

Voice of Z39

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January 1980

News About Library, Information Science, and Publishing Standards

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CHAIRMAN'S MESSAGE

At the close of 1979, Z39 had 22 active subcommittees. Sixteen were working on new standards while 6 were revising previously published standards 5 or more years old. A total of 90 individuals were actively participating on Z39 subcommittees. The Program Committee (Sally H. McCallum, Sandra K. Paul, James E. Rush, and Robert S. Tannehill, Jr.) had 11 suggestions for new standards under consideration and will be establishing new subcommittees to work on these. During the 18 months since the election of the current Executive Council, ANSI has approved 7 new and 8 revised or reaffirmed Z39 standards. Our standards program is well established and progress is being made. We believe it is relevant to the communities Z39 is intended to serve and the individuals involved fairly represent libraries, information services and publishers.

Z39's financial picture is somewhat less positive. For the period 1979 October 1 through 1980 September 30, the Finance Committee budgeted \$128,300 for Z39 expenses including the estimated \$25,000 contribution-in-kind from our National Bureau of Standards member. For this period, the Council on Library Resources (CLR) will provide Z39 with \$30,000, the National Commission on Libraries and

Information Science (NCLIS) \$10,000, the National Science Foundation (NSF) \$19,169.78, and OCLC, Inc. \$600 for the work of Subcommittee 36: Standard Order Form. Contributions from 8 Z39 member organizations have totaled \$4100 and 10 non-member organization contributions \$900. An additional \$1300 has been pledged but not received. Total contributions including outstanding pledges are \$90,469.78 leaving \$37,830.22 yet to be raised during the first 9 months of 1980.

The financing of Z39 after 1980 September 30 is cause for serious concern. CLR and NSF programs do not provide for the kind of support Z39 has received in the past. Continued NCLIS support will be sought but is uncertain. Voluntary contributions from member and non-member organizations may not be adequate. The American National Standards Committees X.3 and X.4 are seeking financial support by introducing mandatory service fee charges to be paid by member organizations, technical committee member organizations and liaison observers. ANSI does not permit Standards Committees to charge dues, but service fees are permissible. These Standards Committees' service fees are separate from the ANSI Service Fee System described in my column in the October 1979 issue of the Voice of Z39. A Standards Committee service fee structure might be appropriate for Z39.

In order to develop a long-range program, budget and plan of financing for Z39, the Executive Council voted to reconstitute its Finance Committee.

Robert W. Frase, Executive Director
American National Standards Committee Z39
U.S. Department of Commerce
National Bureau of Standards
Washington, D.C. 20234
Administration Building, Room E120
Telephone: (301) 921-3402

(continued on page 2)

The new Finance Committee will consist of representatives of the Z39 Secretariat, the Executive Council and individuals from the public and private sectors who possess financial management expertise.

James L. Wood

ELECTION FOR Z39 COUNCIL

Nominations have been duly received for the three vacancies in the Z39 Executive Council for the three-year terms beginning July 1, 1980, representing libraries, information services, and publishing. Ballots will be sent out to Z39 voting representatives on February 6, 1980, to be returned post-marked not later than March 5, 1980.

The names of those elected will be announced at the Z39 annual meeting at the Library of Congress on April 30, 1980, and published in the April issue of the VOICE.

BROCHURE ON Z39

A short printed brochure on Z39 (sized to fit into a No. 10 envelope) will soon be available, and copies will be distributed to Z39 voting representatives and alternates, and to Z39 sub-committee members through their sub-committee chairpersons. Others may obtain single copies on request to the Z39 office. Larger numbers of copies can be made available for distribution at conferences as long as the supply lasts. It is expected that the brochure will be updated about once a year so as to reflect the current status of Z39 published standards and work in progress.

CONTRIBUTIONS RECEIVED

The following contributions in the Z39 fund raising campaign are gratefully acknowledged:

\$2000
OCLC, Inc. (plus \$600 for a project)

\$1000
Chemical Abstracts Service

\$500
Special Libraries Association

\$300
OHIONET

\$250
Westinghouse Electric Corporation
Society for Technical Communication

\$100
American Petroleum Institute
American Society of Indexers
Congressional Information Service
Engineering Societies Library
Hollywood Reporter
Industry Media, Inc.
Institute for Scientific Information
H. W. Wilson Company

\$50
Association of Earth Science Editors
Council of Planning Librarians
Journal Publications
National Fisherman

TOTAL CONTRIBUTIONS: \$5900

WHITE HOUSE CONFERENCE
RESOLUTION ON TECHNOLOGY
AND UNIFORM STANDARDS

One of the limited number of priority resolutions adopted by the White House Conference on Libraries and Information Services on November 19, 1979, was entitled "TECHNOLOGY AND UNIFORM STANDARDS." This resolution was the result of the consolidation by the resolutions committee of two separate resolutions emerging from different theme areas, one dealing with technology and the other relating to standards.

The pertinent parts of the resolution which deal with standards are:

*** *** *** ***

"WHEREAS, development and use of technical and procedural standards can improve effectiveness, and reduce cost and extend the use of library and information services; and WHEREAS, effective standards facilitate the exchange of information between public and private sectors and that this exchange of information is needed to better support organizational, professional and personal activities..."

*** *** *** ***

THEREFORE BE IT RESOLVED, that the federal government direct all federally supported libraries and information services and other appropriate federal agencies to support the development, review and adoption of national and international standards for publishing, producing, organizing, storing, and transmitting information using established and recognized procedures and institutions; and
BE IT FURTHER RESOLVED, that high priority attention be given to establishing or extending standards

which address hardware and software compatibility, computer and communications network protocols, and machine readable information; and

BE IT FURTHER RESOLVED, that the private sector be encouraged to participate and to support the development of such standards..."

1980 ANSI CATALOG

A new catalog for all published American National Standards has just been issued, Catalog of American National Standards, which may be purchased from the American National Standards Institute, 1430 Broadway, New York, NY 10018 for \$7.50, plus the usual \$2.00 minimum handling charge.

Because the number of published Z39 standards has been expanding so rapidly in the last few months, this catalog is not up-to-date with respect to Z39 standards. The VOICE will carry in each issue a list of newly published standards and revisions, with prices, as they occur. In addition, it is expected that the ANSI sales department will bring out a new sales brochure on Z39 published standards in the late spring or early summer of 1980; the last sales brochure was dated June 1979.

REFERENCE ARTICLES ON STANDARDS

The following two articles will appear this spring in yearbooks:

one by James L. Wood on standards in the 1980 American Library Annual and one on Z39 and ISO/TC 46--Documentation --by James L. Wood and Robert W. Frase in the Bowker Annual of Library and Book Trade Information for 1980.

IMPLEMENTING THE SAN

American National Standard Z39.43, Standard Address Number (SAN) in the book industry was approved by the ANSI Board of Standards Review in December 1979 and should be published in February or March. The SAN Standard was developed by Subcommittee 30, chaired by Herbert Bell of McGraw-Hill. In an article in the January 18, 1980 issue of Publisher's Weekly (p.71), Sandra K. Paul of SKP Associates, a member of the Z39 Executive Council representing publishing, describes the uses of the Standard Address Number and the schedule for its implementation. The following are quotations from that article:

"The Standard Address Numbering Agency officially began its work within the ISBN Agency at the R.R. Bowker Company on September 21, 1979. It will assign Standard Address Numbers (SANS) to every organization regularly involved in buying and/or selling books, including publishers, wholesalers, bookstores, libraries, and school systems. Publishers will no longer have to deal with the confusion of several 'book nooks' or 'university bookstores' within one city, or of the library departments and bookstores within one college or university. Buyers will no longer have to keep track of the different numbers assigned to them by each of the vendors they do business with.

"The SAN is a seven-digit number. The first six digits make up an 'idiot' number assigned to the address of an organization; the seventh is a check-digit that allows computer verification of the preceding six. (The calculation routine is based on 'modulus II' as is that for the ISBN). Unique numbers will be assigned for each address of every organization,

and provisions are being made to supply additional numbers to organizations with more than one location, such as bookstore chains, wholesalers with several warehouses, members of library networks and schools within school systems. Locations of the same organization will not always be assigned consecutive numbers; the front door (billing address) and back door (shipping address) of the same organization may have completely unrelated SANS. It will be up to users to coordinate SANS for the same or related organizations in their own manual or computer systems.

"The current schedule calls for assignment of SANS to bookstores and wholesalers first. Bowker will mail numbers to these organizations on January 15, 1980, together with questionnaires for the 1980 edition of the American Book Trade Directory. Libraries (other than library systems and school libraries) are to receive their SANS at the same time, together with questionnaires for the 1980 American Library Directory. (Should this part of the plan prove impractical, library numbers will be mailed soon thereafter). Publishers will receive their SANS with their Books-in-Print mailing during the second quarter of 1980. Library systems, school libraries and schools will be assigned SANS toward the end of 1980.

"As was the case with the ISBN, assignment of numbers and industry-wide acceptance of the SAN is expected to be gradual. However, the SAN provides such obvious benefits to all sectors of the industry that we expect SANS to be widely used by the end of the year."

FEDERAL PARTICIPATION IN THE DEVELOPMENT AND USE OF VOLUNTARY STANDARDS

The following is a reproduction of the summary and paragraphs 1, 2, 3 and 5 of the Office of Management and Budget Circular A-119, published in the Federal Register on January 21, 1980, beginning on page 4326. This circular, addressed to all Federal executive departments and agencies, has been in preparation for three years. It authorizes and encourages Federal executive departments and agencies to participate in the formulation and use of voluntary standards such as those developed by ANSI and lays down certain policy guidelines. In addition to the policies set forth in the circular itself, the Secretary of Commerce is required to publish further procedures within 120 days.

Voting representatives and alternates of Z39 will be supplied copies of Circular A-119 as soon as the circular can be duplicated. Further information will be provided to Z39 members and published in the VOICE as developments occur, including any changes in or additions to ANSI procedures which may be required.

4326

Federal Register / Vol. 45, No. 14 / Monday, January 21, 1980 / Notices

SUMMARY: OMB Circular No. A-119 was approved and issued by the Director of OMB on January 17, 1980. Developed during the last three years, the Circular provides policy guidance to Executive Departments and Agencies in participating in the development of voluntary standards and in their subsequent use. Specifically, the Circular encourages Federal participation in, and support of, voluntary standards-developing activities when those activities are conducted in accordance with specified rules assuring due process. The Circular also encourages Federal use of adequate voluntary standards for procurement purposes. The Circular assigns to the Department of Commerce an administrative and coordinating role for executive branch implementation of those policies. The Circular is set forth below, in its entirety.

FOR FURTHER INFORMATION CONTACT: Mr. David F. Baker, Deputy Assistant Administrator for Logistics, telephone 202/395-7207.

James D. Currie,
Acting Administrator.

[Circular No. A-119]

Federal Participation in the Development and Use of Voluntary Standards

January 17, 1980.

1. Purpose. This Circular establishes policy to be followed by executive branch agencies in working with organizations which plan, develop, produce, and coordinate voluntary standards for materials, products, systems, services, processes, and practices. It also establishes policy to be followed by executive branch agencies in adopting and using such standards in procurement activities.

2. Background. The Federal Government performs many functions which involve the use of products and services that depend upon reliable standards. Many standards for such products and services, appropriate or adaptable for the Government's purposes, are developed and are available from certain private organizations, known as voluntary standards bodies. Federal participation in the standards-related activities of these voluntary bodies provides incentives and opportunities to establish standards that serve national needs. In addition, Federal use of voluntary standards, whenever practicable and appropriate, reduces the cost of developing and using standards and, thereby, serves the public interest. Federal adoption of such standards, moreover, is consistent with, and in furtherance of, the Federal Government's general policy of relying upon the private sector to supply Government needs for goods and services, as enunciated in OMB Circular No. A-78.

3. Coverage. This Circular applies to all executive branch agency participation in voluntary standards activities, both domestic and international, except as noted in paragraph 6, but does not apply to United States participation in multinational standards activities pursuant to treaties.

5. Policy. It is the general policy of the Federal Government to:

- a. Rely on voluntary standards both domestic and international with respect to Federal procurement, whenever feasible and consistent with law and regulation pursuant to law;
- b. Participate in voluntary standards bodies when such participation is in the public interest and is compatible with agencies' missions, authorities, priorities, and budget limitations. Such participation, however, is limited to those voluntary bodies that conduct their standards activities in accordance with the criteria listed in paragraph 6c, unless such participation is required by law; and
- c. Coordinate agency participation in voluntary standards bodies so that (1) the most effective use is made of Federal agency representatives; and (2) the views expressed by such representatives are in the public interest and, as a minimum, do not conflict with the interests and established views of Federal agencies.

Z39 BYLAWS APPROVED

The first set of bylaws ever for Z39 has been approved by written ballot of the Z39 membership and by the Secretariat for Z39, the Council of National Library and Information Associations. The next step is for the Information Systems Standards Management Board of ANSI, which is to meet on March 4, 1980, to approve the following provisions of the bylaws:

1. changing the name of the Committee to "Library and Information Sciences and Related Publishing Practices," and
2. changing the scope of the Committee to read as follows:

"The scope of Z39 is to develop standards relevant to information systems, products, and services as they relate to libraries, information services, and publishing. Further, Z39 encourages the use of its standards in libraries, publishing, document delivery, information dissemination, and information and data handling systems, as well as activities related to these systems, regardless of medium."

CHANGE IN VOICE FORMAT

The format of the VOICE OF Z39 is being changed, beginning with this issue, to conform more closely to American National Standard for Periodicals: Format and Arrangement, Z39.1-1977. Among the changes are:

- numbering volumes and issues,
- continuous pagination in each volume,
- adding footlines on each page with title, issue and ISSN,
- carrying information on the frequency of issue.

The first four issues of the VOICE OF Z39, numbered 1, 2, 3 and 4 were published in January, April, July and October 1979, and page numbering began over again in each issue. The previous newsletter of Z39, appearing somewhat irregularly under the title, News About Z39 (ISSN 0028-8942), ceased publication after the issue of August 1978.

STANDARDS APPROVED FOR PUBLICATION (WITH CIP)

The four standards listed below have been approved for early publication by ANSI (no price yet available) and should be the first Z39 standards to be included in the Library of Congress Cataloging in Publication (CIP) program:

- Z39.15(Revision) Title Leaves of a Book
- Z39.21(Revision) Book Numbering (ISBN)
- Z39.42 Reporting Serial Holdings in Summary Form
- Z39.43 Standard Address Number

Under the CIP program not only will the Library of Congress cataloging information appear in the published standard but bibliographic data on Z39 standards will be made available to thousands of libraries here and abroad in both the early and the final MARC tapes.

STANDARDS BALLOTTED BUT NOT YET SUBMITTED FOR APPROVAL

New Standards

Z39.30 (SC 36)--Single Copy Standard Order Form--Chairperson, Peter Jacobs, BroDart, Inc., 1609 Memorial Ave., Williamsport, PA 17701 (717 326-2461). Those casting the six negative votes on this proposed standard have been consulted about a revised draft which will then need to go for a rebalot.

STANDARDS BALLOTTED BUT NOT YET
SUBMITTED FOR APPROVAL (continued)

New Standards

Z39.38 (SC 5)--Romanization of Yiddish
--Chairperson, Herbert Zafren, Hebrew
Union College-Jewish Institute of Re-
ligion, 3101 Clifton Ave., Cincinnati,
OH 45220 (513 221-1875).

The resolution of the two negative
votes on this proposed standard may
require rebaloting.

Z39.32 (SC 33)--Bibliographic Entries
for Microfiche Headers--Chairperson,
Francis Spreitzer, Department of
Micrographics and Reprography, Uni-
versity of Southern California Li-
brary, University Park, Los Angeles,
CA 90007 (213 741-6077).

A revised draft has been rebaloted;
but the ANSI public review period
does not end until March 26, 1980.

Revised Standards

Z39.19-1974--Guidelines for Thesaurus
Structure, Construction, and Use--A
slight revision prepared by Madeline
Henderson, a member of the original
subcommittee, was sent to Z39 members
who voted yes or abstained on a ballot
of reaffirmation for a confirmation of
their previous vote. The standard is
now being prepared for submission to
ANSI/BSR.

Z39.22-1974--Proof Corrections--
Balloting is nearly completed on a
slight revision prepared by Bruce
Young of University of Chicago Press
(5801 S. Ennis St., Chicago, IL
60637 312 753-3336), a member of
the subcommittee which developed
the 1974 published standard. The
ANSI public review period on this
revision ends on February 12, 1980.

Z39.23-1974--Technical Report Number
(STRN)--A ballot on reaffirmation re-
sulted in two negative votes. Eleanor
Aronson of the National Technical In-
formation Service, 5285 Port Royal Rd.,
Springfield, VA 22161 (703 557-4744),
is working on a revision. NTIS is the
administering agency for this standard.

1974 STANDARDS BEING REVISED
BUT NOT YET BALLOTTED

Five Z39 standards published in 1974
are in process of revision but have
not yet reached the balloting stage.
Their status is as follows:

Z39.7-1974--Library Statistics (SC 7)
--Chairperson, Katherine Emerson,
The Library, University of Massachu-
setts, Amherst, MA 01002 (413 544-2780).
This subcommittee held another meeting
at ALA Midwinter in January. Comple-
tion of a revision for balloting is
expected before the end of the year.

Z39.5-1969(R1974)--Abbreviation of
Titles of Periodicals (SC A)--Chair-
person, Robert S. Tannehill, Jr.,
Library Manager, Chemical Abstracts
Service, P.O. Box 3012, Columbus, OH
43210 (614 421-6940).
The revision of this standard is a-
waiting the publication of a similar
ISO standard.

Z39.18-1974--Guidelines for Format
and Production of Scientific and
Technical Reports (SC P)--A new sub-
committee, chaired by Ms. Astor V.
Kane, National Technical Information
Service (mailing address: P.O. Box
1425, Springfield, VA 22151 703
557-4696), has been established to
revise this standard.

1974 STANDARDS BEING REVISED
BUT NOT YET BALLOTTED (continued)

Z39.20-1974--Criteria for Price Indexes for Library Materials--
(SC I) Chairperson, Fred C. Lynden, Asst. University Librarian for Technical Services, Brown University Library, Providence, RI 02912 (401 863-2162).

This subcommittee has had three meetings, the last at ALA Midwinter in January, and reports good progress on substantial revisions and additions. A spring meeting in New York City and another at the ALA annual meeting are planned with a draft of a revision scheduled for summer 1980.

Z39.4-1974--Basic Criteria for Indexes (SC K)--Chairperson, Jessica L. Milstead, 875 Marion Rd., Cheshire, CT 06410 (203 397-3893).

A draft is under consideration by members of the previous subcommittee; their reactions will be used in considering possible changes in subcommittee membership and in developing a program of work.

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

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).

SC 42 -- Serial Claim Form -- Chairperson, Lois Upham, School of Library and Information Science, North Texas University, Denton, TX 76203 (817 788-2078). A new draft has been distributed to Z39 members for comment.

Dept Z39
American National Standards Institute, Inc
1430 Broadway, New York, N.Y. 10018

SALES POLICIES

Minimum Order: \$5.00 plus Shipping-Handling Charge

Company Members

Company Members of ANSI are entitled to a 33-1/3% reduction only on standards published by the Institute (identified †) provided the total cost of the publications is \$7.50 or more prior to applying the discount. ANSI will waive the Shipping-Handling Charge on all prepaid orders. Purchase Orders requiring an invoice are acceptable but a Shipping-Handling Charge will be added to the cost of the publications.

Quantity or prepublication discounts for standards published by the Institute (identified †) may be larger than the 33-1/3%. Only one discount may be applied.

Nonmembers

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.

Methods of Payment

To accommodate our customers and eliminate individual check-writing, we have available the following methods of payment:

ANSI Deposit Accounts — Minimum deposit \$500. Monthly statements are sent showing current balance. Itemized packing list showing prices and Shipping-Handling Charge included with each order. For more information regarding deposit accounts write to: ANSI Accounting Department.

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.

Shipping-Handling Charge

Value of Order	Charge
5.00 to 9.99	\$2.00
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.

STATUS OF WORK IN OTHER LETTER DESIGNATED SUBCOMMITTEES

- SC B--Standard Form for Copyright Transfer--Chairperson, Ben H. Weil, Senior Staff Advisor, Exxon Research & Engineering Company, P.O. Box 51, Linden, NJ 07036 (201 474-2030).
This subcommittee has been dissolved because of legal objections which were discussed with ANSI legal counsel and could not be resolved.
- SC C--Language Codes--Chairperson, Lillian Kozuma, Cataloging Section Head, National Library of Medicine, 8600 Rockville Pike, Bethesda, MD 20014 (301 496-5497).
This standard will provide a standardized code for libraries, information services, and publishers to use to indicate language in the exchange of information. Language codes are required for languages in which documents are written and in which document handling records (order records, bibliographic records, etc.) may be created. Publishers, libraries and information services will be able to use this code to indicate the language of publications. In the international exchange of records, a code is required to indicate the language of records. The Library of Congress Revised List of Language and Language Codes provides the starting point for the development of this standard.
- SC D--Computer-to-Computer Protocol--Chairperson, David C. Hartman, Network Development Office, Library of Congress, Washington, D.C. 20540 (202 282-5137).
Subcommittee D met for the first time October 19, 1979 in Washington, D.C. At that meeting discussion centered around the scope of "application level" protocols, the ANSI/ISO Open System Interconnection Reference Model and its relation to the NCLIS/NBS Protocol, and the working logistics of the subcommittee. It was felt that several applications protocols handling specific functions would develop. The subcommittee discussed certain applications for which well defined protocols should be investigated such as the interface between circulation systems and a large bibliographic utility or an information service and a cataloging system. Since the October meeting, members of the subcommittee have met with ARINC to discuss the application protocols used between on-line reservations systems and the National Bureau of Standards on current work in protocol development. SC members have also begun work on defining aspects of application that might be standardized and implementation tests. The next meeting is planned for January 29, 1980 in Columbus, Ohio. At that meeting how implementations could be used to develop standard protocols as well as results of current work will be discussed.
- SC E--Serial Holdings Statement at the Detailed Level--Chairperson, Susan Brynteson, Director, University of Delaware Library, Newark, DE 19711 (302 738-2231).
Subcommittee E is currently gathering data from various groups and individuals who have had experience with a notation system for detailed serial holdings. The SC will next meet and evaluate the results of the survey on January 20, 1980. Following a schedule of meetings for the first half of 1980, it is hoped that a possible draft standard might be available for public perusal by the summer of 1980.

STATUS OF WORK IN OTHER LETTER DESIGNATED SUBCOMMITTEES (continued)

- SC F--Serial Publication Patterns--Chairperson, Ann Ekstrom, Director Library Services Division, OCLC, Inc., 1125 Kinnear Rd., Columbus, OH 43212 (614 486-3661).
At its first meeting, November 6, 1979, in Washington, D.C., Subcommittee F developed a committee purpose (charge) and worked on various definitions. The standard will be applicable to both machine-based and manual systems, but its primary thrust is the former. Committee assignments were made to solicit input and compile a bibliography of pertinent materials. Most work will be done by mail; no meetings are presently scheduled. The first draft is planned to be distributed to ANSC Z39 for comment in the fall of 1980.
- 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 Ave., Syracuse, NY 13210 (315 423-2911).
Subcommittee G first met in Alexandria, VA on November 14, 1979. The SC decided to concentrate on Terms and Symbols in Retrieval System commands. They will review the current status of commands in four functional areas: Operational control, Output control, Searching and Support. SC members will be looking at every function they can identify to see how the command should be represented, i.e. what term, what punctuation, what spelling. If time permits they will look into responses from the system and protocols order, and the nesting of commands. The SC met again on January 7, 1980.
- 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).
Subcommittee membership has been finalized. The first subcommittee meeting is tentatively set for early 1980 in Washington, D.C. The SC expects to define its charge and begin preliminary work on that charge.
- SC J--Bibliographic Data Source File Identification--Chairperson, John G. Mulvihill, Manager, GeoRef, American Geological Institute, 5205 Leesburg Pike, Falls Church, VA 22041 (703 379-2480).
Subcommittee J met for the first time November 13, 1979. Substantial agreement was reached that the standard should call for inclusion of the following information in each bibliographic record which might be transferred to another database: name of the source data, record ID in the source data base, and date record was added to the source. Subsequent data bases receiving the record would add to the record similar information for their data bases.

STATUS OF WORK IN OTHER LETTER DESIGNATED SUBCOMMITTEES (continued)

SC L--Transliteration--Chairperson, Charles Husbands, Harvard University Library, Cambridge, MA 02138 (617 830-3724).

The Subcommittee scope is the development of transliteration tables between languages using non-Roman alphabets and the Roman alphabet, with concentration on machine-convertible tables. Principles will be established to govern the development of a family of machine-convertible tables and will develop such of these tables as are within the competence of the SC members. The SC will later recommend the establishment of, and work with, additional subcommittees set up to deal with other non-Roman languages.

SC M--Serial Publication Page Margins--Chairperson, Larry X. Besant, Assistant Director, The Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210 (614 422-6152).

No activity reported.

SC N--Coded Character Sets for Bibliographic Information Interchange--Chairperson, Charles T. Payne, University of Chicago Library, Chicago, IL 60637 (312 753-2908).

The subcommittee scope is the development of coded character sets to be used in the interchange of bibliographic data. Basic graphic character sets that are already standards (e.g. ASCII) will be augmented with extension sets (e.g. Latin), while other basic sets will need to be developed (e.g. Greek). Characters required for the description of bibliographic items will determine the extent of the sets. The work of the SC will build on the character sets standards that have been developed by ISO, taking into account current U.S. "standards" such as the ALA extended Latin set.

SC O--Library Item and Patron Identification Code--Chairperson, Howard Harris, Maryland State Board for Higher Education, 16 Francis, Annapolis, MD 21401 (301 269-2971).

No activity reported.

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