



DOCUMENT RESUME

ED 244 627

IR 050 725

AUTHOR	Knowles, Em Claire; And Others
TITLE	Vertical File Subject Headings KWIK List.
	California Univ., Davis. Univ. Library.
INSTITUTION	
PUB DATE	<u>15</u> Jan_84
NOTE	56p.; Prepared by the Clipping and Vertical File
•	Study Group.
PUB TYPE	Reference Materials -
	Vocabularies/Classifications/Dictionaries (134)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	College Libraries; *Library Collections; *Pamphlets;
	*Permuted Indexes; *Subject Index Terms
IDENTIFIERS.	University of California Davis; *Vertical Files

ABSTRACT

A subject heading keyword-in-context (KWIK) list for the vertical files at the University of California, Davis, is presented. It is noted that the RWIK list was prepared to assist library users in locating more subject headings for available materials in the various pamphlet collections and that the list is computerized to enable frequent updating. Also presented are descriptive summaries of the five clipping and pamphlet collections at the University of California, Davis, including the Biological and Agricultural Sciences Department vertical file, the Government Documents Department clipping file, the Health Sciences Library vertical file, the Humanities and Social Sciences Reference Department pamphlet collection, and the Physical Sciences Library vertical file. For each file, information is provided on content, location, bibliographic control, accessibility/circulation, publicity, and responsibility for the collection. (ESR)

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## VERTICAL FILE SUBJECT HEADINGS KWIK LIST

Prepared by Members of a Clipping and Vertical File Study Group

> Betsy Austin Em Claire Knowles, Chair Debble Metzger Glee Willis

## KEY TO LOCATIONS

- -- Blological & Agricultural Sciences Department
- --- Government Documents, Department
- -- Health Sciences Library
- HS -- Humanities and Social Sciences Department

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Em Claire Knowles

The Clipping and Vertical File Study Group was formed in 1983. We were asked to study existing files of ephemeral materials to determine their scope and degree of overlap in form and content. A product of the Group's work was a Vertical File Subject Headings Keyword-in-Context (KWIK) List.

The KWIK List was prepared to assist library users in locating more subject headings for available materials in the various pamphlet collections. In addition, there is a separate section that consists of descriptive summaries of each clipping and pamphlet collection. Since this list is computerized, it can be updated as frequently as necessary, and can be made available at all public service points.

The implementation of this format in other library systems could provide a convenient means of identifying subject headings for similar types of ephemeral materials.

> Em Claire Knowles Social Sciences Librarian University of California Davis, CA

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PREFACE

Vertical File FWIK List	January 15, 19	84
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(P)			Physics as a profession
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(G) .			Corporate Profits
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(P)			. Fortran (Computer program language)
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(6)	. Capital	Punishment
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(6)		Pyramid Lake
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(G)		quality - California
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		Radioactive waste disposal
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	(6)				Reagan, Ronald
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	(G)			Rent control	
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	(B) .			Research Associates	
	(B) (HS)			Research Libraries Research grants	
	(P) ;				
	(B) .		Asricultural	research	
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	(6)		Petroleum	resources	
	(G) .		Power	resources	
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	(B).			resources & environmental	pollution
				resources - California	
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	Sacramento	
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(G)	Wild and scenic	rivers
(P)	Oil Pollution of	
(B)		Roadside markets
(G)		Roberti, David
(G)		
(G)		Rockefeller Foundation
(G)		roll property tax initiative
(B),,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Root_vesetables
	Land User	Rural
		Rural communities
(HS);;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	<b>i i i i i i i i</b>	Rural sociology
(R)	·	Russia
(6)	. U.S Foreign relations -	Russia
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(6)	Elections -	Sacramento
(6)		Sacramento - San Joaquin Delta
(G)		
(B)		Sacramento Valley
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(G)		Sacramento: California
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· (B) ; ; ; ; ; ; , , , , ;		Salt tolerance in Plants
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	Elections -	San Francisco Bay Area
	Transportation -	San Francisco Bay Region
(6)		San Francisco; California
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of

Clipping and Vertical Files

in

U.C.D. Libraries

Summaries

## BIOLOGICAL & AGRICULTURAL SCIENCES DEPARTMENT Vertical File

## CONTENT

1:

11.

The file consists of pamphlets, government documents or copies of cover/title pages of government documents which are housed in the Government Documents Department, journal and newspaper articles and National Agricultural Library bibliographies.

#### LOCATION

The Blo/Ag vertical file is located opposite the Blo/Ag Reference Desk.

## III. BIBLIOGRAPHIC CONTROL

The Bio/Ag vertical file materials are filed by assigned subject heading and indexing terms derived from Library of Congress subject headings; the Biological & Agricultural Index; or other items as necessary. A record of subject headings is located in separate drawers of the Department's card catalog. There are also crossreferences for the pamphlets and to materials in the PSL file.

## IV. ACCESSIBILITY/CIRCULATION

The collection is accessible during all Shields Library hours. Materials do not circulate. They can only be used in the reference area or photocopied.

#### PUBLICITY

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The Blo/Ag vertical file receives publicity via word-of-mouth and library/reference department tours.

#### VI. RESPONSIBILITY

Debbie Metzger is responsible for the file, All librarians contribute items to the file.



## GOVERNMENT DOCUMENTS DEPARTMENT

## Clipping File

## CUNTENT

1.

The vertical file, also known as the Non-Governmental Organizations Collection (NGO), is a selection of recent newspaper articles, pamphlets, and other ephemera on topical issues. The newspapers clipped for NGO items are: California Aggie, Davis Daily Democrat, Davis Enterprise, Sacramento Bee, and San Francisco Chronicle. Pamphlets are solicited from associations and businesses. Abortion, capital , punishment, disarmament, drunk driving, and illegal aliens are among the subjects covered. The file is weeded regularly to eliminate outof-date and unused items.

## II. LOCATION

The collection is located behind the Reference Desk. Information in the vertical file can only be used when the Reference Desk is staffed.

## III. BIBLIOGRAPHIC CONTROL

Each item in the collection is assigned a subject heading from the NGO Subject Headings List. This list contains extensive cross references. Subject headings are added and deleted as topics gain or lose popularity. No individual bibliographic records exist for items in the file.

## IV. ACCESSIBILITY/CIRCULATION

Materials do not circulate, but can be used in the reading room or photocopied.

#### V. PUBLICITY

There is no formal method of publicity. The file is widely used from word-of-mouth recommendations.

#### VI. RESPONSIBILITY

All librarians have responsibility in the clipping of newspapers and adding articles to the file. Linda Hoffmann is the contact person.

## ADDENDUM C

## HEALTH SCIENCES LIBRARY Vertical File

## CONTENT

1.

The vertical file contains pamphlets, journal and newspaper articles, bibliographies, annual reports and other ephemera pertaining to the health sciences. The file was extensively weeded in 1981-82 and remains, by design, small.

## II. LOCATION

The file is located in the north corner of the bibliographic area on the first floor. The reference librarians direct the public to it.

## III. BIBLIOGRAPHIC CONTROL

A fist of subject headings is maintained at the reference desk with terms taken from Medical Subject Headings (MESH) and other sources as appropriate.

## IV. ACCESSIBILITY/CIRCULATION

Materials can only be used in the building. ~

## PUBLICITY

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There are no signs, and very little formal or informal publicity advertising the collection.

## VI. RESPONSIBILITY

Lynne Apostle is the contact person. She is responsible for selecting, maintaining, and weeding the file.



# HUMANITIES/SOCIAL SCIENCES REFERENCE DEPARTMENT

## I. CONTENT

Recent pamphlets, newspaper clippings, and some documents on social, political and economic topics are housed in the Humanities/Social Sciences Department. Subjects range from abortion and child abuse to banks and taxation. The literature on description and travel is heavily used. The files are weeded every year; information is largely limited to materials published within the last three years.

## II. LOCATION

The files are located adjacent to the Reference Desk.

## III. BIBLIOGRAPHIC CONTROL

A record of subject headings used, with cross references, is located in a separate drawer of the Humanities/Social Sciences card catalog. The subject headings used generally follow the headings used in the Wilson indexes. There are no bibliographic records for individual items in the collection.

## IV. ACCESSIBILITY/CIRCULATION

Items in the files are directly accessible during regular Shields Library hours. The materials circulate for one week; circulation records are maintained at the Reference Desk.

## V: PUBEICITY

Word-of-mouth and guided tours advertise the collection.

## VI. RESPONSIBILITY

Em Claire Knowles handles the collection, maintenance and weeding of the files.

## PHYSICAL SCIENCES LIBRARY

Vertical File

## CONTENT

The Physical Sciences Library's vertical file contains pamphlets; newspaper and journal articles, government documents, and DOE/RECON database bibliographies pertinent to the subject areas included in PSL's collection:

#### 11. LOCATION

PSL's vertical file is situated in the southeast corner of the reference area on the first floor. This inconspicuous location is quite a distance from the Reference Desk, and the reference staf; must usually initiate the first-time use of the vertical, file by patrons:

## III. BIBLIOGRAPHIC CONTROL

Each item in the PSL vertical file is assigned a Library of Congress subject heading: A separate card file in the PSL card catalog is maintained for bibliographic control of the file's contents. A card for each assigned subject heading and for appropriate crossreferences is produced and annotated with the count of each type of item in each Subject folder:

#### IV. ACCESSIBILITY/CIRCULATION

The vertical file may be used whenever the library is open and circulate like other PSL materials from the Circulation Desk; which maintains records on material checked out. All vertical file material in PSL can be checked out for the same length of time as books (dependent or patron's status).

#### PUBLICITY :

The PSL vertical file is cited in PSL's General Information leaflet, and it is also included in PSL tours, both tape and guided.

## VI. CONTACT PERSON

Anthony Operhall is the contact person for the vertical file in PSL. Each librarian is responsible for selection of and assignment of LC subject headings to vertical file material from the collection development areas for which he/she is responsible.





