

L1900.6
p96 doh
2/3

PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

ISSN 0163-3104
Government Documents

Winter 1980-81

TEXAS STATE LIBRARY

✓ MAY 1 1981

Vol. 2, no. 3

Texas State Publications Clearinghouse

Dallas Public Library

Inside This Issue...

Microfilm Archive of
Texas Archeology

Comptroller's Microfiche
Tax Information System

U.S. Docs on OCLC

TEXAS DOCS ON FICHE:

AG's OPINIONS, FACTS,

TEXAS REGISTER now available...

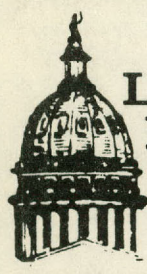
The Micropublishing Program of the Texas State Publications Clearinghouse offers interested persons and institutions the opportunity to acquire Texas state government publications in microfiche format at a nominal charge.

State publications on fiche include both individual state documents and documents series. Copies of documents received by the Clearinghouse and listed on the Texas State Documents monthly checklist beginning with the January 1980 issue are filmed. Documents listed on any pre-1980 checklist are also available on fiche and will be filmed on an as-ordered basis. In addition, the Clearinghouse has a schedule for filming retrospective series of older publications, such as Attorney General's Opinions and the Texas Register.

The following pricing structure is used for microfiche copies of Texas documents.

Current documents: those documents listed on the monthly Texas State Documents checklist beginning with the January 1980 issue. 25¢ per fiche with a \$1.00 handling charge per order. The number of fiche required to accommodate a documents is given for each title listed on the monthly checklist by a microfiche symbol, for example (2MF) indicates that the document requires two fiche.

Individual older documents: any document listed on a monthly checklist issued before January 1980. 50¢ per fiche with a \$1.00



Legislative Information System of Texas

Persons wishing information on the activities of the 67th Texas Legislature should call a toll free statewide WATS line to the Legislative Information System of Texas (LIST).

Information available includes bill status, schedules and agendas of committee meetings and hearings, and lists of bills by author, committee, and subject.

The LIST statewide toll free telephone number is 1-800-252-9693 for calls from outside of the Austin area; for calls originating in Austin, call 475-3026.

Continued on page 3

TLA Documents Roundtable Report from the Chair...

Frank Pouzar
Dallas Public Library

In writing my initial "Report from the Chair," I would like first to express my thanks to my predecessor, Roberta Palen, for her services as Chairperson of the Roundtable. She has served the Roundtable and all of us very well. In particular I would like to thank her personally for the help she gave me during the past year while I was Chairperson-elect.

Throughout the past year I have been struck by the pressing need for all librarians to thoroughly understand retrieval systems. The proliferation of data bases is enormous, and while they are invaluable bibliographical tools, they may also be somewhat troublesome to librarians. Part of the problem is that librarians often find the design and operation of data bases obscure and mysterious. It is essential, therefore, that librarians begin to understand the process by which the automated systems they use are developed.

Seeing the need to help us all

understand the different possibilities and choices which go into automating, I wanted to have some type of presentation along those lines at the 1981 TLA Conference. The Government Documents Roundtable and the Special Libraries Division of TLA got together, therefore, to sponsor tutorials at the April Conference in Houston.

The sessions were presented by Bob Walton, the Systems Analyst at the Texas State Library, who is currently designing the Library's in-house data base for state publications. On April 1, from 11:30 to 12:20, Bob conducted a session on the conceptual aspects of building a data base and the decision-making processes which lead to automating. Then, that afternoon at 2:30, Bob covered the application end of the process: what you actually need to automate.

These sessions were very informative to documents and non-documents librarians alike, and were, I felt, a real addition to the conference.

Library Spotlight



Lyndon B. Johnson
School of
Public Affairs Library

The University of
Texas at Austin

The LBJ Public Affairs Library in Sid Richardson Hall on the campus at the University of Texas at Austin is a youngster on the Texas documents scene, but it has an aggressive and expanding collection policy. Designated in 1966 as a U.S. depository, it has grown rapidly and now devotes one floor solely to documents.

The current selection rate of 2,738 items keeps one half-time library assistant and several part-time clerks more than busy processing arrivals. Although the bulk of its documents are of recent vintage, in the early 1970's Congressman J. J. Pickle helped arrange the gift of many bound volumes from the U.S. House of Representatives Library including the Congressional Record from 1929 to the present and the Serial Set beginning in 1961. Paper copies of many congressional reports and documents are available from 1949 to the present.

As a specialized library which affiliated in 1978 with the UT General Libraries, the chief considerations in making selections for the depository collection are to supply graduate students and faculty of the LBJ School of Public Affairs with comprehensive and ready access to primary source materials on public policy and government at all levels.

The LBJ School, which admitted its first class in 1970, emphasizes interdisciplinary social science studies. It has been a leader in

Continued on page 4



Winter 1980-81 Vol. 2, no. 3

Katherine Adams, Editor



PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS is published quarterly by the Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas, 78711. Information and materials proposed for publication are welcome and should be sent to the Editor, PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS, Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas, 78711. The editor retains the right to accept and edit such materials.

Docs on Fiche (cont.)

handling charge. No microfiche count symbol appears on the checklists prior to 1980, so purchasers will need to inquire into price prior to placing an order or be billed at the time of order.

Documents series: selected groups of "packages" of documents usually made up of a series of publications from one agency. Sold at a per package price, based on 50¢ per fiche with a \$1.00 handling charge per order. Package price will be given with the notice of series availability.

CURRENT SERIES AVAILABLE

- TEXAS REGISTER. Secretary of State's Office,
Texas Register Division
1976. Vol. 1, nos. 1 - 100 Price: \$30.00
3746 pages, plus annual index
- ATTORNEY GENERAL'S OPINIONS. Attorney General's Office
- Price Daniel's Opinions (1947-1952)
- 1947-1952. Opinions 1 - 1569
(8640 pages plus yearly indexes) Price: \$79.00
- 1947 Nos. 1 - 470, plus index \$25.00
- 1948 Nos. 471 - 757, plus index \$13.00
- 1949 Nos. 758 - 981, plus index \$11.00
- 1950 Nos. 982 - 1139, plus index \$ 8.00
- 1951 Nos. 1140 - 1382, plus index \$12.00
- 1952 Nos. 1383 - 1569, plus index \$10.00
- Opinions may be purchased separately by year or as all Opinions of Price Daniel. A subject index is included at the beginning of each year's Opinions.
- FAMILY AND CHILD STATISTICS (FACS). Texas Department
of Community Affairs, Children and Youth Services
Division.
- 1978 data, published 1980. 5342 pages Price: \$42.00
Statistical Data by county for each of 254 counties
in Texas and on the state as a whole. Statistics
from over 50 published and unpublished sources give
information on subjects relating to young children
and their families: population, child abuse, health

Continued on page 9

Access To Information

HOW DO I FIND OUT ABOUT JOBS?

Increasing interest in occupational education has caused action on both the national and state levels. Federal legislation in 1977 created the National Occupational Information Coordinating Committee (NOICC). Many states, including Texas, joined this national organization and have organized state occupational information coordinating committees (SOICC).

In Texas, SOICC hopes to increase awareness of the availability of occupational information, to identify data needs, to eliminate duplication in occupational information systems, to identify and fill occupational data gaps, and to develop and implement an occupational information system for Texas which will have readily accessible the information needed by all occupational data users.

Until a statewide data base of occupational information is available, there are several publications which will be very helpful to people who need career guidance. By far the most useful document is the Occupational Outlook Handbook, which contains in-depth information on a large number of occupations. Produced by the U.S. Bureau of Labor Statistics and revised every two years, the Occupational Outlook Handbook represents the most current and comprehensive data available on work today and job prospects for tomorrow. It contains a description of job duties, education and

Continued on page 7

LBJ SCHOOL LIBRARY (cont.)

pioneering graduate joint degree programs with the UT Law School and with the College of Engineering. Starting in fall 1981 a joint program will be offered with the Graduate School of Business Administration. This generalist curriculum fuels library efforts to keep pace with the latest developments on a broad range of ever-changing issues. Concentration on acquiring documents from governments has been a direct result of demand for current, factual information on public policy.

To provide in-depth materials in public administration and law, the library has acquired all the basic "core" depository sets, all available congressional publications, most legal materials dealing with regulatory issues and decisions, and most of the printed census data. In addition, the library selects a very high percentage of documents dealing with social services, welfare, economics, public health, environmental issues, natural resources management, energy, transport economics, regional & city planning, and labor. Presidential publications and documents of U.S. Independent boards and commissions (class Y3) have been collected exhaustively since 1970. Because of its proximity to several other selective depositories and to the regional, the collection does not contain large numbers of highly technical reports in the physical and natural sciences nor the internal operations documents of the Defense Department.

The Public Affairs Library may be new, but its book collections date from the 1920's. Not only the book collections but also substantial numbers of Texas state and local documents inherited from its predecessors--the Bureau of

Continued on page 5

MICROFORMS

Microfiche Tax Information System

One of the main functions of the Texas Comptroller's Office is to collect state taxes. Because the state tax laws constantly reflect legislative changes and court decisions, the Comptroller wanted to create an innovative system to consolidate and disseminate tax policy information for the agency's 74 field offices located throughout the state. The Microfiche Tax Information System was developed to fulfill this need. The benefits of this system are passed on to Texas taxpayers in the form of more accurate and consistent tax information.

The two basic elements of the Microfiche Tax Information System are the documents to be researched and the subject index to these documents.

The documents are legal records with taxability content originating daily from Comptroller tax divisions and from other state agencies. A variety of documents found in the system, including Comptroller's administrative decisions and rules, letters to taxpayers, Attorney General opinions, Texas court cases, and Texas tax law. Over 24,000 pages of documents currently are indexed and sent to the Comptroller's field offices on microfiche.

The subject index is the first

Continued on page 6

Microfilm Archive of Texas Archeology

One of the long-standing difficulties facing all persons and institutions concerned with the study and preservation of archeological sites in Texas is the inaccessibility of data contained in out-of-print reports, "letter" reports covering work of limited scope, unpublished in-house reports, and unpublished contract reports. The Microfilm Archive of Texas Archeology makes many of these works permanently available to researchers.

The Microfilm Archive was initiated in February 1977 by the Council of Texas Archeologists for the purpose of establishing and distributing a permanent record of all organized archeological work that has taken place in Texas. The Office of the State Archeologist, as part of the long-range Texas Heritage Conservation Plan, produces the Archive, and the Council of Texas Archeologists participates by providing, through member agencies, institutions, and individuals, the documents, reports, and other materials which make up the Archive.

For each document microfilmed, a Comprehensive Publications Data Form is included at the start of the microfilm entry. This form provides the reader with a bibliographical citation and information on the geographical area covered in the report, the extent of the report, and the kinds of work reported. The

Continued on page 9

LBJ SCHOOL LIBRARY (cont.)

Municipal Research and Institute of Public Affairs--give the library substantial resources for the study of policy issues in much of the 20th century. Complete sets of publications issued by the LBJ School and its predecessors are also contained in the collection.

The library's main clientele are university students and faculty; but an increasing number of city and state agency personnel as well as the general public find the library suited to their needs. Non-university users may borrow from the library after securing a courtesy borrowers card, or they may arrange interlibrary loans via their local library. The Public Affairs Library is a member of State Agency Libraries of Texas (SALT) and generally adheres to the interlibrary lending arrangements which allow agencies in Austin to share documents, books and journals via messenger service. Interlibrary loans to all other libraries are processed through the University of Texas General Libraries Interlibrary Service, which loans many types of materials free, but may levy fees for photocopying services.

The Public Affairs Library is open year-round on weekdays 8-5 except for official university holidays. During the academic year the library extends service to 85 hours a week and is open M-Th until 11 pm, Sat 10-4 and Sun 1-11 pm. Two librarians assisted by other staff members on evenings and weekends provide reference and other services.

Olive G. Forbes
Librarian
LBJ School of Public Affairs Library

REGIONAL DEPOSITORY LIBRARIES:



Texas Tech Uses OCLC to Process Its US Docs

BY MARY ANN HIGDON, DOCUMENTS LIBRARIAN
TEXAS TECH UNIVERSITY

Texas Tech University Library began processing all federal documents using OCLC on January 31, 1980. The decision to use OCLC for documents was made after a preliminary study of our in-house procedures and an investigation of other OCLC documents cataloging projects.

Several factors influenced the decision to go with OCLC. Prior to January 1980, shelf list cards were typed from the shipping lists for all monographs. This was a time-consuming procedure that we wanted to eliminate. Commercial card vendors could not economically supply our particular need, e.g. a shelf list card only. Tech Library had been involved with OCLC since it was introduced to this area in the summer of 1974. We have been using the serials check-in component since 1976 and are involved in the Retrospective Conversion project for monographs. Most problems associated with serials check-in had been faced and solved; we, therefore, had an established procedure. Another plus consideration was the fact that the Monthly Catalog is printed from OCLC tapes. And finally, since Tech is building toward an on-line catalog, either through OCLC or through use of our archival tapes from OCLC with an in-house computer, the inclusion of documents in those archival tapes was a logical step. Given those considerations, processing with OCLC was an idea whose time had come.

The Documents Department was established as a holdings library and a profile was submitted. During the time needed for approval and testing of our program, our staff was trained in the use of the terminal and work-flow procedures were outlined. We received our terminal in the Documents Department in December, 1979 and continued our training until we received approval of our program. We began ordering cards and building check-in records on January 31, 1980.

Currently, we have four full-time employees working on documents processing. We have one terminal for documents use and keep it operating from 8:00 a.m. to 5:00 p.m., plus approximately 12 evening hours opera-

Legal Briefs

Barbara Bridges
Tarlton Law Library
University of Texas at Austin

In this era of emphasis on a government more responsive to the wishes of the folks back home, there is an increasing interest in legislative history. You may have noticed a greater number of questions concerning legislation now that the Legislature is again in session.

Lawyers, political scientists, and historians have in the past been those most interested in researching legislation. These ranks have more recently been joined by interested citizens and citizens' groups. Their questions range from the simplest--the current status of a bill before the Legislature--to the more complicated task of discovering the "legislative intent" behind the wording of a statute.

In the not too distant past the compilation of the legislative history of a Texas bill was difficult, if not impossible. Thanks to modern technology, better records, and a new guide to these records, the task has been made much easier.

Texas Legislative History: A Manual of Sources contains down-to-earth advice for anyone attempting to follow the legislative history of a Texas bill. Prepared by Malinda Allison, a librarian at the Legislative Reference Library, the manual guides the reader through the various steps in compiling such a bill history. Primary source materials--statutes, session laws, bill histories, original bill files (with their accompanying fiscal

notes and bill analyses), testimony and debate, legislative journals, committee minutes, Attorney General's opinions, and gubernatorial messages and press releases--are all described with regard to their use and availability in preparing a legislative history, and examples are provided.

Secondary sources such as Texas Legislative Council reports, newspaper files, clipping services, law reviews, etc., are also examined for their usefulness. Malinda warns that preparation of an extensive legislative history for a bill may require a considerable investment of time and some expense, and, while some help is available from the Legislative Reference Library staff, one must essentially do all his own work in compiling the history. A trip to Austin will almost always be necessary for all but the briefest bill history. Copies of Malinda's guide are still available from the Legislative Reference Library (P.O. Box 12488, Capitol Station, Austin, Tx. 78711).

The Texas Legislative Council's Guide to Legislative Information (Information Report No. 80-2) also provides descriptions of primary and secondary sources of legislative information and the availability of such materials. In some cases these descriptions are more detailed than those in the Allison guide. One would be well-advised to become familiar with both books before attempting much work in Texas legislative history.

For those of you who simply want an up-to-date report on bills before the current Legislature, help is available through LIST, the Legislative Information System of Texas. Dial the toll-free number (1-800-252-9693) for bill status and history, information concerning measures introduced by members, and committee schedules and activities. (Austinites dial 475-3026.) The telephone service is administered by the Legislative Reference Library and is updated continuously while the Legislature is in session.

MICROFICHE TAX INFO SYSTEM (cont.)

step in using the system. It is composed of subject headings and numbers used to locate the documents on microfiche. All documents on a particular topic are organized under one subject heading, which also notes changes on tax policy whenever they occur. Because the Comptroller's Office administers 23 taxes, separate indexes are provided for each tax, with updates and microfiche sent to the field offices monthly.

The system is designed to be a research tool for Comptroller employees only. Some of the documents contain information about a taxpayer's business affairs, operations and records. When a document

Access:

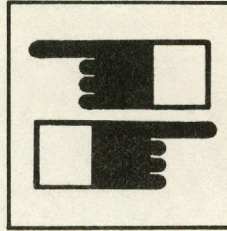
INFO ABOUT JOBS (cont.)

training requirements, employment outlook, earnings, and working conditions for several hundred occupations and 35 industries. The information is based on data received from business firms, trade associations, labor unions, professional societies, educational institutions, and government agencies. The 1980-81 edition is currently available from the Government Printing Office (GPO) for \$9.00 (Stock #029-001-02325-1).

While the Handbook is designed to provide information about what an individual might expect working conditions to be like in a certain occupation, the Dictionary of Occupational Titles, produced by the U.S. Employment Service, attempts to define occupations in a standardized way. The 4th edition, published in 1977, defines 20,000 occupations, providing a fascinating overview of how rapid technological advances made during the last 20 years are changing the work scene in the United States. The definitions are relatively brief, and they carry the impact of analysis and precision. This work is particularly useful to employers and counselors, but it will be helpful, too, for anyone who wants to know what a particular occupational title means. The 4th edition costs \$12.00 from GPO (Stock #029-013-00079-9).

Once an individual decides what occupations interest him, he may want to know which schools offer the courses he needs. Two publications from the Texas Education Agency will be useful. Occupational-Technical Programs in Post Secondary Institutions in Texas, 1980-82 Information Guide and

Continued on page 8



Librarian

Exchange

The following Texas House and Senate Journals are available from the Texas State Library on a first-come, first-serve basis. The volumes are available free, although we ask libraries to reimburse all postage charges in excess of \$2.00. To request volumes, please call or write: Katherine Adams, Texas State Publications Clearinghouse, Room 307, Texas State Library, PO Box 12927 Capitol Station, Austin TX 78711. (512) 475-6725.

TEXAS SENATE JOURNALS AVAILABLE

<u>Year</u>	<u>Session</u>
1933	43rd (N/A) 1st C.S.
1934	2nd C.S. 3rd C.S. 4th C.S.
1935	44th (N/A) 1st C.S. 2nd C.S.
1936	3rd C.S.
1937	45th (N/A) 2nd C.S.
1947	50th
1949	51st
1950	1st C.S.
1951	52nd
1953	53rd
1954	1st C.S.
1955	54th
1957	55th 1st & 2nd C.S.
1959	56th 1st, 2nd & 3rd C.S.
1961	57th 1st, 2nd & 3rd C.S.
1963	58th
1965	59th
1966	1st C.S.
1967	60th
1968	1st C.S.
1969	61st 1st & 2nd C.S.
1971	62nd 1st, 2nd, 3rd & 4th C.S.
1973	63rd 1st C.S.
1975	64th
1977	65th
1979	66th

TEXAS HOUSE JOURNALS AVAILABLE

<u>Year</u>	<u>Session</u>
1923	38th
1925	39th
1929	41st
1931	42nd (Vol. 1)
1933	43rd " 1st C.S.
1934	" 2nd C.S.
1935	44th (Vol. 1) 1st & 2nd C.S.
1936	3rd C.S.
1937	45th 1st & 2nd C.S.
1941	47th
1943	48th
1945	49th
1947	50th
1949	51st
1950	1st C.S.
1951	52nd
1953	53rd
1954	1st C.S.
1955	54th
1957	55th 1st & 2nd C.S.
1959	56th 1st, 2nd & 3rd C.S.
1961	57th 1st & 2nd C.S.
1963	58th
1965	59th (Vol. 2)
1967	60th
1969	61st 1st & 2nd C.S.
1971	62nd
1973	63rd
1975	64th

Library Spotlight

TENRAC INFORMATION SERVICES

The Texas Energy and Natural Resources Advisory Council (TENRAC) is responsible for planning and developing state energy policies for recommendation to the governor and legislature. The organization of the council staff includes the divisions of conservation, fuel allocation and emergency planning, natural resources, policy analysis, technology development, and administration. Information Services is part of administration and provides library services for TENRAC. Information Services manager Joe Wiseman currently heads a small, full-time staff that includes Louis Harrison, librarian, and Margaret Sanders, secretary.

The objective of the TENRAC library is to provide services through which information about energy and natural resources may be disseminated primarily to the staff, council members, advisory committee members, legislators, and to the public on a limited basis. To help achieve this purpose the library maintains a collection of over 3800 monographs and government documents that are cataloged and shelved according to a unique classification scheme. The library also currently subscribes to four newspapers and some eighty energy-related periodicals that are arranged by title and date. Index/abstract services on file are Energy Abstracts for Policy Analysis, Energy Conservation Update, and Energy Research Abstracts.

Special holdings in the collection include Texas energy legislation from the 64th legislature to the present and a microfiche file of technical reports from the Solar Energy Research Institute of the U.S. Department of Energy. The library also has data base access to the Lockheed Dialog and Department of Energy Recon systems. In addition to pamphlets and clippings arranged according to subjects, the vertical files contain newsletters from state and federal energy agencies, institutions, and private concerns. Other holdings include current issues of the Congressional Record and Federal Register and a basic collection of state and federal legal materials.

The main subject areas of the TENRAC library are conservation, economic aspects of energy, environmental aspects, legal aspects, energy policy, and basic energy sources. The latter include coal, geothermal, nuclear power, oil and gas, and solar resources.

Continued on page 13

Access:

INFO ABOUT JOBS (cont.)

Directory may be purchased from TEA for \$1.00. It contains brief descriptions and definitions of many occupations, as well as a subject guide to the programs available at Texas educational institutions. Complete descriptive information about these institutions is provided so that a person can determine what programs are offered and whom to contact about attending the school.

Schools Certificated under Texas Proprietary School Act and Schools Offering Courses Approved for Veterans is available from TEA for \$2.00. Published annually, this directory gives the address of each school and the courses which are offered. It includes private business, trade, technical, and vocational schools certificated by TEA. It also lists courses in Texas colleges and schools approved by TEA for veterans and other eligible persons who wish to receive benefits from the VA while enrolled in school. The currency and accuracy of information in this volume are limited only by the fact that program availability is often based on enrollment.

Many persons seek degrees of academic training to enhance their job skills and while there are many directories which contain information about the colleges and universities in the United States, one of the best and least expensive (\$10.00 for the current edition) is published annually by the National Center for Education Statistics. The Education Directory, Colleges and Universities 1979-80 lists U.S. institutions which are legally authorized to offer and are offering

Continued on page 10

DOCS ON FICHE (cont.)

facilities, nutritional levels, teenage mothers, illegitimacy rates, number of working mothers, and juvenile delinquency. FACS are not sold separately by county.

REALITIES OF TEXAS FAMILIES: WHERE CHILDREN FIT.

Texas Department of Community Affairs, Children and Youth Services Division.

472pages

Price: \$ 5.00

Information on family, income, parent education, age of mother at first child, ethnicity, and family structure gathered from a survey of 1,000 Texas households with children under the age of six. This document is not available in hard copy. It is only available on fiche from the Texas State Publications Clearinghouse.

SPRING FILMING SCHEDULE



Plans call for filming the following series this spring. Notices of fiche availability will be sent to all checklist and microfiche information subscribers.

ATTORNEY GENERAL'S OPINIONS.

John Ben Shepperd's Opinions (1953-1956) Nos. 1 - 224

Will Wilson's Opinions (1957) Nos. 1 - 200

TEXAS REGISTER.

1977. Vol. 2, nos. 1 - 100, plus annual index

1978. Vol. 3, nos. 1 - 100, plus annual index

1979. Vol. 4, nos. 1 - 100, plus annual index

1980. Vol. 5, nos. 1 - 100, plus annual index

MICROFILM ARCHIVE OF ARCHEOLOGY (cont.)

data form is employed in the compilation of the index and serves also as a guide to the reader in locating individual reports on a particular roll. The printed index which accompanies each section of the Archive consists of an author index, a key-word-in-title index, a county index, and an issuing agency index.

Section One of the Archive, completed in 1980, contains 350 documents and reports issued between the 1940's and 1977 by the Office of the State Archeologist, various state agencies concerned with archeology, and major academic institutions. Section One is available for \$150.00; this price includes the indexes and postage. Sections Two and Three are currently being filmed and indexed.

For further information on the Microfilm Archive, please call or write the Office of the State Archeologist, Texas Historical Commission, PO Box 12276, Austin, TX 78711, (512) 475-6328.

Helen Simons

Office of the State Archeologist
Texas Historical Commission

MICROFICHE TAX INFO SYSTEM (cont.)

is made available to the public, this business information must be deleted in accordance with the Confidentiality Statute (Tex. Tax-Gen Ann. Art. 1031).

For more information about the Microfiche Tax Information System, please call librarians Zandra Hassard or Loreto Espinoza at the Comptroller's toll-free number, 800-252-5555.

Zandra Hassard
Loreto Espinoza
Sales Tax Division
State Comptroller's Office

Access:

INFO ABOUT JOBS (cont.)

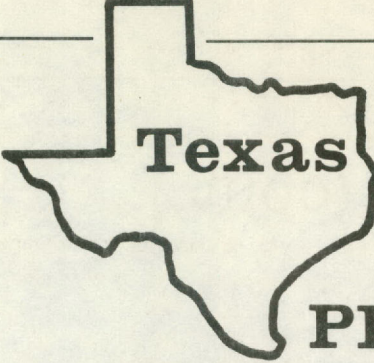
at least a one-year program of college-level studies leading toward a degree. The information presented for each institution includes address, telephone number, date established, enrollment for the previous year, undergraduate tuition and fees, sex of student body, highest level of offering, type of program, accreditation, and names and titles of principal officers. While no evaluative or descriptive information is included, this handy directory cannot be duplicated. (GPO stock #065-000-00007-5).

Finally, of particular interest to Texans is a recent publication of the Texas SOICC. The Directory of Licensed Occupations and Apprenticeship Programs in Texas provides the most current information obtainable on occupational licensing requirements. For each occupation described, information includes a brief job description, job requirements, information on licensing (examination, fees, and educational requirements), career opportunities, and employment outlook.

In so far as possible, the data applies to Texas and was obtained from the licensing agency or the appropriate professional trade association. For those interested in apprenticeship programs, the names and addresses of the regional offices of the U.S. Bureau of Apprenticeship and Training are given. These offices can refer people to specific apprenticeship programs in the region.

Although much more information on occupations will certainly become available due to the efforts of NOICC and SOICC, these publications have lasting value.

Bonnie Grobar
Texas State Library



Texas Department of Health: PRODUCING TEXAS DOCUMENTS

by Mr. Al Williams, Texas Department of Health

When the phone rings in the Literature Distribution Section of the Texas Department of Health's Public Health Education Division, it can be a routine call or one filled with surprises. The call might be an Austin student needing information on measles for a class project or it might be a public health veterinarian requesting hundreds of pieces of literature to help quell a local rabies outbreak.

Many of the calls which come into the Public Health Education Division result in mailing out printed information. Of the 3.5 million pieces of literature distributed annually by the Division, approximately 75% of the requests come in on filled-in order blanks mailed directly to the Division; the remaining 25% are requests taken over the phone. 4,960 literature requests were received during 1980.

recently, some 57% of the literature sent went to school systems for use by teachers, school nurses, and students. Another 28% was sent to public health regions and local health departments for use in supporting their various programs. Private health facilities (hospitals, doctors, etc.) received 11% of the literature, while 4% was distributed to individuals.

Although some literature items are printed elsewhere and distributed by TDH, the vast majority are printed in the Reproduction Section of the PHE Division, according to Burton. The 25-member staff includes machine operators, bindery technicians, engravers, typesetters and a secretary.

While many literature items are good year after year, others need periodic updating. During the past

"...3.5 million pieces of literature distributed annually by the Division...
4,960 literature requests received during 1980..."

Requests for any one of the 245 different pieces of literature distributed by the Division may be received by the three-person staff during a day's work. Still, over the years a pattern of use has developed, according to Grant H. Burton, Director of the Public Health Education (PHE) Division. During a representative two-month period

three years, 20 new pieces per year have been printed, with a heavy leaning toward nutrition during 1980. Spanish translations of new and existing materials were also strong during the past 12 months. Volume may range from several

Continued on page 11

TDH: PRODUCING TEXAS
STATE DOCUMENTS (cont.)

hundred pieces for special-purpose literature to several million pieces for statewide health education campaigns--such as immunization drives.

Several sizes of pamphlets have become standardized: a four-fold, single sheet printed on both sides; a four-page, stapled booklet; or a three-folio pamphlet center stitched. In figuring costs, salaries, materials, overhead and storage costs are computed. For the three types mentioned, the four-fold is printed for 3.796 cents per copy. For four pages it is 8.128 cents per copy, while the three-folio is 7.903 cents.

The Department also prints training manuals, special annual reports and other documents. For example, the just-completed, 37-page "Tuberculosis Annual Report" cost 78.5 cents per copy with a total figure of \$588.71 for 750 copies; the "Kidney Health Care Annual Report", a 63-page document liberally illustrated, cost \$1.98 each for the 600 printed, representing a \$1,186.59 expenditure; and the "Texas State Health Plan", a mammoth 350-page document, cost \$5,095.43. The 2,800 printed cost \$1.82 cents each.

Except on rare occasions, the Public Health Education Division handles all printing done by the Department. The in-house capabilities of the Reproduction Section are enhanced by a skilled staff of writers, editors, and artists. Traditionally, the programs ordering printing are responsible for content and proofreading for content and accuracy.

Continued on page 12

TECH PROCESSES ITS U.S. DOCS USING OCLC (cont.)

tion. We also use the terminal for reference searches as the need arises. Our documents reference desk is staffed by Reference Librarians with the processing staff providing back-up service as needed. With this arrangement and use of OCLC, we average a turn-around time of 24 hours from the time a box of documents is received until the documents are on the shelf.

After a full year of operation we continue to be satisfied with our decision. At the present time, we search each document received through OCLC. For monographs, if a record is found, it is edited and a card ordered for the shelf list. For serials, if the check-in record has been built, the item is checked in only at the terminal. If the record has not been built, all retro holdings are pulled from our shelf list, and/or title changes, and check-in records and complete bibliographic records are built, including all title changes held by our library.

We have now built check-in records for all regularly received serials with a frequency greater than annual and feel we have built most of the annual publications. We do original cataloging for those serials not found in the data base.

"THE IMPACT OF USING OCLC HAS ALREADY BEEN FELT.
OUR DOCUMENTS ARE BECOMING MORE VISIBLE.....AND
MORE ACCESSIBLE TO OUR USERS."

We have encountered a few problems using serials check-in. One problem concerns issuing agency changes involving multiple OCLC records, which may be less frequent with the AACR2 rule 21.1B2. We frequently find that the dates on the records do not correspond with the pieces we have in hand. We resolve each of these problems using the documents we have and edit the record accordingly. OCLC removed our holding library symbol from the fixed field element in our check-in records when the last change was implemented in the serials check-in program, and we are having to type it back into each check-in record. Also, we frequently have long "Remarks" fields to explain the numbering system used to allow for automatic check-in. An example of this is using 1980 no. 1 and 1980 no. 2 for a publication issued as 1980 and 1980/2. A lesser problem occurs when OCLC kills a record we have used or prepares to bump one record in favor of another. Again, we treat each case on an individual basis and correct the problems as we find them.

Processing monographs has been simpler by far. The only problem encountered has been not finding a record for the monograph when it is searched the first time. We began by holding the documents not found in the data base on a shelf until we could locate a record. We are not at present doing any original cataloging for monographs due to staff and

Continued on page 12

TECH PROCESSES ITS U.S. DOCS USING OCLC (cont.)

time limitations rather than any philosophical decision not to catalog them. Since the record will come out in the Monthly Catalog and OCLC at some point, we wait for that record. However, with the advent of AACR II, our back-log became unmanageable, and we have created a temporary shelf list and sent the documents to the stacks. We use p-slips for the temporary shelf list, keeping it separate, and searching it against the data base at regular intervals. GPO Cataloging Service has assured us they will catch up, and then we will probably go back to holding the documents rather than creating a temporary shelf list.

We feel our operation is time effective as we now spend less time on processing procedures. Our documents are stamped, labeled, and processed through the terminal, then shelved. We no longer use temporary check-in cards and then transfer holdings to the permanent shelf list. Holdings go directly to our permanent check-in record on the terminal with the added advantage of always being in numerical order regardless of the order we receive the documents. Cards ordered through OCLC are handled once. We hold our order slips until they are checked against the cards; the cards are then filed. Our holdings records on serials are not available on Sunday with the terminal being unavailable, but this has not proved to be a problem.

The impact of using OCLC has already been felt. Our documents are becoming more visible, both in our library and outside our library. Documents will be more accessible to our users. Our Documents Collection will be a more integral part of the library, now as part of an on-line data base and later as a part of our on-line catalog. We will have the advantage of ease in analyzing series, particularly if GPO adds regional library holdings symbols automatically to records.

Now that we have the majority of our serial records built and our processing procedures operating smoothly, we will begin work on our retro shelf list so that all documents held by the library will be included in the data base. Our users will be much more aware of the material we hold and use of the collection should increase. Also, ILL requests will no doubt increase as more records show holdings at the Tech Library. ILL use and the addition of older documents to the data base will provide service to other libraries as well as to our users.

We expect this project to be on-going for at least two years due to the percentage of documents that have never been entered into the data base. Also, as we work on the retro project, we will make decisions on handling the areas that have given us the most difficulty, e.g. Department of Defense manuals and handbooks and the series E 1.28: from the Department of Energy.

After we complete our retro project, we expect to see our hopes for the increased use of the collection justified. Improved access and better bibliographic control will have been accomplished through use of OCLC. Processing efficiency will have improved as our patron's needs are met.

TDH: PRODUCING TEXAS STATE DOCUMENTS (cont.)

Literature, following conceptualization by program people, is designed by staff artists. Type sizes and design, paper stock and colors are selected prior to typesetting and layout. Type is set for most jobs using a photo typesetter or electric composer unit, although on large documents, typed, camera-ready copy is presented to the Reproduction Section for printing. Turn-around time on small, urgent material may be less than a day. Non-priority items for which there is no rush may take a month to get to the head of the list.

Increasing printing costs and the size of the Department--some 70 programs, 68 local health departments and 12 public health regions--requires close scrutiny of all printing requests. A Printing Cost Containment Committee, formed two years ago, meets regularly to screen reproduction requests and weed out non-essential printing (or over printing). Justification must be made to the committee--composed of representatives from various programs--as to need of the material and quantity before any request is approved. Often, the quantity is pared down to a realistic size. In the past two years savings have exceeded \$100,000 as a result of this screening.



"In the Interest of Children"

Bibliographies Available from TDCA

Read all about stepparenting, understanding handicaps, discipline, and a number of other topics of concern to parents and caregivers of young children. That is the idea behind "In the Interest of Children," a new series of annotated bibliographies produced by the Texas Department of Community Affairs' Children and Youth Services Division.

Bibliographies are available on 22 topics related to parenting and child care. One provides information on several handicapping conditions. The others each deal with a specific topic, among them child development, prenatal care, single parents, infants, toys, emotions, and health and safety. Annotations include a brief description of the book's contents, as well as list the intended audience, price, publisher, year of publication, and number of pages. All of the selections are available at libraries, bookstores and other stores where books are sold, or directly from the publisher.

Selections primarily are appropriate for parents and for professionals who work with parents. Some are designed for reading to young children or to provide suggestions for parent-child discussions. The series is designed to aid parents who are seeking information related to caring for or understanding children but are unsure of where to find it. Day care centers, hospital obstetric units, well-baby clinics, and other child-

and parent-centered settings should find these brief but comprehensive bibliographies useful for distribution to parents.

The references listed were selected and annotated by the Southwest Educational Development

Laboratory under contract with the Texas Department of Community Affairs. Copies are available without charge from the Children and Youth Services Division, Texas Department of Community Affairs, P.O. Box 13166 Capitol Station, Austin, Texas 78711.

TENRAC Information Services (cont.)

Library personnel perform a variety of functions to assist the staff and advisory council members. As well as providing research facilities and locating needed information on demand, reference services include compiling bibliographies and preparing computerized literature searches. The library routes current energy information to the various divisions and prepares a daily clipping service of relevant newspaper articles. With the assistance of staff input, the library scans publications and keeps information files on current energy topics. The library acquires, catalogs, and circulates books, technical reports, and government documents, and prepares a semi-monthly acquisitions list to inform the staff of new arrivals. Library staff also assist in the editing and distributing of the monthly council newsletter, the TENRAC News. As needed, Information Services furnishes materials for TENRAC council meetings and prepares press releases. The major service offered to the general public is providing a clearinghouse for TENRAC reports and publications.

TENRAC Information Services is located in Room 509 of the Employee's Retirement System building, 200 East 18th Street in Austin (78701). The phone number is (512) 475-0974 and the hours are 8-5 Monday through Friday.

Louis Harrison
 Librarian
 Texas Energy and Natural Resources
 Advisory Council

Texas State Publications Clearinghouse
Room 307
Texas State Library
PO Box 12927 Capitol Station
Austin TX 78711

Non-Profit Organization
U.S. POSTAGE PAID
Austin, Texas 78711
Permit No. 586

45

