PRODUCTION NOTE

University of Illinois at Urbana-Champaign Library
Centralized Serial Records in University Libraries

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A serial is defined by Gable as any publication, whether issued at regular or irregular intervals, with some schedule for consecutive numbering and intended to be continued indefinitely (1). This includes such publications as periodicals, yearbooks, annuals, newspapers, bulletins, reports, memoirs, proceedings, serially issued government publications, numbered monographs, and serial publications of societies, institutions, and corporations. Although the problem of the care and handling of serial publications was discussed at the first meeting of the American Library Association in 1876, little was done until the end of the first quarter of the twentieth century, if one is to judge from the lack of professional literature on the subject. One finds only descriptions of serial practices in specific libraries. In the following period, articles frankly acknowledged that the serials problem was serious and growing. This was followed by articles inquiring as to what could be done to remedy the situation. The necessary checking for the compilation of the Union List of Serials served to stimulate further the interest of librarians in serials. This was followed in 1937 by the publication of a guide for serials work which gathered between two covers all the then accepted techniques (2).

While there has been a tendency to speak of the centralization of serials in libraries, there has been a marked lack of concerted action. This may be attributed to the reluctance of librarians to alter traditional practices, to the shortage of staff and funds necessary to make the change-over, to a lack of space for setting up a separate administrative unit, and to the fear of treading in a wilderness where there are few signposts to guide the stranger. In 1940 Rothman and Ditzion reported that "...we do feel that there is a decided tendency toward centralization". This does not help to clarify the picture, however, for centralization takes many forms and patterns, and "...can hardly be called a prevailing practice" (3). For example, some serials divisions may acquire material, others do not; some may catalog and classify, others do not; some may have the responsibility of binding, others do not; and so on, until one is hard pressed to find two serials departments which are comparable. Of course conditions vary in individual libraries, but the situation presents a problem to anyone attempting a classification of serials departments. A good idea of the functions of a particular serials department can be had by noting a paragraph taken from the routine of the Serials Department of the University of Missouri Library. "The purpose of the Serials Department will be to coordinate and supervise those activities of acquisition, recording, and processing which are peculiar to serials. It will not enter into direct relations with agencies outside the library for the purpose of acquiring serials material except to claim issues not received. It will serve as a coordinating agency in the selection of serials, and will be responsible for maintaining complete files" (4).
There are advantages and disadvantages to centralization. The most common argument against the grouping of all serials functions in one division is the fact that the essential tools can't be transferred from the catalog department. In most libraries the official shelf list and union catalog are placed so as to be convenient to the catalog department, and couldn't be made equally so to the serials department. It is also argued that the transferring of a serials cataloger or a serials bibliographer from one department to the other does not necessarily make them more efficient in their respective fields. However, the advantages of centralization seem greatly to outweigh the disadvantages. Among these advantages that various authors have mentioned are: (a) the work can be more easily and efficiently done where the records are kept, (b) the work can be done by trained serial workers, (c) the evil of over-departmentalization is less likely to appear, (d) there is no unnecessary duplication of records, (e) the same persons handle all the necessary records, reducing the possibility of error or the duplication of material, and (f) the service to the public is improved.

There is no general agreement among writers on the assignment of the responsibility for ordering serials, the location of records, types of records or distribution of serials. However, practically all agree with Gable on the desirability and feasibility of setting up a separate serials department and upon the general principles involved. There is also virtual unanimity of opinion that four records should be kept -- holdings, current receipts, payment, and binding -- and that they should be kept together; there is no need for duplication. Visible checking records are almost universally approved. Although most university libraries do not have centralized serial records, many are at least considering the idea. The recent establishment of a Serial Record Section at the Library of Congress may influence other libraries also to establish separate serials departments. What these departments would do can be summarized in the nine essential processes listed by Kuhlman (5) in the handling of serials: discovery of what is available, selection, setting up appropriate acquisition machinery, organization for use, competent reference service, adequate cataloging and classification, a serials catalog, prompt and suitable binding, and filling of gaps.

Equipment Available to House Serial Records

The equipment to house serial records, which is available on the market today (1950), falls into three main categories. The first is the conventional catalog drawer, the second a visible arrangement in shallow trays, while the third uses the wheel principle with the cards mounted on a circular drum. The Robot-Kardex developed by Remington-Rand falls into the second classification, but it is so new and intriguing that it deserves a separate discussion. Each type has its strong and weak points. The information that follows was taken primarily from dealers' advertisements, and relates to equipment necessary to house 5" x 8" cards. Although prices were correct when obtained, they should be regarded only as approximate. Further information can be obtained from the manufacturers' catalogs or by direct correspondence. The common catalog drawer has been with us so long and its advantages and disadvantages are so well known to all librarians, it is not discussed here but merely mentioned as one possible type of housing.

Although several companies manufacture equipment based on the wheel principle, probably the best is that manufactured by Diebold, Inc., with its home office in Dayton, Ohio, and branches in all important cities. The machines themselves are called Cardineers and are available in many styles and models, ranging from a small desk model to a floor model which can be had in two forms, either mechanically or electrically operated. The master floor model has a capacity of up to 6,000 5" x 8" card records, and occupies less than four square feet of floor space. The
cards themselves are easily removed by a twisting motion of the hand as they are
notched at the bottom edge. If necessary a whole segment of the wheel can be re-
moved for use away from the file. Mounted on wheels, which can be locked, the Cardi-
neer is mobile, and can be arranged in batteries to be handled by one person. Recom-
mended arrangements are four Cardineers (24,000 cards) and a work table, or eight
(48,000 cards) grouped in a semi-circle. The cards are at desk height, and if the
file is not crowded to capacity notations can easily be made without removing the
card. According to the manufacturers the Cardineer saves time, motion, and money.
The price for a basic unit holding 6,000 5"x 8" cards is $250, with the electrical
model costing an additional $100 and accessories $50 more. The file cards are not
visible. Tags are needed for signal purposes, and these can be attached to either
side or to the top of the card. Eleven features of the Cardineer as listed by the
manufacturer are faster finding, rapid posting, easy additions, extra large capacity,
lower cost, less floor space, natural desk height, no fatigue or eye strain, no
drawers or slides to open or close, portable, and segments removable. The Cardineer
does hold more cards per square foot at a lower cost than other equipment and is
adaptable to easy arrangement, but the records are not visible as in the Kardex or
Acme files. Whether or not the other features outweigh this defect is for the
individual librarian to decide.

The leading exponents of the other main type of housing, the so-called visible
file, are Remington-Rand (Kardex) and Acme Visible Records, Inc. Both companies
make a variety of models. Basically they are the same with small modifications in-
side the cabinet, depending on whether the records are of the pocket, hinge, or
hanger type. A fuller description of the various types and a discussion of vertical
and visible systems in general is available in an unpublished report by Hearsey.(6)
The Acme and Kardex differ somewhat in price, color of cabinet, capacity, and
various small features distinctive to certain models. For a comparison of these
two, as well as of the other types of equipment discussed here, see Table 1.

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Area (sq.ft.)</th>
<th>Capacity</th>
<th>Cards Per Sq. Ft.</th>
<th>Trays Per Unit</th>
<th>Cards Per Tray</th>
<th>Price Per Unit</th>
<th>Visible Cards?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme (hinge and hanger type)</td>
<td>1.7</td>
<td>1157</td>
<td>680</td>
<td>13</td>
<td>89</td>
<td>$175</td>
<td>Yes</td>
</tr>
<tr>
<td>Kardex</td>
<td>1.7</td>
<td>1224</td>
<td>720</td>
<td>17</td>
<td>72</td>
<td>175-215</td>
<td>Yes</td>
</tr>
<tr>
<td>Robot-Kardex</td>
<td>13.4(a)</td>
<td>4020</td>
<td>300(a)</td>
<td>60</td>
<td>67</td>
<td>1875</td>
<td>Yes</td>
</tr>
<tr>
<td>Cardineer</td>
<td>4.0</td>
<td>6000</td>
<td>1500</td>
<td>--</td>
<td>--</td>
<td>400</td>
<td>No</td>
</tr>
</tbody>
</table>

(a) The area includes working space for the operator's chair.

Remington-Rand has recently placed on the market a piece of equipment that it
calls a Robot-Kardex and bills as a "fundamental step in record keeping efficiency." To
it are attributed all the advantages of a Kardex visible system plus the new ad-
vantages of a mechanized desk. The Robot-Kardex unit contains 60 slides in two banks
of 30 slides each, which move up and down on runners. By selecting a slide on the
indexed key and pressing down on the left or right end of the key, the desired slide
comes out on the desk extension track. Repeating this operation returns the slide and
brings a newly selected slide to the desk top, all in an average of three seconds.
If one wishes to return the slide without bringing out another, a light touch of the
key does the trick. Only one slide is available on the desk extension at any one
time, but any number of slides may easily be removed for use elsewhere and the machine will continue to operate automatically so long as neither bank contains more than three slides than the other. The cabinet is 26" wide, 64" high, and 54" deep (26" of the depth consists of a desk extension at which the operator sits, and this extension is about 32" high). The unit requires an area of 13.4 square feet and holds 4020 5" x 8" cards, which are visibly indexed. The unit is motor-driven, with hand operated controls for use in emergencies. The 13.4 square feet includes the floor space for the operator's chair. The price is $1,875 and there is a possibility of a 10% Federal excise tax in addition. This appears to be the file clerk's utopia. At first glance the price seems to be the chief drawback, but in the long run it is not always the most economical to purchase the cheapest equipment. These units are still so new that at present there are no satisfactory operational reports, but any library installing new record filing equipment should investigate the Robot-Kardex.

Serial Practices in University Libraries

In investigating the methods of handling serials in various university libraries an effort was made to gain information helpful to the establishment of a serials division at the University of Illinois Library. In deciding which libraries to interrogate, the largest in size of collections were considered. Some (e.g., Harvard) were dropped from the list because full information concerning their serials practices is readily available. California, Columbia, Michigan, and Minnesota were selected; and Missouri, Pennsylvania, and Louisiana State were added because it was felt that something of note was being done at each. The Library of Congress was also added because its problems are much the same as those at Illinois. Stated simply these libraries were chosen for investigation because they were thought to have something to contribute to the effort to establish a serials division at the University of Illinois Library. Replies were received from all the libraries solicited. They all sent samples of their checking records, and information on the housing of serial records, but varied as to the amount of supplementary material included. Of particular interest was the routine of the Serials Department of the University of Missouri Library and the interoffice memos from California. The following is an abridgment of the material in the appendix of the original paper.

California. Serial records in the University of California General Library are not consolidated in a separate serials catalog. The records for bound (i.e., cataloged) serials are on Library of Congress typed catalog cards and are included in the public author-title, and subject catalogs. A stamped note on an open entry, "For issues not recorded here inquire at the Periodical Desk," is used to guide persons to the location of the records for unbound serials. The public catalogs also include form cards for titles not yet bound, directing users to the Periodical Desk. The Serials File contains the records of all General Library unbound serials. It is not a public catalog but is housed directly behind the public Periodical Desk. Five checking cards are used, each of a different color, size 5" x 8", but it is not known to what use each particular card is put. An IBM card is used in the Order Department for the payment record of purchased serials. The serials cards were designed about 25 years ago and since that time have been reprinted without change. Until June 1950 they were housed in a 72 drawer, two tier, wooden catalog; at that time the Serials File was transferred to nine electrically operated Herring-Hall-Marvin Rotary Record Files. Basically the Herring-Hall-Marvin file resembles the Cardineer; the most important difference is that the Herring-Hall-Marvin file takes cards without perforations or slots. The Library was able to transfer the cards from the old drawers to the new files without making any alterations in the cards. After six months of service with the new equipment, the Library is completely satisfied.
The Serials Department is responsible for maintaining in the central Serials File a record of all unbound non-governmental serials held by the General Library units. Unbound is used here as a synonym for uncataloged. Although non-governmental publications are a type of serial material recorded in the Serials File, in actual practice a few specific categories of governmental publications are recorded in the Serials File instead of in the Documents Department catalogs. The classes of document serials recorded in the Serials File are in the Russian language, or of colleges, universities, and other institutions of higher education, libraries, museums, agricultural experiment stations, banks, art galleries, musical organizations, observatories, and botanical gardens - but including no serials published by any agency of the United States government. The serials recorded in the Serials File include not only those publications fulfilling the accepted definition of a serial, but also all other publications which the Library has arranged to receive when issued, without a separate request for each item. This is true whether they are received by purchase, gift, or exchange. The Serials Department does no procuring, this being left to the Order Department, the Gifts and Exchange Department, and the Documents Department; but the Serials Department does all the receiving and claiming, and "claiming" covers all activities connected with maintaining the completeness of the unbound files of currently received serials.

Columbia. The Library of Columbia University does not maintain centralized checking records for serials nor does it intend to do so. The Library is decentralized, with many departments scattered over the campus, and it is felt that better service can be given the patrons if the receipt and checking of periodicals is done in the departmental libraries. Annuals and monographic serials are checked in the central Acquisitions Department. All orders are placed through the Acquisitions Department, but many items are received through gift and exchange at the departmental libraries without the central Acquisitions Department having any knowledge or record of the publication or its receipt. The central order and checking file and the departmental checking files use 3" x 5" cards and are housed in Kardex files. In the central checking file a white card indicates that the material comes to the Acquisitions Department for checking and the payment records are kept there. A buff colored card indicates that the material goes directly to the departmental library and only a payment record is kept in the central file.

The serial order and checking file in the central Acquisitions Department contains cards for every serial title on order for any one of the departmental libraries and a card for every serial title coming on gift or exchange (with the exceptions as noted above). The order card gives title, destination within the campus libraries, order number, and agency or publisher with whom the order is placed. Checking and payment records are maintained as follows: (a) Checking and payment records for all serials for the Medical and Law Libraries are kept in those libraries. The central file contains only a record of the placement of the order. (b) Checking records for periodical titles (e.g., dailies, weeklies, bi-weeklies, monthlies, bi-monthlies, quarterlies, and semi-annuals) are maintained in the departmental libraries, and issues of the titles are mailed directly to them. Official records for these titles are kept in the central file since payment is made by the Acquisitions Department. The departmental libraries approve payment of these bills and sometimes keep records on checking cards, but these are not official. (c) Checking records for the smaller departmental libraries are maintained by the Acquisitions Department in the central serial file. (d) Checking and payment records for all annuals, yearbooks, monographic serials, and any other serials which are added to the holdings records in the catalog before being made available to readers, are maintained in the central checking file. This holds true for all departmental libraries except Law and Medicine.
The University of Illinois Library does not have centralized checking records at the present time (1950) but is considering the matter. Problems of space, finance, and staff remain to be solved, with probably the most important at Illinois being that of space. At present, serials are received by three units of the Acquisitions Department. All those of a periodical nature are ordered and received in the Periodical Division, which also handles gifts of periodicals; a serial appearing more than three times a year is considered a periodical. Serials of a non-periodical nature which are free are received in the Gifts and Exchange Division, while purchased material is ordered and received by the Purchase Division which is responsible for all non-periodical serials bought by the Library, including bound and unbound numbers (when purchased as a set) of back issue periodicals. In addition to placing standing orders for serials, the Purchase Division handles orders for single volumes of a serial publication, for sets, and for various publications which are announced to be issued in parts. Memberships in various societies, organizations and institutions are maintained by the Purchase Division for the sake of their non-periodical publications. Although some orders originate in the Periodical Division and payment records are maintained there, the Purchase Division shares in the responsibility of processing. An example of this is the Wilson indexes which appear frequently but cumulate in bound volumes semi-annually, annually, and tri-annually; these latter are handled by the Purchase Division.

Two kinds of 3" x 5" checking cards are used, one in the Periodical Division and one in the Purchase Division. Order, receipt, and payment are all noted on the same card. The records are housed in wooden catalog drawers in about seven or eight separate files, with some of those in the Periodical Division being in open trays. The bound serials are added to the records in the public catalog, the public shelf list, and the official shelf list. The only record of unbound numbers is to be found in the Periodical Division. The housing, checking records, and administrative organization are under investigation at the present time with the possibility of some changes in the near future.

Library of Congress. The Serial Record Section of the Library of Congress Order Division checks in serials; it does not order or acquire them. The three principal sources are by purchase, from copyright deposit, and by gift and exchange. One of these sources is cited on the permanent card for each copy of each title. All records pertaining to orders, exchange agreements, etc., are kept in the division which acquires the copy. The Serial Record Section handles all serials except newspapers and publications in the non-Roman alphabets. The cards used are 4" x 6" and are housed in Acme visible files. Each unit consists of 13 drawers with 94 cards in each drawer. Some of these files are double units and tend to make shifting more difficult, and are not recommended. Shifting in the single units is not difficult. Single cards come out of the file easily, and empty hangers are even more easily manipulated. The files are arranged in a row on tables four feet deep, with an ample aisle in front to allow for a truck of material to be placed behind the accessioners. A unique feature is the telephone outlets established at close intervals to facilitate mobile operation and on-the-spot information. The old checking records which have not as yet been transferred to the visible file are kept on top of the active file.

There is one permanent card for each title checked. There are two types of permanent cards: one for periodicals and one for monographic serials. The checking is done on over-riders. There is one over-rider for each source of copies, i.e., multiple copies received from one source are checked on one over-rider, and different over-riders are used for serials which are issued daily, weekly, monthly, annual by date, or annual by number.
Information on the permanent card consists of the number of copies to be kept as bound sets, the bound holdings for each set, the call numbers, the location, and missing issues (of bound volumes). On the verso of the permanent card is noted the treatment to be given the serial, i.e., classification and cataloging. The current binding record is kept in the binding division. When a volume is bound, a written notification is sent to the Serial Record Section to be entered on the records. Checking-in was formerly done in ink but now is done in pencil. Once the pattern of numbering is established on the card, checkmarks are used to indicate the receipt of numbers. When an order for a new title is placed by the Order Division a notification is sent to the Serial Record Section. This card is stapled to a waste card and inserted in the file until pieces are received, when the title is cataloged. Blue cards are used for cross reference. In claiming missing numbers the Section notifies the division concerned and that division makes the proper claim.

There are plans to prepare a record of the serial holdings of the Library of Congress in flexoline form through the use of punched cards. The flexoline record will contain the following information: the distinctive title entry for the publication, the place of publication, the year in which publication began (for those dead, the date when publication ceased), the frequency of issue, the call number for bound volumes, the Division having custody and giving service on unbound issues, the holdings of the Library up to the date of the preparation of the entry, and an indication of whether the title is currently received (7).

Louisiana. A start was made at Louisiana State University Library to have current and back files of all serials recorded in a master serials file in the Acquisitions Department, but the project had to be abandoned because with the staff available it was difficult to keep the current records straight and at the same time install the new records. The hope now is to eliminate some of the duplication involved, even though complete centralization cannot be undertaken at the present time. The records are kept on 5" x 8" visible checking cards, housed in Kardex files in the Acquisitions Department. Six kinds of cards are used, each the same color; four are checking cards and two are records of holdings. Bound volumes are listed in the public catalog with unbound numbers evidently to be found only in the checking file.

Michigan. At present the University of Michigan Library maintains a number of separate files, viz., a continuations checklist, a current checklist for incoming periodicals, a documents checklist, and a subscriptions file. There is some division of opinion among the staff as to the advisability of consolidation of the several records that are kept, but the matter is due to be considered in connection with other changes in the procedures that are being contemplated. The checking records consist of 3" x 5" cards and, although not stated, it can be assumed from the samples sent that they are housed in wooden catalog drawers. The following checking cards are used: a blue card in the documents and current checklists for dailies, a buff card in the documents and current checklists for weeklies, a white card in the documents and current checklists for semi-monthlies and monthlies, a red card in the documents and current checklists for quarterlies, a white card in the documents checklist for annual volumes about which additional information is needed, a yellow card in the documents checklist to record payments, a salmon card in the documents and current checklists for material published irregularly, a white card in the continuations and documents checklists for annuals, two different white cards in the documents and continuations checklists to record numbered series for which the date is doubtful, and two different white cards in the documents and continuations checklists for unnumbered series. A white order card is used for new serials and separates, and a cream card for ordering missing issues of serials. The documents section uses a yellow card for new serials and separates in its field. Two different white cards are used to record payment of foreign and US subscriptions.
Minnesota. The University of Minnesota Library has not consolidated its serial checking records nor does it have any immediate plans for doing so. At present serials are checked in a subscription file, a gift and exchange file, and a government documents file (divided into foreign, United States, state, municipal and city documents). The checking cards used are 4" x 6" and are housed in Kardex visible cabinets. There is a different white card used for dailies, weeklies and bi-weeklies, monthlies and bi-monthlies, annuals, and miscellaneous publications.

Missouri. The University of Missouri Library has recently centralized various records dealing with serials and has reorganized the activities relating to their processing. In doing this, a Serials Department was set up. This Department receives all material coming on standing orders and does the accessioning, binding, and adding to the records of holdings. All orders are placed originally by the Acquisitions Department and all initial cataloging is done in the Catalog Department. Financial records are kept in the Acquisitions Department, and (except in the case of continuations for which payment is made after the item is received) it is not necessary to check with the Serials Department in the payment of invoices. The Serials Department maintains a serials catalog which when completed will contain records for all serials in the University Libraries and will consist of main entry and holdings cards for each title. This catalog serves as a shelf list for serials. The filing is under corporate entries by key words and not by strict alphabet, as the public catalog is filed. The catalog contains records of all United States and state documents, both those issued serially and separately. Two types of cards are used for the records; 4" x 6" visible checking cards, housed in Kardex units, are used for dailies, weeklies, monthlies, quarterlies, and other serials, while for bound volumes a locally printed 3" x 5" card is used and presumably housed in wooden drawers. The routine of this Serials Department would be of help to anyone interested in establishing a serials department; copies are no longer available but may be seen in the appendix to the original report of the present study (4).

Pennsylvania. Three years ago the University of Pennsylvania Library organized a Serials Department. Nearly all the work pertaining to serials is now carried out by this Department. The checking records in the Serials Department are in two separate files, one for periodicals and one for series. All currently received titles (purchased or gift, for departmental libraries as well as for the main library) are entered here. Before the organization of the new department, serials were checked in the Acquisitions Department on 4" x 6" cards. The periodical file has been completely transferred but not the series file. The following 4" x 6" cards are now being used: a daily periodical checking card, a weekly periodical checking card, a monthly and quarterly periodical checking card, a serial checking card, and a periodical bill record.

Periodicals are sent by the Periodical Desk directly to the Binding Department and the departmental libraries; hence binding records are not kept by the Serials Department. A system of colored signals is used to denote frequency, claims, etc., in the periodical file. In addition to the file in the Serials Department there is a file at the Periodical Desk for titles received there, and some of the departmental libraries keep their own supplementary files. Checking records for books issued in parts, such as dictionaries, encyclopedias, etc., are kept in the Acquisitions Department. The Library reports satisfaction with the Kardex file and that its use has made for faster checking and claiming.
The initial aim of this study was to investigate only centralization, housing, and size of cards for serials. The additional information included in this report is due entirely to the generous cooperation of the contributing librarians. From the libraries reported on here no clear trend toward centralization of serials is indicated, but two generalizations may be made. These libraries are slowly changing, if not to completely centralized serial records, at least to separate administrative units for serials. There is also a change to visible file equipment of one kind or another, and the use of a larger checking card. A tabular summary of the serial practices in these libraries is presented in Table 2.

**TABLE 2. SERIALS PRACTICES IN NINE UNIVERSITY LIBRARIES**

<table>
<thead>
<tr>
<th>Library</th>
<th>Type of Housing</th>
<th>Centralized Checking Records</th>
<th>Size of Card</th>
<th>Separate Serials Catalog</th>
<th>Separate Administrative Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Rotary record</td>
<td>Yes</td>
<td>5&quot; x 8&quot;</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Columbia</td>
<td>Visible (Kardex)</td>
<td>No</td>
<td>3&quot; x 5&quot;</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Illinois</td>
<td>Wooden drawers</td>
<td>No</td>
<td>3&quot; x 5&quot;</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Library of Congress</td>
<td>Visible (Acme)</td>
<td>Yes</td>
<td>4&quot; x 6&quot;</td>
<td>Yes</td>
<td>No?</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Visible (Kardex)</td>
<td>No</td>
<td>5&quot; x 8&quot;</td>
<td>No</td>
<td>No?</td>
</tr>
<tr>
<td>Michigan</td>
<td>Wooden drawers</td>
<td>No</td>
<td>3&quot; x 5&quot;</td>
<td>No</td>
<td>No?</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Visible (Kardex)</td>
<td>No</td>
<td>4&quot; x 6&quot;</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Missouri</td>
<td>Visible (Kardex)</td>
<td>Yes</td>
<td>4&quot; x 6&quot;</td>
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<td>Yes</td>
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<tr>
<td>Pennsylvania</td>
<td>Visible (Kardex)</td>
<td>Yes</td>
<td>4&quot; x 6&quot;</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**FOOTNOTES**

(1) J. Harris Gable, Manual of Serials Work (Chic: ALA, 1937) p. 28.
(2) Ibid., 229 p.
(4) George N. Hartje, Centralized Serial Records in University Libraries (Unpublished master's paper, University of Illinois Library School, 1949) Appendix G, "Serials Department Routine (University of Missouri)." This paper (from which the present report is taken) includes a history of serials, specific recommendations for the management of serials in the University of Illinois Library, a description of serial practices and sample checking cards used in certain selected libraries, and an example of the routine of a university library serials department.


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