

Voice of Z39

News About Library, Information Science, and Publishing Standards

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CHAIRMAN'S MESSAGE

As the new chair of Z39, I am happy to report that the decision made by member organizations to shift to a self-supporting method of financing Z39 seems to be a success. As of the end of May, 27 member organizations had paid Participating Member Service Fees in whole or in part, totalling \$32,100 and an additional four members had pledged \$15,750, making a total of \$47,850 paid and pledged in 1981. This compares with \$48,725 received from comparable sources in 1980, including \$44,000 from the three major funding agencies: the Council on Library Resources (\$29,000), NCLIS (\$10,000), and ALA (\$5,000). A list of the organizations paying and pledging in 1981 appears elsewhere in this issue of the Voice. We expect payments from others as well. Already we have enough on hand and pledged to carry Z39 through the balance of 1981 and perhaps have a small carryover for 1982.

The experience thus far is particularly encouraging in light of the fact that the Participating Member Service Fees are on a voluntary basis in 1981. The Finance Committee and the Executive Council will consider, later in the year, whether some adjustments in the five category fee schedule are possible and desirable.

I wish to thank all of those who have participated in this change over of financing method and especially my

fellow members of the expanded Z39 Finance Committee who concentrated their efforts on this problem throughout 1980. They include: John Corrigan, Chairman; John Lorenz, Vice-Chairman and Treasurer; Bob Asleson, Toni Bearman, Sam Beatty, Dave Bender, John Creps Jr., Bob Frase, Joanne Harrar, Al Trezza, Bob Wedgeworth and Jim Wood.

Now that our finances look better, we can concentrate our efforts on developing and revising standards and encouraging their more widespread use.

-- PAT BERGER

TWO STANDARDS PUBLISHED

The following two standards were published in May 1981:

Z39.32-1981--American National Standard for Information on Microfiche Headings, \$4.75.

Z39.26-1981--American National Standard for Advertising of Micropublications, \$3.75. (Rev.)

These two standards carry the International Standard Serial Number, ISSN: 0276-0762. (See the top of page 19 in this issue on the assignment of an ISSN to the Z39 standards monographic series and standing orders for Z39 standards).

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NEW Z39 MEMBER

The Pennsylvania Library Network (PALINET) has become a full voting member of Z39; Elizabeth Ann Breedlove, Head, Library Technical Services, New Jersey State Library, 185 W. State St., Trenton, NJ 08625 is the voting representative.

NEW INFORMATION MEMBERS

Since the last list of Z39 Information Members was published in the October 1980 issue, the following organizations have become Information Members:

- New York State Library
- Duke University
- Stanford University
- GPO Library
- Philadelphia College of Pharmacy & Science
- Tompson & Rutter, Inc.
- EPA Library
- R. R. Donnelley & Sons Co.

Z39 1981 ANNUAL MEETING

American National Standards Committee Z39 held its annual meeting at the Library of Congress April 30, 1981. Reports were made on the election of officers, the status of work of Z39 subcommittees, and on finances, membership, publicity, and international affairs. Most of these developments were reported in the April issue of the Voice, which was released at the end of the annual meeting, or are reported in this issue. A report on the annual meeting was scheduled to appear in a June 1981 issue of the Library of Congress Information Bulletin. The 1982 annual meeting of Z39 will be held at the Library of Congress in late April or early May.

ARTICLES ON Z39

Two articles on Z39 appear in current yearbooks: one by James L. Wood in the ALA Yearbook, 1980 and the other, which also covers ISO Technical Committee 46: Documentation, by James L. Wood and Robert W. Frase, in the Bowker Annual on Library and Book Trade Information, 1981.

Z39 FINANCES

The following 27 member organizations have already paid the 1981 Z39 Participating Member Service Fee or in a few cases have made a lesser contribution:

- AMIGOS Bibliographic Council
- Amer. Chemical Society
- Amer. Institute of Physics
- Amer. Society of Indexers
- Amer. Theological Library Assn.
- Assn. of Research Libraries
- ASIDIC
- Catholic Library Assn.
- Council of Biology Editors
- CNLIA
- Engin. Societies Library
- F. W. Faxon Company
- INCOLSA
- Library Binding Institute
- Library of Congress
- Medical Library Assn.
- NBS, Library Division
- NFAIS
- Natl. Library of Medicine
- OCLC, Inc.
- OHIONET
- PALINET
- Pittsburgh Reg. Libr. Center
- Soc. for Scholarly Publishing
- Soc. for Technical Information
- Special Libraries Assn.
- NTIS

The following four member organizations have made pledges to pay the Participating Member Service Fee in 1981:

- Amer. Library Assn.
- Amer. Society for Information Science
- Assn. of Amer. Publishers
- Natl. Commission on Libraries and Information Science

TWO HONORARY MEMBERS

The Z39 Executive Council has appointed the first two honorary members for outstanding contributions to national or international standards development as authorized by a new provision of the Z39 Bylaws. They are Dr. Jerrold Orne, Z39 Chairman from 1965 to 1978, and Mrs. Anne J. Richter, who served as Vice-Chair of Z39 and chair of several subcommittees while with the R. R. Bowker Company.

STATUS OF WORK IN SUBCOMMITTEES

(NOTE: Titles, addresses and phone numbers of subcommittee chairs have been eliminated because of space problems. They remain unchanged from the April 1981 issue).

SC 7 -- Library Statistics, Chair, Katherine Emerson.

A revision of Z39.7-1974 is being typed for a letter ballot.

SC 36 -- Standard Order Forms, Chair, Peter Jacobs.

Order Form for Single Titles of Library Materials. Reballoting closed on May 19, 1981, with three negative votes which are in process of resolution. The ANSI public review period closes July 15, 1981.

Order Form for Multiple Titles of Library Materials. Work on this standard will follow approval of the single title order form.

SC 42 -- Serial Claim Form, Chair, Lois N. Upham.

A revised draft has been submitted for ANSI editorial advice prior to balloting.

SC A -- Abbreviation of Periodical Titles, Chair, Robert S. Tannehill, Jr.

Revision of Z39.5-1969(R 1974). If revision of the related ISO 4 is substantially further delayed, Z39.5 may be balloted for reaffirmation.

SC C -- Language Codes, Chair, Arlene Schwartz.

The first meeting of the reorganized subcommittee was held in June.

SC D -- Computer-to-Computer Protocol, Chair, David Hartmann.

The subcommittee is exploring at what level to establish the protocol. Much of the work suggested in the 1977 NBS/NCLIS report is being done by American National Standards Committee X-3 and the National Bureau of Standards. Contact is being maintained with Subcommittee G on a common command language and a major Canadian effort to develop computer-to-computer protocols.

SC E -- Serial Holdings Statements, Detailed Level, Chair, Susan Brynteson.

The subcommittee met on April 21 to review the comments and suggestions in the transcript of the public meeting held on the draft during the ALA Midwinter Conference in Washington.

SC F -- Serial Publication Patterns, Chair, Gerald Lowell.

The subcommittee met on April 28 and decided to ask advice from the Z39 Program Committee on the practicality of the draft on which it has been working. It may be that this standard should be delayed until the standard on serial holdings statements at the detailed level has been completed.

SC G -- Terms and Symbols Used in Form Functional Areas of Interactive Retrieval Systems, Chair, Pauline Atherton Cochrane.

The subcommittee is expecting to have a draft for comment or a vote by Z39 members this fall.

SC H --- Patent Data Element Identification and Application Numbering, Chair, Philip J. Pollick.

The subcommittee is completing a draft of the patent data element identification standard. Work on the application numbering standard will follow.

STATUS OF WORK OF SUBCOMMITTEES (continued)

- SC I -- Price Indexes for Library Materials, Chair, Fred C. Lynden.
Revision of Z39.20-1974. The subcommittee met in late May and will meet again at the ALA Annual Conference in San Francisco in late June. The final draft for balloting will be prepared after the ALA meeting.
- SC J -- Bibliographic Data Source File Identification, Chair, John G. Mulvihill.
The subcommittee chair has asked to be relieved but will continue on the subcommittee.
- SC K -- Basic Criteria for Indexes, Chair, Jessica Milstead.
Revision of Z39.4-1974. A final draft for balloting in Z39 is nearing completion.
- SC L -- Romanization, Chair, Charles W. Husbands.
No change in the status reported in the April 1981 Voice on p. 11.
- SC M -- Serial Publication Page Margins.
The subcommittee was merged into Subcommittee Q.
- SC N -- Coded Character Sets for Bibliographic Information Interchange, Co-Chairs, Charles T. Payne and Sally H. McCallum.
The subcommittee is developing a standard for the extended Latin alphabet and will next proceed to develop standards for Cyrillic, Arabic, Hebrew, and Greek. Liaison is being maintained with Subcommittee L, Romanization.
- SC O -- Library Item and Patron Identification Code, Chair, Howard Harris.
The subcommittee will shortly review a Harris report to the Council on Library Resources. The subcommittee scope may be changed to include consideration of a standard library identification number.
- SC P -- Format and Production of Scientific and Technical Reports, Chair, Astor Kane.
Revision of Z39.18-1974. Reballoting on the revision closed May 19, 1981, with two negative votes which require resolution. The ANSI public review period ends July 15, 1981.
- SC Q -- Periodicals: Format and Arrangement, Chair, Seldon W. Terrant.
Revision of Z39.1-1977. The second meeting of the subcommittee was held in Washington on June 22.
- SC R -- Environmental Conditions for Storage of Paper Based Library Holdings, Chair, Paul N. Banks.
The subcommittee is in the process of formation. An application has been made for supporting funds from the National Endowment for the Humanities.

STANDING ORDERS FOR THE Z39 SERIES ISSN: 0276-0762

The National Serials Data Program at the Library of Congress has assigned the ISSN 0276-0762 to Z39 standards as a monographic series. The first two standards carrying this ISSN were published in May (see page 15 of this issue). In these first two standards the ISSN was printed on the back cover instead of a more appropriate place and the series statement is not contained in the CIP data printed in the standard. Changes in these two respects will be made in the printing of future Z39 standards.

In connection with the assignment of an ISSN to Z39 standards, ANSI will accept standing orders for the series and provide a discount to public libraries and educational institutions for complete sets of Z39 standards and individual standards ordered to fill out sets. On page 21 of this issue there is a revised ordering form including provision for standing orders. When the ANSI sales brochure for Z39 standards is next revised, these new provisions will be included. It should be noted that the following gaps appear in the numbered series: Z39.3, 17, 28, 30, 36 and 38. Of these, Z39.30, Single Title Order Form, and Z39.38, Romanization of Yiddish, are in process of approval.

Z39 PUBLISHED STANDARDS

- ** **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 American National Standards: Code for Information Interchange, X3.4-1977; Recorded Magnetic Tape for Information Interchange, X3.22-1973, X3.39-1973, and X3.54-1976; 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.
- 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, off-prints, 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 bibliographic 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.
- Z39.13-1979 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.
- Z39.14-1979 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 decide whether they need to read the document in its entirety. This new

R = reaffirmed.

** = published standards in process of revision

revision incorporates helpful changes and additions from the International Standard on Abstracts for Publications and Documentation, ISO 214-1976.

- ***Z39.15-1980 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.
- Z39.16-1979 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.
- ** **Z39.18-1974 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.
- ***Z39.19-1980 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.
- ** **Z39.20-1974 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.
- ***Z39.21-1980 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.
- ***Z39.22-1981 Proof Corrections, \$5.75.** 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.
- ** **Z39.23-1974 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.
- Z39.24-1976 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.
- Z39.25-1975 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.
- ***Z39.26-1981 Advertising of Micropublications, \$3.75.** This standard, for the advertising of microform publications, 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.
- Z39.27-1976 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.
- Z39.29-1977 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.

- Z39.31-1976 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.
- ***Z39.32-1981 Information on Microfiche Headings, \$4.75.** Provides micropublishers and other microfiche users with a set of specifications as to the categories of information to be included in headings. This standard recommends further categories of information that may be given when they apply and space permits.
- Z39.33-1977 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 user-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. Romanization 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, non-paid, 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.
- ***Z39.41-1979 Book Spine Formats, \$3.50.** Specifies the information which should be shown on the spine of a book and the manner in which it should be displayed, so that designers and publishers can produce spine formats that will facilitate the locating of books by librarians, scholars, and others. The standard also includes rules for the use of edge-titles.
- ***Z39.42-1980 Serial Holdings Statements at the Summary Level, \$5.50.** Establishes rules and punctuation for preparing consistent, standard-

*These standards include Library of Congress Cataloging in Publication Data.

** = published standard in process of revision

ized records of the bibliographic units of serials located at a particular library or institution. Such serial holdings statements will be at the summary (i.e. least specific) level of detail. Sets forth guidelines for such summaries at three levels of specificity: level 1 identifies the serial and the holding institution; level 2 adds coded data on completeness of holdings, local notes, and acquisition status; level 3 adds enumeration (e.g. volume number) and chronology information. Identifies specific data areas, data elements, and punctuation, and provides

guidance on formatting and displaying data elements. Includes a glossary and two appendixes providing examples of optional reporting and display formats.

***Z39.43-1980 Identification Code for the Book Industry, \$3.50.**

Provides a unique numeric identification for each address of each organization, in or served by the book industry, that is engaged in repetitive transactions with other members of this group, in order to facilitate communications among them.

Minimum Order: \$5.00 plus Shipping-Handling Charge

Company Members

Company Members of ANSI are entitled to a 33-1/3% reduction on all standards listed in this pamphlet 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 the standards listed herein 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:

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information regarding deposit accounts write to: ANSI Accounting Department.

Coupon Books — Books 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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50.00 to 74.99	5.00
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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.

FREE BINDER

House your Z39 standards in a free binder, provided by ANSI with each purchase of the Z39 package. This attractive binder (3-post, telescopic, with removable transfer bar) normally sells for \$10.00. Compound your savings. Take advantage of ANSI's special offer: the highly discounted set of Z39 standards plus the free binder.

Order Form

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

Please send me _____ Z39 package(s) with a free binder @ \$ _____
\$95.00 member price (includes ANSI company member (price)
\$145.00 nonmember price discount).

Please enter a standing order for all new and revised American National Standards in the Z39 series (ISSN 0276-0762), to be shipped automatically with an invoice. (A 20% discount applies on standing orders by public libraries, or educational institutions, to keep complete sets on a current basis.)

Please send me the following individual standards in the quantity indicated:

___ Z39.1-1977	\$ 4.50	___ Z39.11-1972	\$ 4.00	___ Z39.21-1980	\$ 3.50	___ Z39.32-1981	\$ 4.75
___ Z39.2-1979	\$ 4.00	___ Z39.12-1972	\$ 3.50	___ Z39.22-1981	\$ 5.75*	___ Z39.33-1977	\$ 3.50
___ Z39.4-1968	\$ 4.00	___ Z39.13-1979	\$ 4.00	___ Z39.23-1974	\$ 3.50	___ Z39.34-1977	\$ 5.00
___ Z39.5-1969	\$ 4.00	___ Z39.14-1979	\$ 4.50	___ Z39.24-1976	\$ 4.00	___ Z39.35-1979	\$ 4.50
___ Z39.6-1965	\$ 3.50	___ Z39.15-1980	\$ 3.50	___ Z39.25-1975	\$ 4.50	___ Z39.37-1979	\$ 3.50
___ Z39.7-1968	\$ 6.50	___ Z39.16-1979	\$ 4.50	___ Z39.26-1981	\$ 3.75	___ Z39.39-1979	\$ 3.50
___ Z39.8-1977	\$ 4.00	___ Z39.18-1974	\$ 4.50	___ Z39.27-1976	\$ 2.00	___ Z39.40-1979	\$ 3.50
___ Z39.9-1979	\$ 3.50	___ Z39.19-1980	\$ 5.00	___ Z39.29-1977	\$12.75	___ Z39.41-1979	\$ 3.50
___ Z39.10-1971	\$ 4.00	___ Z39.20-1974	\$ 4.00	___ Z39.31-1976	\$ 4.00	___ Z39.42-1980	\$ 5.50
						___ Z39.43-1980	\$ 3.50

*In production; estimated availability is spring 1981.

Company members' discount applies on all standards listed.

Prices subject to change without notice.

Name _____

Company _____

Order No.
or Reference _____

Title _____

Street _____

City _____ State _____ Zip _____

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