

DESIGNING AND MAINTAINING SERIALS CHECK-IN SYSTEMS:
EVEN IF YOU PLAN TO AUTOMATE.

by

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I. INTRODUCTION:

Like most libraries, law libraries are anxious to install integrated library systems that, in addition to other functions, will provide effective online serials control. For some, these systems are a reality, for others, their installation is in various stages of planning. For most however, they are merely something to read, hear and day-dream about. In small and medium size libraries, the daily struggle of maintaining control over growing serials collections will be left to manual systems for some time to come.

The information in this paper is intended to suggest ways that may ease the frustration of a manual system. Even for libraries that plan an automated system within the near future, redesigning the current manual system provides an opportunity to do some advance planning, to gather information and to clean up problems before going online. Although this document does not deal with online systems, libraries about to install one might find this helpful in their evaluation of the data elements to be included in their check-in records. Generally, the principles and suggestions here have been tried and proven to create a comprehensive and efficient check-in system.

This material was originally presented by Penny Hazelton at the 1979 AALL serials workshop, and revised by Dennis Benamati for presentation at the 1986 AALL program--"We Are Our Own Best Resource: A Dialogue With the Experts."

II. EQUIPMENT: For law library serials records, visible files are the most functional.

- A. 4" x 6" card files (drawers and sections) are available from the following library suppliers:

Demco, Highsmith and Bro-Dart.

- B. 5" x 8" card files (drawers and/or sections) are available only from:

Highsmith
P.O. Box 25, Highway 106 East
Fort Atkinson, Wisconsin 53538

Acme Visible Records, Inc.
General Offices
Crozet, Virginia 22932
(804) 823-4351

and

Datavue Products
P.O. Box 410
Wabash, Indiana 46002
(800) 348-0565

III. SERIALS RECORD CARDS:

A. Preprinted vs. custom design.

1. Preprinted cards. Suppliers of preprinted check-in cards are numerous.

a. 4" x 6" and 3" x 5" preprinted record cards are available from the following library suppliers:

Josten's
Demco
Gaylord

Bro-Dart
Highsmith
University Products

b. 5" x 8" preprinted cards are available from:

Demco
Highsmith
Acme Visible Records

c. Preprinted cards for periodicals are not bad, but for the majority of serials titles they tend to be cumbersome and unclear. Examples in Appendix A show why preprinted cards are not advisable in many situations.

2. Custom-design cards. Almost any print shop (including college or university print shops) can print serials record cards to order. Rather than adapt preprinted cards to law library serials, give serious consideration to custom-designed cards. Serials records should be easy to decipher for any person using the file, not just easy for the serials personnel.

A sampling of cards designed by Penny Hazelton of the University of Washington, and others, designed by staff of the University of Connecticut are included in the appendices. Variations of Penny Hazelton's design are currently in use at the University of Bridgeport, Northwestern School of Law of Lewis and Clark College and the University of Maine School of Law.

The custom designed cards will be more expensive but the cost is justified. Considering the importance of the serials records, the cards used should be suited for law library purposes and most preprinted cards were designed for periodicals only.

If you design your own cards, please consider the following:

- a. If you will use a top card and the top pocket, top cards need a notch at the top to fit into the pocket.
- b. Each card should have a perforated (removable) piece on the bottom to allow typing the entry on the bottom without slipping in the typewriter.
- c. Entry/title should be typed on every card.
- d. Consider a title insert. This is a permanent slip which stays in the pocket. The insert performs two functions: 1. it identifies that there is a check-in card even if the card is removed from the file; and 2. it identifies where to return the serials record card in the file when it is returned. In addition, these inserts may be used for internal cross references instead of using an entire check-in card.
- e. Size. The most efficient size for a serials file is 5" x 8".

ADVANTAGES:

1. More information can be put on the larger cards.
2. Replacement is less frequent since the card fills up more slowly.
3. More flexible.

DISADVANTAGES:

1. Initial cost of the record cards and the cabinet itself. And these larger files take more space.

f. "Serials" for which cards will be needed:

1. Loose-leafs (weekly releases, binders, transfer binders, hardbound case volumes).
2. Statutes, Shepard's (replacement volumes, pocket parts, pamphlet supplements and legislative service pamphlets).
3. Treatises (replacement volumes, pocket parts, bound and unbound supplements).
4. Law reports (several volumes per year, advance sheets, slip opinions, pocket parts).
5. Legal periodicals (unbound issues, bound volumes, indexes).

6. Miscellaneous materials, such as institutes, annuals, yearbooks, administrative reports and decisions, monographic series, CFR, etc.
- g. Design and arrangement of information on cards (custom and preprinted).

Most visible file trays or drawers will accommodate 2 cards per pocket--top and bottom. The bottom, or check-in card is the easiest to write on while the card stays in the cabinet. The top card can be written on while in the file, but not easily. Therefore, invoice or permanent information rarely needing change is best on the top card. Checking-in should be done on the bottom card.

The less other information put on the check-in card, the more space you will have for the primary function of the serials record--the recording of serials received. The more check-in space, the fewer times you will have to replace the check-in card.

When arranging information on cards which you design remember the ergonomics of the cards' use:

1. Most people are right handed. Don't put high use information in an area that might be obstructed by the check in person's left hand when holding a file space open.
 2. Make a list of all information to be included on the cards. Then analyze how check-in will be performed, enumerating each step in the check-in process. Merge the two lists, placing each piece of information to be included on the cards under the step in the check-in process to which it relates. This will bring all the information together into logical and functional segments. Now you are ready to lay out the cards.
 3. Thoroughly test each design before you commit yourself to the expense of printing.
- B. Checklist of Information to include on cards. The inclusion of any or all of the information below should be based on a decision as to what kind of information the serials file should yield and to whom this information will be made available. If your serials records will include permanent holdings as well as check-in information, you should assume that your public services staff will need access to that information. A decision, for instance, that only the serials technician should use the file, may require that invoice

information be in other records. Exact holdings must be included in the serials records as well as title changes and other pertinent bibliographic information if no other shelflisting is available. Even if you catalog all serials, you may choose to keep the permanent holdings information in the serials records.

The relationship of the shelflist, acquisitions and payment records should all be considered when setting up a serials check-in file. How many people can, and need to access the serials records?

1. Check-in Information.
 - a. Record of what you have received.
 - b. Date of receipt.
 - c. Binding information: Date to bindery.
2. Permanent Information.
 - a. Payment record. Include: invoice number, cost, date paid, description of the material received, and fund or account to be charged.
 - b. Vendor information. Record: existence of a standing order, P.O. number, address of vendor if claims are made at the serials file. You may, however, prefer to maintain one vendor/publisher file in a rolodex near the file cabinet for quick reference.
 - c. Publisher. Same as 2 above.
 - d. Location and call number of each copy in the library.
 - e. Routing information.
 - f. Cataloging and bibliographic information: Title changes; last preceding or all previous titles; frequency; series information; linking entry data; include main entry and title in bibliographic information if different from the Kardex access point.
 - g. Acquisitions record: What is on order; vendor; price; date of order.
 - h. International Standard Book/Serial Numbers and bibliographic utility number of the record used to catalog the title.

- i. Special instructions/information: Filing; discards; disposition of superceded materials; other materials included with supscription.
- j. Binding Information: Color of buckram and lettering; index information; special instructions.
- k. Claiming information.
- l. Holdings: dates; volume or book numbers; some indication of bibliographic as well as physical units.

An additional word is needed here regarding holdings statements. Some libraries have opted to include summary holdings statements in the visible file. This may be part of an effort to reduce duplicate check-in where holdings are recorded in the serials file and again in the shelflist, or where there is a desire to have all holdings in one location.

Listing summary holdings in a clear and concise manner can be a problem. Precision in indicating both the bibliographic and physical units of law materials is difficult for many legal continuations because of the way they are published.

Standards for listing serial holdings at the summary level were initially established with the publication of American National Standard Z39.42. As a standard for indicating holdings in a visible file however, it was inadequate because it did not provide for a sufficient level of detail. The National Information Standards Organization (NISO), responsible for the task of developing the standard, has subsequently issued American National Standard Z39.44. The new version incorporates the standards of Z39.42, but provides an additional level of detail (Level 4) which you may find adequate for indicating holdings in the file. Copies of Z39.44-1986 are available for \$12.00 from: American National Standards Institute; 1430 Broadway; New York, N.Y. 10018.

Z39.44 however, addresses but does not resolve, the need to distinguish between bibliographic and physical units. Although a part of its initial charge, the NISO committee felt that this kind of local control "could and should be accomplished independent of the standard, perhaps utilizing conventions made available in the MARC Format for Holdings and Locations." (NISO distribution of May 15, 1985, page 10A).

If you intend to go online, or even if you do not, the ANSI standard at level 4 provides an excellent format for indicating holdings of bibliographic units. Beware however, that you are left to your own devices to indicate physical units if you intend to do it.

Another word of caution, the American National Standard was developed for the listing of serials holdings only, thus it provides only implied assistance for listing holdings of monographs that receive supplementation or are issued in multiple volumes.

IV. TITLES TO ENTER IN THE FILE.

- A. Currently received serials only. Include only currently received serials. This is the form that most libraries use because of the cost of the equipment and cards. If you choose this standard remember that holdings information on retained serials that have ceased or been cancelled must be moved to another file. The shelflist is a good candidate as long as it is accessible to the public services staff. Alternatively, you might consider a morgue file near the serials file for holdings records on non-current material.
- B. Currently received serials and incomplete serials. Include all currently received serials plus all incomplete titles. If your library wants to fill in the incompletes and/or participates in duplicate exchange programs, the inclusion of incomplete titles will be a convenient way to manage duplicate exchange.
- C. All serials. A file that is a record of all serials (with cross references) is ideal. The library's holdings for all current, ceased and cancelled titles would be located in a single file. However, given the cost of file space, this option may not be realistic.
- D. Special problems:
 1. Ceased and cancelled titles. Include these in the serials file only if cross reference is needed or if permanent holdings are listed nowhere else in the library.
 2. Title changes. Entries under all old ceased titles are especially important when periodicals are not cataloged, when periodical titles are shelved under the latest entry, or when acquisitions and public services people regularly need to verify library holdings. These title

changes can be kept in a roladex near the serials file if file space is at a premium.

3. Multiple copies. Your decision here will probably be based on the number of multiple copies your library has and how important it is for you to know if they all have arrived and where they are routed. Checking in 15, or even 3 copies of a title on one card can be very confusing. On the other hand, using 15 pockets in the file may not be worth the space taken.
4. Consecutive series, e.g. Atlantic 1st and 2d; ALR, ALR 2d, ALR 3d, ALR 4th; etc. The issue here is whether to list each title of the series in the file. If the old series is complete and no longer published (e.g. Atlantic Reporter), it is a ceased title and should only remain in the file if the permanent holdings do not exist in another library file. However, the various "ceased" series of ALR are still supplemented in some form. Although all of the various pocket parts and supplements may be received at one time, you might consider leaving these series separate in the serials file. You would then, be prepared to answer questions regarding supplementation of particular series or titles.

V. ARRANGEMENT OF SERIAL TITLES IN THE FILE.

Rules of entry for serials in the file are extremely important. If your serials file will have records for a large number of titles, consistency in entry rules is essential. Consider the following information and make the necessary decisions before you begin to revise or set up a serials system. As always, the relationship between choice of entry in the catalog and the serials file should be a concern. Where your choice of entry in the serials file varies from that in the catalog, the variation should be predictable for staff.

Libraries differ in the way they arrange serials in their files. The following paragraphs discuss the advantages and disadvantages of different choices. We have added some special entry problems that libraries face and suggest methods which may help.

- A. Enter all serials by title from the title page. This seems a reasonable option, but some problems crop up.

ADVANTAGES: Entry is consistent for each record. Entries are usually short and simple. Entry is consistent with the catalog title. Easy for periodicals.

DISADVANTAGES: Title entry is cumbersome for primary sources. Some related materials would not be together in the file, for example, the Maine Legislative Service would be

checked in separately from the pocket parts to the Maine Revised Statutes Annotated.

When used as a public services tool to inform patrons of holdings, the file should be easy to use. Entry under title in cases like those below would require that the user or reference staff know the exact title in order to find its holdings. The problem is, of course, that the serials staff will be asked--Did we get volume 77 of New York Reports? The following titles, for example would be checked in under "R":

Revised Code of Washington Annotated.
Report of Cases Determined by the Supreme Court of Appeals of West Virginia (Cited as West Virginia Reports)
Reports of Selected Cases Decided in Courts of the State of New York. (Cited as New York Miscellaneous Reports)

and the following sets would be entered under "C":

Cases Argued and Determined in the Supreme Judicial Court of Maine.
Callaghan's Official Wisconsin Reports.

- B. Main entry. Enter all serials by main entry and then by title, exactly as entered in the catalog.

ADVANTAGES: Consistency. More logical for statutes and law reports as they would more often be under jurisdiction, not title. Generally, consistent with cataloging.

DISADVANTAGES: Main entry is often not clear to the check-in person, and may not even be present on the title page. Works revised by a new author (especially in the case of supplements) are a problem. E.g., Sands revised volumes of Sutherland on Statutory Construction). Most often, the choice of main entry is a complicated one that may have to be referred to a cataloger before a new title can be set up. And since the cataloger may well need to catalog the new serial title at some stage, perhaps referring the question to the cataloger is a logical step.

- C. Special Entry Problems.

The following types of materials present special entry problems. The way you approach these problems will be determined by the special circumstances of your library.

1. Loose-leaf Services. Loose-leaf services are composed of many types of material: loose-leaf binders, transfer binders, loose-leaf filing, special pamphlets, hardbound

reporters, etc. The multiplicity of materials poses problems for the cataloger as well as the check-in person. Rules of entry in the catalog have changed from AACR to AACR2. Under AACR, many loose-leaf services were entered under the name of the publisher; under AACR2, services are entered under title, thus, where both sets of rules have been applied in the same catalog, following the rules for entry in the catalog will create inconsistencies. Related materials, such as transfer binders may be cataloged with the loose-leaf title and only mentioned in a note in the cataloging record, while bound reporter volumes may be cataloged separately. Yet, billing and weekly supplements generally go to the entire set.

OPTIONS:

- a. Enter under title of looseleaf, then related individual titles as a subarrangement.

Labor Relations Reporter (check in weekly releases)

Fair Employment Practices Cases (bound volumes)

Labor Arbitration Reports (bound volumes)

Labor Relations Reference Manual (bound)

Labor Relations Yearbook (bound volumes)

Wage and Hour Cases (bound volumes)

- b. Enter by individual titles of what is received. Titles above would be scattered throughout the whole serials file.
 - c. Some libraries may prefer to gather loose-leafs together by the publisher, subarranged by title as in a or b above. This may be even easier for the check-in person or anyone else using the file.
2. State Statutes. As mentioned earlier, these materials present some interesting problems if simply entered under title.

OPTIONS:

- a. Enter the material under jurisdiction/uniform title/title proper. If a patron requests holdings information on the Connecticut Statutes, you will at least be in the ballpark by referring to "Connecticut" in the visible file. It might look something like this:

CONNECTICUT. [Laws, etc.] Connecticut General Statutes Annotated.

CONNECTICUT. [Laws, etc.] General Statutes of Connecticut.

As you can see, all versions of the General Statutes are filed together.

- b. Alternatively, you may choose to enter under jurisdiction and title proper, disregarding the uniform title. This deviates from the cataloging rules, but if used consistently, it provides nearly the same kind of access. However, if you use the jurisdiction/title proper rule to enter other forms of material in the Kardex, the two Connecticut General Statutes titles may not file adjacent to each other.

CONNECTICUT. Connecticut General Statutes Annotated.

CONNECTICUT. General Statutes of Connecticut.

3. State Reports. These materials pose the same kind of problem that state statutes present when entered under title. Reference staff will ask for the holdings for South Dakota Reports, rather than Reports of Cases Decided in the Supreme Court of the State of South Dakota.

OPTIONS:

- a. Enter under main entry/title proper. The effect here is similar to option "b" under state statutes except that the name of the court will appear as a subdivision of the main entry. This could create some problems for the check-in person if s/he doesn't know that Connecticut Supplement reports decisions of the Connecticut Superior Court. But if this form of entry is used, it would be better than title for many materials.
- b. Enter under jurisdiction/title proper. The effect here is similar to option "c" under state statutes. If chosen, this option eliminates the need for the check-in person to know the name of the court reporting the decisions.
- c. This option requires a leap into faith. Take a moment to consider the purpose and effect of a uniform title as used in AACR2. It is primarily a filing element used to gather together similar materials regardless of title proper. If taken to a logical conclusion, it can be used to bring together any type of material. AACR2 has merely restricted its use in law to specific kinds of materials. Why not create your own filing elements in the Kardex, and enter: Cases Argued and Determined in the Supreme Judicial Court of Maine under:

MAINE. [Reports] Cases Argued and Determined
in the Supreme Judicial Court of Maine.

or,

MAINE. [Law reports, digests, etc.] Cases Argued
and Determined in the Supreme Judicial Court
of Maine.

This method will, like [Laws, etc.], gather together
all case reporters for a jurisdiction. Of course
there are some titles for which the jurisdiction/
uniform title/title proper rule would almost be moot
and certainly cumbersome. For example:

CONNECTICUT. [Reports] Connecticut Appellate
Reports.

CONNECTICUT. [Reports] Connecticut Reports.

CONNECTICUT. [Reports] Connecticut Supple-
ment.

4. State session laws, attorney general reports,
digests, shepards citations and court rules. These
are all areas in which the above options may work
well. Using a uniform title might look like this:

WASHINGTON. [Attorney General] Opinions.

WASHINGTON. [Session laws] Session Laws of the
State of Washington.

CONNECTICUT. [Rules of Court] Connecticut
Practice Book.

What we are suggesting with these options is a set of entry
rules that is unique to the serials file. In some instances,
title is the best choice, e.g. loose-leaf services and
periodicals. In other cases, jurisdiction or main entry is
preferred. Exclusive reliance on cataloging rules of entry
or on title may complicate access to check-in records more
than a consistently applied alternative.

CAVEAT: Whatever option you choose, it is of maximum
importance that your rules be consistent and predictable, and
that the title proper appear on each card. Remember, you are
dealing with serials and the check-in person may be the first
person for catching title changes.

VI. Check-in Procedures.

- A. General. For each title added to the serials file, select an
appropriate card and decide what must be recorded for that
title. For example, slip opinions of the U.S. Supreme Court

could be checked in by name of case, docket number or not at all. Microfiche of U.S. Supreme Court Records and Briefs should probably be recorded by term and shipment. As much as possible, try to check-in by bibliographic unit similar to that used for indicating the summary holdings. This will make the transfer to summary form easier when the check-in card is full.

1. Arrange all material to be checked in in alphabetical order as entered in the visible file. You will spend less time pulling out trays.
2. Use pencil only. Check in card will look neater with erasures rather than crossed out pen.
3. Write in date of receipt. Do not simply check the appropriate box or square. This is important. If the issue or supplement is lost or misplaced, the date on the material will not assist you. But the date in the file might. In addition, anticipation of receipt of next issue or set of pocket parts is possible.
4. Also check to see that no issues/releases are missing. Claim immediately upon discovery. An alternative to simply waiting passively to become aware of a claim is to go through some portion of the visible file every few months to catch claims, or to color code by frequency using dots or flags and check monthly's each month, etc.
5. Once checked in, stamp each item with the library property and date stamp to avoid apparent duplication.
6. If a classified item, record call number on the item.
7. Pull or mark items ready for binding.
8. Route material as noted in serial record.
9. Count if volumes go directly to collection.

B. Special Check-in Problems include:

1. Title changes and dead serials.
2. Multiple copies.
3. New titles.
4. Fill-ins.
5. Missing issues and claims.
6. Binding procedures.
7. Duplicates.

VII. Some Additional Suggestions.

- A. Give consideration to not checking in some kinds of material at all, e.g. advance sheets for reporters whose bound volumes come in once a month, but do check-in the bound volumes.
- B. Take advantage of regularly published check lists. For example, state session laws are extremely difficult to check-in on a serials file card, instead, check them off in Pimsleur's Checklists of Basic American Legal Publications.

Keep a copy at the file for this purpose and, if necessary, make cross references in the file to it.

C. Use your imagination.

VIII. Maintenance of the File.

- A. Title changes. Make temporary record changes as soon as they become evident. Keep in close contact with cataloging and complete the record as soon as cataloging is complete.
- B. Cross references. No entry system is perfect. Add cross references as necessary to quickly locate material. Add tracings to the back of the visible file card so cross references can be pulled if necessary.
- C. Keep the file current. Constant checking of each record--at least once per year will ensure that: 1. your file is not cluttered with out-of-date, non-current serials, and 2. lapsed subscriptions will be caught within a reasonable time.
- D. Filled visible file cards. When a serials record card is completely filled, make a new one right away. Do not try to squeeze one more item on the card which has no more room. Once a check in card is full, transfer permanent holdings information to the shelflist or top permanent card in the visible file.

APPENDIX A

The following pages illustrate some problems libraries face in trying to use preprinted cards for law serials. Examples of the use of custom printed cards show how these problems can be avoided.

YEAR	VOLUME	#1 FALL	#2 WIN	#3 SPR	#4 SUM						DATE TO BNDRY	BOUND
1980	12	3/15	6/15	7/30	10/12							
1981	13	3/10	6/10	8/10	10/1							
1982	14	2/28	6/23	7/15	10/8							
1983	15	3/5	6/8	7/21	9/31							
1984	16	3/8	8/1	7/12	10/17							
1985	17	3/29	6/6	8/1	10/17							
1985-86	18	2/27	6/24	8/1								

COPIES:

ROUTE:

CALL #/

LOCATION:

CONNECTICUT LAW REVIEW

CUSTOM DESIGNED CARDS

Here issues are listed from left to right at the head of each column. Note that although issue number 1 is designated "fall," it still occupies the first position on the card. The serials person saved time by writing only the date received in the designated column.

REPLACEMENT VOL.S.	POCKET PARTS/PAMPHLETS	LEGIS. SERVICE
V. 17 (3/12/77)	1975 P.P. (7/15/75)	1976: #1, #2, #3, #4
V. 3A (4/15/78)	1975/76 P.P. (10/3/75)	1977: #1, #2, #3
	1976 P.P. (7/8/76)	1978: #1, #2, #3,
	1976/77 P.P. (10/15/76)	#4, #5
	1977 P.P. (4/8/77)	
	INT. PAM. (8/1/77)	
	INT. PAM. (3/3/78)(10/5/78)	
	SPEC. PAM. (12/16/78)	
	1979 P.P. (6/18/79)	

COPIES: ROUTE:

CALL #/
LOCATION:

IOWA CODE ANNOTATED

Here the receipt of any up-date can be determined easily by looking at the column for that kind of supplementation.

APPENDIX B

This sampling of cards was originally designed by Penny Hazelton for use at the Northwestern School of Law of Lewis and Clark College. The flexibility allowed by not labelling the columns is one of the cards' best features.

PUBLISHER

VENDOR

STANDING ORDER

FUND

FREQ.

VENDOR'S ACCT. #

CATALOGING/BIBLIOGRAPHIC DATA:

BINDING:

HOLDINGS:

CALL #/
LOCATION:

ROUTE TO:

SPECIAL INSTRUCTIONS:

PERMANENT RECORD CARD

This is a variation on Penny Hazelton's design used at the University of Maine Law Library. It includes only that information that might be needed by the check-in and acquisitions persons while working at the file. It was designed to fit in the top position in the visible file--note the notch. Since invoice information could be kept elsewhere, invoice cards for each title were arranged in a separate file. Also, since file space was at a premium, we opted for a separate file for cross references.

				DATE TO BINDERY	BND.
00	20	40	60	80	
1	21	41	61	81	
2	22	42	62	82	
3	23	43	63	83	
4	24	44	64	84	
5	25	45	65	85	
6	26	46	66	86	
7	27	47	67	87	
8	28	48	68	88	
9	29	49	69	89	
10	30	50	70	90	
11	31	51	71	91	
12	32	52	72	92	
13	33	53	73	93	
14	34	54	74	94	
15	35	55	75	95	
16	36	56	76	96	
17	37	57	77	97	
18	38	58	78	98	
19	39	59	79	99	
COPIES:	ROUTE:	CALL #/ LOCATION:			

NUMBERED CARD

This card is used for any material that is logically identified by a number or date (year).

Examples of forms of material checked in on this card are: Bound reporter volumes (advance sheets were not checked in); loose-leaf filing; annuals; since no daily card was designed, issues of the Federal Register and other items published daily; etc.

APPENDIX C

University of Connecticut Design

The system designed at the University of Connecticut was intended to include all check-in, holdings and invoice information in one file. The only way to achieve this was to attempt to get 3 cards into one serials file opening and still design the cards in such a way to make check-in easy.

We settled on the following configuration:

1. A full 5 x 8 invoice card to reside in the top of the opening.
2. A full 5 x 8 permanent record card to reside in the lower part of the opening.
3. An abbreviated check-in card, approximately 3 x 8, to reside in the lower slot but on top of the permanent record card. The check-in card would cover that information on the permanent record card least needed for everyday check-in.

As you will see below, it is not always necessary to have three cards in a slot. Some kinds of check-in, for example monographic series received on standing order, do not require a permanent record.

AU/TL:		CALL #/LOC:
PUB:	SOURCE:	
SYS#:	FREQ:	
ROUTE:		
SPEC.		
INST:		

HOLDINGS:

PERMANENT RECORD CARD

The permanent record was designed with the least important information at the bottom, i.e. least important to the check-in process. Of all the information we wanted to place in the serials file, the summary holdings statement seemed least important. Other "permanent" information for the record was placed in the top two to three inches. This information would remain visible to the check-in person above the top of the abbreviated check-in card.

BD	BIND S/R	YEAR	VOL.												

CLMS:

Tl:

THIRTEEN COLUMN CARD

This is one of the abbreviated check-in cards. Like the design used at the University of Maine, the columns are not labelled so that check-in personnel are free to label them as determined by the publication. All these check-in cards have room for a record of claims.

YEAR	VOL.	MO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		JAN.																																	
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CLMS:

FI:

DAILY CARD

This daily card is used for material traditionally cited by date of issue. It is one of the styles not used at the University of Maine, but which may have proved helpful in retrospect.

