ORGANISATION OF REPORT LITERATURE IN A TECHNICAL LIBRARY HAVING MODERATE COLLECTIONS: A CASE STUDY

V.G. BHAT
R. ELISHA RAJU
ISRO, Dept. of Space
Sriharikota-524124
Andhra Pradesh

A case study of the shelf arrangement of technical reports according to accession number in a scientific library having moderate collections, has been presented.

Over the years report literature has come to constitute a section of the literature ranking in importance with journals, books, patents and standard specifications (1) specially in the field of astronautics and aeronautics. A study by the present authors has revealed that the reports are being cited in more numbers (2).

SHAR Centre Library and Documentation Section has been entrusted with the responsibility of collecting, collating and disseminating information to scientists/engineers working in the field of flight operations of launch vehicles, telemetry, tracking and command, data processing, static tests of space segments, propellants, booster developments, orbital dynamics, sounding rocket programmes, etc.

In the process of acquisition in the above specialised subject fields, the Library has been procuring a number of reports from various institutions, societies, and organisations, e.g. NASA, AFSOR, SAMSO, AIAA, RAE, ESRO, etc., through NTIS and other sources in hard copy form, mostly photocopies or sometimes in original printed forms. Because the report numbering systems used by originating, sponsoring, and distributing agencies may differ, this, at times, results in the assignment of multiple report designations for the same report (3). Most of the reports actually will have on the title page several numbers, like printed numbers, stamped or handwritten numbers, some have inexplicable combinations of letters and numbers decorating all edges. An example of this type encountered in the SHAR Library is given in Annexure-I.

These multiple numbers create endless confusion to those handling the reports for retrieval, shelving, etc. Our experience is that these reports can be sought through any one of these numbers, e.g. NASA-CR / SAMSO-TR / N- / AD- / JPL- / etc. or any other number that may be present on the report.

EARLIER PRACTICE OF ARRANGEMENT

Reports were used to be shelved according to the sequence of report originator number which is in alphanumeric form. Some of the reports which have been supplied by NTIS have either AD, N or other numbers without originator numbers on the reports. Such reports were used to be arranged according to the sequence of the alphanumeric form.

Since the pattern of assigning report numbers by the originator, sponsoring body, receiving agency are published and received in the Library, it has been observed that arrangement has often to be disturbed to facilitate shelving of incoming reports and the problem becomes more acute if pamphlet boxes, lateral files or filing cabinets are used. The library staff find it difficult to store and retrieve the information. The user too finds it most inconvenient to locate and select the required report.

PRESENT METHOD OF ARRANGEMENT

In order to adopt a simplified method it has been decided to arrange such documents including reprints as per their accession numbers.
For this purpose all the report literature, reprints, etc. are being entered in a separate accession register meant for report literature. Each accession number will be preceded with the letter "R" denoting Report Literature.

With this arrangement it has been possible to retrieve and reshelve the documents quickly. It also facilitates placing the new additions easily.

Multiple cross references have been provided in the catalogue so that the reader gets the document approaching through any of the numbers that might have been given on the report. For the report shown in the Appendix I, the following entries have been prepared.

**Main Entry:** SAMS0-TR-68-478
MAYER (S W) etc.
Techniques for Controlling Exothermic Decomposition of Ammonium Perchlorate
N69-20559
AD 680770
R 1548 AEROSPACE-TR-0200
(4210-10)

**Other added entries have been provided for:**

- Author/s,
- Title
- Subject Index, Uniterm, using NASA Thesaurus

In addition to the above entries, the following cross reference entries for multiple report numbers have been provided to meet the query of the readers.

1) AD 680770
   See SAMS0-TR-68-478
   R 1548

2) N69-20559
   See SAMS0-TR-68-478
   R 1548

3) AEROSPACE TR-0200 (4210-10)
   See SAMS0-TR-68-478
   R 1548

This proves to be very useful in our Library both for retrieval and for checking the already available reports prior to processing fresh suggestions for acquiring reports. From our experience, it has been observed that indentors approach through any one of the numbers mentioned on the cover page.

On each entry our report accession number (i.e. R 1548) has been incorporated in order to facilitate quick retrieval of the report from the stack.

It is a well-known fact that most of the reports are not arranged according to subject classification, as they are not usually classified using the conventional classification systems. In most of the leading libraries in India, they are arranged according to the report originating source number. This also is not a subject wise arrangement. In order to simplify retrieval and shelving of reports and also to save the time of the reader as well as of library staff, arrangement according to accession number has been started. Its advantages and disadvantages are yet to be seen and studied. Hence, comments are most welcome especially from those who might have tried this method.

**REFERENCES**

Techniques for Controlling Exothermic Decomposition of Ammonium Perchlorate

Prepared by S. W. Mayer, Laboratory Operations
E. K. Weinberg, San Bernardino Operations
and L. Schiefer, Laboratory Operations

November 1968

Laboratory Operations
AEROSPACE CORPORATION

Prepared for SPACE AND MISSILE SYSTEMS ORGANIZATION
AIR FORCE SYSTEMS COMMAND
LOS ANGELES AIR FORCE STATION
Los Angeles, California

THIS DOCUMENT HAS BEEN APPROVED FOR PUBLIC
RELEASE AND SALE; ITS DISTRIBUTION IS UNLIMITED

January 30, 1968

METHODS FOR DETERMINING THE
ORBITAL TRANSFER REQUIREMENTS
FOR NEAR-EARTH ORBITS

By Samuel L. Miller
and
David J. Griffith,
Orbital Mission Analysis Branch

MISSION PLANNING AND ANALYSIS DIVISION
MANNED SPACECRAFT CENTER
HOUSTON, TEXAS

NASA TMX 64296
N70-34367
An Orbital Parameter Error Analysis of a Single Impulsive Orbital Maneuver

Prepared by J. P. JANUS
Electronics Division

August 1968

Technology Operations
AEROSPACE CORPORATION

Prepared for SPACE AND MISSILE SYSTEMS ORGANIZATION
AIR FORCE SYSTEMS COMMAND
LOS ANGELES AIR FORCE STATION
Los Angeles, California

THIS DOCUMENT HAS BEEN APPROVED FOR PUBLIC RELEASE AND SALE. ITS DISTRIBUTION IS UNLIMITED.