apply to the preparation of abstracts in one language from material in another language.

239.33-1977 Development of Identification Codes for Use by the Bibliographic Community, \$3.50. Guidelines for modification of existing and development of new identification code standards. General considerations for the development of codes are given, along with code

design, format, composition, and code identifier. Requires registration by an authorized code authority, while use-constructed derivative codes do not.

Z39.34-1977 Synoptics, \$5.00. Defined as a concise form, for publication in primary journals, of a full paper simultaneously published in a journal or available in some other form. Discusses related present and planned usages, citation requirements, recommended length and style, various types and availabilities of backup full papers, and referencing practices. Examples included.

Z39.35-1979 System for the Romanization of Lao, Khmer, and Pali, \$4.50. Designed for rendering the titles, names (personal, corporate, and place), and other indicia of Lao, Khmer and Pali publications, documents, etc into the Roman alphabet. The Pali portions cover this language when written in any of the following scripts: Devangari, Sinhalese, Burmese, Thai, Bengali, Khmer, Lao, Tua Tham/A, Tua/Tham B, and Northern Thai. Romanizations derived from the standard can also be used to reconstruct the original script in most cases. Useful for compilation of library catalogs, bibliographies, lists of names, and the citation of publications in books, journal articles, and the like.

Z39.37-1979 System for the Romanization of Armenian, \$3.50. Designed to render Armenian names (personal, corporate, place) and titles and other indicia of Armenian publications, documents, etc into the Roman alphabet. Romanizations derived from this standard also usable, with some exceptions, in reconstructing Armenian script. Equivalencies, based on Classical and East Armenian, comprehend both Classical and Reformed orthography.

Z39.39-1979 Compiling Newspaper and Periodical Publishing Statistics, \$3.50. Methods of recording and classifying statistics on paid, nonpaid, and controlled circulation newspapers and periodical publications, whether originally issued in print or microform. For general interest, consumer, special business, technical, agricultural and academic newspapers and periodicals, house organs, newsletters, entertainment guides, journals, etc. Covers circulation, number of issues, supplements, and subject group classifying. Useful for libraries, information centers, all who produce, handle, sell, purchase or disseminate newspapers and periodicals, as well as researchers and statisticians who collect, organize or analyze such data.

Z39.40-1979 Compiling U.S. Microform Publishing Statistics, \$3.50. Methods of recording and classifying publishing statistics for microforms, whether originally issued in print or microform. Statistics for original format (book, collection, dissertation, microfiche, microfilm, etc) and present format (roll film, microfiche, micropaque, etc) Standards for presentation of subject content. Intended to help librarians and micropublishers quantify microform publishing statistics in a way compatible with standards on other publishing statistics. Companion to ANSI Z39.39-1979, Compiling Newspaper and Periodical Publishing Statistics and ANSI Z39.8-1977, Compiling Book Publishing Statistics.

SALES POLICIES

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1430 Broadway, New York, N.Y. 10018

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All orders must be prepaid. Minimum charge of \$5.00 plus Shipping-Handling Charge.

Government, Public Agencies, Public Libraries, and Educational Institutions

Purchases require only a valid purchase order or voucher but are subject to the \$5.00 minimum charge plus the Shipping-Handling Charge. Invoices will be issued for standards actually shipped. No discounts to libraries and educational institutions except on standing orders to keep complete sets or series on a current basis.

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Coupon Books – Book of coupons with values of \$25 and \$50 containing coupons in denominations of \$1.00, 50 cents and 25 cents are available. Coupons must be paid for in advance. Individual coupons can be attached to orders as submitted.

No telephone orders will be accepted. All sales of publications are final. No returns will be accepted.

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| Value of Order | Charge |
|--------------------------|---------------------------------|
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| 10.00 to 24.99 | 3.00 |
| 25.00 to 49.99 | 4.00 |
| 50.00 to 74.99 | 5.00 |
| 75.00 to 99.99 | 6.00 |
| 100.00 or more | 6% of the dollar value of order |

Within the United States, publications will be shipped by the most economical means, usually fourth-class mail or United Parcel Service. Overseas orders will be forwarded by Printed Matter Sea Mail. If requested, shipments can be made by First Class or other premium means at customer expense.

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