Written especially for persons without a library degree who are operating a small urban study or planning agency library on a part-time basis. Subjects covered are: (1) library function and staff function, duties and training; (2) physical layout and equipment of library; (3) establishing and maintaining the library; (4) library administration; (5) classifying and cataloging books; (6) budgets and finance and (7) reference procedures. Sample filing headings, sample pictorial catalog cards, Council of Planning Librarians and exchange bibliographies are included as appendices. (NH)
PLANNING & URBAN AFFAIRS

LIBRARY MANUAL

Mary L. Knobbe
Janice W. Lessel, editors

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Council of Planning Librarians,
P.O. Box 229
Monticello, Illinois 61856
Revised 1970
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INTRODUCTION

This manual is written in particular for those who do not have a library degree and more particularly still for those persons operating a small urban study or planning agency (board or commission) library on a part-time basis—e.g., a research worker or a filing clerk, until such time as the agency is able to hire a full-time professional librarian.

The manual covers such things as the choice of librarian and library location, the acquisition of books and pamphlets and related subjects. The appendices contain additional materials needed by the inexperienced librarian—e.g., simplified cataloging, and a filing heading list with See and See Also references.

It is the hope of the Committee that this will be of aid to those many clerk-typists and researchers who overnight find themselves designated "librarians".

Committee:
Mrs. Mary L. Knobbe
Mrs. Janice W. Lessel
Mrs. Eleanor J. Burt
Miss Barbara Weatherhead
CHAPTER I
LIBRARY FUNCTION AND STAFF
FUNCTIONS, DUTIES AND TRAINING

The library should always be considered as a completely separate division of the agency. It should come under the administrative section of the agency.

WHAT A LIBRARY IS AND DOES

Library Function
A library is a collection of books and other printed or graphic materials for the use of a specific clientele which is arranged and administered in such a way so as to meet the needs of that clientele. A library without a librarian is merely a collection of books; it is the librarian who makes the collection meaningful. This library service involves selection, arrangement and classification of materials, subject indexing and the devising of a method to keep track of the various publications so that they are readily available to the planners. It is a vital part of the planning commission as a research tool. To these basic functions, may be added the following as time and money permit:-
- the compilation of bibliographies on special subjects for special projects,
- indexing and/or abstracting articles in periodicals,
- routing periodicals and books to the desks of interested staff members,
- preparing a periodical check list of acquisitions to be circulated among the agency staff for its information,
- looking up the answers to specific questions posed by the staff,
- preparing abstracts of material on specific subjects as needed,
- preparing actual research studies as requested,
- developing special subject reference files and indexes,
- editorial assistance on publications written by the planning staff, and
- providing personalized service of various types.

WHAT A LIBRARY IS NOT
- A library does not look after general office files.
- A library is not a dumping ground for all material and files which other people would like to be rid of.
- A library is not a means of promoting the special interests of one person or of catering to one person or persons at the expense of the whole agency.
- A library is not a source of extra clerical help for the rest of the office.
- A library is not an unimportant part of the agency whose interests are to be sacrificed to every crisis that arises.
- RUNNING A LIBRARY is not a spare time operation and if it is so considered the result will be a breakdown of service and a complete waste of all previous effort.
WHAT A PLANNING AGENCY SHOULD PROVIDE FOR THE LIBRARY
The agency should provide:-
- adequate space, allowing for growth;
- equipment, such as shelves, filing cabinets, typewriters;
- a definite budget allotment for books, periodicals, and supplies;
- a librarian whose sole care is the library, at least during the
  hours assigned; and
- a definite set of rules of regulations for the use of the library,
  formulated by the librarian and approved by the head of the agency.
It is recommended that the agency set up a "library committee" to
meet at regular intervals with the librarian and to discuss library prob-
lems and book needs. This is especially desirable where the librarian is
not a professional. The library committee should consist of senior staff
members who are not just concerned in one part of the agency's work.

PITFALLS OF ESTABLISHING A LIBRARY
- Do not try to gather too much material in the beginning. Remember
  that your library must be geared to fit your agency's needs.
- Do not try to provide too many services in the library in the be-
ing; every service takes up quite a bit of time e.g. routing
periodicals, compiling bibliographies etc.
- Keep your library procedures simple.

LIBRARY STAFF
Function of a Library
The librarian's function is:
- to be familiar with the material in his collection,
- to have a knowledge of the sources from which such material may
  be obtained,
- to keep in touch with other libraries, both in this field and in
  other fields, in order to fill the occasional request for material
  in other fields, and
- to see that his clientele has the information they need when they
  need it. In the best circumstances, the librarian sits in on the
  research committee.
Too often in a planning agency, library work is looked on as a soft
job. When the librarian is seen looking through a magazine, he is some-
times thought to be loafing. Actually he is checking it for useful
articles, assigning appropriate subject headings, and preparing to type
cards for the catalog - all time consuming jobs and essential to the
efficient running of the library. One of the most frequent causes of
breakdown in library services is the drafting of the librarian to help
out in other jobs. In order to avoid this happening in your library, the
librarian should be assigned to library work only, or, if a part-time
librarian is employed, the hours during which library tasks are to be
done should be definitely specified and adhered to.
Type of Library Staff

The staff should consist of a librarian who is hired on a full-or-part-time basis. The qualifications of a good librarian are:
- a knowledge of the planning field,
- the ability to do detail work,
- the ability to relate matters one to another,
- a good memory,
- the ability to work well with people,
- willingness and ability to learn library techniques, and,
- typing ability.

Six types of planning library staff:
1 - Professional Librarian
(a) Full-Time Professional Librarian
   Saves time of planning director by being able to operate with a minimum of supervision.
   Will have ready-made contacts with other libraries or be able to develop them through professional organizations.
   Will be familiar with standard library procedures, cataloging, classification, circulation, etc., and will be able to develop a system to meet the agency needs. Will devote his entire time to the library and not be called on for outside work.
   A trained librarian is a trained researcher and could save valuable professional staff time in searching literature for pertinent information.
   The agency should be encouraged to employ professional or near-professional help. The librarian should be considered on the same level with that of an architect, lawyer, economist, and planner in the organization. He is a member of the professional staff and should be considered as such or his full value will not be realized. The longer he stays with the agency the more he can contribute to the agency.
(b) Part-Time Professional Librarian
   If available, such a position may be an ideal arrangement for a small library. All the work of such a library may be done in a few hours.
   One difficulty is that the librarian may not be at hand when needed.
(c) Contractual Professional Librarian Service
   It may be possible to hire a librarian for your agency on a contract basis from a public library system in your city.

2 - Non-Professional Librarian
(a) A full-time person is desirable with no outside duties. Since this person will probably be a clerical worker, the selection of material for ordering becomes the responsibility of the planning director or of a library committee.
(b) A part-time worker. This is a poor arrangement because it means that the librarian has another job to do which may be more to his liking. In this case, the library work will be pushed aside in favor of the more attractive job or on the other hand, it may work the other way around. In any case, one job will not get the full attention it deserves. If you expect to get good service from your library, it will require constant attention. Any other course will result in a breakdown in service.
(c) If a planner is employed as part-time librarian, he will have the advantage of a knowledge of the field, but he will have to spend a great deal of his time on planning duties and neglect the library.

It is recommended that, if a part-time librarian is employed, definite hours should be fixed for doing the library work and should not be deviated from except in extreme emergencies.

Whichever of the above types is hired, it is important to remember that one additional person in the agency should be trained to take over when the librarian is on vacation, sick, or absent for other reasons.

Duties of Staff

A manual of library duties and procedures should be developed for each library.

(a) Librarian
- plans the physical arrangement of library;
- prepares the library budget;
- selects the library personnel and delegates duties;
- selects and purchases books, periodicals, etc. with the assistance of the senior planners;
- classifies material and supervises the cataloging and indexing of publications;
- does literature searches;
- does correspondence, writes purchase orders, approves bills;
- reviews and abstracts current articles for library bulletin;
- contributes to and renders editorial assistance with the organization's publications;
- attends research conferences of planning agency;
- attends meetings of professional library associations; and
- prepares library reports.

(b) Clerk-Typist
- circulates material, including statistics;
- types library cards, correspondence, orders;
- files cards and pamphlets;
- records and files periodicals;
- looks after binding routines;
- takes inventory of books
- requisitions supplies;
- shelves books; and
- handles interlibrary loans.

Training of Staff

If the employee in charge of the planning agency library is a professional librarian there is much additional knowledge which he should acquire.

At a minimum this knowledge should consist of:

(i) information concerning the organization and instructions as to his duties-to aid in this orientation, a tour of the agency is important.

(ii) knowing what projects or subjects the staff is working with at any given time. Thus, the librarian should be included at staff meetings, this is one way to know what to order and who has priority on the materials after it arrives.
If the employee is not a professional librarian, in addition to
an in-service training program and the knowledge gained in the plan-
ning field through reading a planning text, it would be wise to take
an evening or summer course in library methods or to read a few books
on library methods. The local public library will probably have such
books. Librarian associations and local public libraries are often
helpful as sources of advice on library techniques and special problems.
CHAPTER II

PHYSICAL LAYOUT AND EQUIPMENT OF LIBRARY

The actual layout of the library must be planned with care, as in most cases not much space is assigned to the library—and usually this is undesirable or not suitable for offices. A large rectangular space, or an L-shaped one, offers the best possibilities for flexible arrangement of shelving and work and study areas. If possible this space should be centrally located for the users of the library.

The plan for the library should also include facilities for the users of the library, with adequate shelving (including expansion room) and convenient work areas for the staff.

For help in your problems of setting up an agency library, the Special Libraries Association have a consultant service which is pleased to assist you with your problems. Contact the Special Libraries Association headquarters, 235 Park Avenue South, New York, New York, 10003.

EQUIPMENT

Consult the yellow pages of the telephone directory for a list of library suppliers. Often library forms and many interesting and useful brochures are available from the local stationery offices, manufacturers or office supply firms. (See List Below for Library Supply Firms.)

LIBRARY SUPPLY FIRMS AND MANUFACTURERS - U. S. and CANADA

Demco Library Supplies
Box 1488
Madison, Wisconsin 53701

Remington Rand
Library Bureau
801 Park Avenue
Herkimer, New York 13350

Gaylord Brothers
P. O. Box 61
Syracuse, New York 13201

John E. Sjastrom Company
1717 N. Tenth Street
Philadelphia, Penna. 19122

W. R. Ames Company
100 Dempsey Road
Milpitas, California 95035

Virginia Metal Products
The Gray Mfg. Company
Orange, Virginia 22960

Fordham Equipment Company
2377 Hoffman Street
Bronx, New York 10458

Art Metal Inc.
Jamestown, New York 14701
Basic Equipment Needed:

1. Reading Table(s)—you need 5' between reading tables with chairs, and between tables and shelves. More space should be allowed between tables and vertical files.

2. Storage Area—for books and vertical files. In order to estimate the amount of shelving you need, you can average 7 books to 1 foot of shelving. The shelf size we recommend for a planning agency library is 3' long, 12" high and 14" deep. The shelves may be of wood or steel, but must have adjustable shelves. The passageway between the stacks (book shelving) should be never less than 2½' with an average 3' used if possible.

3. Administration Area—(librarian's desk and surrounding area)
The card catalog should be near the librarian's desk. A wood or metal card cabinet (catalog) could be used; it should be equipped with a rod which screws into the front of the drawer.

4. Bulletin Board—to post acquisition lists, newspaper clippings, book reviews, notices of meetings, etc.

5. Typewriter—this should have a removable card attachment and should be either electric or noiseless.
CHAPTER III

ESTABLISHING AND MAINTAINING THE LIBRARY

SCOPE OF COLLECTION

Probably the collection will be mostly a working collection for current agency projects. There may not be space or need to obtain publications for historical research in planning. There should be an attempt to guide the nature of materials acquired to fulfill the purpose of the organization within the budget allowance for the library.

Consider the resources of nearby libraries in deciding what to buy. Realize that expensive materials needed only occasionally may usually be used when needed through special agencies and libraries in the field. Cooperate with other planning agencies in the area, buying expensive planning publications to avoid unnecessary duplicates of the same title.

OTHER SOURCES

Some of the outside sources of assistance to the agency library are a:

...Municipal Reference Library
- Will probably have more material useful to a planning agency.
- May be able to place a deposit library collection in the office which will be changed from time to time.
- May be able to offer cataloging service for the agency's own books, and, if possible, offer part-time librarian service.

...Public Library
- May be willing to strengthen its planning collection to make it more useful to the agency.
- Special lending privileges may be arranged.
- Cataloging, deposit collection and other services may be available.

...Depository Libraries for Public Documents
- There are libraries in every state which are depository libraries for federal documents. These libraries also attempt to assemble comprehensive collections of state and local documents.

...Other Libraries
- Investigate special and private libraries in the vicinity.
- Make arrangement with those having planning materials in their collections. Possibly the payment of a fee may open a private library to your agency while others may be willing to give limited service free.

Points to Remember
- Be sure that all borrowing rules and procedures are in writing and explicit on all points.
- Be sure your staff is thoroughly familiar with these rules and procedures.
- Be sure that the staff members do not abuse the privileges extended.
About the Collection

Some materials for the library are available free or at a small cost. Some materials can be borrowed for one-time use. Some agency concerns are of recurring importance and require regular acquisition and staff review of publications on the subject.

Bibliographies in the subject of recurring concern should in particular be acquired and examined regularly by the staff.

It is important that pamphlets and other materials be discarded when their current usefulness is past. At intervals the whole collection should be weeded. Materials withdrawn from the agency library could be offered to planning schools or large research libraries in the area.

BASIC BOOKS FOR AN URBAN RESEARCH AND/OR PLANNING AGENCY LIBRARY

The books listed on the following pages are suggested for a basic general collection for an urban research and/or planning agency library. Suggestions for recent books dealing with specific urban problems and functions may be found in the following sources:

International City Management Association.
Municipal Year Book. Section on "Sources of Information." (annual)
Wash., D. C.: ICMA.

U. S. Dept. of Housing and Urban Development. Library.

Housing and Planning References. (bi-monthly)

Books and reports issued by the following agencies are also recommended:

American Society of Planning Officials
National Recreation and Parks Association
Urban Land Institute

A. GENERAL WORKS ON URBAN SOCIETY, HISTORY, ETC.


**DESIGN**


**ECONOMICS**


**HOUSING**


Research Reports as follows:

No. 4 -- The Large Poor Family - A Housing Gap, by Walter Smart et. al., 1968.


No. 7 - Housing America's Low and Moderate Income Families, by Nathaniel Keith, 1968.


LAND USE


**NEW TOWNS**


Town and Country Planning. Yearly issues on new towns.

PLANNING


Ranney, David C. Planning and Politics in the Metropolis. Columbus, Merrill, 1969.


POPULATION


RECREATION


National Recreation and Park Association. *A Guide to Books on Recreation*. Washington, D. C., the Association, annual. (Request a list of NRPA's publications, most will be needed).


TRANSPORTATION


**URBAN ADMINISTRATION**

**Part I: General Works**


Urban Administration

Part II: Some Specific Areas of Administration

A. Data Processing


B. Manpower


### Ombudsman


**Annals of the American Academy of Political and Social Science.** The Ombudsman or Citizen's Defender: A Modern Institution. May 1968.

### URBAN GOVERNMENT AND POLITICS


**URBAN RENEWAL**


**ZONING**


FILMS


B. Suggested General Reference


C. There should also be a collection of books which relate to the particular area. These may need to be only a few titles. Ask the help of the local public library in determining what titles should be in the agency library to help the staff understand the area background.

D. Book Orders and Records

General purchasing regulations of the agency of course apply.

Become familiar with the organizations in the field which offer discounts to members, such as American Society of Planning Officials, and Urban Land Institute, and use their services when appropriate.

The agency can either place orders with a book jobber or agent who will place the order with the publisher, or can order direct from the publisher. On occasion a local book store may be of help.

BOOK JOBBERS

Baker and Taylor Company
50 Kirby Street
Somerville, New Jersey 08876

Campbell & Hall
1047 Commonwealth Avenue
Boston, Massachusetts 02117

A. C. McClurg
2121 Landmeier Road
Elk Grove Village, Illinois 60007

It is possible to purchase government coupons or to open a deposit account with the Superintendent of Documents, Washington, D. C. or the Queen's Printer, Ottawa, Canada to facilitate the purchase of government publications.
Be certain to keep a record of each book ordered, perhaps just a carbon of the letter placing the order is sufficient. Before sending an order, check to be certain it isn't a duplicate.

(For a more detailed order procedure see below.)

Book Order Cards - may be used for ordering.
(i) Multiple copy book order forms are available from library supply dealers. They usually consist of 6 sheets of colored paper interleaved with carbon so that the operation of ordering and keeping track of what has been ordered is greatly simplified.
(ii) Book order cards and book order slips are also available and are quite a bit cheaper than the multiple copy book order form.

| CLASS NO. | AUTHOR | L. C. CARD NUMBER |
| ACC. NO.  | TITLE   |
| LIST PRICE| PLACE   | PUBLISHER |
| DEALER   | VOLS. | SERIES |
| NO. OF COPIES | RECOMMENDED BY | DATE ORDERED |
| ORDER NO. | FUND CHARGED | DATE RECEIVED |

(iii) Fill in and file the record slip for the order alphabetically by author. When the book comes remove the slip from the order file and add the price and date received. These slips can either be filed in an orders received file or used as an author card in the library catalog.

F. Free Material -
Books - Sometimes a personal letter to a distribution center might result in receiving a book free of charge. Also you often receive donations of planning material from staff members. Review copies of books can be obtained by publishing reviews in the agency's newsletter.
Pamphlets form the bulk of a special library's resources. They are usually free. Copies of speeches are secured from the speaker himself. Pamphlets for which there is a charge may sometimes be obtained on an exchange basis. If the library is placed on an exchange list it is easier and simpler to get copies of reports.
It is a good idea to receive annual and special reports of agencies similar to your own. Establish a list of those agencies and decide how long you wish to keep their reports. This will give you a self-weeding system for the collection.

Also, you will want to receive reports from governmental units within your own area. Ask to be placed on their mailing list.

F. Forms for Requesting and Recording Material

Use a post card request form. (See sample below). Usually just as much material is obtained by a post card as by a form letter and it is cheaper. Keep track of requested material on a separate card which is filed by author. Sometimes a publication which has been requested fails to appear and a follow-up card is used.

<table>
<thead>
<tr>
<th>Ontario Department of Municipal Affairs, Library, 801 Bay Street, Toronto 5, Ontario</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Department would greatly appreciate receiving the following for the use of its library.</td>
</tr>
<tr>
<td>If there is any charge, please notify us before sending.</td>
</tr>
<tr>
<td>Will you please keep this library on your mailing list for similar future publications.</td>
</tr>
<tr>
<td>Date: Barbara Weatherhead, Librarian.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ontario Department of Municipal Affairs, Library, 801 Bay Street, Toronto 5, Ontario.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Title                           Date        Vol.    No.</td>
</tr>
<tr>
<td>According to our records, we have not received the publication noted above. We would appreciate being reinstated on your mailing list. Should there be a charge for any of these publications please note the cost per item so that a formal order for purchase may be placed.</td>
</tr>
</tbody>
</table>

You need to keep track of order records to prevent duplication of uncataloged material.
G. Arrangement of Library Materials

Library materials may be housed on shelves or may be housed some on shelves and some in vertical files. If kept on shelves, pamphlet boxes or metal Princeton files may be obtained from library supply houses (see list on page 6) to hold soft cover materials and may be labeled on the front as to contents. A variety of shelving with steel dividers is also available and some materials may be put into hard covers for protection and support on the shelf.

Vertical files

(i) Size
Legal size files are recommended over letter size because they can accommodate oversized pamphlets and mounted material. Vertical files range in capacity from one to five drawers high with a four drawer cabinet being the usual. The five drawer cabinet is now finding more favor since they take up very little more room (except in height) than the four drawer cabinet. Jumbo files are available which are a larger size than the legal file and these are useful for larger material.

(ii) Dividers in Files
There is now offered for sale various dividers and filing aids such as Pendaflex and the "div-i-dex" divider which replaces the customary "follow-block" in vertical file drawers. For more information on the above please consult the library or manufacturers catalogs.

(iii) Folders
Folders for vertical files should be of good material since they will have hard wear. Tabs on the folder should be staggered for easier reading, but all major headings should be lined up as should the minor or subheadings. Heavy cardboard dividers with raised tabs are useful for major divisions.

2. PERIODICALS
Periodicals constitute one of the important sections of a planning agency library.

(a) Selection - a list of the basic planning periodicals.

SUGGESTED LIST OF PERIODICALS *

THE AMERICAN CITY (M)
Buttenheim Public Corporation
Berkshire Common
Pittsfield, Massachusetts 01201

AMERICAN COUNTY GOVERNMENT (formerly)
COUNTY OFFICER (M)
National Association of Counties
1001 Connecticut Avenue, N. W.
Washington, D. C. 20036
* Prices are not given for the periodicals as they change from year to year. The following abbreviations are used to denote frequency of issue: BM—every two months; M—monthly; Q—quarterly.

This list may, of course, be complemented by periodicals of local or regional interest and by those in which the agency has special need because of its aims and purposes.

(b) Acquisition

Periodicals are acquired by subscription, through memberships in societies and occasionally by gift or exchange. Subscriptions may be placed with a publisher or they may be ordered through a subscription service or agency. Again you may have the choice of ordering through your purchasing department or placing a direct order with the subscription service. A subscription service could be used to look after your needs because:

-- all subscriptions come due at once,
-- all bookkeeping problems of handling bank drafts, monetary exchanges etc. are dealt with efficiently, and
-- all inquiries concerning missing issues can be centralized and efficiently dealt with.
Subscription Agencies

F. W. Faxon, Inc.
15 Southwest Park
Westwood, Mass. 02090

Stechert-Hafner Inc.
31 East 10th Street
New York, New York 10003

Moore-Cottrell
North Cohocton, New York 14869

EBSCO
123 1st Street, North
Birmingham, Alabama 35203

--A very few periodicals can not be subscribed to through a subscription agency. For example periodicals that come with personal memberships in associations -- these few can be placed directly with the society concerned.

--Memberships in societies that publish periodicals can be carried in the name of the librarian--if he is qualified for membership--or in the name of some other staff member, probably the director. If the department or agency is paying for a personal membership, the periodicals which come automatically with membership belong in the library and not with the person holding that membership.

Note--Some periodicals which are received by payment of membership dues may also be secured through subscription --e.g. A.I.P. Journal, Journal of Housing.

--Complimentary Periodicals -- Some periodicals published by industrial companies may be of interest to you in your work, e.g. Bank Newsletters. Some periodicals are sent to libraries on an exchange basis, while for others there is no charge, e.g.

--State (Provincial) Planning Departments --Connecticut Planning; other Government Departments--Canada Department of Agriculture, Economic Anna-list; New York State Planning News; C.M.H.C. Bulletins (C.M.H.C. - Central Mortgage and Housing Corporation, Ottawa).

(c) Record of Periodicals;
   It is practical to maintain the periodical records separately from the book records.

Information to be recorder on card

--exact title (it is important to note any changes in title);
--where and when ordered, period covered by order;
--current volume, number, year, indication of receipt of individual issues and index, date of receipt should be noted;
--notation of special issues;
--notations if volumes in the library, whether bound or unbound or clipped;
--where shelved. The filing of periodicals on the shelf should be the same arrangement as on the check-off or record cards.

Commercial library supply companies have printed forms for this purpose.
A sample check-in record form for periodicals is shown below. These forms may be ordered from library supply companies for various time intervals—for example—weekly, monthly and quarterly.

(d) Periodicals—Arrangement
File periodicals alphabetically by title or corporate entry:
(i) e.g. title: "The American City" would be filed under A;
(ii) e.g. corporate entry: "Journal of the American Institute of Planners" would be filed under A;
The purpose is to list a periodical under a distinguishing entry and/or the body most responsible, and this might be varied slightly according to local usage.

(e) Preservation of Periodicals Files
For each periodical the decision must be made whether to preserve permanently, temporarily or discard after circulation.
There are many ways to preserve periodicals intact:
--acropress binding with drilled holes,
--pamphlet boxes or Princeton files,
--direct filing on shelves,
--plastic binding, or
--stitched binding.
Periodicals which are to be bound should be arranged by the volume, not by year, because of the periodical index references.
The title page and index should be placed with each volume, the title page in front, the index at the back.
Special libraries frequently keep a complete set of periodicals for a year and after the last issue clip the most important articles and file these clippings in the vertical file(s) by subject.
3. NEWSPAPERS

All local newspapers should be purchased.
- mark and clip articles of interest to your agency, daily.
- mount on 8½ x 11 white inexpensive paper—upper right hand corner should have name of newspaper, date and subject of clipping.
- newspapers subject headings should reflect local problems—
a suggested broad listing might use as your main subjects
the departments in your own city, county or regional organization.
- The following list might be suitable for many agencies.

NEWSPAPER FILES: SUBJECT HEADINGS

AGENCY PUBLIC RELATIONS (including meetings)
ENVIRONMENTAL HEALTH
 Water Supply
 Water Pollution
 Solid Waste (includes Refuse, Landfills, Incineration & Junked Autos)
 Storm Drainage
 Air Pollution
 Noise Control
HEALTH AND WELFARE
 Education (includes Schools, Colleges and Head Start)
 Community Health
 Hospitals (including Nursing Homes)
 Social Services (including Job Counseling, Neighborhood Houses and Day Care Centers)
 Anti-poverty
 Employment
 Libraries
 Human Relations
URBAN PLANNING
 Open Space and Outdoor Recreation (including Parks and Acquisition of Park Land)
 Beautification
 Comprehensive Planning (including Master Plans)
 Zoning
 Housing and Urban Development (including Rehabilitation and Urban Renewal)
 New Towns
 Shopping Centers (including Land Development)
 Historic Sites
 Natural Resources and Conservation (including Minerals, Mining & Forests)
PUBLIC SAFETY
 Civil Defense and Disaster Planning
 Fire
 Police
 Traffic Safety
 Codes
Courts
Accident Prevention (includes Poison Control Centers, Shoring Excavation Sites)

Drugs and Alcoholism

TRANSPORTATION
Mass Transit (includes Subways, Buses, Minibuses)
Highways
Parking
Snow Removal
Airports (including Heliports)

LOCAL GOVERNMENT PERSONNEL
GOVERNMENTAL FINANCE (including Budgets)

The length of time newspaper clippings should be kept will depend on storage space available and the individual agency needs. Current clippings should be filed by subject and chronologically within subjects in a vertical file.

Since clippings are of such value historically, you might consider microfilming--each main subject being the heading for one reel of film. If you have a large number of clippings--film each year--if not, perhaps every five years.

4. MICROFORMS

In today's publishing explosion, most agencies are finding the answer to keeping older office records, archives, and reports by microfilming them to save space.

The newspaper clipping microfilm might be a beginning to such a space saver, or if already available, can become a valuable part of the agency's history.

University Microfilm Inc., Ann Arbor, Michigan can supply out-of-print material, university thesis and periodicals on film. The cost is less expensive than binding in most of the periodicals. Write to them for their latest Periodicals on Microfilm. See your local public library or university library for Dissertation Abstracts--published monthly; a compilation of abstracts of doctoral thesis; may be purchased either on microfilm or reproduced in bound copies.

Microfilm reader-printers are becoming much less expensive to purchase than formerly--a good reader-printer can be purchased for as little as $345. Check your yellow pages in the telephone book for dealers.

5. MAPS

Maps, except those included as part of a publication should be held by the drafting or graphic arts department. A new librarian should not try to develop a map section, but should be familiar with the maps produced by their own agency and any others being retained in the graphic arts or similar department.
If maps are considered part of the collection--here are some pointers on dealing with them.

Maps could be cataloged using a card index with a subject or a geographic breakdown, or by a map index such as is produced for topographic or geological sheets. We recommend that maps be filed flat in map cabinets. These horizontal metal map cases are usually 18" x 54", 5 drawers high to which other units may be added. A new type of map cabinet (Planfiles) is now on the market which is sold by Art Metal Inc., Jamestown, New York. It is available in 6 sizes and saves approximately 35% to 50% floor space. For a library with up to 5000 maps one planfile cabinet is ideal.

6. PICTORIAL MATERIAL (photographs, slides, movies)
Photographs (pictures) are useful for inclusion in reports and newsletters. In the beginning it would probably be too much work for the librarian to deal with this problem.
Pictures could be assembled in manila folders and filed either in vertical files, pamphlet boxes or laid flat in large portfolios. Subject headings could be clearly marked on each folder.
On each picture you should indicate the source (for copyright purposes), the date, and the location.
A picture collection needs frequent weeding.
Slides should be kept in metal filing cases and could be indexed by subject or geographic breakdown.
CHAPTER IV
LIBRARY ADMINISTRATION

ACCESSIONING
1. Preparation for shelves - use a flat bone cutter for uncut pages.
2. Stamping - all material acquired by the library should be stamped:

LIBRARY
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
SUITE 201
1225 CONNECTICUT AVE., N.W.
WASHINGTON, D.C. 20036

The title page, book pocket and perhaps one other page should be stamped in each book or monograph.
Stamp periodicals on cover and table of contents page.
The size of the above stamp fits the narrow end of a postcard and can be used for writing to acquire materials that are free.
3. Labelling the book number or subject matter:
   - with white ink directly on book or pamphlet.
   - with white ink on gummed paper or linen labels, or
   - with black ink on gummed paper or linen labels.
   - use shellac over ink number.
4. Withdrawals
   The withdrawal record should be kept of material lost by borrowers; material missing from its proper place over a long period of time and material which has grown obsolete.

CIRCULATION METHODS
1. Lending Policies
   When establishing lending policies, an agency library must be as liberal as is consistent with good service.
   ... Books
   As long as there is no demand for a book it hardly matters how long an individual keeps it. But as soon as it becomes popular, the librarian must limit its use so that each one who needs it may have a turn.
   As a general rule a two week loan period for books may be used with a follow up every two weeks on overdues. This will cut down your loss of material. Books which are out on a long-term loan of from six months to a year should be either returned to the library or checked by the librarian every month to insure against loss. Fines are rarely charged for overdue material. Payment for the loss of a book is the general rule.
   ... Reference material
   Certain reference books should only be circulated for limited loan periods e.g. handbooks, directories, dictionaries, encyclopaedia and indexes. Reference works that are necessary as individual desk tools should be provided as duplicate copies.
2. Record of Loans

Loan records are kept because it would be impossible after a very short time to remember to whom certain material was loaned.

A simple charging slip is recommended for a small library which is filed by book number or by author's last name if uncataloged.

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE LOANED</th>
<th>BORROWER'S NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some libraries use colored signals (metal tabs) to indicate the week or month when publication is due. Easy to check overdues.

Name, address and phone number should be entered if loaned to public or non-staff.

The date due should be attached to the book if there is a time limit. If there isn't a time limit, the date lent should be stamped on a slip attached to the book.

The date due or lent could be stamped on the book pocket, a book slip attached inside the book, or on a card attached to the outside of the book.

3. Circulation and Routing of Periodicals

We recommend the same system as loaning new books, so many days with a check up of all overdues every two weeks. We also recommend that a periodical be loaned to one person at a time and that it be returned to the library before it is recirculated. The usual time for loaning a new periodical is 3 to 5 days.
### Acquisition List

We recommend the compiling of an acquisition list for new periodicals and books. The list should be drawn up every two weeks, with once a week being the preferred time interval. This list could be circulated to the technical staff members and a copy could be posted on the bulletin board.

---

**Date Circulated:**

**Loan Period:**

**Name & Room No.**  
**Date**  
**Please send to and/or Note**  
**Rec'd**  
**Page or Article to Autostat**

---

**Do not detach this slip from publication.**
Display Period for new books and periodicals

As a general policy, new books and periodicals should be kept in the library on display for a week before being loaned.

Interlibrary Loans

Most libraries collect selectively not exhaustively and therefore they need to borrow. Interlibrary loans are loans to libraries, not to individuals. In general, requests for loans should be made from libraries that are in the same vicinity. Quite often the lending library will prefer to send a photocopy of a periodical article request. Interlibrary loans forms may be purchased from library supply companies. A sample is shown below.

Location of Bibliographic Sources of Material

Examine the library resources in your area.

Special Circulation Procedures and Policies for lending material to people outside your agency e.g. to the public in general, to students, or planning consultants. A special group which should be catered to are the information officers of local public housing and urban renewal agencies. Extending borrowing privileges to such a group and to others in related fields is a good way of acquiring good working relationships.
A policy should be decided on by your agency on how to handle requests from the above groups to borrow library materials. In fact, it is a good idea to draw one up to use if necessary when dealing with the public, if you are a governmental agency.

Such things as
- who may borrow,
- length of borrowing period,
- type of material to be loaned, and
- do you provide a photocopy service free or for a fee, should be decided upon.

Be sure to have a firm written policy on this matter, supported by your superiors to ensure continued good public relations. This policy may be revised, of course, as circumstances change. A little pamphlet on the library's policies and procedures could be drawn up and distributed to the technical staff of the agency and be available to show or give to the public.

Loss of Library Material
To guard against loss of library material it is the policy of some organizations to require an employee to get a clearance slip from the library when leaving the organization before final payment.

Public Relations
The library should consider the importance of maintaining good public relations. They are involved in every letter, telephone or personal contact with the agency's staff or with the public. Comments on the library should be solicited and heeded. It is always important to remember that the library is a service organization.

Some of the ways to improve your library's public relations are by exhibits, posters, acquisition lists, reading lists and bibliographies.

Library's Annual Report
A clear account of the activities of the library should be written each year. Material which might be included in such a report is:

Statistics
- on reference services,
- circulation,
- finance, and
- additions to collection.

Special projects
- displays, and
- lectures and conferences attended.
- (Note: The librarian should attend at least one library conference a year.)

Bibliographies
- titles of new bibliographies compiled.

This report should give a good perspective to the librarian and to the library committee when viewing changes in the composition of the collection, the character of the requests for service, or in the type of patron. These factors may indicate that changes are needed in library policy and services.
CHAPTER V

CLASSIFYING AND CATALOGING

When a book is received, it is necessary to record certain technical information about the book and to classify the subject content in such a way that the book can be easily retrieved by subject, author, title, etc. when needed. The procedures used in doing this are referred to as "cataloging" and "classifying".

Cataloging

This refers to making a written description of certain technical information and placing this record on a 3" by 5" card so that it can be interfiled with records or other books.

Experience will help the non-professional librarian in using short cuts in cataloging.

1. Aids in Cataloging
   --read instructions
   --read the preface
   --read the table of contents

2. What to Put on the Catalog Cards
   --most of the information is found on the title page, e.g. author, title, edition, publisher. (See examples of catalog cards - Appendix B).

   Other Information Needed
   --date of publication (usually found on back of the title page, though sometimes on the title page)
   --number of pages
   --bibliography - (if a publication has a good bibliography this should be noted)
   --Maps - (if a map is included in a pocket it should be noted on the card)

At first all the above information may seem unnecessary to include on a simple catalog card. But you will find that as your library expands you will need as complete a card as you can make.

1. "Book" is defined as any book, report, document, pamphlet, etc. which one might choose to catalog.
2. Glossary of terminology used in cataloging:

**Added entry** - a secondary catalog entry, i.e., any other than the main entry. There may be added entries for editor, translator, title, subjects, etc. Added entries usually appear in an abbreviated form.

**Corporate Entry** - an entry under the names of bodies or organizations for works published in their name or by their authority.

**Cross Reference** - a direction in a catalog, from one of several headings under which an entry might be sought, to the heading adopted, or to draw attention to other headings under which related material is entered. The terms *see* and *see also* are used in cross references.

**Entry** - the record of a book in a catalog or list.

**Main Entry** - the full entry, as a rule the author entry. In a card catalog the main entry contains (generally on the face) a record of all the other entries made for the work in question.

**Title** - the name of the book which appears on the title page.

**Title-page** - the page at the beginning of a book on which is printed the title, author, publisher, editor and date.

**Tracing** - in a card catalog the record on a main entry card indicating the headings under which added entries for that work are filed. Useful information for making alterations or withdrawals of cards from catalog.
4. Government Documents

--Government documents should be cataloged with subject and author cards

PERIODICALS

We suggest that periodicals be arranged alphabetically by title or corporate author: -- The American City - under A; Journal of the American Institute of Planners - under A.

The articles, in a periodical which is retained by a library, should be cataloged and the cards interfiled by subject and author if the library does not subscribe to the periodical indexes in which the journals being retained are indexed.

CLASSIFICATION SYSTEM

One of the first problems that a new library has to resolve is the choosing of a classification system. A classification system is simply defined is a subject outline, with each place in the outline having a numerical code. Picking the spot in the outline into which the book fits and assigning that number to the book is the process of classification. The number assigned is the "call number." If your library is part of a larger system or if you have your catalog cards typed by another organization, such as a Municipal Reference Library or a Public Library, you then follow the system of the parent organization. Most of the larger libraries use the Dewey Decimal System or the Library of Congress System. While neither of these systems are entirely adequate for the materials cataloged in an urban affairs or planning library, they can be adapted and expanded to cover the material which is retained by such libraries. Other Classification systems which might be used are to be found at Case-Western Reserve University, Graduate Library School, Cleveland, Ohio. A very recent system of especial applicability is the NLC/USMC Library Classification System: A Classification Index for an Urban Collection. Washington, D. C.: National League of Cities/U.S. Conference of Mayors, 1968.

SUBJECT HEADING LISTS

Subject headings are single words or several words which describe the content of a book. One book may contain any number of concepts which you will wish to bring to the user's attention by making entries under the relevant subject heading. Some aids to formulating subject headings are:

Library of Congress Subject Heading List
HUD Library Subject Heading List
Project URBANDC Thesaurus
Urban Thesaurus (developed by the Kent State University Center for Urban Regionalism)
The subject heading list shows where to find material on any specific subject, and through cross-references where related subjects are to be found.

A subject heading control list should be maintained either on cards or on a loose-leaf list. It must contain all cross references and see also references.

Definitions of hard-to-understand headings should be entered on a list.
CHAPTER VI

BUDGET AND FINANCE

BUDGETS

The library should systematically maintain a record of expenditures for books, periodicals, any materials, supplies, equipment, furniture, salaries, fringe benefits, etc. and expenditures such as telephone, reproductions, postage, messenger service and office equipment and supplies of a non-library nature. The latter named expenditures are usually kept by the organization rather than the library, but for budgeting purposes this information should be made available to the librarian. A yearly report of expenditures should be made to the officers of the organization, along with a proposed budget for the following year. The proposed budget should reflect the increase in salaries for staff as well as the projected expenditures for library materials and for new services, staff, etc.

The budget document should contain the aims, purposes, and objectives of the library plus a clear explanation of the methods the librarian expects to use to develop the program. The supporting statement should include statistical summaries of circulation and accessions, together with illustrations of the types of references and research questions received.

The statement of justification should also describe the present condition of the library, pointing out the places where it is weak and needs bolstering.

A useful aid to the librarian in watching and controlling expenditures are periodic cost statements which can easily be furnished by the accounting office each month.
CHAPTER VII

REFERENCE PROCEDURES

A thorough knowledge of the type and scope of research being carried on by staff members is necessary as is a knowledge of the basic reference documents in the disciplines represented in planning and urban affairs research. Constant review of the current literature is necessary as is keeping abreast of new general reference works. Acquire or compile bibliographies on subjects of concern to your staff.

In answering reference questions, the first step is to understand exactly what is asked for and why. Time is saved by discussing the question before starting to find the answer.

Whenever a reference question involves an extensive search, a record of progress and results of publications searched should be kept. The same is true of simple information questions. Many are asked repeatedly. Keep a record with question and answer or source for answer noted.
APPENDIX A

Sample Filing Headings

A constant problem facing the planner in the small agency is how to file, and then find at a later date, material which he needs. Typically, the small planning agency does not have a trained and skilled librarian to handle this task. Consequently, the planner must develop a system and supervise its operation or, more likely, delegate this task to an aide or secretary.

This chapter seeks to outline a filing heading list designed for the smaller planning agency. The rationale behind the list is not complicated and stresses a system which is keyed to the major operational tasks of most smaller agencies: (1) preparing planning studies; (2) administering various developmental controls; (3) serving as a clearinghouse for the governmental jurisdiction; and, (4) providing technical data and expert advice to other departments, agencies, commissions and the public. While this list is not exhaustive it attempts to describe the types of activities to which most smaller planning agencies devote the majority of their time.

The filing heading list is limited to a number of key items. These are the headings under which the material will actually be filed. When new material is received, it should be immediately classified under the most appropriate heading. If there is a question about how the material should be classified, consult the list of cross references which appear below. Another possibility would be to reference to the bibliographical source from which the material first came to the planner's attention. The filing heading under which the material will be filed should be clearly written on the outside cover of the study, pamphlet or book. If for some reason it is impossible to write on the outside cover, write the heading on the next useable page.

Some filing headings may be used more extensively than others; a few headings may not be needed initially but be required later; other headings may not be needed at all and can be ignored. If a new filing heading can be added and make the system better, do so; the filing heading list should not be so permanent as to be inflexible. The new entry should be written into the list for future reference.

A cross reference list is included along with the suggested filing headings. Often it will be difficult to remember precisely where information was filed. Consequently, additional headings are included utilizing terms for which material will often be requested. A supplementary subject heading if followed by the directive "see" and the appropriate subject heading to be used for filing the material.
An example of this system is shown below:

AESTHETICS  see  URBAN DESIGN

There is no filing heading for material dealing specifically with aesthetics. This material will be found under the official filing heading of urban design. The supplementary headings will assist in finding the material needed. When more than one filing heading follows a cross reference, material on the reference might logically be filed under either or both headings.

(Submitted by) CURRY PEACOCK
Assistant Professor, Middle Tennessee State Univ., and former Chief, West Tenn. Office, Tennessee State Planning Commission
SUBDIVISIONS OF FILING HEADINGs

Filing headings may be further divided for greater specificity by the addition of subheadings of the following categories:

- Place - Geographic headings
- Time - Specific dates or block of time
- Form - Physical form of material
- Arrangement of data - Form of presentation of intellectual content of material

EXAMPLES:

Place - URBAN RENEWAL -- NEWARK, N. J.
Time - URBAN RENEWAL -- 1960-70.
Form - URBAN RENEWAL -- PHOTOGRAPHS
Arrangement of data - URBAN RENEWAL -- CODES AND ORDINANCES.

SPECIFIC EXAMPLES OF SUBDIVISIONS

- Annual reports
- Bibliographies
- Codes and Ordinances
- Directories
- Legislation

CROSS REFERENCE LIST INCLUDING FILING HEADINGS

A. D. P. see ELECTRONIC DATA PROCESSING
AERIAL MAPPING AND PHOTOGRAPHY see MAPS AND MAPPING
AESTHETICS see URBAN DESIGN
AGED
AGRICULTURE
AIR POLLUTION see POLLUTION
AIR RIGHTS see (1) ZONING (2) LAND USE
FILING HEADING LIST

AGED
AGRICULTURE
AIRPORTS
ANNEXATION
AUDITORIUMS
AUTHORITIES AND SPECIAL DISTRICTS
BUDGETING
BUSINESS
CENSUS
CENTRAL BUSINESS DISTRICTS
CHARTERS
CITIZEN PARTICIPATION
CIVIC AND CULTURAL CENTERS
CIVIL DEFENSE
CONSTRUCTION
CORRECTIONAL INSTITUTIONS
ECONOMIC ANALYSIS
EDUCATIONAL INSTITUTIONS
Electronic DATA PROCESSING
EMPLOYMENT
FRINGE AREAS
FUNERAL HOMES
GOVERNMENT
HIGHWAYS

HISTORIC AREAS
HOUSING
INDUSTRIAL DISTRICTS
INDUSTRY
LAND
LAND USE
MAPS AND MAPPING (MAPS may also be used as a subdivision)
MEDICAL DISTRICTS
MEDICAL FACILITIES
MUNICIPAL SERVICES
NATURAL RESOURCES
NEIGHBORHOODS
NEW TOWNS
NUISANCES
PARKING
PLANNING
POLLUTION
POPULATION
POVERTY
PUBLIC HEALTH
PUBLIC UTILITIES
RECREATION AND OPEN SPACE
RECREATIONAL FACILITIES
RELIGIOUS FACILITIES
SHOPPING CENTERS
STREET NAMING-PROPERTY NUMBERING
SUBDVISIONS
TAXATION
TRAFFIC AND TRANSPORTATION
URBAN DESIGN
URBAN RENEWAL
WATERFRONTS
ZONING
CROSS REFERENCE LIST
INCLUDING FILING HEADINGS

A.D.P.  see ELECTRONIC DATA PROCESSING
AERIAL MAPPING AND PHOTOGRAPHY  see MAPS AND MAPPING
AESTHETICS  see URBAN DESIGN
AGED
AGRICULTURE
AIR POLLUTION  see POLLUTION
AIR RIGHTS  see (1) ZONING  (2) LAND USE
AIR TRANSPORTATION  see TRAFFIC AND TRANSPORTATION
AIRPORT NOISE ABATEMENT  see NUISANCES
AIRPORT ZONING  see ZONING
AIRPORTS
ANNEXATION
ANNUAL BUDGET  see BUDGETING
APARTMENTS  see HOUSING
APPALACHIAN PROGRAM  see PLANNING
AREA DEVELOPMENT  see PLANNING
AUDITORIUMS
AUTHORITIES AND SPECIAL DISTRICTS
AUTOMATIC DATA PROCESSING  see ELECTRONIC DATA PROCESSING
AUTOMATION  see ELECTRONIC DATA PROCESSING
AUTOMOBILE JUNKYARDS  see (1) LAND USE  (2) URBAN DESIGN
AUTOMOBILES see TRAFFIC AND TRANSPORTATION
BEACHES see WATERFRONTS
BILLBOARDS see URBAN DESIGN
BOARD OF ADJUSTMENT see ZONING
BOARDS OF APPEAL see ZONING
BUDGETING
BUILDING see CONSTRUCTION
BUS TERMINALS see (1) LAND USE (2) TRAFFIC AND TRANSPORTATION
BUSES see TRAFFIC AND TRANSPORTATION
BUSINESS
BUSINESS DISTRICTS see CENTRAL BUSINESS DISTRICTS
C B D see CENTRAL BUSINESS DISTRICT
C.R.P. see URBAN RENEWAL
CAMPUS PLANNING see EDUCATIONAL INSTITUTIONS
CAPITAL BUDGETS see BUDGETING
CARS see TRAFFIC AND TRANSPORTATION
CEMETERIES see (1) LAND USE (2) ZONING
CENSUS
CENTRAL BUSINESS DISTRICTS
CHARTERS
CHURCHES see RELIGIOUS FACILITIES
CITIZEN PARTICIPATION
CITY CHARTERS see CHARTERS
CITY GOVERNMENT see GOVERNMENT
CITY PLANNING see PLANNING
CIVIC AND CULTURAL CENTERS
CIVIL DEFENSE
COLLEGES see EDUCATIONAL INSTITUTIONS
COMMUNITY APPEARANCE see URBAN DESIGN
COMMUNITY RENEWAL PROGRAM see URBAN RENEWAL
COMPUTING see TRAFFIC AND TRANSPORTATION
COMPREHENSIVE PLANNING see PLANNING
CONDOMINIUMS see HOUSING
CONSTRUCTION
COOPERATIVE HOUSING see HOUSING
COUNTY CHARTERS see CHARTERS
COUNTY GOVERNMENT see GOVERNMENT
COUNTY PLANNING see PLANNING
CULTURAL CENTERS see CIVIC AND CULTURAL CENTERS
CURB PARKING see PARKING
DAMS see NATURAL RESOURCES
DEED RESTRICTIONS see SUBDIVISIONS
DISTRICT see AUTHORITIES AND SPECIAL DISTRICTS
ECONOMIC ANALYSES
ECONOMIC BASE see ECONOMIC ANALYSES
ECONOMIC DEVELOPMENT see ECONOMIC ANALYSES
ECONOMIC OPPORTUNITY see POVERTY
EDUCATIONAL INSTITUTIONS
ELECTRIC SERVICE see PUBLIC UTILITIES
ELECTRICAL CODES see PUBLIC UTILITIES -- CODES AND ORDINANCES
ELECTRONIC DATA PROCESSING
EMPLOYMENT
ENABLING ACTS see SUBJECT + subdivision LEGISLATION
ESTHETICS see URBAN DESIGN
EXPRESSWAYS see HIGHWAYS
FILLING STATIONS see (1) LAND USE (2) URBAN DESIGN
FINANCE see BUDGETING
FIRE PROTECTION see MUNICIPAL SERVICES
FIRE STATIONS see MUNICIPAL SERVICES
FLOOD PLAIN ZONING see ZONING
FLOOD see NATURAL RESOURCES
FORESTRY see NATURAL RESOURCES
FREeways see HIGHWAYS
FRINGE AREAS
FUNERAL HOMES

58
GARAGES see (1) LAND USE (2) PARKING
GARBAGE COLLECTION see MUNICIPAL SERVICES
GASOLINE SERVICE STATIONS see (1) LAND USE (2) URBAN DESIGN
GENERAL NEIGHBORHOOD RENEWAL PLAN see URBAN RENEWAL
GOLF COURSES see RECREATION AND OPEN SPACE
GOVERNMENT
HEALTH FACILITIES PLANNING see MUNICIPAL SERVICES
HISTORIC AREAS
HOME RULE see GOVERNMENT
HOSPITALS see MEDICAL FACILITIES
HOUSING
HOUSING CODES see HOUSING -- CODES AND ORDINANCES
INDUSTRIAL DISTRICTS
INDUSTRIAL HOUSING see HOUSING
INDUSTRIAL PARKS see INDUSTRIAL DISTRICTS
INDUSTRIAL ZONING see ZONING
INDUSTRY
INTERCHANGES see (1) HIGHWAYS (2) TRAFFIC AND TRANSPORTATION
INTERGOVERNMENTAL RELATIONS see GOVERNMENT
INTERSECTIONS see (1) HIGHWAYS (2) TRAFFIC AND TRANSPORTATION
JAILS see CORRECTIONAL INSTITUTIONS
JOURNEY TO WORK see TRAFFIC AND TRANSPORTATION
JUNKYARDS see (1) LAND USE (2) URBAN DESIGN
LABOR FORCE see EMPLOYMENT
LAND see (1) LAND USE (2) NATURAL RESOURCES
LAND SUBDIVISION see SUBDIVISIONS
LAND SUBDIVISION REGULATIONS see SUBDIVISIONS -- CODES AND ORDINANCES
LAND USE
LIBRARIES see MUNICIPAL SERVICES
LOW-INCOME HOUSING see HOUSING
MAJOR STREET PLANS see (1) HIGHWAYS (2) TRAFFIC AND TRANSPORTATION
MALLS see SHOPPING CENTERS
MARKET ANALYSIS see ECONOMIC ANALYSES
MASS TRANSIT see TRAFFIC AND TRANSPORTATION
MASTER PLANS see PLANNING
MEDICAL FACILITIES see also (1) MUNICIPAL SERVICES (2) HOSPITALS
(3) MEDICAL DISTRICTS
MINERALS see NATURAL RESOURCES
MOBILE HOMES see (1) HOUSING (2) LAND USE
MORTUARIES see also FUNERAL HOMES
MOTOR COURTS see (1) LAND USE (2) HOUSING
MUNICIPAL GOVERNMENT see GOVERNMENT
MUNICIPAL SERVICES
NATURAL RESOURCES
NEIGHBORHOOD CONSERVATION see NEIGHBORHOODS
NEIGHBORHOODS
NEW TOWNS
NOISE see NUISANCES

NUISANCES
O. AND D. STUDIES see TRAFFIC AND TRANSPORTATION
O. E. D. P. see ECONOMIC ANALYSES
OFF-STREET PARKING see PARKING
OPEN SPACE see RECREATION AND OPEN SPACE
ORDINANCES see SUBDIVISION CODES AND ORDINANCES
ORIGIN-DESTINATION SURVEYS see TRAFFIC AND TRANSPORTATION
OUTDOOR ADVERTISING see URBAN DESIGN
OVERALL ECONOMIC DEVELOPMENT PROGRAM see ECONOMIC ANALYSES
PUD see SUBDIVISIONS
PARKING
PARKS see RECREATION AND OPEN SPACE
PERFORMANCE STANDARDS see ZONING
PLANNED INDUSTRIAL DISTRICTS see INDUSTRIAL DISTRICTS
PLANNED MEDICAL DISTRICTS see MEDICAL DISTRICTS
PLANNED UNIT DEVELOPMENT see SUBDIVISIONS
PLANNED TECHNIQUE see PLANNING
POLLUTION
POPULATION
PORTS see WATERFRONTS
POVERTY
PRIVATE SCHOOLS see EDUCATIONAL INSTITUTIONS
PROPERTY NUMBERING see STREET NAMING-PROPERTY NUMBERING

PROPERTY TAXATION see TAXATION

PUBLIC HEALTH

PUBLIC HOUSING see HOUSING

PUBLIC OPEN SPACES see (1) RECREATION (2) OPEN SPACE

PUBLIC SCHOOLS see EDUCATIONAL INSTITUTIONS

PUBLIC UTILITIES see also URBAN DESIGN

RAILROADS see TRAFFIC AND TRANSPORTATION

RAPID TRANSIT see TRAFFIC AND TRANSPORTATION

REAL ESTATE see also (1) LAND USE (2) HOUSING

RECREATIONAL FACILITIES see MUNICIPAL SERVICES

REFUSE DISPOSAL see MUNICIPAL SERVICES

REGIONAL AND METROPOLITAN PLANNING see PLANNING

RELLOCATION see URBAN RENEWAL

RESERVOIRS see NATURAL RESOURCES

RESIDENTIAL DISTRICTS see (1) NEIGHBORHOODS (2) LAND USE

REVENUE see (1) TAXATION (2) BUDGETING

RIVERS see NATURAL RESOURCES

ROADS see HIGHWAYS

RURAL HOUSING see HOUSING

RURAL ZONING see ZONING

SANITATION see MUNICIPAL SERVICES

SCHOOL TRANSPORTATION see (1) TRAFFIC TRANSPORTATION (2) EDUCATIONAL INSTITUTIONS
SCHOOL see EDUCATIONAL INSTITUTIONS
SERVICE STATIONS see (1) LAND USE (2) URBAN DESIGN
SEWAGE LAGOONS see MUNICIPAL SERVICES
SEWAGE STABILIZATION PONDS see MUNICIPAL SERVICES
SEWERAGE see MUNICIPAL SERVICES
SHIPS AND SHIPPING see TRAFFIC AND TRANSPORTATION
SHOPPING CENTERS
SIGNS see URBAN DESIGN
SLUM CLEARANCE see URBAN RENEWAL
SOCIAL PLANNING see (1) POVERTY (2) MUNICIPAL SERVICES
SOCIAL SERVICES see (1) POVERTY (2) MUNICIPAL SERVICES
SOIL SURVEYS see NATURAL RESOURCES
SOLID WASTE MANAGEMENT see MUNICIPAL SERVICES
SPECIAL AUTHORITIES see AUTHORITIES AND SPECIAL DISTRICTS
SPECIAL SERVICE DISTRICTS see AUTHORITIES AND SPECIAL DISTRICTS
SPOT ZONING see ZONING
STADIUMS see RECREATIONAL FACILITIES
STATE PLANNING see Planning
STREET NAMING-PROPERTY NUMBERING
STREET PLANS see (1) HIGHWAYS (2) TRAFFIC AND TRANSPORTATION
STREETS see (1) HIGHWAYS (2) TRAFFIC AND TRANSPORTATION
SUBDIVISIONS
TAXATION see also BUDGETING
TAXICABS see TRAFFIC AND TRANSPORTATION
TELEPHONE SERVICE see PUBLIC UTILITIES
TERMINALS see (1) LAND USE (2) TRAFFIC AND TRANSPORTATION
THEATERS see CIVIC AND CULTURAL CENTERS
TOURISM see ECONOMIC ANALYSES
TRAFFIC AND TRANSPORTATION
TRAILER PARKS see (1) LAND USE (2) HOUSING (3) ZONING
TRANSIT see TRAFFIC AND TRANSPORTATION
TRANSPORTATION see TRAFFIC AND TRANSPORTATION
TRUCKS see TRAFFIC AND TRANSPORTATION
UNIVERSITIES see EDUCATIONAL INSTITUTIONS
URBAN DESIGN
URBAN FRINGE see FRINGE AREAS
URBAN INFORMATION SYSTEMS see ELECTRONIC DATA PROCESSING
URBAN RENEWAL
USE PERMITS see ZONING
UTILITIES see PUBLIC UTILITIES
VARIANCES see ZONING
WASTE STABILIZATION PONDS see MUNICIPAL SERVICES
WATER see NATURAL RESOURCES
WATER POLLUTION see POLLUTION
WATERFRONTS
WORKABLE PROGRAMS see URBAN RENEWAL
ZONING
ZONING ORDINANCES see ZONING
GENERAL DIRECTIONS

TYING

It is worth the time it takes to have a neat card in the catalog. Corrections on cards should be made with Correction Tabs, or any similar product, this allows one to correct typing errors without erasing. Keep the typewriter keys clean so the letters are not clogged.

CAPITALIZATION

Capitalization is kept to a minimum. Capitalize as follows:

A title that is associated with a name; as Senator Douglas and President Adams.

Names of languages, races, tribes, etc; as, Greek and German and Iroquois.

Names of holidays, days of the week and months of the year.

First letter in words which designate the names of conferences, departments of governments, historical events, etc.; as, Department of Defense and Conference on Asian Affairs.

First letter of important words which refer to names, national or international groups, documents; as, Declaration of Independence and United Nations.

Words referring to God or to the Bible, also Buddha, The Koran, etc.

Names of periodicals.

Names of geographical areas which refer to definite parts of the world; as, The Near East and The Orient and The West.

Words showing direction are not capitalized; as, The west and southwest.

Capitalize only the first word of title of book unless it includes any of the above rules.

Abbreviations

Follow spacing and punctuation as indicated.

author, joint jt.au. set up as Boyd, Julian Deigh, jt.au.

authors, three or more et al. set up as Boyd, Julian Deigh, et al.

compiler comp. set up as Boyd, Julian Deigh, comp.

editor ed. set up as Boyd, Julian Deigh, ed.

editor, joint jt.ed. set up as Boyd, Julian Deigh, jt.ed.

editors, three or more et al., eds. set up as Boyd, Julian Deigh, et al., eds.

illustrator illus. set up as Boyd, Julian Deigh, illus.

translator tr. set up as Boyd, Julian Deigh, tr.

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American Society of Planning Officials.

North Central Texas Council of Governments.

Little, Arthur D., Inc.
Knobbe, Mary L., ed.
Planning and urban affairs library manual,
edited by Mary L. Knobbe and Janice W. Lessel. 
100p., illus.

Lessel, Janice W., ed.

Knobbe, Mary L., ed.
Planning and urban affairs library manual,
edited by Mary L. Knobbe and Janice W. Lessel. 
100p., illus.

Lessel, Janice W., ed.
American Society of Planning Officials
Planning. Chicago.

Library has: 1961, 1963, 1965- to date

(Selected papers from the ASPO National Planning Conference)

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Bureau of the Census, Commerce Department
Statistical abstract of the United States.
Washington, D.C., GPO.

Library has: 1959, 1961- to date

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Council of State Government
The book of the States. Chicago,

Library has: 1962-63, 1963 Supplement, 1966- to date
Bureau of Labor Statistics, Labor Department
Tomorrow's manpower needs... Bul. #1606
4 vols.
V. I Developing area manpower projections.'69.
V. II National trends and outlook; industry employment & occupational structure.
V. III National trends and outlook: Occupational employment.
V. IV National industry-occupational matrix and other manpower data.

Continued--
SEE and SEE ALSO References

MAJOR STREET PLANS

see

HIGHWAYS
TRAFFIC AND TRANSPORTATION

REAL ESTATE

see also

LAND USE
HOUSING

INTERCHANGES

see

HIGHWAYS
TRAFFIC AND TRANSPORTATION
APPENDIX C

COUNCIL OF PLANNING LIBRARIANS

I. WHAT
The Council is an internationally organized group of librarians, faculty, professional planners, public and private planning organizations, and others interested in problems of library organization and research and in the dissemination of information about city and regional planning.

II. PURPOSES
The primary purposes of the Council are:
A. To exchange information about professional practices in libraries with particular concern for those practices peculiar to planning libraries.
B. To provide fellowship among its members and an opportunity for librarians to meet with other librarians, faculty, professional planners, public officials and vice versa.
C. To formulate and to administer projects which the Council decides are of service to the planning profession and librarianship.
D. To act in an advisory capacity on library organization for new planning programs in institutions and agencies.
E. To aid and support administrators, faculty and librarians in their efforts to educate the public and their appointed or clerical representatives to the necessity for strong library programs in support of planning.

III. HISTORY
An ad hoc Committee of Planning Librarians was organized in 1957 following study by a select group of planning librarians and others of a series of "Working Papers" prepared by Holway R. Jones, Librarian, formerly of the City and Regional Planning Department, University of California, Berkeley. Papers were prepared on "Suggested Organizational Structure", "Suggested Projects", "A Plan for a System of Exchange Bibliographies", and "Library Standards in City Planning: a Proposed Self-analysis Program."
At the 1960 meeting held October 23-24 in Philadelphia, the Council of Planning Librarians was formed as an outgrowth of the Committee of Planning Librarians.

Meetings of the Committee, and later the Council, have been held in connection with the annual conference of the American Institute of Planners of the American Society of Planning Officials.

IV. MEMBERSHIP
Membership is open to any individual or institution upon written application to the Treasurer and payment of dues. An institution shall be represented by one designated individual.

V. DUES
Individual membership dues are $6.00 per year and institutional membership dues are $35.00 per year, payable on the first day of January and delinquent 90 days thereafter.
VI. MEETINGS
An annual business meeting is held once each year. Other business meetings of the Council may be held at the call of three members of the Executive Committee. Other meetings with programs of special interest to members are arranged by the Vice-President to coincide with the time and place of the annual business meeting, or at some other time and place if approved by a majority of the Council membership.

VII. PROJECTS
For information about current projects write to: Council of Planning Librarians, Box 229, Monticello, Illinois 61856

VIII. OFFICERS
President, Vice-President, Secretary, Treasurer, Member-at-Large, Past President.
APPENDIX D

Council of Planning Librarians EXCHANGE BIBLIOGRAPHIES
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LIST OF BIBLIOGRAPHIES IN PRINT - JANUARY 1970

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#34. State Outdoor Recreation Plans, by Mary Vance. 1967. 7p. $1.00.


#38. The Metropolitan Region: A Selective Bibliography, by Prof. Donald L. Foley. 1968. 9p. $1.50.


#40. The Journey to Work, Selected References 1960-67, by the Staff of the Transportation Center Library, Northwestern University. 1968. 8p. $1.50.

#41. The Role of Urban Planning in the Residential Integration of Middle Class Negroes and Whites, by Lewis Bolan. 1968. 6p. $1.50.

#42. Computers and Information Systems in Planning and Related Government Functions, by Dorothy Tucker. 1968. 21p. $3.00.

#43. Regional Planning and Development in Developing Countries, with Emphasis on Asia and the Middle East, by Prof. Gideon Golany. 1968. 15p. $2.00.

#44. Portugeuse Planning and Architecture on the Sea Route to the Orient (a series of case studies of Santa Monica, Bahia, Luanda, Mocambique, Mombasa, Goa, Malacca and Macao compiled between 1952-1967), by Prof. Michael Hugo-Brunt. 1968. 53p. $5.00.
#45. Application of Linear Programming to Urban Planning, by James F. McLaughlin. 1968. 4p. $1.00

#46. Housing, Renewal, and Development Bibliography, by Prof. William L. C. Wheaton, William C. Baer, and David M. Vetter. 1968. 44p. $4.50.

#47. National and Regional Planning and Development in the Netherlands, an Annotated Bibliography, by Dr. Gideon Golany. 1968. 38p. $4.00.


#50. Metropolitan Organization for Planning, by Cynthia F. Stoots. 1968. 5p. $1.50.

#51. Regional Planning an Introductory Bibliography, by Cynthia F. Stoots. 1968. 5p. $1.50.

#52. Concept of an Optimum Size City, a Selected Bibliography, by Prof. William A. Howard. 1968. 5p. $1.50.

#53. PERT and CPM, a Selected Bibliography, by Maribeth Brennan. 1968. 11p. $1.50.


#55. Councils of Governments, by Cynthia Stoots. 1968. 6p. $1.50.

#56. City and Regional Planning and Development in Israel, by Dr. Gideon Golany. 1968. 30p. $3.00.


#64. Architectural Control in Northwestern Europe, by Sidney Cohn. 1969. 9p. $1.50.


#67. Computation of Highway Economic Impacts, based on a bibliography by Alan M. Voorhees and Associates, Inc., with review and conclusions by the Colombian Research Corporation for the Instituto Colombiano de Planeacion Integral. 1969. 27p. $2.50.


#73. The Roles of the Professional Planner in the Model Cities Program, compiled by Carl Patton. 1969. 17p. $1.50.


#83. Air Pollution: A Non-Technical Bibliography (Annotated), by Mrs. Mary L. Knobbe. 1969. 9p. $1.50.


96. Urbanization in Regional Development: A Selected Bibliography, by Dr. Gerald Hodge, Department of Urban and Regional Planning, University of Toronto. 1969. 12p. $1.50.


100. Planning for Locational Change in the Delivery of Medical Care: A Selected Bibliography, by Kenneth E. Corey, Ph.D., Associate Professor of Community Planning and Geography in the Graduate Department of Community Planning and Howard A. Stafford, Ph.D., Professor of Geography and Head of the Department of Geography, University of Cincinnati. 1969. 11p. $1.50.


102. Bibliography of Periodicals for the Health Planner, by Marvin Strauss, Director, Health Planning Program and Leah Aronoff, Assistant Professor of Community Planning, Graduate Department of Community Planning, University of Cincinnati. 1969. 9p. $1.50.

103. Interlocal Cooperation: A Selected Bibliography, by Cynthia F. Stoots, Associate Planner, Indiana Department of Commerce, Division of Planning. 1969. 11p. $1.50.


106. The Escape from Power: Politics in the American Community (A monograph and selected bibliography), by Dr. Herbert Gamberg, Department of Sociology and Anthropology, Dalhousie University, Halifax, N. S. 1969. 62p. $6.00.

#108. Of Souterrains and Submersibles (Thesis abstract and bibliography), by Barry Fegan Will, Department of Architecture, University of Queensland, St. Lucia, Australia. 1969. 7p. $1.50.


#111. State Planning in the Sixties: A Bibliography, by Alan Eastman, Graduate Program in Urban and Regional Planning at the University of Iowa. 1970. 8p. $1.50.

#112. Provincial-Municipal Relations in Canada, by Dean Tudor, Librarian, Ontario Department of Revenue. 1970. 5p. $1.50.

#113. Slums, by Lisa R. Peattie, Associate Professor, Department of Urban Studies and Planning, Massachusetts Institute of Technology. 1970. 4p. $1.50.


#115. Regional Development and Economic Growth: The Problem Background, Select Bibliography, by Staff of the Canadian Department of Regional Economic Expansion—N. G. Pillai and Joyce Ling, Planning Division; Jacques Martin, Incentive Division; Dolly McElroy and Marcel Beriault, Public Information Division. 1970. 19p. $2.00.

#116. Regional Development and Economic Growth: Theory, Analysis and Techniques, a Select Bibliography, by Staff of the Canadian Department of Regional Economic Expansion—N. G. Pillai and Joyce Ling, Planning Division; Jacques Martin, Incentives Division; Dolly McElroy and Marcel Beriault, Public Information Division. 1970. 44p. $5.00.

#117. Bibliography: Community Mental Health Planning, by Marvin Strauss, Director, Health Planning Program, Graduate Department of Community Planning, University of Cincinnati. 1970. 5p. $1.50.


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