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mentioned earlier was ~~that~~ the Library, ^{ment of a small} had developed ~~one~~ form (form 1395) which was used for the ordering of books, documents, and periodicals, ^{or borrowing} ~~or for borrowing same.~~ The form also included accounting information as ~~so that~~ so that IBM cards could be prepared for purchases and used for machine listings, ~~when necessary.~~

A factor in the ordering of publications to build the Library's collections (as against the individual requester's needs) was the important function of selection. This was the determination of what to buy for the Library and was arrived at by the multiple factors of a) knowing what the major requirements of the Agency were likely to be by studying the ^{borro} borrowing and purchase patterns of individual requesters, requirements lists and reference questions, and b) reviewing trade announcements, bibliographies, book reviews and catalogs from all over the world. The emphasis was usually on current material, with heavy reliance on inter-library loan for historical background items. Through CRAG the Library solicited the advice of the most knowledg^eable people in the areas of primary concern in each major component for advice in building up the specialized collections. This was done in 1961 and 1964. ^{and again in 48} ~~The other important aspect of selection processing was the maintenance of a regular and vigorous program to remove material which was no longer of value.~~

Once the items recommended for the Library's collections had been procured, they had to be cataloged. At first the Library was perhaps overly optimistic about the future potential of the Intelligence Subject Code as a means for retrieving information about books as well as documents. The ISC was used as the Library system for cataloging its books by subject and area until 1959. A major revision of the ISC was then under^{way}. The Library faced a dilem^ma, - whether to recatalog portions of its collections in the light of ~~the~~ ISC code number changes, or to recatalog the entire collection by converting to the Library of Congress (LC) classification system. Since

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