C O A S T I R S
Coastal Information Retrieval System

1980

GZIC COLLECTION

–COASTIRS–

Coastal Information Retrieval System

1980

Berkeley-Charleston-Dorchester
Council of Governments

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Chapter I.

INTRODUCTION

INTRODUCTION

Need for COASTIRS Project

In a 1975 report entitled <u>Florida Coastal Policy Study: Impact of Offshore Oil Development</u>, the following statement concerning the importance of information is put forward in the introduction.

> The development of an information base applicable to the
> Florida areas potentially impacted by oil and gas development
> is viewed as an essential prerequisite for the development and
> implementation of effective state policies regulating associated
> onshore growth.*

Once offshore oil production is initiated in South Carolina, planners will need immediate access to a great deal of information. They will need to examine environmental impact statements, information concerning construction activity, industrial development, as well as population, employment, and housing data. They will also need to study many other materials to insure that the adverse impacts of offshore oil development will be kept to a minimum. To conduct their research functions, planners must have this information ordered and indexed in a manner that would facilitate quick retrieval. Consequently, the paramount importance of an adequate information system, upon which planning and decision-making can be based, cannot be underestimated.

The COASTIRS project involved the development of an information retrieval system for the Coastal Zone, which would aid planners in minimizing the adverse impact of potential offshore oil development. Since planning for OCS production entails many program areas other than those strictly dealing with energy, oil, and the coastal zone, the COASTIRS structure has attempted to include many subjects. The project was conducted by the Berkeley-Charleston-Dorchester Council of Governments; thus, the classification system basically stems from their data collection, even though others were examined during the duration of the project.

*Florida State University Department of Urban and Regional Planning and University of Florida Department of Geology. <u>Florida Coastal Policy Study: The Impact of Offshore Oil Development</u> (1975), p. 1.

Chapter II.

ORGANIZING MATERIALS

ORGANIZING MATERIALS

Many different ways exist to organize and shelve materials for use. Some of the common methods used are discussed below. Inherent in the selection of any method will be both advantages and disadvantages.

Material may be arranged by accession number. When a publication is received, it would be assigned a number, such as 1; the next document received would be given a 2; and the following, a 3, etc. The main advantage of this system is that material would be placed on the shelf quickly. The major disadvantage is that material follows no logical arrangement on the shelf; hence, maintaining a good catalog is a paramount concern, since this tool would be the sole entry point to the collection.

Material may also be arranged on the shelf by author or by title. As with the above method, an advantage in using either of these two systems is that material would be shelved quickly. A drawback would again be the heavy dependence on the catalog.

The final method to be discussed here for organizing and shelving materials is by subject. This arrangement, in my estimation, is the most satisfactory. The reliance on the catalog is lessened, because material is already organized on the shelves according to subject. Thus, one can browse the shelves under a certain subject heading to find information. Used in conjunction with the catalog, one would still have the capability to search under other subjects, or by title and author. A potential disadvantage in this system is that it requires the most time and manpower to set it up. A subject arrangement is the method selected for the COASTIRS project.

Chapter III.

BASIS OF THE COASTIRS CLASSIFICATION SYSTEM

During the early stages of the project, it became evident through user behavior that people often desired information on a specific geographical area. If only a subject approach were used, geographical access would not be possible, except through the catalog. Consequently, a regional element delineating geographic concepts was devised. Information concerning its use is found in the "Geographic Area Tables" section of this report. Another element which was developed within the COASTIRS classification was the concept of Form Divisions. The section thus entitled, discusses this type of heading.

Before a discussion of the classification scheme ensues, an overview of the relationship between the subject index and its notation is presented. The term bibliographic notation is here synonymous with the concept of library call numbers. Bibliographic notation then, is a means of linking a book to its appropriate classification by means of an abbreviated code. The code may consist of one set of symbols or a mixture. The COASTIRS system employs a form of mixed notation in that it uses both alphabetic and numeric elements.

BASIS OF THE COASTIRS CLASSIFICATION SYSTEM

The model classification system developed for the COASTIRS project is based upon that used by the International City Management Association (ICMA). The ICMA system is presented in the book Planning and Urban Affairs Library Manual, edited by Mary Lou Knobbe. Some of the reasons for choosing this system as a foundation are outlined below.

Knobbe's system is a subject-based approach to the literature. Since the model planning agency's collection is primarily one of research and technical reports, a subject entry point to the works seemed the most feasible. The titles of technical reports, unlike other types of literature, are usually lengthy, and not memorable elements of information under which to search. The same philosophy holds true for searching under author. Many government and research reports are contracted out to other agencies; therefore, a determination as to real authorship of certain publications is often a difficult matter to ascertain. Again this information may not be remembered by the user. Consequently, the classification system used for cataloging the materials is subject-oriented. Books are placed on the shelf according to their respective subject headings. This arrangement does not preclude access by titles and authors via the catalog. A subject-oriented system, such as COASTIRS, is conducive to browsing, to which other arrangements do not readily lend themselves. In other words, if material were classified and arranged by author or title, reliance on the catalog would be greatly increased since material would not be grouped on the shelves by subject area.

As a prerequisite to the development of the COASTIRS system, efforts were made to determine if a workable system already existed. If this were the case, then creating a totally new system would involve pointless duplication of effort.

The beginning literature search revealed few systems which would be applicable to the collection. Only through field work and telephone interviews, did other systems, such as ICMA's, surface. It was found that three South Carolina agencies were using Knobbe's classification. Two of these, the South Carolina Appalachian COG and the Lowcountry COG, were like the model agency in that they were regional planning councils. The other was the University of South Carolina's Bureau of Governmental Research and Services Departmental Library. Since the special libraries seemed to have similar collections and this system appeared to be working for them, a copy of the classification was obtained and closely examined. Many of the headings related to the types of materials found in the model agency. Thus, its usefulness as a model seemed quite plausible. Hopefully, through the adoption of a similar system, standardization between various agencies' materials could be initiated.

On further examination of the Knobbe's system, it was found that the system was too detailed in certain areas, with little or no attention to others. Since the original classification is quite extensive, it had to be significantly abridged in certain areas, and expanded in others. Unfortunately, no attention had been given to the coastal zone at all. Consequently, expansion to the system was a prerequisite.

At this point in time, another classification system came under review, namely, that of NOAA's Office of Coastal Zone Management. Coastal Information: A Guide for Organizing and Indexing Information Collections, published in February of 1976, proved to be a beneficial tool to the COASTIRS project. By blending both ICMA's and NOAA's systems, as well as expanding other areas of the systems, COASTIRS slowly came into being.

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Chapter IV.

THE STRUCTURE OF BIBLIOGRAPHIC NOTATION

THE STRUCTURE OF COASTIRS BIBLIOGRAPHIC NOTATION

COASTIRS CALL NUMBER

SUBJECT	*Line 1	=	Primary Subject Heading
	Line 2	=	Secondary & Tertiary Subject Headings
GEOGRAPHY	Line 3	=	Geographic Designation
	Line 4	=	County - City Designation
RECENCY	*Line 5	=	Year of Publication

Lines 1 & 5.

*   Obligatory Information. All publications should have at least these two data elements. Note (Line 5): If the year of the publication is not expressed, an approximation is made, and, a c placed after it.

Line 2.

If a publication needs further subject specification, then this line will contain that information.

Lines 3 & 4.

A. If a publication deals specifically with (1) South Carolina, (2) another state, or (3) the Coastal Zone, this fact will be tagged in Line 3.

B. If the report deals with South Carolina, but more specifically with a particular region in the state, that information will also be expressed in Line 3. See the "Geographic Area Tables" for a detailed treatment.

C. Only if a report fits criteria B above, in that it not only deals with South Carolina but also with a particular region, might it also have a further geographic breakdown. This geographic designation, shown in Line 4, would express the county and/or city to which the report refers.

THE STRUCTURE OF BIBLIOGRAPHIC NOTATION

The bibliographic notation is comprised of three major components. The first component deals with the subject matter of the material; the second involves a geographic designation; and the third, the date of publication.

Every publication must be assigned at least two elements in its bibliographic notation or call number. Those elements are a primary subject heading and the date of publication. The primary subject heading shows the user with what the publication will be concerned; the date element tells the user the recency of the information.

Example:

Title: Employment Initiatives. April 1979. (President's Interagency Coordinating Council)

Call No.:   E50 = EMPLOYMENT & LABOR (Primary Heading)
            1979 = Date of Publication

In the above example, only two notations are expressed to represent this publication because that information is sufficiently descriptive. But with other publications, more specificity is needed.

Some materials will require secondary or tertiary subject headings to adequately describe their subject content. These elements are expressed under the primary heading, which would appear in the second line of the call number.

Example:

Title: EE0 Affirmative Action Planning Guide. 1975. (Southeastern Federal Regional Council)

Call No.:   E50 = EMPLOYMENT & LABOR (Primary Heading)
            E5   = Equal Opportunity (Secondary Heading)
            1975 = Date of Publication

The second major component of the notation system deals with geographic designators. These designators are used with publications that deal with a specific geographic or regional area. The use of these elements is optional. Only in instances where a publication requires such specificity will the geographic component be used. The geographic element will appear in line three of the call number. For a more detailed account of the geographic area designations, see the "GEOGRAPHIC AREA TABLES" section. An example follows which shows the use of geographic area designators.

Example:

Title: Manpower Information for Affirmative Action Programs. June 1979. (S. C. Employment Security Commission, Manpower Research and Analysis)

Call No.:   E50 = EMPLOYMENT & LABOR (Primary Heading)
            E5   = Equal Opportunity (Secondary Heading)
            1   = South Carolina (Geographic Designator)
            1979 = Date of Publication

Potentially the geographic designation can also be further specified if the publication deals with South Carolina. This regional element would be presented in the third line of the call number, as well as in the fourth line. Again, it will be necessary to study the Geographic Area Tables for a clearer understanding of these concepts. The use of these tables are an intregal component to the total classification system.

The final major element is that of the date of publication, which has been mentioned previously. Coupled with the subject designation of the report, the date is an essential element of the call number.

Chapter V.

FORM DIVISIONS

FORM DIVISIONS

Form Divisions are those divisions within the classification system which are categories based on the form or type of publication, rather than its subject content. These divisions provide a way of keeping 'like' material together. Rather than going to each potential subject area and searching, for example, for a directory, one can look under the form heading "DIRECTORIES" and find them all in the same place. In order to make the subject of the Form Division explicit, the secondary heading expresses the topic of the report. To insure uniformity throughout the classification system, these secondary headings are selected from the primary heading list which is subject-oriented. An example of a form division follows.

Title: A Bibliography of the Coastal Zone for South Carolina. 1973. (Coastal Plains Center for Marine Development Services)

Since the publication is a bibliography, it would be assigned the primary heading number A20, which stands for "ABSTRACTS & BIBLIOGRAPHIES." To specify that the report deals with the Coastal Zone, the primary heading list would be searched for the appropriate heading. Since the number representing the "COASTAL ZONE" is C38, that number would then be placed in the secondary heading position (second line of the call number). Thus the classification number would be, as follows:

Call No.:   A20 = ABSTRACTS & BIBLIOGRAPHIES (Form Division)
             C38 = — Coastal Zone (Subject Heading)
             1   = South Carolina (Geographic Designator)
             1973 = Date of Publication

Other Examples:

Title: 1980 South Carolina Industrial Directory. 1980. (S. C. Development Board)

Call No.:   D50 = DIRECTORIES (Form Division)
             B75 = — Business & Industry (Subject Heading)
             1   = South Carolina (Geographic Designator)
             1980 = Date of Publication

Title: Proposed Five-Year OCS Oil and Gas Lease Schedule. Draft Environmental Statement. March 1980 - February 1985. 1979. (U. S. Department of Interior, Bureau of Land Management)

Call No.:   E75 = ENVIRONMENTAL IMPACT STATEMENTS (Form Division)
             O50 = — Outer Continental Shelf (Subject Heading)
             1979 = Date of Publication

RECOGNIZING FORM DIVISIONS

Form Divisions are recognizable within the classification system because that information is specified in parentheses after the heading. Where the secondary heading would normally be found, a [.A-Z] appears. The [.A-Z] indicates that the secondary heading is a range number, meaning that potentially any category from A through Z may be selected for the subject of the report. But it is important to remember, only use those headings which are already legitimate primary subject headings. If an agency expands the primary subject headings list, then these terms would also be acceptable.

Form Divisions differ from primary subject headings in the above respects, as well as the fact that they have more characters in the secondary heading position (second line of call number). Certain categories may not seem to be strictly Form Divisions, such as "CITIZEN PARTICIPATION" (C35). But books on Citizen Participation can often deal with public involvement as it relates to a fairly specific area, such as transportation planning, water quality planning, etc. Hence, these quasi-Form Divisions have been classed with the others and utilize the same principle of selecting the secondary headings.

Examples:

Title: Transportation - Trident 2000 Task Force Report. 1978. (Trident 2000)

Call No.:   C35 = CITIZEN PARTICIPATION (Form Division)
           T75 = — Transportation Planning (Subject Heading)
           1.9   = South Carolina. Berkeley-Charleston-Dorchester Region (Geographic & Regional Designation)
           1978 = Date of Publication

Title: Public Participation Handbook for Water Quality Management. 1976. (U.S. EPA)

Call No.:   C35 = CITIZEN PARTICIPATION
           W40 = — Water Pollution (Use this number for material on Water Quality)
           1976 = Date of Publication

FORM DIVISIONS

A20	ABSTRACTS & BIBLIOGRAPHIES
A85	ANNUAL REPORTS
C14	CENSUS
C35	CITIZEN PARTICIPATION
D50	DIRECTORIES
E75	ENVIRONMENTAL IMPACT STATEMENTS (EIS)
REF	REFERENCE MATERIALS

Chapter VI.

PRIMARY SUBJECT HEADINGS

COASTIRS CLASSIFICATION SYSTEM
PRIMARY SUBJECT HEADINGS

A

A20   ABSTRACTS & BIBLIOGRAPHIES (Form Division)

A40   AGING

A60   AGRICULTURE

A80   AIR POLLUTION

+A83   ALMANACS, ATLASES, & YEARBOOKS

A85   ANNUAL REPORTS (Form Division)

A90   ARCHITECTURE & ARCHITECTURAL CONTROL

B

B25   BUDGETING

B50   BUILDING

B75   BUSINESS & INDUSTRY

C

C14   CENSUS (Form Division)

C28   CITIES & TOWNS

C35   CITIZEN PARTICIPATION (Form Division)

C38   COASTAL ZONE

C47   COMMUNICATION

C49   COMMUNITY DEVELOPMENT & RENEWAL

C56   COMMUNITY FACILITIES

C66   CONSULTANTS

C77   CRIMINAL JUSTICE PLANNING

D

D25   DATA PROCESSING

H60   HOUSING

H75   HUMAN RESOURCES & SERVICES

I

I20   INCOME

I40   INFORMATION SYSTEMS

I60   INTERGOVERNMENTAL RELATIONS

L

L40   LAND USE & DEVELOPMENT

+L50   LAWS, LEGISLATION & REGULATIONS

L60   LIBRARIES

M

M20   MANAGEMENT & ADMINISTRATION

+M25   MANUALS & HANDBOOKS

M30   MAPPING & GRAPHICS

M36   MARINE RESOURCES

M50   MILITARY INSTALLATIONS

M60   MINORITIES

N

N50   NOISE POLLUTION

O

O50   OUTER CONTINENTAL SHELF (OCS)

P

P25   PERSONNEL

P50   PLANNING

P75   POPULATION

19

Q

Q50   QUALITY OF LIFE

R

R20   RECREATION PLANNING

+REF   REFERENCE MATERIALS

R40   REGIONALISM

R70   RURAL AREAS

S

S40   SOLID WASTE MANAGEMENT

T

T30   TAXATION

T50   TOURISM

T60   TRAFFIC ENGINEERING

T70   TRANSPORTATION (MODES)

T75   TRANSPORTATION PLANNING

U

U50   UTILITIES

W

W20   WATER

W40   WATER POLLUTION

W60   WATERFRONTS

Z

Z50   ZONING

Explanatory Notes

The symbol + stands for subject headings which presently exist only within the category of REFERENCE MATERIALS. Eventually, these categories will have information within them which does not fall within the reference area.

An example of the above reference subject headings follows:

Publication: Roget's International Thesaurus, 3rd ed. 1962.

Library Call No.: REF = REFERENCE MATERIALS
                   D40 = — Dictionaries & Thesauri
                   1962 = Date of Publication

The subject heading "DICTIONARIES & THESAURI," D40, here appears as a secondary, rather than a primary heading because this publication is considered a Reference Document. Presently, "DICTIONARIES & THESAURI" will only be found in the REFERENCE area, REF.

The concept of Form Divisions is expressed elsewhere in this report.

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Chapter VII.

COASTIRS CLASSIFICATION SYSTEM

COASTIRS CLASSIFICATION SYSTEM

EXPLANATORY NOTES

Cross-References

The symbol "X" means "See" and instructs the user to look under the term following the X for information on this subject. No material is actually listed under the heading preceding the X, but that term is one under which a user might have searched.

Example:

BUSES
      X   TRANSPORTATION - Buses

If a user wants information on buses, then by looking under that term in the classification index, he/she will be directed to the heading "TRANSPORTATION - Buses" where material on that subject will be found. Since no separate heading exists for "Buses", no classification number will be found to the left of the term.

The symbol "XX" means "See also". Basically, this symbol informs the user of other related terms to search. The terms following the XX may be broader or narrower in scope than the original heading given. XX listings are usually found under both the former and latter terms; in other words, they are usually reciprocal in nature.

Example:

E60 ENERGY RESOURCES
         XX   ENERGY SHORTAGE & CONSERVATION

E65 ENERGY SHORTAGE & CONSERVATION
         XX   ENERGY RESOURCES

The above examples illustrate the use of the cross-reference symbol XX where Energy-related materials may be located under either of the two terms. Which heading will be used would depend upon the focus of the publication. Unlike the symbol "X", both the terms preceding and following the "XX" are legitimate subject headings; therefore, a classification number appears to the left of the subject headings.

Primary, Secondary, and Tertiary Subject Headings

Within the classification index, primary subject headings are typed in all capital letters. Secondary subject headings are recognizable in the classification system by decimal points preceding their notation, as well as the fact that they are written in both upper and lower case. Tertiary subject headings are enclosed within slashes in the classification system.

Example:

W20 WATER   (Primary Subject Heading)
  .H5   Hydrologic Data   (Secondary Subject Heading)
  .H5G   /Groundwater/   (Tertiary Subject Heading)

In the classification index, a decimal point (.) precedes the secondary and tertiary subject headings. When one is scanning the index, the decimal point serves to highlight these subheadings from the primary subject headings. In the actual call number placed on the publications, the decimal is not expressed; instead the decimal signals the person who is cataloging the publication to place this information in the second line of the call number.

Example:

If a book were received which dealt with Solar Energy, one would find in the classification index the following information under "ENERGY RESOURCES."

E60   ENERGY RESOURCES
 .S4   Solar

Yet when the book was catalogued, the call number would be assigned as below, with the decimal point not expressed.

Call No.:   E60
            S4
            (Date)

Reference Publications

Primary subject headings which bear a plus sign (+) indicate that these categories exist, but presently are only being used within the subject category of "REFERENCE MATERIALS." Consequently, no information is found directly under these headings at present.

Example:

+A83 ALMANACS, ATLASES, & YEARBOOKS

Presently Almanacs, Atlases, and Yearbooks are only found on the shelf under REFERENCE MATERIALS. Eventually, publications may be received which would be placed under this heading, but don't warrant treatment strictly as reference materials. They would be assigned this number. An example of the present method of classifying this material is given below.

Title: Road Atlas of the United States, Canada and Mexico. The New Grosset. 1980.

Call No.:   REF
            A83
            1980

Future Subject Headings

The asterisk (*) indicates that a subject heading has been created and assigned a notation, but presently no material has been placed within this category.

Example:

E60   ENERGY RESOURCES
 *.C5   Coal

The above example illustrates the occurence within the classification system of a category which exists, but no publications dealing specifically with this topic, coal, have been catalogued.

Range Numbers

[.A-Z] is an example within the classification system of the concept of range numbers. They are used as secondary headings, and only occur in conjunction with Form Divisions. For a more detailed treatment of Form Divisions than discussed below, see the section on Form Divisions.

Form Divisions are primary headings which are based not on the subject of a publication, but rather on its form. Therefore, in order to provide adequate subject access, the secondary headings used to describe Form Division publications are based on the primary subject headings' list. Since a Form Division publication could deal with anything from A to Z, the range numbers [.A-Z] are used to demonstrate that fact.

AAA

A-95
    x   REGIONALISM - A-95

A20   ABSTRACTS & BIBLIOGRAPHIES
[.A-Z]   (Form Division) The secondary subject heading will be determined by the subject of the abstract or bibliography. The secondary heading will be taken from the primary subject headings' list.

ACIR
    x   INTERGOVERNMENTAL RELATIONS - ACIR

ADMINISTRATION
    x   MANAGEMENT & ADMINISTRATION

AFFIRMATIVE ACTION
    x   EMPLOYMENT & LABOR - Equal Opportunity

A40   AGING

A60   AGRICULTURE
    xx GEOGRAPHY, TOPOGRAPHY & NATURAL RESOURCES -
Soil Surveys

A80   AIR POLLUTION (Includes material on Air Quality)
    xx TRANSPORTATION PLANNING - Environmental
Concerns/Air Quality/
.F5   Federal Programs & Grants
.G5   Guidelines
.I5   Implementation Plans
.S3   Sampling & Analysis Techniques
.S5   Studies

AIRPORTS
    x   TRANSPORTATION - Air

+A83   ALMANACS, ATLASES & YEARBOOKS
    Presently, this category only exists for Reference materials. SEE REFERENCE MATERIALS

A85   ANNUAL REPORTS
[.A-Z]   (Form Division)
    xx REGIONALISM - COGs/Annual Reports/
    xx TRANSPORTATION PLANNING - Studies - Area Transportation
Studies/Annual Reports/

*A90   ARCHITECTURE & ARCHITECTURAL CONTROL

AUTOMOBILES
    x   TRANSPORTATION - Automobiles

AAA

BANKING
    x   FINANCE - Banks & Banking

BEACHES
    x   COASTAL ZONE - Beaches

BIBLIOGRAPHIES
    x   ABSTRACTS & BIBLIOGRAPHIES

BICYCLES & BIKEWAYS
    x   TRANSPORTATION - Bicycles

BLIGHTED AREAS
    x   COMMUNITY DEVELOPMENT & RENEWAL - Blight &
Deterioration

B25	BUDGETING
.A5	Administration
.P5	Planned Programming Budgeting (PPB)
.S5	Sample Budgets
.Z5	Zero-Based Budgeting
B50	BUILDING
.C5	Codes (If report involves more than one type of code, use B50.C5)
.C5B	/Building/
.C5E	/Electrical/
.C5F	/Fire/
.C5G	/Gas/
*.C5M	/Mechanical/
*.C5P	/Plumbing/
.P5	Permits

BUSES
    x   TRANSPORTATION - Buses

B75	BUSINESS & INDUSTRY
	xx EMPLOYMENT & LABOR
	Codes & Manuals (Use for the Standard Industrial Classification Manual, SIC)
.I5	Industrial Parks & Sites
	xx LAND USE & DEVELOPMENT - Site Selection
.R5	Regulations
.S5	Shopping Centers
	Tourism
	x TOURISM

CAPITAL IMPROVEMENTS PROGRAMS
    x   COMMUNITY FACILITIES - Capital Improvements

CARPOOLING
    x   TRANSPORTATION - Ridesharing

Catalog of Federal Domestic Assistance
    x   FEDERAL PROGRAMS & GRANTS - Catalog of Federal Domestic
Assistance

C14	CENSUS
.A60	Agriculture
	Block Statistics
	x CENSUS - Housing
.B50	Building (Use for Census of Construction Industries)
.B75	Business (Use for County Business Patterns)
	Census Tracts
	x CENSUS - Population & Housing
.C5	Census Use Study (A small-area data research study sponsored by the Census Bureau)
	3rd Line of Call No.: Number within Series.
	(If publication is not numbered, report will not have anything in its 3rd Line)
[.C50-C51]	Compendia & Guides
.C50	Compendia
.C50	General
.C50x	Specific (x = Title of Compendia) Use the following Call Numbers to represent x:
.C50C	/County & City Data Book/
.C50S	/States and Metropolitan Area Statistics/
	(Use for South Carolina Statistical Abstracts.)
.C50U	/U.S. Statistical Abstracts/
.C51	Guides
.C51	General
.C51x	Specific (x = Specific area of Census to which Guide refers) Use the following Call Numbers to represent x:
.C51B	/Business/
.C51E	/Economics/
.C51G	/Government/
.C51P	/Population & Housing/
	Construction Industries
	x CENSUS - Building
	County Business Patterns
	x CENSUS - Business

C14 CENSUS (Cont'd)

	·	Data User News
		No number assigned. Shelved with periodicals.
.E10		Economics
.E10		General
.E10x		Specific (x = Title of Economic Census) Use the following Call Numbers to represent x:
.E10M		/Manufactures/
.E10R		/Retail Trade/
.E10S		/Service Industries/
.E10T		/Transportation/
.E10W		/Wholesale Trade/
.G20		Geographic Base File (GBF/DIME file)
.G20		General
.G20x		Specific (x = Aspect of GBF/DIME file) Use the following Call Numbers to represent x:
.G20C		/Correction, Update, Extension (CUE)/
.G20P		/Proceedings & Papers from Conferences/
.G20U		/User Program Series (UPS)/
*.G25		Geography (Census)
.G75		Governments
.H60		Housing
[.P -]		Population. Current Population Reports.
		(Use Series & Publication Number designated by the Census Bureau. These numbers are given on the publication.)
		SEE the following table for Current Population Reports' Series Titles:
.P-20		/Population Characteristics/
.P-23		/Special Studies/
.P-25		/Population Estimates & Projections/
.P-26		/Federal - State Cooperative Program for Population Estimates/
.P-60		/Consumer Income/
.P75		Population
.P75S		/Supplementary Reports/
.P77		Population & Housing (Use for Census Tracts)
		South Carolina Statistical Abstracts
		x CENSUS - Compendia /States & Metropolitan Area Statistics/
		Transportation
		x CENSUS - Economics /Transportation/

CHATS
    x TRANSPORTATION PLANNING - Studies (Area Transportation Studies)

*C28 CITIES & TOWNS (Use only when no other heading is more specific)

C35 CITIZEN PARTICIPATION (Use for Trident 2000 Task Force Reports)
  [.A-Z] (Form Division)

COAL
    x ENERGY RESOURCES - Coal

C38	COASTAL ZONE
.B5	Beaches
.I5	Islands
.P5	Plans & Programs
.W5	Wetlands (Use for Marshes, Swamps, & Tidelands)

COGS
    x   REGIONALISM - Council of Governments (COGs)

C47	COMMUNICATION

C49	COMMUNITY DEVELOPMENT & RENEWAL
	xx LAND USE & DEVELOPMENT
.B5	Blight & Deterioration
.P5	Plans & Programs
.U5	Urban Renewal

C56	COMMUNITY FACILITIES
	(For specific types of community facilities, see specific subject heading)
.C5	Capital Improvements

COMPUTERS
    x   DATA PROCESSING

CONDOMINIUMS
    x   HOUSING - Multi-Family Units

C66	CONSULTANTS (Include here consultant qualifications and proposals)
[.A-Z]	(Form Division) Secondary heading based on name of consultant.

CORRECTIONS
    x   CRIMINAL JUSTICE PLANNING - Corrections

COST-REVENUE ANALYSIS
    x   LAND USE & DEVELOPMENT - Fiscal Impact

COUNCILS OF GOVERNMENT
    x   REGIONALISM - Council of Governments (COGs)

COURTS
    x   CRIMINAL JUSTICE PLANNING - Courts

C77	CRIMINAL JUSTICE PLANNING
.C3	Corrections
.C3A	/Alternatives to Detention/ (Includes Probation, Parole, Pre-trial Diversion, Half-way Houses, etc.)
.C3D	/Detention Facilities/ (Use for Jails)
.C4	Courts
.C6	Crime Prevention
.C6A	/Architectural Design/
.C6C	/Community Involvement/
.C6S	/Security Systems/

CCC

.C7	Crimes (Specific)
.C7A	/Arson/
.C7B	/Burglary & Robbery/
.C7R	/Rape & Sexual Assault/
.C7S	/Substance Abuse/ (Includes Alcohol & Drugs)
.C7W	/White Collar Crime/ (Includes Organized Crime, Fraud, etc.)
.C9	Criminal Justice System (General Category. If more specific subject exists, use that heading)
.J5	Juvenile Delinquency
.L3	Law
.L6	Legal Services
.P5	Planning
.P7	Police
.P7A	/Administration & Management/
.P7E	/Equipment/
.P7H	/Handbooks & Manuals/
.P7I	/Investigative Procedures/
.P7T	/Training/
.S5	Statistics
	For specific titles, use the following Call Numbers:
.S5S	/Sourcebook of Criminal Justice Statistics/
.S5U	/Uniform Crime Reports/

CRITICAL AREAS
x   LAND USE & DEVELOPMENT - Critical Areas

D25   DATA PROCESSING
          xx INFORMATION SYSTEMS

         DELINQUENCY
          x   CRIMINAL JUSTICE - Juvenile Delinquency

+D40   DICTIONARIES
         Presently, this category is only used for Reference materials. SEE
REFERENCE MATERIALS

D50   DIRECTORIES
 [.A-Z]   (Form Division)

D75   DISASTER PLANNING
 .E5   Emergency Operations Plans
           Flood Control
             x   FLOOD PLAIN MANAGEMENT
           Natural Disasters
             x   ENVIRONMENTAL CONCERNS - Earthquakes
             x   ENVIRONMENTAL CONCERNS - Hurricanes
 .S5   Shelter Plans

         DRAINAGE SYSTEMS
          x   WATER - Drainage

         DREDGING
          x   WATER - Civil Works

         DUMPS & DUMPING
          x   SOLID WASTE MANAGEMENT - Sanitary Landfill

EARTHQUAKES
     x   ENVIRONMENTAL CONCERNS - Earthquakes

E10   ECONOMIC CONDITIONS & ECONOMICS
        xx BUSINESS & INDUSTRY
        xx ECONOMIC DEVELOPMENT
        xx EMPLOYMENT & LABOR
  .I5   Indicators
*.I7   Inflation
  .05   OBERS Projections

E20   ECONOMIC DEVELOPMENT
        xx BUSINESS & INDUSTRY
        xx ECONOMIC CONDITIONS & ECONOMICS
        xx EMPLOYMENT & LABOR
  .D5   Districts
  .M5   Models
  .05   Overall Economic Development Program (OEDP)
  .P5   Population & Economy Studies
        xx POPULATION

EDA DIRECTORY OF APPROVED PROJECTS
     x   FEDERAL PROGRAMS & GRANTS - EDA Directory of Approved
Projects

E30   EDUCATION
  .A5   Administration
  .F5   Facilities
  .F7   Finance
  .H5   Higher
*.P5   Primary
*.S3   Secondary
  .S5   Statistics
  .S7   Students
*.T3   Teachers
  .T3   TEC Schools

ELDERLY
     x   AGING

E40   ELECTIONS (Use for Voting)

ELECTRIC POWER
     x   ENERGY RESOURCES - Electric Power

EMERGENCY SERVICES
     x   HEALTH PLANNING & SERVICES - EMS

E50   EMPLOYMENT & LABOR
                   Affirmative Action
                         x   EMPLOYMENT & LABOR - Equal Opportunity
.E5   Equal Opportunity (Use for Affirmative Action)
.L5   Labor-Management Relations
.M5   Manpower
.O5   Occupational Safety & Health
.S5   Statistics
.S5M   /South Carolina Manpower in Industry/
                   (Use the above number for this specific title published by the S. C.
           Employment Securities Commission)

           ENDANGERED SPECIES
                   x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES -
           Wildlife

E60   ENERGY RESOURCES
                   xx ENERGY SHORTAGE & CONSERVATION
                   xx UTILITIES
*.C5   Coal
.E5   Electric Power
*.G3   Gas
*.G6   Geothermal
.N5   Nuclear
.O5   Oil
                   xx OUTER CONTINENTAL SHELF (OCS)
.S4   Solar
.S6   Supply
.T5   Total Energy Systems
.U5   Usage Studies

E65   ENERGY SHORTAGE & CONSERVATION
                   xx ENERGY RESOURCES
                   xx TRANSPORTATION PLANNING - Environmental Concerns
           /Energy/
.A3   Agencies
.C5   Conservation Programs & Contingency Plans

E70   ENVIRONMENTAL CONCERNS
.A3   Agencies, Committees, & Councils
                   Dredging
                         x   WATER - Civil Works
.E3   Earthquakes
.E5   Erosion & Sediment Control (Includes Erosion Studies)
                   xx WATER POLLUTION - Urban Runoff & Stormwater
.H8   Hurricanes
.L5   Laws & Regulations
.R5   Resource Conservation & Development Programs & Projects
                   Soil Surveys
                         x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES -
           Soil Surveys

E75   ENVIRONMENTAL IMPACT STATEMENT (EIS)
                   (If publication is of a general nature, such as a report on how to write
           an EIS, use only E75)
[.A-Z]   (Form Division)
                                                                              EEE

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EROSION
    x   ENVIRONMENTAL CONCERNS - Erosion & Sediment Control

E80   ETHICS

FEDERAL GOVERNMENT
    x   GOVERNMENT - Federal

F20   FEDERAL PROGRAMS & GRANTS
    xx GOVERNMENT - Federal
    xx GRANTSMANSHIP
    xx REGIONALISM - A-95
    (See also 'Federal Programs & Grants' under specific subject headings)
.C5   Catalog of Federal Domestic Assistance
.E5   EDA Directory of Approved Projects
.G5   Geographic Distribution of Federal Funds in South Carolina (Formerly titled Federal Outlays in South Carolina)
.R5   Revenue Sharing
.S7   701

FEDERAL REGISTER
    No number assigned. Shelved by date of publication.

F60   FINANCE
    xx TAXATION
    xx TRANSPORTATION PLANNING - Finance
*.A3   Accounting
.A5   Administration
.B5   Banks & Banking

FISCAL IMPACT
    x   LAND USE & DEVELOPMENT - Fiscal Impact

FORESTRY
    x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Forestry

F80   FLOOD PLAIN MANAGEMENT
.B5   Building Design
.I5   Insurance
.R5   Regulations
    Soil Surveys
        x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Soil Surveys

GARAGES
    x   TRANSPORTATION PLANNING - Parking

GAS
    x   ENERGY RESOURCES - Gas

G25   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES
.F6   Forestry
.G4   Geology
         Marine Resources
            x MARINE RESOURCES
.M5   Mineral Resources & Mining
.S5   Soil Surveys
         Water
            x WATER
.W5   Wildlife (Includes material on Endangered Species)
.W5A   /Animals/
.W5P   /Plants/
.W5R   /Refuges/

GEOLOGY
    x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES -
Geology

GEOTHERMAL ENERGY
    x   ENERGY RESOURCES - Geothermal

*G50   GOALS, OBJECTIVES, & POLICIES

G75   GOVERNMENT
         City
            x GOVERNMENT - Local
.C5   County
.L5   Local
.F5   Federal
            xx FEDERAL PROGRAMS & GRANTS
.S5   State
.S5A   /Agencies/
.S5G   /Governors/

GRANTS
    x   FEDERAL PROGRAMS & GRANTS
    x   GRANTSMANSHIP

G85   GRANTSMANSHIP (Includes material on private foundations, as well as general material on nature of grant writing)
        xx FEDERAL PROGRAMS & GRANTS
        xx REGIONALISM - A-95

GROUNDWATER
    x   WATER - Hydrologic Data/Groundwater/

GROWTH
    x   LAND USE & DEVELOPMENT - Growth

GGG

HAZARDOUS WASTES
    x   SOLID WASTE MANAGEMENT - Hazardous Wastes

H15	HEALTH PLANNING
.A5	Administration
.C5	Conferences
.E5	Emergency Medical Services (EMS)
.F5	Facilities & Facilities Planning
.M5	Manpower
.P5	Plans
.R5	Regional Medical Programs

HIGHWAY SAFETY
    x   TRANSPORTATION PLANNING - Highway Safety

HIGHWAYS
    x   TRANSPORTATION - Streets & Highways

H45	HISTORIC PRESERVATION
.R5	Restoration

HOME RULE
    x   GOVERNMENT

H60	HOUSING
	Apartments
	x HOUSING - Multi-Family Units
	Codes
	x BUILDING - Codes
	Condominiums
	x HOUSING - Multi-Family Units
.C5	Conferences & Workshops
.D5	Design
*.E5	Elderly
	Elements
	x HOUSING - Reports
*.E5	Equal Opportunity (Include here material on Discrimination)
.F6	Federal Programs & Grants
.F8	Financing
.H8	HUD Minimum Property Standards
.L5	Low/Modest Income
.M6	Mobile Homes
.M8	Multi-Family (Includes apartment & condominium surveys)
.N5	Neighborhoods (Includes neighborhood analysis studies)
.P5	Planning (General Category; if more specific subject, use that heading)
.R3	Rehabilitation

H60   HOUSING (Cont'd)

   .R3   Rehabilitation
                    xx COMMUNITY DEVELOPMENT & RENEWAL
                    xx HISTORIC PRESERVATION - Restoration
   .R5   Reports (Includes Housing Elements. For Multi-Family Surveys, SEE
HOUSING - Multi-Family Units)

H75   HUMAN RESOURCES & SERVICES

          HURRICANES
             x   ENVIRONMENTAL CONCERNS - Hurricanes

I20   INCOME

            INDUSTRY
                x   BUSINESS & INDUSTRY

            INFLATION
                x   ECONOMIC CONDITIONS & ECONOMICS - Inflation

I40   INFORMATION SYSTEMS
                xx DATA PROCESSING
.N5   National Technical Information Service (NTIS)

I60   INTERGOVERNMENTAL RELATIONS (Use for Intergovernmental
            Cooperation)
                xx REGIONALISM
.A5   Advisory Commission on Intergovernmental Relations (ACIR)
*.L4   Local-Federal
.L6   Local-State
.R5   Regionalism
.R5M   /Multi-State/
.R5S   /Sub-State/
.S5   State-Federal

            ISLANDS
                x   COASTAL ZONE - Islands

JAILS
    x   CRIMINAL JUSTICE PLANNING - Corrections/Detention
Facilities/

JUVENILE DELINQUENCY
    x   CRIMINAL JUSTICE PLANNING - Juvenile Delinquency

M20   MANAGEMENT & ADMINISTRATION

MANPOWER
      x   EMPLOYMENT & LABOR - Manpower
      x   Health Planning & Services - Manpower

+M25   MANUALS & HANDBOOKS
      Presently, this category only exists for Reference Publications. SEE
REFERENCE MATERIALS

M30   MAPPING & GRAPHICS

M36   MARINE RESOURCES

MASS TRANSIT
      x   TRANSPORTATION - Mass Transit

M50   MILITARY INSTALLATIONS

MINERAL RESOURCES
      x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES -
Mineral Resources & Mining

M60   ·   MINORITIES

MOBILE HOMES
      x   HOUSING - Mobile Homes

MULTI-FAMILY SURVEYS
      x   HOUSING - Multi-Family Units

M20   MANAGEMENT & ADMINISTRATION

MANPOWER
> x   EMPLOYMENT & LABOR - Manpower
> x   Health Planning & Services - Manpower

+M25   MANUALS & HANDBOOKS
> Presently, this category only exists for Reference Publications. SEE REFERENCE MATERIALS

M30   MAPPING & GRAPHICS

M36   MARINE RESOURCES

MASS TRANSIT
> x   TRANSPORTATION - Mass Transit

M50   MILITARY INSTALLATIONS

MINERAL RESOURCES
> x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Mineral Resources & Mining

M60   MINORITIES

MOBILE HOMES
> x   HOUSING - Mobile Homes

MULTI-FAMILY SURVEYS
> x   HOUSING - Multi-Family Units

MUSEUMS
> x

National Association of Regional Councils (NARC)
    x   REGIONALISM - NARC

National Technical Information Service (NTIS)
    x   INFORMATION SYSTEMS - NTIS

NATURAL RESOURCES
    x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES

NEIGHBORHOODS
    x   HOUSING - Neighborhoods

N50   NOISE POLLUTION
    xx TRANSPORTATION PLANNING - Environmental Concerns

NONPOINT SOURCE POLLUTION
    x   WATER POLLUTION - Nonpoint Source Pollution

NUCLEAR POWER
    x   ENERGY RESOURCES - Nuclear

OBER PROJECTIONS
    x   ECONOMIC CONDITIONS - OBER Projections

OEDP (Overall Economic Development Program)
    x   ECONOMIC DEVELOPMENT - OEDP

OPD (Overall Program Design)
    x   REGIONALISM - COGs/OPD/

OCCUPATIONAL SAFETY & HEALTH
    x   EMPLOYMENT & LABOR - Occupational Safety & Health

OFFICE MANAGEMENT
    x   MANAGEMENT & ADMINISTRATION

OIL
    x   ENERGY RESOURCES - Oil
    x   Outer Continental Shelf (OCS)

OLD AGE
    x   AGING

OPEN SPACE
    x   LAND USE & DEVELOPMENT - Open Space

ORDINANCES
    x   ZONING - Ordinances

O50   OUTER CONTINENTAL SHELF (OCS)
        xx ENERGY RESOURCES - Oil
        xx ENVIRONMENTAL IMPACT STATEMENTS - OCS
.D5   Drilling
.E5   Exploration
.J5   Jurisdictions
.L3   Laws & Legislation
.L6   Leasing
.O5   Onshore Impacts
.O5E   /Ecological/
.O5R   /Refining/
.O5S   /Socioeconomic/
.P3   Pipelines
.P5   Planning
.P7   Pollution

PARKING
    x   TRANSPORTATION PLANNING - Parking

PARKS
    x   RECREATION PLANNING

PEDESTRIANS
    x   TRANSPORTATION - Pedestrians

P25   PERSONNEL
.E5   Evaluation
.P5   Policies & Procedures (Includes Personnel Ordinances)
.S5   Salaries, Wages & Pay Plans

*P50   PLANNING
        (See also 'Planning' under specific subject headings)
.A5   Administration
.S5   State

POLICE
    x   CRIMINAL JUSTICE PLANNING - Police

POLLUTION
    x   AIR POLLUTION
    x   NOISE POLLUTION
    x   OCS - Pollution
    x   WATER POLLUTION

P75   POPULATION
    xx CENSUS - Population
    xx CENSUS - Population. Current Population Reports
    xx CENSUS - Population & Housing
    xx ECONOMIC CONDITIONS & ECONOMICS - Indicators
    xx ECONOMIC DEVELOPMENT - Population & Economy
.P5   Projections
.S5   Statistics

PORTS & HARBORS
    x   TRANSPORTATION - Water

PRECIPITATION
    x   WATER - Hydrologic Data/Precipitation/

Q50   QUALITY OF LIFE (Use for Social Indicators)

RAILROADS
    x   TRANSPORTATION - Rail

R20   RECREATION PLANNING
.F5   Fiscal Assistance
           (Use for Land & Water Conservation Fund Program)
.P5   Plans, Programs, & Studies
        Tourism
           x   TOURISM

RECYCLING
    x   SOLID WASTE MANAGEMENT - Resource Recovery

+REF   REFERENCE MATERIALS
[A-Z]   (Form Division)
A20   Abstracts & Bibliographies
+A85   Almanacs, Atlases, & Yearbooks
+D40   Dictionaries & Thesauri
D50   Directories
.T4   /Telephone Directories/
+L50   Laws, Legislation & Regulations (See also this heading under specific subject)
           xx FEDERAL REGISTER
+M25   Manuals & Handbooks (See also this heading under specific subject)
.G7   /Government Manuals/
.S5   /Style Manuals/

REFUSE
    x   SOLID WASTE MANAGEMENT

R40   REGIONALISM
        xx INTERGOVERNMENTAL RELATIONS - Regionalism
.A5   A-95
.C5   Council of Governments (COGs) (Use for Regional Councils)
.C5A   /Annual Reports/
.C50   /Overall Program Design (OPD)/
.N5   National Association of Regional Councils (NARC)

RESIDUAL WASTES MANAGEMENT
    x   WATER POLLUTION - Residual Wastes Management

REVENUE SHARING
    x   FEDERAL PROGRAMS & GRANTS - Revenue Sharing

RIDESHARING
    x   TRANSPORTATION - Ridesharing

RIVER BASINS
  x WATER - River Basins

ROADS
  x TRANSPORTATION - Streets & Highways

R70 RURAL AREAS

SALARY SURVEYS
    x   PERSONNEL - Salaries, Wages & Pay Plans

SEWERS
    x   WATER POLLUTION- Water & Sewer Reports

SHELTER PLANS
    x   DISASTER PLANNING - Shelter Plans

SHOPPING CENTERS
    x   BUSINESS & INDUSTRY - Shopping Centers

SOCIAL INDICATORS
    x   QUALITY OF LIFE

SOCIAL SERVICES
    x   HUMAN RESOURCES & SERVICES

SOIL SURVEYS
    x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Soil
Surveys

SOLAR ENERGY
    x   ENERGY RESOURCES - Solar

S40   SOLID WASTE MANAGEMENT (Use for Garbage)
            xx WATER POLLUTION - Residual Wastes Management
.C5   Collection
.D5   Disposal
            xx SOLID WASTE MANAGEMENT - Sanitary Landfill
            xx SOLID WASTE MANAGEMENT - Resource Recovery
.H5   Hazardous Wastes
.R5   Resource Recovery
.S5   Sanitary Landfill
.S7   Studies & Plans

STANDARD INDUSTRIAL CLASSIFICATION MANUAL (SIC)
    x   BUSINESS & INDUSTRY - Codes & Manuals

STATE GOVERNMENT
    x   GOVERNMENT - State

STATE IMPLEMENTATION PLAN (SIP)
    x   AIR POLLUTION - Implementation Plans

STORMWATER
    x   WATER POLLUTION - Urban Runoff & Stormwater

STREAMFLOW
    x   WATER - Hydrologic Data/Streamflow/

STREETS
    x   TRANSPORTATION - Streets & Highways

SUBDIVISION REGULATIONS
    x   ZONING - Subdivision Regulations

SSS

201
x   WATER POLLUTION - 201 Reports

208
x   WATER POLLUTION - 208 Reports

T30   TAXATION
.I5   Income
.P5   Property

TEACHERS
x   EDUCATION - Teachers

TEC SCHOOLS
x   EDUCATION - TEC Schools

TIDELANDS
x   COASTAL ZONE - Wetlands

TOPOGRAPHY
x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES

T50   TOURISM

T60   TRAFFIC ENGINEERING
xx TRANSPORTATION
xx TRANSPORTATION PLANNING
.T7   Traffic Control Devices (Includes materials on Signs & Signals)

T70   TRANSPORTATION (Modes)
xx TRAFFIC ENGINEERING
xx TRANSPORTATION PLANNING
.A5   Air (Includes material on Airports)
.A7   Automobiles
.B5   Bicycles
.B7   Buses
Carpooling
x   TRANSPORTATION - Ridesharing
.M5   Mass Transit
xx TRANSPORTATION - Buses
xx TRANSPORTATION - Rail
xx TRANSPORTATION - Paratransit
.P5   Paratransit
xx TRANSPORTATION - Ridesharing
.P7   Pedestrians
.R3   Rail
.R5   Ridesharing (Includes Carpooling & Vanpooling)

T70   TRANSPORTATION (Cont'd)

.S5   Streets & Highways
.S5C   /Construction & Specifications/
.W5   Water (Includes material on Port Development)
                       xx WATER - Civil Works

T75   TRANSPORTATION PLANNING
                   CHATS
                       x   TRANSPORTATION PLANNING - Studies (See Explanatory
                   Note)
.D5   Disadvantaged (Includes Elderly & Handicapped)
.E5   Environmental Concerns
                       xx ENERGY SHORTAGE & CONSERVATION
.E5A   /Air Quality/
                           xx AIR POLLUTION
.E5E   /Energy/
.F5   Financing
.H3   Handbooks, Manuals, & Guides (General Category. If more specific
           subject exists, use that heading)
.H5   Highway Safety
.L5   Legislation
.M5   Models & Techniques
                       xx TRANSPORTATION PLANNING - Trip Generation
                   Noise Pollution
                       x   NOISE POLLUTION
.P3   Parking
.P5   Plans & Programs (General Category. If more specific subject exists,
           use that heading)
.P7   Policies
                   Ridesharing
                       x   TRANSPORTATION - Ridesharing
.S2   Small Cities (Includes smaller areas as well)
.S3   Statistics
.S5   Studies
                       Include here Area Transportation Studies (-ATS).
.S5A   /Annual Reports/
.S5U   /Unified Work Programs/
                       Explanatory Note: CHATS material will have a 1.9 in line 3 of Call
                   No. (Geographic Designation) which means it deals with BCD area and
                   a C in line 4, which means it deals with the Charleston Area.
                   Traffic
                       x   TRAFFIC ENGINEERING
.T5   Transportation Systems Management (TSM)
.T7   _   Trip Generation
                       xx TRANSPORTATION PLANNING - Models & Techniques

           TRIDENT 2000
                   x   CITIZEN PARTICIPATION

UNDERGROUND SPACE
    x   LAND USE & DEVELOPMENT - Underground Space

UNIVERSITIES
    x   EDUCATION - Higher

URBAN RENEWAL
    x   COMMUNITY DEVELOPMENT & RENEWAL - Urban Renewal

URBAN RUNOFF
    x   WATER POLLUTION - Urban Runoff & Stormwater

*U50   UTILITIES

VVV

VOTING
  x   ELECTIONS

WAGES
>   x   PERSONNEL - Salaries, Wages, & Pay Plans

WASTEWATER MANAGEMENT
>   x   WATER POLLUTION

W20   WATER
>   Aquifers
>   x   WATER - Hydrologic Data/Groundwater/
>   xx   WATER POLLUTION
>   xx   TRANSPORTATION - Water

.C3   Civil Works (Includes material on Dredging)
(Use this number for U.S. Army Corps of Engineers' series Water Resources Development in South Carolina.)

.C5   Classification Systems

.C7   Conferences & Proceedings

.D5   Drainage
>   xx   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Soil Surveys
>   xx   ENVIRONMENTAL CONCERNS - Erosion & Sediment Control
>   Dredging
>   x   WATER - Civil Works

.H5   Hydrologic Data
(Use for U. S. Geological Survey's South Carolina Water Resource Data)

.H5F   /Streamflow/

.H5G   /Groundwater/
(Use this category for nonpoint source pollution which deals with groundwater)
>   Use for Aquifers
>   xx   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES - Geology

.H5P   /Precipitation/
>   Use for Rainfall Data
>   xx   WATER POLLUTION - Urban Runoff & Stormwater
>   xx   ENVIRONMENTAL CONCERNS - Erosion & Sediment Control

.H5S   /Surface Water/

.R5   River Basins (Includes River Basin Studies)
Special instructions: For the Geographic & Regional Designations, use 1 for S. C. in line 3 of Call No., and in line 4 of Call No., use the following table for S. C. River Basins:

>   A   =   Ashley - Combahee - Edisto (ACE)
>   Subbasins = Ashley R., Combahee R., & Edisto R.
>   P   =   Pee Dee
>   Subbasins = Black R., Little R., Little Pee Dee R., Great Pee Dee R., Lynches R., & Waccamaw R.

W20	WATER (Cont'd)	
.R5	River Basins (Cont'd)	
	S =	Santee-Cooper
		Subbasins = Cooper R., Santee R., Congaree R., Saluda R., Broad R., & Wateree R.
	Sv =	Savannah
		Subbasins = Not broken down into subbasins because of drainage characteristics

.S7	Supply
.S9	Systems

W40	WATER POLLUTION (Use for Water Quality Materials)
	xx WATER
	Citizen Participation
	x CITIZEN PARTICIPATION - Water Pollution
.F5	Financial Arrangements & Cost Data (for Wastewater Treatment Systems)
.F5U	/User Charges & Industrial Cost Recovery Systems (UC/ICR)/
.L5	Land Use/Water Quality Relationships
.N5	Nonpoint Source Pollution
	xx WATER POLLUTION - Urban Runoff & Stormwater
	For general information on Nonpoint Source Pollution, use W40.N5
	For specific information on Nonpoint Source Pollution resulting from specific activities, use the following Call Numbers:
.N5A	/Agricultural Activities/
.N5C	/Construction Activities/
	/Groundwater/
	x WATER - Hydrologic Data/Groundwater/
.N5H	/Hydrologic Modifications/
.N5M	/Mining Activities/
	/Residual Wastes/
	x WATER POLLUTION - Residual Wastes Management
.N5S	/Silvicultural Activities/
	/Urban Runoff & Stormwater/
	x WATER POLLUTION - Urban Runoff & Stormwater
.R5	Residual Wastes Management
	xx Solid Waste Management
.R5C	/Cost/
.R5D	/Disposal/
	(Disposal of Residual Wastes includes both disposal, resource recovery & reuse practices)
	xx SOLID WASTE MANAGEMENT - Disposal
	xx SOLID WASTE MANAGEMENT - Sanitary Landfill
.R5P	/Processing/
.R5T	/Transport/
.T1	201 Reports (Includes Wastewater Facilities Construction Plans)
.T1H	/Handbooks/
	/Industrial Cost Recovery/
	x WATER POLLUTION - Financial Arrangements & Cost Data /User Costs & Industrial Cost Recovery (UC/ICR)/
.T2	208 Reports (Includes Wastewater Treatment Management Plans)
.T2G	/Guidelines & Laws/
.T2H	/Handbooks/

W40   WATER POLLUTION (Cont'd)

.U5   Urban Runoff & Stormwater
               xx WATER POLLUTION - Nonpoint Source Pollution
               xx WATER POLLUTION - Hydrologic Data/Precipitation/
               xx ENVIRONMENTAL CONCERNS - Erosion & Sediment Control
          Wastewater Facilities Construction Program
               x   WATER POLLUTION - 201 Reports
          Wastewater Treatment Plans
               x   WATER POLLUTION - 208 Reports

.W6   Water & Sewer Reports

W60   WATERFRONTS

WETLANDS
          x   COASTAL ZONE - Wetlands

WILDLIFE
          x   GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES -
          Wildlife

YOUTHS
    x   CRIMINAL JUSTICE PLANNING - Juvenile Delinquency

Z50   ZONING
  .A5   Administration
  .I5   Industrial
  .O5   Ordinances
  .S5   Subdivision Regulations

Chapter VIII.

GEOGRAPHIC AREA TABLES

GEOGRAPHIC AREA TABLES

Introduction

The purpose of the Geographic Area Tables is to provide access to the literature by region. The decision to incorporate geographic features within the classification notation or library call numbers, was largely the result of an informal survey of information requests conducted in the planning agency where COASTIRS was being developed. Often the types of questions people asked, when looking for information, required a search involving regional specificity. An example of such a question might be, "What land use plans do we have for Charleston County and any cities within that county?"

Since material is arranged by subject headings, one would first locate the appropriate one; in this case, it would be "LAND USE & DEVELOPMENT - Development Plans," L40.D5. Then the appropriate geographic element would be determined. This information composes the second major element of the notation system, the first being the subject element. The person would then proceed to the shelves, find the heading, and then find the material relating to that specific geographic area in one place.

What follows are the components of the Geographic Area Tables with instructional text and examples.

TABLE 1

GEOGRAPHIC DESIGNATIONS

If a report deals specifically with South Carolina, another state, or the Coastal Zone area, then a geographic number is assigned to the publication. This geographic designation is expressed in the third line of the library call number.* The following table presents these designations.

    1 = South Carolina
    2 = Other States**
    3 = Coastal Zone

Examples:

1)   South Carolina State Land Use Planning and Management Study. 1974. (Wilbur Smith & Assoc./S.C. Governor's Special Study Committee on Land Policy)

    L40 = LAND USE & DEVELOPMENT
    P5   = — Planning
     1   = South Carolina
    1974 = Date of Publication

2)   Land Use and Residential Development Report. 1978. (Chesterfield County, Va., Department of Community Development)

    L40 = LAND USE & DEVELOPMENT
    D5   = — Development Plans
     2   = Other State
    1978 = Date of Publication

3)   Regional Development Plan of the Coastal Plains Regional Commission. 1968. (Coastal Plains Regional Commission)

    L40 = LAND USE & DEVELOPMENT
    D5   = — Development Plan
     3   = Coastal Zone
    1968 = Date of Publication

*If only one subject heading has been assigned to a publication and the report requires a regional designator, then it will be expressed in the second line of the library call number, rather than in the third line.

**Only one number has been assigned to other states, since this material is of less importance to the collection.

TABLE 2

REGIONAL DESIGNATIONS

    If a publication deals with South Carolina, but more specifically with a particular region within the state, then the following table will be used. These numbers correspond to the numbers established for the ten planning districts in South Carolina (see attached map of South Carolina Planning Districts). As shown in the table, these numbers are preceded by a 1, which stands for South Carolina, and a decimal point.

Region	Notation
Appalachian (Anderson, Cherokee, Greenville, Oconee, Pickens, & Spartanburg Counties)	1.1
Upper Savannah (Abbeville, Edgefield, Greenwood, Laurens, McCormick, Saluda Counties)	1.2
Catawba (Chester, Lancaster, York, & Union Counties)	1.3
Central Midlands (Fairfield, Lexington, Newberry, & Richland Counties)	1.4
Lower Savannah (Aiken, Allendale, Bamberg, Barnwell, Calhoun, & Orangeburg Counties)	1.5
Santee-Lynches (Clarendon, Kershaw, Lee, & Sumter Counties)	1.6
Pee Dee (Chesterfield, Darlington, Dillon, Florence, Marion, & Marlboro Counties)	1.7
Waccamaw (Georgetown, Horry, & Williamsburg Counties)	1.8
Berkeley-Charleston-Dorchester (Berkeley, Charleston, & Dorchester Counties)	1.9
Lowcountry (Beaufort, Colleton, Hampton, & Jasper Counties)	1.10

Example:

Title: Preliminary Development Plan - Waccamaw Region 1972. (LBC & W/Waccamaw Regional Planning & Development Council)

Call No.   L40 = LAND USE & DEVELOPMENT (primary heading)
              D5   = Development Plans (secondary heading)
              1.8 = South Carolina. Waccamaw area (regional designation)
              1972 = Date of publication

    In the above example, the 1.8 is assigned to this publication showing that the report deals not only with South Carolina (1), but also with the Waccamaw area (.8). This information is expressed in the third line of the call number.

TABLE 3

COUNTY & CITY DESIGNATIONS

If a report deals with a more specific area than the regional number supplies, then it may be assigned a county designation and potentially a city designation as well. This county/city designation would be expressed in the fourth line of the library call number, following the regional notation. Rather than using numbers, an alphabetic notation could be used which would employ the first letter of the county, followed by a dash and then the first letter of the city.

A particular agency may choose to devise such a table only for publications which relate to its immediate domain. The geographic notations for publications dealing with other areas might be expressed only to the regional level, since these reports would not be as important to the needs of that agency.

An example of county/city designators is found in the following table, which was devised for the BCDCOG Library.

COUNTY & CITY DESIGNATIONS FOR THE B-C-D REGION

Any report which deals specifically with the B-C-D Region will have in the third line of the call number, a regional designation of 1.9. These numbers stand for the following elements:

    1 = South Carolina
   .9 = Berkeley-Charleston-Dorchester Region

If a report deals more specifically with a particular county or city within the B-C-D area, then the fourth line of the call number will express this fact. The following table will be used to determine the county and city designations. It is important to remember that any report which uses the table below, should always have a 1.9 in the preceding line of the call number; thus, the 1.9 expresses in what region the county and/or city is located.

County/City	Notation	County/City	Notation
Berkeley County	B	Dorchester County	D
Bonneau	B-B	Dorchester	D-D
Goose Creek	B-G	Harleyville	D-H
Hanahan	B-H	Jedburg	D-J
Jamestown	B-J	Reevesville	D-R
Moncks Corner	B-M	Ridgeville	D-Ri
St. Stephen	B-S	St. George	D-St
		Summerville	D-S
Charleston County	C		
Charleston	C-C		
Folly Island	C-F		
Hollywood	C-H		
Isle of Palms	C-I		
Johns Island	C-J		
Ladson	C-La		
Lincolnville	C-L		
McClellanville	C-Mc		
Megget	C-Mg		
Mt. Pleasant	C-M		
North Charleston	C-N		
Ravenel	C-R		
Rockville	C-Rk		
Sullivans Island	C-S		

Examples:

Soil Survey for Berkeley County, 1980. (U.S. Dept. of Agriculture, Soil Conservation Service & Forest Service, S.C. Land Resources Comm., & S.C. Agricultural Experiment Station)

G25   = GEOGRAPHY, TOPOGRAPHY, & NATURAL RESOURCES
S5   = — Soils Surveys
1.9   = South Carolina - B-C-D area.
 B   = Berkeley County
1980 = Date of Publication

In the above example, the 1.9 stands for South Carolina and Planning District 9 (Berkeley-Charleston-Dorchester area). Since the report concerns the specific area of Berkeley County, the county designator B follows in the fourth line of the call number.

In the examples below, both county and city designators have been assigned to the reports. These designators conform to the preceding table.

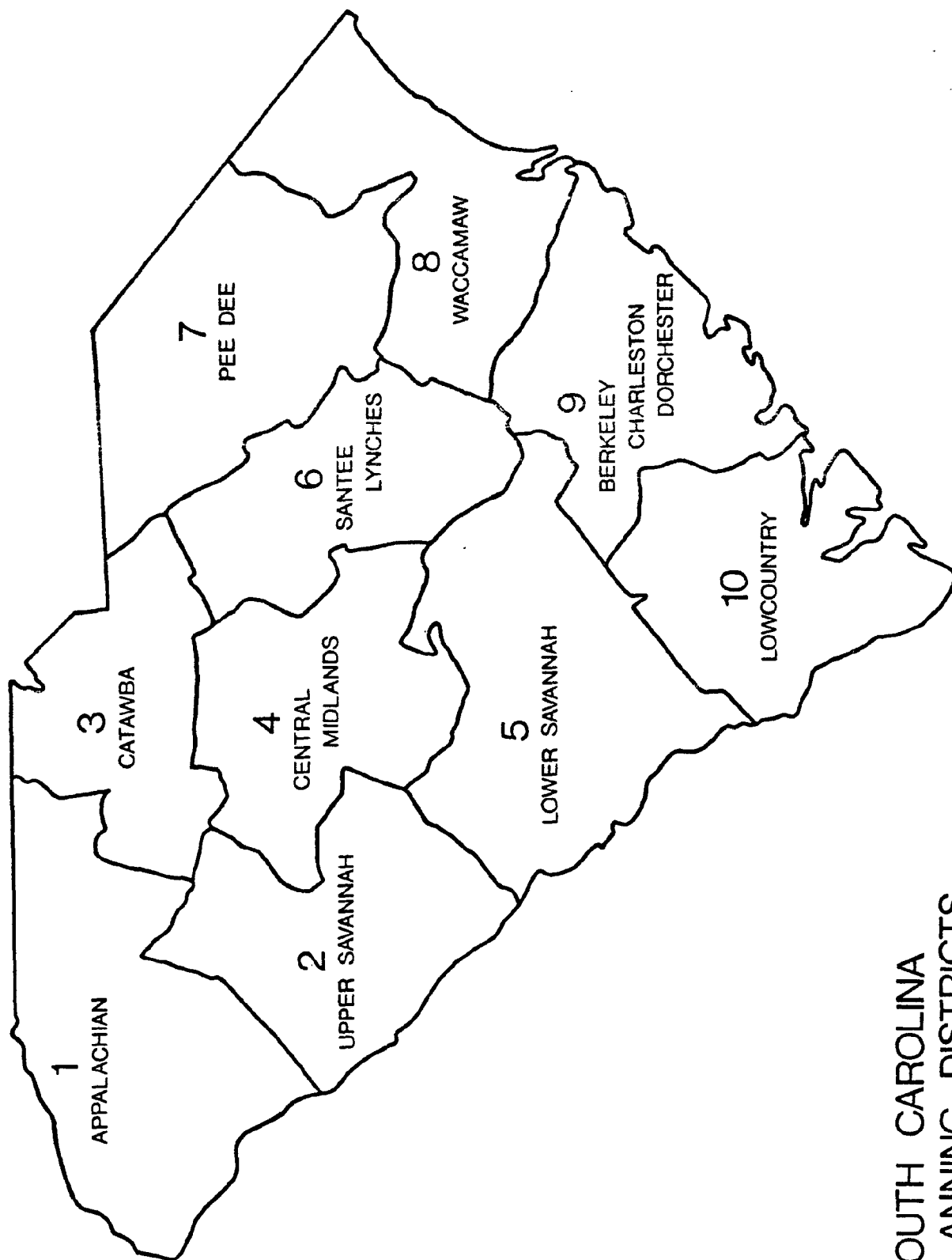Proposed Housing Element for Moncks Corner. 1978. (BCDCOG)

H60   = HOUSING
R5   = — Reports
1.9   = South Carolina - B-C-D area.
B-M   = Berkeley County - Moncks Corner
1978 = Date of Publication

Title: Zoning Ordinance - City of Folly Beach, Charleston County, S. C., 1979 (Vismor, McGill & Bell, Inc.)

Call No: Z50   = ZONING
           05   = — Ordinances
           1.9   = South Carolina. B-C-D area.
           C-F   = Charleston County - Folly Island
           1979 = Date of Publication.

GEOGRAPHIC AREA TABLES
FOR SOUTH CAROLINA COUNTIES

	Counties	Regional Designators		Counties	Regional Designators
A	Abbeville	1.2	J	Jasper	1.10
	Aiken	1.5			
	Allendale	1.5	K	Kershaw	1.6
	Anderson	1.1			
			L	Lancaster	1.3
B	Bamberg	1.5		Laurens	1.2
	Barnwell	1.5		Lee	1.6
	Beaufort	1.10		Lexington	1.4
	Berkeley	1.9			
			M	McCormick	1.2
C	Calhoun	1.5		Marion	1.7
	Charleston	1.9		Marlboro	1.7
	Cherokee	1.1			
	Chester	1.3	N	Newberry	1.4
	Chesterfield	1.7			
	Clarendon	1.6	O	Oconee	1.1
	Colleton	1.10		Orangeburg	1.5
D	Darlington	1.7	P	Pickens	1.1
	Dillon	1.7			
	Dorchester	1.9	R	Richland	1.4
E	Edgefield	1.2	S	Saluda	1.2
				Spartanburg	1.1
F	Fairfield	1.4		Sumter	1.6
	Florence	1.7			
			U	Union	1.3
G	Georgetown	1.8			
	Greenville	1.1	W	Williamsburg	1.8
	Greenwood	1.2			
			Y	York	1.3
H	Hampton	1.10			
	Horry	1.8			

SOUTH CAROLINA
PLANNING DISTRICTS

1 APPALACHIAN
2 UPPER SAVANNAH
3 CATAWBA
4 CENTRAL MIDLANDS
5 LOWER SAVANNAH
6 SANTEE LYNCHES
7 PEE DEE
8 WACCAMAW
9 BERKELEY CHARLESTON DORCHESTER
10 LOWCOUNTRY

THE CATALOG

THE CATALOG

The importance of the catalog becomes apparent when one considers that a book can physically be in only one place on the library shelf. Since a book can be perceived in many ways and is seldom concerned with only one topic, multiple access points to it are necessary. Multiple access to a collection is achieved through a catalog.

Catalogs may be of different shapes and forms. They may be manual or computerized systems. Manual systems may involve producing a book catalog or developing a card catalog. Computerized catalog systems are more flexible in their output, for they can potentially generate both book and card catalogs, as well as maintain on computer records, an index to the collection.

Book Catalogs

A book catalog is basically an index to the collection which is presented in book format. Book catalogs are probably best utilized with a classification system which uses some form of accession numbers in its indexing scheme. An agency might decide to use broad subject headings which are followed by a sequential numbering scheme within each subject area. When a new book is received, it would be placed in the appropriate subject area and assigned the next available number within that category. Thus, updating the book catalog would require pulling this subject sheet from the catalog, and typing at the end of the record the new entry.

Potential drawbacks to this catalog system are that a particular category may grow so large that further subject specificity is needed in order to locate information. Consequently, all the material would have to be recataloged, which is a very time-consuming process. Another potential problem is that material which is similar in nature might have a tendency to be separated within the catalog, according to when the material was received. Since COASTIRS does not use any accession numbers in its classification system, a book catalog produced manually is totally infeasible. By the time it was produced, it would be obsolete. As new material was received, pages would have to be continually retyped in order to insert the new entries in their appropriate location within the classification scheme.

Card Catalogs

Probably the most familiar type of catalog is that of the card catalog. Card catalogs are indexes to a library's collection which are presented on cards. Some card catalogs are divided into separate catalogs: one file is maintained for author and title entries, and another provides subject entries. Other card catalogs may integrate into one file author, title, and subject entries. In the past, card catalogs have been used extensively in both public and academic libraries. But the future of a manual card catalog system is now under serious question as a result of the expense involved in maintaining it, as well as the recent technological advances made in the computer field, which have made other options attractive. Some of these factors become more apparent when one leaves the realm of a library user, and enters into that of a cataloger.

For every book which is received, a catalog card must be prepared which not only describes the book, provides a locational symbol or call number, but also lists subject headings and added entries under which this book might be found. The card must be typed, duplicated, and overtyped with its appropriate headings. The manner of duplicating the cards is an important consideration. Some libraries duplicate their cards on xerox machines. Many of these machines cannot handle card stock at all, while others do not print it effectively. Libraries may purchase other types of equipment which handle the problem of

card duplication, or they may order their cards from an outside service. Once the steps mentioned previously have been completed, the cards must be sorted and filed in the card catalog. Other catalog cards must be prepared for the files, such as subject heading cards and cross-reference cards. This brief overview represents some of the activities involved in setting up a card catalog.

Although the above cataloging procedures may seem rather easy and simplistic in nature, they are incredibly time-consuming, and hence expensive operations to perform, especially for a small agency that does not have as its primary function the maintenance of a library.

Since this project is directed, not to libraries, but rather to planning councils and other state and local agencies who have a desire to establish a library system, certain critical factors must be addressed. How much money, time, and manpower can be invested in such a project. At this juncture, a discussion of computerized catalog systems is in order.

Computer - Generated Catalogs

As mentioned in the preceding section on card catalogs, many of the operations involved in cataloging are of a routine and clerical nature. A number of these activies lend themselves quite readily to computer applications. The repetitive tasks of duplicating catalog entries, overtyping headings on each catalog card, sorting and filing entries, typing subject heading cards and cross-reference cards, and maintaining consistency throughout the catalog are all operations which a computer, could perform. Before a further discussion ensues on the uses of a computerized catalog, a listing of what computers can provide follows. This enumeration is excerpted from Micki Jo Young's, Frank A. Pezzanite's, and J. Chris Reisinger's Introduction to Minicomputers in Federal Libraries (1978), page 17.

1. Accuracy. Once data are entered correctly, they remain correct and precise. The human errors of mistyping, misfiling, misadding or transposing letter or number are eliminated.

2. Consistency. The same type of data will be handled the same way every time. The same logic is applied and the same decisions made every time.

3. Reduction of duplicated effort. The data in a compuer can be recorded once in a master file and manipulated and sorted repeatedly as required.

4. Speed. The speed of the computer is unequalled. Even output is faster on a computer than most similar kinds of manual ouput would be.

5. Cost reduction. In most applications the use of a computer is cost-effective when compared with the cost of the same tasks performed manually.

6. Control. Because a computer system is tightly ordered by the software, control of the flow is possible, the status of the system is always determinable, and exception reporting is easily accomplished.

7. Accountability. Because of the way computer programs work, the computer can easily count operations. Statistics are easily gathered, which can give management valuable information for decisionmaking.

8. Efficient use of human skills. Because data can be entered once and used over and over, as in producing address labels for repeated mailouts, human time can be put to more productive use. Clerical staff can usually be reduced or reassigned to new tasks.

The attributes of computers mentioned above should be closely considered by small agencies in their decision to establish a library system for their documents. Such agencies have limited budget, personnel, and time to devote to this type of project (see No. 5, 8, & 4 above). Therefore, the most cost-efficient system must be sought. A computerized system, as opposed to a manual operation, seems to be the best means suited for handling the bibliographic records, when all factors are taken into account. Before continuing this discussion, a reiteration of the relationship between library users and the catalog follows.

So far the approach taken has been from an administrative perspective of library operations, but the ultimate purpose of this project is to improve information services to users. The catalog provides the user with various access points to the collection via catalog entries. A person may want to search for information on a particular subject, or about a particular geographic areas, or written by a certain author, or he/she may want to locate a specific title. But a particular document can only be located in one place. Hence, the user has only as many points of access to the collection as the catalog provides. Depending upon the manner in which the catalog is set up, the user may have limited or broad searching capabilities with respect to the documents.

Manual catalog systems, such as book and card catalogs, are relatively limited in terms of searching functions. Headings and catalog entries, once placed in the file, are relatively static. They can only be searched in a linear fashion. Whereas in a computerized system, the data once recorded in a master file, may be sorted and manipulated in a variety of ways. Through the use of Boolean logic many searching strategies can be performed by the computer to satisfy information requests made by the user that a manual system could not have accomplished. Free text searching capabilities are another computer application that a manual system could not provide.

A computer-assisted catalog could exist in many different formats. The computer could be programmed to produce book catalogs or COM catalogs (COM=computer-output microform). Another type of catalog which a computer could produce is a card catalog file. The file input would be in the form of catalog cards, which could be formated printed, over-typed, and sorted for filing by an automated system. Certain functions such as the actual filing and maintenance, would still need to be done manually. Utilizing a computer for the clerical and repetitive tasks would free the professional staff to concentrate attention on more productive responsibilities, such as in materials analysis (classifying the documents).

One might ask at this juncture, if a computer is going to provide you with the same output product, like a card catalog, then why automate the function. Alan Veaner in an article entitled "Major Decisions Points in Library Automation" (College and Research Libraries, Vol. 31, Sept. 1970) lists three sensible reasons for automating certain library operations.

1) To do something less expensively, more accurately, or more rapidly;

2) To do something that can no longer be done effectively in the manual systems because of increased complexity or over-whelming volume of operations.

3) To perform some function that cannot now be performed in the manual system - providing always that the administrator actually wants to perform that service, has the resources to pay for it, and is not endangering the performance of existing services for which there is an established demand.

In the above criteria (No. 1), again the question of money and time is addressed, as well as the importance of accuracy involved in library activities. The second reason that a certain task may no longer be able to be done effectively within a manual system is a question that will become increasingly more apparent as the collection and information services are expanded. When establishing a library within an agency, an important point to keep in mind is that a library is an on-going responsibility. Therefore, procedures must be established to insure that it is maintained and does not cease to exist through neglect.

The final point raised above is that through automation, a library may be able to perform some function that cannot presently be provided in a manual system. To address this question, there are an incredible range of library applications which could be automated. By using a computer to create the catalog, a record of each document would be stored in the computer. Hence, this data could be manipulated and used in other library functions. Some of these applications are presented here. Circulation cards could be produced for each document by extracting certain data from the catalog entry. A circulation file could also be created via the computer. More interesting applications of these computer records involve reference and information services which a library could offer its users. Since the computer has the capability to manipulate the same data in any number of ways, it could be used to prepare bibliographies on specialized subjects. Although this activity can be done manually, reformatting material is a time-consuming activity. The computer could also be programmed, so that it could be used for user search and retrieval activities. A program could also be written which would assist the acquisition phase of library operations, such as preparing purchase orders and receipt handling to name only a few. A data base system could be created to contain an agency's periodical holdings. Other types of collection, could also be managed on a computer, such as a newspaper clippings file.

The ultimate purpose of automation though, would be to produce a catalog. Other computer applications would be secondary.

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