



THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

March 30, 1954

ADMINISTRATIVE DEPARTMENT
PHOTODUPLICATION SERVICE

Mr. Click Relander
1212 North 32nd Avenue
Yakima, Washington

Dear Mr. Relander:

This is in reply to your recent letter concerning photoduplicates of the following items:

Washington Centennial of the Territory, etc. Canoe Indians of the Columbia.

We cannot comply with your request because:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Not located in The Library of Congress | <input type="checkbox"/> In Bindery |
| <input type="checkbox"/> Incomplete reference given | <input type="checkbox"/> On Loan |
| <input type="checkbox"/> Reproduction prohibited by Copyright Law | <input type="checkbox"/> Pagination incomplete |
| <input type="checkbox"/> Book not on shelf | |

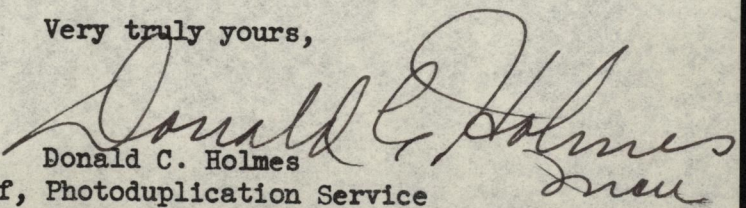
It is suggested that you refer to:

Mr. Remington Kellogg
U. S. National Museum
Division of Ethnology
Smithsonian Institution
Washington 25, D. C.

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Very truly yours,


Donald C. Holmes
Chief, Photoduplication Service

3-11-63

Library of Congress Catalog Card Number: 63-1689

Relander, Click

THE LIBRARY OF CONGRESS

Strangers on the land; a historiette
of a longer story of the Yakima Indian
Nation's efforts to survive against
great odds.

Yakima, Washington Franklin Press 1963

March 12, 1963

Dear Mr. Relander:

Please find enclosed slip(s) with the pre-
assigned catalog card number indicated thereon for
the title(s) which you submitted on February 11, 1963.

The printing of the card number in books
published by your firm is a tremendous help to librarians
throughout the world.

I shall appreciate it if you will send one
copy of each new book to the Card Division just as
soon as available. This copy is used for cataloging
purposes in order that catalog cards may be printed
and ready for distribution before the book is released.

Your cooperation is greatly appreciated.

Sincerely yours,

Alpheus L. Walter

Alpheus L. Walter
Chief, Card Division

Mr. Click Relander
1212 North 32nd Avenue
Yakima, Washington



THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

PROCESSING DEPARTMENT
CARD DIVISION

March 12, 1963

Dear Mr. Relander:

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Sincerely yours,

Alpheus L. Walter
Chief, Card Division

Mr. Click Relander
1212 North 32nd Avenue
Yakima, Washington

PROCEDURES FOR SECURING PREASSIGNED
L. C. CATALOG CARD NUMBERS FOR BOOKS

Since 1898, the Library of Congress has made Catalog cards available for books which have been added to its collections. This service, operating through the Card Division, is available to libraries, institutions and individuals throughout the world.

Our stock of cards is organized in yearly series. Each title is given a card number, including a two-digit figure representing the date the catalog card number was preassigned or the year of cataloging, followed by a consecutive serial number.

In 1951, the preassigned Card Number Program was instituted. This program enables the more than 14,000 libraries, which subscribe to the Library's card service, to order printed catalog cards quickly, economically and accurately.

How It Works

1. The publisher sends lists of forthcoming books to the Chief of the Card Division, Library of Congress, Washington 25, D. C. The following information is needed:

- a. Full name of author or editor
- b. Title of the book
- c. Edition statement (number, name and/or revision)
- d. Name and address of the publisher and/or printer
- e. The date of publication (including month, day and year)
- f. Series title and number
- g. If a serial (yearbook, annual report, conference, symposium) indicate date of first issue
- h. Indicate whether or not the book is to be copyrighted
- I. Indicate the approximate pagination and anticipated binding

2. If the book is to be added to the Library's collection, a catalog card number is preassigned and returned to the publisher on a temporary 3 x 5" typed slip giving author, title, imprint, publication date, and the catalog card number in the upper righthand corner of the slip.

3. The publisher adds this number to the manuscript of the book, instructing the printer to print the number on the verso of the title page using the following legend: Library of Congress Catalog Card Number: 62-12345

4. The publisher sends an advance copy of the book to the Chief of the Card Division (Library of Congress, Washington 25, D. C.). This copy is used for cataloging purposes in order that catalog cards may be printed before the book is published. This copy is in addition to those sent to the copyright Office for deposit. The plan, as a whole, is deliberately separated from the copyright procedures. The Card Division provides postage-free mailing labels for use in sending these advance copies.

Questions and Answers

Q. Are catalog card numbers preassigned to all books?

A. No. Card numbers are preassigned only to books which we assume will be added to the Library's collections. Among the types of material which the Library maintains a very limited collection and for which catalog card numbers are not preassigned are the following: workbooks and laboratory manuals, most pocketbooks, slight pamphlets or booklets, portfolios or brochures, small privately printed books of poems, Sunday-School teachers and pupils books, calendars and record books, pre-college textbooks, paperback reprints, transcript of speeches, etc.

Q. Is there a charge for this service?

A. No. There is no charge for this service.

Q. When a catalog card number has been preassigned and the publication of the book is postponed, should we notify you?

A. Yes. The Card Division should be notified of changes in the publication date. Under such conditions, you may use the original number preassigned to your book. If the book is not to be published, request cancellation of the number. When the publication of the book has been postponed, do not change the prefix of the card number to correspond with the date of publication.

Q. What is the procedure, if the authorship or title of the book is changed after the card number has been assigned?

A. The Card Division should be notified immediately of such changes so that its records can be changed. This notification is important as it prevents duplication of numbers for the same book. The number originally assigned will remain the same for the book.

Q. Suppose a book is re-published with changed or new material added or with a new imprint.

A. The Library of Congress will catalog the book as a revised title, which means a new card and new number. In such cases, submit the title for the preassignment of a new number.

Q. What about reprints with no changes from the original publication, except imprint date?

A. We do not preassign catalog card numbers to reprints, unless they are important non-fiction originally published more than twenty years ago, or editions of the classics with important new introductory matter. Do not list the catalog card number, which appeared in the original edition. in the reprint edition.

Q. Are separate catalog card number preassigned to each issue of serials?

A. Not for all serials. The Library usually prepares one card for serials, which in library parlance is called an "open-entry" card. The card number which is assigned to this card may be used for future issues. This treatment eliminates the preparation of numerous entries, which can be combined on one card.

Q. Should we request a catalog card number for the first issue of periodicals?

A. No. The Library of Congress usually delays the cataloging of periodicals until it has received sufficient issues for binding. Therefore, we prefer not to preassign card numbers to first issues of periodicals.

Q. What is the procedure, if a publication is a phonorecord combined with a book?

A. If a phonorecord and book are sold as a unit, the number preassigned will be a phonorecord card number, e.g., R62- . If the publisher intends the work as a book with a record in a pocket, the number will be an ordinary number without the "R" prefix. If the book and record are to be sold separately, two (2) numbers will be preassigned; one for the book and one with the prefix "R" for the phonorecord.

Address all communications concerning assignment of Library of Congress Catalog Card Numbers, for inclusion in published books, to the Chief, Card Division, Library of Congress, Washington 25, D. C.