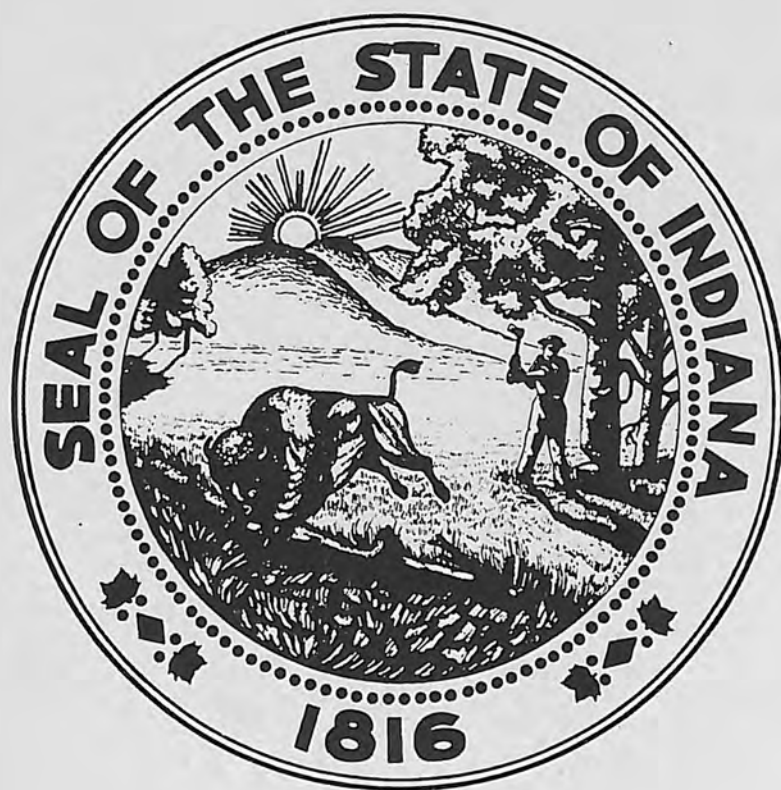


INDIANA LIBRARIES

Volume 11, Number 1 & 2

1992



Journal of the
Indiana Library Federation
and Indiana State Library

INDIANA LIBRARIES

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INDIANA LIBRARIES

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Government Publications and Information**

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INTRODUCTION

This special issue of *Indiana Libraries* is intended as a handbook of useful information about government publications at all levels for librarians working primarily in Indiana libraries. This issue is a project of the Indiana State Library Advisory Council's Subcommittee on Government Publications and Information.

The emphasis of the issue is on non-federal government publications since information about federal government information and publications is readily available in a variety of published sources. Harriet Cohen details many of these sources in her article. A standard help in this area is the recently-revised *Introduction to United State Government Information Sources* by Joe Morehead (Englewood, CO: Libraries Unlimited, 1992).

A secondary purpose of this issue is to emphasize the wealth of government information available from depository libraries. Unfortunately much government information goes unnoticed and underutilized by non-depository libraries in the state. In addition to the 35 federal depository libraries and fourteen state depository libraries in

Indiana, there are numerous other depositories for specialized government information. Among these are the extensive collections of foreign and international, state and local publications at Indiana University in Bloomington and the publications of the European Communities at the University of Notre Dame. Numerous U.S. Geological Survey map collections are available. Especially notable collections are those at the Allen County Public Library, the Ball State University Bracken Library, the Indiana University Geology and Map Library in Bloomington and the Indiana State Library. Purdue University Engineering Library is a depository for some of the NTIS publications. The Indianapolis-Marion County Public Library is a full depository for U.S. patents. The Indiana State Library, including the State Data Center, is a primary resource for census information.

Above all this special issue emphasizes acquisition and reference use of government publications at all levels. More and more government information is available only in electronic format. At the state level this often means that the information is only available "on demand". But the federal government is moving

quickly, albeit cautiously, to develop means of distributing information electronically. For two years the U.S. Government Printing Office has been distributing information to depository libraries in CD-ROM and floppy diskette formats. In September 1992, GPO began coordinating the access to online bulletin boards for several agencies.

Governments at all levels provide a wide variety of information requested by library users, from information and reports on current topics of the day to information about the government's organization and activities. We hope this special issue of *Indiana Libraries* will help make that information more accessible to all.

Judith Violette,
Guest Editor

1993 DIRECTORY OF FEDERAL DEPOSITORY LIBRARIES AND LIBRARIANS IN INDIANA

Doug Conrads
Serials/Document Catalog librarian
Catalog Division
Indiana State Library

This directory follows the format designed by the Government Documents Roundtable of the American Library Association. It includes the following information as provided by the institution:

Name of institution (depository number)
Address
Telephone number for documents
FAX telephone number:
E-mail address:
Collects: Categories of documents collected (federal, state, foreign national, and international)
Depository for:
Staff: Name and title of librarian(s) or person(s) responsible for U.S. federal depository collection and/or other document collections.

Abbreviations Used:

A. Size of Collection

ltd. = Limited to less than
25- 30% of documents
available
mod. = Moderate or approximately
30-70% of documents
available
ext. = Extensive or nearly all
documents offered or issued.

B. State

IN = Indiana
IL = Illinois
KY = Kentucky
MI = Michigan
OH = Ohio
NY = New York

C. International Organizations

UN = United Nations
UNCTAD = United Nations
Conference on Trade and

- Development
 UNIDO = United Nations
 Industrial Development
 Organization
 UNICEF = United Nations
 Children's Fund
 ILO = International Labor
 Organization
 FAO = Food and Agriculture
 Organization
 UNESCO = United Nations
 Educational, Scientific and
 Cultural Organization
 WHO = World Health
 Organization
 IBRD = International Bank
 for Reconstruction and
 Development (World Bank)
 GATT = General Agreement
 on Tariffs and Trade
 NATO = North Atlantic
 Treaty Organization
 OAS = Organization of
 American States
 OECD = Organization of
 Economic Cooperation and
 Development
 OPEC = Organization of
 Petroleum Exporting
 Countries
 CARICOM = Caribbean
 Community
- D. Depository for:**
 GPO = Government Printing
 Office
 USGS = United States
 Geological Survey
 DMA = Defense Mapping
 Agency
 NOAA = National Oceanic
 and Atmospheric
 Administration
 AACDA = Arms Control
 and Disarmament Agency
 (See also abbreviations of
 international organizations
 and state abbreviations)
- 1992 DIRECTORY OF
 FEDERAL DEPOSITORY
 LIBRARIES AND LIBRARIANS
 IN INDIANA** (Revised 12/92).
- ALLEN COUNTY PUBLIC
 LIBRARY (177)**
 Business & Technology Dept.
 900 Webster St.
 P.O. Box 2270
 Fort Wayne, IN 46801-2270
 (219) 424-7241 x 2286
 FAX: (219) 422-9688
Collects: federal (ext.); state (IN);
 local (Ft. Wayne area) incl. census,
 law library
Depository for: GPO (1896); USGS
 maps; IN and Midwest (1974)
Staff: Susan Mungovan; Gary
 Conklin

**ANDERSON PUBLIC
LIBRARY (170A)**

111 E. 12th St.

Anderson, IN 46016

(317) 641-2456

FAX: (317) 641-3851

Collects: federal (ltd.); state (IN,ltd.)

Depository for: USGS-IN GPO
(1983)

Staff: John Autio (government
publications coordinator)

ANDERSON UNIVERSITY (178)

Robert A. Nicholson Library

East 3rd St.

Anderson, IN 46012-3462

(317) 641-4275

FAX: (317) 641-3851

Collects: federal (ltd.)

Depository for: GPO (1964)

Staff: Trish Janutolo (periodicals &
documents librarian)

BALL STATE UNIVERSITY (180)

A.M. Bracken Library

Government Publications Service

Muncie, IN 47306-0160

(317) 285-1110

FAX: (317) 285-5351

E-mail address:

DLCALVIN@BSUVAX.BITNET

Collects: federal (ext.); state
(IN); local (Muncie & Dela-
ware County); also collects
ERIC, census

Depository for: GPO (1959); USGS
maps (1977); DMA maps; IN (1975)

Staff: Diane Calvin (government
publications librarian)

BUTLER UNIVERSITY (184A)

Irwin Library

4600 Sunset Ave.

Indianapolis, IN 46208

(317) 283-9236

FAX: (317) 283-9711

E-mail address:

RUSA@BUTLERU.BITNET

Collects: federal (ltd.)

Depository for: GPO (1965)

Staff: Karl E. Rusa (documents
librarian); Joan Lewis (associate)

DEPAUW UNIVERSITY (172)

Roy O. West Library

400 S. College Ave.

Greencastle, IN 46135-1641

(317) 658-4424 or (317) 658-4420

FAX: (317) 658-4445

E-mail Address:

CBEAN@DEPAUW.BITNET

Collects: Federal (mod.); state (IN,
ltd.); local (Greencastle & Putnam
County - historical)

Depository for: GPO (1879); USGS
maps

Staff: Claudia Ruediger (documents
librarian); Cathie Bean (documents
assistant)

EARLHAM COLLEGE (180A)

Lilly Library

Richmond, IN 47374

(317) 983-1404

FAX: (317) 983-1304

Collects: federal (mod.); state (IN, ltd.)

Depository for: GPO (1964); USGS maps

Staff: Leo Chang (public services librarian)

EVANSVILLE-VANDEBURGH COUNTY PUBLIC LIBRARY (181)

Adult Information Dept.

22 S.E. Fifth St.

Evansville, IN 47708-1694

(812) 428-8218

FAX: (812) 422-4718

Collects: federal (mod.); state (IN); local (Evansville, ltd.)

Depository for: GPO (1928); IN (1974)

Staff: Anita Tyner (federal documents librarian); Marilyn Wilkerson (state documents)

FRANKLIN COLLEGE (172B)

Franklin College Library

Documents Dept.

501 E. Monroe St.

Franklin, IN 46131

(317) 738-8160

FAX: (317) 736-6030

Collects: federal (ltd.); state (IN, ltd.)

Depository for: GPO (1976)

Staff: Vicco von Stralendorff,

Director

GARY PUBLIC LIBRARY (174)

220 W. 5th Ave.

Gary, IN 46402-1270

(219) 886-2484

FAX: (219) 882-9528

Collects: federal (mod.); state (several states, mostly MI, IL, OH & IN); local (Lake County)

Depository for: GPO (1943)

Staff: Darryl A. Scott

HAMMOND PUBLIC LIBRARY (174A)

564 State St.

Hammond, IN 46320

(219) 931-5100 x 241

FAX: (219) 931-3474

Collects: federal (mod.); state (IN); local (Lake County area) incl. census (US, IL & IN mostly)

Depository for: GPO (1964)

Staff: Alene Cross (documents librarian)

HANOVER COLLEGE (182)

Duggan Library

P.O. Box 287

Hanover, IN 47243-0287

(812) 866-7164

FAX: (812) 866-7172

Collects: federal (ext.); state (IN, ltd.)

Depository for: GPO (1892)

Staff: Dennis Kovener (assistant librarian-archives, periodicals, and documents); Grace Ireland (library assistant)

HUNTINGTON COLLEGE (178A)

Richlyn Library

Government Documents Dept.

2303 College Ave.

Huntington, IN 46750-1299

(219) 356-6000 x 1062

FAX: (219) 356-7359

Collects: federal (ltd.)

Depository for: GPO (1964)

Staff: Randy L. Neuman (assistant director of library services)

INDIANA STATE LIBRARY

(REGIONAL) (170)

140 N. Senate Ave.

Indianapolis, IN 46204-2296

(317) 232-3686 (Catalog Division)

(317) 232-3679 (Reference/Government Services Division)

(317) 232-3733 (State Census Data Center)

FAX: (317) 232-3728

E-mail address:

OAWN7U@IRISHMVS.BITNET

Collects: federal (ext.); state (IN, OH, KY, MI, IL, NY, ext.; all other states, ltd.); local (IN cities)

Depository for: GPO (1850's); USGS maps; IN; OH; KY; MI; IL;

NY

Staff: Doug Conrads (serials/document catalog librarian, Catalog Division); Larry Hathaway (head, Reference/Government Services Division); David Lewis (reference librarian, Indiana state documents, Indiana Division)

INDIANA STATE UNIVERSITY (179A)

Cunningham Memorial Library

Terre Haute, IN 47809

(812) 237-2629

FAX: (812) 237-2567

E-mail Address: LIBLYLE@INDST

Collects: federal (ext.); state (IN mostly); int'l (UN, FAO, UNESCO, WHO); also ERIC

Depository for: GPO (1906);

ACDA; USGS (geog. dept.) maps (1974)

Staff: Jack W. Lyle (documents librarian)

INDIANA SUPREME COURT (171A)

Law Library

State House, Room 316

Indianapolis, IN 46204-2788

(317) 232-2557

FAX: (317) 232-8372

Collects: federal (limited to legal materials); state (limited to legal publications of all states)

Depository for: GPO (1975)

Staff: Constance Matts (librarian)

INDIANA UNIVERSITY (173)

Library

Documents Dept.

10th & Jordan

Bloomington, IN 47405-1801

(812) 855-6924

FAX: (812) 855-3460

E-mailAddress:

DAVISON@IUBACS.BITNET;

DAVISON@UCS.INDIANA.EDU

(Internet)

Collects: federal (ext.); state ((IN, ext.; all other states, ltd.); local (Indianapolis, Bloomington, Monroe County, ext.; other IN cities, ltd.)

foreign national (ext.); international (ext.) UN, UNCTAD, UNIDO, UNICEF, economic commissions, ILO, FAO, UNESCO, WHO, IBRD, GATT, Council of Europe, East African Community, NATO, OAS, OECD, OPEC, CARICOM, Commonwealth Secretariat

Depository for: GPO (1881); USGS maps (Geology Library); DMA maps (1946); NOAA maps (1970); IN (1974) UN; European Communities (1963)

Staff: Alice Wickizer (head, Documents Dept); Ruth Davison (federal documents); Andrea Singer (state & local documents); Marian Shaaban (in-

ternational); Gloria Westfall (foreign national documents)

INDIANA UNIVERSITY SCHOOL OF LAW (177B)

Library

3rd & Indiana Ave.

Bloomington, IN 47405-1001

(812) 855-9666

FAX: (812) 855-7099

Collects: federal (ltd., mostly law & Congress)

Depository for: GPO (1978)

Staff: Marianne Mason (documents librarian)

INDIANA UNIVERSITY SCHOOL OF LAW—INDIANAPOLIS (184B)

Library

735 W. New York St.

Indianapolis, IN 46202-5194

(317) 274-1932

FAX: (317) 274-8825

Collects: federal (ltd.); state (legal-related documents from all states); local (Marion Co.); foreign national (Great Britain and all commonwealth countries); international

Depository for: GPO (1967); UN (1977); OAS (1975)

Staff: Carolyn Everett (documents assistant)

**INDIANA UNIVERSITY AT
KOKOMO (173A)**

Library

2300 S. Washington St.

P.O. Box 9003

Kokomo, IN 46904-9003

(317) 455-9265

FAX: (317) 455-9276

E-mail Address:

JCOON@UCS.INDIANA.EDU

(Internet) or

JCOON@IUBACS.BITNET

Collects: federal (ltd.) incl. census;

USGS maps

Staff: Jeffrey A. Coon (documents
librarian)

**INDIANA UNIVERSITY AT
SOUTH BEND (176A)**

Franklin D. Schurz Library

1700 Mishawaka Ave.

P.O. Box 7111

South Bend, IN 46634

(219) 237-4442

FAX: (219) 237-4472

E-mail Address:

FISHERL@IUBACS.BITNET

Collects: federal (mod.) incl. census

Depository for: GPO (1965)

Staff: Linda F. Fisher (head, govern-
ment publications)

**INDIANA UNIVERSITY—
NORTHWEST (172A)**

Library

Government Publications Dept.

3400 Broadway

Gary, IN 46408-1197

(219) 980-6946

FAX: (219) 980-6558

E-mail Address:

SUTHERLA@UCS.INDIANA.BITNET

Collects: federal (ltd.)

Depository for: GPO (1966); USGS
maps (1966)

Staff: Tim Sutherland (documents
librarian)

**INDIANA UNIVERSITY—
SOUTHEAST (181A)**

Library

4201 Grant Line Rd.

New Albany, IN 47150

(812) 941-2469

FAX: (812) 941-2493

Collects: federal (ltd.); state (IN &
KY, ltd.); int'l. (ltd., mostly UN,
UNESCO)

Depository for: GPO (1965); USGS
maps

Staff: Jacqueline Johnson

**INDIANA UNIVERSITY-PURDUE
UNIVERSITY AT FORT WAYNE
(177A)**

Helmke Library

2101 Coliseum Blvd. East
Fort Wayne, IN 46805-1499
(219) 481-6511
FAX: (219) 481-6500

E-mail Address:

VIOLETTE@IPFWCVAX.BITNET;
TRUESDEL@IPFWCVAX.BITNET

Collects: federal (mod.); state (IN, ext.); local (Ft. Wayne & Allen Co., ext.); census

Depository for: GPO (1965); USGS maps (1978)

Staff: Judith L. Violette (state and local documents); Cheryl Truesdell (federal documents); Dee Holliday (federal documents assistant)

**INDIANA UNIVERSITY-PURDUE
UNIVERSITY AT INDIANAPOLIS
(183B)**

University Library
815 W. Michigan St.
Indianapolis, IN 46202-5163
(317) 274-8337
FAX: (317) 274-0492

E-mail Address:

RHINTON@INDYCMS.BITNET

Collects: federal (mod.); state (IN, ltd.)

Depository for: GPO (1980);

Staff: Robert Hinton (acting head government documents); John P. Cooper (documents clerk)

**INDIANAPOLIS-MARION
COUNTY PUBLIC LIBRARY (184)**

Newspaper & Periodical Division
40 E. St. Clair
P.O. Box 211

Indianapolis, IN 46206-0211

(317) 269-1733

FAX: (317) 269-1768

Collects: federal (mod.); state (IN, ltd.); local (Marion Co., ltd.)

Depository for: GPO (1906)

Staff: Harriet Cohen (head, Newspaper & Periodical Division)

**MORRISSON-REEVES LIBRARY
(183)**

80 N. 6th St.

Richmond, IN 47374-3079

(317) 966-8291 x 27 or 28

FAX: (317) 962-1318

Collects: federal (ltd.); state (IN, mod.)

Depository for: GPO (1906); IN (1975)

Staff: Janice Fisher (federal documents); Marilyn Nobbe (state documents)

**MUNCIE PUBLIC LIBRARY
(183A)**

301 E. Jackson St.

Muncie, IN 47305 (317) 747-8200

FAX: (317) 747-8221

Collects: federal (mod.); state (IN,

ltd.); local (Muncie area); census

Depository for: GPO (1906)

Staff: Donna Catron (federal documents)

PURDUE UNIVERSITY (171)

Library - Documents

1530 Stewart Center

West Lafayette, IN 47907-1530

(317) 494-2837

FAX: (317) 494-9007

E-mail address:

ILMURDOG@MENTOR.CCPURDUE.EDU

(Internet)

Collects: federal (ext.); state (IN,

ltd.); foreign national (ltd.); int'l.

(ltd., mostly UN, UNESCO, and

FAO, also: RAND, in Engineering

Library NTIS (mod.)

Depository for: GPO (1907); USGS maps

Staff: J. Larry Murdock (documents coordinator)

ST. JOSEPH'S COLLEGE (175A)

Robinson Memorial Library - Documents Dept.

P.O. Box 990

Rensselaer, IN 47978

(219) 866-6189

FAX: (219) 866-4497

Collects: federal (ltd.) incl. census

Depository for: GPO (1964)

Staff: Jody Taylor (reference assistant librarian); Cheryl Witty (govern-

ment documents assistant)

UNIVERSITY OF NOTRE DAME (176)

Hesburgh Library

Document Center-Reference Dept.

Notre Dame, IN 46556-5629

(219) 239-5268 (219) 239-6043

FAX: (219) 239-6772

E-mail Address:

HAYES.2@ND.EDU (Internet)

Collects: federal (ext.); foreign

national (ltd.); international (UN,

ILO, UNESCO, OECD) also: RAND

Depository for: GPO (1883); USGS

maps; DMA maps; European Communities

Staff: Stephen M. Hayes (documents

librarian); Michael Lutes (assistant

documents librarian and night reference)

UNIVERSITY OF NOTRE DAME LAW SCHOOL (173B)

Kresge Law Library

P.O. Box 535

Notre Dame, IN 46556-0535

(219) 631-5922

FAX: (219) 631-6371

E-mail Address:

JTHOMAS@IRISHMVS.LL.ND.EDU

(Internet);

JTHOMAS@IRISHMVS.BITNET

Collects: federal (ltd.)

Depository for: GPO (1985)

Staff: Joseph W. Thomas

**UNIVERSITY OF SOUTHERN
INDIANA (182A)**

Library Services-Documents Dept.

8600 University Blvd.

Evansville, IN 47712-3595

(812) 464-1936

FAX: (812) 465-1693

E-mail Address: XXUSI3@INDST

Collects: federal (ltd.)

Depository for: GPO (1969)

Staff: Martha Niemeier (collection development librarian); Ruth Kissel (documents assistant)

VALPARAISO UNIVERSITY (175)

Moellering Memorial Library

Valparaiso, IN 46383-

(219) 464-5771

FAX: (219) 464-5792

Collects: federal (mod.); state (IN, mod.) incl. census

Depository for: GPO (1930); USGS maps (1950's); DMA maps (1950's); IN

Staff: Elmer Hess (documents/map librarian)

**VALPARAISO UNIVERSITY
SCHOOL OF LAW (171B)**

Law Library

Wesemann Hall

656 S. Greenwich St.

Valparaiso, IN 46383-6493

(219) 465-7866

FAX: (219) 465-7872

E-mail Address:

LAW.SGH@VALPO.BITNET

Collects: federal (ltd.); state (IN, law related)

Depository for: GPO (1978)

Staff: Sally Holterhoff (documents librarian)

WABASH COLLEGE (179)

Lilly Library

P.O. Box 352

Crawfordsville, IN 47933-0352

(317) 364-4361 (direct) (317) 362-1400 x 215

FAX: (317) 364-4295

Collects: federal (ltd.)

Depository for: GPO (1906)

Staff: Linda Petrie

#

DEPOSITORY LIBRARIES FOR INDIANA DOCUMENTS

BLOOMINGTON:

Indiana University Libraries
Documents Department
Tenth St. & Jordan Ave.
Bloomington, IN 47405
(812) 855-6924

COLUMBUS:

Bartholomew County Public Library
536 Fifth St.
Columbus, IN 47201
(812) 379-1255

EVANSVILLE:

Evansville-Vanderburgh County
Public Library
22 S. E. Fifth St.
Evansville, IN 47708-1694
(812) 428-8218

FORT WAYNE:

Allen County Public Library
900 Webster St.
PO Box 2270
Fort Wayne, IN 46801
(219) 424-7241

INDIANAPOLIS:

Indiana State Library
140 North Senate St.
Indianapolis, IN 46204-2296
(317) 232-5083

KOKOMO:

Kokomo Howard County Public
Library
220 N. Union St.
Kokomo, IN 46901-4614

MUNCIE:

Ball State University
Bracken Library
Muncie, IN 47306-0160
(317) 285-1110

NEW ALBANY:

New Albany Public Library
New Albany, IN

RICHMOND:

Morrisson-Reeves Public Library
80 N. 6th St.
Richmond, IN 47374-3079
(317) 966-8291 ex. 20

SOUTH BEND:

Saint Joseph County Public Library
304 S. Main St.
South Bend, IN 46601
(219) 282-4646

TERRE HAUTE:

Indiana State University
Cunningham Memorial Library
Terre Haute, IN 47809
(812) 237-2567

VALPARAISO:

Valparaiso University
Moellering Memorial Library
Valparaiso, IN 46383-9978
(219) 464-5364

WEST LAFAYETTE:

Purdue University
HSSE Library-Stewart Center
West Lafayette, IN 47907
(317) 494-2831

Indiana State Depository Law 4-23-7.1-25 Public documents; depository; copies

Sec. 25. In order that all public documents of the state of Indiana shall be preserved and made available for use of the citizens of the state, the state library is designed as the depository library for Indiana documents. The state library shall maintain a complete collection of all Indiana public documents. This collection shall be the official file of Indiana state documents. The state library shall establish a state document depository system by which copies of all public published by the state which are of general interest or use shall be deposited in designated depository libraries and shall distribute to other libraries copies of those public documents published by the state which are of greatest interest or use and for which a more general distribution is appropriate. As added by Acts 1981, P.L. 40, SEC.7.

4-23-7.1-26 Public documents and publications; copies from state agencies; depository requirements; exemptions

Sec. 26. (a) Subject to subsections (b) and (c), every state agency that issues public documents shall furnish the state library fifty (50) copies of all publications issued by them whether printed, mimeographed, or duplicated in any way, which are not issued solely for use within the issuing office. However, if the library requests, as many as twenty-five (25) additional copies of each public document shall be supplied.

(b) If other provision is made by law for the distribution of the session laws of the general assembly, the journals of the house and senate of the general assembly, the supreme court and court of appeals reports, or the publications of the Indiana historical bureau, any of the public documents for which distribution is provided are exempted from the depository requirements under subsection (a). However, two (2) copies of each document exempted under this subsection from the general depository

tory requirements shall be deposited with the state library.

(c) If a public document issued by an agency is published in the *Indiana Register* in full or in summary form, the agency is exempt from providing copies of the published public document to the state library under subsection

(a). However, the secretary of state shall provide to the state library two (2) copies of:

(1) every rule filed under IC 4-22-2-35, IC 4-22-2-37, or IC 4-22-2-38; and

(2) every incorporated matter required to be filed with the secretary of state under IC 4-22-2-21; and the originating agency shall provide to the state library two (2) copies of every public document (other than a rule provided by the secretary of state) that is published in the *Indiana Register*.

(d) Publications of the various school, colleges, divisions, and departments of the state universities and their regional campuses are exempt from the depository requirement under subsection (a). However, two (2) copies of each publication of these divisions shall be deposited in the state library.

(e) Publications of state

university presses, directives for internal administration, intraoffice and interoffice publications, and forms are completely exempt from all depository requirements. As added by Acts 1981, P.L. 40, SEC. 7. Amended by P.L. 31-1985, SEC.41.

4-23-7.1-27 State documents; copies; disposition; listing document exchange

Sec. 27. The library shall:

(a) Keep at least two (2) copies of each Indiana state document as permanent reference copies.

(b) Send two (2) copies of each Indiana state document to the Library of Congress excluding those where other provisions for distribution are made by law.

(c) Designate the four (4) state university libraries and certain selected Indiana public, school and college libraries in the several geographical sections of the state as secondary depository libraries to receive one (1) copy of the those Indiana state documents which are of general interest. Selection of secondary depository libraries shall be made by the state library, based upon a determination that the libraries selected will keep the documents readily accessible for use and will

render assistance for their use to qualified patrons without charge.

(d) Prepare and issue quarterly, complete lists of state issued documents, which were issued during the immediately preceding quarter.

These lists shall be cumulated and printed annually, at the end of each calendar year. Copies of these lists distributed by the state library to state departments and agencies, and to public and college libraries within the state.

(e) Set up a document exchange system with agencies in other states, in order that selected documents of various other states shall be available for use by the citizens of Indiana. As added by Acts 1981, P.L., SEC. 7.

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INDIANA CODE

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ISLAC SUBCOMMITTEE ON GOVERNMENT DOCUMENTS AND INFORMATION

The Indiana State Library Advisory Council's Subcommittee on Government Documents and Information was established in 1984 by the State Library Director. It was established to implement, monitor, review and update the Indiana State Plan for Government Documents and Information. The original State Plan had been prepared by members of the Indiana Library Association's Government Documents Round Table in response to a recommendation of the Depository Library Council to the Public Printer. The Subcommittee consists of eight members who are appointed by the Director of the State Library for staggered three-year terms. The Subcommittee reports to the Networking Committee and one member of the Networking Committee serves on the Subcommittee as liaison.

The first project of the Subcommittee was to revise and publish

the state plan in tabloid format. As such it was considered to be a separately-published part of the Indiana State Library's Five-Year Plan for 1985 to 1990. It was distributed widely throughout the state and the Subcommittee received a commendation from the U.S. Superintendent of Documents for its work. The Subcommittee revised the State Plan for Government Documents and Information again in 1989.

The next task the Subcommittee addressed was a review of disposal procedures for federal documents. The Subcommittee reviewed disposal guidelines of other states and worked with Indiana State Library personnel to revise the Guidelines. In addition, the Subcommittee urged an annual updated directory of Indiana depositories. The Directory is now published every year in the fall.

During the first eight years of

its existence, the subcommittee functioned both as an advisory group and as a quasi-professional organization for documents librarians. A popular annual documents workshop was established in 1986 and in 1987 the subcommittee sponsored a pre-conference to the Midwest Federation of Library Association (MFLA) conference on the topic of "Managing your collection". Among the other projects of the subcommittee was to establish a notable documents selection process in conjunction with the American Library Association's Government Documents Roundtable. In addition, the subcommittee sponsored promotional materials, set up information booths at the Indiana Library Federation's annual conferences, and prepared articles for the ASLA newsletters. Finally, the subcommittee responded to several issues of information policy at the state and federal levels.

In 1991, the subcommittee decided to divorce itself from purely professional activities and focus entirely on its advisory and planning role for government information and distribution issues. Because the subcommittee is appointed and not elected and because it has no means of funding any event or service, it is

very limited in what it can do. In addition, working on "professional organization" activities had in effect usurped its established mission.

Working outside the subcommittee, member Judith Violette of Indiana University-Purdue University at Fort Wayne and Sally Holterhoff of Valparaiso University Law Library along with Steve Hayes of the University of Notre Dame set the groundwork for a new documents organization in Indiana. In June, 1992, INDIGO was established. The subcommittee will be working closely with INDIGO to promote government information in the State of Indiana. This issue of *Indiana Libraries* is the final "professional organization" project of the ISLAC Subcommittee on Government Documents and Information.

Current Members of the Subcommittee:

Harriet Cohen
Indianapolis-Marion County Public Library

Ruth Davison
Indiana University - Bloomington

Barbara Elliot
Bluffton-Wells County Public Library

Sally Holterhoff
Valparaiso University School of
Law Library

John Robson
Rose-Hulman Institute
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Indiana University-Purdue
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NON-POPULATION CENSUS SCHEDULES: DESCRIPTION, ACCESSIBILITY AND DISPOSITION

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INTRODUCTION

Numerous articles emphasize the value of the federal population schedules of the decennial census as a source of family and community history. While a few publications of the National Archives and histories of the Census Bureau describe both the population and non-population schedules, many researchers remain unaware of the existence of the non-population or economic census schedules. Probably the most recognized work which used both types of schedules exists in the samples completed by Robert Gallman and William N. Parker¹. Using the Agricultural Census schedules and population schedules, Gallman and Parker studied farming practices in the South, pairing information on

farms as reported on the agricultural and population schedules. As researchers make increasing use of census data and become aware of the existence of schedules, both the population and non-population, questions arise about their content, availability and use.

The non-population schedules are similar in both limitations and usefulness. Census officials designed the population schedules to measure the demographic status of the population while they devised the non-population schedules to determine its social and economic condition. The non-population schedules collected data on industrial, agricultural, and social development of the nation. By finding and exploring the extant non-population schedules, congressional documents, depart-

mental reports, instruction to census enumerators and through correspondence with National Archives and Census Bureau staff, a description can be given on the content and accessibility of the non-population schedules. In addition, this paper will examine the federal document disposal policies which play an important role in the availability of the non-population census schedules.

DESCRIPTION OF THE NON-POPULATION SCHEDULES

Until 1950 when the laws concerning the census were codified², acts of Congress prescribed what aspects each decennial census should address. These laws included provision for a temporary office responsible for designing the schedules (questionnaires), collecting the data, and publishing the statistical results. Not until 1902 did Congress establish a permanent Census Bureau.

In 1790 and 1800, the census collected only population data, but in 1810 a special law directed the Secretary of the Treasury to collect information on the several manufacturing establishments. The Treasurer's Office did not design or

use printed schedules. Census agents asked different questions and recorded the information in a variety of ways. The statistical report issued received considerable criticism. The "count of products of industry," in 1820 received similar criticism although enumerators used fourteen uniform questions concerning the nature and names of items made, market value, kind of product, quality of machinery, capital investment, wages, expenses and general observations. Unfortunately, the count did not use printed forms, and enumerators often recorded the data on small note tablets or whatever they happened to have at hand. Some enumerators collected information by individual establishment; most recorded it by local area or county. The 1830 census collected only population data because of the disappointing results of the manufacturing counts in 1810 and 1820. In 1840, the census did include a set of printed schedules entitled "Schedules of Mines, Agriculture, Commerce, Manufacturers, etc", but the methods used to collect the data caused more criticism and complaints of inaccuracy. Data remained only at the county level³.

The 1850 Census used

improved statistical methodology and printed schedules by individual establishment. The Census Bureau has since made additional improvements, revised and expanded the questions, and enlarged the scope of coverage, but use of schedules remain basically unchanged. Carroll Wright, in his History and Growth of the United States Census describes the items covered in the schedules through 1890. Wright details the content of each census and provides a facsimile of each schedule used. Wright also describes census coverage by subject. For instance under education, Wright states "at the census of 1840, the population schedule contained four inquiries to schools, etc.....The schedule for Social Statistics called for a return concerning colleges, academics and schools of 8 details at the censuses of 1850 and 1860 and of 10 details at the census of 1870."⁴

The term Manufacturers (or industry as used in most of the early censuses) should be interpreted broadly. The instructions to enumerators stated for the 1850 Products of Industry:

"all kinds of mercantile, commercial or trading business, where no specific

article, is produced or manufactured but which are not confined to dealing and exchange of articles of merchandise or manufacture are to be included in this schedule."⁵

These instructions to enumerators, included in Wright through 1890, help in determining the usefulness of the particular schedule. Notes in the 1880 and 1890 censuses explain that the schedules are to include mechanical trades, such as blacksmithing, coopering, and carpentering. It is also helpful to look at the topics covered. The Table below summarizes the questions asked manufacturers between 1850 and 1880:

Table #1:

**SUMMARY OF
MANUFACTURING
INQUIRIES
1850-1880⁶**

Name of corporation, company or individual producing articles to the annual value of \$500.

Name of business, manufacture of product.

Capital invested in real or personal estate in the business.

Raw materials used, including fuel quantities, kinds, values.

Kind of motive power, machinery, structure or resource.

Average number of hands employed male, female, children and youth.

Wages and hours of labor.

Production: kinds, quantities, values.

Months of active operation.

The 1880 manufacturer's survey also included additional special schedules which analyzed ten industries: boot and shoe factories, cheese and butter factories, flouring and grist mills, salt works, lumber mills and sawmills, brick yards and tile works, paper mills, coal mills, agricultural implement works, and quarries.

The schedules for Agriculture from 1850 to 1880 surveyed farms for a variety of data: the number of

livestock by type; bushels of cereal grain and various crops including wools, hops, potatoes, hay and tobacco, cotton, silk and sugar; information concerning use of land, value of farm, machinery, and livestock. In 1880, the Agricultural Census included several special questionnaires concerning the production of cereals, cotton, forestry products, fruit growing and meat products. The special schedules included in the 1890 surveyed agricultural organizations, irrigation and viticulture.

The census takers gathered data on mortality in 1850, 1860, and 1870 through the use of questionnaires but in 1880 and 1890 this information was deduced from registration records for vital events in most states. The mortality schedules asked for name of persons who had died within the past 12 months. These surveys also reported the month and cause of death which has been used by some researchers to investigate the spread of certain diseases. However, many researchers have questioned the reliability of the mortality schedules.

The census included surveys for social statistics in 1850, 1860 and 1870, inquiring into the number of

schools by type, students, libraries, and prisoners, among others. The Census Office gathered the data by correspondence in 1880 and 1890 from these institutions. Surveys recorded the information by county.

Supplemental schedules of 1880 provided a count of criminals, paupers, and other dependent classes. Much of this data had been covered in early censuses but in either the social or general population schedules.

A compilation such as Wright's does not exist for enumerations after 1890, but sample schedules appear in the statistical volumes published by the Census Bureau, as do, for the most part, the instructions to enumerators. For example the 1900 Census of Manufacturers instructions provided a hypothetical case with an illustrated schedule. The sample schedule for Irrigation in 1930 is concise enough to include directions and an explanation and is included here⁷.

ACCESSIBILITY

While microfilming some of the later schedules, the National Archives staff found that most of the raw data gathered in 1820 had been bound in the volumes for 1840 and

included it on the microfilm for 1840. Fragments of the 1810 manufacturing appear on the microfilm of the 1810 population schedules.

The Census Bureau offered the original non-population schedules for 1850 through 1880 to non-federal repositories in 1919 in an effort to lessen the accumulation of papers in the Census Office. Many have not been microfilmed, but as the National Archives obtains microfilm copies, they will be made available through the NARS microfilm program.

Non-population schedules for the 1890 census no longer exist. Fire badly damaged the schedules for "mortality, crime, pauperism (deaf, blind, insane, etc.) and a portion of the transportation and insurance" in March, 1896 and, according to Carrol Wright, what remained was destroyed by order of the Department of the Interior⁸. A fire in the Commerce Building on January 10, 1921 destroyed the manufacturers and social schedules as well as nearly all of the population schedules for 1890. The Census Bureau had transferred the schedules for veterans, to the Pension Bureau before the fire; that transfer saved them. The Census Bureau also transferred the

Agricultural schedules for 1890 to the Department of Agriculture but apparently the USDA disposed of them at a later date⁹.

Generally, the non-population schedules for 1900 and later are not available for use. Non-population manuscript schedules are not part of the arrangement between the Bureau of the Census and the National Archives which permits the release of population schedules after 72 years. A summarized inventory of the major non-population schedules and their location, and any restrictions placed on their availability or use appears below:

Table #2

**LOCATION OF
NON-POPULATION
SCHEDULES 1900-**

Agriculture

- 1900 Destroyed
- 1910 Generally destroyed, but some schedules (e.g. tobacco) in NARS <NNFG paper>
- 1917 Virgin Islands in NARS <NNFG paper>
- 1920 Generally destroyed, but some schedules in NARS (mostly territories) <NNFG paper>
- 1925 Destroyed

- 1930 General schedules destroyed except for territories, but some special schedules and those for drainage and irrigation are in NARS <NNFG paper>
- 1935 Destroyed
- 1935 Puerto Rico in NARS <NNFG paper>
- 1940 Destroyed
- 1950 Destroyed
- 1950 Destroyed
- 1954 Destroyed
- 1959 Agriculture Division (special surveys)
- 1961 Tax and Mortgage Survey <FRC>
- 1964 <FRC>
- 1969 <FRC>

Manufacturing

- 1900-27 Manufactures and Mineral Industries Destroyed
- 1929 Census of Distribution (part of the 15th Decennial Census) in NARS <NNFG paper>
- 1931/2 Census of Manufactures in NARS <NNFG paper>
- 1935 Business in NARS <NNFG paper> Business in NARS <NNFN micro film> Manufactures in NARS <NNFG paper>

- Manufactures in NARS
<NNFN microfilm>
- 1937-39 Destroyed
- 1947 Manufactures in
NARS <microfilm>
- 1951 Annual Survey of
Manufacturers
<EPC>
- 1954 Destroyed
- 1956 Annual Survey of
Manufacturers
<EPC>
- 1958 Manufactures
<FRC>
- 1963 Business <FRC>
Manufactures <FRC>
- 1967 Business <FRC>
Manufactures <FRC>
Transportation <FRC>
- 1972 Business <FRC>
Manufactures <FRC>
Transportation
<FRC>

HOUSING

- 1940 Destroyed
- 1950 SCARF <FRC>
- 1960 <FRC>
- 1970 <FRC>
- 1980 <FRC> Jeffersonville

MINERAL INDUSTRIES

- 1900-27 Manufactures and
Mineral Industries

- Destroyed
- 1939 (bituminous Coal
only) NARS microfilm
- 1954 <FRC>
- 1958 <NARS Industry Division>

RELIGIOUS BODIES

- 1906 Destroyed
- 1916 Destroyed
- 1926 NARS <NNFG paper>

ABBREVIATIONS

- NNFG = General Branch, NARS.
- NNFN = Scientific, Economic, and
Natural Resources Branch,
NARS.
- FRC = Federal Records Center
(Materials in FRC are still
under control of the Census
Bureau. 13 USC 8 & 9 makes
no provision for release).

DISPOSITION

The extant schedules repre-
sent a small portion of those
designed and used by the Census
Bureau. Congress first enacted
disposal legislation on February 16,
1889 establishing procedures
whereby agencies could prepare lists
of accumulated files no longer
needed or having no "permanent
value of historical interest"¹⁰. Agen-
cies could sell these papers as waste

upon approval of the Joint Committee on the Disposition of Useless Executive Papers. An amendment of March 3, 1895 applied the procedure to any papers located in government buildings.

By 1912, agencies realized that additional oversight of the disposal process was necessary. President Taft issued Executive Order 1499 which required an appraisal of the disposal lists by the Librarian of Congress to assure that documents of value were preserved. Congress, however, passed numerous laws between 1889 and 1934 which gave specific agencies authority to dispose of records directly and made it possible to bypass any list-making or review by the Librarian of Congress. Even with the passage of the National Archives Act in 1934, some confusion persisted between the new law and previous legislation.

Congress, revised the law on August 5, 1939 and specified that federal agencies submit lists to the National Archivist, who would appraise the material and submit a descriptive list to the Joint Committee for final approval at the beginning of each session of Congress. Although revised and amended, the law retained the Joint Committee's

role until 1970, when the General Services Administration in collaboration with the National Archivist gained authority to approve disposition of useless papers. The law required the administrator of GSA to file an annual report describing the records to be disposed of and to consult with the Senate Committee on Rules and Administration concerning any uncertainties. Below appears a sampling of non-population schedules disposed of under the provisions of these laws and the citation to the congressional documents authorizing the action.

Table #3

DISPOSAL DOCUMENTS OF NON-POPULATION CENSUS SCHEDULES

Schedule	Census Record (Serial set) & Date	Date Disposal
	Agricultural	
1900	H. Doc 62-460 [6325]	1-17-1919
1910	H. Rept 6-750 [7653]	3-19-1920
1920	H. Rept 6-2300 [8689]	3-2-1927
1925 & 1935	H. Rept 81-3180 [11385]	12-8-1950

1930 H. Rept 8-301 [11496]

4-9-51

1940 H. Rept 8-1467 [11739]

4-1-1954

Manufacturers

1900 H. Doc 62-460 [6325]

1910 [7447]

In retrospect, the decision to discard these records seems regrettable. The storage of governmental records had become a serious problem by the turn of the century but discussion concerning the need for records management and a centralized archives barely had started. In discussing Taft's Executive Order 1499, the Librarian of Congress in his 1912 annual report emphasized the need for an archives by saying "The problem of disposing of the bulk of Government archives (i.e.—the administrative records proper) can be solved only by the erection of a centralized archives building¹¹."

The Director of the Census repeatedly emphasized in his annual report the drastic need for better storage conditions to avoid "irreparable loss" of the records. His 1915/16 report clearly illustrates the problems of housing the schedules, both population and non-population.

"At present these schedules are stored in four places—

the eighth floor of the Commerce Building; the fireproof vault in the basement; a portion of the basement outside the vault; and the old Armory Building at the corner of Fifteen and E Street NW.

One end of the vault is next to the boiler room, and all the steam pipes for one side of the building pass through it. For this reason, the temperature—although the windows are left open and the steam kept shut off from the radiators—cannot be brought below 90 F while the heating plant is in operation. It is, therefore, almost impossible for a clerk to work in the vault, and particularly in the end next to the boiler room, for more than a few minutes at a time; and the records are rapidly deteriorating because of the heat, in spite of the fact that a large number of buckets of water are kept standing in the vault in order to moisten the atmosphere. The roofs and walls of the old Armory Building are leaky, and some

of the records there have already been so badly injured by the rain that portions of them are obliterated¹²."

The problem was not illusory: the 1900 Agricultural Census schedules consisted of 100 tons of paper. The 1910 Agricultural Census contained 6 million schedules; the 1900 Manufacturers Census, 500,000 schedules; and the Irrigation Census of 1900, one million schedules. These represent a small portion of the records which would have had to be stored if not discarded.

The 1921 annual report of the Director of the Census Bureau illustrates the conflict between the preservation of records and the problem of storage:

"The census schedules contain a vast amount of unpublished information that is of great value in study the agricultural, industrial and social conditions in various states and cities¹³."

In the next paragraph the report states:

"At the same time the accumulation of papers which have very little or no probable value should be avoided;

and the Bureau, endeavoring to carry out this policy with due discrimination, obtained from Congress authority for the destruction of the agricultural schedules of the 1910 census¹⁴."

According to the Frederick Bohme, historian at the Census Bureau, the Bureau apparently adopted a practice of keeping "the records for which there was demand" (population schedules, used heavily to verify age and citizenship) and to "destroy the rest as a space-saving measure." Thus the Census Bureau resolved their problem. Even so when Congress authorized the disposal of the schedules for 1850-1880, the Daughters of the American Revolution and other organizations prevented their destruction, forcing the Bureau to offer these records to other repositories. In particular, Alexander Graham Bell "protested strenuously against a proposal in the House of Representatives to destroy or sell for wastepaper all census population schedules, past, present, and future¹⁵."

With the increasing use of the manuscript population schedules, the historical value of census schedules is questioned only rarely. The dis-

posal of many of the non-population schedules may increase the value of those remaining or lessen it since no time series would be available.

Because many early non-population schedules remain difficult to access, historians may want to encourage completion of microfilm programs especially for 1850- 1880. The larger question remains as to what practices should be sought for the future and what the historical community will do to encourage funding for preservation of those still extant schedules from the early 1900's. It is clear some action is necessary if these documents, either located in state repositories for 1850-1880 or in the federal centers for 1900 to present, are to be preserved and microfilmed.

REFERENCES

1. Gallman, Robert and William N. Parker. Parker-Gallman sample. This sample was conducted under the support of the National Science Foundation. See Wright, Gavin. "Note on the Manuscript Census Samples Used in These Studies." Agricultural History, Vol. 44 (January 1970): 95-100.
2. 63 Stat 441.
3. Note: All three statistical reports are available on microfilm of the Census Bureau, National Archives Microfilm Reel M-11.
4. Wright, Carroll D. History and Growth of the United States Census. Prepared for the Senate Committee on the Census. Senate Document 194. Serial set 3856. Washington, DC: Government Printing Office. 1900. p. 117.
5. Wright, p. 313.
6. Created from Wright, appendix.
7. U.S. Census Bureau. Fifteenth Census of the United States: 1930. Agriculture. Vol. IV. General Report. Statistics by subjects. Washington, DC: Government Printing Office, 1932. p.483-4.
8. The Census Office was assigned to the president for 1790; to the Secretary of State for 1800, 1810, 1820, 1830, and 1820; to the Secretary of Interior for 1850-1900; and to the Secretary of commerce for 1903- .

9. An act passed March 4, 1907 authorized "the Secretary of Agriculture to sell as waste paper or otherwise to dispose of, the accumulation of department files..." The Secretary was not required to record the items disposed of so verification cannot be made but the schedules are no longer extant.
10. Office of the National Archives announced the accession of the schedules for the Census of Manufactures for 1929 and 1935 in Prologue, Spring 1989, p. 94. Arranged by state, thereunder by industry classification number, these records are open and available for research on 833 rolls of microfilm.
11. U.S. Library of Congress. Annual Report of the Librarian of Congress, 1912. Washington, DC: Library of Congress. 1913.
12. U.S. Commerce Department. Report of the Director of the Census, 1915/16, in Annual Report of the Commerce Department, 1915/16. Washington, DC: Government Printing Office, 1916.
13. U.S. Census Bureau. Annual Report of the Director of the Census, 1920/21. Washington, DC: Government Printing Office, 1921. p. 24-25.
14. Ibid.
15. U.S. Congress. House. Committee on Post Office and Civil Service. Regulations for use and transfer of population census records to the National Archives: hearing before the Subcommittee on Census and Population on H.R. 10686. 94th Congress, 1st Session. November 17, 1975. p.11.

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INDEX TO LOCAL-LEVEL STATISTICS IN INDIANA

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Quick, tell me, how many abortions were performed in Grant County in 1986? How many people voted in the 1988 election in Clark County? What are the SAT scores for Indiana high school students and how do they compare with students in other states?

The answer to these and hundreds of other statistical questions are available and the answer may already be in the library. Most reference librarians will agree that finding these local level statistics is difficult and sometimes impossible. They are not indexed in the Reader's Guide or Infotrac. And although a librarian may remember having seen them "somewhere," the actual source may be very elusive, especially at a busy reference desk.

The following index covers

selected publications that provide statistical information for counties or cities in Indiana. The index is in no way comprehensive. It is intended only to provide a hint at the wide array of topics for which data is available and to indicate the source and in some cases even table names containing the data.

Most of the publications and databases indexed cover government data. Most are in fact government publications. The government at all levels is the largest collector and disseminator of statistics in the world. Almost every government unit collects and reports data relative to its mission. The data may then be referred to other levels of government for further reports. For example, local crime statistics are reported to the Federal Bureau of

Investigation which then publishes them in the Uniform Crime Reports.

For a librarian, then, knowing what government agencies perform what tasks can help immensely in determining where to go to solicit data. For instance, knowing that the local coroner investigates unusual or violent deaths would indicate that the coroner may also have local suicide data.

With the advent of large computerized databases, the task of identifying data sources has been made even more complex. Many agencies which used to issue printed statistical reports now only offer their data "on demand". The agencies talk of cost savings and currency of data. But for libraries, the data on the shelf is generally much more useful when someone is asking for it. In Indiana the STATIS database component of the Economic Development Information Network (EDIN) provides access to much of the online data collected by state agencies. This service, begun nearly twenty years ago by the Indiana Business Research Center at Indiana University, can save the majority of data collection headaches for the libraries that take advantage of it.

Due to time and space constraints, five major sources of local level statistical data are not included in the following index:

The Indiana Factbook

(Bloomington: Indiana University, School of Business, Indiana Business Research Center, 1992) is generated from the extensive data found in the STATIS Database of the Economic Development Information Network (EDIN). Statistics are presented for the state as a whole and for counties.

The Economic Censuses (The 1992 data will be released soon.) provide establishment and workforce data on almost every type of business. Included are the Census of Retail Trade, the Census of Wholesale Trade, the Census of Selected Service Industries, the Census of Manufactures, the Census of Construction Industries, the Census of Transportation, and the Census of Agriculture.

The 1990 Census of Population and Housing provides the most extensive data for local areas. Population counts by age, sex, marital status, race and hispanic origin along with data on education, income, employment and occupation provide a detailed picture of the population. At this writing only some parts of the

1990 census have been distributed.
Publications and Databases Indexed:

Annual Report. Indianapolis:

IndianaDept. of Financial
Institutions.Annual.

Covers financial data about
all banks, savings banks and
credit unions in the state.

Annual Statistical Report. Including
Morbidity Tables.

Indianapolis: Indiana State
Board of Health, Communi-
cable Disease Control Div.
Annual(Ceased in 1982.)

Although this annual publica-
tion ceased in 1982, it is
included because the data is
still available "on demand"
from the agency. County-
level data on venereal dis-
eases and other communi-
cable diseases, animal bites
and rabies, immunizations
and tuberculosis are pro-
vided.

County Business Patterns. Washing-
ton: U.S. Bureau of the
Census. Annual.

Covers establishment and
payroll data for local busi-
nesses. Issued both in paper
and in CD-ROM format.

The County and City Data Book:

1988 (Washington: U.S. Bureau of
the Census; distributed by
GPO, 1991) brings together a
wealth of data for states,
counties, incorporated cities
of 25,000 or more and places
of 2,500 or more. Included is
information about births,
deaths, poverty, business,
typical electric bills and
numerous other data items.

County Government Statistical

Report. Indianapolis: Indiana Farm
Bureau, Legislative Dept.
Annual.

This publication provides a
wealth of information about
how counties operate finan-
cially. Tax rates for each
county unit are given.

County Population Estimates: July 1,
1987 and 1986. Washington:

U.S. Bureau of the Census,
1988.

For each county, population estimates are indicated along with the number and percent change from the 1980 census.

Economic Development Information Network (EDIN): STATIS Database.

Compiled by the Indiana University Business Research Center.

STATIS is the statistical information component of the Economic Development Information Network. Most information is available for the state as a whole and for counties. Some data is also available for other geographical areas. The wealth of demographic, social and economic data provided in STATIS includes population, housing, labor force, transportation, retail and whole sale trade and education statistics. Contact the IU Business Research Center (317) 274-2205 for more information about EDIN and its many services.

Election Report, State of Indiana.

Indianapolis: Indiana Secretary of State, 1972- . Annual.

Election returns for state, county, national and city elections are reported along with voter participation data.

Financial Facts on All Indiana Taxing Units. Indianapolis: City Securities Corp. Annual.

For each taxing unit in the county (townships, school districts, hospital authorities, etc.) information is provided about bonds, assessed valuation and tax rates.

Graphic Overview of Indiana's Public Welfare Programs.

Indianapolis: Indiana Dept. of Public Welfare, 1979- . Annual.

Statistics from public welfare programs administered by the state are presented. Included is information about AFDC, child support, medicaid, food stamps, child welfare and aid to crippled children. Data on caseloads is covered. Most data is presented for counties and for the state as a whole. The companion to this is the Semi-Annual Report.

HIV/AIDS Health and Human Services Plan for Indiana, 1991-1992.

Indianapolis: Damien Center, HRSA Planning Project, 1990.

This state plan includes data on AIDS cases in Indiana.

Home Health Agencies: Annual Activity Report.

Indianapolis: Indiana State Board of Health, Bureau of Policy Department, Public Health Research Div., 1989- . Annual.

Extended and intermittent home health care services are covered.

Hospice Programs in Indiana: A Study with Fiscal Year 1989 Data.

Indianapolis: Indiana State Board of Health, 1992.

Hospital Financial Disclosure Report.

Indianapolis: Indiana State Board of Health, 1985?- . Annual.

Data is provided for hospitals in general and for each hospital in Indiana.

Hospital Utilization Report. Medical Hospitals in Indiana. Fiscal Period..

Indianapolis: Indiana Dept. of Health, Public Health Policy Comm., 1990- . Annual.

Occupancy rates for hospitals are covered.

Indiana Comprehensive Annual Financial Report for the Fiscal Year Ended..

Indianapolis: Indiana Auditor, 1989- . Annual.

Issued in two volumes, this report gives a detailed explanation of how Indiana spends its money.

Indiana County Population Projections, 1985-2020.

Indianapolis: Indiana University Business Research Center for the Indiana State Board of Health, 1988.

For each county, health systems area and the state, population projections by sex and five-year age groups are provided for years ending in 0 and 5 through 2020. Projected median age, births and deaths are also included. Data on race for the 12 counties each having at least 5,000

nonwhite population in the 1980 census are also provided.

Indiana Employment Review.

Indianapolis: Indiana Dept. of Employment and Training Services, 1989- . Monthly.

Continues in part the Indiana Labor Market Letter. Annual summaries are issued.

Indiana Fertilizer Tonnage Report.

West Lafayette, IN: Indiana State Chemist. Monthly.

The amount and kinds of fertilizer used on Indiana farms is reported.

Indiana Judicial Report.

Indianapolis: Indiana State Court Administrator, 1976- .

Annual.
Statistics are given about cases filed, pending and disposed by each court in the state as well as data about court expenditures.

Indiana Labor Force Annual Summary, Local Area Unemployment Statistics. Indianapolis:

Indiana Dept. of Employment and Training Services. Annual.

These reports cover labor force, employment and unemployment data for the U.S., Indiana and for each county.

Indiana Mortality Report.

Indianapolis: Indiana State Board of Health, Div. of Public Health Statistics, 1991- . Annual.

Continues in part Indiana Vital Statistics. Provides state and county-level data on deaths and death rates and the leading causes of death. The first issue covers 1987.

Indiana Natality Report.

Indianapolis: Indiana State Board of Health, Div. of Public Health Statistics, 1991- . Annual.

Continues in part Indiana Vital Statistics. Provides state and county-level data on births and birth rates including information on teenage pregnancies.

Indiana Nursing Facility Utilization Report. Indianapolis:

Indiana State Board of Health, Bureau of Policy Development, 1991- . Annual.

Narrative and statistical information about nursing homes is included.

Indiana Traffic Deaths.

Indianapolis: Indiana State Police, 1987- Annual

Much data about fatal traffic accidents is provided including a five-year history for each county, drunk driving data and motorcycle and pedestrian deaths. Data presented for the state as a whole includes seatbelt information and holiday weekend deaths.

Indiana Vital Statistics.

Indianapolis: Indiana State Board of Health Division of Public Health Statistics. Annual. (Ceased in 1986.)

In 1992 the Indiana Vital Statistics split into two separate publications: Indiana Mortality Report and Indiana

Nativity Report. Some data included in the former publications is now available only "on demand" from the agency. Detailed population, birth, death and marriage statistics for counties and the state as a whole are available. The data is also provided from the EDIN STATIS database.

List of Appropriations made by the Regular Session of the ... General Assembly and the ... Special Session thereof for the Biennium.

Indianapolis: State Budget Agency, 1989/91- . Biennial.

The Indiana state budget is detailed.

Local Climatological Data: Fort Wayne, IN. Washington: U.S.

National Climatic Center.

Monthly, with annual cumulation.

Daily temperature ranges, precipitation, wind, barometric pressure, sunshine and sky cover is provided along with observations by three-hour intervals. The annual summary includes comparative

data. Local Climatological Date reports are issued for the following cities in Indiana: Indianapolis, Evansville, and South Bend.

Local Salary Schedule Compilation, Indiana School Corporations.

Indianapolis: Indiana State Teachers Assn., 1957- . Annual.

Teacher salaries by rank are provided for each public school corporation in Indiana.

Nursing Shortage Survey.

Indianapolis: Indiana State Board of Health, Bureau of Policy Development, 1990- . Biennial.

Covers the need for nurses in the state.

Report of Statistical Information for Indiana School Corporations.

Indianapolis: Indiana Department of Public Instruction. Annual.

This annual publication covers enrollment, staff, finances and transportation by public school corporations

or county. Enrollment information for non-public schools is also included.

Report of Terminated Pregnancy for Indiana.

Indianapolis: Indiana State Board of Health, Division of Public Health Statistics.

Annual to 1986.

Detailed abortion statistics are presented for each county and for the state as a whole. Variables include age, race, marital status and education of mother. The data is now available only on demand from the Indiana State Board of Health.

School Statistical Report.

Indianapolis: Indiana Farm Bureau Annual.

This book covers information about school finance (budget line explanation, why schools spend as they do, source of local and state support), Project Prime Time, qualifications of board members, text book adoption procedures and competency skills. Statistical data provided for each public school corporation included enroll

ment, personnel and salary data, transportation, budgets and expenditures, school tax rates, as assessed valuation and public success rates for the ISTEP test.

and from related surveys.

State of Indiana Budget Report for the Biennium...As Passed by the... Session of the General Assembly and the ... Special Session.

Semi-Annual Report. Indianapolis: Indiana Dept. of Family and Children's Services.

Indianapolis: Indiana State Budget Agency. Biennial.

Semiannual.

State of Indiana Summary of Occupational Injuries and Illnesses.

A companion to the Graphic Overview of Indiana's Public Welfare Program, this report provides state and county-level data about the state's welfare programs. Child support and child welfare, medicaid/medicare, aid to families with dependent children, and hospital care to the indigent are covered.

Indianapolis: Indiana Dept. of Labor, Research and Statistics Div., 1980-. Annual.

Reports the numbers and rates of occupational injuries and illnesses and deaths in Indiana by industry. Most data is given for the state as a whole.

The State and Metropolitan Area Data Book, 1991 (Washington: U.S.

Summary of Motor Vehicle Accidents in Indiana. Indianapolis:

Bureau of the Census; distributed by GPO, 1991) covers data from 1970 through 1985 for the states as a whole, metropolitan areas (MA's), their component counties and central cities. Data is summarized from the Censuses of Population and Housing and from the Economic Censuses

Indiana State Police. Monthly, with annual cumulation.

Covers the number and type of accidents by time of day, type of vehicle, age of driver and numerous other factors.

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FEDERAL GOVERNMENT CD-ROM DATABASES

by Stephen K. Fisher
Indiana State Data Center Librarian
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The federal government has taken advantage of the tremendous storage and retrieval capabilities inherent in compact disk (read only memory) technology by issuing most statistical databases in this format.

This article will list some of the currently¹ available compact disk databases and the software needed to access them. In some cases, commercially-produced software must be purchased in order to work with the data on disk. In other cases, software is resident on the CD-ROM disk itself. Some databases use public-domain software in addition to the program on the disk.

CENSUS BUREAU

<u>Database</u>	<u>Geographic Coverage</u>	<u>Retrieval Software</u>
<u>1987 Economic Census 1B</u> (primarily retail, wholesale, service industries)	U.S., States, Counties, Cities	Extract (public domain) Dbase III+
<u>1987 Economic Census 1C</u>	U.S., States, Counties, Cities	Extract Dbase III+
<u>1987 Economic Census 1D</u> Includes Manufactures	U.S., States, Counties, Cities	Extract Dbase III+

<u>1987 Economic Census 2A</u>	U.S. by Zip Code	Extract Dbase III+
<u>1987 Economic Census 2B</u>	U.S. by Zip Code	Extract Dbase III+
Includes Manufactures & Agriculture		

1990 CENSUS OF POPULATION AND HOUSING

<u>Public Law 94-171</u> (redistricting information - population by race and hispanic origin plus breakdowns of persons 18 and over by race and hispanic origin. Also total number of housing units)	U.S., States, Counties, Cities, Townships, Voting Districts, Tracts/ BNA, Block Groups, Blocks	CD-ROM resident Dbase III+ Extract, with auxiliary files
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<u>Summary Tape File 1A</u> (population breakdowns by race, age, sex, and hispanic origin. Also, total households by type, group quarters, housing units by status, value of owner- occupied housing, rental cost of renter- occupied housing, race of the householder. Plus area of land and water)	States, Counties, Cities, Townships, Tracts/BNA, Block Groups	CD-ROM resident Dbase III+ Extract, with auxiliary files
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<u>Summary Tape File 1B</u> (Also based on the 100% or short-form data-see 1A, but contains extracts only.)	Blocks	CD-ROM resident Dbase III+ Extract, with auxiliary files
<u>Summary Tape File 1C</u> (Also based on the 100% or short-form data-same data as 1A.)	U.S., States Counties, MSA's Cities of 10,000+, Indian Reservations Townships of 10,000+	CD-ROM resident Dbase III+ Extract, with auxiliary files
<u>Summary Tape File 3A</u> (Based on sample or long-form data.)	States, County, City, Township, Tract/BNA, Block Group	CD-ROM resident Dbase III+ Extract, with auxiliary files
<u>County Business Patterns</u> 1986-87, 1987-88 1988-89 Establishments, employees, establishments by employee size class. By county and SIC (Standard Industrial Classification)	U.S., States, Counties	CD-ROM resident Extract, with auxiliary files Dbase III+
<u>American Housing Survey</u> (A potpourri of housing information)	U.S., MSA	CD-ROM resident Dbase III+
<u>U.S. Imports of Merchandise</u> (By specific product type)	All Countries	CD-ROM resident Extract, with auxiliary files Dbase III+
<u>U.S. Exports of Merchandise</u> (By specific product type)	All Countries	CD-ROM resident Extract, with auxiliary files Dbase III+

<u>Tiger/Line Files</u> (Mapping coordinates)	All States	Various commercial software packages. List available at State Data Center
<u>County & City Data Book</u>	United States, etc.	Extract, with auxiliary files "Go" program (not CD- ROM resident) Dbase III+
<u>USA Counties</u> (a <u>Statistical</u> <u>Abstract Supplement</u>)	U.S., States, Counties	CD-ROM resident Dbase III+
<u>1987 Census of Agriculture</u>	U.S., States, Counties	CD-ROM resident Dbase III+
<u>Current Population Survey</u>	United States, etc.	SASS (mainframe or PC version)
<u>U.S. Exports Commodity Classification</u> (International Harmonized System, Schedule B)		CD-ROM

ENVIRONMENTAL PROTECTION AGENCY

<u>Toxic Release Inventory</u> (two basic types of files: information about toxic chemicals themselves and information about companies which release them)	United States	CD-ROM resident
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DEPARTMENT OF COMMERCE

<u>National Trade Data Bank</u> (a veritable buffet of trade information)	All Countries	CD-ROM resident
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National Economic, Social
and Environmental Data Bank

(a smorgasbord of
domestic information)

CD-ROM resident

DEPARTMENT OF DEFENSE

DoD Hazardous Materials
Information System
(A companion to Toxic
Release Inventory)

United States

CD-ROM resident

NATIONAL CENTER FOR HEALTH STATISTICS

1987 National Health
Interview Surve
(5 core files:
Household, Person,
Condition, Doctor
Visit, Hospital)

United States

CD-ROM resident

(requires 5 Mb of
hard disk space to
load search software)

CENTERS FOR DISEASE CONTROL

CDP File
(Health Promotion &
Education, AIDS
School Health Education,
Cancer Prevention and
Control, Chronic Disease
Prevention Directory)

United States

CD-ROM resident

(requires 1.2 Mb of
hard disk space to
load search software)

GOVERNMENT PRINTING OFFICE

Congressional Record, 1985
(index and full- text
source)

United States

CD-ROM resident

GOVERNMENT SERVICES ADMINISTRATION

GSA Regulations and
Publications

CD-ROM resident

CONCLUSION

CD-ROM technology will play a major role in the federal government's publishing efforts for the foreseeable future. Does this represent the most efficient storage and retrieval tool available? Are government documents made more or less accessible to the general public because they are presented in compact disk format? Should compact disk be the only form for documents, or should most continue to be issued in paper or micro format as well?

Documents librarians, librarians who use documents, and the general public must let the federal government know if its publishing efforts are on track. Certainly, the CD-ROM format presents new opportunities. We also must be aware of its shortcomings.

This is not an exhaustive list, by any means. More and more documents are being placed on compact disks. In some cases, resident software has been developed; in others, commercial software must be utilized. This creates a tremendous strain on depositories and libraries. In many cases, this renders government data inaccessible to the public.

This is a time of tight budgets. That is true for everyone, whether it is the federal government, the depository libraries, or businesses. Nevertheless, the goal of making federal government documents truly accessible to the public should be strongly upheld by us all.

REFERENCES

1. Information is current as of October 1991.

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HELPFUL TITLES FROM THE BUREAU OF THE CENSUS

John Robson
Director, Logan Library
Rose-Hulman Institute Library
Terre Haute, IN

As oft repeated by dedicated documents librarians, a wealth of helpful and expensively obtained information is hidden with government publications.

The variety of titles published by the Bureau of the Census almost literally provides "something for everyone," in addition to affording to individuals who have struggled with census forms or granted audiences to census takers the opportunity to see some tangible results of their efforts.

The Bureau publishes an exceptionally helpful guide to its publications, products and services. Cleverly entitled Census Catalog and Guide, this publication is the logical place to start when considering Census Bureau publications.

The annual publication not only describes publications and

products issued during a given year, but also provides ordering information and forms and includes a comprehensive index and sources of additional information on subjects covered by the broad range of Bureau publications.

A sampling of Bureau reference publications small libraries might find useful and cost-effective include the following:
Statistical Abstract of the United States. Washington: U.S. Bureau of the Census, 1879- . Annual.

Single most essential statistical publication of the U.S., it provides an economic and social picture of the nation.

Historical Statistics of the United States, Colonial Times to 1970. Washington: U.S. Bureau of the

Census, 1975. 2v.

Companion volume to Statistical Abstract, the volume provides retrospective data to the colonial era.

County and City Data Book. Washington: U.S. Bureau of the Census, 1952- . Irregular.

Breaks down economic and social data for states, counties and cities above 25,000 populations and also includes limited data for towns over 2,500 population.

State and Metropolitan Area Data Book. Washington: U.S. Bureau of the Census, 1980- . Irregular.

Provides economic and social data for states, regions and metropolitan areas, in similar fashion to #3.

World Population Profile. Washington: U.S. Bureau of the Census, 1986- . Biennial.

Provides demographic data for countries and territories with populations over 5,000; studies trends, population changes and contraceptive prevalence.

Plan your collection for the years

to come and buy irregularly, as time and money allow and your library's need is felt.

Let's look now at some shorter, general interest items that you may want to consider ordering as well as some subscription items which might be worth examining. Check out the Census Catalog and Guide for more publications.

Age Search Information.

Describes the Bureau's age search service, in which the Bureau searches confidential records from Federal population censuses and releases information which will serve as evidence for individuals wishing to qualify for retirement benefits, apply for passports, prove relationships in settling estates, perform genealogical research and verify birthdates.

We the Americans series.

These four publications provide brief summaries of the findings from the 1980 Census of Population. Individual titles are:

We the Americans.

Overall summary of find-

ings from 1980 census with photographs, bar charts and graphs.

We the Black Americans.

We the First Americans.

Profile of American Indian, Eskimo and Aleut populations.

We the Asian and Pacific Islander Americans

Two Hundred Years of U.S. Census Taking: Population and Housing

Questions, 1790-1990. Washington:

U.S. Bureau of the Census, 1989.

Contains examples of principal data collection forms used in First through Twenty-first Census. Also includes cartoon, drawings, maps, photographs and a bibliography.

Factfinder for the Nation series

(Information available from the Census Bureau's Customer Services Department).

Series of 22 reports on the range of Census Bureau materials available on a given subject and their suggested uses. Titles cover a wide range of topics from reference sources to availability of Census records to Bureau programs and products.

Census and You.

Monthly newsletter which gives new statistical findings, describes new products and services and provides information about related data and services available from other Federal agencies.

QUESTIONS: Contact your nearest depository library or the Indiana State Library.

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A BRIEF GUIDE TO COUNTY GOVERNMENT DOCUMENTS

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Helmke Library
Indiana University Purdue University
at Fort Wayne

In 1988 I compiled and published A Current Guide to the Public Records of Allen County, Indiana for the IPFW Project for Political Education. The purpose of the guide was to inventory the records currently being used by Allen County government in its day-to-day operations and interactions with Allen County citizens. The records included were those that Allen County citizens could expect to find or could easily request to see. It was our belief that citizens and government officials alike could benefit from such a guide. This article will identify some of the most important and useful county government documents based upon the type located in Allen County Offices.

The Indiana Constitution provides for seven county officers

including the Clerk of the Circuit Court, Auditor, Recorder, Treasurer, Sheriff, Coroner, and Surveyor. Most of the documents included in this article are representative of the types of records kept by these county offices. The Board of County Commissioners is authorized to establish certain other offices. In addition the Indiana "home rule" law of 1980 granted counties power to create offices as needed as long as they did not try to regulate conduct regulated by a state agency unless expressly permitted by state law. The general pattern of county government is the same for most Indiana counties with the exceptions being the "unigov" systems of Marion and St. Joseph's Counties. This article may refer to documents kept by departments, boards, or commissions not estab-

lished in every county. However, the information included in these records may be documented in other records of a county.

While compiling A Current Guide to the Public Records of Allen County, Indiana I developed a form for collecting data on each document. The form included the title of the document, its physical format, description, arrangement, indexing, and how the information was recorded (handwritten, computer printout, typewritten, printed, drawn, blue-printed, etc.). The form also identified both the agency responsible for the information in the document and the office where the document was physically housed, which sometimes varied. I have edited the entries for this article to include only the description of the document and the name of the agency which produced the document. I have left out the specifics concerning the physical format of the document, the arrangement of the information in the document, indexing, and how the information was recorded.

In a few cases, Indiana state law mandates which records will be kept, what information will be recorded, and how it will be recorded

and indexed. This occurs primarily with the elective county offices. I found that Allen County officials create a whole host of other records from the day-to-day operation of government for which the law does not specify an organization, indexing scheme, or maintenance requirements. In the absence of standards for records management, inconsistencies occur among the offices in the detail present in the recorded information, the type of records kept, the organization of the records, and their general accessibility.

I also found during the survey of Allen County records that the physical format of the records varies from office to office. Indiana state law now permits records to be microfilmed, microfiched, or electronically stored in computer files, as well as the traditional methods of recording in bound volumes or filing in file cabinets. The law requires that microfilm or microfiche copies be filed in the office of origin in a way that they are accessible to and readable by the public, and that a duplicate be in a fireproof vault.

If a record is reduced to an electronic storage medium, the law requires that it be accessible during business hours, the document must

be retrievable using the same information as the written record, it must be printable from the computer file, the data must be secured with security access codes to protect it from alteration, and backup computer files must be stored in a secure location outside the office of the record.

Although Indiana law makes specific provisions concerning citizen access to county government records no matter in which format they are recorded, it is not clear if all county offices are adhering to these statutes. In addition there are questions that the law does not address such as quality control and preservation of the original or archival copy.

County Government documents are a valuable source of local information. They record the birth, marriage, and death of individual citizens, the economic growth and setbacks of a county, and the social and political development of the region. I hope that this brief, selected list of County records will lead to a better understanding and appreciation of the diversity of county government operation.

List of Subjects with Cross-References

APPRENTICES
BIRTHS
BOATS
BONDS
BRIDGES
BUILDINGS-PERMITS
BUILDINGS-PLANS
BUILDINGS-STANDARDS AND
SPECIFICATIONS
BUSINESS
CEMETERIES
CHATTEL MORTGAGES
 see PERSONAL PROPERTY-
 MORTGAGES
CIVIL DEFENSE see
 EMERGENCY PLANNING
COMMISSIONERS, BOARD
OF COUNTY
CONDOMINIUMS
CONTRACTORS
CORPORATIONS see
 BUSINESS
COUNTY COUNCIL
COURTS-CIVIL CAUSES
COURTS-CRIMINAL
CAUSES
COURTS-TRAFFIC CAUSES
CRIMINALS
DEATHS
DEEDS
DELINQUENT TAXES see
 TAXES-DELINQUENT

- DISASTERS *see*
 EMERGENCY PLANNING
- DITCHES *see* DRAINAGE
- DRAINAGE
- DRAINAGE BOARD
- ECONOMIC DEVELOPMENT
 COMMISSION
- ELECTION BOARD
- ELECTIONS *see also* POLITICAL
 CAMPAIGNS-FINANCE,
 POLITICAL
 CANDIDATES
- ELECTIONS-REGISTRATION
- EMERGENCY PLANNING
- ESTATES
- EXCISE TAXES *see*
 TAXES-EXCISE
- EXEMPTIONS
- FEDERAL TAXES *see*
 TAXES-FEDERAL
- FINANCE, BOARD OF
- FOOD INSPECTION
- GOVERNMENT PROPERTY-
 ASSESSMENTS
- GUARDIANSHIPS *see also* COURTS-
 PROBATE CAUSES ESTATES
- HAZARDOUS WASTE TAX FUND
- ADVISORY COMMITTEE
- HIGHWAYS *see* ROADS
- INHERITANCE TAXES *see*
 TAXES-INHERITANCE
- LAND TITLES *see* DEEDS
- LIENS *see also* MORTGAGES
- MARRIAGES
- MILITARY SERVICE
- MOBILE HOMES
- MORTGAGES
- MORTGAGES-EXEMPTIONS
- NOTARIES PUBLIC
- ORDINANCES
- PARTNERSHIPS *see* BUSINESS
- PERSONAL PROPERTY-
 ASSESSMENTS
- PERSONAL PROPERTY-
 MORTGAGES
- PLAN COMMISSION
- PLATS
- POLITICAL CAMPAIGNS- FINANCE
- POLITICAL CANDIDATES
- POOR RELIEF
- PROBATION
- PUBLIC HEALTH, BOARD OF
- REAL PROPERTY
- REAL PROPERTY-ASSESSMENTS
- REAL PROPERTY-DEEDS *see*
 DEEDS
- REAL PROPERTY-MORTGAGES *see*
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- REAL PROPERTY-PLATS *see*
 PLATS
- REAL PROPERTY-SALES
- REAL PROPERTY-TAXES *see*
 TAXES-REAL PROPERTY
- RECEIPTS AND DISBURSE MENTS-
 AUDITOR
- RECEIPTS AND DISBURSEMENT-
 TREASURER
- REDEVELOPMENT COMMISSION

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STREETS see ROADS
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TAXES-DELINQUENT see also
TAXES-SALES
TAXES-DRAINAGE see also
DRAINAGE
TAXES-EXCISE
TAXES-EXEMPTIONS SEE
EXEMPTIONS
TAXES-FEDERAL
TAXES-INHERITANCE
TAXES-PERSONAL PROPERTY
TAXES-REAL PROPERTY
TAXES-SALES see also
TAXES-DELINQUENT
VENUE, CHANGE OF
VETERANS see MILITARY
SERVICE
VOTERS see ELECTIONS,
POLITICAL CAMPAIGNS-
FINANCE,POLITICAL
CANDIDATES
WEEDS
WILLS
ZONING
ZONING APPEALS, BOARD OF

Allen County Records Descriptive Listing by Subject

APPRENTICES

[APPRENTICESHIP CARDS].

Record of apprentice's work toward requirements for licensing. Shows name, address and telephone no. of apprentice; name of employer; education; no. of hours of experience; years applied for apprenticeship. BUILDING DEPARTMENT.

BIRTHS

BIRTH RECORD. Register of births in the County. Shows registry no.; date, time, and place of birth; name of attending physician; name, sex, and race of child; number in family; names, ages, occupations, and birthplaces of parents. PUBLIC HEALTH, BOARD OF.

DELAYED BIRTH CERTIFI-

CATE ORDER BOOK. Record of birth certificates issued to persons who have none. Shows date of certificate; name, birthdate, birthplace, and race of the applicant; name and birthplace of parents; name of attending physician.

CLERK (Clerk of the Circuit Court).

BOATS

DEPARTMENT OF NATURAL RESOURCES COUNTY WATERCRAFT REPORT. Record of boats registered in the County.

Shows boat registration no.; name and address of boat owner; make and model of boat; title no.; hull identification no.; description of boat; purpose of boat. **TREASURER.**

BONDS**CRIMINAL BOND RECORD.**

Record of bonds posted to ensure defendant's appearance in court. Shows date, amount, and condition of bond; names of defendant and surety; nature of the case. **CLERK** (Clerk of the Circuit Court).

MISCELLANEOUS BOND

RECORD. Record of miscellaneous bonds filed in probate, civil, and criminal causes. Shows date of the bond; names of principals and sureties; amount, condition, and nature of the bond. **CLERK** (Clerk of the Circuit Court).

MISDEMEANOR AND TRAFFIC DIVISION RECOGNIZANCE

BONDS. Record of bonds posted for misdemeanor and traffic causes. Shows names of principals, surety, and agent; dates received, recorded,

and released; amount of bond; vol. and page reference to **JUDGMENT DOCKET**. Indexed alphabetically by name of defendant. **CLERK** (Clerk of the Circuit Court).

OFFICIAL BOND RECORD.

Record of bonds posted by county and township officials. Shows date, amount, and conditions of bond; names of official sureties. **RECORDER.**

BRIDGES

BRIDGE REINSPECTION REPORT. Record of inspections of bridges twenty feet or larger. Shows names of bridge and inspector; date of inspection; description of structure, condition, age, and appraisal of bridge; proposed improvements. **HIGHWAY DEPARTMENT.**

[BRIDGES]. Drawings, plans and profiles of bridges. Shows date of drawing; name, location, and description of project; details and specifications of construction. **SURVEYOR.**

BUILDINGS—PERMITS

[COMPLETED BUILDING PERMITS]. Master record of building permits issued and construction projects completed. Shows name

and address of owner; name of builder; lot no. and name of addition; permit applications; date and results of inspections. BUILDING DEPARTMENT.

[WORKING RECORD BUILDING PERMITS]. Record of all building permits sold. Shows type of permit and all permit applications. BUILDING DEPARTMENT.

BUILDING—PLANS [PROJECT FILES]. Drawings, plans and profiles of construction projects in the County. Shows name, location, description of project; details and specifications of construction; date of drawings; name of engineer; routing review documents from city and county offices. SURVEYOR.

[PROJECT LOG BOOKS]. Record of construction projects in the County. Shows names of project, developer, and engineer; legal description of property; description of plans and actions on project; dates of actions. SURVEYOR.

BUILDINGS—STANDARDS AND SPECIFICATIONS [COMMERCIAL COMPLIANCE PAPERS]. Plans and specifications

submitted for review before building permit is issued. Shows plans, profiles, and drawings; specifications of project; compliance with building codes. BUILDING DEPARTMENT.

[HEATING, PLUMBING, SUBSIDIARY COMPLIANCE PAPERS]. Plans and specifications submitted for review before permits are issued. Shows plans and drawings; specifications of project; compliance with heating, plumbing, and other construction codes. BUILDING DEPARTMENT.

[LAND IMPROVEMENT PERMITS]. Record of plans submitted to Plan Commission for land improvements. Shows plans, profiles, and drawings for land improvements. BUILDING DEPARTMENT.

BUSINESS LICENSE TO CONDUCT SALES. Record of applications for licenses to conduct sales. Shows names of applicant, business, and sale; dates of application and sale; reason for sale; time, location, and reason for damaged goods sale; type, quantity, and price of merchandise; date business established. CLERK (Clerk of the Circuit Court).

MISCELLANEOUS RECORD.

Transcripts of miscellaneous documents. Shows liens; articles of incorporation; leases; powers of attorney; bills of sale; contracts; affidavits; wills; assignment of mortgages; resolutions of organizations. RECORDER.

PARTNERSHIP AND FIRM

BOND RECORD. Record of businesses operating under names other than their own. Shows date of filing; name of firm or partnership; nature and location of business; names and addresses of members. RECORDER.

CEMETERIES**CEMETERY DEEDS.**

Transcripts of deeds to cemetery lots. Shows dates of deed and recording; names of grantor and grantee; amount paid for cemetery lot; description and location of lot; deed no. RECORDER.

**COMMISSIONERS,
BOARD OF COUNTY
COMMISSIONER'S RECORD.**

Record of meetings of the Board of Commissioners on all county business. Shows date of meeting; names of members present; nature of business discussed and action taken.

**COMMISSIONERS, BOARD OF
COUNTY.**

CONDOMINIUMS

CONDOMINIUM. Plats of condominiums. Shows date of survey; name of plat; name of surveyor; drawings and description of condominium. RECORDER.

CONTRACTORS

**ALLEN COUNTY BUILDING
DEPARTMENT DETAIL LIST-
ING CONTRACTORS.** Summary listing of contractors licensed to operate in the County. Shows name, address, and telephone no. of contractor; license no.; amount paid for license fee; name of license superintendent; date of application; type of license. BUILDING DEPARTMENT.

**[CONTRACTORS NOT RE-
NEWED].** Records of contractors' licenses not renewed. Shows name, address, and telephone no. of contractor; date license granted; names of officers and supervisor of company; license no.; years applications granted. BUILDING DEPARTMENT.

COUNTY COUNCIL

COUNTY COUNCIL RECORD.

Minutes of the meetings of the County Council. Shows date of meeting; names of members present; subjects of business discussed and action taken. **COUNCIL.**

COURTS—CIVIL CAUSES

EXECUTION DOCKET [CIRCUIT COURT]. Record of execution of court decrees to satisfy judgments. Shows dates of judgment and service; names of plaintiff, defendant, and judgment debtor; cause no.; amounts of claim, costs and judgment. **CIRCUIT COURT.**

EXECUTION DOCKET [SUPERIOR COURT]. Record of writs issued by court for execution by sheriff to satisfy judgments. Shows dates of writ and judgment; names of plaintiff, defendant, and judgment debtor; nature and number of writ; amounts of judgment and costs; sheriff's return. **SUPERIOR COURT.**

GENERAL INDEX [INDEX TO JUDGMENTS]. Index to documents filed in civil and criminal causes and **JUDGMENT DOCKETS.** Shows

cause and file box no.; names of plaintiff, defendant, and court of action; vol. and page reference to **JUDGMENT DOCKET.** **CLERK** (Clerk of the Circuit Court).

JUDGMENT DOCKETS [CIRCUIT COURT]. Record of judgments and decrees issued in civil and criminal causes. Shows dates of decree and recognizance bond; names of attorney, plaintiff, defendant, judgment debtor, and surety; amounts of judgment and costs. **CIRCUIT COURT.**

JUDGMENT DOCKETS [SUPERIOR COURT]. Record of judgments rendered in civil and criminal causes. Shows dates of judgment and satisfaction; names of plaintiff, defendant, attorneys, and judgment debtor; nature and amount of judgment and costs; receipt of satisfaction. **SUPERIOR COURT.**

ORDER BOOK [CIRCUIT COURT]. Record of actions and proceedings in civil and criminal causes. Shows dates of actions and proceedings; names of plaintiff, defendant, and attorneys; nature, number and disposition of cause. **CIRCUIT COURT.**

ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in civil and criminal causes. Shows date of action; names of plaintiff, defendant, and attorneys; number and nature of cause; amounts of judgment and costs; disposition of cause. SUPERIOR COURT.

**COURTS—CRIMINAL CAUSES
CRIMINAL BOND RECORD.**

Record of bonds posted to ensure defendant's appearance in court. Shows date, amount, and condition of bond; names of defendant and surety; nature of the case. CLERK (Clerk of the Circuit Court).

CRIMINAL ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in criminal causes. Shows names of plaintiff, defendant, attorney, judge, and jurors; dates of filing and proceedings; nature and number of cause; proceedings and disposition. SUPERIOR COURT.

EXECUTION DOCKET [CIRCUIT COURT]. Record of execution of court decrees to satisfy judgments. Shows dates of judgment and service; names of plaintiff, defendant, and judgment debtor; cause no.; amounts of claim, costs and judgment. CIRCUIT COURT.

EXECUTION DOCKET [SUPERIOR COURT]. Record of writs issued by court for execution by sheriff to satisfy judgments. Shows dates of writ and judgment; names of plaintiff, defendant, and judgment debtor; nature and number of writ; amounts of judgment and costs; sheriff's return. SUPERIOR COURT.

GENERAL INDEX [INDEX TO JUDGMENTS]. Index to documents filed in civil and criminal causes and JUDGMENT DOCKETS. Shows cause and file box no.; names of plaintiff, defendant, and court of action; vol. and page reference to JUDGMENT DOCKET. CLERK (Clerk of the Circuit Court).

JUDGMENT DOCKETS [CIRCUIT COURT]. Record of judgments and decrees issued in civil and criminal causes. Shows dates of decree and recognizance bond; names of attorney, plaintiff, defendant, judgment debtor, and surety; amounts of judgment and costs. CIRCUIT COURT.

JUDGMENT DOCKETS [SUPERIOR COURT]. Record of judgments rendered in civil

and criminal causes. Shows dates of judgment and satisfaction; names of plaintiff, defendant, attorneys, and judgment debtor; nature and amount of judgment and costs; receipt of satisfaction. SUPERIOR COURT.

ORDER BOOK [CIRCUIT COURT]. Record of actions and proceedings in civil and criminal causes. Shows dates of actions and proceedings; names of plaintiff, defendant, and attorneys; nature, number, and disposition of cause. CIRCUIT COURT.

ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in civil and criminal causes. Shows date of action; names of plaintiff, defendant, and attorneys; number and nature of cause; amounts of judgement and costs; disposition of cause. SUPERIOR COURT.

COURTS—TRAFFIC CAUSES MISDEMEANOR AND TRAFFIC DIVISION RECOGNIZANCE BONDS. Record of bonds posted for misdemeanor and traffic causes. Shows names of principals, surety, and agent; dates received, recorded,

and released; amount of bond; vol. and page reference to JUDGMENT DOCKET. CLERK (Clerk of the Circuit Court).

CRIMINALS

CRIMINAL ARREST REPORTS. Record of arrests made in the County. Shows name, address, Social Security Number, and physical description of person arrested; name of next of kin; date and place arrested; names of arresting officers. SHERIFF.

DEATHS

DEATH RECORD. Record of deaths in the County. Shows dates and places of death and burial; names of deceased, family members, physician, and mortician; cause of death; age, sex, and race of deceased; birthplaces of deceased and parents.

PUBLIC HEALTH, BOARD OF

RECORD OF CORONER'S INQUEST. Record of inquests of sudden and violent deaths. Shows name and address of victim; file no.; dates of injury and death; place of injury; age, sex, race, and marital status of victim; cause of death; ruling on death; location of autopsy; blood/alcohol level; remarks. CORONER.

DEEDS

DEED BOOK. Transcripts of deeds to real property. Shows dates of deed and recording; names of grantor and grantee; amount paid for real property description and location of property. **RECORDER.**

DEEDS. Copies of deeds conveying titles to real property. Shows date of deed; names of grantor and grantee; description and location of property. **AUDITOR.**

GENERAL INDEX TO DEEDS.

General index to **DEED BOOK.** Shows date of deed and recording; name of property owner; nature of deed; reference to recording. **RECORDER.**

DRAINAGE

[ALLEN COUNTY DRAINAGE MAPS BY TOWNSHIP]. Drawings of open drain areas in the County. Shows general layout of drains, roads, and bridges. **SURVEYOR.**

CITY SEWER BOOK. Drawings of all sewer drains in the City. Shows locations of all manholes, catch basins, inlets, gravity sewers, force

mains, chambers, regulators, lift stations, overflows, headwalls, and bulkheads; date of map.

SURVEYOR.

DITCH SUBSIDIARY LEDGER—GENERAL DRAIN IMPROVEMENT FUND. Ledger of receipts and disbursements for ditch maintenance and improvement. Shows date and amount of receipt; amount of disbursement; nature of disbursement; balance in fund. **AUDITOR.**

[DITCHES]. Drawings of ditches. Shows names of township, ditch, and engineer; acreage benefitted; location of roads and ditches; flow of water. **SURVEYOR**

DRAINAGE RECORD. Record of assessments for construction, repair, and cleaning of ditches. Shows names of ditch and property owners; legal description of property; township; amount of assessment, length of allotment in feet; beginning and ending stake markers; notice posted to clean ditch. **SURVEYOR.**

[STORM DRAINS—SUBDIVISIONS]. Drawings of storm drains in the County subdivisions. Shows name of subdivision;

location of lots and storm drains; size and flow of storm drains. SURVEYOR.

DRAINAGE BOARD

DRAINAGE BOARD RECORD.

Minutes of the County Drainage Board. Shows time and place of meeting; names of members and others present; subject of business discussed and action taken. DRAINAGE BOARD.

ECONOMIC DEVELOPMENT COMMISSION

[ECONOMIC DEVELOPMENT COMMISSION MINUTES].

Minutes of the meetings of the Economic Development Commission. Shows date of meeting; names of members present; nature of business discussed, including economic development bonds; actions taken.

ECONOMIC DEVELOPMENT COMMISSION.

ELECTION BOARD

ELECTION BOARD MINUTES.

Minutes of the proceedings of the Election Board. Shows date of meeting; names of members present; nature of business discussed and actions taken, including division of county commissioner districts, lists

of supplies for bids, names of delegates to conventions, total no. of voters by precinct. ELECTION BOARD.

ELECTIONS

ABSENT VOTER RECORD.

Record of applications for and absentee ballots sent in elections. Shows dates application received and ballot sent and returned; address of absentee voter; names of voter and precinct, township or ward of registration; place vote was cast. ELECTION BOARD.

CITY ELECTION RECORD.

Record of city elections. Shows date of election; name and political affiliation of candidate; number of votes cast for each candidate by precinct. ELECTION BOARD.

ELECTION BOARD MAPS.

Maps of local, state and federal election precincts and districts. Shows boundaries of precincts and state and federal senate and congressional districts; name and no. of precinct or district; date of map. ELECTION BOARD.

GENERAL ELECTION

RECORD. Record of general elec-

tions. Shows date of election; name and political affiliation of candidate; number of votes cast for each candidate by precinct. **ELECTION BOARD.**

POLL BOOKS. Record of persons voting in each election. Shows date and nature of election; name, address, and signature of voter; party affiliation chosen in primary elections. **VOTER REGISTRATION BOARD.**

PRIMARY ELECTION

RECORD. Record of primary elections. Shows date of election; name of candidate and office sought; number of votes cast for each candidate by precinct. **ELECTION BOARD.**

RECORDS FORELECTIONBUDGETS. Record of all expenditures of the Election Board. Shows date of appropriation; nature and quantity of purchase; amounts of cost and payment. **ELECTION BOARD.**

VOTING PLACES. Record of location of each precinct. Shows location and description of precinct voting place; date of designation as precinct; specific instructions for voting. **ELECTION BOARD.**

ELECTIONS—REGISTRATION MASTER FILE OF VOTERS.

Master record of eligible voters. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; elections voted; party affiliation; precinct no. **VOTER REGISTRATION BOARD.**

OBSOLETE FILE [VOTER REGISTRATION].

Record of inactive and deceased voters. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; elections voted; party affiliation; precinct no. **VOTER REGISTRATION BOARD.**

VOTERS' REGISTRATION

BOOKS. Register of qualified voters in the County. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; dates voted; party affiliation; primaries voted; precinct no. **VOTER REGISTRATION BOARD.**

EMERGENCY PLANNING EMERGENCY OPERATIONS

PLAN. Plan of policies, procedures, and resources for emergency operations. Typed in binders. Shows policies including guidelines for setting up an emergency center;

procedures, including very type of disaster and how to respond to it; resources, including availability of local governmental and nongovernmental resource groups. Arranged topically by policies, procedures, and resources. Indexed alphabetically by subject. EMERGENCY PREPAREDNESS, DEPARTMENT OF.

ESTATES

FINAL AND CURRENT REPORT OF ESTATES. Report by administrator or executor of administration and settlement of estates. Shows names of administrator, executor, and deceased; amounts of receipt and expenditure of estate monies; sale of estate property; final disposition of estate. CLERK (Clerk of the Circuit Court).

FINAL AND CURRENT REPORT OF TRUSTEE. Trustee's report of administration and settlement of estates and guardianships. Shows names of trustee and principals; amounts of receipt and expenditure of estate monies; sale of estate property; condition of wards; final disposition of the case. CLERK (Clerk of the Circuit Court).

GENERAL INDEX OF ESTATES. General index to actions and proceedings in estate causes. Shows cause no.; names of deceased and administrator or executor; reference to file box; reference to REPRESENTATIVE BOND, OATH, AND LETTERS. CLERK (Clerk of the Circuit Court).

INHERITANCE TAX RECORD.

Record of appraisements of estates to determine amount of inheritance tax due. Shows cause no.; dates of death and appraisal; names of deceased, appraiser, heirs, and administrator or executor; location, inventory, and appraised value of estate; amount of tax due from heirs; deductions for claims, expenses, bequests, and exemptions. CLERK (Clerk of the Circuit Court.)

INVENTORY OF ESTATES.

Record of executors' inventories and appraisal of property in estate causes. Shows names of deceased, appraisers, executor, and administrator; itemized list and appraised value of property; affidavits of appraiser and administrator. CLERK (Clerk of the Circuit Court).

OFFICIAL BOND INDEX

RECORD. Index to personal representative bond records. Shows names of surety and principals; date and amount of bond; nature of bond, including guardian, executor, administrator, and trustee; volume and page number to recording. **CLERK** (Clerk of the Circuit Court).

PROBATE ORDER BOOK [SUPERIOR COURT]. Record of orders and proceedings in litigation of estates. Shows dates of filing and trial; names of deceased, administrator, executor, and guardian; nature of proceedings; number and disposition of cause. **SUPERIOR COURT.**

REPRESENTATIVE BOND, OATH, AND LETTERS. Record of letters issued, bonds posted, and oaths administered. Shows dates of death, issuance of letters, bond, and oath; names of deceased, heirs, administrator, and surety; value of estate, amount and condition of bond. **CLERK** (Clerk of the Circuit Court).

EXEMPTIONS

ALLEN COUNTY MASTER FILE EXEMPTIONS. Record of all tax exemptions in the County.

Shows type of exemption; name of property owner; key no.; amount of exemption; total value of land and improvements; net value of property. **AUDITOR.**

FINANCE, BOARD OF

BOARD OF FINANCE. Record of the decisions, minutes, and correspondence of the Board of Finance. Shows date of meeting; names of members present; names of depositories and percentage of funds deposited in each. **FINANCE, BOARD OF.**

FOOD INSPECTION

FOOD ESTABLISHMENT INSPECTION REPORT. Record of inspections of food service establishments and retail food stores. Shows name, address, and type of establishment; date, time, and purpose of inspection; name of inspector; rating score; inspections of food, equipment, facilities, and personnel; recommendations for correction. **PUBLIC HEALTH, BOARD OF.**

GOVERNMENT PROPERTY—ASSESSMENTS

[LEASED GROUND AND GOVERNMENT PROPERTY]. Record of assessed value of leased property and government property. Shows key

no.; value of land and improvements; name and address of property owner; legal description of property; no. of acres; total acreage, parcels, and land value for each taxing unit. AUDITOR.

GUARDIANSHIPS

FINAL AND CURRENT REPORT OF GUARDIANSHIP.

Report by guardian of administration and settlement of guardianship causes. Shows names of guardian, wards, and deceased; amounts of receipts and expenditure of estate monies; sale of estate property; condition of wards; final disposition of cause. CLERK (Clerk of the Circuit Court).

FINAL AND CURRENT REPORT OF TRUSTEE. Trustee's report of administration and settlement of estates and guardianships. Shows names of trustee and principals; amounts of receipt and expenditure of estate monies; sale of estate property; condition of wards; final disposition of the case. CLERK (Clerk of the Circuit Court).

GENERAL INDEX OF GUARDIANSHIPS. Index to actions and proceedings in guardianship causes. Shows cause no.; names

of wards and guardian; reference to file box; reference to RECORD OF APPLICATIONS, BONDS, OATHS, AND LETTERS OF GUARDIANSHIP. CLERK (Clerk of the Circuit Court).

GUARDIANSHIP INVENTORY.

Record of guardians' inventories and appraisal of property in estate causes. Shows date of inventory; names of guardian, ward, and deceased; itemized list and appraised value of property; affidavit of guardian. CLERK (Clerk of the Circuit Court).

OFFICIAL BOND INDEX

RECORD. Index to personal representative bond records. Shows names of surety and principals; date and amount of bond; nature of bond, including guardian, executor, administrator, and trustee; volume and page number to recording. CLERK (Clerk of the Circuit Court).

RECORD OF APPLICATIONS, BOND, OATHS, AND LETTERS OF GUARDIANSHIP.

Record of letters issued, bonds posted, and oaths administered to guardians. Shows dates of letter, bond, and oath; names of wards, guardian, and

surety; amount and condition of bond; surety's affidavit of property owned. CLERK (Clerk of the Circuit Court).

**HAZARDOUS WASTE TAX
FUND ADVISORY
COMMITTEE**

**HAZARDOUS MATERIALS
AND HAZARDOUS WASTE
TAX FUND.** Records of the Allen County Advisory Committee on the Hazardous Waste Tax Fund. Typed in binders. Shows names of members; names of subcommittees and members; minutes of meetings; subcommittee reports; budget; correspondence; ordinances, laws, and regulations. **HAZARDOUS
WASTE TAX FUND ADVISORY
COMMITTEE.**

LIENS

MECHANICS LIEN. Record of liens on property to secure payment of costs for labor and materials. Shows dates of lien and recording; amount of lien; itemized statement of labor and materials; names of principals; notice of release of lien. **RE-
CORDER.**

**RECORD OF HOSPITAL AND
AMBULANCE LIENS.** Liens on property to secure payment of costs

for ambulance and hospital service. Shows date and time of recording; type of lien— hospital or ambulance; names of patient and those liable for costs; name and address of claimant; amount claimed; document nos. of filing and release; date of release. **RECORDER.**

U.S. TAX LIEN RECORD. Record of liens on property for nonpayment of internal revenue tax. Shows file no.; name of taxpayer; place of residence; date of filing; amount of tax, interest, and penalty; date of payment. **RECORDER.**

MARRIAGES

**GENERAL INDEX OF MAR-
RIAGES.** Index to **MARRIAGE
RECORD.** Shows names of bride and groom; volume and page reference to **MARRIAGE RECORD.** Arranged alphabetically by names of bride and groom. CLERK (Clerk of the Circuit Court).

MARRIAGE RECORD. Record of marriage applications, licenses, and returns. Shows dates of application, license, and return; names, ages, addresses, family histories, previous marital status; dates and places of birth and occupations of bride and

groom; names of parents and witnesses. CLERK (Clerk of Circuit Court).

MILITARY SERVICE

INDEX OF DISCHARGES. Index to SERVICE DISCHARGE

RECORD. Shows dates of recording and discharge; name of military personnel; reference to SERVICE DISCHARGE RECORD. Arranged alphabetically by name of military personnel, then by date of posting. **RECORDER.**

SERVICE DISCHARGE

RECORD. Record of honorable discharges of military personnel. Shows dates of discharge and recording; name, occupation, physical description, age, and character of military personnel; vaccinations; type of discharge. **RECORDER.**

SOLDIER'S BURIAL RECORD.

Record of expenditures for burial of military personnel. Shows dates of discharge, death, and burial; name and age of military personnel; place of burial; amount of claim; name of funeral director. **COMMISSIONERS, BOARD OF COUNTY.**

MOBILE HOMES

CERTIFIED TO THE COURT

[PERSONAL PROPERTY AND MOBILE HOME]. Record of delinquent personal property taxes certified to court. Shows key, duplicate, and certificate nos.; year certified to court; name of property owner; mailing address; township; amount of delinquent tax. **TREASURER.**

[MOBILE HOMES]. Record of assessed value of mobile homes. Shows name of mobile homeowner; duplicate and key nos.; assessed value of property. **AUDITOR.**

PERSONAL PROPERTY TAX DUPLICATE—MOBILE HOME REGULAR ACCOUNTS. Record of taxes assessed on mobile homes. Shows name of property owner; mailing address; duplicate and key nos.; assessed value; amounts of installments, penalty, fine, delinquent tax paid and due; assessed value; dates paid. **TREASURER.**

MORTGAGES

GENERAL INDEX TO MORTGAGES. General index to mortgages recorded in **MORTGAGE RECORD.** Shows date of recording; names of principals; location and description of property; reference to

recording. RECORDER.

MORTGAGE RECORD. Record of mortgages on real property. Shows dates of mortgage and recording; date notarized; names of principals; description and location of property; amounts of mortgage, interest and payments. RECORDER.

REGISTER OF CONGRESSIONAL SCHOOL FUND LOAN. Ledger of loans and payments made from school fund. Shows date of mortgage; reference to recording of mortgage in **MORTGAGE RECORD**; name and address of mortgagor; amounts of loan, principle, installments, and interest; amounts and dates paid. AUDITOR.

RELEASE OF MORTGAGES. Record of mortgages and liens released and satisfied. Shows dates of release and assignment; names of principals; nature and amount of lien or mortgage; certification of satisfaction; reference to recording of mortgage of lien. RECORDER.

SCHOOL FUND MORTGAGES. Transcripts of mortgages on real estate from school fund loans. Shows dates of mortgage and maturity; name of mortgagor; description and

location of property; amount and term of mortgage. RECORDER.

MORTGAGES—EXEMPTIONS ALLEN COUNTY MORTGAGE EXEMPTIONS [INDEX]. Index and summary of [MORTGAGE EXEMPTIONS]. Shows name of property owner; legal description of property; control and key nos.; volume, page, and document reference no. of mortgage exemption affidavit. AUDITOR.

[MORTGAGE EXEMPTIONS—BLIND OR DISABLED PERSONS]. Affidavits filed by blind or disabled persons to claim mortgage exemption. Shows name, age, and address of disabled person; amount of taxable income; assessed value; amount of exemption; date filed. AUDITOR.

[MORTGAGE EXEMPTIONS]. Affidavits of mortgage indebtedness for purpose of mortgage exemption. Shows name and address of property owner; date of mortgage; legal description of property; assessed value of property; current indebtedness; name of mortgage holder amount of exemption; signature of homeowner. AUDITOR.

**[MORTGAGE EXEMPTIONS—
PERSONS 65 YEARS OF AGE**

OR MORE]. Affidavits filed by persons 65 years of age or more for mortgage exemption. Shows name, age, and address of person over age 65; legal description of property; source and amount of income; assessed value of property.

AUDITOR.

**[MORTGAGE EXEMPTIONS—
VETERANS OR WIDOWS]**.

Affidavits filed by W.W.I veterans or their widows for mortgage exemption. Shows name, age, and address of veteran or widow; legal description of property; amount and type of exemption allowed; date of exemption. AUDITOR.

**REMOVALS [MORTGAGE
EXEMPTIONS]**. Record of affidavits of persons no longer eligible for mortgage exemptions. Shows name, age, and address of property owner; amount and type of exemption; reason for removal. AUDITOR.

NOTARIES PUBLIC

NOTARIAL BOND RECORD.

Record of bonds posted by notaries public. Shows date, amount, and condition of the bond; names of notary and surety. CLERK (Clerk of

the Circuit Court).

ORDINANCES

**[ALLEN COUNTY—COUNTY
CODE]**. Record of county ordinances. Shows ordinance number; text of ordinance. COMMISSIONERS, BOARD OF COUNTY.

**PERSONAL PROPERTY—
ASSESSMENTS**

**ASSESSOR'S PERSONAL PROP-
ERTY BOOK.** Record of personal property tax. Shows duplicate and control nos.; name and address of property owner; type of assessment; assessed value; type of exemption; net value. AUDITOR.

**INDIVIDUAL'S TANGIBLE
PERSONAL PROPERTY AS-
SESSMENT RETURN.** Report of ownership of personal property and assessments. Shows name of property owner; address; township and taxing unit; description and assessed value of vehicles other than automobiles, boats and boat equipment, and dogs; total assessed value; signature of property owner. ASSESSOR.

**PERSONAL PROPERTY [AS-
SESSED VALUATION]**. Record of assessed value of personal property.

Shows name of personal property owner; mailing address; duplicate and control nos.; assessed value of property; type of property.

TREASURER.

**PERSONAL PROPERTY—
MORTGAGES**

**UNIFORM COMMERCIAL
CODE JOURNAL OF CASH**

RECEIPTS. Record of fees for chattel mortgages and requests for information on debtors. Shows number of instrument; names of principals; date of instrument; amount of loan; description of property; date of release.

RECORDER.

PLAN COMMISSION

[PLAN COMMISSION MINUTES]. Minutes of the meetings of the Plan Commission. Shows date of meeting; names of members present; nature of business discussed, including amendments, rezoning petitions, zoning ordinances, fact findings, plats and development plans, report of expenditures; actions taken.

PLAN COMMISSION.

PLATS

CONDOMINIUM. Plats of condominiums. Shows date of survey; name of plat; name of surveyor;

drawings and description of condominium. RECORDER.

INDEX TO PLATS. Index to PLAT RECORD. Shows date of plat; name of property owner; description and location of property; reference to PLAT RECORD. Arranged alphabetically by name of plat. RECORDER.

PLAT BOOKS. Drawings of lands and lots in the County. Shows township, sections, parcels, landmarks, and boundary changes; legal description of property; names of current and past owners. AUDITOR.

PLAT RECORD. Plats of additions and subdivisions in the County. Shows dates of survey and recording; name and number of plat; names of owner and surveyor; description and location of plat. RECORDER.

**POLITICAL CAMPAIGNS—
FINANCE**

CANDIDATES' ELECTION

FINANCIAL REPORTS. Record of contributions and expenditures of political candidates. Shows name, address, party affiliation, and office sought by candidate; name and address of persons contributing over

\$100; description of expenditures over \$100; description of loans and in kind contributions. ELECTION BOARD.

POLITICAL CANDIDATES FILING RECORDS OF CANDIDATES. Record of candidates filing to run for office. Shows date of filing; name and address of candidate; title of office sought; precinct of registration. ELECTION BOARD.

POOR RELIEF COUNTY AUDITOR'S REGISTER OF POOR RELIEF CLAIMS AND EXPENSE BY APPROPRIATIONS. Ledger of expenditures for poor relief. Shows trustee's claim no.; date of payment; warrant no.; name of claimant; nature of relief given; amount of claim. AUDITOR.

PROBATION ADULT FELONY PROBATION REPORT. Statistical summary of new and released probationers for felony charges. Shows names of county, court, judge, and preparer; dates covered and prepared; number of new probationers by type of probation; number of probationers released by type of disposition;

number of pre-sentence investigations. CIRCUIT COURT. Housed in Adult Probation Office.

ADULT MISDEMEANOR PROBATION REPORT. Statistical summary of new and released probationers for misdemeanor charges. Shows name of county, court, judge, and preparer; dates covered and prepared; number of new probationers by type of probation; number of probationers released by type of probation; number of presentence investigations. CIRCUIT COURT. Housed in Adult Probation Office.

MONTHLY PROBATION REPORTS. Statistical summary of probation activity. Shows date of report; number of persons on probation, placed, and released by sex; number of pre-sentence investigations by court. CIRCUIT COURT. Housed in Adult Probation Office.

PUBLIC HEALTH, BOARD OF BOARD OF PUBLIC HEALTH MINUTES. Minutes of the actions and proceedings of the Board of Public Health. Shows date of meeting; names of members present; nature of business discussed and actions taken, including reports of

births, deaths, and contagious diseases, inspections of public buildings, appropriations, appointment of health officials. PUBLIC HEALTH, BOARD OF.

REAL PROPERTY

QUIET TITLE RECORD. Transcripts of court proceedings involving titles to real property. Shows dates of proceedings and judgment; names of plaintiff and defendant; location and description of property; final ruling on the matter. RECORDER.

REAL PROPERTY—ASSESSMENTS

ALLEN COUNTY HOMESTEAD CREDIT CLAIMS. Record of assessed value of real property. Shows key no.; name of property owner; value of residential and nonresidential land and improvements. AUDITOR.

ASSESSOR'S REAL ESTATE BOOK. Record of assessed value of real property. Shows key and duplicate nos.; name and address of property owner; legal description of property; land value; improvement value; amount of exemptions; net value. AUDITOR.

[CLAIMS FOR HOMESTEAD PROPERTY TAX CREDIT].

Applications for homestead property tax credit. Shows name of property owner; legal description of property; assessed value of property; date of filing. AUDITOR.

PRESCRIBED INDIANA PROPERTY RECORD CARD. Record of assessment of real property in the County. Handwritten and typed on file cards. Shows key and card nos.; taxing unit; names of previous and current owners; legal description of property; mailing address; assessed value; complete description and drawings of land and buildings; improvements. ASSESSOR.

REAL ESTATE ALPHABETIC LIST FOR ALLEN COUNTY.

Record of real estate taxes and exemptions in the County. Shows key and duplicate nos.; name and address of property owner; legal description of property; value of land and improvements; type and amount of exemptions. AUDITOR.

REAL PROPERTY—SALES

CONTRACTS. Record of contract sales by taxing unit. Shows key no.; name and address of property owner;

legal description of property; value of property and improvements.

AUDITOR.

RECEIPTS AND DISBURSEMENTS—AUDITOR

APPROPRIATION AND DISBURSEMENT RECORD. Ledger of receipts and disbursements from other than County General Fund. Shows name of fund; fund no.; warrant no.; nature of receipt and disbursement; amounts of receipt and disbursement; balance. AUDITOR.

LEDGER OF APPROPRIATIONS, ENCUMBRANCES, DISBURSEMENTS AND BALANCES. Record of receipts and disbursements from County General Fund. Shows name of fund; account no.; date of receipt and disbursement; warrant no.; amount of warrant; balance. AUDITOR.

STATEMENT OF EXPENDITURES, ENCUMBRANCES AND UNENCUMBERED APPROPRIATIONS. Record of county funds appropriated, spent, and encumbered. Shows fund no. and name; amounts appropriated, spent, encumbered; name of payee. AUDITOR.

RECEIPTS AND DISBURSEMENTS—TREASURER

LEDGER OF RECEIPTS, DISBURSEMENTS AND BALANCES. Ledger of receipts and disbursements of county funds. Shows date of entry; amounts of receipt and disbursement; warrant no.; name of fund; balance in fund. TREASURER.

TREASURER'S DAILY BALANCE OF CASH AND DEPOSITORIES. Ledger of county monies collected, deposited, and invested. Shows amounts collected from taxes and other sources; total amounts of deposits and investments. TREASURER.

REDEVELOPMENT COMMISSION
[REDEVELOPMENT COMMISSION MINUTES]. Minutes of the meetings of the Redevelopment Commission. Shows date of meeting; names of members present; nature of business discussed and actions taken. REDEVELOPMENT COMMISSION.

REVIEW, BOARD OF RECORD [BOARD OF REVIEW]. Minutes of the meetings of

the Board of Review. Shows date of meeting; names of members and petitioners present; subject of business discussed and action taken. REVIEW, BOARD OF.

ROADS

[MISCELLANEOUS ROADS, DRAINS, AND BRIDGES—SUPER LARGE MAPS]. Oversize drawings of roads, bridges, and drains. Shows date of drawing; name, location, and description of project; details and specifications of project. SURVEYOR. [PLANS]. Drawings of subdivisions, roads, and bridges. Shows date of plan; names of surveyor and engineer; location and description of road; details and specification of construction. HIGHWAY DEPARTMENT.

ROAD PETITIONS. Petitions for construction and maintenance of roads. Shows names of petitioners; description and location of proposed road. HIGHWAY DEPARTMENT.

[ROADS]. Drawings, plans, and profiles of roads. Shows date of drawing; name, location, and description of road; details and specifications of construction; name of engineer. SURVEYOR.

STATE HIGHWAY RIGHT-OF-WAY GRANTS. Record of lands granted by owners for construction or improvement of highways. Shows date of grant; name of property owner; legal description of property. RECORDER.

SURVEYS

CORNERSTONE BOOK. Record of location of all cornerstone markers in the County. Shows presence of cornerstone; cornerstone with Harrison Marker; Harrison Marker; concrete monument; copper-coated steel rod; commercial fence post. SURVEYOR.

FIELD BOOKS. Surveyor's field notes of ditches, roads, bridges, and miscellaneous surveys. Shows date of survey; location of land markings; level readings and distances; acreage; township section, and range nos. SURVEYOR.

GOVERNMENT SURVEY. Copy of original U.S. Government survey of the County. Shows names of survey and township; date of survey; location of land markings; acreage. SURVEYOR.

[MISCELLANEOUS RECORDS]. Miscellaneous surveys, plans, and

drawings, including flood plain information. Shows name, location, and description of drawing; details and specifications of project or survey. SURVEYOR.

SURVEYOR'S RECORD. Record of surveys made by Surveyor. Shows date of survey; names of property owner and surveyor; section; range; township nos.; stations; elevations; measurements. SURVEYOR.

TAXES—BUSINESS

BUSINESS TANGIBLE PERSONAL PROPERTY RETURN. Report of ownership of business personal property and assessments. Shows name and type of business; mailing address; legal description of property; taxing district; total assessed value of tangible personal property; date of report; signature of reporting authority. ASSESSOR.

TAXES—DELINQUENT ALLEN COUNTY COMBINED LISTING OF DELINQUENT TAXES DUE.

Record of all delinquent personal property and real property taxes. Shows type of delinquent tax; duplicate and key nos.; name of property owner; mailing address; amount of taxes due. TREASURER.

CERTIFIED TO THE COURT [PERSONAL PROPERTY AND MOBILE HOME]. Record of delinquent personal property taxes certified to court. Shows key, duplicate, and certificate nos.; year certified to court; name of property owner; mailing address; township; amount of delinquent tax.

TREASURER.

DELINQUENT SEWERS AND WEED CUTTING.

Record of assessments for cutting weeds, sewer maintenance, and construction. Shows name of property owner; mailing address; duplicate and key nos.; legal description of property; amount of delinquent tax; date paid and amount paid. TREASURER.

[DELINQUENT TAX]. Summary record of delinquent property taxes. Shows name of property owner and taxing unit; duplicate and key nos.; legal description of property; amounts of tax, penalty, and delinquent tax. AUDITOR.

EXECUTION DOCKET—TAX WARRANT. Record of execution of court decrees in Indiana State Treasury causes. Shows dates of judgment and return on writ; names of

plaintiff, defendant, and judgment debtor; cause no.; amounts of claims, costs, and judgment. CLERK (Clerk of the Circuit Court).

JUDGMENT DOCKET—TAX WARRANT. Record of judgments and decrees issued in Indiana State Treasury causes. Shows names of attorney, plaintiff and defendant; amounts of judgment and cost; receipt or nonreceipt of payment. CLERK (Clerk of the Circuit Court).

REAL ESTATE TAX SALE. Record of tax sales for delinquent real property, drainage, and weed payments. Shows name of property owner; mailing address; legal description of property; key no.; amount of delinquent assessment; nature of delinquent assessment; amount paid by property owner or at tax sale. TREASURER.

TAX SALE RECORD. Record of real property sold for nonpayment of taxes. Shows name of property owner; legal description of property; key no.; amount of delinquent tax; amount of tax sale; dates of sale and redemption; name of purchaser and redeemer; bidder and certificate nos. AUDITOR.

TREASURER'S RECORD OF DELINQUENT PERSONAL PROPERTY TAX AND JUDGMENT DOCKET. Record of delinquent personal property taxes certified to court. Shows name and address of property owner; name of taxing unit; duplicate no.; date of delinquent tax; amounts of tax, penalty, and cost; date received by clerk as judgment; date and amount of delinquent tax paid. TREASURER.

TAXES—DRAINAGE DITCH DUPLICATE FOR RECONSTRUCTION ASSESSMENT. Record of assessments on real property for ditch and drain reconstructions. Shows name and address of property owner; name and no. of ditch; key and duplicate nos.; legal description of property; amounts of installments, interest, penalty, and total assessments paid and due; dates paid. TREASURER.

DITCH TAX DUPLICATE FOR MAINTENANCE ASSESSMENT. Record of assessments for maintenance of ditches. Shows name and address of property owner; duplicate and key nos.; legal description of property; amounts of installments,

penalty, delinquent assessment paid and due; total acres and acres benefitted; dates paid; drain no. and name. **TREASURER.**

TAX DUPLICATE—SURPLUS ACCOUNTS. Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key and duplicate nos.; amounts of installment, gross tax, penalties, fines, surplus and delinquent taxes paid and due; assessed value; replacement credit; date paid. **TREASURER.**

TAXES—EXCISE COUNTY AUDITOR'S RECORD OF ANNUAL LICENSE EXCISE TAX. Ledger or receipts and disbursements of excise, surtax, and wheel tax. Shows amounts of receipt and disbursement; date of entry; balance of fund. **AUDITOR.**

TAXES—FEDERAL [FEDERAL TAX LIEN INDEX AND RECORD]. Record of notices to secure property for nonpayment of internal revenue tax. Shows dates of filing and release; name and address of taxpayer; nature and amount of tax; amount of accrued interest and

penalty; collector's serial no. **RECORDER.**

TAXES—INHERITANCE INHERITANCE TAX RECORD.

Record of appraisements of estates to determine amount of inheritance tax due. Shows cause no.; dates of death and appraisal; names of deceased, appraiser, heirs, administrator or executor; location, inventory, and appraised value of estate; amount of tax due from heirs; deductions for claims, expenses, bequests and exemptions. **CLERK (Clerk of the Circuit Court).**

TAXES—PERSONAL PROPERTY

PERSONAL PROPERTY TAX DUPLICATE. Record of taxes assessed on personal property. Shows name of personal property owner; mailing address; duplicate and control nos.; assessed value; amounts of installments, penalty, fine, delinquent tax paid and due; dates paid. **TREASURER.**

TAX DUPLICATE—SURPLUS ACCOUNTS. Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key

and duplicate nos.; amounts of installments, gross tax, penalties, fines, surplus and delinquent taxes paid and due; assessed value; replacement credit; date paid.

TREASURER.

**TAXES—REAL PROPERTY
REAL PROPERTY TAX DUPLI-**

CATE. Record of taxes assessed on real property. Shows name of property owner; mailing address; duplicate and key nos.; legal description of property; mortgage holder; amounts of installments, penalty, delinquent tax paid and due; assessed value; exemptions; dates paid.

TREASURER.

**REGISTER OF REAL ESTATE
CERTIFICATE OF ERROR.**

Record of overpayment of taxes. Shows duplicate no.; date of payment; name of taxpayer; amount of error; reason for error; amount of credit and tax. AUDITOR.

**TAX DUPLICATE—SURPLUS
ACCOUNTS.** Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key and duplicate nos.; amounts of installments, gross tax, penalties, fines, surplus, and delinquent taxes

paid and due; assessed value; replacement credit; date paid.

TREASURER.

**TAXES—SALES
[COMMISSIONERS' SALES].**

Record of Commissioners' sales of real property for nonpayment of taxes. Shows newspaper notices; lists of property to be sold; buyer registration sheets; receipts of sales; claims for newspaper advertising.

AUDITOR.

LIS PENDENS RECORD. Record of Sheriff's notice of attachment of property to satisfy court judgments. Shows date of notice; names of plaintiff, defendant, attorney, and court; legal description of property; nature of levy. CLERK (Clerk of the Circuit Court).

REAL ESTATE TAX SALE.

Record of tax sales for delinquent real property, drainage, and weed payments. Shows name of property owner; mailing address; legal description of property; key no.; amount of delinquent assessment; nature of delinquent assessment; amount paid by property owner or at tax sale. TREASURER.

TAX SALE RECORD. Record of real property sold for nonpayment of taxes. Shows name of property owner; legal description of property; key no.; amount of delinquent tax; amount of tax sale; dates of sale and redemption; name of purchaser and redeemer; bidder and certificate nos. AUDITOR.

VENUE, CHANGE OF AUDITOR'S VENUE RECORD. Receipts and disbursements for court cases venued to and from counties. Shows date certified to clerk; cause no.; title of cause; date of warrant; warrant no.; amount of warrant; amount and date paid. AUDITOR.

CHANGE OF VENUE RECORD. Summary of transactions in court cases venued from other counties. Shows date of venue; names of plaintiff, defendant, county, and court; nature of the case, itemized statement of costs; vol. and page reference to ORDER BOOK and FEE BOOK. CLERK (Clerk of the Circuit Court).

WEEDS DELINQUENT SEWERS AND WEED CUTTING. Record of assessments for cutting weeds, sewer

maintenance, and construction. Shows names of property owner; mailing address; duplicate and key nos.; legal description of property; amount of delinquent tax; date paid and amount paid. TREASURER.

WILLS

WILL RECORD. Transcripts of wills and testaments filed for probate. Shows dates of instrument and filing; names of deceased and heirs; amounts of bequests; names of witnesses; certification of clerk. CLERK (Clerk of the Circuit Court).

ZONING

STAFF COMMENTS. Record of zoning appeals filed with the Board of Zoning Appeals. Shows requests for special exemptions, including beauty salons, child care, and animal hospitals; requests for variances to change zone; requests for contingencies, including notice of public hearing; map and location of request; staff comments. ZONING APPEALS, BOARD OF.

ZONING APPEALS, BOARD OF [BOARD OF ZONING APPEALS MINUTES]. Minutes of the meetings of the Board of Zoning Appeals. Shows date of meeting; names of

members and others present; nature of business discussed and actions taken. ZONING APPEALS, BOARD OF.

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INDIANA STATE DOCUMENTS: AWARENESS AND ACCESSIBILITY

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Indiana's libraries have a significant role to play in helping the public to benefit from the wealth of useful information published by state agencies. As in other area of library services, awareness of existing materials and access to them are key factors in tapping this important resource.

AWARENESS OF STATE PUBLICATIONS

State documents are generally not advertised, promoted or reviewed in the usual sense; therefore, even very useful or important state publications may remain unknown to many who could benefit from them. Some "awareness aids" are described below.

Press Releases. Occasionally a state agency issues a press release

upon publication of a major new report, study, plan, regulatory guide or other document, if the agency thinks it should be brought to public attention. Librarians concerned with keeping abreast of government activities and information resources are well-advised to scan daily newspapers for these notices. What the press does with such announcements is, of course, another matter. They may be given considerable play as "news" or buried in a brief, backpage story. Often lacking is sufficient information to contact the appropriate office in order to request copies.

Business and economic newsletters and those of environmental and other interest groups should also be monitored for mention of significant publications.

Librarians encountering

difficulty in locating state agencies or obtaining their publications directly may enlist the aid of the Indiana State Library's State Documents Coordinator.

Checklist of Indiana State Documents. It was to help solve the problems of awareness of and access to state publications that the Indiana State document depository systems was established in 1973 (Indiana Code, Sections 4-23-7.1-25 et seq.). In addition to collecting documents and distributing them to depository libraries, the State Library's state documents coordinator is responsible for listing them in a quarterly Checklist of Indiana State Documents. This list is available to anyone on request, free of charge. The quarterly issues are cumulated and indexed annually.

Unfortunately, even though the document depository law has been in force for nineteen years, many state agencies seem unaware of their ongoing obligation to deposit their publications with the State Library. The State Documents Coordinator regularly strives to correct this situation; but many documents are not received and the Checklist must be regarded as an incomplete listing. It is, however, a very useful guide with which to

begin a search for desired publications.

Monthly Checklist of State Publications. The State Library sends copies of all state documents it receives to the Library of Congress. Many or most of these items appear in the federal Monthly Checklist of State Publications.

State of Indiana Telephone Directory. In ascertaining the existence and availability of some kinds of information—for instance, very recent statistics—direct personal contact with an agency is often preferable to reliance on published bibliographies. On page vii of the state government telephone directory is a list of "communications coordinators"—persons in every major agency whose job it is to provide information to the public. The main part of the directory constitutes by far the most useful setting forth of state agencies and subagencies to be found anywhere, complete with names, phone numbers and addresses of hundreds of officials. Among these are the persons—if you can only identify them—who are responsible for producing the very documents you are seeking.

One reason for resorting to calling state offices for information

is that much of the information formerly available in print form is now kept only in agency databases. The Department of Environmental Management, for example, does not issue a printed landfill directory, but will provide an up-to-date printout of one upon request. Similarly, the department of Insurance will provide specific information on agents and companies directly from its database.

There are, of course, disadvantages to seeking information directly from state agencies or depending on the telephone directory to provide the right contact. Reorganization may have abolished and office or even an entire agency listed in the directory. A person listed as a communications coordinator may no longer have that responsibility. Some coordinators may not be sufficiently informed in a specific area to be of much help to the caller. An understandable circumstance given the great size and complexity of some divisions of state government. Indeed, the caller may be subjected to a confusing and time-consuming sequence of call transfers to ever less helpful offices. As stated above, if such difficulties are encountered, the State Library's State Documents Coordinator may be of assistance.

Agency Publications Lists.

Not only is publishing activity uncoordinated in state government as a whole, even within a single department, offices issue publications independently of each other. No government unit of the magnitude of a department seems to maintain bibliographic control of its publications or issue a listing of them. Some smaller units—unfortunately, very few of them—do compile such lists. The following are some examples of these:

Education, Department of. Learning Resources Unit. Materials Directory. Employment and Training Services, Department of. Labor Market Information. Publications Directory (statistics on Indiana employment, wages and job openings by category and geographic area.)

Health, State Board of. Bureau of Policy Development. Annotated Bibliography of Publications.

Higher Education, Commission for. Publications, Background Papers, and Reports.

Historical Bureau. Publications and Commemorative Items for Sale by the Indiana Historical Bureau. Library, Indiana State. Audiovisual

Services. Indiana State Library Audiovisual Materials.

Natural Resources, Department of. Fish and Wildlife Division. Fishing and Wildlife Publications. (includes hunting, fishing and boating regulations.)

Natural Resources, Department of. Geological Survey. Geologic Publications of Indiana. (includes maps and pamphlets on both popular and highly technical subjects; also includes federal publications.)

Transportation, Department of. Summary of IDOT Research and Implementation.

University publication Lists. A number of departments and other divisions of state universities provide useful lists of their currently available publications. Among these are the following:

Indiana University-Purdue University at Fort Wayne. Research and Scholarly Publications and Creative Works of the Faculty. (not limited to publications of the university.)

Purdue University. Media Distribu-

tion Center. Educational Materials List. (an extensive listing, mainly of Agricultural Experiment Station and Cooperative Extension Service publications. These are generally available from the county offices of the Cooperative Extension Service.)

Purdue University. Water Resources Research Center. Annual Program Report. (an annotated list of the center's technical reports.)

ACCESSIBILITY

Acquisition by Depository Libraries Multiple copies of publications sent to the State Library by state agencies are distributed by the State Documents Coordinator to other state document depository libraries. These are the main campus libraries of the four state universities and Valparaiso University and the public libraries at Columbus, Evansville, Fort Wayne, Kokomo, New Albany, Richmond and South Bend.

In addition to materials sent by the State Library, the other depository libraries obtain a number of state publications directly from the issuing agencies. There are several reasons for acquiring items directly. One of which is that the State Library does not distribute state-

published periodicals of a frequency of more than three issues annually. It is far more expedient for the branch depositories themselves to subscribe to them and receive issues without delay. Branch depositories also search for other kinds of state publications which are of particular interest and which may have been overlooked by the State Library's State Documents Coordinator.

Distribution by State Agencies. State agencies routinely distribute a large number of their publications to the public, including libraries. Copies of the Indiana Code, Indiana Administrative Code, Indiana Register, and Acts of the General Assembly are sent to libraries in all counties of the state in accordance with state law. Many periodicals published by state agencies are offered on a subscription basis. Outdoor Indiana, published by the Department of Natural Resources is an outstanding example of a particularly popular magazine.

Some state agencies maintain information and sales desks on their premises for the convenience of the public. Notable examples of these distribution centers are the Historical Bureau in the State Library and Historical Building, and the Depart-

ment of Natural Resources, which recently relocated in the new Indiana Government Center South. The reception areas of many other state agencies are made to serve as "walk-in" distribution points, especially for free brochures and short pamphlets. They are mentioned here only because they may, on occasion, prove to be convenient places for librarians to become aware of and to obtain these types of information.

Library Cataloging of State Documents. The Indiana State Library fully catalogs most of the state publications it receives, and places the items themselves in the Indiana Division's collection. Bibliographic records are thus assured for OCLC access as well as the library's own on-line catalog. This cataloging is especially helpful, in that it provides subject access.

The other depository libraries also selectively catalog the materials they receive from the State Library and those which they obtain on their own initiative. Cataloged items may become part of the library's general collections, as is the case at Purdue University; or they may be specially classified and placed in a separate government documents collection, as at Ball State University. In any case,

they are generally readily accessible through the libraries' cataloging systems.

Certain state publications—many flyers and brochures, for example—are more suitable for placement in uncataloged collections such as pamphlet files. This is a satisfactory practice for depository items, as long as accessibility is assured.

CONCLUSION

The Indiana state document depository system provides a partial answer to the problem of accessibility of state publications. Responsibility for assuring public awareness of and access to this valuable resource must be shared by the issuing agency, by those administering the depository system and by the libraries of the state.

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STATE DOCUMENTS AT CRL — POLICY CHANGES SURE TO AFFECT INDIANA ACADEMIC LIBRARIES

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On July 1, 1991 the Center for Research Libraries terminated existing depository arrangements and standing orders for state documents. The Center plans to develop a new collection development policy based on systematic deposits from member libraries or acquisition of specific titles. A CRL U.S. State Documents Task Force, which will convene in October 1992 for the first time since the new policy went into effect, will identify the categories of material which will be in the retrospective collection of documents.

For Indiana member libraries Indiana University, Purdue University, and the University of Notre Dame, CRL's state document policy changes mark the end of a period beginning in January 1952¹ in which comprehensive coverage of official

publications of all U.S. states and territories and their various departments and agencies (with some exceptions) was sought. The comprehensive policy was part of a Center goal to "create a situation in which it will be possible for each member library to review its own state documents policy and its current acquisitions list with a view to canceling infrequently-used titles and depending upon the Center for them²."

At Indiana University, collection development policy for state documents other than Indiana documents has relied on access and contributions to the Center for many years. A report of a truck pick-up bound for the Center on April 5, 1953, included "122 boxes, 111 bundles state documents" from Indiana University³. Other early

member libraries also welcomed the Center's cooperative program for state documents. E.B. Stanford of the University of Minnesota Library wrote, "The most recent challenge in our deposit program has been State Documents. With nearly 10,000 cards in our checking file, it had been simply impossible to claim consistently individual items which had failed to arrive automatically. Some series, still considered active, covered material for which there had been no demand within anyone's memory; other cards represented items which are needed as soon as they come off the press... It was estimated that we could depend upon M.I.L.C. for as much as 50% of the material we had been receiving in the past⁴."

The Center attempted to acquire little-used material on behalf of its member libraries, and newsletter articles and notes reported on progress in acquisitions and collection management. One administrative "headache" was solved in 1955 by selling 100,000 state document duplicates which accumulated during organizing the documents deposited by members. Since an early membership decision was that the Center should retain only one copy of each

state document, and efforts to place duplicates in other libraries were slow, a bookdealer's offer to buy duplicate documents and resell them to a "number of western college and university libraries" at a profit to the Center supplied a solution⁵ which left the Center with a manageable collection of 100,000 state documents.

In 1991 the state document collection, comprised of the 1952-to-date materials as well as extensive backfiles of pre-1952 imprints deposited by members, was estimated to contain over 700,000 volumes of which approximately 40% was pre-1952 materials. According to an April 1, 1991 letter to member libraries' directors in which Donald B. Simpson, CRL President, summarized recent studies and decisions of the Center, the new policy revision to be begun on July 1, 1991 proposed "to build a research level collection, to fit the Center's collection more closely to members' needs, and to maintain a collection that can be managed in terms [of] bibliographic access and preservation⁶."

In 1992, Indiana documents librarians are particularly concerned about two aspects of the Center's

plan: the possible disposal or dispersal of the retrospective collection, and the parameters of the new collection. Documents librarians at Indiana University Libraries are urging that CRL's U.S. State Documents Task Force poll documents librarians including those responsible for U.S. State documents for their conception of the categories of materials essential to a retrospective collection. At the same time, these librarians who normally directly serve library researchers could be asked to contribute ideas for managing these difficult but precious archival collections. (The same sort of far-sighted planning which contributed to a National Newspaper Project might also generate a National U.S. State Document Project.)

Undoubtedly Indiana member libraries will be looking closely at the Center's plans as they relate to individual institutional needs and goals.

REFERENCES

1. CRL's pre-July 1991 collection policy for State Documents appears on p. 128 in its Handbook (Chicago: The Center for Research Libraries, 1987.) Categories of materials excepted from the comprehensive collection policy include session laws and compiled statutes, publications of state colleges and universities, publications of organizations that are only in part tax-supported, expensive occasional publications known to be widely available, state court reports and decisions, maps except when they accompany text, joint publications of interstate agencies or of a state and federal agency, reprints, media guides, fair premium lists, publications intended to promote tourism, publicity materials and other ephemera, and agricultural experiment station publication.
2. From the Midwest Inter-Library Center Newsletter, No. 24, November 30, 1951 p.4. The Midwest Inter-Library Center (M.I.L.C.) became The Center for Research Libraries (CRL) in May 1965, enlarging its mission from a regional role to one of service to the United States and Canada.

Indiana University, Purdue University, and the University of Notre Dame had all been members of the Midwest Inter-Library Center, and continued as members of The Center for Research Libraries.

3. Ibid., No. 40 (May 30, 1953): 2.
4. Ibid., No. 57 (November 30, 1954): 2.
5. Ibid., No. 65 (November 30, 1955): 4.
6. April 1, 1991 letter from Donald B. Simpson, President of the Center for Research Libraries, to James Neal, Dean of University Libraries, Indiana University.

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ACQUISITIONS OF FOREIGN DOCUMENTS

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The official publications of foreign governments contain a wide variety of valuable information of interest to patrons served by many types and sizes of libraries. Foreign document users may range from a researcher doing an in-depth analysis of census data to a student who would like a foreign country's viewpoint on current events. Because foreign documents emanate from a myriad of countries, each with its own publication and distribution patterns, (not to mention the differences in language and currency), their identification and acquisition presents problems not faced by other document collections.

Smaller libraries that need information on foreign countries may therefore want to ask themselves if their needs can be met by commer-

cially produced and U.S. government issued sources. Europa World Year Book, while expensive for the 1992 edition, is an important reference work on foreign governments, useful to libraries of many sizes. Entries for most countries concisely give recent history, an overview of government, the economy, and education. A summary and discussion of the country's constitution is also often included as well as a current statistical summary and addresses of ministries, embassies, banks, publishers, and more. Other examples of useful commercial sources include The Statesman's Yearbook, Statistical Abstract of Latin America, Africa South of the Sahara, and European Historical Statistics, 1750-1975.

Libraries who serve the business community should consider

the Price Waterhouse series Doing Business in.... This series includes a separate handbook for approximately 75 countries where offices of the Price Waterhouse firm are located, and covers topics such as taxation, accounting practices, and labor laws. The publications are free to anyone on the firm's mailing list (write to: Price Waterhouse Firm Limited, 33rd floor, 1285 Avenue of the Americas, New York, NY 10019). Titles are updated periodically.

The U.S. government publishes many useful and inexpensive sources on foreign countries which are available through the Government Printing Office. The Area Handbook Series, now issued by the Library of Congress Country Studies-Area Handbook Program is a valuable source of general information on over 100 countries. Prices vary from \$7 to \$30 per volume. Each handbook typically provides information on history, culture, the environment, government and politics, national security, and includes a bibliography. The World Factbook, updated annually by the CIA provides brief statistics and facts on countries of the world. A State Department series, Background Notes covers around 170 countries.

Each 4 to 10 page report deals with topics such as history, geography, government, and travel. Maps are included and approximately 60 countries are updated each year.

World Population, a yearly Census Bureau publication, gives demographic data on countries and territories with a population of at least 5,000. Overseas Business Reports, published by the International Trade Administration of the Department of Commerce, covers background information, trade, credit, and monetary policies, investment and business procedures in many countries.

Libraries without foreign documents collections should also not forget interlibrary loan when dealing with patrons needing foreign information. Many document collections are not cataloged, including Indiana University's, so OCLC records or complete holdings records do not always exist for foreign documents. Librarians therefore need to be aware of what foreign documents collections exist and who is most likely to be able to provide help in particular areas. Indiana University, most probably the largest foreign documents collection in the state, will loan documents which are

not part of its reference collection and can provide help in identifying documents. Guidebooks such as Directory of Foreign Document Collections and the Directory of Government Document Collections and Librarians can also be of some use in identifying possible sources of help with questions.

For libraries that do want to develop their own foreign documents collections, identification of sources can be a challenge. For larger libraries an invaluable resource is the Guide to Official Publications of Foreign Countries, published by Congressional Information Service, sponsored by ALA Government Documents Round Table, and edited by Gloria Westfall of Indiana University. Although guides to official publishing exist for specific countries or regions, this source is unique in attempting to give an overview of important documents for 157 countries. The documents listed and briefly described for each country represent a core list of seventeen basic categories of documents including guides to official publications and catalogs, sources of general information, government directories, statistical yearbooks, census data, development plans and more. Infor-

mation on availability is given for each source, brief acquisition tips are given for each country, and general information on distribution patterns and lists of vendors are included in the introductory materials.

Librarians must be aware that publishing patterns can vary greatly from country to country. As mentioned above, there are some guides written specifically about countries or regions. Examples of regional guides include: Official Publications of Western Europe, edited by Eve Johansson (2 vols.) and Official Publications on the Middle East: a Selective Guide to the Statistical Sources, by C.H. Bleaney. Examples of country guides include: Directory of British Official Publications: a Guide to Sources, compiled by Stephen Richard and An Introduction to Japanese Government Publications, Tsutomu Kuroki. An older source, to be used with caution, is An International Survey and Review of the Role, Organization and Principles of Official Publishing, by J.J. Cherns. This source includes surveys of government publishing for 20 countries, some of which still have no other guide. While these titles are just a sampling of the guides that are available, there are many countries,

including most Latin American and many Asian countries, for which there are no guides available.

As Gloria Westfall described in the introduction to the Guide to Official Publication of Foreign Countries, countries can in general be divided into two groups based on their document distribution patterns. "Countries in the first group possess: 1) an official central distributor of government publications, 2) individual agencies responsive to direct requests for their publications, and/or 3) a well-established book trade."¹ Countries in the first group may have one or several official publishers and publications may be available directly from their agencies as well. In some of these countries, a commercial publisher has been designated as the official distributor of government documents. Documents from the first type of country can often also be purchased through a well known vendor.

Countries in the second group often have no centralized distribution system for their government publications and individual agencies often don't respond to direct requests. These countries may have vendors who handle their documents but they are usually less well known special-

ized dealers, many of which are listed in the Guide to Official Publications of Foreign Countries, or are known to area specialists.

Because of the variety of government publishing patterns, it is difficult in a brief article to give even an overview of the various methods that must be used to acquire foreign documents. Standing orders with vendors or government agencies, deposit accounts with vendors or government printing offices, and blanket order plans with specialized dealers are a few methods which can be used. For example, in acquiring documents from Great Britain, a country in Gloria Westfall's first category, IU uses a variety of tactics including a deposit account with the vendor UNIPUB for Her Majesty's Stationery Office publications, a standing order with Readex for parliamentary papers, and letters sent directly to agencies requesting free publications. For African countries, which generally fall into the second category, IU uses specialized dealers such as Hogarth, letters sent to issuing agencies, and in the case of South Africa, a deposit account with the government printer.

Identifying foreign documents to order or request requires

searching in a variety of sources including government bibliographies, government printer or agency publications lists, Library of Congress accession lists, and general indexes such as Population Index and PAIS International in Print (a merger of PAIS Bulletin and PAIS Foreign Language Index). Vendor catalogs such as Current National Statistical Compendiums (Congressional Information Service, 4520 East-West Highway Suite 800, Bethesda, MD 20814), or National Development Plans (Inter Documentation Co., distributed in the U.S. by Norman Ross Publishing, Inc. 1995 Broadway, New York, NY 10023) can also be useful in identifying existing documents either to order through the vendor or other channels.

Although it does take money to develop a good collection of foreign documents, with persistence librarians can find many useful documents available for free or at low cost. Letters to embassies can result in free publications and again, requests can be sent to issuing agencies once identified. IU uses standardized letters printed on aérograms for both requests for individual publications and to be put on mailing lists for serials. The

letters are printed in French, Spanish, and English and are carefully worded asking the agency to send only items which are available at no cost. The success rate of these inquiries will vary from country to country (the Guide to Official Publication of Foreign Countries helps identify for which countries this is a suitable approach).

In a bibliography appearing in this issue, I have identified a small sample of foreign documents which are likely to have a broad appeal and which are fairly easily obtained. Many of these are also free. In addition, I have included examples of sources which are useful for identifying or acquiring other foreign documents, some of which I've discussed here. The wealth of information available from other countries of course makes this only the smallest tip of an enormous iceberg. The diversity and complexity of foreign documents publication makes it imperative that librarians in Indiana rely on each other for expertise and advice as well as for sources.

REFERENCES

1. Gloria Westfall. Guide to Official Publications of Foreign Countries. Bethesda, MD: Congressional Information Service, 1990. xvii.

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SOURCES OF INFORMATION ON FOREIGN COUNTRIES

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Guides to Official Publishing:

Guide to Official Publications of Foreign Countries (edited by Gloria Westfall). Bethesda MD: CIS, 1990. A valuable resource for any larger library wishing to develop its foreign documents collection. Key sources in 17 categories of documents comprising a core collection for 157 countries are identified and briefly described. Information on availability is given for each entry, general acquisition notes are given for each country, and a brief overview of acquisition information is given in the introduction.

Bleaney, C. H. Official Publications on the Middle East: a Selective Guide to the Statistical Sources. Durham, England: Middle East Libraries Committee. 1985. (Avail-

able from Ithaca Press, 13 Southwark St. London SE1, England).

A small guide covering the Middle East and North Africa, it provides information on the types of statistical data available for each country, listing also census and development plans through 1985.

Cherns, J.J. An International Survey and Review of the Role, Organization and Principles of Official Publishing. Oxford; New York: Pergamon Press, 1979.

Because of its age, this guide should be used with caution. It is still useful, however, because it provides a survey of government publishing for 20 countries, some of which still have no more recent guide to their documents.

Dow, Susan L. "A Selective Direc-

tory of Government Document Dealers, Jobbers, and Subscription Agents", The Serials Librarian, v.14, no. 1-2, 1988. p.157-186.

Profiles document dealers including those dealing with foreign documents. Includes address and telephone numbers, availability of catalogs, scope of documents supplied and formats, service charges or minimum orders required, and service time. Information up to date as of June 1986.

Johansson, Eve, ed. Official Publications of Western Europe. London: Mansell, 1988. 2 vols.

For 18 western European countries the authors discuss principal documents, publication and distribution, bibliographic control, and library collections and availability.

Porges, Laurence. Sources d'Information sur l'Afrique Noire Francophone et Madagascar. Paris: Ministere de la Cooperation, 1988. (Available through Documentation Francaise, 124 rue Henri Barbusse, 93308 Aubervilliers, France). French.

This guide to publications in French speaking Africa discusses

libraries and research institutes in the region, official gazettes and other government publications, and presents general and specialized bibliographies covering the countries included. The second half of the book is devoted to annotated bibliographies of sources related to 18 African countries.

Walker, George, ed. Official Publications of the Soviet Union and Eastern Europe, 1945-1980: A Select Annotated Bibliography. London: Mansell, 1982.

This bibliography emphasizes works of the 1970's and covers 9 countries. Each country chapter typically covers bibliographies and reference works, constitutional documents, law and legislative documents, party documents, statistics, international relations, economic, social, and cultural affairs.

Westfall, Gloria. Bibliography of Official Statistical Yearbooks and Bulletins. Alexandria, VA: Chadwyck Healey, 1986.

Provides content analysis of publications of the national statistical offices of approximately 180

nations. Notes on availability have been included also.

Foreign Government Publications:

Australia. Australian Statistics

Bureau. Yearbook Australia.

Canberra: Australian Bureau of Statistics. Annual. (Available on standing order from either ABS, PO Box 10, Belconnen ACT 2616 Australia, or Australian Government Publishing Service GPO Box 84, Canberra ACT 2601 Australia. Also available through Faxon and Bennett-EBSCO subscription services.)

This source includes a statistical review of the economy and social conditions in Australia but its roughly thirty chapters also describe many aspects of Australian life such as history, government, international relations, geography, demography, culture, and the territories of Australia. Also includes maps, charts, and diagrams.

Canada. Statistics Canada. Canada Yearbook. Ottawa: Statistics Canada. Biennial. (Available through standing order from Statistics Canada, Publications Sales and Services, Room 1710, Main Building, Ottawa,

Ontario K1A OT6, Canada. Also available through Faxon.)

Includes both statistical and descriptive information on demography, natural resources, science, industry, government, the economy and many other aspects of Canadian life. Appendices include the constitution, a government directory, and a list of recent legislation. Statistics Canada Catalog. available from the address above (or through Faxon) lists other publications of this agency. (Note: IU has had problems receiving items on its standing order with Statistics Canada in the past year.)

France. Direction de la Documentation. A propos: Actualites de la Documentation Francaise.

Paris: Documentation Francaise. Monthly. (Available free from : La Documentation Francaise, 124 rue Henri Barbusse, 93308 Aubervilliers, France).

French.

A monthly sales catalog from Documentation Francaise, the largest publisher and distributor of French government publications. (Other publishers are Imprimerie Nationale, Institut de la Statistique

et des Etudes Economiques, and Direction des Journaux Officiels.) A yearly catalog is also published.

France. Direction de la Documentation. Cahiers Francais. (French Notebooks) Paris: La Documentation Francaise. 5 issues per year. (Available through Faxon). French.

Each issue contains articles covering a topic of current interest.

Recent issues have dealt with the education system, employment, and global strategy and defense.

France. Direction de la Documentation. Regards sur l'Actualite. (Views of Current Events) Paris: La Documentation Francaise. Monthly. (Available through La Documentation Francaise). French.

A good source of information on current events in France. Recent issues have dealt with the budget, integrating immigrants into society, biomedical research, oil prices and their effects on the economy.

Each issue also includes a chronology of the month's key events.

Germany. German Information Center. The Week in Germany. New York: German Information Center. Weekly. (Available at no charge

from: German Information Center, 950 Third Avenue. New York, NY 10022). English.

Each issue consists of 4-8 pages summarizing the week's events that involve Germany. Emphasis is on politics and economics, but other events may be covered as well. A particularly useful way to keep up with the changing situation in Germany, as well as to learn the German viewpoint on current world events.

Germany. InterNationes.

Sonderdienst and Sozial Report. Bonn: InterNationes. 10-12 issues per year. (Available at no charge from: InterNationes,

These are just two of the series available from InterNationes which provide brief articles on different aspects of life in Germany. Sonderdienst (Special Report) covers a variety of topics. Recent issues have focused on political parties in the German parliament, a chronology of German unity, and environmental conservation. Recent issues of Sozial Report (Social Report) covered topics such as consumer rights in Germany, housing policy, and the 35 hour work week for

German workers.

Great Britain. British Information Services. Survey of Current Affairs. London: HMSO. Monthly. (Available from UNIPUB or through standing order with Faxon).

Produced by the Central Office of Information primarily for overseas readers, each issue covers current events discussed in Parliament, as well as economic, environmental, cultural, and external affairs. Information on related documentation is included making it also a selection tool and a limited current index to parliamentary papers and debates.

Great Britain. Central Office of Information. Britain: an Official Yearbook London: HMSO. Annual. (Available from UNIPUB).

A good reference source for an overview of many aspects of life in Great Britain with chapters on government, overseas relations, law, education, environment, energy, the arts, and much more. Includes maps, photographs, some statistics, and a brief outline of British information sources.

Great Britain. Foreign and Commonwealth Office. Commonwealth

Yearbook. London: HMSO. Annual. (Available from UNIPUB).

Includes brief chapters on each of the Commonwealth nations covering their economies, history, and constitutional development. Tables provide selected statistics on Commonwealth nations.

Great Britain. Stationery Office. HMSO Annual Catalog and HMSO Monthly Catalog. London: Her Majesty's Stationery Office. (Available from UNIPUB)!

These catalogs serve as identification and selection tools for HMSO publications as well as a limited index to parliamentary papers. Each issue covers parliamentary publications and documents produced by British agencies and international organizations. An alphabetical index is included in both the monthly and annual index.

Japan. Japan Information Center. Japan Report. New York: Consulate General of Japan. Monthly. (Free from: Japan Information Center, Consulate General of Japan, 299 Park Avenue, 18th Floor, New York, NY 10171).

Monthly issues averaging 8 pages summarize government actions

and reports and discuss economic news and social trends.

Japan. Japan Institute of International Affairs. White Papers of Japan: Annual Abstract of Official Reports and Statistics of the Japanese Government. Tokyo: Japan Institute of International Affairs. Annual. (Available from The Institute, 19th Mori Building, 2-20 Toranomom 1-Chome, Minato-ku Tokyo. Also available through Faxon).

White papers are official reports of Japanese executive branch agencies which describe government policy, social, economic, or political conditions. Examples of regularly issued reports are: White Paper on International Trade or Informatization White Paper. This guide provides a list of reports published, English translations of selected reports, selected statistics and policy speeches.

Japan. Prime Minister's Office. Organization of the Government of Japan. Tokyo: Institute of Administrative Management. Irregular. (Available from Institute of Administrative Management, P.O. Box 1106 Sun-Shine 60, Higashi-

Kebukuro 3-1- 1, Toshimaku, Tokyo, 170 Japan or from OCS America, Inc. Order Dept. Rm 1186, National Press Building, Washington, D.C. 20045, 202-347-4233.)

Contains organization charts and descriptions of the Cabinet, Prime Minister's Office, and ministries. Also includes councils, public corporations, the constitution, and other laws related to government. Those more specifically interested in trade and business should consult the MITI Handbook which is an in-depth guide to the organization and activities of the Ministry of International Trade and Industry (updated irregularly, 9th ed. 1988, available from Overseas Public Affairs Office, MITI, 3-1, Kasu Migaseki 1-chome, Chiyoda-ku, Tokyo 100, Japan or from OCS America, Inc.).

For other Japanese titles available from OCS America, Inc. write or call for their catalog: Japanese Publications in English: List of Publications-Governmental and Similar.

Mexico. Banco Nacional de Mexico. Review of the Economic Situation of Mexico. Mexico, D.F.: Banco Nacional de Mexico. Monthly.

(Available at no charge from: Banco Nacional de Mexico, Socorro Correa, Avenida Madero 21, 2nd floor, Mexico, D.F. 06000). English.

A monthly overview of the Mexican economy with graphs and charts. Articles analyze topics such as inflation, the public sector debt, foreign trade and international agreements.

Saudi Arabia. U.S. Embassy. Saudi Arabia. (There are two embassy publications by this title: a quarterly and a monthly. Both are free from: Information Office, Royal Embassy of Saudi Arabia, 601 New Hampshire Ave, NW, Washington, D.C. 20037).

Both publications are glossy with lots of color photographs. The monthly newsletter is slighter, consisting of around 8 pages of short articles on current events and news briefs. The quarterly issues average around 25 pages with slightly more substantial articles. Both publications contain a page of advice for travellers in each issue.

South Africa. Communications Service. South Africa: Official Yearbook. Pretoria: Bureau for Information. Annual. (Available

from The Bureau, Private Bag X475, 001 Pretoria, South Africa).

This comprehensive yearbook covers history, economy, literature, government, agriculture, sports, and more. Includes color photos and maps, statistics, and bibliographies of books and official publications.

South Africa. Department of Environment Affairs. Conserva. Pretoria: Department of Environmental Affairs. Bimonthly. (Available at no charge from: The Department, Private Bag X447, Pretoria 0001, South Africa). English and Afrikaans.

Articles may appear in English or Afrikaans in issues averaging around 25 pages with lots of color photographs and illustrations. Although the focus is on environmental issues in Africa, there are interesting articles on topics such as endangered species, fish of Antarctica, and global sea level rise.

Spain. Diplomatic Information Office. Espana. Madrid: Diplomatic Information Office. Monthly. (Available free from: DIO, Plaza de la Provincia 1, 28012 Madrid, Spain). English.

A current affairs newsletter for Spain, each issue is approximately 16 pages long with color photos and illustrations. Topics covered are foreign affairs, home news, regional autonomy, society, culture, the media, and sports.

Sweden. Swedish Environmental Protection Agency. Enviro: Magazine of Transboundary Pollution. Solna, Sweden. Swedish Environmental Protection Agency. 2 issues per year. (Free from: Enviro, SNV, S-17185 Solna, Sweden). English.

Designed to inform overseas readers of actions in Sweden to deal with air and sea pollution and the acidification of the environment, each issue includes color photos, charts, and maps. While the focus is on the Baltic region, articles provide an interesting perspective on another country's actions on issues such as the phase out of CFC's, the banning of harmful chemicals, and emission limits for vehicles.

Sweden. Swedish Institute. Sweden in Brief. 4th ed. Stockholm: Swedish Institute, 1989. (Free from Swedish Institute, Box 7434, S-10391, Stockholm, Sweden or Swedish Information Service, 825

Third Avenue, New York, NY 10022).

A brief illustrated handbook on life in Sweden including people, government, economy, education, cultural policy, and history. Many other publications are also available free from the Swedish Information Service. A useful series is Fact Sheets on Sweden which consists of 2-4 page reports on a wide variety of topics, each updated every few years.

U.S. Government Sources on Foreign Governments:

U.S. Bureau of the Census. World Population. Washington, D.C.: Government Printing Office. Annual. (Available through GPO).

This report summarizes demographic data for countries and territories with a population of at least 5000. Broad categories of coverage in the 1989 edition were world population trends, components of population change, contraceptive prevalence, and urbanization.

U.S. Central Intelligence Agency. World Factbook. Washington, D.C.: Government Printing Office. Annual. (Available through GPO).

Entries cover 1-2 pages and

include a small map and data on geography, people, government, economy, communications, and defense forces.

U.S. Department of Commerce.

Overseas Business Reports.

Washington, D.C.: Government Printing Office. Issued and updated irregularly. (Available through GPO. Price per report varies).

Short reports for each country cover economic outlook, trade regulations, industry trends, transportation, credit, sales channels, and more.

U.S. Department of State. Background Notes. Washington, D.C.: Government Printing Office. Issued and updated irregularly. (Available through GPO).

4-10 page reports on 170 countries covering land, people, history, government, political conditions, economics, and foreign relations. Small maps are included.

U.S. Library of Congress. Accessions Lists. (Free from Field Director-LOC, PSC Box 123, APO, New York, NY 09148-0006).

There are currently five lists being produced: Brazil and Uruguay.

East Africa (covering 22 countries), Middle East (most Arab countries and Iran), South Asia (India, Bangladesh, Sri Lanka, Nepal, Pakistan, and Afghanistan) and Southeast Asia (Brunei, Burma, Indonesia, Malaysia, Singapore, Thailand, and Laos.) Each includes entries for monographs and serials from non-official and government sources which have been acquired by Library of Congress field offices.

U.S. Library of Congress. Federal Research Division. Area Handbook Series. Washington, D.C.: Government Printing Office. Individual titles on over 100 countries, each updated irregularly. (Available through GPO, prices vary.).

Each book is prepared by a multidisciplinary team with information derived from a wide variety of sources. Each title describes and analyzes political, economic, social, and national security systems of the country and includes a bibliography for each chapter.

Commercially Produced Sources on Foreign Governments:

Africa South of the Sahara. London: Europa Publications Limited. Annual.

The entry for each country provides a directory and statistical summary like those found in the Europa World Yearbook. In addition, each entry also includes brief signed articles covering geography, recent history, and economics, as well as a bibliography. Articles covering problems and issues affecting the region as a whole are also included.

An Almanack for the Year of Our Lord... (Also known as Whitaker's Almanack) London: Whitaker. Annual.

A general reference book dealing primarily with Great Britain although a portion of the book provides very brief information on foreign and Commonwealth nations. It serves as a general almanac as well as a directory for British government, churches, social organizations, and education.

Catalog of British Official Publications not Published by HMSO. Cambridge: Chadwick Healey. Bimonthly with annual accumulation. (Available from Chadwick

Healey, 1101 King Street, Alexandria, VA 22314).

Includes non-HMSO materials from over 400 agencies, nationalized industries, research institutes and other public bodies. Most documents listed are available on microfiche from Chadwick-Healey. Addresses are given for issuing bodies to request free copies or purchase directly, with prices given if items are not free.

Doing Business in... New York: Price Waterhouse World Firm Limited. Individual reports updated irregularly. (Available at no charge from: Price Waterhouse World Firm Limited, 33rd floor, 1285 Avenue of the Americas, New York, NY 10019).

A series on business conditions in approximately 75 countries where Price Waterhouse offices are located. Reports contain information on topics such as tax and labor laws, banking and finance, and investment incentives.

Europa World Year Book. London: Europa Publications Limited. Annual.

A valuable source of information on foreign countries as well as

intergovernmental organizations. Entries for each country include a current statistical summary, a directory of ministries, embassies, publishers, banks, churches, political organizations, etc. as well as a discussion of the country's constitution, history, economy, and more.

Mitchell, B.R. European Historical Statistics, 1750-1975 2nd rev. ed. New York: Facts on File, 1980 (2nd revised edition).

The sources for this publication have been official publications of European governments. Categories of information covered are climate, population and vital statistics, labor, agriculture, industry, trade, transportation and communication, finance, prices, education and national accounts.

The Statesman's Yearbook: Statistical and Historical Annual of the States of the World. New York: St. Martin's Press. Annual.

Entries of a few pages per country briefly cover topics such as history, area and population, climate, government, defence, economy, energy, and industry. For each country a list for further reading is included:

Statistical Abstract of Latin America. Los Angeles: UCLA Latin American Center Publications. Annual.

The goal of this publication is to provide the latest figures available for 20 countries of Latin America culled from more than 200 sources covering geography, transportation, population, housing, education, labor, industry, agriculture, trade and national accounts. Although the currency and coverage of some charts is limited, this is a valuable source since information can be very difficult to obtain directly from many Latin American countries.

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ACQUISITIONS OF UNITED NATIONS AND OTHER INTERNATIONAL GOVERNMENTAL ORGANIZATIONS DOCUMENTATION

Marian Shaaban
International Documents Librarian
Indiana University Libraries
Bloomington, IN

International governmental organizations (IGOs) issue a large amount of documentation each year. They produce periodicals, year-books, directories, meeting records, resolutions and draft resolutions, working papers, studies and reports. This material is divided into two groups of documentation: publications and documents. Publications are printed in a good format and are issued through a regular publications program. They are usually for sale, although some are free. They are considered to have a lasting reference value and are written for the general audience. Documents are usually issued in mimeographed form. They are primarily meeting records and reports and have a more limited distribution. In many cases they are only available to the partici-

pants of the meetings. The availability and distribution of these documents varies with the different agencies. Publications are usually acquired through a sales agent, while documents usually are obtained from the organization's headquarters. Many of the basic documents from the United Nations cannot be acquired individually but must be photocopied from a depository library or from the Readex microfiche edition of United Nations Documents and Publications.

Another feature of IGO documentation is that its cost is greater than that of the national governments because of translating and printing costs. Most organizations produce their materials in two or three languages, the United Nations in six official languages and

the European Communities in nine official languages. UNESCO has had to curtail some of its translations into the three languages, English, French and Spanish, because of the severe financial problems it has had since the United States withdrew its membership. Some of the major studies by UNESCO are now being published in only one of those three languages. Many of its monographs and periodicals are now being co-published with commercial publishers and as a result have become more expensive. The United Nations also has had difficulty because of all the money the United States owes to it. New editions of yearbooks, for example, are often delayed because there is no money to pay for their publication.

There are several ways of acquiring the publications and documents of international organizations. The first is by depository status. The most numerous depositories in the United States are those of the United Nations and the European Communities. The United States has more United Nations depositories than any other country. To assist with the cost of the depository, each of these libraries, except the Library of Congress, has to make a contribu-

tion of \$960 a year towards the cost of the materials. This depository status covers general distribution documents (basic documents, final meeting records, resolutions, studies and reports, the Official Records, the Treaty Series and many of the sales publications). "Limited distribution documents," such as draft resolutions of the General Assembly and draft reports, are not included in the depository material. These "limited" documents are accessible through the Readex microfiche edition of United Nations Documents and Publications. The provisional (current) meeting records of the General Assembly and the Security Council are not sent to depositories and must be subscribed to separately. The semi-annual directory, Permanent Missions to the United Nations, is also not for deposit.

Many regional economic commission documents are not depository items. Some of these can be found in the Readex microfiche edition. Most of their sales publications come on deposit, except for those in Spanish only by the Economic Commission for Latin America and the Caribbean. These Spanish publications must be purchased individually.

The publications of several semi-autonomous bodies of the United Nations are not included in the deposit and have to be acquired separately. These agencies are the Advisory Committee for the Coordination of Information Systems, International Court of Justice, UNICEF, United Nations Institute for Training and Research, United Nations Population Fund, United Nations Development Programme, and the United Nations Environment Programme. Others are the United Nations Institute for Disarmament Research, United Nations International Research and Training Institute for the Advancement of Women, United Nations Inter-regional Crime and Justice Research Institute, United Nations Research Institute for Social Development, and the United Nations University. The documents of UNICEF, United Nations Development Programme and the United Nations Environment Programme are still sent through the depository program.

The United Nations Industrial Development Organization, once a semi-autonomous body of the UN, became a specialized agency equal in status to the United Nations in 1986. Its documentation is no longer part

of the UN depository and must be purchased separately. The publications of the other specialized agencies, such as UNESCO and the Food and Agriculture Organization, are also not part of the UN depository and must be acquired separately.

The European Communities depository status is free to the U.S. libraries designated as EC depositories, and it covers most of the EC material. Publications are mailed out individually as they are issued. Each month a list of the publications distributed the previous month is sent to the depositories to check to be sure they have received all items. The EC Statistical Office has recently cut back on the publications it will send to depositories. A number of the statistical yearbooks, the monthly Eurostatistics, and the Rapid Reports will continue to be sent. The EUR research reports are not included in the deposit. "EUR reports" is a generic name for the scientific and technical reports of EC research activities. Each one is given a number preceded by the letters EUR. They are all priced publications, and some are issued by commercial publishers. Depository libraries are entitled to request individual EUR reports that are

published solely by the EC Office for Official Publications.

A second method of acquiring publications is with comprehensive standing orders. These orders allow a library to receive everything that a depository does, except that it has to pay for everything. The publications are received soon after they are issued. Payment for these items is done either once a year for a total estimated amount, or by individual invoice which comes with each shipment. This type of large order is sometimes called global subscription or blanket standing order.

Other methods are to set up standing orders for all publications of an agency in certain subject categories or for individual series titles. Receiving materials through a depository status or on standing order allows a library to receive the items as soon as they are published and saves work and time of placing individual orders.

The major dealer in the United States for international organization publications is UNIPUB (4611-F Assembly Drive, Lanham, MD 20706-4391, Tel. 800-274-4888. Fax 301-459-0056.) UNIPUB is the national dealer for

the European Communities, Food and Agriculture Organization, General Agreement on Tariffs and Trade, International Atomic Energy Agency, United Nations University, and UNESCO, which includes International Bureau of Education and International Institute for Educational Planning and UNESCO publications from Bangkok. The 800 telephone number is useful for finding out the price of an item and whether or not it is still in print.

UNIPUB also sells publications of other agencies: United Nations, United Nations Centre for Regional Development, United Nations Environment Programme, Asian Productivity Organization, International Labour Organization, International Monetary Fund and the International Bank for Reconstruction and Development/World Bank. UNIPUB issues free brochures such as Nuclear Resources, Women's Studies, Agricultural Catalog, Education Catalog, Plant Sciences, FAO New and Most Recommended Titles, and European Communities Official Publications which list the publications they have to sell from all the agencies they represent. They also have a Standing Order Catalog which describes the series titles that

they have. Their bimonthly free publication, UNIPUB New Books, lists all the recent items they have received. UNIPUB has an exhibitor's booth at both ALA Midwinter meeting and at the annual summer conference, where many of these brochures are available for distribution. The United Nations and the Organization for Economic Co-operation and Development sales offices often exhibit at the ALA annual conference as well.

Sales offices of several organizations are given in the section of this article on Current Catalogs and Indexes. Good sources of headquarters addresses and dealers are the Index to International Statistics (IIS) and International Bibliography: Publications of Intergovernmental Organizations, which are described below. Other sources of headquarters addresses are Europa: World Year Book, Volume 1, Part 1 (London: Europa Publications Ltd.) and Yearbook of International Organizations, volume 1 (Brussels: Union of International Associations).

The following is a list of some of the bibliographical tools that are available. Two important points to remember are (1) any new list of

publications is out of date almost as soon as it is printed because these agencies are constantly issuing new materials, and (2) if you are trying to identify a title, remember that it may be a document instead of a publication. It is helpful to be aware of the lists which include documents as well.

Index to International Statistics (IIS).

Bethesda, MD:

Congressional Information Service, 1983-. Monthly with quarterly and annual cumulations.

IIS covers the statistical publications and documents of IGOs. It indexes periodicals if they routinely have statistics. It also includes publications that are mostly text but which contain 2 or 3 important statistics. Indexes are by subject, name, and geographic area, by category, issuing source, title and publication number. Ordering information and prices are given, along with a list of addresses for IGO headquarters and US dealers.

International Bibliography: Publications of Intergovernmental Organizations.

Millwood, N.Y.: Kraus International Publications, 1983-1991. Quarterly. Ceased publication.

Continued: International bibliography, Information, Documentation (IBID) 1973-1982. New sales publications and free informational brochures are listed with annotations in the bibliographical record section. Audio-visual materials are sometimes included. The periodicals record section lists many periodicals and newsletters and provides the table of contents of the latest issue received. A number of these periodicals are free of charge. Both of the sections are covered by the subject and title indexes. An organization index is available for 1988-1991. Each issue contains the section "How to acquire publications," giving the headquarters address of the principal IGOs and the addresses of national distributors and an explanation of how to acquire priced and unpriced materials.

"United Nations and Other International Organizations". Published annually in the "Notable Documents Issue" No. 6 of Government Publications Review (Pergamon Press).

An annotated column listing new publications (monographs and monographic series) selected for their current interest and reference

value each year. Complete ordering information is provided.

PAIS International in Print. New York, Public Affairs Information Service, 1991-. Monthly, with annual cumulations.

Some international agency publications are cited in this index.

Also available on CD-ROM.

Continues: PAIS Bulletin and PAIS Foreign Language Index.

CURRENT CATALOGS AND INDEXES OF SELECTED AGENCIES.

COUNCIL OF EUROPE

Catalogue of Publications.

Request from Manhattan Publishing Company, P.O. Box 650, Croton-on-Hudson, N.Y. 10520.

EUROPEAN COMMUNITIES

Publications of the European Communities. Documents.

Request both catalogs from the Office for Official Publications of the European Communities, 2, rue Mercier, L-2985, Luxembourg.

European Communities Official Publications.

Request from UNIPUB. This catalog gives prices in US dollars.

FOOD AND AGRICULTURE ORGANIZATION

FAO Books in Print. (Lists sales publications).

FAO Documentation: Current Bibliography. Bi-monthly.

Lists documents, sales publications and FAO periodical articles. Cumulative years of FAO Documentation are available on microfiche. Request both titles from FAO, Distribution and Sales Section, Via delle Terme di Caracalla, 1-00100 Rome, Italy.

The microfiche of the items listed in FAO Documentation are available in the larger agricultural libraries in the U.S. Some of these libraries are: University of Kentucky Agriculture Library, University of California at Davis, Iowa State University and the National Agricultural Library. Photocopies or fiche to fiche copies can be requested on interlibrary loan.

GENERAL AGREEMENT ON TARIFFS AND TRADE

Publications: GATT. (Lists sales publications).

Request from GATT, Centre William Rappard, 154, rue de Lausanne, CH-1211 Geneva 21, Switzerland.

INTERNATIONAL ATOMIC ENERGY AGENCY

IAEA Publications Catalogue. (Lists sales publications).

Request from IAEA, Publishing Section, P.O. Box 590, A-1011 Vienna, Austria.

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT/WORLD BANK

World Bank: Index of Publications. (Lists titles in print as of January 1 of each year.)

World Bank Publications Update. Numbers vary.

PRE (Policy, Research, and External Affairs) Working Papers

Catalog of Numbers 1 to 400. (This is a catalog of some of the World Bank's documents. Later supplements are available.)

Request all three titles from World Bank Publications Unit, 1818 H Street, N.W., Washington, D.C. 20433.

INTERNATIONAL LABOUR ORGANIZATION

ILO Catalogue of Publications in Print.

Request from International Labour Office (Publications) 4, route des Morillons, CH-1211 Geneva 22, Switzerland.

ILO Publications. Quarterly.

Request subscriptions from International Labour Office, Suite 801, 1828 L Street, N.W., Washington, D.C. 20036. Address book orders to ILO Distribution Center, 49 Sheridan Ave., Albany, NY 12210.

INTERNATIONAL MONETARY FUND

Publications of the International Monetary Fund.

Request from IMF, Publication Services, Washington, D.C. 20431

INTERNATIONAL TELECOMMUNICATION

UNION List of Publications.

Request from ITU, Place des Nations, CH-1211 Geneva 20, Switzerland.

ORGANIZATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT

Catalogue of Publications.

Recent Publications. Quarterly.

Request both from OECD Publications and Information Center, 2001 L Street, N.W. Suite 700, Washington, D.C. 20006-4095.

UNITED NATIONS

United Nations Publications Catalogue.

Request from UN Sales Section, Room DC2-853, Dept. 701, New York, N.Y. 10017. Tel. (800) 553-3210, Fax: (212) 963-3489.

UNDOC: Current Index.

New York, United Nations, 1979-Quarterly with annual cumulation on microfiche since 1984. Comprehensive bibliography of UN publications and documents received at the Dag Hammarskjold Library. Indexed by personal/corporate name, title and subject. Supersedes UNDEX and United Nations Documents Index. For sale from the UN Sales Section.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
Publications Catalogue. (Lists sales publications).

Request from UNESCO Press, 7 place de Fontenoy, F-75700 Paris, France.

UNESCO list of Documents and Publications. (Lists publications, documents and the periodical articles).

Request from Information, Library and Archives Division (DIT/IR), 7 place de Fontenoy, 75700 Paris, France. Cumulative volumes covering several years are for sale

by UNIPUB. It is also available on the CD-ROM UNESCO prototype under the database name, UNESBIB.

Some of UNESCO's documents are available on a standing order basis from UNIPUB. This standing order, called UNESCO Document Service, consists of the documents from the UNESCO General Conference and Executive Board and the speeches of the Director-General. Other documents can be requested from UNESCO headquarters in Paris. Documents of the Division of the General Information Programme (PGI) should be ordered from the West Virginia Library Commission, Cultural Centre, Charleston, WV 25305. There is a charge for this service.

WORLD HEALTH ORGANIZATION

WHO Publications Catalogue. (Lists sales publications).

WHODOC: List of Recent WHO Publications and Documents. (Lists publications and documents and periodical articles).

Request both from WHO, Distribution and Sales Service, 20, avenue Appia, CH-1211 Geneva

27, Switzerland. Book orders: WHO Publications Centre, 49 Sheridan Ave., Albany, NY12210

TITLES FOR A SMALL COLLECTION:

Although many of the yearbooks for sale are quite expensive, there are several which are more affordable for smaller libraries. For descriptions, of these suggested titles see the list of reference sources at the end of the article on information sources of United Nations and other international governmental organizations.

Basic Facts About the United Nations. (United Nations).

Basic Statistics of the Community. (European Communities).

Nordic Countries. (Nordic Council).

State of the World's Children. (UNICEF).

State of World Population. (United Nations Population Fund).

World Agricultural Statistics; FAO Statistical Pocketbook. (Food and Agriculture Organization).

World Bank Atlas. (International Bank for Reconstruction and Development/World Bank).

World Development Report. (International Bank for Reconstruction and Development/World Bank).

World Resources. (World Resources Institute and International Institute for Environment and Development with the United Nations Environment Programme).

World Statistics in Brief. (United Nations).

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INFORMATION SOURCES OF THE UNITED NATIONS AND OTHER INTERNATIONAL GOVERNMENTAL ORGANIZATIONS

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International governmental organizations (IGOs) are formed by official agreement between the governments of three or more nation states. Examples of these organizations are the United Nations, its specialized agencies such as UNESCO, the International Labour Organization and the World Health Organization, and regional organizations such as the Council of Europe and the European Communities.

Information about these organizations can be found in the Yearbook of International Organizations, v.1: Organization Descriptions and Index. (Munich, New York: K.G. Saur, Annual). This yearbook covers all international organizations. A small "g" for governmental is placed at the end of the entry number if it is an IGO.

The yearbook gives the name of the principal officer, address, telephone, telex, and occasionally fax number. The aims, structure, activities and membership of the organization are provided, and a few key publications are cited.

Another reference book, more commonly found in libraries, which describes some of the larger IGOs is Europa: World Year Book. (London: Europa Publications Ltd., Annual). Volume one, part one contains descriptions of the various bodies of the United Nations, the specialized agencies such as UNESCO, and other international and regional organizations. The descriptions include address, telephone number, list of members, organizational structure, activities and finance. Part one also includes a

list of the Permanent Missions to the United Nations with the names of the UN Ambassadors, a copy of the UN charter, and a table listing countries and their membership in the UN and its specialized agencies.

Three principal reasons why international documentation is used for research are:

- (1) Source material on the affairs of the organization, such as the basic documents setting up the organization, agreements, conventions, treaties, resolutions, meeting records, and working documents of the meetings.
- (2) Statistical material: Statistical yearbooks and periodicals are published by IGOs from data collected from the national statistical offices of the member countries. Uniform data is collected so that the yearbooks can be used for country comparisons. The year of the data can sometimes vary, depending on when a census was taken. Usually the yearbooks cover only the member countries. However, there can be exceptions. For example, Switzerland, a non-member of the

United Nations and only recently a member of the International Monetary Fund, is included in their year books. There have been changes over the years when China was the UN representative, then Taiwan, then China again. The European Communities data sometimes includes comparisons with the United States and Japan. A selection of statistical yearbooks is given at the end of this article. The Index to International Statistics is an excellent source for finding which statistical publications to use.

- (3) Subject materials: International agencies issue many reports and studies on subject areas with which they work, such as environmental policy, women's affairs, disarmament, energy, nuclear energy, education, literacy, human rights, working conditions, migration, science and technology, and transportation. They provide useful overviews and insight into the subject as a whole and into the progress and

work of individual countries in these areas.

There is no single reference tool that provides access to all international organization publications and documents. The following three sources can be used, along with the individual indexes and catalogs of the agencies.

International Bibliography: Publications of Inter-governmental Organizations. Millwood, NY: Kraus International Publications, 1983-1991. Quarterly. (Ceased publication 1991).

An annotated bibliography covering sales publications and free informational brochures. It is indexed by subject, title and from 1988-1991 by organization. The periodical records section gives the table of contents of many periodicals and news letters. These articles are indexed in the subject index.

Index to International Statistics. Washington, DC: Congressional Information Service, 1983- . Monthly with quarterly and annual

cumulations.

This series covers the statistical publications of IGOs as well as publications that are mostly text, but have 2 or 3 important statistical items. It includes some periodicals that routinely have statistics, as well as UN mimeographed documents which contain statistical data. Entries are indexed by subject, name, geographical area, category, issuing source, title and publication number. Even if one is not looking for statistics, this is a good place to start because of the subject and geographical approach. It is also available as one of the databases on the CD-ROM Statistical Masterfile.

PAIS International in Print. New York, Public Affairs Information Service, 1991- . Monthly with annual cumulations. Continues: PAIS Bulletin and PAIS Foreign Language Index. Includes some publications of international organizations. Also available on CD-ROM.

For more information on international governmental organizations, consult Inter-

national Information: Documents, Publications, and Information Systems of International Governmental Organizations, edited by Peter I. Hajnal. (Englewood, CO: Libraries Unlimited, Inc., 1988).

UNITED NATIONS DOCUMENTATION

There are five categories of UN documentation: periodicals, treaties, sales publications, mimeographed documents and Official Records. The Official Records consist of the final form of the meeting records of the principal bodies, annexes and supplements. Annexes contain the important background documents relevant to the discussion of the agenda items. The supplements contain the resolutions and the reports of main subsidiary bodies and budget and financial reports. There are official records for the General Assembly, Security Council, Economic and Social Council, Trusteeship Council and the Trade and Development Board of the Conference on Trade and Development.

Many UN publications and documents carry a document series

symbol which helps to identify the item. The symbols for the principal bodies of the UN are:

A/	General Assembly
E/	Economic and Social Council
S/	Security Council
T/	Trusteeship Council
ST/	Secretariat

Symbols for several of the subsidiary bodies are:

CCPR/	Human Rights Committee
CERD/	Committee on the Elimination of Racial Discrimination
DP/	United Nations Development Programme
TD/	United Nations Conference on Trade and Development
UNEP/	United Nations Environment Programme
WFC/	World Food Council

The document symbols consist of further elements designating whether or not it is an ad hoc committee, commission, conference, governing council, sub-commission or a working group. The user's guide section in UNDOC: Current Index has a

good explanation of the document series symbols.

The sales numbers are another identifying number found in sales publications. These numbers are used for ordering. They are often cited in bibliographies and footnotes.

The Readex Microfiche edition of United Nations Documents and Publications covers most of the mimeographed documents, including the "limited" documents which are sent to depository libraries, and some regional commission documents. The Readex microfiche includes only some of the sales publications, and it does not include any publication that is copyrighted.

Further information on the United Nations and its documentation is found in Guide to United Nations Organizations, Documentation and Publishing for Students, Researchers, Librarians by Peter I. Hajnal. (Dobbs Ferry, NY: Oceana Publications, Inc., 1978).

The two UN depository libraries in Indiana are: the Government Publications Department, Indiana University Library in Bloomington, and the Indiana University School of Law Library in Indianapolis.

The following is a list of

indexes and other sources to help with United Nations research.

UNDOC: Current Index, 1979- . Quarterly with annual cumulations on microfiche since 1984. Prepared by the UN Dag Hammarskjold Library in New York, it is the printed product of the United Nations Bibliographic Information System (UNBIS).

It covers the documents and publications issued by UN offices and received by the library. Entries are indexed by personal/corporate name, title and subject. Articles in UN periodicals are also indexed. This series supersedes the earlier titles, UNDEX and United Nations Documents Index.

CD-ROM Index to United Nations Documents and Publications, by Readex. Updated monthly.

The subscription for 1990 to date is sent free of charge to all libraries subscribing to the complete set of Readex microfiche. This index covers all of the documents and publications reproduced in

the Readex microfiche, as well as many copyrighted items that Readex is not allowed to include in its microfiche. It is important to remember when using this index that it does not include all of the UN documentation that is covered in UNDOC.

Index to proceedings of the General Assembly. 1946- . Annual & Special Sessions.

Index to proceedings of the Economic and Social Council. 1950- . Annual.

Index to proceedings of the Security Council. 1964- . Annual.

Index to proceedings of the Trusteeship Council. 1947- . Annual.

Issued in two parts: subject index and index to speeches by country/corporate name, by speaker and by subject. Voting record charts are provided in the indexes for the General Assembly and the Security Council. These indexes are of particular value to Model United Nations students.

Basic facts about the United Nations. New York: United Nations Department of Public Information. Annual.

This guide to the structure and activities of the United Nations describes the individual programs for economic and social development, human rights, decolonization, and international law. The work of the specialized agencies is also covered.

Everyone's United Nations. New York: United Nations Department of Public Information, 1979- . Irregular.

A basic reference to the work of the United Nations on the topics of peacemaking, peace-keeping, disarmament and economic and social development. Other chapters cover human rights, decolonization, international law. Each edition focuses on a specific period of time.

Continues: Everyman's United Nations.

Issues Before the United Nations General Assembly. New York: United Nations Association of the United States of America. Annual.

Describes the issues which will be discussed at each forthcoming session of the General Assembly. It refers to

some UN documents as well as to articles in the New York Times and other news papers or news releases.

UN Chronicle. New York: United Nations Department of Public Information. 1975- . Quarterly.

Covers recent political news of the United Nations, citing resolutions and documents.

Committee action on various topics is summarized and economic and social issues are occasionally discussed.

Continues: UN Monthly Chronicle.

United Nations Handbook.

Wellington, New Zealand: Ministry of External Relations and Trade.

Annual.

This handbook contains an up-to-date list of all the United Nations bodies and of the specialized agencies. It gives their aims, committee structure and membership. It is an excellent guide to all of the UN organizations.

Yearbook of the United Nations.

New York: United Nations Department of Public Information, 1946/47- . Annual.

The yearbook is a comprehensive, authoritative review of the work of the United Nations, which provides many documentary references. It is very useful for historical research of the U.N. Each volume takes a long time to prepare, and it is about six years behind the current year.

EUROPEAN COMMUNITIES

There is no comprehensive index to the publications and documents of the European communities. Because of the variety of documentation that is issued, it is often difficult to know where to begin to research a topic. Two recent bibliographical guides that provide a good overview of the types of documentation available are: The Documentation of the European Communities: a Guide by Ian Thomson (London: Mansell, 1989) and EC 1992 and Beyond: Access to Information: a Guide to EC Documentation and Databases (Washington, DC: Public Inquires Division, Office of Press and Public Affairs, Delegation of the Commission of the European Communities, 1992).

The following is a basic list of sources:

Publications of the European Communities. Luxembourg: Office for Official Publications of the European Community, 1987- . Quarterly, with annual cumulations.

Documents. Luxembourg, 1987- . Monthly, with quarterly and annual cumulations.

Bulletin of the European Communities. Luxembourg, 1968- . Monthly plus supplements.

The Bulletin is the official monthly record of the events, policy actions and activities of the EC. It includes many documentary references. The supplements contain the Commission's programme and other policies presented in a popular format for the public.

Directory of Community Legislation in Force and Other Acts of the Community Institutions. Luxembourg, 1980- . Semi-annual.

Covers regulations, decisions, directives and other legislation such as internal agreements and the agreements between the community and non-member countries. It is indexed by keyword and

chronologically by document number.

European Access. Cambridge, England: Chadwyck-Healey, 1989- . Bi-monthly.

A current awareness guide to the European Communities, edited by Ian Thomson, European Documentation Centre, University of Wales. Each issue contains short articles and commentary on EC policies and other recent developments in Europe, education and R&D funding news, information developments, and recent publications of interest. The second part contains recent references to EC and non-EC documentation arranged by major categories. This periodical began in 1980 and since 1989 has been published by Chadwyck-Healey.

European Documentation. Luxembourg, 1975- . Numbers vary.

Each issue discusses a particular policy or development in the EC and provides an excellent, overall assessment of the topic. The bibliography lists materials for further

reading and cites the important EC documents which led to the formulation of the policy. This is one of the basic research series for studying the European Communities.

European Economy. Luxembourg, 1978-. Quarterly with supplements.

The annual economic report of the EC is published in this journal along with other communications and reports on the economic developments and the economic policy of the EC. The two supplements are: Supplement A: Recent Economic Trends and Supplement B: Business and Consumer Survey Results.

European File. Luxembourg, 1979-. Numbers vary.

Similar to the European Documentation but not as comprehensive.

General Report on the Activities of the European Communities. Luxembourg, 1967-. Annual.

The report reviews each year the activities of the European Communities. Recent vol-

umes have covered the work towards European union, German unification, economic and monetary policy, and completing the internal market. Other topics include industrial strategies and services, research and technology, telecommunications, employment and social policy, education, agriculture, environment, and external relations. It contains many footnotes citing the original documents. It is supplemented by the three reports: Agricultural Situation in the Community, Report on Competition Policy, and Report on Social Developments.

The two EC depositories in Indiana are located in the Government Publications Department of the Indiana University Library in Bloomington, and the Documents Center at the University of Notre Dame.

**SELECTED LIST OF
REFERENCE SOURCES BY
INTERNATIONAL AND
REGIONAL GOVERNMENTAL
ORGANIZATIONS**

GENERAL

Basic Statistics of the Community.

Luxembourg: European Communities Statistical Office, 1961- . Annual.

This pocket-sized handbook gives many statistics about the European Communities and the individual EC countries. For some tables it provides comparisons with other European countries, Canada, Japan, the USA and the USSR. The data is arranged by eight broad topics: general statistics; economy and finance; population and social conditions; energy and industry; agriculture, forestry and fisheries; foreign trade; services and transport; and environment.

Monthly Bulletin of Statistics. New York: United Nations Statistical Office, 1947- . Monthly.

Current population and economic statistics for most countries and territories of the world appear in this series, which helps to update the United Nations Statistical Yearbook. In addition, each issue contains a selection of special tables on a variety of

subjects giving important economic long-term trends and developments.

Nordic Countries, Copenhagen:

Nordic Council, 1991.

This mini-sized handbook is based on data published in the Yearbook of Nordic Statistics. It covers geographical data, temperature, population, vital statistics, energy, trade, traffic accidents, and consumption of alcoholic beverages as well as other data. Request free from Nordic Statistical Secretariat, Postboks 2550, DK-2100 Copenhagen, 0, Denmark.

Statistical Yearbook. New York: United Nations Statistical Office, 1948- . Annual.

This yearbook provides statistical data for over 270 countries and territories on population, agriculture, manufacturing, construction, transport, trade, balance of payments, national income, education and culture. It is the UN equivalent of the Statistical Abstract of the United States.

Statistical Yearbook. Paris:

UNESCO, 1963- . Annual.

A comprehensive yearbook providing statistics on education, educational expenditure, science and technology, libraries, book production, newspapers and other periodicals. Other items include archives, museums and related institutions, film and cinema, radio and television broadcasting, and international trade in printed matter. The information is based on data turned in by the member states.

World Statistics in Brief. New York: United Nations Statistical Office, 1976- . Annual.

This small pocket guide provides a basic set of statistics for countries and regions of the world for businessmen, researchers, students and others in a convenient reference source. The data covers population, economic activity, agriculture and industry, international trade, transport and communications, education, health and nutrition.

Yearbook of Nordic Statistics.

Copenhagen: Nordic Council, 1962-

. Annual.

Statistical tables covering the five Nordic countries of Denmark, Finland, Iceland, Norway and Sweden are provided in this yearbook. A selection of the topics covered are climate, population, labor, agriculture, fisheries, mines and manufacturing, and energy. Other topics are trade, transport, national accounts, official development assistance, social welfare and public health, crime, education, and cultural life and mass media.

COMMUNICATION

World Communication Report. Paris: UNESCO, 1989.

This report provides information on recent developments in the communication field by the following chapters: communication and development co-operation, communication technology, economic and industrial policies, employment and training, information flow, developments in regulation, and new communication approaches and audiences. Statistics on communication are found

in the concluding chapter.

World Media Handbook. New York: United Nations Department of Public Information, 1990-. Biennial.

Arranged by country, entries include demographic and communication statistics and a short list of newspapers, magazines and other periodicals, news agencies, journalistic associations and educational and training institutions in the field of journalism and mass communication.

Yearbook of Common Carrier Telecommunication Statistics.

Geneva: International Telecommunication Union, 1965/74-. Annual.

The statistical data covers the various branches of common carrier telecommunications which are the telephone, telegram, telex and data transmission services. Two pages of data are given for each country which is included. Also available on diskette.

CRIME

International Crime Statistics. Saint Cloud, France: International Criminal Police Organization. 1950-. Biennial.

The statistics reported are based on the crime data collected by the police departments in the ICPO-Interpol member countries. The editors caution that the information given is not intended for use as a basis for comparisons between countries because of the differences that exist between the legal definitions of punishable offenses and of different methods of calculation. The fourteen categories of data included are murder, sex offenses (including rape), rape, serious assault, theft (all kinds of theft), aggravated theft, robbery and violent theft, breaking and entering, theft of motor cars, other thefts, fraud, counterfeit currency offenses, drug offenses, and total number of offenses contained in national crime statistics.

DEMOGRAPHY

Demographic Yearbook. New York: United Nations Statistical Office. 1948-. Annual.

This yearbook is a comprehensive collection of international demographic statistics

covering population by age and sex, infant and maternal mortality, general mortality, and marriage and divorce. Each volume contains a special topic covering one of these areas in greater depth, such as natality, population trends or mortality statistics.

State of World Population. New York: United Nations Population Fund, 1979- . Annual.

The present world population situation and ways of reducing its rapid growth are discussed, along with problems of meeting the basic needs for the developing countries. Problems of environmental degradation and developing human resources are also studied. Population and social statistics for countries are given in several tables. Request free from United Nations Population Fund, 220 East 42nd Street, New York, NY 10017.

DEVELOPMENT, ECONOMIC AND SOCIAL

African Development Indicators.

Washington, DC: International Bank for Reconstruction and Develop-

ment/World Bank, 1992.

A revised and expanded collection of statistics on 52 African countries. The 242 development indicators are grouped into two parts: economic and financial, and social and environmental data. Most of the data presented is for 1980-1990. This title is also available on diskette.

Economic and Social Progress in Latin America. Washington, DC: Inter-American Development Bank, 1961- . Annual.

Beginning with the 1990 edition this publication is now issued by Johns Hopkins University Press in Baltimore, Maryland. Recent economic trends, economic policies and the short and medium-term outlook for each of the Latin American member countries of the Bank are given, along with a one-page statistical profile. Since 1982, the report has also included a section on a special theme.

Europe in Figures. Luxembourg: European Communities Statistical

Office, 1987- . Irregular.

Attractively illustrated with color diagrams of over 30 subjects, this publication provides data on the economic and social situation of the European Communities. It includes comparison data for the United States and Japan.

Human Development Report. New York: United Nations Development Programme, 1990- . Annual.

In order to help emphasize that people must be at the center of all development, the UNDP has produced this annual report of human development indicators. It assembles all available social and human data for each country in a comparable form and discusses the definition and measurement of human development and its progress since 1960. It is published for the United Nations by the Oxford University Press.

OECD Economic Outlook. Paris: Organization for Economic Co-operation and Development, 1967- . Semi-annual.

Twice a year, in June and December, this report assesses the economic trends, prospects and policies in OECD countries. The economic performance of each member country is discussed. Once a year a separate publication, Historical Statistics, presents historical data from 1960. This series is also available on diskette or magnetic tape.

OECD Economic Surveys. Paris: Organization for Economic Co-operation and Development. 1961/62- . Annual.

An annual series of economic studies for each OECD member country. Contains discussions of monetary and fiscal policy, recent economic trends and short-term prospects, labor market and wage information, and a statistical appendix. Surveys for Hungary, Poland, and the Czech and Slovak Federal Republic have been issued.

Social Indicators of Development. Washington, DC: International Bank for Reconstruction and Development/World Bank. 1987- . Annual.

The data provided in this volume helps to assess human welfare in more than 170 countries. Statistics cover population growth, infant mortality, natural resources, access to safe water, income, poverty levels, expenditures for food, housing, fuel and transportation, medical care and education. Each country has two pages of data, which give the most recent estimates, 15-20 years ago and 25-30 years ago. Also available on diskette.

State of the World's Children. New York: United Nations Children's Fund, 1981/82-. Annual.

This report on the situation of children throughout the world concentrates on health, nutrition, education, water and sanitation. It is presented with numerous charts and a section of economic and social statistics with particular reference to children. The 1991 edition contains a copy of the Convention on the Rights of the Child. The report is published by Oxford University Press for

UNICEF. Request from UNICEF.

Trends in Developing Economies. Washington, DC: International Bank for Reconstruction and Development/World Bank, 1989-. Annual. Presents a 6-page analytic description of recent economic performance and trends for each of the individual developing countries which are World Bank borrowing countries. This volume is designed as a ready reference for researchers who need access to a brief, up-to-date description of the economy of a country.

World Bank Atlas. Washington, DC: International Bank for Reconstruction and Development/World Bank, 1966-. Annual.

A useful reference tool that gives population, gross national product and gross national product per capita for 185 countries and territories. Other data provided are daily caloric supply per capita, life expectancy, total fertility, school enrollment, and illiteracy. The data is also shown with maps and charts.

World Development Report. Washington, DC: International Bank for Reconstruction and Development/World Bank, 1978- . Annual.

The "World Development Indicators", published in the second part of this report, provides economic and social data on more than 120 countries. The data is arranged by topic: basic indicators, production, fiscal and monetary accounts, trade and balance of payments, external finance, and human resource social data. Under each table the countries are arranged by income level. The first part of the volume discusses the major development issues for that year. The 1992 edition concentrated on development and the environment. The report is published by Oxford University Press for the World Bank. The "World Development Indicators" are also available on diskette.

World Economic Outlook. Washington, DC: International Monetary Fund, 1980- . Semi-annual.

Issued twice a year since 1984, this review of projec-

tions and analysis of world economic developments is prepared by the Staff of the International Monetary Fund. The first section discusses the current situation and short-term prospects. The second and third sections cover the medium-term prospects and policy issues in the industrial countries and in developing countries.

World Economic Survey. New York: United Nations Department of International Economic and Social Affairs, 1954/55- . Annual.

This survey presents a comprehensive analysis of the current world situation and a short-term outlook for the world economy. The information is presented with numerous tables and charts.

World Tables. Washington, DC: International Bank for Reconstruction and Development/World Bank, 1976- . Annual.

The 1992 edition provides economic and social statistics for 146 countries. Arranged alphabetically by country there are two double-page spreads reporting annual data

from 1970-1989 and 1990 estimates. Most of the information is economic covering gross national product, gross domestic product at market prices, manufacturing activity, monetary holdings, foreign trade, balance of payments and external debt. The social indicators tables cover fertility rate, infant mortality rate, life expectancy at birth, food production per capita, labor force and primary and secondary school enrollment. It is published by Johns Hopkins University Press for the Bank. This title is also available on diskette.

DISARMAMENT

United Nations Disarmament Yearbook. New York: United Nations Department of Disarmament Affairs, 1976- . Annual.

This yearbook reviews the main developments and negotiations in the field of disarmament, and provides a brief history of the major issues. It covers comprehensive approaches to disarmament, nuclear disarmament, prohibition or restriction of use of other weapons and

conventional disarmament as well as the status of multilateral arms regulations and disarmament agreements.

EDUCATION

Education in OECD Countries: a Compendium of Statistical Information. Paris: Organization for Economic Cooperation and Development, 1974- . Irregular.

This compendium provides internationally comparable data covering all OECD education systems, so that one country can compare itself with the others and assess common problems more effectively. Part A covers trends from 1975 to 1986 for pupil and student numbers, participation rates, enrollment rates, female participation, private education, teachers, and expenditures. Part B contains the detailed tables of country data arranged by six major topics: pupils, teachers, students, enrollment rates, qualifications and expenditures. The appendix contains a chart showing the duration of the school year for each

country and contains diagrams of the educational systems of each country.

International Yearbook of Education.

Geneva: International Bureau of Education, 1948-1969, 1980- . Annual.

Since 1982, each issue of the yearbook has been devoted to a single topic. The individual titles for the 1989 and 1990 volumes are: Diversification of post-secondary education in relation to employment, and Literacy and illiteracy in the world: situation, trends and prospects. Prior to 1982 the yearbook described the educational systems of various member countries.

ENVIRONMENT

State of the Environment. Paris:

Organization for Economic Cooperation and Development, 1979- . Issued every six years.

This report reviews the environment situation through the following problems: global atmospheric issues, air, inland waters, marine environment, land forest, wild life, solid waste,

and noise. The relationship between economic development and environmental quality in the OECD countries is discussed.

State of the Environment. Nairobi:

United Nations Environment Programme, 1977- . Annual.

Sometimes entitled, State of the World Environment, this annual review covers a broad range of environmental issues. Often the report will focus on a selected topic, such as Environment and Health (1986), the Public and the Environment (1988), and Children and the Environment (1990) which was jointly issued with UNICEF.

World Resources. New York: World

Resources Institute in collaboration with United Nations Environment Programme and United Nations Development Programme, 1986- . Annual.

This is an excellent reference book on the world environmental situation with individual chapters on food and agriculture, forests and rangelands, wildlife and

habitat, energy, fresh water, oceans and coasts and the atmosphere. Statistical tables are provided for each of these topics along with many references and notes. It is published by Oxford University Press.

FINANCE AND NATIONAL ACCOUNTS

Balance of Payments Statistics.

Washington, DC: International Monetary Fund, 1938/47- . Annual.

Contains balance of payments data for approximately 140 countries. Part 1 presents aggregated data as well as detailed data by country. Part 2 provides additional aggregations of area and world totals. About eight years of data are given. Also available on magnetic tape.

Finance and Development. Washington, DC: International Monetary Fund/World Bank, 1964- . Quarterly.

This is a joint publication of the International Monetary Fund and the World Bank. It contains articles on poverty, environment, developing countries, privatization,

reforms in Eastern Europe and other topics of interest to the work of the IMF and IBRD. A book review section also appears in each issue. Request free from Finance and Development, 700 19th Street, NW, Washington, DC, 20431.

Government Finance Statistics.

Washington, DC: International Monetary Fund, 1977- . Annual.

Provides detailed data on revenue, grants, expenditure, lending, financing, and debt of the central governments of 124 countries. Some data is given for state and local governments as a whole, but in less detail. About ten years of data is given in each volume. Also available on magnetic tape.

International Financial Statistics.

Washington, DC: International Monetary Fund, 1948- . Monthly, plus a yearbook.

The monthly issues provide data on exchange rates, international liquidity, money and banking, international transactions, prices, production, government finance and

interest rates for 146 countries and for area and world aggregates. The yearbook provides annual data for these countries for about a 19 year time span. Available on CD-ROM and magnetic tape.

National Accounts Statistics. New York: United Nations Statistical Office, 1957-. Annual.

Now issued in two series, the subtitles are Analysis of Main Aggregates and Main Aggregates and Detailed Tables. A third series was entitled Government Accounts and Tables. The data covers the following information by country: gross domestic product, national income and capital transactions, and government and consumer expenditures. Continues: Yearbook of National Accounts Statistics.

World Debt Tables. Washington, DC: International Bank for Reconstruction and Development/World Bank. 1972-. Annual.

Subtitle: External debt of developing countries. Volume one contains the analysis and commentary on recent

developments in international lending to developing countries, along with summary debt tables for 107 countries and selected regions. Volume two contains the detailed tables showing the external debt for each of the 107 countries that report to the Bank's Debtor Reporting System. Also available on diskette and magnetic tape.

FOOD AND AGRICULTURE
FAO Production Yearbook. Rome: Food and Agriculture Organization, 1958-. Annual.

A comprehensive yearbook covering land use, population, agricultural production of individual crops, livestock numbers and products, food supply, means of production, and prices of various agricultural products. Also available on diskette and magnetic tape.

FAO Quarterly Bulletin of Statistics. Rome: Food and Agriculture Organization, 1988-. Quarterly.

This journal serves to update some of the statistics published in the FAO production

and trade yearbooks. Continues: FAO monthly bulletin of statistics.

FAO Trade Yearbook. Rome: Food and Agriculture Organization, 1958-. Annual.

This yearbook shows the total exports and imports of agricultural products of individual countries by volume and by total value. Also available on diskette or magnetic tape.

Food Outlook. Rome: Food and Agriculture Organization, 1981-. Monthly with annual supplement.

Each monthly issue highlights the global food supply situation. Areas suffering more severely are discussed in separate sections. Data is provided on the trade and production of cereals, wheat, sugar and other products. Numerous tables are found in each issue. The annual statistical supplement provides longer time series of statistical data which have appeared in the monthly issues. Request free from FAO.

State of Food and Agriculture.

Rome: Food and Agriculture Organization, 1947-. Annual.

Presents an annual review of the recent world food and agricultural situation. A review by region is also given. In addition each issue includes a special study of a long range problem. Some of these have been: sustainable development and natural resource management; changing priorities for agricultural science and technology in developing countries; and financing agricultural development.

World Agricultural Statistics: FAO Statistical Pocketbook. Rome: Food and Agriculture Organization, 1983-. Annual.

This small pocketbook provides statistics for each country in a concise form for easy comparison. With one page per country the data covers land use; population; labor force; agricultural, fishery and forestry products; food supply showing calories per day; means of production; and trade in agricultural, fishery and forestry products.

World Food Programme Journal.

Rome: Food and Agriculture Organization, 1987- . Quarterly.

Contains articles on food aid support for the least developed countries, refugees, disaster relief, and various economic and social development projects. Each issue is nicely illustrated with color and black and white photographs. Request free from FAO.

HEALTH

Evaluation of the Strategy for Health for All by the Year 2000.

Seventh Report on the World Health Situation, 1978-1984. Geneva:

World Health Organization, 1986-87. 7v.

Volume 1: Global Review 1987.

Volume 2: African Region, 1987.

Volume 3: Region of the Americas, 1986.

Volume 4: South-East Asia Region, 1986.

Volume 5: European Region, 1986.

Volume 6: Eastern Mediterranean Region, 1987.

Volume 7: Western Pacific Region, 1986.

Each regional volume contains a profile of the health

system for various countries within the region and an assessment of the national strategies for attaining "health for all by the year 2000". The global review in volume one analyzes the overall results of the evaluation.

Weekly Epidemiological Record.

Geneva: World Health Organization, 1947- . Weekly.

Published in a bilingual English/French edition each Friday morning, this periodical provides data from national epidemiological reports and documents supplied by the member states of WHO. Priority is given to diseases which threaten international health such as poliomyelitis, AIDS, cholera, malaria, plague, or yellow fever. Other topics such as contaminated food are also covered.

World Health Statistics Annual.

Geneva: World Health Organization, 1962- . Annual.

Each volume provides a global overview of changing trends in health status, a special topic, and vital statis-

tics and life tables. The most extensive section is the detailed causes of death. Many countries are not reported in this series.

World Health Statistics Quarterly. Geneva, World health organization, 1978- . Quarterly.

Each issue focuses on a selected theme or topic of current interest in public health. Articles and reviews provide statistical data and charts as well as numerous references on the topic. Data for selected countries are provided.

HUMAN RIGHTS

Human Rights: a Compilation of International Instruments. New York: United Nations Centre for Human Rights, 1967- . Revised periodically.

This compilation contains the texts of human rights instruments which have been adopted. They are arranged by broad topic, and a list in chronological order by date of adoption appears at the end of the volume. Among the instruments included are

the Universal Declaration of Human Rights and Declaration on the Rights of Disabled Persons.

INDUSTRY

Handbook of Industrial Statistics. Vienna: United Nations Industrial Development Organization, 1982- . Biennial.

The statistical data covers the manufacturing sector as a whole, the growth of the manufacturing branches, the consumption of manufactured products, and trade in manufactures. The 1990 edition was published by the Edward Elgar Publishing Co. in Brookfield, VT.

Panorama of EC Industry. Luxembourg: European Communities, 1989- . Annual.

Describing over 165 sectors of the manufacturing and service industries of the EC, this publication covers the present situation and future developments in these industries. It is similar in scope to the U.S. Industrial Outlook.

INTERNATIONAL TRADE

Direction of Trade Statistics. Washington, DC: International Monetary Fund, 1958/62- . Quarterly, plus a yearbook.

Presents current figures on the value (in millions of U.S. dollars) of exports and imports between trading partners for about 135 countries. Data for world totals and regional areas is shown also. In the quarterly issues data is presented quarterly and monthly. The yearbook gives corresponding annual data for about 160 countries for the last seven years. Individual product data is not included. Also available on magnetic tape.

Foreign Trade by Commodities (Series C). Paris: Organization for Economic Cooperation and Development, 1961- . Annual.

Covers trade between OECD countries and other countries for commodity groups defined at the 1 and 2 digit levels of the Standard International Trade Classification. The commodities shown at the 3 to 5 digit level are

available in a separate series on microfiche called the OECD Microtables. This microfiche is printed directly from the magnetic tapes. This series is also available on diskette and magnetic tape.

International Trade Statistics Yearbook. New York: United Nations Statistical Office, 1950- . Annual.

Divided into two volumes, this series gives the overall trade for countries and regions by origin and area of destination, and by product. Volume one gives the trade by country, and volume two covers trade by commodity. Continues: Yearbook of International Trade Statistics. The Commodity Trade Statistics (Series D), another title by the Statistical office provides more precise data linking the products that are traded with individual countries.

Monthly Statistics of Foreign Trade (Series A). Paris: Organization for Economic Cooperation and Development, 1983- . Monthly.

This series shows the exports and imports for each OECD country broken down by country of origin and destination, with the value given in U.S. dollars. It does not show products traded between countries. The data is also available on diskette and on magnetic tape. Continues: Statistics of foreign trade.

LABOR

Bulletin of Labour Statistics.

Geneva: International Labour Organization, 1965- . Quarterly.

Presents the most recent statistics on employment, unemployment, hours of work, wages and consumer price indices which have been made available to ILO. Supplements are issued to update the quarterly issues. An annual supplementary volume is published giving the results of the ILO October Inquiry. This inquiry covers wages and hours of work for 159 occupations in 49 industry groups and retail prices for 93 items of food and drink.

Yearbook of Labour Statistics.

Geneva: International Labour Organization, 1935/36- . Annual.

The latest edition of this yearbook presents the principal labor statistics for about 180 countries, areas or territories taken from information gathered by national statistical offices. The data covers economically active population, employment, unemployment, hours of work, labor costs, consumer price indices, occupational injuries, and strikes and lock-outs. Some of the data is updated by the Bulletin of Labour Statistics.

TOURISM

Tourism Policy and International Tourism in OECD Member Countries. Paris: Organization for Economic Cooperation and Development, 1955- . Annual.

The development on national tourism policies in OECD countries and recent trends in markets and their implications for tourism are discussed in the first part of this annual. The second part contains the statistical annex

of tourism statistics for each OECD country.

TREATIES, LAWS, REGULATIONS

Annual Review of Population Law.

New York: United Nations Population Fund, 1974- . Annual.

Population laws of various countries and agreements, resolutions and regulations of international governmental agencies are compiled in this series which is now prepared by the Harvard University Law Library. The laws are listed by the following broad topics: general population policy, fertility regulation, marriage regulation, family, children, women, aged, migration and population distribution, health care, education, land tenure and the environment, and census and vital registration.

Copyright Laws and Treaties of the World. Paris: UNESCO, Washington, DC: Bureau of National Affairs, 1956- . Kept up-to-date with supplements.

This is a compilation of the copyright laws, orders, rules,

regulations, conventions and treaties in and between the various countries of the world. It is divided into four main divisions: (1) states, (2) territories, (3) multilateral conventions and (4) Rome Convention Rights.

European Treaty Series. Strasbourg: Council of Europe, 1949- . Issued periodically.

The Council of Europe works to promote legal reform and co-operation between the member states. Various conventions and agreements are drawn up and ratified by these countries and published in this series. Some of these treaties are: European code of Social Security (revised); Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime; Anti-doping Convention, and European Convention on Transfrontier Television.

Food and Agricultural Legislation. Rome: Food and Agriculture Organization, 1952- . Annual.

Contains a selection of food

and agricultural laws and regulations of the member countries. Depending on the interest of the legislation, the laws are reproduced in full or in summary form. The legislation covers the following topics: agricultural development, plant production and protection, animal production, land and water use, agricultural cooperation, insurance and credit, rural development, trade in agricultural and forest products, fisheries production and handling, wildlife, and environment.

International Digest of Health Legislation. Geneva: World Health Organization, 1948- . Quarterly.

National and international health legislation, studies on current problems in health legislation, a "News and Views" section, a "Book Review" section and a bibliography of current reports and articles make up the contents of this journal. The texts of legislation are reproduced or translated in full or extract form, summarized or *mentioned by their title*

according to their general interest. Some of the topics covered are: disease control, health care facilities, family health, human reproduction and population policies, care of the elderly, mental health, ethical issues, death and dying, environmental protection, and radiation protection.

Labour Law Documents. Geneva: International Labour Organization, 1990- . Three issues/year.

This periodical contains the text of treaties and legislation on labor and social security. It publishes new conventions and recommendations of ILO, other important international instruments and texts of national laws and regulations. It replaces the Legislative series which began in 1919.

Treaty series: Treaties and International Agreements Registered or Filed and Recorded with the Secretariat of the United Nations. New York: United Nations, 1946/47- . Number of volumes varies.

This series contains the texts of treaties and international

agreements between the member countries of the United Nations. They are reproduced in the original languages, with English and French translations where applicable.

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COLLECTION DEVELOPMENT FOR A SELECTIVE DEPOSITORY LIBRARY

Harriet Cohen, Manager
Newspaper & Periodical Division
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Indianapolis, IN

The U. S. Government Printing Office's depository library program distributes documents to approximately 1400 libraries¹. Of these, 53 are regional depositories leaving the rest to select the documents they wish to receive. These remarks do not apply to all depository libraries. This is not a "theory" or "philosophy", nor is it a comprehensive discussion of collection development. This article tries to provide practical advice for many selective depositories on ways to identify useful government publications. Although depositories can only add publications once a year, identifying what SuDoc numbers might contain useful publications is an ongoing endeavor.

Before deciding what publications to select, a depository library

must know who its primary users are and how the depository collection blends into the general collection of the institution. Besides defining its primary public the depository library should also consider its relationship to other selective depositories in its state. Also, how do the selectives relate to the regional depository collection. In Indiana, the regional depository collection is held by the Indiana State Library.

Besides collecting materials for its primary users, a depository collection should meet the needs of the "wider community". The "Guidelines for the Depository Library System" state that the purpose of depository libraries is to make U. S. Government publications easily accessible to the general public. Each depository should select materials

responsive to the needs of the users in the Congressional district it serves. Neighboring depository libraries should coordinate selections to meet the information needs of the local area².

Citizens of a municipality, township, or county pay taxes to support a public library. If a public library is a depository for federal documents, what is its obligation to serve citizens outside its taxing district? Does the public library have the obligation to collect scholarly/technical documents when it has few scholarly materials in its general collection? The academic library collection supports the curriculum of that institution. If the academic library is a depository, what is its obligation to serve the wider community? Does the academic library have an obligation to collect documents which are not needed to support the institution's curriculum?

The Indiana State Library yearly distributes a directory of Indiana depository libraries. Three categories for size of collection are given. Of the 35 selective libraries in Indiana six libraries collect extensively (nearly all documents available from the GPO), ten libraries collect in moderation (30% or more

documents), and eighteen libraries collect in a limited way (25% or less of the documents available from the GPO)³. One half of Indiana depositories select less than 25% of all available documents. The rest of this article points out specific sources to use in developing a good 25% collection.

The Government Printing Office provides a variety of sources to help all document libraries in collection development. The List of Classes of United States Government Publications Available for Selection by Depository Libraries⁴ should be the starting point for all collection development. List of Classes provides the item numbers and Sudoc numbers to aid in identification of sources. Although the Superintendent of Document Classification System pulls together materials published by agency, this approach does not always allow for the organization by subject. What if a library is trying to collect materials in the field of aging or gerontology? Health and Human Services Department contains the Aging Administration (HE 23.3001), National Institute on Aging (HE 20.3851), and the National Clearinghouse on Aging (HE 23.3102). Congress has the Select

Committee on Aging (Y4.Ag4/2). There might also be information on nutritional needs of the elderly in Agriculture Department publications, housing for the elderly in publications from the Housing and Urban Development Department, or the impact of crime on the elderly in publications from the Justice Department. The List of Classes, Monthly Catalog of United States Government Publications⁵, and the microfiche GPO Sales Publications Reference File (PRF)⁶ all greatly aid in identification of specific publications. Be sure to also use:

Consumer Information Catalog. Quarterly brochure lists free and inexpensive publication. GS 11.9.

GPO. Subject Bibliographies. 200 plus bibliographies on topics from Congress to birds. Most bibliographies updated yearly. Brief annotations. GP 3.22/2.

New Books; Publications for Sale by the Government Printing Office. Monthly publication lists titles in broad subject categories. Not annotated. GP 3.17/6.

U. S. Government Books. Published quarterly. Lists many popular government publications

organized into broad subject categories. Brief annotations. GP 3.17/5.

Bibliographies published by individual government agencies can be checked for identification of possible titles. For example:

Census Catalog and Guide. Washington: U.S. Bureau of the Census, 1985-. C 3.163/3:

Bibliographies and List of Publications. Washington: Smithsonian Institution. SI 1.17/2:

Publication Catalog. Washington: U.S. Social Security Administration. HE 3.38/3:

General library periodicals can be used for selection of government publications. Many periodicals have regular columns that highlight publications from government agencies. American Libraries, Booklist, Library Journal, RO, and Wilson Library Journal should all be scanned. Many library periodicals also contain feature articles discussing government publications. A non-comprehensive search turned up these articles which annotated documents on a diversity of subjects:

Hoover, Clara. "Style Manuals: a Bibliography." Booklist, (April 1, 1991): 1586-1588.

Kirby, Diana Gonzalez. "Cooking with Uncle Sam: Food Information Resources From the U. S. Government." RO, (Summer 1991): 487-495.

Moody, Marilyn. "Core Federal Reference Sources." Collection Building 10 (1989): 70-73.

"Notable Documents." Library Journal, (May 15, 1992): 51-58. (appears annually in the May 15 issue)

Smith, Helen. "Agricultural Documents: Acquisition and Control." Special Libraries, (Winter 1991): 23-29.

Swartz, B. J. "Hidden Treasure: Government Documents for Children and Teens." School Library Journal, (August 1989): 40-43.

Other standard reference sources highlight government documents by subject and type of material. Use of these reference sources help to pinpoint specific documents that can be added to a selective depository collection. For all large depository collections a "must" is the Guide to U.S. Government Publications edited by John Andriot⁷. Popu-

larly referred to as "Andriot's," this source provides an annotated guide to important series and periodicals currently published by government agencies. Item numbers for publications are also given.

Some other publications that can be used to identify specific document sources are:

Bailey, William G. Guide to Popular U.S. Government Publications. 2nd ed. Englewood, Colorado: Libraries Unlimited, Inc., 1990.

Robinson, Judith Schiek. Tapping the Government Grapevine: the User-Friendly Guide to U.S. Government Information Sources. Phoenix, Arizona: Oryx Press, 1988.

Spencer, Michael D. Free Publications from U.S. Government Agencies: a Guide. Englewood, Colorado: Libraries Unlimited, 1989.

Since the U.S. government is the largest publisher in the world, identifying all useful publications to be included in a good 25% selective collection may be impossible. Perfection is selecting only the documents that fit the needs of the library and its users. Imperfection is select-

ing almost all the appropriate documents without being forced to accept too many documents that may be useless. Perfection will never be achieved under the current system set out by the GPO. As a goal a selective depository collection should have the least imperfect collection possible.

REFERENCES

1. "Depository Service Update," Administrative Notes: Newsletter of the Federal Depository Library Program 12:3 (April 15, 1991). GP 3.16/6-2:12/09.
2. Government Printing Office, Instructions to Depository Libraries. "Guidelines for the Depository Library System, with Minimum Standards for the Depository Library System" (Washington, D.C.: Govt. Print. Off., 1988). GP 3.26:D44/988.
3. Indiana State Library, 1991 Directory of Federal Depository Libraries and Librarians in Indiana (Indianapolis, Ind.: Indiana State Library, 1990).
4. U.S. Government Printing Office, List of Classes of United States Government Publications Available for Selection by Depository Libraries. GP 3.24: Quarterly.
5. U.S. Government Printing Office, Monthly Catalog of United States Government Publications. GP 3.8: Monthly.
6. U.S. Government Printing Office, GPO Sales Publications Reference File (PRF). GP 3.32/2: Bimonthly.
7. Andriot, John L., ed. Guide to U. S. Government Publications (McLean, Virginia: Documents Index, 1990).

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PATENTS: LIBRARY SERVICE TO THE INVENTORS

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Rose-Hulman Institute of Technology
Terre Haute, IN

“Congress shall have power...to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.”

U.S. Constitution. Article I, section 8.

INTRODUCTION

Americans are an inventive lot, constantly seeking to make their lives more productive and to make better use of labor and capital. Not a few dream of the riches that fall to the next Edison or Westinghouse or the lady who invented white-out. And they come to libraries, large and small; academic, public or school, seeking help in furthering the process to secure those exclusive rights mentioned in the U.S. Constitution. The exciting part of the invention process is done. They need to know how to get the product of their creativity officially recognized and produced.

By definition, a patent is an

agreement that an inventor reaches with a national government to give him or her the exclusive right with a national government to give him or her the exclusive right to exploit a concrete idea. In general, the United States grants a patent for a period of seventeen years. To protect the invention, the inventor must secure a patent with each country that may be relevant, one by one. To secure a patent, the inventor must meet many requirements and provide a great deal of documentation. Time is also very important.

First, however, the patent literature has to be searched carefully to see if the invention is eligible for a patent. After it is decided that the

invention is eligible, has another person already been granted one; or, is a part of the invention already covered by another patent? There are a variety of ways to search the literature, all time consuming and some quite costly. Still, the local library can help to start the inventor on the path to a patent.

PUBLICATIONS

The Patent Office produces each year a forty page guide to the workings of the Office and what it does and does not do for the inventor and patent process. General Information Concerning Patents contains answers to the most commonly asked questions, providing a good overview of the process. Most depositories have the latest and all libraries should own a copy or two.

The Official Gazette of the United States Patent and Trademark Office comes out each Tuesday in two parts. One part covers patents and the other trademarks. It provides notices that may affect the inventor including lists of patents due to expire for failure to pay maintenance fees, patents available for license or sale, the locations of patent depository libraries such as the Indianapolis-Marion County Public Library, telephone numbers of the various

patent examining groups and subgroups, and a list of patentees.

The meat is, of course, the section listing the patents granted that week arranged by patent number. These are not the patents themselves, which are published in full they day they are issued; but rather, a sufficiently complete explanation for researchers. They are arranged within the four broad categories: mechanical, chemical, electrical, and design. The entry gives the title of the invention, name or names of the inventors, address, assignors (if any), date of filing, and other pertinent data, followed by a detailed diagram or illustration and legalistic description. Since models are rarely required, the description and illustration must be sufficiently explicit to establish the uniqueness of the invention.

Inventors will profit by surveying issues to better appreciate the post-invention process. Libraries that are not depositories may want to keep an issue or two on hand as examples. An annual index to the various components of the Official Gazette is produced.

INDIANA RESOURCES

Libraries: As mentioned earlier, the patent depository for Indiana is the Business, Science and

Technology Division of the Indianapolis-Marion County Public Library, 40 E. St. Clair, Indianapolis 46206 (317-269-1741). Coverage from 1973 to date. Hours are 9-9, Monday - Friday, 9-5 Saturday, and 1-5 Sunday. The best help assistance is obtained during the weekdays. Mark Leggett is the head. Online access is provided to Dialog and the U.S. Patent Classification System. The staff are experienced and skilled in advising of how to search the patent literature. The library, as a depository, can provide patents that the inventor feels are relevant after surveying the Official Gazette.

The State Library, as the regional depository and the various selective depositories will have the Official Gazette and other Patent Office Publications.

Academic: Several colleges have an interest in assisting inventors and are happy to talk. At the least, they can provide referrals. They include:

Ball State University. Center for Entrepreneurial Resources, Carmichael Hall, Muncie 47306 (317-285-1588).

Small Business Innovation Research (SBIR) Proposal

Assistance, Office of Research, 1825 Riverside Ave., Muncie 47306 (317-285-1600) for help in taking advantage of the Federal SBIR program Indiana Institute of Technology.

McMillen Productivity and Design Center, 1600 E. Washington Blvd., Fort Wayne 46803 (219-422-5561).

Indiana University. Entrepreneur in Residence, School of Business, Bloomington 47405 (812-335-9200).

Indiana University-Purdue University at Indianapolis. Commercial/Industrial Liaison, 355 North Lansing, Indianapolis 46202 (317-264-8285).

Economic Development Administration, University Center, 611 N. Capitol Ave., Indianapolis 46204 (317-262-5083) and, at the same address the NASA/Indianapolis Center for Advanced Research (317-262-5000) which is interested in, among

other areas, software development for engineering and advanced electronics.

Tech Net, EDA University Center at IUPUI, 611 N. Capitol Ave., Indianapolis 46204 (317-262-5003) providing referral for businesses needing help in engineering and technology Rose-Hulman Institute of Technology. Innovators Forum, 5500 E. Wabash Ave., Terre Haute 47803 (812-877-8222) Will use the resources of the school to critique an inventor's idea.

Government: Indiana, like most states wants to promote innovation and business and has offices which can explain state and Federal programs. Many focus on corporate entities but can provide referral for individuals with promising ideas.

Indiana Department of Commerce, One N. Capitol, Indianapolis 46204 (317-232-8800) Can be a good place to start.

Indiana Business Modernization and Technology Corpo-

ration. One North Capitol Ave, Indianapolis 46204 (317-635-3058). It allocates funds for research and development.

ONLINE TOOLS

Whether the inventor is doing the patent search privately or through an agent or attorney, an online search of the literature is virtually a given. A good manual search may save some of the cost of an automated literature search, but is not a substitute. Again the librarian can help. Many of the major scientific and technical databases have the ability to segment patent literature. Engineering Index or COMPENDEX, Chemical Abstracts or CA Search, Science Citation Index or Scisearch, and INSPEC for physics, electronics and computers, to but name a few, thoroughly cover patent literature. No thorough search of a topic would be complete without examining patent literature for the serious scholar.

Services such as Dialog in its CLAIMS/U.S. PATENT file offers a variety of databases that comprehensively cover patent literature. On an international level, there are dozens of files that may be of interest. Patent databases have the capability of

being extensively manipulated, these files are difficult to search on an intermittent or casual basis. This is particularly true for chemical searching. Because of the costs involved, the searcher needs to carefully review the architecture of the database.

CONCLUSION

Unlike assisting a user in researching Operation Desert Storm or providing literature on how to install a garage door opener, helping an inventor to begin the patent process is more challenging. The bulk of the resources — either people, printed, or online — are not directly at hand. The librarian's task is often to provide a telephone number, an address, a starting point, some advice. The point is not to discourage the inventor about the process. Innovation is an essential ingredient for guaranteeing the vitality of Indiana in the next century.

FURTHER READINGS

Jones, Stacy V. The Patent Office. New York: Praeger Pub., 1971.

Provides an overview of how the Patent Office functions.

The lengthy time it takes to hear about an application is more understandable after reading this text.

Levy, Richard C. Inventing and Patenting Sourcebook.

Detroit: Gale Research, 1990. Intended as an annual publication with updates, providing an encyclopedia of Federal forms, advice, lists of patent attorneys, sources of venture capital, etc. Very thorough and convenient.

Schepps, Solomon J., ed. The Complete Guide to Patents, Trademarks, and Copyrights. New York: Bell Pub. Co., 1980.

U.S. Patent and Trademark Office. Classification Definitions. Washington: The Office. Provides the changes in classification of patents and information on new and revised classes and sub classes. For those wanting to establish a profile of patent areas they wish to be informed of, this tool provides the classification scheme.

—. General Information Concerning Patents. Washington, DC:

- Government Printing Office, 1990.
Excellent and inexpensive pamphlet. SuDoc: C 21.26/2.
- . Index to the U.S. Patent Classification. Annual. Washington, DC: Government Printing Office.
Gives and alphabetical listing of the subjects covered in the classes and subclasses.
SuDoc: C 21.12/2.
- . Manual of Classification. Washington: Government Printing Office. Loose-leaf.
Lists the numbers assigned to the classes and subclasses with descriptive titles. The inventor, knowing the numbers of interest, can browse the Official Gazette.
SuDoc: C 21.12.
- . Manual of Patent Examining Procedures. Washington, DC: Government Printing Office. Loose-leaf.
Lets you know what guide lines and practices the examiners are currently using.
- . Official Gazette of the United States Patent and Trademark Office. Weekly in two parts: Patents and Trademarks.
Annual cumulative index.
Washington, DC: Government Printing Office.
SuDoc: C 21.5.
- . The Story of the United States Patent and Trademark Office. Washington, DC: Government Printing Office, 1988.
Provides the history of the operation in fifty pages.
SuDoc: C 21.2:P 27/2.
- [Originally appeared in various ALSA newsletters: Wabash, Stone Hills, Tri-ALSA]
- # # #

MANUSCRIPT PREPARATION

All submissions and editorial correspondences should be addressed to: Steven J. Schmidt, Indiana Libraries, IUPUI University Libraries, 815 West Michigan Street, Indianapolis, IN 46202-5163; (317) 274-0470.

The editor will send each manuscript to one or more reviewers who will render an opinion as to the potential for publication. The final decision is reserved for the editor. The editor reserves the right to revise all accepted manuscripts for clarity and style. Upon publication, the author will receive two complimentary copies.

Most manuscripts do not need to exceed ten, double-spaced, typed pages, although longer manuscripts are welcome. Photographs, tables, and other illustrations should accompany the manuscript, when applicable. Manuscripts should conform to the guidelines on *The Chicago Manual of Style*, 13th edition (University of Chicago Press). All pages must be typewritten or printed on letter-quality printers, double-spaced on 8.5" x 11" white paper. When possible, a diskette containing an ASCII version of the text should accompany the manuscript.

Manuscripts may concern a current practice, policy or general aspect of the operation of a library or library system in Indiana. Editorials or opinion papers are also welcome, and should not exceed five, double-spaced, typed pages.

CALL FOR APPLICATIONS for the Position of Editor of *Indiana Libraries*, the official journal of the Indiana Library Federation. The editor of *Indiana Libraries* is responsible for gathering manuscripts and establishing themes for the journal. Currently, the journal is published twice annually, *Indiana Libraries* is fully indexed by the H.W. Wilson Company in *Library Literature*. Applicants should hold membership in the Indiana Library Federation.

Full-time responsibility for the editorship will begin in late 1993 with the first journal publication under the new Editor's direction being Spring 1994. To apply, send a current resume and a sample of a recent publication written or edited by the applicant to Steven J. Schmidt, IUPUI University Libraries, 815 West Michigan Street, Indianapolis, IN 46202-5163. All applications received prior to May 1, 1993 will receive consideration by the ILF Publications Committee.

INDIANA
LIBRARIES

CALL FOR PAPERS

Practitioners, educators, and researchers are invited to submit manuscripts for publication in the Indiana Library Federation sponsored journal **INDIANA LIBRARIES**.

Specifically, ideas and manuscripts associated with the following topics are welcome, although manuscripts dealing with any aspect of library practice in Indiana will be considered.

*** LIBRARY BUILDINGS.**

Examples of new, innovative designs, or Adaptations of existing structures to meet changing needs.

*** LIBRARY SERVICES & ADA.**

The American Disabilities Act touches on library services, facilities and technology. What can your library do to meet the new requirements?

*** HISTORY OF LIBRARIES IN INDIANA.**

We are always looking for a good historical sketch of a library in Indiana. Who was responsible for founding the library? Photographs from all time periods are welcome.

*** SERVING THE REMOTE USER.**

The personal computer and the rise of distance education has forced libraries to rethink the traditional methods of delivering library services to the user. Has your library come up with an innovative new solution?

Manuscripts need not exceed ten, double-spaced, typed pages, although longer manuscripts are welcome. Photographs, tables, and other illustrations should accompany the manuscript, when applicable. Manuscripts should conform to the guidelines on The Chicago Manual of Style, 13th edition (University of Chicago Press). All pages must be typewritten or printed on letter-quality printers, double-spaced on 8.5" x 11" white paper. When possible, a diskette containing an ASCII version of the text should accompany the manuscript.

If you have an idea for a paper, or if you want to discuss a possible topic, contact Steven Schmidt, IUPUI University Libraries, 815 West Michigan Street, Indianapolis, IN 46202-5163; or call (317) 274-0470.

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