

COMPUTER BASED ACQUISITIONS SYSTEM
AT TEXAS A&I UNIVERSITY

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In September, 1966, a system was initiated at the University which provides for the use of automatically produced multiple orders and for the use of change cards to update order information on previously placed orders already on disk storage. The system is geared to an IBM 1620 Central Processing Unit (40K) which has processed a total of 10, 222 order transactions the first year. It is believed that the system will lend itself to further development within its existing framework and that it will be capable of handling future work loads.

In 1925, the library at Texas A&I University (first known as South Texas State Teachers College and later as Texas College of Arts and Industries) had an opening day collection of some 2,500 volumes. By the end of August, 1965, the library's collection had grown to 142,362 volumes, including 3,597 volumes purchased that year. The book budget doubled in September of 1965, and the acquisitions system was severely taxed as the library added by purchase a total of 6,562 volumes. After one full year under the mechanized system discussed below, a total of 9,062 volumes had been added by purchase. Counting gifts, transfers, and cancellations, the computer actually handled 10,222 order transactions the first year.

The computer-based acquisitions system now in operation was initiated in September of 1966, eleven months after the decision was made to mechanize the process. The library had already experienced successes in computerizing the circulation and serial systems and, because a rapidly

expanding book budget had caused the old traditional type of acquisitions system to become unwieldy and seemingly obsolete, it seemed imminent that the installation of a computerized acquisitions system would follow. Furthermore, it was agreed that acquisitions could make use of the computer at no additional cost, since the library was already paying its share of the machine rental costs for circulation and serials.

Following the decision to go ahead with the project of computerizing the acquisitions system, a preliminary survey was made of the literature on the subject, and a plan for approaching the task conceived. Briefly, the plan hinged upon the idea of an automatically produced multiple order form similar to that proposed by IBM (1). It also provided for use of the change card, reported by Becker to be "a unique and very important part of the Penn State System" (2). It further provided for the automatic production of a weekly books on order list or "Processing Information List" similar to that reported by Schultheiss to be in use at the University of Illinois Libraries (3). The plan was written in the form of a proposal which was then sent with an accompanying flow chart to the director of the campus computer center for consideration. The basic proposal for the new system was accepted, and work toward implementation of the system was begun immediately. As was expected, the plan and flow chart had to be altered in some areas as the project progressed.

As a first step, the book order request form was redesigned to serve as a work slip in the verification routine, as a source document for key-punching, and, in the end, as notification to the requester that a requested item had been cataloged. The redesigned request card consisted of a single record form printed on one side of an IBM tab card (Figure 1). The only objection to usage of this form appeared to be that the requester would have no record of his request unless he produced one for himself. However, this form was adopted because it was judged less expensive

BOOK REQUEST FORM			
Author's Last Name	First Names	Dept.	Notify
Title			
Volumes [complete set]	Volume [only]	Editions:	
Series:			
Place:	Publisher:	Year:	
Number of Copies:	List Price:	Dealer:	
Date Quoted:	Cat. No.:	Item No.:	
[FOR LIBRARY STAFF USE ONLY]:		<input type="checkbox"/> OWR	L.C. Number
<input type="checkbox"/> Confirmation Order	<input type="checkbox"/> Standing order	CBI	LC CC
<input type="checkbox"/> Copy in library	<input type="checkbox"/> Already on order	PTLA	PW OF
<input type="checkbox"/> Intentional duplication or replacement	<input type="checkbox"/> Rush	CAT	ADV
			Call No.

Fig. 1. Example of Book Request Form

and not as complex as, for example, the five-part form Cox reported in use at the University of Maryland (4).

As a second step, a new 3x5-inch, five-part, continuous purchase order form (Figure 2) was designed especially for printing out orders on the

LES FERGUSON COMPANY, INC.	PURCHASE ORDER	No.			OWR <input type="checkbox"/>	
	Fund & Order Date				PLEASE FOLLOW INSTRUCTIONS ON BACK OF THIS SLIP	
	Dealer	No. of Copies	L.C. Card Number			
	Cat.	Author				
	Item	Titles				
	Quoted Rec. Date	Places				
	NOTIFY:	Publishers				
	RUSH	Date:	Vols:	List Price \$		
	Confirmation	Series				
	LIBRARY - TEXAS A&I UNIVERSITY					
KINGSVILLE, TEXAS 78133						

Fig. 2. Example of Purchase Order Form

IBM 1443 printer. Functions of this five-part order form will be discussed in more detail later in this report. The form may also be traced in the Flow Chart (Figure 3).

PROCEDURES

Requests for library materials are typed on Book Request Forms and sent to the Acquisitions Department of the Library. These request cards are verified in the standard trade bibliographies and sent to the Computer Center for use as source documents in the keypunching procedure. The keypunch operator punches the data according to the Order Card Record Layout (Figure 4), and from this original keypunching two abbreviated main entry cards, referred to as "change cards" (Figure 5), are produced automatically for each item requested. Basic order information is processed through an IBM 1620, and 3x5-inch, five-part, serially-numbered, continuous-form orders are printed out automatically by the IBM 1443 printer. Order information is then stored on a magnetic disk through use of an IBM 1311 disk drive. After the change cards have been interpreted by the IBM 548 interpreter, all parts of the orders, the original request cards, and both change cards are delivered to the Library, where order parts are separated and the originals are mailed to their respective dealers. Parts two and three of the orders are sent to the catalog department for use in the Library of Congress card order procedure. Parts four and five of the orders, the original request cards, and both change cards are filed alphabetically, first by dealer and then by main entry, to await receipt of items ordered.

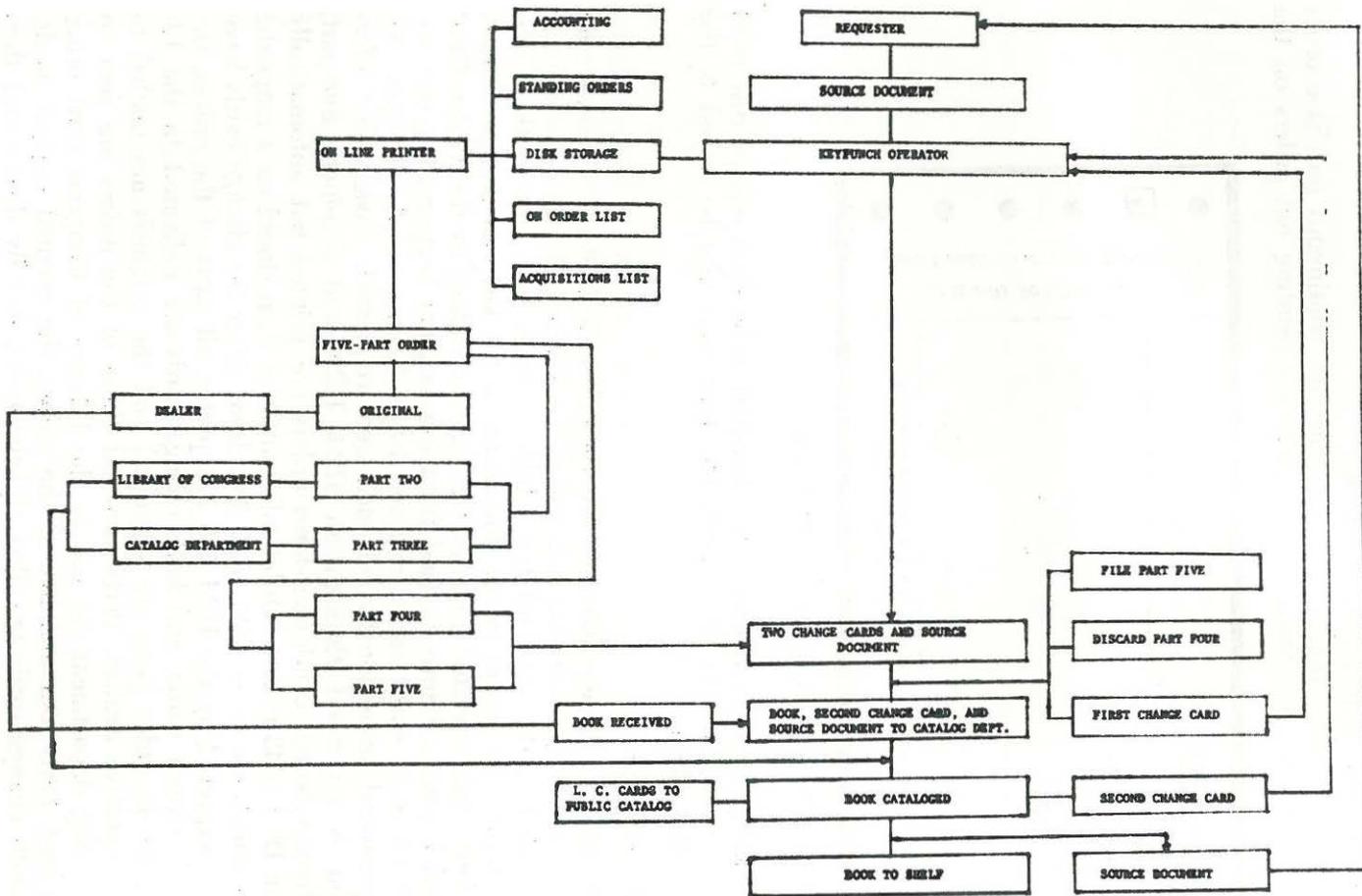


Fig. 3. Flow Chart of the Acquisitions System at Texas A&I University

RECORD DESCRIPTION BOOK ORDER CARD #1

FORMAT NO.

ORDER NUMBER	AUTHOR	TITLE	NO. OF PAGES	DEPT.	SET	VOL.	ED.	SERIES	PLACE PUB.	YEAR PUB.	LIST PRICE	CHECKED				
67		22 23	54	55	56	58	60	62	64	66	69	70	73	74	79	80

RECORD DESCRIPTION BOOK ORDER CARD #2

FORMAT NO.

ORDER NUMBER	L.C. CARD NO.	PUBLISHER	DEALER	CAT. NO. OR DATE QUOTED	ITEM NO.	ORDER NO.	RECEIVED	ACTUAL COST	REMARKS				
67	18 19	30	45 46	54	55	56	61	62	64	68	77	79	80

RECORD DESCRIPTION CHANGE CARD #1 (PROCESSED WHEN BOOK RECEIVED)

FORMAT NO.

ORDER NUMBER	AUTHOR	TITLE	DATE ORDERED	DATE RECEIVED	ACTUAL COST	REMARKS
67		22 23	36 37	67 68	73 75	79

RECORD DESCRIPTION CHANGE CARD #2 (PROCESSED AFTER CATALOGING)

FORMAT NO.

ORDER NUMBER	AUTHOR	TITLE	DATE ORDERED	CLASSIFICATION NUMBER	REMARKS
67		22 23	36 37	66 67	80

SUPPLEMENTARY NOTES: SHADED AREAS ARE PRE-PUNCHED.

Fig. 4. Order Card Record Layout

AAHPER	YEARBOOK	ACADEMIC FREEDOM CATH UNI	FIDES	1967 DIRECT	14313	1C 11/13/67	GEN	
AARSLEFF HANS	STUDY OF LANGUAGE	ENGLAND 1780	AAHPER		00018	1C 10/07/67	HPE	SO
AATEA	TEACHER EDUCATION	IN AGRICULTURE	PRINCETON U	1966 MCCLURG	09693	1C 18/02/67	ENG	RECD
ABAD CARRETERO L	NINEZ Y FILOSOFIA		INTERSTATE PRINT	DIRECT	10196	2C 10/26/67	ADL	RECD
ABARBANEL CLARA	SWEAR BY THE NIGHT AND POEMS		COLEGIO DE MEX	1957 STECHERT	10592	1C 10/14/67	MDL	
ABAROA CRISANTO	ANTONIO CARBAJAL		RANDOM	1936 CANNER	04745	1C 02/22/67	ENG	RECD
ABBOT WALDO	HANDBOOK OF BROADCASTING	ED 4	SOCIEDAD MEX	1962 COHEN	08730	1C 05/11/67	GEN	RECD
ABDOU MUHAMMAD	THEODOGY OF UNITY	TK BY I MUSAAD	MC GRAW-HILL	1957 STACEY	10593	1C 10/14/67	SPE	
ABEL ELIE	MISSILE CRISIS		HILLARY HOUSE	1966 B+T	12565	1C 12/01/67	GEN	
ABERLE S P	INDIAN AMERICAS UNFINISHED BUS		LIPPINCOTT	1966 B+T	12564	1C 12/01/67	GEN	
ABRAHAM GERALD	RIMSKY-KORSAKOV		U OF OKLA	1966 MCCLURG	06754	1C 05/31/67	GEN	RECD
ABRAHAMS E	ANCIENT GREEK DRESS		DUCKWORTH	1949 CONFIRM	14312	1C 11/13/67	GEN	
ABREU GOMEZ E	CLASICOS ROMANTICOS MODERNOS		ARGONAUT	1964 DIRECT	12286	1C 11/09/67	HST	RECD
ABRIL XAVIER	CESAR VALLEJO O TEORIA POETICA		BOTAS S A	1934 CONFIRM	08731	1C 05/11/67	MDL	CAT
ACCOCCE PIERRE	A MAN CALLED LUCY		TAURUS	1962 STECHERT	10594	1C 10/14/67	MUL	
ACEVEDO EVANIST	TEORIA E INTERPRET DEL HUMOR ESP		COWARD MCCANN	1967 MCCLURG	07517	1C 03/29/67	FWD	
ACHESON E G	PATHFINDER		STECHERT-HAFNER	1966 STECHERT	10595	1C 10/14/67	MDL	
ACHURY VALENZU	ANALI CRT AFEC ESPI SOR F JOSEFA		ACHESON INDUST	1965	09301	1C 06/14/67	GFT	CAT
ACOSTA JOSE DE	HISTORIA NATURAL MORAL INDIA		IMP NAC COLOMBIA	1962 STECHERT	10596	1C 10/14/67	MUL	
ACTON JOHN	HISTORY OF FREEDOM		FONDO	1962 STECHERT	05713	1C 04/06/67	HST	RECD
	ACTS OF THE APOSTLES	VOL 31 ONLY	BOOKS FOR LIB	1907 DIRECT	07148	1C 06/26/67	GEN	RECD
ADAMS CHARLES	CAREER FACTS 1966-67		DOUBLEDAY	1967 CONFIRM	09302	1C 06/19/67	GEN	RECD
ADAMS ELEANOR B	BIO-BIBL FRANCIS AUTH COLON C AM		ADDISON-WESLEY	1966 MCCLURG	05035	1C 06/29/67	GEN	CAT
ADAMS FAT G	TEACHING CHILDREN TO READ	ED 3	ACAD AM FRANC H	1953 DIRECT	10597	1C 10/26/67	MDL	RECD
ADAMS G F	CONTEMPORARY AMERICAN PHILOSOPHY	SET OF 2 V	RONALD PRESS	1963 STACEY	08732	1C 09/25/67	FWD	RECD
ADAMS HENRY	GREAT SECESSION WINTER OF 1860-6		RUSSELL + RUSSEL	1962 DIRECT	11215	1C 10/21/67	GEN	
ADAMS HENRY	HISTORY U S AMER DUR ADMIN JEF M		BARNES	1962 DIRECT	10598	1C 10/14/67	HST	
ADAMS JAMES T	THE FOUNDING OF NEW ENGLAND		UNIV OF CHICAGO	1967 B+T	12566	1C 12/01/67	GEN	
ADAMS JOHN R	HARRIETT BEECHER STOWE		LITTLE BROWN	1963 STACEY	09076	1C 07/26/67	ENG	RECD
ADAMS ROBERT M	NIL-EPIISODES IN LITERARY CONQUES		THAYNE	1963 MCCLURG	09694	1C 18/02/67	ENG	RECD
ADAMS WILLIAM	IRELAND IRISH EMIGRATION NEW WOR		OXFORD UNIV	1966 STACEY	09075	1C 07/17/67	ENG	RECD
ADARSON JOHN	EXTERNALS AND ESSENTIALS		RUSSELL	1932 MCCLURG	06755	1C 07/02/67	HST	CAT
ADAMUS BREMENENSIS	HISTORY ARCHBISHOPS HAMBURG-BREM		BOOKS FOR LIB	1933 DIRECT	07149	1C 05/03/67	GEN	RECD
ADDY GEORGE M	ENLIGHTENMENT IN U OF SALAMANCA		COLUMBIA UNIV PR	1959 B+T	12567	1C 12/01/67	HST	
ADELINE JULES	ADELINE ART DICTIONARY TERMS		DUKE U PRESS	1966 STACEY	09077	1C 08/17/67	HST	RECD
ADELMAN IRVING	MODERN DRAMA		UNGAR	1965 MCCLURG	06756	1C 07/02/67	GEN	CAT
ADELMANN M	RHODES		SCARECROW PK	1967 DIRECT	10599	1C 10/27/67	GEN	RECD
ADKISON W L	COLORADO TO NEW YORK		DOUBLEDAY	1967 B+T	12568	1C 12/01/67	GEN	
ADLER ALFRED	SUPERIORITY AND SOCIAL INTEREST		AMER ASS PET GEO	1966 DIRECT	10197	1C 10/07/67	GEN	
ADLER BILL	LETTERS FROM VIETNAM		NORTHWESTERN UN	1964 MCCLURG	00209	1C 11/17/66	GEN	RECD
ADLER IRVING	A NEW LOOK AT GEOMETRY		DUTTON	1967 B+T	12569	1C 12/01/67	GEN	
ADRIAN EDGAR D	BASIS OF SENSATION		JOHN DAY	1966 MCCLURG	06758	1C 04/10/67	GEN	RECD
	ADVANCES APPLIED MECHANICS	VOL 10 ONLY	HAFNER	1964 DIRECT	11225	1C 10/21/67	PSY	RECD
	ADVANCES IN AGRONOMY		ACADEMIC	1967 CONFIRM	10198	1C 10/10/67	EN	RECD
	ADVANCES IN APPL MECHAN		ACADEMIC PRESS		00001	1C 10/07/67	AS	SO
	ADVANCES IN APPL MICROBIOL		ACADEMIC PRESS		00002	1C 10/07/67	EN	SO
	ADVANCES IN CANCER RESEARCH		ACADEMIC PRESS		00003	1C 10/07/67	BIO	SO
	ADVANCES IN CATAL AND RELATED		ACADEMIC PRESS		00004	1C 10/07/67	BIO	SO
	ADVANCES IN CHEMICAL ENGINEERING		ACADEMIC		00005	1C 10/07/67	EN	SO
	ADVANCES IN CHROMATOGRAPHY		ACADEMIC		04729	1C 10/07/67	EN	SO
	ADVANCES IN CHROMATOGRAPHY	VOL 1 ONLY	MARCEL DEKKER		10587	1C 10/07/67	EN	SO
	ADVANCES IN CHROMATOGRAPHY	VOL 2 ONLY	DEKKER	1965 CONFIRM	14314	1C 11/13/67	EN	
	ADVANCES IN CHROMATOGRAPHY	VOL 3 ONLY	DEKKER	1966 CONFIRM	14315	1C 11/13/67	EN	
	ADVANCES IN CHROMATOGRAPHY	VOL 4 ONLY	DEKKER	1966 CONFIRM	14316	1C 11/13/67	EN	
	ADVANCES IN CHROMATOGRAPHY		DEKKER	1967 CONFIRM	14317	1C 11/13/67	EN	

Fig. 6. Example of Computer Produced Books on Order List

(Figure 8) for budgetary purposes. The computer also gives credit to the appropriate fund for items cancelled. This accounting is accomplished through the use of one of the change cards mentioned above. The "books on order" list mentioned above is necessarily cumulative to include all new orders processed, since all new requests are checked against this list for possible duplications. This list always provides current information on the status of an order, enabling the user to find out to what stage in the total process a given order has progressed. Non-book materials are differentiated from book materials through use of Form Codes (Figure 9) which appear on the "books on order" print-out.

<i>Code</i>	<i>Department</i>
AED	Agricultural Education
AG	Agriculture
ART	Art
BIO	Biology
BA	Business Administration
CHM	Chemistry
ED	Education
EN	Engineering
ENG	English
GEO	Geography
GOV	Government
HST	History
HPE	Health and Physical Education
HE	Home Economics
IA	Industrial Arts
JRN	Journalism
MTH	Mathematics
MDL	Modern Language
MUS	Music
PHY	Physics
PSY	Psychology
SOC	Sociology
SPE	Speech
GEN	General
GFT	Gifts and Transfers

*Fig. 8. Fund Codes
Used in the Acquisitions System*

<i>Form</i>	<i>Code</i>
MICROFORMS	_____M
FILMS	_____C
FILMSTRIPS	_____S
RECORDS	_____D
TAPES	_____T
MAPS	_____A
MANUSCRIPTS	_____U
SERIALS	_____P

*Fig. 9. Form Codes Used
for Non-book Materials*

USE OF CHANGE CARDS

If a dealer reports an item unavailable, cancellation data is noted on the first change card, which then is sent to the Computer Center. Here cancellation data is keypunched into the change card and the change card is fed into the computer to remove all information pertaining to the order from disk storage and consequently from the "books on order" list. The second change card is then discarded. If a dealer supplies an item, actual cost and date received is indicated on the first change card, which is then returned to the Computer Center. Here cost and date received is keypunched into the change card and the change card is processed through the computer to record receipt of the item and to adjust the corresponding account if necessary. The second change card then accompanies the newly acquired item through the various stages of cataloging. At the appropriate time during the cataloging routine, the call number is written on the second change card. When the catalog cards are ready to be filed in the public catalog, the second change card is returned to the Computer Center where the call number is keypunched into it. From here this change card, usually in a group of several hundred, is fed into the computer and a list of current acquisitions (Figure 10) is printed out. The second change card then is coded so as to make possible the deletion from disk storage of all information pertaining to an order which has appeared on an acquisitions list for as long as two months after the item has been cataloged. This allows the Catalog Department ample time to file cards in the public catalog, thus reducing the possibility of unintentional duplication. Once deleted, the item no longer appears on the "books on order" list.

USE OF FIVE-PART ORDER FORM

Part one (the original) of the order is sent to the dealer. Part two is sent to the catalog department for use as an order for cards from the Library of Congress. Part three differs from part two in color only and serves primarily as a record of the Library of Congress card order. Part four, with part five and corresponding change cards, is filed alphabetically first by dealer and then by main entry. Part four serves as a report form on which to record dealer reports and other messages pertaining to the status of the item on order. In the event that an order is cancelled, part four is sent to the catalog department as a signal that Library of Congress cards may also be cancelled. Part four is discarded if a claim or cancel procedure is negated by receipt of an ordered item. Part five, with part four and corresponding change cards, is filed in the same manner as part four above. When an item is received and paid for, cost and date received is recorded on this copy of the order. Part five, designated as the Control Copy, then is filed by order number in the library's "control" file for possible use in the identification of items already approved for

F .	/G183DS	GARLAND HAM	A DAUGHTER OF THE MIDDLE BORDER PETER SMITH	1960
015.72	/G5896F V1+2	GONZALEZ LUIS	FUENTES DE LA HIST CONTEMP MEX COLEGIO MEXICO	MEX 1961
016.37139/H383P		HENDERSHOT CARL	PROGRAMED LEARNING BIBLIOGRAPHY ED 3 THE AUTHOR	MICH 1964
016.519	/IN8B	WOLD HERMAN O	BIBLIOGRAPHY ON TIME SERIES MIT PRESS	MASS 1966
016.9	/K953D	KUEHL W F	DISSERTATIONS HISTORY UNIV OF KENTUCKY	KY 1965
028.52	/B644B	AMER LIB ASSOC	BOOKS FOR CHILDREN 1960-1965 AM LI ASSOC	CHIC 1966
029.6	/M199D	MCKERROW R B	ON THE PUBLICATION OF RESEARCH MLA	N Y
031.	/W569F	WHEELER WILL A	FAMILIAR ALLUSIONS GALE	
056.	/IN25 V3 1963	PAN AM UNION	INDEX TO LATIN AMER PERIODICALS ED 3 SCARECROW	1965
060.	/W893 1966 67		WORLD OF LEARNING 1966-67 ED 17 INTERNATL	1967
110.	/M494E	MELSEN A VAN	EVOLUTION AND PHILOSOPHY DUQUESNE	1965
130.1	/V631B	VESEY GOD N A	BODY AND MIND READINGS IN PHILO HUMANITIES	1965
131.	/K1396P	KANTOR J R	PROBLEMS OF PHYSIOLOGICAL PSY PRINCIPIA PRESS	IND 1947
131.3464	/W632I	WICKES FRAN G	THE INNER WORLD OF MAN UNGAR	N Y 1959
137.842	/B388R V1 1961	BECK SAMUEL J V 1(ONLY)	RORSCHACKS TEST BASIC PROCESS ED 3 GRUNE	1961
137.842	/B388R V2	BECK SAM J V 2(ONLY)	RORSCHACKS TEST VARIETY OF PER GRUNE	1949
137.842	/B388R V3	BECK SAMUEL J V 3(ONLY)	RORSCHACKS TEST ADVANCES IN GRUNE	1952
150.1943	/B78B	BROADBENT D E	BEHAVIOR BASIC BOOKS	1961

Fig. 10. Example of Computer Produced Current Acquisitions List

payment which may no longer appear on the "books on order" list. It further provides official evidence that purchase was duly authorized.

GIFTS AND TRANSFERS

A gift item is processed in the same manner as a purchase except that part one of the order is discarded. An estimate of the value of each title is submitted so that the total value of gifts can be produced automatically

for a given period. An item transferred from the Bookstore or any other department of the institution is processed in the same manner as a gift, except that the actual cost of the item is used rather than an estimate.

STANDING AND CONTINUATION ORDERS

A standing or continuation order for a series is keypunched with coded information which causes it to appear indefinitely on the "books on order" list. The two-fold purpose of this is to eliminate the possibility of unintentional duplication and to serve as evidence that the order was authorized. An item actually received on a standing or continuation order basis is processed as a confirmation order and is assigned an order number different from the one assigned the original order. In this way, the item received will appear on the "books on order" list next to the original entry only as long as it takes to catalog the item.

CLEARANCE OF INVOICES AND FINAL ROUTINES

Upon receipt of shipment and corresponding invoice, an item is accepted (if as ordered) and the date of acceptance and cost (as per invoice) is noted on the first change card. This change card is then returned (usually in a group of several hundred) to the Computer Center, where cost and receipt date are keypunched into it. This information is fed into the computer and accurate accounting results. The next print-out of the "books on order" list will indicate that the item was received on the date noted. Part four of the order is discarded. Part five of the order, bearing cost and date received, is filed by order number in the "control" file. The second change card and the original request card accompany the book to the catalog department. Book pockets are pasted in the books at this point to accommodate the second change card and, later, the IBM circulation card used by the library's circulation department. At the end of the cataloging routine, the original request card is sent to the requester as notification that the item is ready for use.

DISCUSSION

No attempt has been made to compare costs of the new system to the old. On the surface, however, there appears to be considerable saving in time and clerical personnel. Automatic accounting alone results in a net gain of approximately twenty hours per week in clerical time which can be applied to other necessary manual tasks. Manual typing of orders has been completely eliminated with the use of the computer produced order, resulting in further savings in clerical time.

Limitations of the new system are about the same as those encountered by other mechanized systems, the limiting factors of space in input and electronic storage being most obvious. The present disk storage equipment is capable of storing data on approximately thirteen thousand book orders and this capacity could be doubled with the addition of another

disk unit. The problem of disk storage space is not critical at present because removal of order information from storage at two-month intervals after the cataloging process creates additional space for new orders.

Although the new system has definite advantages, perfection was never expected nor does it exist. The human error factor in the book verification and keypunching processes shows up now and then. Experience bears out the fact that output is only as perfect as input. Nevertheless, there has been a noticeable gain in accuracy with the installation of the new system, mainly because the more exacting method of procedure helps in detecting an error before it is beyond retraction. Even keypunching accuracy has been much greater than expected.

CONCLUSION

The new acquisitions system at Texas A&I University does the job that it was designed to do. It has resulted in faster clearance of orders, better control over unintentional duplication of orders, and automatic accounting. It is believed that the system will lend itself to further development within its existing framework and that it will be capable of handling future work loads.

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