

EPA DATALIB CATALOGING MANUAL

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EPA DATALIB CATALOGING MANUAL

PREFACE

DATALIB is a mini-computer-based, on-line system for acquisitions and in-process files, developed by Sigma Data Computing Corp. EPA is presently using this system for cataloging books, reports and documents. (Journals are processed through JOURNALINK.)

The EPA DATALIB Cataloging Manual explains the procedures to be followed in using this system. It has been prepared in a loose-leaf format to allow easy page substitution as changes are adopted.

This manual was compiled by Barbara E. Taylor of Sigma Data Computing Corp., with the assistance of the editors and Mary Lee Burbage and Roberta M. Noonan of EPA, Cincinnati.

Any questions regarding cataloging procedures should be referred to Mary E. Patterson or Barbara A. Pedrini, (202) 755-0386, FTS 655-0386.

The Editors

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INTRODUCTION

The EPA DATALIB Cataloging Manual provides rules which can be used to produce uniformity of descriptive cataloging throughout the EPA Library System. These rules govern the form of entry of essential cataloging elements.

The EPA DATALIB Cataloging Form, EPA Form 2150-4, is to be used for all types of material entered into the system. It replaces Update Library Book Holdings, EPA Form 2100-1, Document Control System Coding Sheet, EPA Form 2150-1, and subsequent versions thereof. The form contains 26 data fields (Tags B1-B26) which must be completed as fully as possible.

Detailed instructions for completing each data field of the EPA DATALIB Cataloging Form are provided in this manual. In the explanation for each individual data element, the name of the field is followed in parentheses by the system-generated prompt for that field. Where no prompt is provided, there is no parenthetical statement.

In the DATALIB system, delimiters are represented by the use of double slashes. These slashes indicate that one segment of a field has been reached and that further information follows. For this reason, the end of a field must never be followed by trailing slashes.

The information from the cataloging form will be entered into DATALIB to form a new data base. From the data base, on a monthly basis, each library will receive the EPA DATALIB Catalog of Library Holdings, a cumulative list of all bibliographic records in DATALIB, in three parts: Title Report, Author Index and Subject Index.

1. The Title Report will be arranged alphabetically by title, provide a unique Identification (ID) Number for each entry, and list all data fields except Sort Date (Tag B8), Search Number (Tag B20) and Source of Data (Tag B23). The information will be printed in string format.

Alternate titles (Tag B17) and series titles (Tag B18) will be included in the Title Report with a cross-reference to the main entry.

Example:

Main Entry: Inorganic Chemistry
Series Title: Handbook of Chemistry. Volume 3 See Inorganic Chemistry

- * 2. The Author Index will include all originating and sponsoring corporate authors. At least one personal author will always be printed, if available, but no more than three personal authors will ever be printed for each main entry. The selection of the second and third personal authors will depend on the number of originating and sponsoring corporate authors included in the record. That is:

If the number of corporate authors is two or more, then one personal author will be printed.

If the number of corporate authors is one, then two personal authors will be printed.

If there are no corporate authors, then three personal authors will be printed, if available.

The first 108 characters of the author's name will be printed in the Author Index. Under each author's name the first 100 characters of each relevant title will be printed, followed by the date of the publication and a complete holdings statement (Tag B21) for each owning library.

- * 3. The Subject Index will include up to three subject headings for each entry (irrespective of the number of terms appearing in the main entry). The first 72 characters of each subject heading will be printed. Under each term, in order by date, the first 100 characters of each relevant title will be printed, followed by the date of the publication and a complete holdings statement (Tag B21) for each owning library.

Once the EPA DATALIB Catalog of Library Holdings is available, each library, when cataloging a new acquisition, will be responsible for checking the Title Report to verify if the item is already in DATALIB. If so:

1. Transfer the ID Number to the cataloging form (no tag #);
2. Enter the Library Code (no tag #);
3. Enter the Title (Tag B1);
4. Complete the Holdings Statement (Tag B21);
5. Any other data included on the cataloging form (e.g., additional author, subject headings, notes, etc.) will be regarded as a correction to the existing record.

If in doubt about any data element, attach to the cataloging form a copy of the title page and verso of the item being cataloged.

DATALIB is an on-line system. The information in the system is copied on to magnetic tape monthly. To produce the reports described above, this tape is run against computer programs developed by John Knight of the Office of Administration at the EPA facility in Research Triangle Park, N.C.

- * This computer environment differs from others used by the EPA Library System in the past. Note that:

Numbers sort first, before alphabetic characters.

Some of the rules set forth in this cataloging manual diverge from the Guidelines for Descriptive Cataloging of Reports, a Revision of COSATI Standard for Descriptive Cataloging of Government Scientific and Technical Reports published in March 1978 (PB-277 951; AD-A050 900). The specific instances are noted in the manual.

CATALOGING DATA ELEMENTS

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DATA ELEMENT: Library Code (Lib Code)

TAG: N/A

DEFINITION:

The library code is a 4-character alpha-numeric designator which uniquely identifies each library within EPA.

DATA ENTRY INSTRUCTIONS (maximum field length: 4 characters):

This code must appear on each cataloging form to identify accurately the holding library for each bibliographic record in the DATLIB data base.

Enter the library code in upper case.

Enter the appropriate code representing your library:

E01A Boston MA	E04G Office of Air Quality Planning and Standards Research Triangle Park NC
E01B Narragansett RI	
E02A New York NY	E04H Gulf Breeze FL
E02B Edison NJ	E04I Johns Island SC
E03A Philadelphia PA	E04K Montgomery AL
E03B Headquarters Library Washington DC	E04L Meteorology Laboratory Research Triangle Park NC
E03C Annapolis MD	E05A Chicago IL
E03D Office of Pesticide Programs Washington DC	E05B Cincinnati OH
E03F Water Planning Division Washington DC	E05C Duluth MN
E03G Law Library Washington DC	E05D Ann Arbor MI
E03T Office of Toxic Substances Washington DC	E05F State of Illinois Institute for Environmental Quality Chicago IL
E04A Atlanta GA	E06A Dallas TX
E04B Library Services Research Triangle Park NC	E06B Ada OK
E04D Athens GA	E07A Kansas City MO
	E08A Denver CO

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E08B National Enforcement Investigation
Center
Denver CO

E09A San Francisco CA

E09B Las Vegas NV

E10A Seattle WA

E10B Corvallis OR

E10D Wenatchee WA

SAMPLE DATA:

N/A

10/78

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DATA ELEMENT: Identification Number (ID)

TAG: N/A

DEFINITION:

This is a unique 6-digit number which DATALIB automatically assigns to each new record, allowing the record to be retrieved and displayed.

DATA ENTRY INSTRUCTIONS:

Consult the EPA DATALIB Catalog of Library Holdings Title Report to identify the new material to be cataloged.

If already listed, transfer the ID number to the cataloging form.

If the item is not located in the catalog, this data element remains blank.

SAMPLE DATA:

N/A

DATA ELEMENT: Title (Title)

TAG: B1

DEFINITION:

The title is the distinguishing name of any written publication as it appears on the title page.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

* The first two words of the title must not be abbreviated. For all other words in the title, only the following abbreviations are acceptable:

1. Address or addresses	=	Addr
2. And	=	&
3. Association	=	Assn
4. Bibliography or bibliographies	=	Bibl
5. Company	=	Co
6. Congress or congresses	=	Cong
7. Corporation	=	Corp
8. Department	=	Dept
9. Division	=	Div
10. Great Britain	=	GtBrit
11. Incorporated	=	Inc
12. Limited	=	Ltd
13. National	=	Natl
14. State names (see Appendix 3)	=	2-character state codes
15. United States	=	U S (no punctuation, one space)
16. University	=	Univ

Use no punctuation in this field.

Enter titles in upper and lower case.

Omit initial articles "A," "An" and "The," whether in English or a foreign language.

Enter all numbers in the title in Arabic numerals.

Enter the full title followed by the subtitle, if applicable.

When entering foreign language titles:

1. Enter titles in the Roman alphabet exactly as shown on the title page.
2. Enter the English translation of a Roman alphabet foreign title in Tag B17, Alternate Title.
3. Transliterate titles in the Cyrillic alphabet (see Appendix 4 for tables).

To catalog the titles of conferences, meetings, seminars, symposia, and the like, follow the instructions given below:

1. If the conference, meeting, etc., is a one-time event, enter the full title of the conference, including the location and date(s).
2. If the conference, meeting, etc., occurs regularly, enter only the full name of the conference. This becomes an open entry and the specific date(s) and number(s) will appear in the Holdings Statement, Tag B21. Enter the place where the conference was held in Notes, Tag B19.
3. Enter the title as specifically as possible; placing the word "Proceedings" at the end.
4. A regular convocation of a corporate body is entered under the corporate name, followed by "Proceedings of Annual Meeting," or similar designation. The specific date(s) and number(s) will be entered in the Holdings Statement, Tag B21.

The title is the main entry in DATALIB. For the main entry of an open entry, the title is entered in Tag B1 only. The beginning volume (for serials) or number (for conferences) and date is entered in Notes, Tag B19. The volume(s) and date(s) of actual holdings appear in the Holdings Statement, Tag B21.

Enter only individual titles in this field. For treatment of series, see Series Title, Tag B18.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

The Harried Leisure Class

ENTRY FORM: Harried Leisure Class

1001 Questions Answered About the Weather

ENTRY FORM: 1001 Questions Answered About the Weather

Water and Wastewater Treatment: Volume 1, Basic Plant Operations

ENTRY FORM: Water and Wastewater Treatment Volume 1 Basic Plant Operations

Dead End: The Automobile in Mass Transportation

ENTRY FORM: Dead End the Automobile in Mass Transportation

Pollution de l'Air

ENTRY FORM: Pollution de L Air

Alternate Title (Tag B17): Air Pollution (text in French)

El Agua para Bibir

ENTRY FORM: Agua para Bibir

Alternate Title (Tag B17): Water to Drink (text in Spanish)

Conference on Aircraft and the Environment, Washington, D.C., February 8-10, 1971 (one-time event)

* ENTRY FORM: Conference on Aircraft & the Environment Washington DC 8 to 10 February 1971 Proceedings

SAMPLE DATA (Cont'd):

Proceedings of the 143rd Annual Meeting of the American Chemical Society, Denver, Colorado, 20-25 February 1977 (occurs regularly)

ENTRY FORM: American Chemical Society Proceedings of Annual Meeting
(treat as an open entry)

Library and Information Science Series: Volume 12, Information Retrieval Systems

ENTRY FORM: Information Retrieval Systems

Series Title: Library and Information Science Series, Volume 12

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DATA ELEMENT: Personal Author(s) (Auth)

TAG: B2

DEFINITION:

The personal author is the individual immediately responsible for the existence of the publication. A person who collects and puts together the writings of several authors (compiler, editor or translator) may also be said to be the author of a publication, but does not take precedence over the original personal author.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Use no punctuation in this field, except parentheses as instructed.

The only acceptable abbreviations are (ed), (comp) or (trans), enclosed in parentheses. No other abbreviations or punctuation are to be used.

Enter authors in upper and lower case.

Enter up to three authors. Separate each by a double slash (/).

Enter each author in the following format: last name space first name space middle name or initial.

Omit titles such as Jr., Sr., II, professional degrees and/or honors or military rank.

A surname may be entered alone if no first name or initial can be determined.

Surnames with separately written prefixes (e.g., de la Casa) are to be written as they appear.

Hyphenated surnames are to be written without punctuation.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

John J. Smith, III
John Joseph Smith
Gail Sheehy and Roger Gould
Sine
Juan de la Casa
Dolores Del Rio
Anthony Armstrong-Jones
Paul Monday, Editor

ENTRY FORM:

Smith John J
Smith John Joseph
Sheehy Gail//Gould Roger
Sine
de la Casa Juan
Del Rio Dolores
Armstrong Jones Anthony
Monday Paul (ed)

DATA ELEMENT: Originating Corporate Author (Corp Auth (0))

TAG: B3

DEFINITION:

The originating (0) corporate author is the society, institution, company, government department or other organized body under whose authority the publication was issued. It is editorially and/or contractually responsible for the content of the publication.

Note: This data element includes geographic location.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation is a period (.).

* The only acceptable abbreviations are:

1. And	= &
2. Association	= Assn
3. Bibliography or bibliographies	= Bibl
4. Company	= Co
5. Congress or congresses	= Cong
6. Corporation	= Corp
7. Department	= Dept
8. Division	= Div
9. Great Britain	= GtBrit
10. Incorporated	= Inc
11. Limited	= Ltd
12. National	= Natl
13. State names (see Appendix 3)	= 2-character state codes
14. United States	= U S (no punctuation, one space)
15. University	= Univ

Author names are entered in upper and lower case. All alphabetic characters are entered in upper case.

Enter no more than two originating corporate authors. Separate each by a double slash (/ /).

If there is only one corporate author, treat as originating corporate author, not sponsoring corporate author.

Only one or two organizational components may be selected from those displayed on the cover and/or title page of the publication:

1. The largest component and/or
2. The smallest component

If the smallest organizational component is a commonly recognized entity, such as the Bureau of Mines, it will be listed as the corporate author. Otherwise, the largest element, or both, will be used.

This data field includes the geographic location of the corporate author. If only the largest or the smallest element is listed, enter its geographic location. If both the largest and smallest elements are listed, enter the geographic location of the smallest only.

The geographic location is expressed as city and state (for the United States) or city and country.

Enter the corporate author name followed by a period and one space. Then list the city (no punctuation) and the 2-character state code or country name.

The following forms of entry apply for the originating corporate author:

1. Components of the federal government (department, agency, bureau, etc.) are preceded by U S, written without punctuation and with one space between the letters.
- * 2. Publications issued by the U. S. Congress are entered:
 - a. U S Cong House...
 - b. U S Cong Senate...
 - c. U S Cong Joint Committee...
3. Departments of a state government are entered under the state name, followed by the department name.
4. Corporate names beginning with a forename or an initial are entered under the forename or initial, not the surname.
- * 5. For universities, the order is:
 - a. State name, then "univ" (with no punctuation between).
Note that "of" is not used.
 - b. City, then "univ."
 - c. Country, then "univ."
6. Roman alphabet corporate names are listed as written.
7. Corporate names in the Cyrillic alphabet are transliterated (see Appendix 4).

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

- * U. S. Department of Commerce. National Bureau of Standards. Washington, D. C.
ENTRY FORM: U S Natl Bureau of Standards. Washington DC
- * U. S. Dept. of Agriculture, Economics and Statistics Service.
ENTRY FORM: U S Dept of Agriculture Economics & Statistics Service.
Washington DC

SAMPLE DATA (Cont'd):

- * United States House Congressional Committee on Finance
ENTRY FORM: U S Cong House Committee on Finance. Washington DC
- * Department of Fish and Game of the State of California
ENTRY FORM: CA Dept of Fish & Game. Sacramento CA
- John B. Pierce Foundation, Raritan, New Jersey
ENTRY FORM: John B Pierce Foundation. Raritan NJ
- * University of Cincinnati
ENTRY FORM: Cincinnati Univ. Cincinnati OH
- * Massachusetts Institute of Technology, Cambridge. School of Engineering.
Department of Materials Science and Engineering
ENTRY FORM: MA Institute of Technology Dept of Materials Science & Engineering.
Cambridge MA
- * University of London, London, England
ENTRY FORM: London Univ. London England
- I B M, Rochester, New York
ENTRY FORM: IBM. Rochester NY

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DATA ELEMENT: Sponsoring Corporate Author (Corp Auth (S))

TAG: B4

DEFINITION:

The sponsoring (S) corporate author is the name of the society, institution, company, government department or other organized body financially responsible for the publication.

Note: Tag B4 is completed only if different from the Originating Corporate Author, Tag B3.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Follow the instructions provided for the Originating Corporate Author, Tag B3.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

Refer to the sample data for Tag B3.

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DATA ELEMENT: Publisher (Pubr)

TAG: B5

DEFINITION:

The publisher is the person, firm or corporate body responsible for the production, distribution and sale of the item to be cataloged.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Use any abbreviations included as part of the publisher's name, such as Co., Inc., Ltd. (but without punctuation).

An ampersand in the publisher's name is the only acceptable punctuation.

Enter the publisher's name as it appears on the title page, but use upper and lower case.

If there is only one corporate author, it is automatically considered to be the publisher. Do not repeat this data in Tag B5.

If there is both an originating and a sponsoring corporate author, the sponsoring corporate author is treated as the publisher. This data must be entered in Tag B5.

SAMPLE DATA:

Becker and Hayes, Inc.
R. R. Bowker Company
Chemical Publishing Co., Inc.
Addison-Wesley Publishing Co., Inc.
Harper & Row Publishers, Inc.
Electric Power Research Institute (EPRI)

ENTRY FORM:

Becker and Hayes Inc
R R Bowker Company
Chemical Publishing Co Inc
Addison Wesley Publishing Co Inc
Harper & Row Publishers Inc
Electric Power Research Institute

DATA ELEMENT: Place of Publication (Place)

TAG: B6

DEFINITION:

The place of publication is the geographic location of the publishing house from which the material emanated.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Use no punctuation in this field.

The only acceptable abbreviations are the 2-character state codes (see Appendix 3).

Enter the place name that appears on the title page, the verso or elsewhere in the publication.

For locations in the United States, enter the city and the standard state code.

For foreign locations, enter the city and the name of the country.

If there is only one corporate author, its geographic location is considered to be the place of publication. Do not repeat this data in Tag B6.

If there is both an originating and a sponsoring corporate author, the geographic location of the sponsoring corporate author is treated as the place of publication. This data must be entered in Tag B6.

SAMPLE DATA:

New York, N. Y.
Boston, Massachusetts
London, England
Amsterdam, The Netherlands
Quebec City, Quebec, Canada

ENTRY FORM:

New York NY
Boston MA
London England
Amsterdam Netherlands
Quebec City Canada

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DATA ELEMENT: Date of Publication (Date)

TAG: B7

DEFINITION:

The date of publication is the date when the material was published.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation is a hyphen (-) and a question mark (?).

No abbreviations are to be used in this field.

The copyright date, generally found on the verso of the title page, is treated as the date of publication.

A date appearing on the title page or elsewhere in the publication may be used if there is no copyright date.

Enter the date as fully as possible, using upper and lower case:

1. Day/month/year
2. Month/year
3. Year

Uncertain dates are reflected by the use of a question mark following the year or a hyphen and a question mark if the date of publication is believed to be within a certain decade.

For the main entry of an open entry, the publication date of Volume 1, followed by a hyphen, must be entered in this field. For a multi-volume closed set, enter the date of the first and last volumes, separated by a hyphen. Note that the closing year is entered as a 2-digit figure. Date(s) of actual volume(s) held must be included in the Holdings Statement, Tag B21.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

15 June 1974
June 15, 1975
Sept. 12, 1977
March '75
1976
1978 (uncertain)
1960's
1972 (main entry open entry)
1973-1977 (multi-volume closed set)

ENTRY FORM:

15 June 1974
15 June 1975
12 September 1977
March 1975
1976
1978?
196-?
1972-
1973-77

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DATA ELEMENT: Sort Date (Srt Date)

TAG: B8

DEFINITION:

The sort date is the last two digits of the first year given in the date of publication field (Tag B7).

Note: The sort date allows records to be retrieved from the data base by specific year or by a range of years.

DATA ENTRY INSTRUCTIONS (maximum field length: 2 characters):

Use no punctuation in this field.

Enter the last two digits of the year of the publication.

If the year is uncertain, or only the decade is certain, enter the single digit for the decade, followed by a space.

For a multi-volume set, enter the last two digits of the year of publication of the first volume.

SAMPLE DATA:

1974
1977? (uncertain)
196-? (only decade is certain)
1972-1977

ENTRY FORM:

74
7 space
6 space
72

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DATA ELEMENT: Price (Price)

TAG: B9

DEFINITION:

The price is the purchase price of the publication as advertised by the publisher.

DATA ENTRY INSTRUCTIONS (maximum field length: 7 characters):

The only acceptable punctuation is the decimal point.

Do not use a dollar sign or a comma.

Express the price in dollars and cents, omitting punctuation as instructed.

SAMPLE DATA:

\$25.00
\$372.89
\$1,548.50

ENTRY FORM:

25.00
372.89
1548.50

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DATA ELEMENT: International Standard Book Number (ISBN/ISSN)
International Standard Serial Number

TAG: B10

DEFINITION:

The International Standard Book Number (ISBN) or the International Standard Serial Number (ISSN) is the unique, internationally accepted number assigned to a book or to a serial.

DATA ENTRY INSTRUCTIONS (maximum field length: 20 characters):

The only acceptable punctuation is a hyphen (-).

The ISBN consists of ten characters, one of which may be an alphabetic X, separated into four segments by hyphens. The ISBN will appear on the verso of the title page.

The ISSN is composed of eight characters, one of which may be an alphabetic X, separated into two four-digit segments by a hyphen. The ISSN will appear on the cover or the title page of the publication.

Enter the ISBN and ISSN exactly as they appear, including all hyphens.

SAMPLE DATA:

ISBN 0-8352-0809-5
ISBN 0-13-008615-X
ISBN 90-219-2007-7
ISSN 0068-0540
ISSN 0091-345X

ENTRY FORM:

0-8352-0809-5
0-13-008615-X
90-219-2007-7
0068-0540
0091-345X

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DATA ELEMENT: Library of Congress Card Number (LC Card #)

TAG: B11

DEFINITION:

The Library of Congress card number is the unique number assigned to the catalog cards produced and distributed by the Library of Congress to identify a particular publication.

DATA ENTRY INSTRUCTIONS (maximum field length: 10 characters):

The Library of Congress card number is composed of two numeric segments separated by a hyphen. It will be found on the verso of the title page.

Enter the number exactly as it appears, including the hyphen.

SAMPLE DATA:

L.C. Card No. 67-01456
L.C. Card No. 78-148993

ENTRY FORM:

67-01456
78-148993

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DATA ELEMENT: Originating Report Number (Org Rpt #)

TAG: B12

DEFINITION:

The originating report number is the identifier assigned to a report by the originating corporate author.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation is a hyphen.

All real words must be entered in upper and lower case and all alphabetic characters must be entered in upper case.

Replace all spaces and punctuation appearing within the number (e.g., /, (), ;, :) with hyphens.

Replace the words "report" and "number" or "No." with a hyphen.

No hyphen is to be used between real words.

Enter the originating report number that appears on the cover, the title page or on the bibliographic data sheet generally found at the back of the report.

If a long and a short form of the number are given, use the short form.

If the report has been co-authored and each organization assigns a report number, enter both numbers separated by a double dash (//).

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

WATER POLLUTION REPORT NUMBER 2222
Report No. AFWL/TR-77-43
BNL Report: 1234
LEL.t.093;333
APL,JHU(EQU)76/4
EIC/77-451 and SDC-TR/77-201

ENTRY FORM:

Water Pollution-2222
AFWL-TR-77-43
BNL-1234
LEL-T-093-333
APL-JHU-EQU-76-4
EIC-77-451//SDC-TR-77-201

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DATA ELEMENT: Sponsoring Report Number (Spon Rpt #)

TAG: B13

DEFINITION:

The sponsoring report number is the identifier assigned to a report by the sponsoring and monitoring organization which funded the report.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Follow the instructions provided for Originating Report Number, Tag B12.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

N/A

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DATA ELEMENT: Contract/Grant/Project Number (Contr/Grt/Proj #)

TAG: B14

DEFINITION:

A contract, grant or project number is an identifier assigned to designate the source of financial support of a report.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation is a hyphen.

Replace all spaces and punctuation appearing within the number (e.g., /, (), ;, :) with hyphens.

Replace the word "number" or "No." with a hyphen.

Enter the contract, grant or project number that is generally found on the cover, title page, or verso of the title page. Include the words "contract," "grant" or "project" (in upper and lower case), but note that such words precede any other designator, such as agency or company (to be entered only in upper case).

Enter only the prime contract number. Omit subcontract numbers.

If two numbers apply, enter both numbers separated by a double slash (/).

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

Contract Number NGR-47:003-068
EPA CONTRACT NO. 68-01-4701
NSF Grant #S-800/747
WATER PROJECT UCAL-WRC;W-484
DOE Contract E(11-1)-2916
EPA Contract No. 68-01-0759 and
EPA Grant No. EPA-G-005103

ENTRY FORM:

Contract NGR-47-003-068
Contract EPA-68-01-4701
Grant NSF-S-800-747
Project UCAL-WRC-W-484
Contract DOE-E-11-1-2916
Contract EPA-68-01-0759//
Grant EPA-G-005103

DATA ELEMENT: Order Number (Order #)

TAG: B15

DEFINITION:

The order number is the official number assigned to a publication by a distributor or clearinghouse and used for purchasing.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation is a hyphen.

All alphabetic characters are entered in upper case.

Replace all spaces and punctuation appearing within the number (e.g., /, (), ;, :) with hyphens, except the space between two real words.

Replace the word "number" or "No." with a hyphen.

Enter the order number generally found on the title page, the verso or the final page of the document.

N.B. This cataloging procedure diverges from the COSATI guidelines.

SAMPLE DATA:

AD-451 354
PB-276 098
NTISUB/B/025-76/001
AEC-tr:6944
GPO Stock Number 022-003-00948-5
ISBN 0-8352-0809-5

ENTRY FORM:

AD-451-354
PB-276-098
NTISUB-B-025-76-001
AEC-TR-6944
GPO Stock-022-003-00948-5
0-8352-0809-5

DATA ELEMENT: Edition Statement (Ed)

TAG: B16

DEFINITION:

The edition is one of the successive forms in which a publication is issued.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The following abbreviations, to be entered in upper and lower case, are allowable in this field:

1. Edition = Ed
2. Revised = Rev
3. Enlarged = Enl
4. Translated = Trans
5. Second = 2d
6. Third = 3d
7. Fourth = 4th
8. Fifth - tenth = number followed by "th"

No punctuation is to be used.

The edition statement usually appears on the title page or verso.

Note that subsequent editions must be treated as individual entries in DATALIB.

SAMPLE DATA:

Second Edition
Revised and Enlarged Edition
3rd Edition
English Edition, Translated from the
French

ENTRY FORM:

2d Ed
Rev and Enl Ed
3d Ed
English Ed Trans from
French

DATA ELEMENT: Alternate Title (Alt Title)

TAG: B17

DEFINITION:

The alternate title of a publication is different from the one appearing on the title page. It may be a popular name or a "catchword title" -- not the official title -- which consists of some striking or easily remembered word or phrase.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

- * The first two words of the alternate title must not be abbreviated. For all other words in the alternate title, only the following abbreviations are acceptable:

1. Address or addresses	=	Addr
2. And	=	&
3. Association	=	Assn
4. Bibliography or bibliographies	=	Bibl
5. Company	=	Co
6. Congress or congresses	=	Cong
7. Corporation	=	Corp
8. Department	=	Dept
9. Division	=	Div
10. Great Britain	=	GtBrit
11. Incorporated	=	Inc
12. Limited	=	Ltd
13. National	=	Natl
14. State names (see Appendix 3)	=	2-character state codes
15. United States	=	U S (no punctuation, one space)
16. University	=	Univ

Use no punctuation in this field.

Enter the alternate title in upper and lower case

If a foreign language title is entered in Tag B1 (Title), the English translation of that title must be entered in this field, followed by the parenthetical statement (text in _____).

If a transliterated title is entered in Tag B1, leave this field blank.

If more than one alternate title is entered, separate each with a double slash (/ /).

SAMPLE DATA:

Pollution de L Air (Tag B1 entry)
 Ash Council Report (popular name)
Air and Heat and Hot Air

ENTRY FORM:

Air Pollution (text in French)
 Ash Council Report
 Air and Heat//Hot Air

DATA ELEMENT: Series Title (Series)

TAG: B18

DEFINITION:

The series title is a collective title given to a number of separate works that are usually related to one another in subject or in form.

Note: The individual title of each part of the series is entered in Tag B1 (Title).

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

* The first two words of the series title must not be abbreviated. For all other words in the series title, only the following abbreviations are acceptable:

- | | | |
|-----------------------------------|---|---------------------------------|
| 1. Address or addresses | = | Addr |
| 2. And | = | & |
| 3. Association | = | Assn |
| 4. Bibliography or bibliographies | = | Bibl |
| 5. Company | = | Co |
| 6. Congress or congresses | = | Cong |
| 7. Corporation | = | Corp |
| 8. Department | = | Dept |
| 9. Division | = | Div |
| 10. Great Britain | = | GtBrit |
| 11. Incorporated | = | Inc |
| 12. Limited | = | Ltd |
| 13. National | = | Natl |
| 14. State names (see Appendix 3) | = | 2-character state codes |
| 15. United States | = | U S (no punctuation, one space) |
| 16. University | = | Univ |

The only acceptable punctuation is a period (.).

Enter all numbers in Arabic numerals.

Enter the series title and the word "Volume," "Part" or "Number" in upper and lower case.

The title is followed by a period, a space and then the appropriate number.

SAMPLE DATA:

ENTRY FORM:

* Handbook of Chemistry, Volume III
Advances in Environmental Science
and Technology, Volume 8
Water Pollution, Volume Four
Food Technology Review, No. 46

Handbook of Chemistry. Volume 3
 Advances in Environmental Science
 & Technology. Volume 8
 Water Pollution. Volume 4
 Food Technology Review. Number 46

DATA ELEMENT: Notes (Notes)

TAG: B19

DEFINITION:

Notes are statements that give a more extensive description of the item being cataloged.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Enter notes in upper and lower case.

Enter all numbers in Arabic numerals.

Enter notes as individual statements, separating each with a period and two spaces. If only one note is entered, do not use ending punctuation.

When a conference, meeting, etc., occurs regularly and is treated as an open entry, the place where the conference was held is entered in the Notes, along with the beginning ordinal number (1st, 2d, 3d, etc.) of the conference and the date.

Example:

Main Entry: Industrial Waste Conference Purdue University Proceedings
Notes: Lafayette IN. 1st- 1944-

An open entry for a serial publication must include a Notes statement reflecting the beginning volume, in cardinal numbers, and associated date.

Example:

Main Entry: Annual Review of Entomology
Notes: V 1- 1956-

SAMPLE DATA:

Text in Russian
Text in French. Summaries in English
Supplement to
Addendum to
Revision to report number ____ dated ____
Supersedes report number ____
Master's Thesis
Doctoral Thesis
Includes envelope with (charts), (graphs),
(maps), (microfiche)
See also Volume 1, PB-178-352
Final Report
Interim Report
Report to/of the

ENTRY FORM:

Enter each statement as written.

EPA DATALIB CATALOGING MANUAL

DATA ELEMENT: Search Number (Srch #)

TAG: B20

DEFINITION:

The search number is the best available number to use in on-line searching.

Note: The search number is a repetition of the number entered in Tag B10, B12, B13 or B15.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Enter the appropriate number exactly as it was entered in Tag B10, B12, B13 or B15, and follow the specific order given below.

1. Use B10;
2. If B10 is blank, use B15;
3. If B15 is blank, use B12;
4. If B12 is blank, use B13;
5. If all of the above are blank, leave B20 blank.

The search number must stand alone. It must not be preceded or followed by a library code or any other designator.

SAMPLE DATA:

Refer to the sample data for Tags B10, B12, B13 and B15.

DATA ELEMENT: Holdings Statement (Hold)

TAG: B21

DEFINITION:

The holdings statement is a record of the materials in the possession of a library.

* DATA ENTRY INSTRUCTIONS (maximum field length: 93 characters):

The holdings statement field is composed of six subfields: (1) Library Code/ Holdings Statement Number; (2) Collection Code; (3) Shelf Number; (4) Open Entry; (5) Format Type Code; and (6) Number of Copies. Data entry is required for subfields (1) through (3) and optional for (4) through (6).

In this field, double slashes (//) are used both as delimiters and as substitutes for optional subfields that are not used.

1. Subfield 1 - Library Code (maximum length: 4 characters):

The 4-character library code must be entered in upper case and without punctuation.

Example: E03B//BKN//REF TD148.A7G5//V 1- 1975-////02

Data entry is required for this subfield.

* Subfield 1A - Holdings Statement Number (maximum length: 3 characters):

The holdings statement number is a 1-digit number which specifies the number of holdings statements required by a particular library for a particular publication.

* The 1-digit numbers to be used are (2) and (3) and must be enclosed in parentheses. Data in this subfield must immediately follow the library code.

Example: E03B//BKN//REF TD148.A7G5//V 1- 1975-////02
E03B(2)//BK//TD148.A7G5//V 1- 1975-

Data entry for this subfield is required only if more than one holdings statement is required for a particular item.

* 2. Subfield 2 - Collection Code (maximum length: 4 characters):

The collection code is a designator of no more than four characters that identifies the collection in which the publication is housed.

The following codes, which must be entered in upper case and without punctuation, are allowable in this subfield:

- * BK = book collection
- BKN = book collection - noncirculating
- DC = reports collection
- DCN = reports collection - noncirculating
- SC = special collection
- SCN = special collection - noncirculating

Other collection codes may be devised as appropriate. To avoid duplication any such codes should be recorded with Mary Patterson, EPA Headquarters Library, before use.

Example: E03B//BKN//REF TD148.A7G5//V 1- 1975-////02

Data entry is required in this subfield.

* 3. Subfield 3 - Shelf Number (maximum length: 32 characters):

The shelf number, which may also be referred to as the call number, is an identifier assigned to an item to indicate its location on a shelf.

Hyphens (-), periods (.) and spaces are the only acceptable punctuation in this subfield.

- * Special collections may be assigned unique identifiers at the discretion of the owning library, which may be incorporated into this subfield at the beginning, before the shelf number itself.
- * The following identifiers, to be entered in upper case, have been established:

CH = chemical collection
R or REF = reference collection
RPNT = reprint collection
TR = translations collection

Example: E03B//BKN//REF TD148.A7G5//V 1- 1975-////02

Other codes may be devised, but must be recorded with Mary Patterson, EPA Headquarters Library, before use to avoid duplication.

If the year of publication of the item is part of the shelf number, it should be entered in this subfield one space after the end of the shelf number.

Example: E03B//BK//TD149.A8G6 1976

Data entry is required for this subfield.

4. Subfield 4 - Open Entry (maximum length: 40 characters):

An open entry covers the volumes and/or years of publication of an item published continuously over a period of time.

Hyphens, commas, periods and spaces are the only acceptable punctuation in this subfield.

Hyphens are used to represent continuous holdings; commas are used both to indicate missing portions of a run and to separate segments of the subfield.

Only the following abbreviations, which must be entered in upper and lower case, are acceptable in this subfield:

V = volume or volumes
Pt = part or parts
Sup = supplement or supplements
No. = number (followed by a period)

This subfield is used for serial publications. The volumes held are expressed as follows:

Example:

Main Entry: Advances in Geophysics
Tag B21: E03B//BK//QC801.A2//V 5- 1958-

This subfield is also used for conferences or meetings which take place on a recurring basis. The holdings are expressed as No. x.

Example:

Main Entry: Industrial Waste Conference Purdue Univ Proceedings
Tag B21: E03B//BK//TP995.A115//No. 10-15 1954-69

Individual volumes, parts or supplements are to be entered here. If a complete run is not held, enter all portions owned, followed by the appropriate year or range of years. The first year is entered as four digits; subsequent years must be expressed in two digits.

Example: E03B//BK//TD148.A767//1 Pt 2, V 3 Pt 1-2, 1974, 75-77

Note: The edition of a book does not appear in this subfield. Rather, refer to the Edition Statement, Tag B16.

An open entry is closed only when publication stops or the library no longer acquires the item. Note that the closing year is entered as a 2-digit figure.

Example: E05A//BK//TD148.A765//V 2-4 1976-78

Data entry is optional in this subfield. If it is not used, but later subfields are, insert two slashes for the delimiter and two slashes to represent subfield 4. Never end with trailing slashes.

Example: E03B//DC//C19-523////AC

* 5. Subfield 5 - Format Type Code (maximum length: 8 characters):

The format type code is an indicator of the form of a particular item.

The only acceptable format type codes are:

AC = audio tape cassette
AR = audio tape reel
FS = filmstrip (35mm or 16mm)
MF = microform
MP = motion picture
OT = overhead transparency
SL = slide (35mm or 16mm)
VC = video tape cassette
VR = video tape reel

- * Other format type codes may be devised as appropriate. However, to avoid duplication such codes must be recorded with Mary Patterson, EPA Headquarters Library, before use.

Example: E03B//DC//019-523////AC

If more than one format type code is applicable, separate codes with a comma (,) and no spaces.

Data entry is optional for this subfield. If it is not used and subfield 6 is used, insert two slashes for the delimiter and two slashes to represent subfield 5. Never end with trailing slashes.

Example: E03B//BK//TD148.A7G5//V 1- 1975-///02 (no subfield 5)
E03B//DC//019-523/////05 (no subfield 4 or 5)

6. Subfield 6 - Number of Copies (maximum length: 2 characters):

The number of copies is a 2-digit code used to indicate the number of copies of a particular item a library holds.

The 2-digit codes are 02 through 99, which are entered without punctuation.

Example: E03B//BK//REF TD148.A7G5//V 1- 1975-///02

Data entry is required for this subfield only if more than one copy of an item is in a collection.

If the subfield is not used, never end with trailing slashes.

SAMPLE DATA:

Data in all subfields:

ENTRY FORM: E03B(2)//BK//Z935.T23//1975-//MF//02
E03B(2)//BK//RC267.A45//1964-//MF//02

SAMPLE DATA (Cont'd):

Data in all required subfields and some optional subfields:

ENTRY FORM: E03B//DC//AD-132-000///MF//02 (no subfield 4)
E03B//BK//TD383.S82 1976/////03 (no subfield 4 or 5)
E03B//DC//023-219///MF (no subfield 4 or 6)
E03B//BK//SB601.A54//V 1,3 1967,69 (no subfield 5 or 6)
E03B//BK//HC110.E5C32//V 1///02 (no subfield 5)
E03B//BK//RC215.B8//1975-77//MF (no subfield 6)

* Data in required fields only:

ENTRY FORM: E03B//BK//Z784.T23 1977
E03B//DC//023-220
E03B//SC//CH-7439-92-1-JAR-001
E03B//SCN//TR-781122
E03B//BKN//REF PC2650.D56

DATA ELEMENT: Subject Headings (Subj)

TAG: B22

DEFINITION:

A subject heading is a word or phrase which describes an individual publication as well as a group of publications.

* DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

The only acceptable punctuation in this field is an ampersand (&) for the word "and."

* The only acceptable abbreviations are:

- | | | |
|-----------------------------------|---|-------------------------|
| 1. Addresses, essays and lectures | = | Addr Essays Lect |
| 2. Bibliography or bibliographies | = | Bibl |
| 3. Congress or congresses | = | Cong |
| 4. Directory or directories | = | Direct |
| 5. Great Britain | = | GtBrit |
| 6. State names (see Appendix 3) | = | 2-character state codes |
| 7. United States | = | US |

Enter subject terms and phrases in upper and lower case.

Enter terms in descending order of importance, separating each subject heading with a double slash (/).

The number of subject headings assigned to a main entry is limited only by the length of the field (total number of characters, including spaces, of all terms). Note, however, that only the first three subject headings will be included in the Subject Index.

Suggested sources of subject headings are:

1. Library of Congress Subject Headings. 8th ed. Washington, D.C.: Library of Congress, 1975. Z695.U4/49 1975.
2. Environmental/Chemical Thesaurus. Oak Ridge National Laboratory. June 1978. ORNL/EIS-132.
3. Environmental/Biomedical Terminology Index. Oak Ridge National Laboratory. December 1976. ORNL/EIS-98.
4. Environmental Microthesaurus. National Technical Information Service. May 1977. PB-265 261.
5. Thesaurus of Engineering and Scientific Terms. Engineers' Joint Council, New York, NY. December 1976. Z695.1.E5E5 1967. Also available from NTIS: AD-672 000.

6. NTIS Master Frequency List of Subject Terms (1969-1972). National Technical Information Service. September 1974. NTIS-SR-74-04.
7. ERDA Energy Information Data Base: Subject Thesaurus. National Technical Information Service. June 1977. TID-7000-R2.
8. EPA Cumulative Bibliography, 1970-76, Part 2, Subject Index. National Technical Information Service. December 1976. PB-265 920.

SAMPLE DATA:

Stream pollution; Lake Erie; Water
quality data
Sewage treatment, activated sludge
process
Air Pollution Measurement Congress
Directories
Aerospace Industry - Directories
Agriculture - Bibliography
Legislation - United States
Weights and measures, tables, etc.

ENTRY FORM:

Stream Pollution//Lake Erie//Water
Quality Data
Sewage Treatment//Activated Sludge
Process
Air Pollution Measurement Cong
Directories
Aerospace Industry Direct
Agriculture Bibl
Legislation US
Weights & Measures Tables (omit etc.)

DATA ELEMENT: Source of Data (Srce)

TAG: B23

DEFINITION:

The source of data is the title of the published bibliographic tool from which cataloging information is extracted.

DATA ENTRY INSTRUCTIONS (maximum field length: 240 characters):

Use no punctuation in this field.

Enter the title of the source, using only those abbreviations and abbreviated versions given below.

1. Environmental Protection Agency Library System Book Catalog. Holdings as of July 1973 or Holdings from August 1973 to December 1974.

ENTRY FORM: EPA Book Catalog Retro

2. Environmental Protection Agency Library System Book Catalog. Holdings for the Year 1975 (or 1976 or 1977).

ENTRY FORM: EPA Book Catalog 1976

3. National Union Catalog, Year.

ENTRY FORM: NUC 1976

4. American Book Publishing Record, Year, or Month and Year

ENTRY FORM: BPR 1977 or BPR January 1978

5. Cataloging in Publication.

ENTRY FORM: CIP

6. EPA DATALIB Catalog of Library Holdings, Year.

ENTRY FORM: DATALIB 1978

SAMPLE DATA:

See 1 through 6 above.

DATA ELEMENT: System Controlled

TAG: B24

DEFINITION:

This data element is controlled internally by the DATALIB system.

DATA ENTRY INSTRUCTIONS:

No data entry is required or possible.

SAMPLE DATA:

N/A

10/78

DATA ELEMENT: Record Type

TAG: B25

DEFINITION:

The record type is a system identification of the item being cataloged. The record type codes are: B - Book; R - Report; and U - Undefined.

Note: The record type code signals DATALIB to automatically display the appropriate tags for data entry.

DATA ENTRY INSTRUCTIONS (maximum field length: 1 character):

Enter the appropriate single alphabetic character in lower case.

Guidelines to assist in the accurate determination of record type are as follows:

1. Record Type B. A Book may be characterized in the following manner:
 - A. A systematic treatise on a particular subject or subjects.
 - B. A composition of written or printed pages bound into a volume.
 - C. A work published and distributed by a commercial company, a corporate body or an individual.
 - D. May be identified by an International Standard Book Number (ISBN) on the verso of the title page.

In general, material of a more permanent value is incorporated into the book collection.

2. Record Type R. A report is characterized by:
 - A. A report number.
 - B. A contract or grant number.
 - C. An order number.
 - D. Corporate authorship.
 - E. Immediate, state-of-the-art coverage of a subject.
 - F. Funding through a local, state or Federal government agency or through a non-profit organization.
 - G. A report is usually published and distributed by the authoring organization or by a non-profit clearinghouse.

Technical material constitutes the bulk of the report collection.

3. Record Type U. The undefined report type is used when tags for both books and reports are required to enter a single publication into the system.

SAMPLE DATA:

N/A

DATA ELEMENT: Category Code (Catg Code)

TAG: B26

DEFINITION:

The category code is a 2-digit classification code which identifies a broad subject area.

DATA ENTRY INSTRUCTIONS (maximum field length: 6 characters):

Enter up to three category codes, which must be selected from the list in Appendix 5.

Separate each code by a double slash (/).

SAMPLE DATA:

05; 18
10
02, 07, 99

ENTRY FORM:

05//18
10
02//07//99

APPENDICES

EPA DATALIB CATALOGING FORM

LIB CODE: _____

ID: _____

(B1) TITLE: _____

(B2) AUTH(S): _____

(B3) CORP AUTH(O): _____

(B4) CORP AUTH(S): _____

(B5) PUBR: _____ (B6) PLACE: _____

(B7) DATE: _____ (B8) SRT DATE: _____ (B9) PRICE: _____

(B10) ISBN/ISSN: _____ (B11) LC CARD #: _____

(B12) ORG RPT #: _____ (B13) SPON RPT #: _____

(B14) CONTR/GRT/PROJ #: _____

(B15) ORDER #: _____

(B16) ED: _____ (B17) ALT TITLE: _____

(B18) SERIES: _____

(B19) NOTES: _____

(B20) SRCH #: _____

(B21) HOLD: _____//_____//_____
_____/_____/_____

(B22) SUBJ: _____

(B23) SOURCE OF DATA: _____ (B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): _____ (B26) CATG CODE: _____//_____/_____

EPA DATA/D CATALOGING FORM

LIB CODE: E03B

ID:

(B1) TITLE: Animal Feeds from Waste Materials

(B2) AUTH(S): Gillies M T

(B3) CORP AUTH(O):

(B4) CORP AUTH(S):

(B5) PUBR: Noyes Data Corporation

(B6) PLACE: Park Ridge NJ

(B7) DATE: 1978

(B8) SRT DATE: 78

(B9) PRICE:

(B10) ISBN/ISSN: 0-8155-0699-6

(B11) LC CARD #: 77-94236

(B12) ORG RPT #:

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: 0-8155-0699-6

(B16) EP:

(B17) ALT TITLE:

(B18) SERIES: Food Technology Review, Number 46

(B19) NOTES:

(B20) ORCH #: 0-8155-0699-6

*

(B21) HOLD: E03B // BK // SF99.W34654

(B22) SUBJ: Waste Products as Feed

(B23) SOURCE OF DATA: BPR August 1978

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b

(B26) CATG CODE: // //

EPA DATAID CATALOGING FORM

LIB CODE: E03B

ID:

* (B1) TITLE: Delphi Method Techniques & Applications

(B2) AUTH(S): Linstone Harold A (ed)//Turoff Murray (ed)

(B3) CORP AUTH(O):

(B4) CORP AUTH(S):

(B5) PUBR: Addison Wesley Publishing Company

(B6) PLACE: Reading MA

(B7) DATE: 1975

(B8) SRT DATE: 75

(B9) PRICE: 16.50

(B10) ISBN/ISSN: 0-201-04294-0

(B11) LC CARD #: 75-25650

(B12) ORG RPT #:

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: 0-201-04294-0

(B16) ED:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES:

(B20) SRCH #: 0-201-04294-0

* (B21) HOLD: E03B // BK // T174.D44

(B22) SUBJ: Delphi Method

(B23) SOURCE OF DATA: CIP

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b (B26) CATG CODE: 20 // 99 //

EPA DATAIS CATALOGING FORM

LID CODE: E03B

ID:

(B1) TITLE: Dangerous Properties of Industrial Materials

(B2) AUTH(S): Sax H Irving

(B3) CORP AUTH(S):

(B4) CORP AUTH(S):

(B5) PUBR: Reinhold Publishing Corporation

(B6) PLACE: New York NY

(B7) DATE: 1963

(B8) SRT DATE: 63

(B9) PRICE: 25.00

(B10) ISBN/ISSN:

(B11) LC CARD #: 63-52370

(B12) ORG RPT #:

(B13) SPOE RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #:

(B16) ED: 2d Ed

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES:

(B20) SERCH #:

* (B21) HOLD: E03B // BK // T55.S3 1963 //

(B22) SUCCJ: Industrial Safety//Industrial Toxicology//Chemicals Safety Measures

(B23) SOURCE OF DATA: EPA Book Catalog Retro

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b

(B26) CATG CODE: 18 // 07 //

EPA DATAIC CATALOGING FORM

LIB CODE: E03B

ID:

(B1) TITLE: Dangerous Properties of Industrial Materials

(B2) AUTH(S): Sax Newton Irving

(B3) CORP AUTH(O):

(B4) CORP AUTH(S):

(B5) PUBL: Van Nostrand Reinhold Company

(B6) PLACE: New York NY

(B7) DATE: 1975

(B8) SRT DATE: 75

(B9) PRICE: 42.50

(B10) ISBN/ISSN: 0-442-27368-1

(B11) LC CARD #: 74-17275

(B12) ORIG RPT #:

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: 0-442-27368-1

(B16) ED: 4th Ed

*

(B17) ALT TITLE: Handbook of Dangerous

Materials

(B18) SERIES:

(B19) NOTES:

(B20) SRCH #: 0-442-27368-1

* (B21) HOLD: E03B // BK // T55.3.H3S3 1975

(B22) SUBJ: Hazardous Substances

(B23) SOURCE OF DATA: CIP

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b (B26) CATG CODE: 17 // 18 //

EPA DATAID CATALOGING FORM

LIB CODE: E03B

ID:

* (B1) TITLE: Fluvial Transport of Sediment Associated Nutrients & Contaminants
Proceedings of a Workshop Kitchener Canada 20 to 22 October 1976

(B2) AUTH(S): Shear H (ed)//Watson A E (ed)

(B3) CORP AUTH(O): International Joint Commissions Research Advisory Board
Windsor Canada

(B4) CORP AUTH(S): _____

(B5) PUBLR: _____ (B6) PLACE: _____

(B7) DATE: 1977 (B8) SRT DATE: 77 (B9) PRICE: _____

(B10) ISBN/ISSN: _____ (B11) LC CARD #: _____

(B12) ORG RPT #: _____ (B13) SPON RPT #: _____

(B14) CONTR/GRT/PROJ #: _____

(B15) ORDER #: _____

(B16) ED: _____ (B17) ALT TITLE: _____

(B18) SERIES: _____

(B19) NOTES: _____

(B20) SRCH #: _____

* (B21) HOLD: E03B // DC // 023-231 //

____ // 02

(B22) SUBJ: Sediment Transport//Land Use//Water Pollution

(B23) SOURCE OF DATA: _____ (B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): r (B26) CATG CODE: 14 // 04 //

EPA DATA LIB CATALOGING FORM

LIB CODE: E03B

ID:

* (B1) TITLE: Industrial Waste Conference Purdue Univ Proceedings

(B2) AUTH(S):

* (B3) CORP AUTH(U): Purdue Univ School of Civil Engineering, Lafayette IN

(B4) CORP AUTH(S):

(B5) PUBLR: Ann Arbor Science Publishers Inc

(B6) PLACE: Ann Arbor MI

(B7) DATE: 1944-

(B8) SRT DATE: 44

(B9) PRICE:

(B10) ISBN/ISSN:

(B11) LC CARD =:

(B12) ORG RPT #:

(B13) SPON RPT =:

(B14) CONTR/GRN/PROJ #:

(B15) ORDER #:

(B16) ED:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES: Lafayette IN 1st- 1944-

(B20) SRCH #:

* (B21) HOLD: E03B // BK // TP995.A115 // No. 10- 1954-

(B22) SUBJ: Waste Products Cong//Industrial Wastes Cong

(B23) SOURCE OF DATA: EPA Book Catalog Retro

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b (B26) CATG CODE: // //

EPA DATA LIB CATALOGING FORM

LIB CODE: E03B

ID:

(B1) TITLE: Annual Review of Entomology

(B2) AUTH(S): Smith Ray F (ed)//Mittler Thomas E (ed)//Smith Carroll N (ed)

(B3) CORP AUTH(O):

(B4) CORP AUTH(S):

(B5) PUBLR: Annual Reviews Inc

(B6) PLACE: Palo Alto CA

(B7) DATE: 1956-

(B8) SRT DATE: 56

(B9) PRICE:

(B10) ISBN/ISSN: 0-8243-0121-8

(B11) LC CARD #: 56-5756

(B12) ORG RPT #:

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: 0-8243-0121-8

(B16) ED:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES: V 1- 1956-

(B20) SRCH #: 0-8243-0121-8

* (B21) HOLD: E03B // BK // SB931.A6

// V 20-22 1975-77

(B22) SUBJ: Insects Injurious & Beneficial

(B23) SOURCE OF DATA: EPA Book Catalog 1975

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): b (B26) CATG CODE: // //

EPA DATAIE CATALOGING FORM

LIB CODE: E03B

ID:

(B1) TITLE: Sulfur Oxides Current Status of Knowledge

(B2) AUTH(S):

* (B3) CORP AUTH(O): Greenfield Attaway & Tyler Inc. San Rafael CA

(B4) CORP AUTH(S): Electric Power Research Institute. Palo Alto CA

(B5) PUBR: Electric Power Research Institute

(B6) PLACE: Palo Alto CA

(B7) DATE: December 1976

(B8) SRT DATE: 76

(B9) PRICE:

(B10) ISBN/ISSN:

(B11) LC CARD =:

(B12) ORG DFT #:

(B13) SPON RPT =: EPRI-EA-316

(B14) CONTR/SRT/PROJ =: Project EPRI-681-1

(B15) ORDER #: EPRI-EA-316

(B16) ED:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES: Final Report

(B20) SRCH =: EPRI-EA-316

* (B21) HOLD: E03B // DC // 023-346

(B22) SUBJ: Sulfur Oxides//Air Pollution//Sulfates

(B23) SOURCE OF DATA:

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U) r

(B26) CATG CODE:

01

EPA DATAUS CATALOGING FORM

LID CODE: E03B

ID:

(B1) TITLE: Water Pollution Control Programs

(B2) AUTH(S):

* (B3) CORP AUTH(O): U S Cong Senate Committee on Public Works. Washington DC

(B4) CORP AUTH(S): U S Government Printing Office. Washington DC

(B5) PUBL:

(B6) PLACE:

(B7) DATE: 1971

(B8) SRT DATE: 71

(B9) PRICE:

(B10) ISBN/ISSN:

(B11) LC CARD #:

(B12) CRS RPT #:

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: GPO Stock-023-035-00872-5

(B16) ED:

(B17) ALT TITLE:

(B18) (C, I, R):

* (B19) NOTES: Hearings before Subcommittee on Air & Water Pollution February 4, 8, 9, 1971

(B20) SERCH #: GPO Stock-023-035-00872-5

* (B21) HOLD: E03B // DC // 021-728

(B22) SUBJ: Water Pollution Control//Environmental Policy

(B23) SOURCE OF DATA:

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): r (B26) CATG CODE: 10 //

EPA DATA LIB CATALOGING FORM

LIB CODE: E03B

ID:

* (B1) TITLE: Geology and Biology of PA Caves

(B2) AUTH(S): White William B (ed)

* (B3) CORP AUTH(O): PA Dept of Environmental Resources Bureau of Topographic & Geologic Survey. Harrisburg PA

(B4) CORP AUTH(S):

(B5) PUBLR:

(B6) PLACE:

(B7) DATE: 1976

(B8) SRT DATE: 1976

(B9) PRICE:

(B10) ISBN/ISSN:

(B11) LC CARD #:

(B12) ORG RPT #: General Geology-66

(B13) SPON RPT #:

(B14) CONTR/GRT/PROJ #:

(B15) ORDER #: General Geology-66

(B16) CD:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTIS:

(B20) SRCH #: General Geology-66

* (B21) HOLD: E03B // DC // 011-272

* (B22) SUBJ: Geology//PA//Caves

(B23) SOURCE OF DATA:

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (B, R or U): r (B26) CATG CODE: 99 //

EPA DATAIS CATALOGING FORM

LIB CODE: E03B

ID:

(B1) TITLE: Wasserwirtschaftlicher Rahmenplan Weschnitz

(B2) AUTH(S):

(B3) CORP AUTH(O): Hesse Water Ministry, Wiesbaden Germany

(B4) CORP AUTH(S):

(B5) PUBR:

(B5) PLACE:

(B7) DATE: 1964

(B8) SRT DATE: 64

(B9) PRICE:

(B10) ISBN/ISSN:

(B11) LC CARD =:

(B12) DRG RPT =:

(B13) SPON RPT =:

(B14) CONTR/GRT/PROJ =:

(B15) ORDER =:

(B16) ED:

(B17) ALT TITLE:

Plan for Economical
Water Supply Wieschaltz Watershed (text in German)

(B18) SERIES:

(B19) NOTES:

(B20) SRCH #:

*

(B21) HOLD: E03B //BK //G1923.H4H7

(B22) SUBJ: Weschnitz Watershed Hesse//Water Supply Hesse Weschnitz

(B23) SOURCE OF DATA: EPA Book Catalog Retro

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE: (R, N or U) b (B26) CATG CODE // //

EPA DATALIB CATALOGING FORM

LIB CODE: E03B

ID: 050265

(B1) TITLE: Sulfur Oxides Current Status of Knowledge

(B2) AUTH(S): _____

(B3) CORP AUTH(O): _____

(B4) CONF AUTH(S): _____

(B5) PUBR: _____

(B6) PLACE: _____

(B7) DATE: _____

(B8) SRT DATE: _____

(B9) PRICE: _____

(B10) ISBN/ISSN: _____

(B11) LC CARD #: _____

(B12) ORG RPT #: _____

(B13) SPON RPT #: _____

(B14) CONTR/SRT/PROJ #: _____

(B15) ORDER #: _____

(B16) ED: _____

(B17) ALT TITLE: _____

(B18) SERIES: _____

(B19) NOTES: _____

(B20) SRCH #: _____

*

(B21) HOLD: E03B //DC // 023-346 //

(B22) SUBJ: _____

(B23) SOURCE OF DATA: DATALIB 1978

(B24) SYSTEM CONTROLLED

(B25) RECORD TYPE (B, R or U): _____ (B26) CATG CODE: // //

DATALIB TERMINAL SESSION FACSIMILE

add report

ID: (OPT = b e s a /d /c) ar

(B1) TITLE: Sulfur Oxides Current Status of Knowledge

(B2) AUTH:

* (B3) CORP AUTH (O): Greenfield Attaway & Tyler Inc. San Rafael
CA(B4) CORP AUTH (S): Electric Power Research Institute. Palo Alto
CA

(B5) PUBR: Electric Power Research Institute

(B6) PLACE: Palo Alto CA

(B7) DATE: December 1976

(B8) SORT DATE: 76

(B9) PRICE:

(B12) ORG RPT #:

(B13) SPON RPT #: EPRI-EA-316

(B14) CONTR/GRT/PROJ #: Project EPRI-681-1

(B15) ORDER #: EPRI-EA-316

(B16) ED:

(B17) ALT TITLE:

(B18) SERIES:

(B19) NOTES: Final Report

(B20) SRCH #: EPRI-EA-316

* (B21) HCLD: E03B//DC //023-346

(B22) SUBJ: Sulfur Oxides//Air Pollution//Sulfates

(B23) SRCE:

(B26) CATG CODE: 01

(B27) BIBL2: %

ASSIGNED ID: 050205

ID: (OPT = b e s a /d /c) ar

(B1) TITLE:

(B2) AUTH:

The percent sign indicates that all data has
been entered in this record

STATE CODES

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Canal Zone	CZ	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Iowa	IA	Texas	TX
Kansas	KS	Trust Territories	TT
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

TRANSLITERATION TABLES

Showing the letters of five non-Roman alphabets and the transliterations used in the etymologies

HEBREW	ARABIC	GREEK	RUSSIAN	SANSKRIT
א aleph 'a	ا alif 'a	Α α alpha a	А а a	अ a
ב beth b, bh	ب ba b	Β β beta b	В в b	भा a
ג gimel g, gh	ج ja t	Γ γ gamma g, n	В в v	इ i
ד dalet d, dh	د da th	Δ δ delta d	Г г g	उ u
ה he h	ه hm j	Ε ε epsilon e	Д д d	इ i
ו waw w	و kh	Ζ ζ zeta z	Е е e	उ u
ז zayin z	ז dal d	Η η eta e	Ж ж zh	उ u
ח heth h	ח dh	Θ θ theta th	З з z	उ u
ט teth t	ט re r	Ι ι iota i	И и i, l	उ u
י yod y	י dy s	Κ κ kappa k	К к k	उ u
כ kaph k, kh	כ sin s	Λ λ lambdal	Л л l	उ u
ל lamed l	ל shn sh	Μ μ mu m	М м m	उ u
מ mem m	מ md s	Ν ν nu n	Н н n	उ u
נ nun n	נ dd d	Ξ ξ xi x	О о o	उ u
ס samekh s	ס 'ayn 'a	Ο ο omicron o	У у u	उ u
ע ayin 'a	ע ghayn gh	Π π pi p	Ф ф f	उ u
פ pe p, ph	פ fl f	Ρ ρ rho r, rh	Х х kh	उ u
צ tse t, ts	צ qaf q	Σ σ sigma s	Ц ц ch	उ u
ק qoph q	ק kaf k	Τ τ tau t	Ш ш shch	उ u
ר resh r	ר lmm l	Υ υ upsilon y, u	Ъ ъ "	उ u
ש sin s	ש nkn n	Φ φ phi ph	Ы ы y	उ u
ז shin sh	ז ha h	Χ χ chi ch	Э э e	उ u
ט tav t, th	ט waw w	Ψ ψ psi ps	Ю ю yu	उ u
	ט ya y	Ω ω omega o	Я я ya	उ u

CATEGORY CODES

- 01 Air Pollution and Control
- 02 Noise Pollution and Control
- 03 Solid Waste Pollution and Control
- 04 Water Pollution and Control
- 05 Pesticide Pollution and Control
- 06 Radiation Pollution and Control
- 07 Environmental Health and Safety
- 08 Environmental Impact Statements
- 09 Area Reports
- 10 Environmental Policy
- 11 Laboratory Technology
- 12 Energy
- 13 Transportation
- 14 Land Use
- 15 International Affairs
- 16 Oil Pollution Control
- 17 Hazardous Materials
- 18 Toxic Substances
- 19 Environmental Education
- 20 Management
- 21 Fish and Wildlife
- 22 Modeling
- 23 Conservation
- 24 Fossil Fuels
- 25 Nuclear Power
- 26 Geothermal Energy
- 27 Wind, Solar and Tidal Energy
- 28 Energy Conservation
- 29 Energy Conversion (including Bioconversion)
- 30 Research and Development
- 31 Medical Sciences
- 99 General Publications