
National Agricultural Library, Beltsville, MD.

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Reference Materials - Bibliographies (131)

This bibliography lists 64 items on the topic of preservation of library materials that are held by the U.S. Department of Agriculture's National Agricultural Library (NAL). The items include books, reports, periodicals, and audiovisual media. The bibliography was presented for NAL staff, who are responsible for the 2 million volumes of books, reports, proceedings, journals, maps, photos and other items in the collection. A description of document delivery services provided to individuals and a list of electronic mail addresses for requesting interlibrary loans are included. (KRN)
Preservation of Library Materials

AGRI-TOPICS No. AT 92-01
Preservation of Library Materials

AT 92-01

Robert W. Butler
Reference and User Services Branch
National Agricultural Library Cataloging Record:

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Preservation of library materials.
(Agri-topics ; 92-01)
1. Library materials—Conservation and restoration—Bibliography. I. Title.
aZ5073.A37 no.92-01
Document Delivery Services to Individuals

The National Agricultural Library (NAL) supplies agricultural materials not found elsewhere to other libraries.

Filling requests for materials readily available from other sources diverts NAL’s resources and diminishes its ability to serve as a national source for agricultural and agriculturally related materials. Therefore, NAL is viewed as a library of last resort. Submit requests first to local or state library sources prior to sending to NAL. In the United States, possible sources are public libraries, land-grant universities, or other large research libraries within a state. In other countries, submit requests through major university, national, or provincial institutions.

If the needed publications are not available from these sources, submit requests to NAL with a statement indicating their non-availability. Submit one request per page following the instructions for libraries below.

NAL's Document Delivery Service Information for the Library

The following information is provided to assist your librarian in obtaining the required materials.

Loan Service — Materials in NAL’s collection are loaned only to other U.S. libraries. Requests for loans are made through local public, academic, or special libraries.

The following materials are not available for loan: serials (except USDA serials); rare, reference, and reserve books; microforms; and proceedings of conferences or symposia. Photocopy or microform of non-circulating publications may be purchased as described below.

Document Delivery Service — Photocopies of articles are available for a fee. Make requests through local public, academic, or special libraries. The library will submit a separate interlibrary loan form for each article or item requested. If the citation is from an NAL database (CAIN/AGRICOLA, Bibliography of Agriculture, or the NAL Catalog) and the call number is given, put that call number in the proper block on the request form. Willingness to pay charges must be indicated on the form. Include compliance with copyright law or a statement that the article is for “research purposes only” on the interlibrary loan form or letter. Requests cannot be processed without these statements.

Charges:
- Photocopy, hard copy of microfilm and microfiche — $5.00 for the first 10 pages or fraction copied from a single article or publication. $3.00 for each additional 10 pages or fraction.
- Duplication of NAL-owned microfilm — $10.00 per reel.
- Duplication of NAL-owned microfiche — $5.00 for the first fiche and $.50 for each additional fiche per title.

Billing — Charges include postage and handling, and are subject to change. Invoices are issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161. Establishing a deposit account with NTIS is encouraged. DO NOT SEND PREPAYMENT.

Send Requests to:

USDA, National Agricultural Library
Document Delivery Services Branch, 6th Fl.
10301 Baltimore Blvd.
Beltsville, Maryland 20705-2351

Contact the Head, Document Delivery Services Branch in writing or by calling (301) 344-3755 with questions or comments about this policy.
ELECTRONIC MAIL ACCESS FOR INTERLIBRARY LOAN (ILL) REQUESTS

The National Agricultural Library (NAL), Document Delivery Services Branch accepts ILL requests from libraries via several electronic services. All requests must comply with established routing and referral policies and procedures. The transmitting library will pay all fees incurred during the creation of requests and communication with NAL. A sample format for ILL requests is printed below along with a list of the required data/format elements.

ELECTRONIC MAIL - (Sample form below)

<table>
<thead>
<tr>
<th>SYSTEM</th>
<th>ADDRESS CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALANET</td>
<td>ALA1031 (SYSTEM 41)</td>
</tr>
<tr>
<td>INTERNET</td>
<td><a href="mailto:LENDINGBR@ASRR.ARSUSDA.GOV">LENDINGBR@ASRR.ARSUSDA.GOV</a></td>
</tr>
<tr>
<td>EASYLINK</td>
<td>62031265</td>
</tr>
<tr>
<td>ONTYME</td>
<td>NAL/LB</td>
</tr>
<tr>
<td>SprintMail</td>
<td>NALLENDING</td>
</tr>
<tr>
<td>TWX/TELEX</td>
<td>Number is 710-828-0506 NAL LEND. This number may only be used for ILL requests.</td>
</tr>
<tr>
<td>DIALCOM</td>
<td>All System57 users - access NAL via ALANET (System 41)</td>
</tr>
<tr>
<td>FTS2000</td>
<td>A12NALLEND</td>
</tr>
<tr>
<td>OCLC</td>
<td>NAL's symbol AGL need only be entered once, but it must be the last entry in the Lender string. Requests from USDA and Federal libraries may contain AGL anywhere in the Lender string.</td>
</tr>
</tbody>
</table>

SAMPLE ELECTRONIC MAIL REQUEST

AG University/NAL ILLRQ 231 9/1/91 NEED BY: 10/1/91

Interlibrary Loan Department
Agriculture University
Heartland, IA 56789

Dr. Smith Faculty Ag School

DeJong, R. Comparison of two soil-water models under semi-arid growing conditions
Ver: AGRICOLA
Remarks: Not available at IU or in region.
NAL CA: 56.8 CL62

Auth: C. Johnson CCL Maxcost: $15.00

MORE

TELEFACSIMILE - Telephone number is 301-344-3675. NAL accepts ILL requests via telefacsimile. Requests should be created on standard ILL forms and then faxed to NAL. NAL does not fill requests via Fax at this time.

REQUIRED DATA ELEMENTS/FORMAT

1. Borrower’s address must be in block format with at least two blank lines above and below so form may be used in window envelopes.
2. Provide complete citation including verification, etc.
3. Provide authorizing official’s name (request will be rejected if not included).
4. Include statement of copyright compliance if applicable.
5. Indicate willingness to pay applicable charges.
6. Include NAL call number if available.

Contact the Document Delivery Services Branch at (301) 344-3503 if additional information is required.
Preservation of Library Materials
Books and Periodicals Held by NAL

For more than 150 years, beginning with the agricultural library of the Bureau of Census in 1832, the current collection of the NAL has been developing. NAL has acquired more than 2 million volumes of books, reports, proceedings, journals, maps, photos and other items. These are not only in the form of printed paper, but include microform, electronic, laser, and other media. This accumulation of research, policy, practice, and experience in agriculture is a national heritage, a unique resource for the entire country and for the world. Many of the items are disintegrating, many irrecoverably, others getting to that state. Permanence of both old and new media must be assured. All items must be handled with understanding and care.

All NAL staff are responsible for appropriate handling of all materials in the collection. All must understand how the different media are to be dealt with.

This list is prepared to assist staff in dealing with such conservation and preservation issues. It lists titles held in these areas by NAL, including audiovisual training aids, books and reports that discuss binding, repairing, preserving and salvaging books, photos, manuscripts, and other materials. It includes several periodicals devoted to conservation and preservation.

The titles are arranged by the following types:

BOOKS and REPORTS
PERIODICALS
AUDIOVISUAL MEDIA

Articles in journals or books are not listed.

The items on this list were derived from searching ISIS and AGRICOLA on CD and in DIALOG. Some of the items were in the preservation office but not yet cataloged by NAL.

Should you know of titles NAL has that are not in this list, please inform the Preservation Coordinator.

BOOKS and REPORTS


Deterioration and preservation of library materials the thirty-fourth annual conference of the Graduate Library School, August 4-6, 1969. Howard W. Winger


**PERIODICALS**


**AUDIOVISUAL MEDIA**

*Handling books in general collections* [slides] [guidelines for readers and/or library staff members]; text, Merrily A. Smith. Washington, DC: Library of Congress, National Preservation Program Office, 1984. 82 slides: col. + 1 sound cassette + 1 booklet/script. NAL call no. [in process].

