

# Logging Current Journals in a Library of Small or Medium Size

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The Health Affairs Library at East Carolina University was established in 1969 to serve as a primary resource facility for educational programs in the Division of Health Affairs. The Division includes the School of Nursing, the School of Allied Health and Social Professions, and the developing School of Medicine.

In the fall of 1972, the staff developed a new system for checking-in current journal issues. Previously, a Kardex-type file had been used. However, the expense of acquiring a file of sufficient size to handle the receipt of 750 journals and the staff's dissatisfaction with the inconvenience of the system led us to investigate the possibility of developing a new system.

The system which will be described was developed through the collaboration of Barbara Tripp, a library assistant and Pamela Kerns, an assistant librarian. The initial step was to decide on the physical form of the new record. With the number of individual records which would be needed, the form to be used had to be inexpensive, but capable of retaining all

necessary information. Originally, it was decided that the form could be transferred to either a mimeograph, a spirit, or an offset master and reproduced on standard paper. However, due to the availability of print shop services, it was decided to print the form on document-weight card stock. Printing on this light-weight stock produced a more substantial product than printing on paper. Besides printing the form, the print shop punched all forms for three-hole notebooks.

The next step was to determine the information to be included on the form.

The items considered necessary were:

1. Title of journal,
2. Number of issues per volume,
3. Number of volumes per year,
4. Frequency,
5. Publisher,
6. Address of Publisher,
7. Dealer,
8. Current Volume(s),
9. Issues Received, and
10. Date(s) claimed.

As with commercial forms, it was decided to design two forms — one for monthly and quarterly journals and another for weekly journals.

In designing the layout of the form, several factors were considered: clearness of data on the check-in record, ease of recording the date of receipt of each issue, and capability of tagging the record to indicate the expected date of receipt of the next issue and/or the need to claim a missing issue. The two forms which emerged are shown in Figures 1 and 2. Note the generous space for each item, enabling the serials assistant to record data easily. Examples of forms which have been completed and used are shown in Figures 3 and 4.

As soon as a supply of the new forms was printed, a form was prepared for each journal. Besides the information printed on the form, a note was made to indicate whether the title is available on microfilm. This information is recorded since it is the policy of the Health Affairs Library not to bind titles available on microfilm. The prepared check-in forms were placed in notebooks alphabetically by title. As new subscriptions are entered, check-in records are prepared, the expected date of receipt clipped, and the record is placed in a notebook.

Each day, the serials assistant takes all journals received and alphabetizes them. Each journal title is then located, the check-in data (issue number and date received) is recorded, and the colored plastic clip is moved to the next expected receipt date. We have found the plastic cellulograf colored clips fit the edge of the check-in record so that at a glance the expected receipt date is apparent. Together with the recording of the date of

receipt, the color clips have resulted in a more efficient claim process. When an issue is missed, a special colored clip is inserted on the check-in record so that when claim forms are being completed, the missing issue will be claimed, even though a more current issue may have been received already.

After a year of use, the serials assistants are pleased with the system. The amount of space available on the 8½" x 11" pages as opposed to that available on 3" x 5" or 4" x 6" cards has made the recording of data much simpler. The handling of the check-in sheets as opposed to the handling of cards has been found to be easier. We consider the project to develop a simple and convenient check-in record a success.

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