BIBLIOGRAPHIC AND PHYSICAL RESOURCE SHARING IN MINITEX

All of the participants of MINITEX have agreed to share their resources with each other. The ability to effectively share the physical items (books, journal articles) is directly dependent upon accurate bibliographic data. In the last decade, MINITEX participants have made significant progress in converting data about their collections to machine readable form, which can then be combined with other libraries' data and distributed for use outside their own premises.

As a facilitator, MINITEX has participated in two significant bibliographic databases: MULS and OCLC.

MULS, a union list of serials, has over 400 libraries in Minnesota, North Dakota, South Dakota, Wisconsin, and Iowa contributing data about their serials collections. All this data is edited and combined into one file. It is continuously updated and distributed regularly in print or fiche form to MINITEX participants without charge.

OCLC: Over 100 MINITEX libraries in Minnesota, North Dakota, and South Dakota have joined with more than 2000 other libraries around the continent in contributing online data about their collections. All this data (over 7,000,000 titles representing over 54,000,000 holdings in 2400 libraries) is immediately available online to any participating OCLC member. Data submitted by the MINITEX libraries, plus that input by additional South Dakota OCLC libraries and nearly 60 Wisconsin libraries enhances resource sharing among the four states.

Several groups of libraries have undertaken other bibliographic projects:

1. Minnesota Consortium of Theological Seminaries (Bethel, Luther-Northwestern, St. Paul, and United)

2. CLIC (Cooperating Libraries in Consortium, including Augsburg, Bethel, Concordia, Macalester, St. Catherine, and St. Thomas Colleges, Hamline University, and the J.J. Hill Reference Library)

3. Arrowhead Library System (Duluth Public and 31 other libraries in Carleton, Cook, Itasca, Koochiching, Lake, Lake of the Woods, and St. Louis counties)

4. Great River Regional Library (St. Cloud Public and 19 other libraries in Benton, Morrison, Sherburne, Stearns, and Wright counties)

5. MELSA (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington county libraries, Minneapolis Public Library and Information Center, and St. Paul Public Library)

6. Western Plains Library System (Montevideo and 9 other libraries in Big Stone, Chippewa, Lac Qui Parle, and Swift counties)

In the early 1970s the University of Wisconsin-Madison and the University of Minnesota libraries microfilmed their card catalogs. Arrangements were subsequently made by MINITEX and WILS to exchange copies of these catalogs.

In addition, the MINITEX office has several other bibliographic tools to facilitate the exchange of materials between and among its participating libraries and to provide access to materials not available within MINITEX.

As a derivative of the OCLC records, the State Universities System (Bemidji, Mankato, Moorhead, St. Cloud, Southwest, and Winona

state universities, Concordia College, and North Dakota State University) has produced an online catalog. This provides a powerful searching tool and permits MINITEX to give the call number on requested items and identify many non-circulating items.

RLIN, an online database of 23 major research libraries throughout the United States, includes the holdings of the University of Minnesota Bio-Medical Library. The book catalogs of the Center for Research Libraries, book and fiche catalogs of the British Library, Lending Division's serials and conference proceedings, and the fiche edition of the National Union Catalog Register of Additional Locations provide further access to materials outside the system.

Tools held at the University of Minnesota Libraries, including the book catalogs of the Library of Congress, National Library of Medicine, and the National Agricultural Library, are regularly used to locate holdings in the national libraries.

In all, 24 major bibliographic files are searched to fill MINITEX document requests. Because most of the requests are for serials, the prinary tool is MULS. The primary tool for monographs continues to be the Public Union Catalog of the University of Minnesota Libraries. In addition, the card catalogs of Minneapolis Public Library and Information Center, the Minnesota Historical Society, the Minnesota State Board of Health, and the Minnesota State Law Library are regularly checked.

Sometimes in our impatience progress seems slow. However, this is a long way from a decade ago when MINITEX had bibliographic and physical access only to the University of Minnesota Libraries' collections. Granted, it is more complicated to search 24 data files than one, but the access is staggering. In 1979/80, 29.4% of the requests were filled utilizing these other collections. Each new activity provides increased access, and while we may never have a single bibliographic source, certainly the scope and format of our bibliographic tools will continue to change and grow. (AW)

1971

Source of filled MINITEX document requests:

University of Minnesota collections
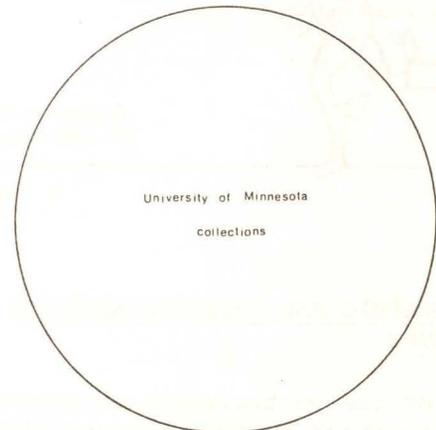
Bibliographic tools providing access or locations:

1. U of M Libraries card catalog
2. LC/NUC book catalogs

1981

Source of filled MINITEX document requests:
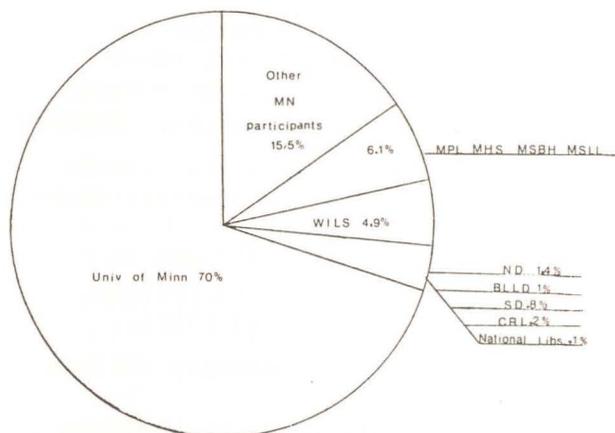
Bibliographic tools providing access or locations:

1. MULS
2. U of M Libraries card catalog
3. OCLC (online)
4. CLIC COM film
5. State Universities System (online)
6. Minneapolis Public card catalog
7. MELSA COM fiche
8. Minnesota Historical Society card catalog
9. Minnesota State Board of Health card catalog
10. Minnesota State Law Library card catalog
11. Seminaries COM film
12. Arrowhead COM film
13. Great River COM fiche
14. Western Plains COM fiche
15. U of Wisconsin-Madison film catalog
16. Wisconsin Historical Society fiche catalog
17. North Dakota State Library COM fiche
18. South Dakota State Library COM fiche
19. RLIN (online)
20. CRL book catalogs
21. LC/NUC book catalogs
22. NLM book catalogs
23. NAL book catalogs
24. BLLD book and fiche catalogs

ACCESS TO MINITEX LIBRARIES IN BIBLIOGRAPHIC DATABASES

KEY: 1) MULS, 2) OCLC, 3) State Universities System online catalog, 4) CLIC COM catalog, 5) Seminaries COM catalog, 6) MELSA fiche catalog, 7) Arrowhead COM catalog, 8) Western Plains fiche catalog, 9) Great River fiche catalog, 10) RLIN, 11) University of Wisconsin film catalog, 12) own card catalog, 13) North Dakota fiche catalog, 14) South Dakota fiche catalog, 15) Wisconsin Historical Society fiche catalog

1	Abbott-Northwestern
1	Alexander-Mitchell Public
	Anoka Area Vo-Tech
1,6	Anoka County Library
1	Anoka-Ramsey Community College
1,2,4	Augsburg College
2	Austin Area Vo-Tech
1,2	Austin Community College
1	Austin Public
2	Austin Public Schools
1,2,3	Bemidji State University
1,2	Bethany Lutheran College
1,2	Bethany Lutheran Seminary
1,2,4	Bethel College
1,5	Bethel Seminary
1	Bethesda Lutheran Medical Center
1,2	Bismarck Public Library
1,2	Black Hills State College
1	Brainerd Community College
1,2	Carleton College
1,6	Carver County Library System
1	Childrens' Hospital
1,2	College of St. Benedict
1,2,4	College of St. Catherine
1,2	College of St. Scholastica
1,2	College of St. Teresa
1,2,4	College of St. Thomas
1,2,3	Concordia College-Moorhead
1,2,4	Concordia College-St. Paul
1	Crime Control Planning Board
	Crow River Regional Library
	Dakota County Area Vo-Tech
1,6	Dakota County Library System
1,2	Dakota State College
1,7	Duluth Public
1	East Central Regional Library
1	Fairview Hospital
1	Fergus Falls Community College
1,2	Freshwater Biological Institute
1	Golden Valley Health Center

3

1	Golden Valley Lutheran College
1,9	Great River Regional Library
1,2	Gustavus Adolphus College
1,2,4	Hamline University
1,2	Hamline University Law
1,6	Hennepin County Library
1	Hennepin County Medical Center
	Hennepin Tech Center-North
	Hennepin Tech Center-South
1,2	Hibbing Community College
1	Hibbing Public
1,2	Hormel Institute
1	Inver Hills Community College
1,2	Iron Range Research Center
1,2	Itasca Community College
1,2,4	James J. Hill Reference Library
	Kitchigami Regional Library
1	Lake Agassiz Regional Library
	Lakehead University
1	Lakewood Community College
1,2	Legislative Reference Library
1,5	Luther-Northwestern Seminaries
1	Lutheran Deaconess
1,2,4	Macalester College
	Mankato Area Vo-Tech
1,2,3	Mankato State University
1,2	Mary College
1	Marshall-Lyon County Library
1,2	Dr. Martin Luther College
1,2	Mayo Clinic Foundation
1	Mercy Medical Center
2	Mesabi Community College
1	Methodist Hospital
1	Midway Hospital
1	Minneapolis College of Art & Design
1,2	Minneapolis Community College
1,2,6, 12	Minneapolis Public
1,2	Minnesota Attorney General's Office
2	MN Department of Agriculture
1,2	MN Department of Education
1,12	MN Department of Health
1	MN Department of Public Welfare
1	MN Department of Transportation
1	Minnesota Energy Agency
1,2,12	Minnesota Historical Society
1,2	MN Office of Economic Opportunity
1	MN Pollution Control Agency
1,2,12	MN State Law Library
1,2	MN Zoological Garden
1,2,3	Moorhead State University
1	Mt. Sinai Hospital
1,2	National College Library
	916 Special Intermediate School District

1	Nobles County
1,2	Normandale Community College
1,2	North Central Bible College
1,2,12	North Central Forest Experiment Station
1,2,13	North Dakota State Library
1,2	ND State School of Science
1,2,3	North Dakota State University
1,2	North Hennepin Community College
1	North Memorial Medical Center
1,2	Northern Prairie Wildlife Research Center
1,2	Northern State College
1	Northland Community College
1	Northwest Regional Library
2	Oglala Sioux Community College
1,2	OPLIC
1,2	Rainy River Community College
1	Ramsey County Medical Society
1,2,6	Ramsey County Public
1,2	Rapid City Public
	Red Wing Area Vo-Tech
1,2	Rochester Community College
1,2	Rochester Public
2	Rochester Public Schools
	St. Cloud Area Vo-Tech
1,2,3	St. Cloud State University
1	St. John's Hospital
1,2	St. John's University
1	St. Joseph's Hospital
1	St. Louis Park Medical Center
12,	St. Mary's College
1	St. Mary's Hospital
1	St. Mary's Junior College
1,2	St. Olaf College
	St. Paul Bible College
1,2,6	St. Paul Public Library
1	St. Paul Ramsey Medical Center
1,5	St. Paul Seminary
1,6	Scott County Library System
1,2	Sioux Falls College
1,2	Sioux Falls Public
1,2	South Dakota School of Mines and Technology
1,2	SD State Historical Resources Center
1,2,14	South Dakota State Library
1,2	South Dakota State University
1,2,3	Southwest State University
1,2	Traverse des Sioux Library System
2	Trinity Bible Institute
1,2	U.S. Environmental Protection Agency
1,2	U.S. Fish & Wildlife Service
1,5	United Theological Seminary
1	Unity Hospital

```
1,10,12  U of M, Bio-Medical
1,2,12 U of M, Law

1,2,12 U of M, St. Paul
1,2,12 U of M, Wilson Library
1,2    U of M, Duluth
1,2    U of M, Duluth, Health Sciences
1,2    U of M, Morris

1,2    U of M, Crookston
1,2    U of M, Waseca
1,2,13 University of North Dakota
1,2    U of ND, Harley French Medical
1,2    U of ND, Law

1,2    University of South Dakota
1,2    U of SD, Health Science
1,2    U of SD, Law
1      U of SD, Springfield
1      Vermillion Community College

1      Veterans Administration Med Center
       Viking Library System
       Virginia Public
       Walker High School
1,6    Washington County

8      Western Plains Library System
1,2    William Mitchell College of Law
1      Willmar Community College
1,2,11,15  WILS (Wisc. Interlibrary System)
1      Winona Public

1,2,3  Winona State University
1      Worthington Community College
```

LIBRARIES AND THE 1980 CENSUS

By Patricia Kovel-Jarboe

A wealth of information will be made available from the 1980 Census of Population and Housing. Preliminary reports are already available and advance reports from several series will begin to appear in the latter half of 1981. Most of the 1980 series parallel those which came out of the 1970 Census, but there have been some changes. This article contains a review of the 1980 Census program, a discussion of the changes since 1970, and an overview of the 1980 Census products. Following the article is a list of resources useful to librarians in accessing census data and ephemeral resources which may be obtained from the Census Bureau.

I. THE 1980 CENSUS PROGRAM

Information from the 1980 Census will be derived either from questions asked of the entire population or those asked of only a sample. Questions which were asked about every person and housing unit are referred to as 100 percent or complete count questions. There were seven population questions and twelve housing questions in the complete count.

The sample questionnaire (long form) included 26 additional population items and 20 additional housing items. In most parts of the country the sample questions were sent to one in every six households. In order to obtain more accurate data for governmental jurisdictions of fewer than 2500 persons, the sample size was increased to one out of two households in those areas.

Tabulations of data from the sample questions will be done primarily for areas with a population of at least two to three thousand. A population base of this size or larger helps to improve the reliability of the statistics, which are naturally subject to some chance variation since they are estimates based on a sample. On the other hand, tabulations of data from the 100 percent questions will be prepared for areas as small as city blocks, averaging 100 or so in population, since complete count data are not subject to sampling variability.

With a few exceptions, 1980 Census questions and the tabulations derived from them are almost identical to those from 1970. This reflects the importance of both the need for basic facts and the need to have comparable data for assessing the changes which occurred over the decade.

Three population questions on the complete count questionnaire have been modified or changed since 1970. There are now 15 categories in the response to the question on race; in 1970 there were nine. This change will probably have little impact on Minnesota tabulations, but could be significant for other states. A separate question on Spanish/Hispanic origin has been moved from the long form to the 100 percent form.

The major change in this part of the census questionnaire mirrors changes in our society. In 1980, each household was

asked to indicate a reference person or householder rather than a "head of household" as was asked in 1970. This person will be an adult in whose name the home is owned or rented. Because each member of a household is asked to indicate his/her relationship to the reference person, it will still be possible to present tabulations for families and households which compare to those in the 1970 reports.

The following items will be available for every person and/or housing unit in the U.S.:

100% Population Items: household relationship, sex, race, age, marital status, Spanish/Hispanic origin.

100% Housing Items: number of housing units at address, complete plumbing facilities, number of rooms in unit, tenure (owner or renter), condominium, value of home, rent, number of units vacant for rent, for sale, etc.

Derived Items (from 100% questions): families, family type and size, population density, overcrowding, household size.

There have been a number of changes in the questions on the long-form, or sample questionnaires. These will be examined in detail in the *1980 Census User's Guide* which will be available in mid-1981. Some of the new sample questions for 1980 deal with travel time to work, number of persons in carpools, and the number of light trucks and vans.

II. GEOGRAPHY OF THE CENSUS

The 1980 Census will provide data for more geographic areas than any other census. Areas are classified as being either governmental or statistical areas. Most of them will be familiar to librarians. There are also census administrative units (e.g., enumeration districts) that are adapted for statistical purposes. A brief description of the various governmental and statistical units follows.

A. Political Areas

States: includes the 50 states and the state equivalents of the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands.

Counties: the primary political subdivisions of a state. In several states, cities are independent of any county organization and are treated as county equivalents. There are approximately 3200 counties and county equivalents for the 1980 Census.

Minor Civil Divisions (MCD): are the primary subdivisions of counties. In Minnesota, these are known as townships.

Place: includes incorporated and unincorporated areas and refers to a concentration of population. Places may be in more than one MCD or county, but cannot cross state lines.

Wards and Election Precincts: political areas which subdivide incorporated places and are part of an election system. Minnesota is participating in both Ward and Election Precinct Programs of the 1980 Census.

B. Statistical Areas

Census Regions and Divisions: There are four regions each composed of two or three divisions. These do not coincide with the 10 federal administrative regions. Minnesota is in the West Division of the North Central Region.

Urbanized Areas (UA): These are defined by population density. UAs include a central city and the surrounding closely settled urban fringe (suburbs) which together have a population of 50,000 or more.

Standard Metropolitan Statistical Areas (SMSA): a central city or cities with a population of 50,000 or more and the surrounding counties which are socially and economically interdependent. SMSAs may cross state boundaries; three in Minnesota do so. There are currently five SMSAs in Minnesota.

Metropolitan Statistical Areas (MSA): Sometime in 1982 or 1983, the term "standard" will be dropped from SMSA and this will be the new title for those areas. Slight changes in criteria will not affect SMSAs in Minnesota.

Census Tracts: statistical subdivisions of SMSAs (and some other places) with an average population of 4000.

Blocks: Comparable to a regular city block, this is the smallest area for which census data are provided. Blocks are used in all SMSAs and incorporated places of 10,000 or more population.

Block Groups (BG) and Enumeration Districts (EC): have about 800 to 1000 persons. Block Groups are collections of blocks whose three-digit identifiers have the same first digit. Enumeration Districts are the smallest units for which census data are presented in areas of less than 10,000 population.

C. Other Geographic Areas

Neighborhoods: Certain summary statistics will be tabulated for officially recognized neighborhoods in municipalities of 10,000 or more population that choose to take part in this voluntary program. There are no plans at this time to publish these tabulations.

ZIP Codes: Microfiche and computer reports will be available for 5-digit ZIP Codes. Maps of ZIP Codes are not published.

Indian Reservations: Data for 269 Indian Reservations will be tabulated for the first time.

School Districts: In 1970 the Department of Education contracted with the Census Bureau to provide tabulations for all school districts with 300 or more students. The same kinds of machine-readable data files may be prepared for 1980.

D. Other Geographic Terms

Urban vs. Rural: Urbanized Areas plus all places outside of them with a population of 2500 or more are considered urban. Everything else is classified as rural.

Metropolitan: refers to a county, MCD, or place that is located in an SMSA.

Central Business District (CBD): While no reports are made for CBDs, each Census Tract report includes in its introduction a definition of any local CBDs.

III. 1980 CENSUS PRODUCTS

The results of the 1980 Census will be tabulated and released in a variety of formats, but some data will be made public in only one form. Announcements and order forms will be available from the Census Bureau, its regional offices, and Department of Commerce offices.

A. Printed Reports

Publications from the 1980 Census will appear in three series: joint population and housing (PHC), population (PC), and housing (HC).

PHC(P) - Preliminary Population and Housing Unit Counts

PHC(V) - Final Population and Housing Unit Counts
Contents: only population and housing unit totals
Due: first half of 1981
Coverage: largest, U.S. Summary; smallest, MCDs and Places

PHC(1) - Block Statistics
Contents: selected 100% data
Due: mid-1981
Coverage: largest, cities of 10,000 or more; smallest, blocks of SMSAs

PHC(2) - Census Tracts
Contents: 100% data and selected sample data
Due: spring 1982
Coverage: SMSAs and tracted balance of each state

PHC(3) - Summary Characteristics
Contents: 100% and sample date
Due: winter-spring 1982
Coverage: states, SMSAs, and 39,000 general-purpose local governments

PC(1)A - Number of Inhabitants
Contents: official population counts
Due: summer 1981
Coverage: largest, states; smallest, incorporated places and county subdivisions

PC(1)B - General Population Characteristics
Contents: 100% data
Due: summer 1981
Coverage: largest, states; smallest, places of 1000 or more and county subdivisions

PC(1)C - General Social and Economic
        Characteristics
    Contents: primarily sample data
    Due: winter-spring 1982
    Coverage: largest, states; smallest,
        places of 2500 or more

PC(1)D - Detailed Population Character-
        istics
    Contents: detailed cross-tabulations
        of most sample population data
    Due: fall 1982
    Coverage: states and large SMSAs

PC(2) - Subject Reports
    Each report in this series will
    focus on a particular subject. De-
    tailed cross-classifications will be
    provided nationally and for regions.
    A few reports will have data for
    states, SMSAs and large cities.

HC(1)A - General Housing Characteristics
    Contents: 100% housing data
    Due: summer 1981
    Coverage: largest, states; smallest,
        county subdivisions and places of
        1000 or more

HC(1)B - Detailed Housing Characteristics
    Contents: sample housing data
    Due: winter-spring 1982
    Coverage: largest, states; smallest,
        places of 2500 or more

HC(2) - Metropolitan Housing Character-
        istics
    Contents: most 1980 housing subjects
    Due: fall 1982
    Coverage: states, SMSAs, and com-
        ponent large cities

HC(3) - Subject Reports
    Contents: detailed information on
        particular subjects for the nation
        and its regions
    Due: late 1982

There may be additional volumes in the
housing series. These would not appear
until after all the reports listed here.

A word on availability dates--the dates
which are listed here are tentative and
based upon Census Bureau projections. Be-
cause of legal actions which may affect the
Bureau's delivery schedule, actual release
of reports for Minnesota and surrounding
states could vary either way. In general,
reports for the smallest states and those
without SMSAs (Vermont and Wyoming) are
issued first, while reports for large states

and those which present difficulties in
tabulating are the last to appear.

B. Fiche Reports

All 1980 Census _final_ reports will be
made available on microfiche (negative, 24x,
98 image). These fiche will be ready for
purchase about two months after the corres-
ponding publication.

Computer output microfiche will be gen-
erated from Summary Tape Files (STF) 1 and
3; both include geographic areas for which
no data will be available in print. Alpha-
betic labels will be associated with each
data item, and supplementary documentation
will be provided. Fiche of File 3B will
provide data for 5-digit ZIP Code areas.
Release will be on a state-by-state basis
during mid-1982.

C. Summary Tape Files (STF)

    STF 1 - approximately 300 categories of
        100% population and housing data for
        blocks and block groups in blocked
        areas, and enumeration districts in
        unblocked areas, census tracts,
        places, county subdivisions, counties,
        congressional districts, SMSAs, and
        states (due July 1981)

    STF 2 - more detailed 100% population
        and housing data for census tracts,
        Indian reservations, places of 1000
        or more inhabitants, county subdivi-
        sions, counties, urbanized areas,
        SMSAs, and states (due Aug. 1981)

    STF 3 - sample population and housing
        data for enumeration districts/block
        groups, census tracts, county subdi-
        visions, places, counties, states,
        and 5-digit ZIP Code areas   (due
        Apr. 1982)

    STF 4 - more detailed sample population
        and housing data for census tracts,
        India reservations, places of 2500
        or more inhabitants, county subdivi-
        sions, counties, urbanized areas,
        SMSAs and states   (due Apr. 1982)

    STF 5 - highly detailed tabulations and
        cross-classifications for states,
        SMSAs, and large cities and counties
        (i.e., population greater than 50,000)
        (due Sept. 1982)

D. Other

GBF/DIME Files - (Geographic Base File/
Dual Independent Map Encoding) This
is a computerized version of the
Metropolitan Map Series, which covers
the urbanized portions of SMSAs. It
is used to assign census geographic
codes (e.g., census tract numbers) to
addresses. For libraries with machine-
readable patron files, this product
would be very useful for analyzing
the distribution of users throughout
a large service area.

CENSPAC - a generalized file processing
and tabulating package. CENSPAC has
a number of output options, including
printouts, extract tapes, etc. The
system is able to aggregate data
across records or geographic areas.
It will also perform simple computa-
tions between and across records or
geographic areas.

IV. USING CENSUS DATA

Whether using print or machine-readable
census products, there are two consider-
ations to keep in mind: the completeness
of the data and the accuracy of the data.

The user may find that certain cross-
tabulations have been suppressed, particu-
larly when the geographic area under exam-
ination has a small population. Suppress-
ion of data occurs when the number of
cases in a particular cell (e.g., Hispanic
households by income) falls below a cer-
tain level. To release such data might
break the Census Bureau's guarantee of
confidentiality. Complete population and
housing counts are never suppressed, but
all other tabulations are subject to sup-
pression and may not be reported.

Tabulations which are based on sample
questions are subject to several kinds of
variation which may affect accuracy. First,
an assumption must be made that the sample
is representative of the total population.
This may not be true, especially for small-
er populations. The one-out-of-two samp-
ling rate for small areas is one attempt
to overcome this problem.

Second, a household that was sampled
may have supplied an incorrect answer which
was accepted by the Census Bureau. For
example, tests have shown that people con-
sistently under-report their income and
over-estimate monthly utility costs. Start-
ing about early 1983, the Census Bureau will
issue reports which analyze various sources
of bias or error in the 1980 Census.

In cases where a household has left one
or more questions on the sample question-
naire unanswered, the Census Bureau will
allocate a response. On the basis of cer-
tain characteristics, the incomplete ques-
tionnaire will be matched with one pro-
cessed earlier and the answer on that ques-
tionnaire will be used in tabulating the
incomplete one. Allocation is also used to
substitute responses when an answer is ob-
viously wrong. If, for example, a person
three years old is reported as having lived
at the same address five years ago, another
more appropriate response, in this case
"not yet born", would be allocated.

Information about the extent of non-
response and allocation is contained in ap-
pendices to the printed and machine-readable
reports.

V. CONCLUSION

In addition to its product programs, the
Census Bureau offers a wide variety of edu-
cational opportunities at little or no cost.
Some of these are carried out by Washington-
based staff and others through the Data User
Services Officers (DUSOs) in the regional
offices. For additional information on
these activities, contact:

> User Training Branch
> Data User Services Division
> Bureau of the Census
> Washington, D.C. 20233

or the DUSO for your region:

> Minnesota: Census Regional Office
> One Gateway Center
> 4th and State Streets
> Kansas City, Kansas 66101
> Phone: (816) 374-4601

> Dakotas: Census Regional Office
> PO Box 25207
> 575 Union Blvd.
> Denver, Colorado 80225
> Phone: (303) 234-5825

VI. USEFUL RESOURCES

The following list of resources may be useful in filling in the abbreviated information presented here. While most of them relate directly to the 1970 Census, they provide a great deal of still current information. New editions will start to be available as soon as the 1980 Census data has been completely tabulated.

A. Census Resources

Data Access Descriptions (DADs). Issued irregularly. Price varies.

User-oriented, topical reports on accessing and using census data and products. Deals with such topics as census geography, census summary tapes, and delineation of problem housing areas. DADs are numbered consecutively by date of issue (1 to 43 issued as of June 1979).

Data Users News (formerly titled *Small-Area Data Notes*). $14.00 for 12 monthly issues. SuDoc no. C3.238:vol/no.

Directory of Federal Statistics for Local Areas, a Guide to Sources: 1976. March 1978. $5.50 SuDoc no. C3.6/2:St2/2/976. S/N 003-024-01553-6.

Describes and cites individual tables from reports issued by the Census Bureau and other federal agencies. Subjects and geographic areas smaller than states are displayed in tabular format.

_____. *Urban Update, 1977-1978.* December 1979. S/N 003-024-02167-6

This update focuses on urban areas and includes new publications and others which did not appear in the 1976 edition.

Factfinder for the Nation : U.S. Bureau of the Census. Series CFF. Nos. 1-20. Issued irregularly, Aug. 1976 to 1980. Price varies. SuDoc no. C3.252:no.

Previously a single publication and last issued in 1970, the *Factfinder* is now being published as a series of topical brochures that may be used individually, in selected interest groupings, or as a complete set. Each brochure (usually four pages) describes the range of census materials available on a given subject, and suggests some of their uses. The subjects include: 1) minority statistics, 2) the availability of census records about individuals, 3) agriculture, 4) history and organization of the Census Bureau, 5) reference sources, 6) housing, 7) population, 8) geographic tools, 9) construction statistics, 10) retail, and 11) wholesale trade, 12) selected services, 13) transportation, 14) foreign trade, 15) manufactures, 16) minerals, 17) governments, 18) Bureau programs and products, 19) enterprise statistics, and 20) energy and conservation statistics.

Index to Selected 1970 Census Reports. 1974. $3.70. SuDoc no. C3.223:In2/970.

An index to the tables found in selected series of reports: PC(1), HC(1-3), and PHC(1-2). It does not include "subject reports" (Vol. II Population or Vol. VII Housing) or other reports that provide national (but not state or small-area) data. Only final reports are indexed.

1970 Census User's Guide, Part I and II. Oct. 1970. Part I, #2.10; Part II, $4.40. SuDoc no. C3.6/2:C33/2/970/pt.

A two volume guide to the 1970 Census of Population and Housing. Part I contains information on the background, collection, processing, and output (data products) of the 1970 Census, as well as a user's dictionary and glossary of technical terms. Part II contains technical documentation on the 1970 Census First through Fourth Count Summary Tapes and the Address Coding Guides. Part II has limited availability.

"The 1980 Census; the counting of America." *Population Bulletin.* Vol. 34, no. 4, Sept. 1979. $2.00. (Population Reference Bureau, Inc. Washington, D.C.)

Describes the Census Bureau's program for conducting and making available the results of the 1980 Census. This publication provides a detailed examination of the questionnaire.

Reference Manual on Population and Housing Statistics from the Census Bureau. Feb. 1978 (revised). $2.00. SuDoc no. C3.6/2:P81/978.

Provides a comprehensive introduction to "demographic" data from the Census Bureau, as a starting point for the new or prospective user, and as a handy reference for the experienced data user. It includes subject content of the 1970 Census of Population and Housing, caveats and limitations of the data, printed reports, computerized products and related services.

Statistics Data Finders. (Series) Issued
   irregularly, 1978. All copies 50¢.

   A series in tabular format, largely
of programs from the economic fields,
including energy statistics, describes
reports from the areas of government,
industries (manufactures, minerals),
construction, agriculture, foreign trade,
business (wholesale, retail, services),
economic surveys (transportation, enter-
prise statistics, county business pat-
terns, minority-owned businesses), and
energy. All booklets include divisional
contact names and information on the
title, series number, frequency of pub-
lication, type of data, level of detail,
etc.

B. Ephemeral Resources

   Single copies of the following materials
are available from the Census Bureau at no
cost. To order write: Data User Services
Division, Bureau of the Census, Washington,
D.C. 20233.

*Census '80: Continuing the factfinder
   tradition.*
   Provides information on the history,
purposes, problems, and procedures of
the census, as well as data products.

*Census '80: Introduction to products and
   services.*
   This 14 page booklet covers print re-
ports, machine files, microfiche, and
special tabulations from the 1980 Census.

Information questionnaire.
   This sample questionnaire lists all of
the items included on the long form of
the census.

*Summary descriptions of data use for ques-
   tions planned for inclusion in the 1980
   Census.*
   Each of the items included on the
1980 long form is justified by illustra-
ting its use in the federal programs and
by listing federal laws for which the
question is required. (61 pages)

*Tentative publication and computer tape
   program.*
   This four page leaflet describes each
of the report series and projects and
tentative release dates.

*Patricia Kovel-Jarboe is Census Specialist
with the Agricultural Extension Service's
Minnesota Analysis and Planning System.*

CENSUS WORKSHOPS

   MINITEX is sponsoring a workshop on the
United State Census which will be offered
in four locations. The workshop will in-
clude an overview of the U.S. Census Bureau,
its programs and publications, terminology,
reference tools, and some "hands-on" ex-
perience in locating data in printed reports.

   Patricia Kovel-Jarboe, currently Census
Specialist, Agricultural Extension Service,
Minnesota Analysis and Planning System and
formerly Acting Director, O'Shaughnessy
Library, College of St. Thomas, will con-
duct the workshop. In some locations she
will be joined by a staff member from one
of the Census Bureau Regional Offices.

   Registration will be limited to thirty
at each location. There will be no charge
except for individual lunches. Registra-
tion forms have been mailed to MINITEX
participating libraries. However, if you
do not have a form and would like to attend,
contact M.J. Dustin at MINITEX.

April 7	Oriental Room
9:30-3:30	Chester Fritz Library
	University of North Dakota
	Grand Forks, ND

April 14	Room 228
9:30-3:30	Learning Resources Services
	St. Cloud State University
	St. Cloud, MN

April 23	Room 10
9:00-3:30	Reuben P. Jeschke Fine Arts Bldg.
	Sioux Falls College
	Sioux Falls, SD

May 11	Helen Young Room
9:00-4:00	Southdale-Hennepin Area Library
	Edina, MN

RLG AND UTLAS AGREE TO COOPERATE

   Press release from The Research Libraries
Group, Inc.

   The Research Libraries Group (RLG) and
UTLAS (University of Toronto Library Auto-
mation Systems), two national computerized
bibliographic networks, have signed a mem-
orandum of understanding that will have a
major impact on the future of inter-network
cooperation and could offer a wide range
of benefits to libraries and their users.

According to the memorandum, cooperation will include sharing databases, collaboration on programs to support ongoing functions at their respective libraries and shared system development projects.

"The two networks entered the agreement with the goal of enhancing their individual capacities to serve member and user libraries," a spokesman for the two groups said. "Cooperation offers financial advantages by reducing duplication of effort in many areas. RLG and UTLAS welcome the opportunity to collaborate on finding solutions to major issues affecting libraries."

Both RLG and UTLAS are similar in their dedication to serve libraries and library users, and both provide technical processing support for a broad range of library functions, including collection development and bibliographic and physical access to materials. Both are nationwide networks (UTLAS in Canada, RLG in the U.S.) and both, their memorandum states, "believe that by cooperation with one another in a variety of areas in library networking, they can enhance their individual capacities to serve the requirements of their member libraries."

Two agreements between them are presently under negotiation. The first would provide for UTLAS to produce page form catalogs for RLG member libraries from machine-readable data supplied by RLG's Research Libraries Information Network (RLIN). By the terms of the second agreement, UTLAS will carry out the conversion of RLG authority tapes from current formats to an RLIN-defined format.

The Research Libraries Group, a corporation owned and operated by its 23 member institutions, was created in 1974 to find solutions to the double problem of dwindling budgets and expanding demand faced by research libraries. Through its four programs—Shared Resources, Collection Management and Development, Preservation, and RLIN, the on-line bibliographic tool that forms the basis for the other programs—the consortium is working to create solutions that will enable research institutions to make use of the improvements wrought by the information revolution.

RLG's members are: Columbia University, the New York Public Library, Stanford Uni-

versity, Yale University, University of Michigan, University of Pennsylvania, Princeton University, Dartmouth College, University of Iowa, Rutgers University, Brigham Young University, Colorado State University, Brown University, Cornell University, Johns Hopkins University, New York University, Northwestern University, Tulane University, the American Antiquarian Society, Pennsylvania State University, University of Oklahoma, Temple University, University of Minnesota, State University of New York at Binghamton (associate member), and the Folger Shakespeare Library (associate member).

UTLAS, an ancillary enterprise of the University of Toronto, has been supplying online computer-based services and products in both English and French to Canadian libraries since 1973. Recently, UTLAS has contracted to provide services in the U.S. and Japan as well.

UTLAS is dedicated to providing a total, integrated approach to library automation. More than 200 institutions, members of consortia, and government agencies maintain individual bibliographic databases through use of the online Catalog Support System (CATSS), and over 600 individual libraries of all types, including research libraries, receive products and services from this system.

In addition to the centralized CATSS system, participants may avail themselves of distributed processing through use of the minicomputer-based Library Collection Management System (LCMS) for online catalog access and other local functions.

MINITEX OCLC AACR2 REGIONAL MEETINGS

From October 28th through January 20th, sixteen regional meetings were conducted for MINITEX OCLC participants. Nearly 300 persons representing 83 institutions attended these meetings.

The purpose of the meetings was to inform OCLC participants of the impact of the change to the second edition of the Anglo-American cataloging rules to the use of the OCLC database.

Day-long sessions were divided into two parts. The topics in the morning included a review of the newly installed

search/retreival enhancements, an overview of the LC name/authority file and its role in the database conversion, status reports and the plans for OCLC's database conversion, changes in the card print program, error-reporting and database quality, and general OCLC system developments. The morning topics were directed towards all library staff who used the OCLC database and the attendees included public service as well as technical staff at all levels.

Afternoon sessions, directed primarily to technical services staff, consisted of a page-by-page review of the new Books Format, concentrating on the specific changes resulting from AACR2. Examples of tagging of some of the descriptive elements helped bring together the pieces of knowledge the catalogers had been gathering about AACR2. It should be noted that these sessions were not specifically cataloging, but tagging information sessions, as many participants already had knowledge of the new cataloging rules after attending workshops sponsored by groups such as the Minnesota AACR2 Trainers, or had attended the regional LC institute.

Thanks are expressed to the following host institutions for their hospitality: North Dakota State University, St. Cloud State University, College of St. Scholastica, University of Minnesota, Mankato State University, College of St. Catherine, Bemidji State University, Legislative Reference Library, Minneapolis Public Library and Information Center, St. Mary's College, Normandale Community College, Austin Community College, South Dakota School of Mines and Technology, and Bismarck Public Library.

It was a pleasure to have the opportunity for regional meetings this past quarter. Many participants commented on the positive aspects of group interaction as together we face the challenge of a new cataloging code. (JCB)

OCLC'S NAME-ADDRESS DIRECTORY

To support and promote online information files, OCLC has made its Name-Address Directory (NAD) available to all OCLC participants through a guest search authorization. The NAD is a file of records describing OCLC participants, other libraries, information centers, vendors, publishers, and other institutions associated with the information industry.

This online file is accessible under a variety of access points including institution symbol and network participants. Data in the NAD is continually updated by OCLC staff and libraries participating in the Acquisitions Subsystem Evaluation.

Because printed lists are costly to produce and outdated even before printed, OCLC encourages participants to consult the NAD for current information whenever possible. There are no plans for printed products from the NAD and OCLC has proposed an annual listing of participants, supplemented by the NAD, instead of the current quarterly listings.

An OCLC technical bulletin and a searching manual for the NAD were distributed to the cataloging contacts of the MINITEX OCLC participating libraries in the November mailing.

Staff members, particularly in acquisitions and interlibrary loan, will find this online file a useful tool in verifying names and addresses associated with OCLC and also with publishing.

If your library does not have a copy of "Searching the Name-Address Directory," or needs another copy, please contact the MINITEX/OCLC Office. (JCB)

MINITEX AT TEXAS INSTRUMENTS SYMPOSIUM

Mark Eckes, Associate Administrator on the MINITEX staff, travelled to New Orleans March 8-10 to present a paper at the TI-MIX 1981 National Symposium, a conference for users of Texas Instruments computer equipment. The paper, entitled "Communications in a Library Network," discussed the various uses MINITEX has made of Texas Instruments equipment. Eckes was one of seven presenters in the communications section of the symposium, which was attended by 900 TI users, dealers, software developers, and TI staff.

His presentation pointed out several of the TI/Teledisk applications in use, including: terminal-to-terminal transmission of interlibrary requests, terminal-to-computer interface for database literature searches and administrative functions, use of the TI820 for printing records from the OCLC system, and transmission via international carrier to British Library, Lending Division.

RAMSEY COUNTY BEGINS OCLC ACQUISITIONS SUBSYSTEM EVALUATION

Ramsey County Public Library will be evaluating OCLC's newest subsystem, Acquisitions, from March through June. Pauline Iacono, Ramsey County Library, and Julia Blixrud, MINITEX, attended a three-day training session at OCLC in early March in preparation for the evaluation.

The OCLC Acquisitions Sybsystem integrates data from the OCLC Online Union Catalog with local order and fund data. The subsystem provides one online source for acquisition status information. It transmits communications to suppliers for requests, orders, inquiries, claims, and cancellations. Fund information is available online and reports are issued at scheduled intervals.

Evaluating libraries will determine how well the Acquisitions Subsystem works in various types and sizes of libraries. They will see if it meets its stated goals to: reduce the time lapse between request and availability of an item for processing, reduce the time required to accomplish acquisitions tasks, furnish libraries with online access to order and fund information, enable libraries to maintain control and currency for acquisitions activities, and prevent duplication of orders. It is also hoped that the evaluating libraries will identify efficient workflow patterns and suggest future enhancements for the Acquisitions Subsystem.

After June 30, 1981, the OCLC Acquisitions Subsystem will be made available to all users. Libraries interested in the subsystem and in the evaluation should contact Julia Blixrud, OCLC Coordinator, for more information. (JCB)

ARL ADOPTS PLAN FOR IMPROVING ACCESS TO MICROFORMS

Press release from ARL

A plan aimed at improving bibliographic access to materials in microform by building a nationwide database of machine-readable records for individual titles in microform sets was approved in principle by the ARL Board of Directors on January 30.

The plan concentrates on monograph collections, and is aimed at providing records for individual titles in both current and retrospective sets. Records added to the database will also aid cooperative efforts in preservation microfilming.

Elements of the plan include: 1) inputting of records conforming to accepted North American standards to the major bibliographic utilities by libraries and microform publishers, 2) development of "profile matching" by the bibliographic utilities permitting the cataloging of all individual titles in a series or microform collection with a single operation, 3) cooperative cataloging of current and retrospective microform sets by libraries and publishers, and 4) compensation for publishers who input acceptable bibliographic records to the bibliographic utilities to off-set loss of revenue from card set sales.

Cooperation among libraries, publishers, networks, and others has been stressed throughout the development of the plan, and initiatives on a number of fronts are necessary and encouraged in order to accomplish the goal of improved bibliographic access to microforms. ARL will seek outside funding for a program coordinator to facilitate implementation of the elements outlined above, and recruitment for the one-year position will begin shortly. The coordinator, advised by a committee of librarians (from ARL and non-ARL institutions) and microform publishers, will work with libraries, publishers, and the bibliographic utilities to help get the plan off the ground.

The plan is the result of a one-year study funded by a grant from the National Endowment for the Humanities and conducted for ARL by Richard Boss of Information Systems Consultants, Inc. During the course of the year, Mr. Boss interviewed librarians, microform publishers, representatives of the bibliographic utilities, and others interested in bibliographic access to microforms, gradually building the plan from elements on which there was agreement and discarding ideas that were not widely accepted. The effort to build a consensus among the various interested parties was aided by the advisory committee, comprising both ARL librarians and microform publishers, which assisted and advised Mr. Boss throughout the course of the project. ARL will publish the study this this spring.

MINITEX has scheduled a series of database workshops with Bibliographic Retrieval Services (BRS) and Lockheed/Dialog. They will be held in two different locations as noted below:

HCOL   Helen Young Room
       Southdale-Hennepin Area Library
       7001 York Avenue South
       Edina, MN

NHCC   Library
       North Hennepin Community College
       7411 85th Avenue North
       Brooklyn Park, MN

BRS WORKSHOPS

Search Strategy:
    April 21, 9:30-4:00, NHCC, $50.

LOCKHEED/DIALOG WORKSHOPS

Refresher Seminar:
    May 13, 1:30-5:00, HCOL, $25.

Government Documents:
    May 14, 9:00-12:30, HCOL, $25.

Humanities:
    May 14, 1:30-5:00, HCOL, $25.

Patents:
    July 21, 9:00-12:30, NHCC, $25.

System Seminar (Introduction):
    July 21, 1:00-4:30 and July 22, 9:00-4:30, NHCC, $65 (Lunch included on second day).

To register for BRS workshops, contact 800-833-4707 or use Message Switching (MSGS address is BBRS). To register for Lockheed/Dialog workshops, contact 800-227-1927.

MINITEX/OCLC holding locations grouped geographically and/or by library type as of February 1981:

St. Cloud State	325745	
St. John's	82003	
St. Benedict	47691	
		455439
Minneapolis PL	278725	
St. Paul Public	93336	
Ramsey County	87381	
		449442
Tri College U		364145
Mankato State	218953	
Gustavus Adolphus	53370	
Traverse des Sioux	46250	
U of M-Waseca	9333	
Bethany Sem	8919	
Bethany College	8898	
Dr Martin Luther	8672	
		354395
Winona State	105626	
St. Mary's	84099	
St. Teresa	71605	
		261330
U of M-Mpls	121969	
U of M-St. Paul	39760	
U of M-Law	12882	
Freshwater Bio	484	
		175095
St. Olaf	95524	
Carleton	59636	
		155160
St. Catherine	28232	
Macalester	22414	
Bethel	21863	
St. Thomas	18214	
Hamline	16668	
Augsburg	15297	
JJ Hill	8755	
Concordia	7493	
Hamline Law	6290	
		145226
Bismarck PL	68693	
N Dakota State Lib	45414	
N Dakota Historical	5	
		114112
U of M Duluth	32588	
St. Scholastica	13707	46295

MN Historical	18295	
Legislative Ref	11244	
Dept of Education	4315	
State Law	2768	
Office of Econ Opp	1496	
OPLIC	1210	
Attorney General	968	
MN State Docs	937	
Dept of Agriculture	349	
MN Zoological Gar	2	
		41584
Austin CC	13923	
Austin Pub School	4822	
Austin AVTI	767	
Hormel Institute	195	
		19707
Rainy River CC	5282	
Itasca CC	4937	
Vermilion CC	2577	
Hibbing CC	1715	
Mesabi CC	1055	
Iron Range Research	151	
		15717
Rochester CC	8033	
Rochester PL	5456	
Rochester Pub School	187	
		13676
Normandale CC	10267	
No Hennepin CC	2230	
Minneapolis CC	829	
		13326
Rapid City PL	4575	
SD School of Mines	2436	
National College	353	
		7364
No Central Bible		5292
Wm Mitchell College		3999

In the Twin Cities area there are 833,964 holding locations records available online to the 31 metropolitan area libraries.

PEOPLE

A *Manual of AACR2 Examples for Serials*, compiled by JULIA C. BLIXRUD (MINITEX) and JANET E. SNESRUD (U of M) and edited by MARILYN H. MCCLASKAY (U of M) and EDWARD SWANSON (Minnesota Historical Society, was published for the Minnesota AACR2 Trainers by Soldier Creek Press in January.

EDWARD S. WARNER, Director of University of North Dakota Library, has an article in the latest issue of *American Society for Information Science Journal* titled "The Impact of interlibrary access to periodicals on subscription continuation/cancellation decision making."

Recent visitors to MINITEX include DENNIS J. REYNOLDS, head of the OCLC Services Department at the Bibliographic Center for Research (BCR), and USAMA MAHMOUD ALY, Assistant Professor of Library Science at Cairo University and a trainee in the NSF project for Development of Scientific and Technical Information Services in Egypt.

MINITEX DIRECTORY CHANGES

ZANNE MACDONALD replaces Jan Hennesy at the Minneapolis College of Art and Design.

STEVE HAMMER is the new MULS contact person at the St. Paul Campus Libraries (U of M).

Itasca Community College has a new phone number: 218-327-1772.

Gustavus Adolphus College in St. Peter has a new terminal number: 507-931-7559(A).

MINNESOTA STATUTES INDEX ERRATA AVAILABLE

The Subject Index to the 1980 Minnesota Statutes was published with several omissions. To be put on the mailing list to receive previous and forthcoming errata sheets, call or write: Revisor of Statutes, Room 3, State Capitol, St. Paul, MN, 55155; phone 612-296-2868.

EVERYONE'S GUIDE TO THE WHOLE LIBRARY

The last sessions of "Everyone's Guide to the Whole Library" for this school year will be held on Thursdays, April 2 and 9, 6:30-9:00 each night in Rm. 120, Blegen Hall, West Bank Campus. The two evenings are a sequence, with the second building on, although not dependent on, the first. People are encouraged to attend both evenings, although they are not discouraged from attending only one or the other.

A NOTE ON THE PROMPT RETURN OF LOANS:

Continuation of interlibrary borrowing which is made possible through increased accessibility is dependent upon the full cooperation of all parties. A fundamental tenent of interlibrary loan is the return of borrowed materials on or before the due date set by the lending library. Overdues are costly, both financially and in terms of staff time, diverting energy from more service-oriented activities. The borrowing privileges of individuals or libraries may be suspended if this spirit of cooperation is not maintained.