REPORT OF THE SERIAL SET STUDY GROUP

Submitted to the Public Printer

October 7, 1994

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Investigation of Alternatives for Production & Distribution of The Bound U.S. Congressional Serial Set

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Report of the Serial Set Study Group

I. Executive Summary

By memorandum of June 13, 1994 the Public Printer established a Serial Set Study Group (Group) to investigate alternatives for producing the bound *U.S. Congressional Serial Set* (SS) and reducing its cost. The Group was asked to report on the results of its investigations, with supporting cost data, by October 1, 1994.

Over the summer months the Group participated in regular meetings and in briefings and demonstrations so as to become better informed in a number of areas relating to the SS and to information technology. Collectively, the Group developed a set of action items aimed at reducing costs, improving operations, and exploiting information technologies relative to the SS. Group members divided themselves into four subgroups for analyzing and evaluating the various alternatives and action items from these distinct perspectives:

1) SS Management,
2) Library,
3) Cost, and
4) Information Technology.

The Subgroup analyses of the following four SS alternatives served as the rationale for the Group's ultimate recommendation:

Alternative 1: Status Quo Situation
Describes current SS production and distribution.
The annual cost to GPO is $1,567,000.

Alternative 2: Depository Library Council Recommendation, (Step 1)
Calls for some reduction in SS production and distribution to depository libraries.
The annual cost to GPO would be $1,049,000.

Alternative 3: Depository Library Council Recommendation (Step 2)
Calls for greater reduction in SS production and distribution to depository libraries.
The annual cost to GPO would be $433,000.

Alternative 4: An Incremental Approach
Presents a blueprint involving a series of phased action steps for testing specific measures to achieve cost savings, operational improvements, and expanded use of information technologies.
Year-to-year estimated cost savings are itemized in Section VI, Table 2.

The Group recommends Alternative 4 as the optimal approach for achieving the Group's objectives without reducing public access to SS information.

The Group opposes adoption of Alternative 2 or Alternative 3, as either would limit public access. And while it would be possible to combine either Alternative 2 or 3 with Alternative 4 to produce greater cost savings, the Group also opposes such a combined approach because it would limit public access to SS information through the depository library system.

II. List of Abbreviations Used

Abbreviations

GPO	Government Printing Office
JCP	Congressional Joint Committee on Printing
S&E	Superintendent of Documents Salaries and Expenses Appropriation
SS	U.S. Congressional Serial Set

Conventions

A. Terms

Group:
Serial Set Study Group.

Posterity Libraries:
The so-called "posterity libraries" include the House and Senate Libraries, the National Archives and Records Administration, the Library of Congress, and the Superintendent of Documents. Under 44 USC the posterity libraries are designated to receive House and Senate documents and reports-bound, which are produced as the Serial Set.

Regional Libraries:
Federal depository libraries designated as "regional depositories" under 44 USC 1912.

Selective Libraries:
Federal depository libraries not designated as "regional depositories."

Slips:
The individual printed copies of House and Senate Reports and Documents. Eventually, the "slips" are bound together into numbered volumes that make up the *Serial Set*.

B. Numbers

Cost figures are rounded to the nearest thousand dollars.

Percentages are rounded to the nearest whole number.

III. Introduction to the Serial Set

Background (authority, history, coverage)

The *United States Congressional Serial Set* comprises a significant portion of the historical record of the work of Congress. The legal basis for compilation, binding, numbering and distribution of the paper bound *Serial Set* is contained in 44 USC sections 701, 719 and 738. The *Set* originated with an 1813 resolution of the House of Representatives, which authorized uniform printing of "all messages and communications of the President of the United States, all letters from the several departments of the government, all motions and resolutions offered for consideration of the House, and all other papers which are produced in the usual course of proceeding or by special order of the House."

Description (physical formats, number of volumes, numbering scheme)

The *Serial Set* currently includes Senate and House documents, congressional committee reports, presidential and other executive publications, treaty materials, and selected reports of nongovernmental organizations.

Beginning in 1817 with the 15th Congress, serial numbers were assigned to these publications as a means for assuring that the Set is complete and easily located on library shelves. The *Serial Set* numbering scheme has proven to be an orderly and convenient way of identifying and preserving the vast number of Documents and Reports issued by the Congress. The *Set* currently consists of some 20,000 numbered bound volumes.

The law in 44 USC 738 requires that the *Serial Set* be "bound and distributed to the State libraries and other designated depositories for their permanent files." Section 738 also states that "The library edition, as well as all other bound sets of congressional numbered documents and reports, shall be arranged in volumes and bound in the manner directed by the Joint Committee on Printing."

Access and Use (distribution, availability, usage patterns, bibliographic control)

In the words of historian Dee Brown, the *U.S. Congressional Serial Set* "contains almost everything about the American experience...our wars, our peacetime works, our explorations and inventions...If we lost everything else in print, except our documents, we would still have a splendid record and a memory of our past experience." Researchers and librarians agree that the *Serial Set* is the single most important "ongoing collection of the publications of the U.S. Congress" [1] and a valuable "source of information about the United States as it

[1] Rodney A. Ross, "Field Notes: Using the U.S. Congressional Serial Set for the Study of Western History," Western Historical Quarterly, 25 (Summer 1994): 208.

developed." [2] It has an unquestioned reputation as a "fundamental and integral part of documents collections." [3] It is without peer in representative democracies throughout the western world as a documentary compendium.

The *Serial Set* serves as the basic component for the compilation of legislative histories. Lawyers and judges traditionally consult its Senate and House reports as a key determinant of legislative intent to interpret federal statutes. As Justice John Marshall Harlan explained for the Supreme Court in 1969, committee reports represent the "considered and collective understanding of those Congressmen involved in drafting and studying legislation."

Other uses of the *Congressional Serial Set* virtually defy enumeration, for they range so widely. Historians, journalists, political scientists, genealogists, and students--from high school through graduate school--rely on the *Serial Set* to satisfy an astonishing variety of research needs.

Informal surveys suggest that researchers prefer to consult the *Serial Set* in its traditional paper format rather than in microform. Researchers argue that for copying, paper is faster, more efficient and easier to handle. Paper provides sharper copies and is known to be permanent and durable. Other formats, particularly diazo microfiche, have a much shorter life. Many libraries are reluctant or unable to spend the funds necessary for the continuous recopying of microfiche or electronic format versions to guarantee their permanence.

The law in 44 USC section 1710 requires that the Superintendent of Documents "...prepare and print in one volume a consolidated index of Congressional documents, and shall index single volumes of documents as the Joint Committee on Printing directs." Through the 96th Congress, the index was issued as the *Numerical Lists and Schedule of Volumes*. In 1985, the *Numerical Lists and Schedule of Volumes* was issued as a supplement to the *Monthly Catalog of U.S. Government Publications*. In 1988 the index was issued as the *United States Congressional Serial Set Catalog: Numerical Lists and Schedule of Volumes*. The change in 1985 incorporated the numerical listing with cataloging records and indexes to improve access to the *Serial Set* contents.

Recent Cost Reduction Measures (standardization, microfiche availability)

In order to fulfill its reponsibility for the *Serial Set*, the Joint Committee on Printing in 1979 established a Serial Set Advisory Committee "to study methods to improve the *Congressional Serial Set*'s physical makeup, access to material within the Set, and to reduce its production

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[2] Charles A. Seavey, "Government Graphics: The Development of Illustration in U.S. Federal Publications, 1817-1861," Government Publications Review, 17 (March/April 1990): 121.

[3] Suzanne M. Clark, "Use of the U.S. Serial Set in an Academic Institution: A Collection Management Tool," Government Publications Review, 15 (May/June 1988): 213.

costs". By early 1983, the Committee's recommendations resulted in significant changes in the production and distribution of the *Serial Set*. Those changes included:

1) merging of the posterity and depository versions into one standardized version,

2) offering of the slip reports and documents in microfiche to bring down their cost, and

3) improved binding, including stronger buckram binding, and acid free end sheets.

At the beginning of the study some 948 libraries were selecting the *Set* in paper at a cost of over $5 million dollars per Congress. After introduction of the microfiche, the number of libraries selecting the paper bound *Set* was reduced to 468, which resulted in a savings of over $2 million dollars in the 96th Congress.

Occasionally, an opportunity for one-time cost savings will arise. In 1987, for example, when 30 volumes of the Iran-Contra Appendix material were issued both as a Senate Report and a House Report, it was decided to bind only the Senate Reports within the Serial Set. The House Reports were assigned a Serial Number and cross-referenced to the Senate Reports. This decision resulted in cost savings of over $500,000.

The Serial Set Advisory Committee, in a memo to the Public Printer dated February 2, 1994, urged once again that on-demand printing of the *Serial Set* on acid free permanent paper be considered in order to save storage and collation costs in the production of the paper set, and further urged that the microfiche version of the Set be replaced with a CD-ROM version.

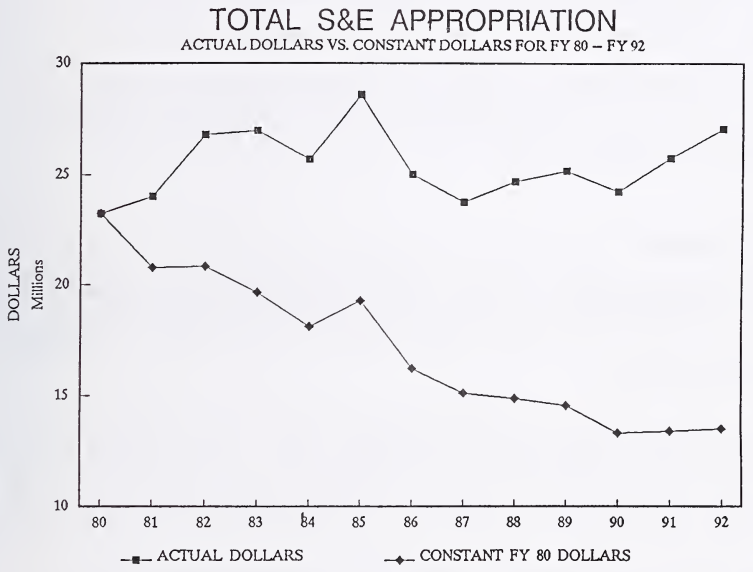
Text of the legal references cited in this section is provided in Appendix D of this report.

IV. Background on the Serial Set Study Group

Two key factors provided both the background and the impetus for this study of the *U.S. Congressional Serial Set*. These two key factors--Serial Set Funding and Information Technology--are briefly discussed here.

Serial Set Funding

The Salaries and Expenses Appropriation (S&E) funds four programs within the Superintendent of Documents: depository, cataloging, by-law and international exchange. This appropriation has varied from a total of about $23 million in FY 1980 to one of about $27 million in FY 1992.



Data compiled by Superintendent of Documents staff, 1992

In 1991, as the S&E appropriation was beginning to increase in actual dollars, the Superintendent of Documents was in the process of reviewing S&E programs and expenses with an eye toward cutting administrative costs, eliminating duplicate distribution, reducing claims copies and utilizing alternative formats. In the process of this review, production costs for the bound Serial Set came under renewed scrutiny, even though GPO and the JCP had managed to reduce costs of the SS in previous years. These steps, taken collectively, were not sufficient to keep within the overall S&E budget, prompting Congress to authorize $2 million "from current year appropriations" specifically to fund production and distribution

of the SS. The same request was subsequently made and approved for the FY 1995 appropriation. Preliminary indications are that similar language will also need to be included in the FY 1996 appropriation request.

The Serial Set is unique in the way the costs of its production are assigned to different fiscal years. The cost of printing the extra copies of the congressional reports and documents that comprise the bound SS is paid out of one fiscal year; the cost of their storage and binding is paid out of subsequent fiscal years' appropriations. The extra copies must be stored until their binding and distribution can begin some two years after the conclusion of the congressional session. (It is not possible to bind the SS contents as they are printed because of the system of compiling the volumes after the session is completed when the serial volume numbers can then be assigned.) For example, SS binding for the first session of the 101st Congress (1989) began in FY 1991, and costs for it were charged to that year's appropriation. Correspondingly, funds were obligated in FY 1992 for binding and distribution of the SS of the second session of the 101st Congress (1990).

Expressed concerns of the Depository Library Council and the Serial Set Advisory Committee over proposals affecting the future of the Serial Set were factors in the Public Printer's decision to establish the Serial Set Study Group for investigating alternatives for producing the SS and reducing its cost.

Information Technology

In most respects the methods used for producing and distributing the SS have changed little over the years. This fact stands in marked contrast with certain other major publications and application areas, where GPO has adopted modern information technologies in its publishing and dissemination operations.

Today, GPO has the capability of producing printed documents on demand from new or stored electronic originals using its DocuTech Publishing Series. At the same time, the GPO Access service is offering Congressional Record, Federal Register, Congressional bills, and other high interest databases for public users online. GPO has also been deeply involved for some time in the production and distribution of Government publications in CD-ROM format.

If these kinds of information technologies, which GPO has turned to such effective use in other areas, could be applied to SS information, both cost savings and improved services could result.

A 1994 electronic capabilities survey of the 1,391 depository libraries, which was conducted by GPO, suggests that the libraries are also making extensive use of information technology. The survey results show that 88 percent of the 1,153 depository libraries responding have personal computers equipped with CD-ROM drives that are available to public patrons. In addition, 80 percent of those same respondents report having Internet programs, such as Telnet and FTP, available at least for use by their library staff members, if not by public patrons.

Formation of the Serial Set Study Group

By memorandum of June 13, 1994, the Public Printer established a Serial Set Study Group (Group) to investigate alternatives for producing the bound U.S Congressional Serial Set and reducing its cost. The general objectives of the Group were to:

1. Investigate alternatives for production and distribution of the bound U.S. Congressional Serial Set. These alternatives should include, but not be limited to:

   - developing a CD-ROM version of the Serial Set.

   - producing the requisite copies on-demand at the time of binding instead of producing and storing extra copies from the initial printing.

   - changing the binding, organization, or other specifications of the Serial Set.

2. Report, not later than October 1, 1994, on the results of these investigations, and present supporting cost data for each alternative.

3. Recommend one or more alternatives for future action.

Over the summer of 1994 the Group carried out its mandate and met the objectives established in the Public Printer's memorandum of June 13, 1994. An account of the Group's efforts and a statement of the Group's results and recommendations are contained in this report.

V. Approach and Methodology

The Group was established to investigate alternatives for producing the bound U.S. Congressional Serial Set and reducing its cost. The general objectives of the Group were to investigate several alternatives and recommend one or more alternatives for future action. The reporting date for results of the Group's investigations was October 1, 1994.

Approach

The overall approach that was selected for achieving the Group's objectives involved:

1. Organizing the Group and advancing its process.
2. Informing Group members in matters pertinent to the task.
3. Identifying reasonable SS alternatives.
4. Analyzing alternatives for feasibility and practicality.
5. Assessing alternatives.
6. Recommending one or more alternatives for future action.

It was clear from the outset that the Group members collectively possessed a good understanding about the SS itself, as well as mastery of other areas critical to a proper analysis and assessment of various SS alternatives. In order to focus and channel this diverse and specialized expertise in an efficient way, a "division of labor" was imposed by forming the following Subgroups:

1. SS Management Subgroup

Scope: Involves the steps and procedures in planning, producing, numbering, controlling, and distributing SS documents in both printed and microfiche formats.

Members: Virginia Saunders (Leader)
Jerry Hammond
Robin Haun-Mohamed
Frank McCraw

2. Library Subgroup

Scope: Views the SS from the perspectives of librarians and users, including such factors as:
product acceptability and convenience
offering broad public access
bibliographic control
impacts on libraries in terms of space, equipment, operations, service demands, etc.
preservation factors (e.g., durability, permanence, and technological obsolescence)

Members: Susan Tulis (Leader)
Robin Haun-Mohamed
Roger Haley

3. Cost Subgroup

Scope: Develops cost estimates for preparation, production, and distribution of information products.

Members: Tom Carpenter (Leader)
Bernadine Hoduski
Frank McCraw

4. Technology Subgroup

Scope: Conducts assessments from an information technology perspective on various SS alternatives, particularly as they relate to CD-ROM applications.

Members: Larry Grantham (Leader)
Jerry Hammond
Bernadine Hoduski
Donna Thomas

Methodology

For implementing the Group's general approach, the following specific methods were used to organize the Group and advance its process, to inform Group members in matters pertinent to the task, to identify and analyze reasonable SS alternatives, and to recommend alternatives for future action:

1. To organize the Group and advance its process:

Group Meetings
A total of six Group meetings were held. For most meetings, an advance agenda was distributed and a "Meeting Highlights" report was prepared subsequent to the meeting.

Subgroup Activities
Subgroups independently performed their respective analyses SS alternatives between Group meetings.

2. To inform Group members in matters pertinent to the task:

Documentation
An extensive set of SS background documentation, provided by Bernadine Hoduski, was reproduced and distributed to all Group members at the initial meeting on June 22. A full set of background documentation on the SS is included in the Appendix.

Presentations, Demonstrations, and Tours

June 22:
Virginia Saunders addressed the Group on the history and description of the SS.

July 7:
Roger Haley conducted the Group on a tour of the SS collection in the U.S. Senate Library.
Jill Baylor of GPO/PDG addressed the Group on the topic of "Developing a text file CD-ROM".

July 13:
Jim Byers of GPO/PDG addressed the Group on the topic of "tagging schemes for digital data" with emphasis on Standardized General Markup Language (SGML).

July 19:
Ken Muir guided the Group on a tour of the GPO Bindery, Book Section, to see first-hand how the slip Reports and Documents are stored, collated, and manually bound into Serial Set volumes.

July 26:
Judy Russell demonstrated the use of ADOBE Acrobat software for retrieval of congressional publications in PDF format.

August 24:
Bob Schwenk explained and demonstrated the functions and capabilities of the Xerox DocuTech machine to the Group.
Ken Muir and Dorothy Lee guided the Group on a demonstration of the Book-Flow binding operation in the Book Section of the GPO Bindery.

3. To identify and analyze reasonable SS alternatives:

Proposed alternatives
A number of general and specific alternatives were assigned to the Group for investigation (see Appendix B & C). These alternatives, which had been proposed by the Public Printer and the Depository Library Council, were investigated by the Group and are addressed in this report.

Other alternatives
In the process of the Group's investigations and deliberations, other ideas and opportunities came to light, which can be used to improve the existing alternatives and are also dealt with in this report.

4. To recommend alternatives for future action:

Each of the assigned alternatives is presented with the estimated cost savings. As for the recommended alternative, the Group preferred to take an eclectic, incremental approach involving a series of feasible and practical steps that can be planned and sequentially implemented so as to achieve the target objectives.

VI. Results/Recommendations

The original objectives of the Serial Set Study Group served as the basis for analyzing alternatives for producing the bound SS and reducing its cost. Four alternatives are examined in this section. First, the current status quo SS situation is described in order to establish a cost baseline against which the other alternatives can be compared. The second and third alternatives were proposed by the Depository Library Council to the Public Printer on November 3, 1993. The fourth alternative lays out an incremental plan involving a variety of steps aimed at better utilizing information technologies, improving operations, and reducing costs consistent with preserving (or expanding) the current level of public access to SS information.

It should be mentioned that these four alternatives are not mutually exclusive, as two of the alternatives could be combined. For example, Alternative 3 and Alternative 4 could be combined in order to maximize near-term cost savings and also advance the longer term SS automation agenda.

Alternative 1: Status Quo Situation

- ***Every depository library is eligible to receive both the slip publications and the bound SS in either paper and/or microfiche format.***

For the 101st Congress, 463 libraries receive the SS in paper format: 425 are for depository libraries, 16 are for the International Exchange Libraries, and 22 are for the posterity libraries. The SS is also distributed in microfiche to 755 depository libraries. Costs to GPO for producing and distributing the Bound Serial Set for the 1st session of the 101st Congress was $1,567,000. A breakdown is shown in the first column of Table 1. It is assumed that unit costs will remain constant in the foreseeable future. Therefore, these costs are comparable with those used throughout the report.

Alternative 2: Depository Library Council Recommendation (Step 1)

- ***Regional libraries receive the bound SS in paper format.***

- ***Selective libraries must select either option A or option B:***

  A. Receive the slips in microfiche and be eligible to get the bound SS in paper.
  B. Receive the slips in paper and not be eligible to get the bound SS in paper.

Under Alternative 2, an estimated 274 bound serial sets would be produced and distributed. It was assumed that 53 regional libraries, 22 posterity libraries, and 13 IES libraries would continue to receive the SS along with 186 selective libraries, that is, 50% of those who are currently selecting it. It was also assumed that the 186 libraries that will no longer be

receiving the serial set in paper will elect to receive it in microfiche. A cost breakdown is shown in the second column of Table 1.

Alternative 3: Depository Library Council Recommendation (Step 2)

- ***Regional libraries and states without a regional library get a bound SS in paper format.***
- ***Selective libraries receive slips either in paper or in microfiche.***
- ***Selective libraries are not eligible to get the bound SS in paper.***

Under Alternative 3, an estimated 97 bound SS would be produced and distributed. Of this amount, 53 would go to regional libraries, 9 would be distributed to libraries in states that do not have regional libraries, 22 would be sent to posterity libraries and 13 would be disseminated to IES libraries. (Note: Alternative 3 appears to conflict with 44 USC 738, which directs that the Serial Set be "bound and distributed to the State libraries and other designated depositories for their permanent files." Hence, a change in the law could be required.)

The total estimated cost of this alternative for one session of Congress is $433,000. The cost breakdown is shown in the third column of Table 1.

Table 1:
Costs to GPO for Producing and Distributing the Bound SS
(Based on Actual Costs for the 101st Congress, First Session SS)

	Alternative 1	Alternative 2	Alternative 3
Paper Copy			
Printing	$280,000	$165,000	$59,000
Storage of Slips	53,000	31,000	11,000
Binding	1,038,000	667,000	273,000
Depository Processing	20,000	12,000	4,000
Postage	70,000	41,000	15,000
Microfiche			
Production	90,000	113,000	55,000
Depository Processing	12,000	15,000	12,000
Postage	4,000	5,000	4,000
Total Costs	$1,567,000	$1,049,000	$433,000

Alternative 4: An Incremental Approach

- ***Regional libraries receive the bound SS in paper format and may also select the CD-ROM version, when it becomes available.***

- ***Selective libraries may choose online access to the slips in lieu of either paper or microfiche.***

- ***Selective libraries may take the bound SS in paper format or on CD-ROM, when it becomes available.***

Alternative 4 presents a blueprint involving a series of phased action steps for testing specific measures to achieve cost savings, operational improvements, and expanded use of information technologies.

Alternative 4 offers the following sequence of action items:

Near-term Action Items (October 1994 through December 1996)

During this period the library distribution "status quo" would continue unchanged (see Alternative 1). The following action items for reducing costs can be implemented over the immediate two years and for the *Serial Sets* of the 102nd and 103rd Congresses. Resulting cost savings are presented in Table 2.

***Item A*: Index dividers (made of polymer material) for SS microfiche sets**

Effective with the 102nd Congress, make the index dividers a selection item for depository libraries that receive the SS microfiche. Presently, the dividers are automatically distributed to those libraries. The following actions are being taken by Library Programs Service pursuant to Item A:

a) Designate the index dividers as a depository selection item.

b) Survey depository recipients of the SS microfiche on whether they wish to continue receiving the dividers subsequent to the 101st Congress SS.

The $35,000 savings shown on Table 2 was computed by assuming that none, or very few of the libraries would elect to continue receiving the dividers.

***Item B*: Shift from manual binding to machine (Book-Flow) binding for the Bound SS**

Commencing with the SS for the 102nd Congress, experiment with binding a sample of SS volumes on the Book-Flow production line instead of continuing to bind the volumes manually. Machine-bound volumes would still comply with Library Binding Institute standards, but would not feature the roped headbands that are used in the manual binding process. Assuming the machine binding experiment is successful, we recommend that the

maximum feasible number of SS volumes, perhaps 90%, be machine-bound; the remaining 10% are the oversize volumes that would continue to be hand-sewn because of book size limitations of the binding machine. The resulting 10% reduction in binding costs would mean annual savings of approximately $50,000.

***Item C*: Investigate commercial procurement of SS binding services**

Test this concept by commercially binding a single set of SS volumes for the 102nd Congress. GPO would furnish folded signatures to the contractor, who would produce a sample set of volumes for GPO to evaluate.

A preliminary cost review indicates that the commercial sector charges as little as $5 to bind a book. Assuming, (1) this $5 charge would also apply to binding SS volumes, (2) the GPO would incur processing costs of $1 per book in sending them to the commercial binder, (3) GPO would continue to perform certain processing steps that are unique to SS binding and are not covered in the contract binding specifications, then GPO would realize annual cost savings of $347,000.

***Item D*: Undertake an operations analysis of the SS collating process in GPO Binding Division**

The SS collating process is a highly labor-intensive activity. It is likely that an analysis of current systems and procedures could point up opportunities for operational improvements and cost savings in the collating process. If efficiency is improved by 15 percent as a result of the analysis, an estimated $45,000 in annual savings would be realized.

***Item E*: Urge congressional publishers to provide digital copy for every Report and Document they submit to GPO for printing, starting with the 104th Congress**

In cases where Congress fails to provide the digital copy, GPO will have to scan the printed publications *at considerable public expense* in order to create the needed digital copy. If progress is to be made toward full electronic dissemination of SS information either online and/or by CD-ROM, GPO must begin to capture and control the source documents in digital format. Simply put, the more scanning that needs to be done, the higher the costs to GPO.

***Item F*: Coordinate with GPO Access**

1. Conduct a study on depository usage of the upcoming new GPO service offering online search and retrieval of House Reports and Senate Reports under the GPO Access service. Such a study could provide valuable insights into the feasibility and practicality of eventually offering the entire contents of the SS to depository libraries electronically. In early 1995 GPO should encourage depositories to consider de-selecting paper or microfiche slip Reports when they find that their needs for slip Reports are being met through the GPO Access service. Library de-selections result in cost savings for GPO. Assuming there is a 50 percent reduction in demand for paper and microfiche slips, annual savings would be $193,000.

2. Begin making digital House Reports and Senate Reports of the 104th Congress available online to depository libraries through the GPO Access service.

3. Use the Congressional Record CD-ROM development experience as a model to follow in planning for an eventual SS CD-ROM.

Mid-term Action Items (January 1997 through December 1998)

We assume that at this stage (beginning January 1997) all SS source Reports and Documents are being captured, stored, and disseminated electronically through the GPO Access service. During this period, the library distribution "status quo" would remain the same, except that microfiche copies of slip Reports and Documents may be discontinued if the electronic versions of Reports and Documents are available. The following action items can be implemented during this period:

***Item G*: Conduct a comparative analysis of methods for producing pages for SS volumes**

Determine the better way to produce pages for binding into SS volumes: (A) Overprint slip Reports and Documents, as presently done, or (B) Instead, capture and store the Reports and Documents digitally, then generate the SS pages as needed for binding.

By utilizing the DocuTech System in EPD, the estimated cost for on-demand printing would be $621,000. On-demand production of Reports and Documents would eliminate the overprinting of copies costing an estimated $280,000, the storage of signatures at $53,000, the cost of collating signatures at $300,000, and the cost of printing the title and contents pages at $5,000, for total estimated expense of $638,000. Thus, the net annual savings to be realized by printing on-demand, rather than overprinting on the initial print run, would be $17,000. Also, on-demand printing offers the advantages of using acid-free paper of consistent quality for the production of Reports and Documents for binding.

***Item H*: Produce a prototype CD-ROM of SS contents at the conclusion of the 104th Congress**

If GPO could hold all of the Reports and Documents for the 104th Congress in digital format, it could then produce a CD-ROM in calendar year 1997. While the preferable course of action is to produce a CD-ROM containing all Reports and Documents, a reasonable fall-back plan would be to include just the Reports, should the full set of Documents not be available in digital format. Either way, the resulting prototype CD-ROM could be used for testing and development purposes in depository libraries and at other sites. Lessons learned could be applied to the development of "production model" CD-ROM for the SS contents of the 105th Congress.

Long-term Action Items (January 1999 and beyond)

Beginning with the 106th Congress in January 1999, the range of formats for SS information would change significantly. Slip Reports and Documents could be made available to depositories online and in paper copy. The final version of the SS could be distributed both in bound volumes and on CD-ROM disk. Microfiche could be eliminated as a medium of distribution for SS information. The following action items could be implemented during this period:

***Item I*: Issue a "production model" CD-ROM for the SS contents of the 105th Congress**

The release of a "production model" CD-ROM would present GPO with opportunities for enhancing both sides of its ledger sheet. Costs should drop assuming depository demand for bound volumes of the SS diminishes as libraries embrace the CD-ROM alternative. At the same time the Superintendent of Documents might decide to add this CD-ROM product to the document sales inventory, where it would become a new source of revenue for GPO.

Under this scenario 274 bound paper serial sets would continue to be produced and distributed to the 53 regional libraries, 186 selective libraries, 22 posterity libraries, and 13 IES libraries that are currently selecting the bound SS. It is assumed that the remaining 186 selective libraries would receive the SS in CD-ROM format. If this were to occur, the estimated savings would amount to $500,000 annually. This figure is predicated on the assumption that the variable costs for pressing additional CD-ROM disks would be approximately 16 percent of the variable costs of producing additional SS volumes in hard copy format. The 16 percent rate used here is based on GPO's experience from the production of the bound *Congressional Record* on CD-ROM in 1989.

***Item J*: Discontinue depository distribution of Reports and Documents on microfiche**

Libraries would now have online access to Reports and Documents through the GPO Access service. This action would result in improved and more timely access to SS information in depository libraries. If all of the libraries that had previously received microfiche were to now access Reports and Documents online, the annual cost savings would be about $106,000.

***Item K*: Assess the feasibility and practicality of discontinuing depository distribution of slip Reports and Documents in paper format, once online dissemination is established**

Eliminating depository distribution of slip Reports and Documents in paper would result in an estimated $280,000 in annual savings.

Table 2 provides estimated GPO cost savings that could result from implementation of any given action item under Alternative 4. In some cases the action items listed are not mutually exclusive and in other cases represent alternative or overlapping approaches to common objectives. As a result, the amounts indicated in the annual cost savings columns must be considered individually and cannot be totaled.

Table 2:
Alternative 4: Estimated Cost Savings for GPO

Action Items	Estimated Cost Savings by Fiscal Year*				
	FY1995	FY1996	FY1997	FY1998	FY1999
Near Term					
A	$35,000	$35,000	$35,000	$35,000	$35,000
B	50,000	50,000	50,000	50,000	50,000
C	347,000	347,000	347,000	347,000	347,000
D	45,000	45,000	45,000	45,000	45,000
E	n/a	n/a	n/a	n/a	n/a
F1	193,000	193,000	193,000	193,000	193,000
F2	n/a	n/a	n/a	n/a	n/a
F3	n/a	n/a	n/a	n/a	n/a
Mid Term					
G	n/a	n/a	17,000	17,000	17,000
H	n/a	n/a	n/a	n/a	n/a
Long Term					
I	n/a	n/a	n/a	n/a	500,000
J	n/a	n/a	n/a	n/a	106,000
K	n/a	n/a	n/a	n/a	280,000

*Fiscal Year columns do not total.

Recommendation

The Group recommends Alternative 4 as the optimal approach for achieving the Group's objectives without reducing public access to SS information.

The Group opposes adoption of either Alternative 2 or Alternative 3, as both would limit public access. However, should it happen that the estimated cost savings from Alternative 4 are insufficient for meeting statutory distribution requirements for the SS, then either Alternative 2 or Alternative 3 could be reconsidered in combination with Alternative 4 to yield substantially greater and more immediate cost savings. (Before Alternative 3 could be implemented, however, a change in law could be required.) Though combining alternatives would produce greater cost savings for GPO, the Group nevertheless opposes this approach as it would limit public access to SS information through the depository library system.

If Alternative 4 is adopted, the method of implementation would be critical to its prospects for success. Alternative 4 involves coordinated actions among a number of groups both within and outside the GPO. The Group suggests that responsibility for implementation of Alternative 4 be assigned to an appropriate committee with the necessary knowledge, resources, and authority to accomplish its mission. One possibility would be to task the existing Serial Set Committee, which would have to be augmented with participants from several operating units within GPO.

Appendix A

U.S. Government Printing Office
Serial Set Study Group
Member List

June 29, 1994

U.S. Government Printing Office
Serial Set Study Group

Member List

Name	Organization	Phone No.	Fax No.
Tom Carpenter	GPO, Office of Comptroller	512-1404	512-1593
Larry Grantham	GPO, Graphic Systems	512-0676	789-2598
Roger Haley	U.S. Senate Library	224-2976	224-0879
Jerry Hammond	GPO, Congressional Printing	512-0224	512-1101
Robin Haun-Mohamed	GPO, Library Programs Service	512-1071	512-1636
Bernadine Hoduski	JCP, Professional Staff	224-5953	224-1176
Frank McCraw	GPO, Office of Budget	512-1510	512-1510
Virginia Saunders	GPO, Congressional Printing	512-0290	512-1101
Mark Scully	GPO, EIDS	512-1266	512-1262
Donna Thomas	GPO, Graphic Systems	512-0710	512-1639
Susan Tulis	U. of VA School of Law and AALL	(804) 924-3504	(804) 982-2232

Appendix B

Memorandum Issued by the Public Printer
Dated June 13, 1994
Entitled "Establishment of the Serial Set Study Group"

UNITED STATES GOVERNMENT

memorandum

DATE: June 13, 1994

REPLY TO ATTN OF: Public Printer

SUBJECT: Establishment of the Serial Set Study Group

TO: Distribution

In the Government Printing Office (GPO) response to Recommendation 17 from the November 1993 meeting of the Depository Library Council to the Public Printer (DLC), I agreed to establish a Serial Set Study Group (SSSG) to investigate alternatives for producing the bound U.S. Congressional Serial Set and reducing its cost. This memorandum charters the SSSG, outlines its objectives, and establishes a deadline for completion of the Group's work.

Membership

The SSSG will be composed of GPO personnel as well as representatives from the Joint Committee on Printing (JCP), the Senate Library, and the depository library community.

The SSSG will be chaired by Mark Scully. Mark's experience with the Depository Library and Documents Sales Programs, the electronic pilot project studies, and more recently in the Office of Electronic Information Dissemination Services, makes him ideal for an effort of this breadth.

The other GPO members of the Group are:

Tom Carpenter, Office of the Comptroller
Larry Grantham, Graphic Systems
Robin Haun-Mohamed, Library Programs Service
Frank McCraw, Office of Budget
Donna Thomas, Graphic Systems
Virginia Saunders, Congressional Printing

The non-GPO members who will be invited to participate are:

Roger Haley, Senate Librarian
Bernadine Hoduski, Joint Committee on Printing
Susan Tulis, University of Virginia Law School and American Association of Law Librarians

OPTIONAL FORM NO. 10 (REV. 1-80) GSA FPMR (41 CFR) 101-11.6 5010-114

*U.S. Government Printing Office: 1992 — 342-199/50145

Page 2

Objectives

The general objectives of the SSSG are to:

1. Investigate alternatives for production and distribution of the bound U.S. Congressional Serial Set. These alternatives should include, but not be limited to:

   - developing a CD-ROM version of the Serial Set.

   - producing the requisite copies on-demand at the time of binding instead of producing and storing extra copies from the initial printing.

   - changing the binding, organization, or other specifications of the Serial Set.

2. Report, not later than October 1, 1994, on the results of these investigations, and present supporting cost data for each alternative.

3. Recommend one or more alternatives for future action.

Deadline

The SSSG must complete its analysis and report to me by October 1, 1994. This timetable, although admittedly ambitious, is required to allow presentation of a report at the October 24, 1994, meeting of the Depository Library Council.

Michael F. DiMario

MICHAEL F. DiMARIO

Distribution:
Deputy Public Printer
Director, Office of Administration
Director, Customer Services
Director, Production Services
Superintendent of Documents

Appendix C

Recommendation #17
Depository Library Council
November 3, 1993

Recommendation #17
Depository Library Council
November 3, 1993

The Depository Library Council recognizes the importance of the U.S. Congressional Serial Set. Historically, the Serial Set preserved and provided access to important Executive agency and Congressional publications, and it continues to preserve Congressional reports and documents for citizen access and scholarly research into public policy. It is the primary, unchanging, official legal record of legislative intent. Approximately 400 depository libraries currently select the bound edition of the Serial Set. The production and distribution of these 400 copies is the most costly component of the FDLP budget, comprising 12 percent of expenditures. Given the limitations of GPO's budget, Council's recommendations are offered in an attempt to balance the following principles and concerns:

1) that the information content of the Serial Set be widely available and historically preserved in an archival/permanent format;

2) that mechanisms are in place to insure comprehensiveness of collections for all libraries selecting Congressional publications;

3) that the Serial Set be produced in the most cost-effective manner possible;

4) that the FDLP operate within its budget and effectively carry out all of its responsibilities;

Libraries currently may select one or more of the following options for Congressional reports and documents:

1) receive individual reports and documents in paper;

2) receive individual reports and documents in microfiche;

3) receive the bound (paper) Serial Set.

The present distribution system results in some libraries receiving duplicate paper editions of the same information. While Council generally believes that all government information products should be available to all depository libraries in multiple, usable formats, Council also recognizes the serious limitations of GPO's budget and the disproportionate impact of the cost of the Serial Set on the budget. Given these constraints, Council believes the duplicate paper distribution of Congressional reports and documents is not warranted.

The following set of recommendations regarding the Serial Set is offered in response to the request from LPS for advice on this difficult issue. Council appreciates the steps taken by LPS to solicit input and advice from Council and the depository library community with respect to this issue.

- Council recommends that GPO investigate methods to reduce the costliness of producing, collating, and binding the Serial Set, including the possibility of contracting out the hand-collating of Serial Set volumes.

- Council recommends that GPO investigate the feasibility of on-demand printing of Congressional reports and documents using electronic print technologies, as well as electronic online access to Congressional reports and documents.

- Council recommends that GPO investigate the option of distributing Congressional reports and documents to libraries on silver-halide microfiche rather than diazo.

- Council recommends that a member of the Depository Library Council be named to the Serial Set Committee of the Joint Committee on Printing. Council encourages the Serial Set Committee to examine the possible revision of the Serial Set volume numbering process and other potential improvements.

- Council recommends that any change to the policy for distributing the Serial Set be made only if shortages in the GPO budget make such a change a necessity, and if sufficient cost-savings in production, collating, and binding cannot be found.

- If changes in distribution are necessary, then Council recommends that GPO implement the following two-step plan. Step one should be implemented immediately. If GPO's budget situation requires further cost reductions beyond those outlined in Step 1, then Step 2 should be implemented.

STEP 1:

All regionals will receive a bound edition of the Serial Set. Selective depository libraries may select only one of the following options for receiving Congressional reports and documents:

a) In order to be eligible to receive a bound edition of the Serial Set, a selective depository must choose to receive the initial reports and documents in microfiche.

b) If a library selects the individual reports and documents in paper, they may not receive a bound Serial Set. Libraries are encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set. Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.

c) A library may choose to select only the individual reports and documents in microfiche (with guide cards for Serial Set volume numbers).

d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed. Further, changes of this magnitude require that libraries be given as much advance notice as possible.

This plan eliminates the duplicate distribution of publications in the same format (paper) as represented in the individual reports and the bound Serial Set.

STEP 2

The recommendations outlined here (Step 2) should only be implemented after other cost-savings measures, including those mentioned in Step 1 above, have been implemented and if GPO's budget situations requires additional reductions.

a) Bound editions of the Congressional Serial Set should be distributed only to regional depository libraries and to a designated library in each state without a regional, following the procedure used for the bound Congressional Record.

b) Selective depository libraries may choose to receive Congressional reports and documents in either paper or microfiche. Libraries receiving paper copies should be encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set.

c) Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.

d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed.

Further, changes of this magnitude require that libraries be given as much advance notice as possible.

Appendix D

Legal References

Legal References

44 USC 701. "Usual number" of documents and reports; distribution of House and Senate documents and reports; binding; reports on private bills; number of copies printed; distribution

(a) The order by either House of Congress to print a document or report shall signify the "usual number" of copies for binding and distribution among those entitled to receive them. A greater number may not be printed unless ordered by either House, or as provided by this section. When a special number of a document or report is ordered printed, the usual number shall also be printed, unless already ordered.

(c) Of the number printed, the Public Printer shall bind a sufficient number of copies for distribution as follows:

Of the House documents and reports, bound--to the Senate library, fifteen copies; to the Library of Congress, not to exceed one hundred and fifty copies, as provided by section 1718 of this title; to the House of Representatives library, fifteen copies; to the Superintendent of Documents, as many copies as are required for distribution to the State libraries and designated depositories.

Of the Senate documents and reports, bound--to the Senate library, fifteen copies, to the Library of Congress, copies as provided by sections 1718 and 1719 of this title; to the House of Representatives library, fifteen copies; to the Superintendent of Documents, as many copies as may be required for distribution to State libraries and designated depositories. But a State library or designated depository entitled to documents that may prefer to have its documents in unbound form, may do so by notifying the Superintendent of Documents to that effect prior to the convening of each Congress.

44 USC 719. Classification and numbering of publications ordered printed by Congress; designation of publications of departments; printing of committee hearings

Publications ordered printed by Congress, or either House, shall be in four series, namely:

one series of reports made by the committees of the Senate, to be known as Senate reports;

one series of reports made by the committees of the House of Representatives, to be known as House reports;

one series of documents other than reports of committees, the orders for printing which originate in the Senate, to be known as Senate documets, and

one series of documents other than committee reports, the orders for printing which orignate in the House of Representatives, to be known as House documents.

The publications in each series shall be consecutively numbered, the numbers in each series continuing in unbroken sequence throughout the entire term of a Congress, but these provisions do not apply to the documents printed for the use of the Senate in executive session. Of the "usual number", the copies which are intended for distribution to State libraries and other designated depositories of annual or serial publications originating in or prepared by an executive department, bureau, office, commission or board may not be numbererd in the document or report series of either House of Congress, but shall be designated by title and bound as provided by section 738 of this title; and the departmental edition, if any, shall be printed concurrently with the "usual number". Hearings of committes may be printed as congressional documents only when specifically ordered by Congress or either House.

44 USC 738. Binding of publications for distribution to libraries

The Public Printer shall supply the Superintendent of Documents with sufficient copies of publications distributed in unbound form, to be bound and distributed to the State libraries and other designated depositories for their permanent files. Every publication of sufficient size on any one subject shall be bound separately and receive the title suggested by the subject of the volume, and the others shall be distributed in unbound form as soon as printed. The library edition, as well as all other bound sets of congressional numbered documents and reports, shall be arranged in volumes and bound in the manner directed by the Joint Committee on Printing.

44 USC 1710. Index of documents: number and distribution

The Superintendent of Documents, at the close of each regular session of Congress, shall prepare and publish a comprehensive index of public documents, upon a plan approved by the Joint Committee on Printing. The Public Printer shall, immediately upon its publication, deliver to him a copy of every document printed by the Government Printing Office. The head of each executive department, independent agency and establishment of the Government shall deliver to him a copy of every document issued or published by the department, bureau, or office not confidential in character. He shall also prepare and print in one volume a consolidated index of Congressional documents, and shall index single volumes of documents as the Joint Committee on Printing directs. Two thousand copies each of the comprehensive index and the consolidated index shall be printed and bound in addition to the usual number, two hundred for the Senate, eight hundred for the House of Representatives and one thousand for distribution by the Superintendent of Documents.

Public Law 103-69, August 11, 1993
Legislative Branch Appropriations Act

For expenses of the Office of Superintendent of Documents necessary to provide for the cataloging and indexing of Government Publications and their distribution to the public, Members of Congress, other Government agencies, and designated depository and international exchange libraries as authorized by law, $29,082,000: Provided, ... Provided further, That funds, not to exceed $2,000,000, from current year appropriations are

authorized for producing and disseminating Congressional Serial Sets and other related Congressional/non-Congressional publications for 1991 and 1992 to depository and other designated libraries.

Public Law 103-283, July 22, 1994
Legislative Branch Appropriations Act

For expenses of the Office of Superintendent of Documents necessary to provide for the cataloging and indexing of Government publications and their distribution to the public, Members of Congress, other Government agencies, and designated depository and international exchange libraries as authorized by law, $32,207,000: Provided:...: Provided further, That funds, not to exceed $2,000,000, from current year appropriations are authorized for producing and disseminating Congressional Serial Sets and other related Congressional/non-Congressional publications for 1993 and 1994 to depository and other designated libraries.

Appendix E

Reading the Congressional Record on CD-ROM
Section 5: Cost Analysis

GP 3.2C 76/2

Reading the Congressional Record on CD–ROM



Electronic Publications in the Federal Depository Library Program Pilot Project Report

U.S. Government Printing Office

December 1992

Superintendent of Documents

COST ANALYSIS

Overview

The costs presented in this section are the actual and estimated costs borne by the Government for disseminating the *Congressional Record* in paper, microfiche, and CD-ROM formats to Federal depository libraries. Library and user costs associated with distribution of the *Record* CD-ROM are reported in Section 4, Survey Results.

The 1988 plan for the *Congressional Record* CD-ROM Pilot Project estimated that the costs of disseminating a prototype CD-ROM bound edition to 1,295 depository libraries would be $57,555.[1] These projected costs were primarily the costs associated with routine dissemination through the FDLP. They did not include the costs of developing a product or providing support for a CD-ROM produced for testing with libraries. Because of the nature of this pilot project and because concern was expressed that the plan's projected costs did not reflect the true cost of dissemination,[2] this analysis presents all costs associated with developing and disseminating the *Record* CD-ROM. These costs include the costs of production of a prototype, the costs of documentation development and support, as well as the costs for distribution to 1,398 libraries. Comparison costs are also provided for dissemination to depositories of the bound *Congressional Record* in paper, microfiche, and CD-ROM formats.

Components of Dissemination Costs

Dissemination to depository libraries occurs as an offshoot of the printing or production process for Government publications. LPS, as administrator of the FDLP, provides acquisition, processing, and mailing services that facilitate the transfer of Federal publications to the libraries. The costs associated with this dissemination are funded by a congressional appropriation to the Office of Superintendent of Documents.[3]
The component costs of dissemination are defined as follows:

- Acquisition costs: costs for acquiring sufficient copies at a "rider" rate for distribution to the selecting libraries. The "rider" rate is the rate per copy for replication from a master.

[1] U.S. Government Printing Office. *Dissemination of Information in Electronic Format to Federal Depository Libraries*, op. cit., pp. 16-17.

[2] Testimony of Paul Massa, president, Congressional Information Service, in U.S. Congress, Committee on Government Operations. *Federal Information Dissemination Policies and Practices: Hearings*, 101st Cong., 1st sess., July 11, 1989, p. 542.

[3] This appropriation is included under the heading "Salaries and Expenses"(S&E).

- Processing costs: labor costs, such as the costs of assigning a classification number to the publication, preparing shipping lists, and handling.
- Mailing costs: charges for postage.

Dissemination Cost Models

Paper Format Dissemination Cost Model

Costs for dissemination of paper publications have followed the basic model of component costs. A Federal publisher, using GPO's services for developing and producing a printed product, absorbs the cost of production from the start of the project through the creation of the master, plus the cost of copies requested for agency use. LPS, as distributor for the FDLP, rides the publisher's print order to acquire sufficient copies for dissemination to libraries, and processes and mails them upon receipt.[4]

Microfiche Format Dissemination Cost Model

Cost components for dissemination to libraries of materials in microfiche format usually follow a somewhat different model than those for the paper format. LPS has been granted authority to initiate conversion of paper publications to microfiche in instances when it has been determined that there would be sufficient cost savings to do so or when LPS is able to acquire only a few paper copies.[5] The costs of converting the paper to a master microfiche from which replications may be made are costs incurred by LPS exclusively for the purpose of distribution to depository libraries. This conversion cost is an addition to the cost components associated with the paper format cost model. In the microfiche model, LPS absorbs the format conversion costs as well as the costs for acquiring, processing, and mailing sufficient copies.

Electronic Format Dissemination Cost Model

The cost components associated with dissemination of publications in electronic format to libraries routinely follow the model for distribution of paper publications. In that model, the Federal publisher pays the costs associated with development and production of the master, and LPS, with the funds appropriated for the purposes of dissemination to libraries, pays for the copies required at a rider rate, as well as the processing and mailing costs.

[4]A variation of this cost model is one where the publisher does not use GPO's production or procurement services but provides sufficient copies for depository dissemination. Costs to LPS for distribution then include only the processing and mailing costs.

[5]Letter from Hon. Howard W. Cannon, Chairman, Joint Committee on Printing, op. cit., March 25, 1977.

Record CD-ROM Dissemination Cost Scenario

The costs of dissemination of the *Record* CD-ROM included components not present in the electronic format cost model. As the *Record* CD-ROM was developed as a pilot project at JCP's request for beta testing with the depository libraries, and as there was no existing master CD-ROM for producing rider copies for distribution, the costs for the development and production of the CD-ROM are included as a component of the costs for depository dissemination. In order to have a *Record* CD-ROM to distribute to libraries, the electronic text database used in producing the printed *Congressional Record* had to be converted or mastered for CD-ROM production. These conversion costs, as in the microfiche dissemination cost model, were a cost of depository dissemination. Other additional costs included those for the development of the printed documentation and the provision of technical support for users.[6] The conversion costs and other additional costs would not be incurred in the dissemination of CD-ROMs from other Federal publishers to depository libraries through the FDLP.

Cost Data

Sources of Cost Data

Cost data associated with the dissemination of the *Congressional Record* in paper, microfiche, and CD-ROM were derived from several sources:

- GPO's internal records of print orders provided cost figures for rider rates for paper final volumes.
- The Jacket Cost Summary System of the GPO Billing System in the Office of the Comptroller provided conversion costs for the CD-ROM and microfiche formats.
- GPO's Printing Procurement Department provided costs for procured items, such as CD-ROM replication and software license fees.
- A 1987 internal study of LPS processing of paper and microfiche publications supplied estimated processing costs.[7]
- LPS Depository Distribution Branch estimated postage costs by weighing sample shipments on postage meters.
- GAO provided an estimate of the staff costs associated with development of the CD-ROM's user documentation and reference card.

[6]The fixed (conversion) costs associated with development and production of the *Record* CD-ROM were funded through GPO's Congressional Printing and Binding (CP&B) appropriations— money that is earmarked by Congress for its own publication needs. The variable (dissemination) costs associated with distribution of the prototype to the libraries were funded by the Superintendent of Documents' S&E appropriations.

[7]"Study of Depository Library Program" [Internal GPO study by Raymond E. Tatro and William K. Kost for the Comptroller, detailing the processing costs of distributing paper and microfiche format publications to depositories], 1987. The estimate costs have been adjusted to reflect labor wage increases through fiscal year 1992.

Actual and estimated cost figures were clarified as appropriate: LPS supervisors and GPO financial management specialists were consulted to confirm data derived from the study of processing costs,[8] and GPO production staff were asked to verify development costs.

Basic Cost Data Limitations and Considerations

The cost analysis includes some general limitations and considerations:

- The relevant costs for the study are those that occur after the initial *Congressional Record* text database has been created. The costs associated with developing that database are an expense incurred in printing the publication as required by law[9] and are paid for under a congressional appropriation (CP&B).

- The costs analyzed are those incurred in the process of converting a print file master for paper edition to a CD-ROM master, plus the costs of dissemination of the publication in paper, microfiche, and CD-ROM formats to depository libraries.

- The fixed costs described are those costs that are necessary to provide a master from which copies for dissemination may be made. In the cases of both the *Record* CD-ROM and for the microfiche, fixed costs are the costs of converting an existing database into a CD-ROM master (glass master) or a microfiche master (silver master). Variable costs are those costs associated with the acquisition, processing, and mailing of the copies to depository libraries.

- Cost data provided are a combination of actual costs and estimated costs. Actual costs have been provided when specific supporting records were available.

- The costs for GPO internal functions, such as the CD-ROM premastering work, are based on "comprehensive hourly rates" that include equipment costs, overhead, and labor.

- Costs for each format are based on the dissemination of 1,400 copies in order to provide a comparison among formats.[10] Total costs per unit for each format varies with quantity.

- Dissemination costs for the *Congressional Record Index* are not included in this cost analysis, because depository libraries are able to select and receive the paper *Index* regardless of the format available for the text. Therefore, these costs do not provide an opportunity for cost comparison and are not relevant to the study.

[8] "Study of Depository Library Program", op. cit.

[9] Title 44, *U.S. Code*, Chapter 9.

[10] The number 1,400 was selected for ease of comparison and because it approximates the 1,398 libraries that received the *Record* CD-ROM.

Cost Comparison Units

The basic physical units for determining costs are distinct for each format:[11]

- Paper: the number of volumes and the number of pages per set.
- Microfiche: the number of microfiche in 98 frame format at a reduction ratio of 1:24.
- CD-ROM: the number of discs per set.

Fixed (Conversion or Mastering) Costs

Fixed costs are those costs incurred regardless of the number of copies generated. They are the costs for producing the publication master and may be described as conversion or mastering costs.

Paper Format Fixed Costs

Dissemination costs for the *Congressional Record* in paper format to depository libraries do not include any fixed costs. These fixed costs for producing the file master are a cost of development borne by the publisher.

Microfiche Format Fixed Costs

The fixed costs associated with the dissemination of the *Congressional Record* in microfiche are the format conversion costs incurred specifically for dissemination in microfiche format to libraries. Conversion costs include those for acquisition of a set of printed volumes used for photographically capturing page images, the creation of a silver microfiche master, and the production of a second generation microfiche silver for making claims copies and for archival retention.

CD-ROM Format Fixed Costs

Fixed costs associated with dissemination of the *Record* CD-ROM include corrections to the text database, conversion of that text database to a CD-ROM database, production of a glass master from which copies may be made, development of user documentation, and assignment of technical support staff for answering customer inquiries.

[11] The physical units for microfiche and CD-ROM are dependent upon the number of pages in the printed set.

Table 5-1
1985 *Congressional Record*
Fixed (Conversion) Costs
(Rounded to nearest $100)

	Paper	Microfiche	CD-ROM
	27 volumes	396 microfiche	2 discs
Items			
Reprints[12]	$16,900	N/A	N/A
Acquisition of printed set ($37/volume)	N/A	$1,000	N/A
Silver Masters ($11.11/microfiche)	N/A	4,400	N/A
Second generation silvers ($0.75/microfiche)	N/A	300	N/A
Corrections to text database[13]	N/A	N/A	$2,400
Write and test software[14]	N/A	N/A	130,400
Modify database[15]	N/A	N/A	47,200
Preparation of software documentation[16]	N/A	N/A	23,000
Technical support[17]	N/A	N/A	1,000
Glass Masters (2 discs)	N/A	N/A	1,700
Miscellaneous[18]	N/A	N/A	7,200
Total of Fixed Costs:	$16,900	$5,700	$212,900

Variable (Dissemination) Costs

Variable costs for depository dissemination are costs incurred following development of a publication master and vary with the quantity distributed. For the purposes of the FDLP, these are the costs usually associated with activities performed by LPS in the process of transferring Government information from the Federal publisher to depository libraries.

[12]Because of unusual circumstances surrounding the dissemination of the 1985 bound *Congressional Record* to depository libraries, there were fixed costs associated with the dissemination of the paper format for that year (and for the three years that follow). Those fixed costs were the costs of developing a reprint master, rather than those associated with the production of a print file master. In 1986, Congress suspended dissemination of the paper format of the bound *Congressional Record* to depositories as a cost-saving measure [U.S. Congress, Committee on Appropriations, Legislative Branch Appropriations Bill, 1986, House Report No. 99-194, 99th Congress, 1st sess, July 10, 1985, p. 29.] LPS was not able to ride the publisher's print order for the 1985-1988 final volumes at the time of publication. Hence, when the suspension was lifted in part in fiscal year 1991, it was necessary to reprint the volumes missed. [U.S. Government Printing Office, Library Programs Service, *Administrative Notes*, vol. 13, no. 11, May 31, 1991, p. 17.] The fixed costs for creation of a reprint master, therefore, were costs for dissemination for those years.

[13]At the time of the development of the *Record* CD-ROM, GPO's production process for the bound *Congressional Record* involved creation of the text database online, with final corrections "stripped in" offline. The cost of having these corrections keyed in was a fixed cost of the CD-ROM development.

[14]Programming was required to adapt the text database to the commercial software retrieval package. These fixed costs drop sharply if the same software is used for later editions.

[15]Modification of the database included removing the structure tags used by GPO for typesetting for the paper format and adding tags that facilitate retrieval.

[16]At the request of JCP, GAO staff prepared a Quick Reference Card and modified the software vendor's user manual. These costs would be lower in the future if the same software is used and if there are few upgrades.

[17]Technical support was a telephone hotline for providing assistance to users of the *Record* CD-ROM. The costs included a single telephone line staffed by a knowledgeable technician who received 40 calls during the 4 months following distribution of the CD-ROM.

[18]The miscellaneous category included a variety of development steps in the graphic system design process, including format changes, preparing revisions, and other necessary procedures in product development.

Paper Format Variable Costs

Variable costs for dissemination of the bound *Congressional Record* in paper format include those for acquisition of copies of the printed version, processing, and postage. Since fiscal year 1991, when Congress restored limited authorization for dissemination of the paper format for depositories, the variable costs are those for copies required for distribution of a set to each of the regional depositories and depositories from States without regionals.[19]

Microfiche Format Variable Costs

Variable costs for dissemination of the *Congressional Record* in microfiche format to depositories include the cost of making, assembling, collating, and packaging diazo copies from the second generation silver, processing costs, and postage.

CD-ROM Format Variable Costs

Variable costs for dissemination of the *Record* CD-ROM include those for replication of the master CD-ROM, as well as procurement of a plastic container or "jewel box" with printed inserts, copies of the printed manual, reference card, binder, and mailing cartons. Additional variable costs are the fee-per-disc for the commercially-licensed CD-ROM software, LPS processing, assembly of the component parts of the package, and postage.

[19]U.S. Congress, Committee of Conference, *Making Appropriations for the Legislative Branch for the Fiscal Year Ending September 30, 1991, and for Other Purposes, Conference Report to accompany H.R. 5399, Report No. 101-965*, 101st Cong., 2d sess., 1990, p. 13.

Table 5-2
1985 *Congressional Record*
Variable (Dissemination) Costs
(Rounded to nearest $1)

Items	Paper	Microfiche	CD-ROM
Copies/set[20,21,22]	$999	$32	$3
Processing[23,24,25]	6	8	2
Documentation[26]	N/A	N/A	1
Reference cards, binders, and cartons[27]	N/A	N/A	4
Software license fee /set[28]	N/A	N/A	10
Postage[29,30,31]	46	3	2
Total Cost/Set:	**$1,051**	**$43**	**$22**

[20]Printed paper copies were $37/volume;.

[21]The diazo microfiche copies were $0.08/microfiche. The per set cost is determined by the number of printed volume pagea filmed for conversion to microfiche format.

[22]CD-ROM copy costs included the copies, a "jewel box" case, and a printed insert, plus a 6 percent GPO surcharge for the procurement of these items. The surcharge included contract administration.

[23]"Study of Depository Library Program", op. cit. Processing costs for the paper format($0.22/volume), for the microfiche format ($0.28/volume), and for the CD-ROM ($0.22/piece) covered labor costs to LPS for acquiring, classifying, and preparing publicationa for shipment.

[24]Microfiche processing also involved contract administration costs, such as preparing print orders, monitoring work in progress, and quality control of contract deliverables.

[25]There were three pieces to process with the *Record* CD-ROM set—two CD-ROMs and one set of documentation. Assembly, packing, and labeling costs were incurred because the *Record* CD-ROM was a product with several pieces to be inserted into a special carton.

[26]Included 6 percent GPO surcharge for procurement.

[27]Ibid. The CD-ROMs and printed documentation were shipped together in a binder. Because of the size of the binder, a separate shipment carton was acquired for mailing.

[28]At the time of the distribution of the 1985 set, the software license fee was $5 per disc. GPO's software license fee rate has since increased to $9.50 per disc.

[29]Postage costs for the paper format ($0.12/100 pages) were based on current mailing rates for depository shipments.

[30]The *Congressional Record* microfiche were shipped as filmed in a standard depository shipment box with other publications. The cost ($0.10/volume) was the estimated cost per set shipped under these conditions.

[31]The 1985 *Record* CD-ROM set weighed 3 lbs. and was shipped as a separate mailing to each depository via United Parcel Service.

Cost Summary

To summarize, the costs to the Government for dissemination of the 1985 *Congressional Record* to depository libraries are presented as:

- A comparison of total dissemination costs by format (paper, microfiche, and CD-ROM) when the quantity is 1,400 for each [Table 5-3].

- A comparison of the total unit costs for dissemination of the three formats at various quantities [Table 5-4].

In Table 5-3, the cost data for the 1985 *Congressional Record,* have some special conditions:

- Fixed costs associated with reprinting an already-published paper edition of the *Congressional Record* are dissemination costs for the 1985 session. These one-time costs were necessitated by a congressional restoration of appropriations for dissemination of the paper final edition to 62 libraries and are not routinely associated with distribution through the FDLP. Otherwise, the fixed costs would be $0.

- Delivery of the 1985 *Record* CD-ROM to all depository libraries includes costs associated with development of a prototype specifically for testing with libraries. These fixed costs include "start-up" costs associated with creation and production of a new CD-ROM publication and are not normally a cost for dissemination to depositories. Under routine conditions, the dissemination costs for CD-ROMs are the variable costs only.

Table 5-3
1985 *Congressional Record*
Summary of Total Dissemination Costs by Format for 1,400 Copies
(Rounded to nearest $100)

	Paper	Microfiche	CD-ROM
Fixed (conversion) costs	$16,900	$5,700	$212,900
Variable (dissemination) costs	1,471,400	60,200	30,800
Total Cost:	$1,488,300	$65,900	$243,700

- Future costs of the three formats will fluctuate with inflation and the number of pages of the bound *Congressional Record.* Additionally, the CD-ROM costs will be affected by decisions regarding the software. If the software is replaced, most of the fixed costs associated with start-up of a new product are likely to reoccur.

Table 5-4 presents the total cost per unit to the Government at various quantities of the paper, microfiche, and CD-ROM formats. This total unit cost is the sum of the fixed (conversion) costs and the variable (dissemination) costs divided by the quantity disseminated.

Points to note include:

- If the Government produced only a master copy and disseminated none, the total unit costs would be just the fixed costs. As copies are produced, the fixed costs are distributed.

- The total cost per unit of microfiche remains lower than CD-ROM until the quantity reaches 9,967. At that point, the CD-ROM total unit cost becomes less than that for microfiche.

Table 5-4
1985 *Congressional Record*
Comparison of Total Dissemination Costs Per Unit
(Rounded to nearest $1)

Quantity	Paper	Microfiche	CD-ROM
0 (master only)	$16,900	$5,700	$212,900
60[32]	1,333	138	3,570
500[33]	1,085	54	448
800[34]	1,072	50	288
1,100	1,066	48	216
1,400[35]	1,063	47	174

[32] Approximates the number of regionals and states without regionals.

[33] Approximates the number of libraries selecting the paper format of the *Congressional Record*.

[34] Approximates the number of libraries selecting the microfiche format of the *Congressional Record*.

[35] Approximate total of libraries in FDLP.

Appendix F

SSSG Subgroup Reports

Serial Set Management

1. Status Quo:

Every depository library is eligible to receive both the slip publications and the bound SS in either paper or microfiche format.

Pro:
- Procedures already in place for acquisition and distribution of the SS as currently distributed. No need to reorganize or change plans for future edition.

Con:
- Costs associated with individual binding of each serial set volume.
- Costs of duplicative distribution of documents and reports (once for the slips and once for the bound volumes)

2. Depository Library Council Recommendation #17 of 11/3/93 (Step 1)

Regional libraries receive the bound SS in paper format. Selective libraries must choose:
a) Receive the slips in microfiche and be eligible to get the bound SS in paper format.
b) Receive the slips in paper and not be able to get the bound SS in paper.

Pro:
- Procedures already in place for the acquisition and distribution of the SS in paper and microfiche formats.
- Eliminates most of the duplicative distribution of reports and documents.

Con:
- Depository Distribution and Information System (DDIS) does not allow libraries to be blocked from selecting item numbers. Staff will have to monitor item numbers on a periodic basis to insure correct distribution is made.

- Time delay associated with conversion of material to microfiche format. Distribution of paper slips is much more timely.

3. Depository Library Council Recommendation #17 of 11/3/93 (Step 2)

Regional libraries and states without a Regional library get a bound SS in paper format. Selective libraries receive slips in either paper or microfiche format. Selective libraries not eligible to receive the bound SS.

Pro:

- Reduces the cost for the bound SS by significantly reducing the total number of libraries receiving the set. Reduces the number of reports and documents distributed to the libraries, thus reducing the number of duplicative publications distributed through the program.
- Keeps intact the existing acquisition and production steps of the bound SS.

Con:

- Time delay associated with the conversion of the reports and documents from paper to microfiche format.
- Management of the DDIS file will be easier than will be needed for recommendation number 2, as only a specific list of libraries will be able to select the item number for the bound SS. But staff must monitor the file to be sure other libraries do not add this number during the item selection update cycle.

4. Produce pages for the Bound SS at the time of binding instead of producing and storing extra copies from the initial printing.

Pro:

- Will save costs associated with the extra copies and storage of the slips until the volumes are ready to be bound.

Con:

- If the reports and documents are not currently available in an electronic format and suitable for use with a DocuTech type machine, back-to-press costs are very high.
- Reports and documents may be scanned postscript data down loaded to allow for use with DocuTech type equipment, but the costs of scanning may outweigh the costs of printing and storage.
- Additional staff with experience in converting print information to electronic format will need to be added to the current GPO staff.

5. Conversion to Electronic Formats:

Phase I:

a) Slip publications: Begin offering online access to House Reports and Senate Reports through the GPO ACCESS service (test and evaluate during 1995 and 1996). Continue to provide Regionals and selecting libraries with slip Reports and Documents in paper and microfiche formats.

b) Begin collecting (scanning, if necessary) and storing H. Reports and S. Reports in digital format for eventual production of a CD-ROM containing Reports and Documents for the 104th Congress. Reduce the number of bound SS sets produced

from approximately 450 down to fewer than 100 to cover posterity libraries, IES libraries, Regional depositories and states without a Regional depository.

Pro:
- Plans already in place to make the Reports available via the ACCESS server beginning in January 1995.
- The process of obtaining information in a paper format and converting the publication to an electronic format.
- Plans and procedures for acquiring and distributing the paper and microfiche materials are already in place.

Con:
- Additional staff must be located and trained for large-scale conversion of information from paper to electronic format.
- There are no plans currently for the conversion of the reports and documents onto a CD-ROM product for distribution to the libraries.

Phase 2:

a) Slip publications: Offer online access to H. Reports and S. Reports and Documents through the GPO Access service. Discontinue all library distribution of the R. Reports and S. Reports and Documents in both paper and microfiche formats.

b) Bound SS: Store all H. Reports and S. Reports and Documents in digital format for eventual production of a CD-ROM containing Reports and Documents for the 105th Congress.

Produce fewer than 100 bound SS sets to cover posterity libraries, IES libraries, Regional depositories, and states without a regional depository.

Pro:
- Eliminates all duplicative distribution of the printed Reports and Documents.
- Eliminates the time delay associated with conversion of the reports and documents to microfiche formats and the distribution of the microfiche to the libraries.
- Provides for immediate access to reports and documents via an electronic interface.
- Provides for copies of the traditional bound SS for selected libraries for historical research purposes.

Con:
- There are no plans at the present for online distribution of the Documents.
- There are no plans at the present for the conversion of the H. Reports and S. Reports and Documents to a CD-ROM format.
- There are insufficient staff currently employed by GPO to do the conversion of the H. Reports and S. Reports to an electronic format.
- There are limited access points to the ACCESS server at present, thus insuring a time delay in accessing the online services. (check this with EIDS)

6. Binding the Serial Set volumes on the regular book-flow (i.e. not providing ropeheads for the bound volumes).

Once the volumes have been collated, they are placed on the regular book-flow machine to attach the bindings. Will continue to have the SS oversewn, but will not require as much labor as the casing will be attached by a machine. Other titles done in this manner and distributed to the depository libraries include the U.S. Code and the Statutes at Large.

Pro:

- Dollar savings from the conversion of the hand process to the bookflow should be significant. Cost figures to come from the cost subgroup. If there is sufficient cost savings, the bound Serial Set should continue to be available for selection by depository libraries as the library deems best. If the savings is minimal, the number of libraries receiving the bound set should be restricted as described in option 2 or 3.

Con:

- A Serial Set volume produced on the book-flow machine will not be as durable as the one produced under the existing procedures. This will affect the libraries, but will not really have an impact on GPO preservation procedures.

Conclusion:

The conversion of the Serial Set from a printed publication to an electronic publication is a process that will take some time for GPO staff and the members of the library community to prepare for. The transition begins with the 104th Congress, and the availability of the online Reports on the GPO WAIS Server. Cost savings for the Bound Serial Set can begin with a modification of the binding process for the Serial Set for the 103rd Congress. By removing the requirement for the rope head to be placed in each volume, the serial set can be produced via the book-flow. This should see a significant savings in labor costs associated with the Bound Serial Set.

By the 105th Congress, GPO needs to have all Reports and Documents in an electronic format to allow for online access to these resources and to allow production of a CD-ROM (or other electronic format) for the cumulated documents and reports. It is essential to plan to provide both immediate access and longterm storage for historical research. As electronic capability in GPO and the Congress expand, increased use of resources such as the DocuTech can help decrease the costs associated with the bound Serial Set.

As GPO makes the transition, the libraries must also prepare for the transition. With the dollar savings from inclusion of the Serial Set into the regular work-flow, not only should the bound Serial Set continue to be available to libraries wishing to select this format, but GPO must continue to provide access to this resource via the microfiche format. 730 libraries are currently receiving the House and Senate Documents and Reports in microfiche format. Discontinuing this format before the long term storage in electronic format is available will

not only be a disservice to the libraries, but will in all probability cause an increase in the number of libraries selecting the bound volumes. When the long-term electronic storage version (such as a CD-ROM) is available for distribution to the depository libraries, the microfiche format can be discontinued.

Development of the House and Senate Reports and Documents in an electronic format will not be easy for GPO staff because of the limitations mentioned above. It will be essential to have depository participation in this project, including review of the online resources. A project should be developed for beta test sites for these new resources to provide feedback on use, problems, and special needs.

Jerry Hammond
Robin Haun-Mohamed
Virginia Saunders

SERIAL SET STUDY GROUP
Library Subgroup
August 28, 1994

The Library Subgroup recommends that for immediacy of access there be electronic access to House and Senate reports and documents. But for the long-term scenario, to address the historical, research and preservation concerns, we would still need a paper bound version of the Serial Set. Any recommendations proposed by this Study Group will be like changing the path of an ocean liner--if you change its course, it will take time to adjust. Hopefully, this report is our chart for the incremental changes that are needed to take us from what is currently being produced today to our ideal for the future.

General Recommendations

Reduce the costliness of producing, collating, and binding the Serial Set, including contracting out:

Pro:
- The cost of producing, storing, collating, and binding the Serial Set volumes in-house is approximately $43 per volume. This figure is the established rider rate for the depository copies only; other copies (such as by-law copies) may be more expensive to produce. It has been suggested that the use of outside contractors to do the collating and binding would significantly reduce the cost per volume. An outdated study seems to indicate this--we would recommend that current figures be obtained to make sure that this is still true. Reducing the costliness of producing a volume of the Serial Set will not have much impact on libraries and users--there is no "new" product to deal with, public access remains the same, and bibliographic control remains the same.

Con:
- Reducing the cost for producing the Serial Set volumes, either by contracting out or by having them machine sewn instead of hand sewn, will reduce the quality control of this publication. The reduced quality could have long-term preservation implications.

Provide on-line access to Congressional reports and documents:

Pro:
- Would allow for timely access to the individual reports and documents, and provide on-demand access to these resources.
- Would provide space savings for libraries.
- Could provide cost savings for GPO if individual slip reports and documents are not sent to depository libraries.

Con:
- For those libraries not on the Internet, it would require them to have access to a computer, modem, and communications software. Telecommunications charges are then borne by the libraries, not GPO.
- Libraries would need hardware, software, printers, paper, and ink to print off reports and documents for the public.
- Library staff must acquire technical skill to enable public to access these materials.

Questions:
- Preservation of this information in electronic format needs to be addressed. Is this something that would be in the GPO electronic storage facility, to be forever accessible to the public?

Revision of the Serial Set volume numbering process:

Pro:
- For materials issued electronically, the Serial Set volume number is not needed. Congress, session, year, and individual report or document number would meet the need for identification purposes.

Con:
- If a bound Serial Set is produced, the Serial Set volume number would have to be assigned to allow for consistency in historical research.

Other changes to the binding, organization, or other specifications of the Serial Set:

We have not identified any other changes or organization, other than having libraries bind the slip reports and documents themselves. (See discussion under Council recommendation.)

Specific Recommendations:

Develop a CD-ROM version of the Serial Set:

Pro:
- Will allow libraries to save space.
- Depending upon how the information is placed on the disc, either simply scanned to provide an optical image, or keyed-in to provide a searchable database, many libraries will wish to use an electronic version of the Serial Set. Number of libraries wishing to use this format will probably increase as the amount of key-word searching, etc. increases.

Con:
- The archival value of the CD-ROM has not been tested over time. Estimates of lifetime vary from 7 to 50 years or more.
- CD-ROM version only allows one person access at a time, unless the CD is networked. Bound Serial Set allows for more than one person to access information at the same time.

- Each time a user wants a paper copy of a report or document it will have to be printed off the CD. Who will do this: the user or the librarian? Who will pay for the paper, ink, etc.?

Depository Library Council Recommendation #17 - Step 1

All regionals receive the bound edition of the Serial Set. Selectives must choose between 2 options:

a. Receive the slip materials in microfiche and be eligible to receive the bound edition of the Serial Set.

b. Receive the slip materials in paper and be ineligible to receive the bound Serial Set. These libraries would be encouraged to bind their paper sets locally to produce their own Serial Set volumes. Regionals are encouraged to share their paper copies of individual reports and documents to selective depositories who may need to replace missing or worn materials.

Pro:
- Will allow research libraries to continue receiving the bound Serial Set, while minimizing the duplication of reports and documents.
- Encourages the sharing of slip materials that are distributed, which are often times disposed of as superseded material.
- As most libraries must currently make difficult budgetary decisions, Step 1 may be the most palatable option.
- Allows libraries to make a choice: to acquire material for immediacy or historical purposes.
- Having selective depository libraries bind the materials extends the life of the publications.

Con:
- Places large financial burden on libraries to bind materials.
- Serial Set volume number would not appear on each volume for those libraries opting to bind themselves, unless the libraries were willing to wait until the Serial Set number was available before sending materials out to be bound.
- Microfiche process is time consuming--time delay in receiving materials.
- When it comes time to bind materials, libraries may no longer have the individual report or document, due to materials disappearing or falling apart from heavy use. At present, GPO does not sell the individual reports or documents; libraries might end up with incomplete volumes.

Depository Library Council Recommendation #17 - Step 2

Bound Serial Set distributed to Regional libraries and to a designated library in states lacking a Regional library.

Selective libraries would choose slip materials in either paper or microfiche. Libraries opting for paper would be encouraged to bind their slip materials to produce their own Serial Set.

Pro:
- Insures that one copy of the complete Serial Set is available in each state for historical research, while lowering the costs in producing and distributing this publication.
- Encourages the sharing of slip materials that are distributed, which are often times disposed of as superseded material.
- Having selective libraries bind the materials extends the life of the publications.

Con:
- Many states need more than one copy due to the physical size of the state (for example, California, Texas). Or one copy may be insufficient to meet the needs of the numbers of researchers.
- Places large financial burden on libraries to bind materials.
- Serial Set volume number would not appear on each volume for those libraries opting to bind themselves, unless the libraries were willing to wait until the Serial Set number was available before sending materials out to be bound.
- Microfiche process is time consuming--time delay in receiving materials.
- When it comes time to bind materials, libraries may no longer have the individual report or document, due to materials disappearing or falling apart from heavy use. At present, GPO does not sell the individual reports or documents; libraries might end up with incomplete volumes.

Conclusions

The Library Subgroup has arrived at the following:

1. There will continue to be a paper version of the Serial Set produced: at a minimum, for all Regionals and designated libraries in states without Regionals, the posterity libraries, and the International Exchange libraries. The ideal is to continue to allow all libraries wishing paper to receive paper--a possibility if changes are made to bring down the cost of producing the Serial Set.

2. House and Senate Reports should be offered online through the GPO Access Service. We have been told that this is feasible beginning January 1995. Selective depositories should be allowed the option to deselect paper copies of slip reports if they so choose.

3. Congress should move towards producing all reports and documents in an electronic form so that the documents may also be accessible online. Until such time, GPO should begin to scan those materials received in camera-ready form to produce a bit file.

4. A CD-ROM version of the Serial Set should be produced, either by GPO or contracted out. The entire contents of the Serial Set may have to be phased in over time, beginning in 1995 with a CD-ROM version of the reports. A CD-ROM version of the documents may take another year or two. We realize that initially not all of the data on the CD will be searchable, but that is the ideal to work towards. Also, depository libraries should be allowed to deselect the slip version of individual reports and documents if they so desire.

5. Some reports and documents would need to be produced and disseminated in paper even though they may be available electronically. This would be materials that have reference value such as "Biographical Directory of the US Congress," "Deschler Precedents of the US House of Representatives," "Annotated Constitution," "Senate Election Manual," etc.

6. Microfiche should continue to be offered to selective depositories until a complete version of the Serial Set on CD-ROM is available for selection. Depositories should be informed, however, that the microfiche version will be phased out as of a specified time (for example, January 1997).

7. GPO should begin to produce the pages for the bound Serial Set at the time of binding (using the DocuText machine) instead of producing and storing extra copies from the initial printing. This will eliminate the collation costs associated with producing a volume of the Serial Set.

8. GPO should have the volumes machine-cased instead of hand-cased, thereby producing another cost savings.

Robin Haun-Mohamed
Roger Haley
Susan Tulis

August 29, 1994

TECHNOLOGY SUBGROUP
SERIAL SET

The Serial Set presently consists of the following:

DOCUMENTS	House and Senate
REPORTS	House and Senate
TREATIES	Documents, Senate only
EXECUTIVE REPORTS	Senate only

I. DOCUMENTS: 80% Magnetic Media
20% Art Work

II. REPORTS: 100% Magnetic Media

III. TREATIES: 50% Magnetic Media
50% Art Work

IV. EXEC. RPTS.: 100% Magnetic Media

V. CURRENT OUTPUT:

A. Hard Copy (Book Form)
B. Microfiche

PROPOSED OUTPUT CHANGES

I. Documents & Treaties:

Art Work presently being produced by a camera (offset) should be scanned into a magnetic media. These scanners are available in the Production Department.

II. Proposed Output:

A. Hard Copy (Book Form, Paper Form-DocuTech)
B. Microfiche
C. Electronic Database (ASCII, Magnetic)
D. CD-ROM (ASCII, Searchable)
E. GPO Bulletin Board (Information Only, Not Searchable)
F. WAIS Server (ASCII, Searchable, Current Information)
G. IDEA (ASCII, Searchable, Long-Term Storage)

III. Costing Factors:

A. Scanning Art Work

Once data has been scanned, an electronic format has been established. Therefore Item C. above has been satisfied.

B. CD-ROM

Tagging the electronic data, building the searchable database, and creating the ISO 9660 image satisfy item D. above.

C. GPO Bulletin Board

Once an electronic data is available, the public will be notified via advertising. Therefore Item E. is satisfied.

D. WAIS Server

The electronic data base has been established which now can build into a searchable data base. Therefore Item F. is satisfied.

E. IDEA

Same as WAIS Server.

SERIAL SET SUBGROUP FOR COST

1. Investigate methods to reduce the costliness of producing, collating, and binding the Serial Sets, including the opportunities for contracting out.

Cost estimates for preparation, production and distribution of information products

Printing the Bound Serial Set

Acquisition costs

Rider rates for printing one set is estimated at $605 for FY 1991 for the 101st Congress first session (FY 1991). The estimated cost is $280,000 for 463 total sets.

Processing costs

Not Applicable

Mailing costs

Not Applicable

Binding the Bound Serial Sets

Present Method

Acquisition costs

Storage of signatures held for binding is estimated at $53,000 and is charged to the Congressional Printing and Binding Appropriation (CP & B).

Twenty-two posterity copies of the 101st Congress first session Serial Set were distributed at a cost of $102,500. The expense was charged to the CP & B Appropriation, and included the composition and printing of the title and contents pages, the bindery stamps, and the preliminary set up costs. The recipients of the posterity copies were Library of Congress (14), House Library (2), Senate Library (2), National Archives (3), and the Superintendent of Documents (1).

Billings of the same Serial Set to the Superintendent of Documents for Depository Libraries and International Exchange was at the rider rate and totaled $934,800. The rider rate excludes all start-up costs.

The total binding and storage cost is approximately $1,090,300.

Processing costs

Preparation, maintenance of shipping lists, and handling are done by the personnel funded by the Superintendent of Documents' Salaries and Expenses Appropriation. Processing the bound Serial Set is an integral part of all work performed by SOD personnel. Therefore, it is difficult to break out its costs. However, it is estimated that less than one FTE is used yearly to process the bound serial set at a cost of about $20,000.

Mailing costs

Postage is estimated at $3 per book and totals approximately $70,000. Of this amount, $3,300 are for the 16 posterity copies and charged to the CP & B Appropriation. The balance of $66,700 is for the Depository and International Exchange copies and charged to the S & E Appropriation.

Alternative Methods

Utilization of DocuTech System

By utilizing the DocuTech System in EPD the estimated cost for on-demand printing would be $621,000. However, the Production Department must assure the availability of acid-free paper. This procedure would eliminate the additional copies estimated at $280,000, the storage of signatures at $53,000, the cost of collating signatures estimated at $300,000, and the cost of printing the title and contents pages of approximately $5,000, thus saving about $17,000 per year. This procedure could also eliminate Back to Press costs.

Modification of the Collation Process

Prior to the binding of the Serial Sets the signatures are collated. It is a manual operation and quite expensive. It is estimated that one-third or about $300,000 was expended to collate the material which comprised the Serial Set for the 101st Congress, first session.

If utilization of the DocuTech System is not adopted, savings could be realized by modifying the collation process. The possible cost reductions can only be estimated after an evaluation of the collation process. This evaluation could be accomplished using the team concept. The team would include personnel from the Quality Systems Division who would act as facilitators. Their goal would be to evaluate methods and procedures

of the current operation with the objective of collating and producing the Serial Set by the most economical means while maintaining the high standard of quality.

Binding The Serial Set Utilizing the Book-Flow Line

If the roped headbands could be eliminated in the bound copies, the books could be bound on the Book-Flow Line in lieu of hand binding, saving an estimated $50,000 per year. Approximately 10% of the Serial Sets will still be hand bound due to the size limitation of the machine.

Microfiche Copies

Acquisition costs

Rider rates for printing one set is estimated at $67 for FY 1991. The 821 sets would cost about $55,000.

Processing costs

Costs for preparation, shipping lists, and handling are estimated to be $11,300. This is based on 49 volumes being distributed to 821 libraries at a cost of $0.28 per volume.

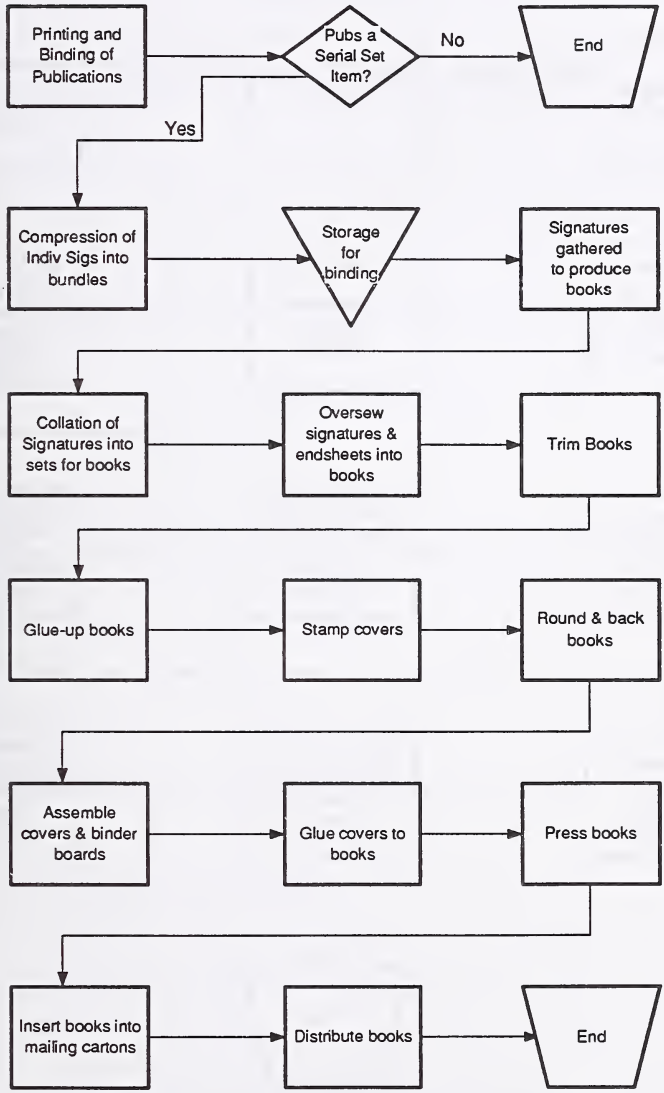
Mailing costs

Postage or delivery costs are estimated at $4,000. This is based on 49 volumes being distributed to 821 libraries at a cost of $0.10 per volume.

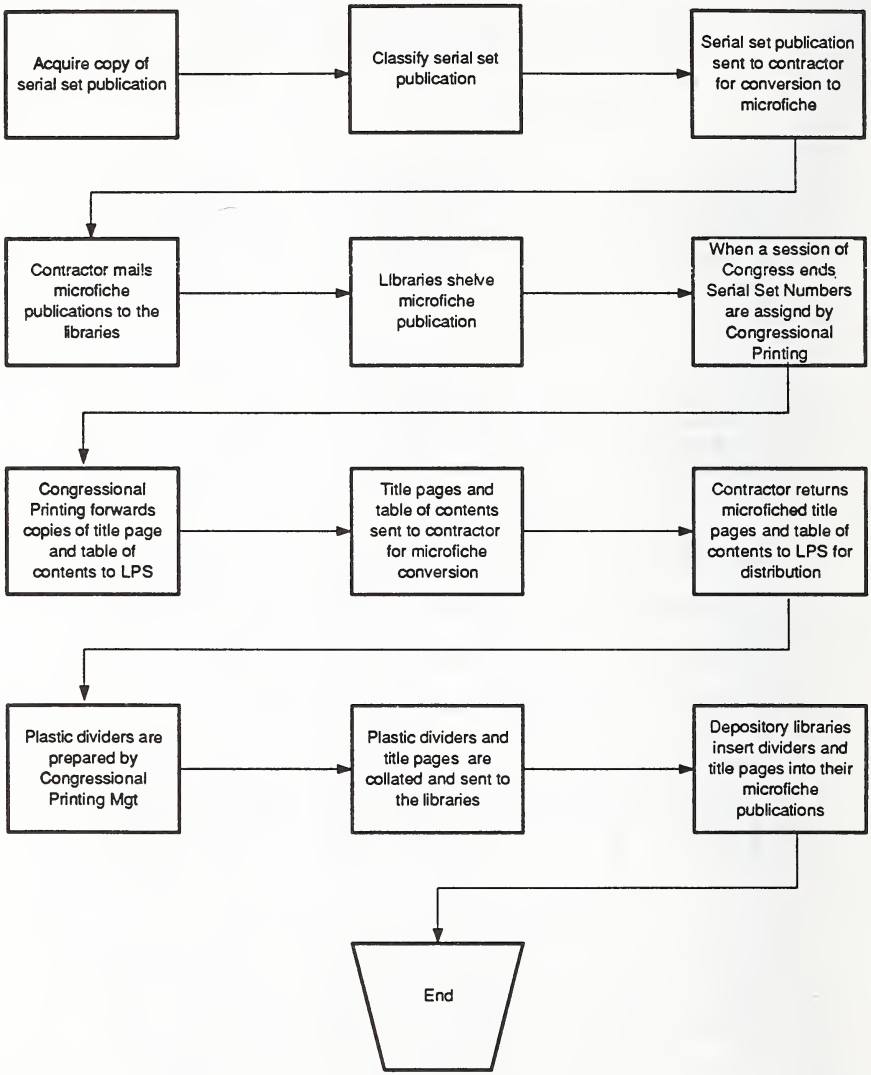
Appendix G

Flow Charts of Serial Set Production Steps

Bound Serial Set Production



Microfiche Serial Set Production



Appendix H

Background Documentation on the Serial Set

U. S. CONGRESSIONAL SERIAL SET

The Serial Set "contains almost everything about the American experience...our wars, our peacetime works, our explorations and inventions...If we lost everything else in print, except our documents, we would still have a splendid record and a memory of our past experience." [Dee Brown]

PURPOSE: The *U.S. Congressional Serial Set*, which currently includes 20,000 bound volumes, consists of Senate and House documents, congressional committee reports, presidential and other executive publications, treaty materials, and selected reports of nongovernmental organizations.

This fundamental documentary source originated in an 1813 resolution of the House of Representatives, which authorized uniform printing of "all messages and communications of the President of the United States, all letters from the several departments of the government, all motions and resolutions offered for consideration of the House, and all other papers which are produced in the usual course of proceeding or by special order of the House." Near the end of the 19th century a superintendent of documents assigned serial numbers to these publications, beginning with those produced during the 15th Congress in 1817. The serial numbers serve as a locational device for convenience in shelving.

USES: The *Congressional Serial Set* is this nation's single most important system for providing government information to its citizens, and is without peer in representative democracies throughout the western world as a documentary compendium. The *Serial Set* serves as the basic component for the compilation of legislative histories. Lawyers and judges traditionally consult its Senate and House reports as a key determinant of legislative intent to interpret federal statutes. As Justice John Marshall Harlan explained for the Supreme Court in 1969, committee reports represent the "considered and collective understanding of those Congressmen involved in drafting and studying legislation."

Other uses of the Congressional Serial Set virtually defy enumeration, for they range so widely. Historians, journalists, political scientists, genealogists, and students—from high school through graduate school—rely on the *Serial Set* to satisfy an infinite variety of research needs.

FORMAT: Informal surveys disclose that researchers, almost unanimously, prefer to consult the *Serial Set* in its traditional paper format rather than in microform. For copying, paper is faster, more efficient, easier to handle, and less expensive. Paper provides sharper copies and is known to be permanent and durable. Other formats, particularly diazo microfiche have a much shorter life. Many libraries are reluctant or unable to spend the funds necessary for the continuous recopying of microfiche or electronic-format versions to guarantee their permanence. Equipment currently in use for microfiche and CD-ROMs will be obsolete in a few years. Many manufacturers have stopped producing microfiche reading equipment, and other have stopped maintaining the older equipment.

Procedures Followed in Production of the Serial Set

A specified quantity of numbered Congressional Documents and Reports is printed at a "rider rate" on the original press run, and these are held in storage in the G.P.O. basement until the end of the session of Congress. They are then bound into volumes on what are known as "By-Law Reserve Jackets." Large ("work") and small ("white" -- office copy) By-Law Reserve Jackets are opened in the system for each volume, and are stamped "NO SURCHARGE."

Each jacket is accompanied by a dummy book (consisting of loose publications), a distribution and quantity list containing information regarding "Supt. Docs." depository copy individual mailing cartons (if required), and stamping instructions, along with copy for title page and/or contents pages (if any), and stamping copy for spine of volume.

Jacket numbers, titles, serial numbers, etc., are entered in the PEPS System (Production Estimating & Planning System -- a computerized system to track jobs through production), with proofs scheduled for ten working days. Each jacket and dummy volume is forwarded to Planning Service, which plans the jacket for proofs only and sends the jacket and dummy to Production Control.

Production Control sends the large ("work") jacket and tied loose publications to the Library Binding Section, where a substantial dummy volume with a paper cover is made up. Library Binding returns the dummy volume to Virginia Saunders, Congressional Printing Management Division, to await two sets of page proofs and the proof for spine stamping. Production Control does not store proofs.

The dummy book is checked to assure that everything is in the proper place in the volume, and that the correct quantity needed is indicated inside the front cover of the dummy.

When the proof is "OK TO PRINT" title and/or contents, the large and small jackets are put together and forwarded to the Planning Section for completion. Planning Section will schedule the job for printing only; no completion date is placed on the jacket.

When an individual mailing carton is required, the jacket writer will first determine whether a stock carton can be used or whether a special order is necessary. When a stock item is used, the Bindery will order a plate for stamping individual mailing cartons.

If a special order is to be made, the jacket writer will calculate carton size by formula and submit the specifications to the Paper Control Section along with the entire job for the ordering of cartons. After the cartons are ordered and the property number assigned, the jacket is returned to the jacket writer for completion.

When the Library Section is ready to assemble the job, it will review the work, pull it together according to instructions, collate it, and project a schedule for completion.

The Bindery orders "mag" (magnesium) stamps on outside purchase for stamping the spines of the volumes. All volumes are sewn and bound in Tan Document Buckram, Prop. #19001-2F. Library Binding inspects the 22 By Law copies prior to shipping.

Prepared by Virginia Saunders and Ray Lewis

TO: Serial Set Committee
FROM: Bernadine E. Abbott Hoduski Bernadine
SUBJECT: Results of February 1 and 23 rd meetings
DATE: March 14, 1979

The Committee agreed that beginning with the 96th Congress, there will no longer be two versions of the Serial Set, the A version (posterity edition distributed to 22 special by-law recipients) and the B version (regular edition distributed to depository and foreign exchange libraries).

There will only be one version called the "standard" version going to all recipients. This will greatly simplify procedures for GPO since they will only need one jacket for printing and one set of procedures. The "standard" version will consist of the following characteristics:

1) Binding as used in the B version.
2) Cover and spine information as used in the A version.
3) Title page and list of contents as in A version.
4) No red and green coloring and no letters hand applied in gold. (cost savings to be submitted later).

The committee further recommended that the inside margins be enlarged to make it easier to rebind volumes if necessary.

Virginia Saunders, Jim Livsey, Paul Loftus and Scotty Sonntag have worked out procedures so that the program can start with the first volumes of the 96th Congress.

TO: Serial Set Committee
FROM: Bernadine E. Abbott Hoduski, Joint Committee on Printing
SUBJECT: Results of March 14 meeting.
DATE: March 26, 1979

The committee passed the following resolutions and decided to continue discussion on the numbering system for the Serial Set and the rebinding of special volumes already bound (e.g. Art in the Capitol) at the next meeting.

Resolutions:
1) The contents of the "Standard" Serial Set should include all documents and reports printed by the Congress, as included in the former "A" set.

2) GPO Library and Statutory Distribution Service should establish a separate Serial Set depository item number for material printed in both the department and document edition (e.g. Budget, Economic Report of the President, Securities and Exchange Annual Report, Corps of Engineers Report). This eliminates duplicate receipt of material.

3) The Serial Set should include Senate Executive reports and documents (treaties and nominations). The reports are numbered and the documents are lettered. (These publications only amount to about one inch of documentation or one volume per session.)

4) Investigate the feasibility of adding the report or document numbers as a running head on evey page of each report and document. (e.g. H rpt 92-146). This would make accessing multiple titles on microfiche easier.

5) Explore the possibility of producing the Serial Set in microfiche as well as the bound version. Which version of the House and Senate reports and documents should go on microfiche, the unbound or the bound Serial Set?

6) Explore the combination of the Numerical List with the Monthly Catalog into a supplement to the MC by congressional session. The supplement would include 1. full cataloging record by AACR 2. Indexes by subject, title, author, series, numbers, class number and 3. There would be references between Serial Set number, class number, volume number, report and document numbers, etc.

The savings on eliminating the colors and gold lettering from the "A" set are as follows: Each title with 22 copies cost $405. There are approximately 200 titles(volumes) per serial set each Congress which would be $81 thousand savings.

A recount on sets needed by recipients means 51 less sets for the 96th Congress.



United States
Government
Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

August 20, 1979 (159)

Ms. Faye Padgett
Deputy Staff Director
Joint Committee on Printing
Room S-151, U.S. Capitol
Washington, D.C. 20510

Dear Faye:

This is in response to your memorandum of August 15, 1979, pertaining to the 94th Congress Serial Set.

Your paragraph Numbers 1 and 4 request cost information of the 1st session of the 94th Congress. Unfortunately, all of the jackets for this set are now stored at the Federal Records Center. Rather than going through the time-consuming process of requesting these jackets, we would rather use the cost figures developed for the 2nd session of the 94th Congress, and pro-rate these figures for the 97 volumes that you indicate were issued for the 1st session and, thereby, estimate the savings for an entire Congress.

The conclusions reached in your paragragh Number 2 are based on the 973 sets now furnished. If a cost is to be estimated for the 94th Congress, we would rather use 838 copies, which was the number provided at that time.

Finally, paragraph Number 3 requests the printing cost for the "A" titles for the 2nd session. We used the fiscal year 1977 production figures to develop the estimated printing cost for the "B" titles and feel it will be approximately the same for the "A" titles. Therefore, 22 sets at $492.78 per set would result in a printing cost of $10,841. It must be noted, however, that this printing cost would not be eliminated if the titles were standardized.

I have attached a fact sheet detailing our calculations. If you need additional information, please contact me.

Sincerely,

SAMUEL L. SAYLOR
Deputy Public Printer

94th Congress Serial Set Fact Sheet on Microfiche

"B" Title recipients who desire microfiche:

	94-1	94-2	Total
Printing Cost per Set	$346.37	$492.78	
Number of Recipients	365	365	
Total Printing Cost	$126,425	$179,865	$306,290
Volumes Furnished per Set	74	105	
Number of Recipients	365	365	
Total Volumes	27,010	38,325	
Binding Cost per Volume	$ 21	$ 21	
Total Binding Cost	$567,210	$804,825	$1,372,035
Total cost for 365 recipients of "B" Titles who desire microfiche			$1,678,325
Cost per Master Fiche	$40	$40	
Number of Fiche per Set	1,209	1,719	
Cost per 1 Set of Master Fiche	$48,360	$68,760	$117,120
Cost per Duplicate Fiche	$0.07	$0.07	
Number of Fiche per Set	1,209	1,719	
Cost per 1 Set of Duplicate Fiche	$84.63	$120.33	
Number of Recipients	364	364	
Cost per 364 sets of Duplicate Fiche	$30,805	$43,800	$74,605
Total cost for furnishing 365 sets of microfiche			$191,725
Savings for the 94th Congress on providing 365 recipients with microfiche ($1,678,325 less $191,725)			$1,486,600

94th Congress Serial Set Fact Sheet

	94-1	94-2	Total
Number of Volumes	97	138	235
"B" Titles			
Printing Cost per Set	$346.37	$492.78	
Number of Sets	838	838	
Total Printing Cost	$290,258	$412,950	$703,208
Volumes Furnished per Set	74	105	
Number of Sets	838	838	
Total Volumes	62,012	87,990	
Binding Cost per Volume	$ 21	$ 21	
Total Binding Cost	$1,302,252	$1,847,790	$3,150,042
Total cost for 838 recipients of "B" titles for 94th Congress			$3,853,250
"A" Titles			
Printing Cost per Set	$346.37	$492.78	
Number of Sets	22	22	
Total Printing Cost	$ 7,620	$10,841	$18.461
Volumes Furnished per Set	97	138	
Number of Sets	22	22	
Total Volumes	2,134	3,036	
Binding Cost per Volume	$58.344	$58.344	
Total Binding Cost	$124,506	$177,132	$301,638
Total cost for 22 recipients of "A" titles for 94th Congress			$320,099

(NOTE - The standardization of the titles would not eliminate any of the "A" Titles Printing costs; only the Binding costs would be decreased.)

FRANK THOMPSON, JR., REPRESENTATIVE FROM NEW JERSEY, CHAIRMAN
CLAIBORNE PELL, SENATOR FROM RHODE ISLAND, VICE CHAIRMAN
AUGUSTUS F. HAWKINS, REPRESENTATIVE FROM CALIFORNIA
WILLIAM L. DICKINSON, REPRESENTATIVE FROM ALABAMA
HOWARD W. CANNON, SENATOR FROM NEVADA
MARK O. HATFIELD, SENATOR FROM OREGON
DENVER DICKERSON, STAFF DIRECTOR

COMMITTEE ROOM
S-151, U.S. CAPITOL
WASHINGTON, D.C. 20510
PHONE: 224-3241

Congress of the United States
Joint Committee on Printing

October 10, 1979

Honorable John J. Boyle
Public Printer
U.S. Government Printing Office
Washington, D. C. 20401

Dear Jack:

On February 1, 1979, the Joint Committee on Printing authorized an advisory committee to study methods to improve the Congressional Serial Set's physical makeup, access to material within the Set, and to reduce its production cost. The Serial Set is the bound compilation of House and Senate documents and reports. This committee, composed of representatives from JCP, GPO, the Senate and House Libraries, the Library of Congress, the National Archives, and the depository library community, has completed its study and has made several recommendations outlined in the enclosed report.

The advisory committee's study demonstrates that a minimum of $1.5 million can be saved each Congress by producing only one version of the Serial Set, eliminating duplicative indexing, and offering the Set in microfiche format to by-law recipients upon request.

Therefore, to improve the Set's usefulness and reduce the Legislative Branch Appropriation, the JCP directs that GPO:

1. Standardize the Set into one version (per the attached instructions). By standardizing the sets, an estimated savings on binding of $37 per volume could be realized, or approximately $193,068.

2. Survey all by-law recipients of the Serial Set, including depositories, foreign exchange libraries, the House and Senate libraries, the Library of Congress, and the National Archives to determine their interest in receiving the Set in microfiche, rather than paper. Based on a preliminary survey, 365 depositories have already expressed interest in receiving Serial Set material on microfiche. If during the 94th Congress each report or document had been reproduced on a separate fiche, a total of 2,928 fiche for the set, the cost of 365 sets would have been $191,725, using current fiche prices. This would have resulted in a savings to the Legislative Branch of $1,486,600.

3. Combine the Numerical Lists and Schedule of Volumes of the Reports and Documents of the Congress with the Monthly Catalog of Government Publications and issue this material in a yearly supplement to the catalog. This will eliminate duplicate work by the Superintendent of Documents' staff and will improve the usefulness of the index to the Serial Set.

My intention is that in implementing these changes you will adhere to the recommendations made by the advisory committee in the attached report, except for recommendations 3,4, 6 and 9 which may require further evaluation. Would you provide the JCP with a cost comparison of the present procedure of printing the reports and documents and storing them for binding until the end of a Congress versus the proposed procedure of binding the Serial Set reports and documents in numerical order (see recommendation 5), with distribution as soon as enough material for a volume is accumulated? Please indicate in your analysis the costs of storage, volume of lost or damaged stock, collation, and reprinting expenses for the 95th Congress. What impact will transition to photocomposition have on recommendations 3 and 6? A report on these questions by December 1, 1979, will be appreciated.

Finally, the Joint Committee is beginning a comprehensive review of existing microfilming policies and practices and would appreciate receiving not later than October 19, 1979, a definitive explanation of GPO's current operating policies and practices regarding microfilming. Pending completion of this comprehensive review by the Joint Committee, nothing in this letter should be construed as changing in any way previously adopted Joint Committee policy regarding GPO microfilming production and sales programs.

Kind personal regards.

Cordially yours,

Frank Thompson, Jr.
Chairman

Enclosures

94th Congress Serial Set Fact Sheet

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Number of Volumes	97	138	235
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Total cost for 22 recipients of "A" titles for 94th Congress			$320,099

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Cost per 364 sets of Duplicate Fiche	$30,805	$43,800	$74,605
Total cost for furnishing 365 sets of microfiche			$191,725
Savings for the 94th Congress on providing 365 recipients with microfiche ($1,678,325 less $191,725)			$1,486,600

CONGRESSIONAL SERIAL SET COMMITTEE
(Established February 1, 1979)

U.S. Congress, Joint Committee on Printing

Bernadine E. Abbott Hoduski, Special Library Assistant (Coordinator)
(S-151, U.S. Capitol, 224-6868 or 5241)

Government Printing Office

Scott Sonntag, Chief, Congressional Information Service
(Customer Service Department, 275-2226)
Jim Livsey, Director, Library & Statutory Distribution Service
(Superintendent of Documents, 557-2050)
Virginia Saunders, Congressional Documents Specialist
(Superintendent of Documents, 557-8229)
Paul H. Loftus
(Production Department, 275-2166)

Senate

Roger Haley, Senate Librarian (224-7106)
Ann Womeldorf, Assistant Senate Librarian (224-7106)

House

Raymond Lewis, Librarian of the House (225-0462)

Library of Congress

Elizabeth Stroup, Director, General Reference (426-6562)

National Archives

Patricia A. Andrews, Director of Printed Documents (523-3141)
Carmelita Ryan, Chief, Printed Archives Branch, Printed Documents Division
(523-3371)

American Library Association

Frances Buckley, Chairman, Government Documents Round Table, ALA (313-833-1409
Lois Mills, Chairwoman, Legislation Committee, Subcommittee on Depository
Legislation, ALA (309-837-1983)

GPO Form 3452a
(R 2-78)

DAILY DEPOSITORY SHIPPING LIST NO. 13,540

8th Shipment of December 7, 1979

Superintendent of Documents
Library Division (SLL)
Washington, D.C. 20401

Page 2 of 3 Pages

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be postmarked within fifteen days of receipt of this shipment. *(Instructions to Depository Libraries, Revised November 1977, Page 12.)*

ITEM NUMBER	TITLE	CLASSIFICATION

16—84536 p-1

SURVEY 79-27 (continued)

Bound volumes will be prepared in strict numerical order at the end of the session of Congress. Libraries selecting the bound volumes will receive them later as they have in the past. The items covering individual titles are being discontinued as many of the publications previously bound separately will now be included in numerical sequence in volumes of miscellaneous reports and documents.

SURVEY:

Cards are enclosed for the Congressional item selections available. If your library wishes to receive Congressional documents and reports in the future, please return the appropriate cards, properly marked with your depository library number before January 18, 1979 to the address listed at the end of this survey.

You may choose one item in each of the following groups:

Group 1.
House and Senate Reports on Public and Private Bills (including Senate Executive Reports, (Y 1.Cong./Sess:) (on a current basis as issued)

Item 1008-C Paper Copies
Item 1008-D Microfiche

Group 2.
House and Senate Documents (including Senate Executive Documents, Y 1.Cong./Sess:)

(on a current basis as issued)

Item 996-A Paper Copies
Item 996-B Microfiche

Group 3.
Serial Set volumes of House and Senate Reports on Public and Private Bills
(including Senate Executive Reports, Y 1.Cong./Sess:)

GPO Form 3452a
(R 2-78)

DAILY DEPOSITORY SHIPPING LIST NO. 13,540

8th Shipment of December 7, 1979

Superintendent of Documents
Library Division (SLL)
Washington, D.C. 20401

Page 3 of 3 Pages

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be postmarked within fifteen days of receipt of this shipment. *(Instructions to Depository Libraries, Revised November 1977, Page 12.)*

ITEM NUMBER	TITLE	CLASSIFICATION

16—94538p-1

SURVEY 79-27 (continued)

Item 1008-E Clothbound volumes at the end of a session of Congress
Item 1008-D Microfiche on a current basis as reports are issued. Dividers will be provided after serial numbers are assigned.

Group 4.
Serial Set volumes of House and Senate Documents (including Documents, Y 1.Cong./Sess:)

Item 996-C Clothbound volumes at the end of a session of Congress
Item 996-B Microfiche on a current basis as documents are issued. Dividers will be provided after serial numbers are assigned.

Please returned your survey cards before January 18, 1979 to:

Library Division (SLLA)
Government Printing Office
5236 Eisnehower Avenue
Alexandrial, VA 22304.

REPORT

OF THE

CONGRESSIONAL SERIAL SET COMMITTEE

TO THE

JOINT COMMITTEE ON PRINTING

August 1979

STANDARDIZATION OF THE
CONGRESSIONAL SERIAL SET

The basis for the Congressional Serial Set (bound compilation of Senate and House reports and documents) is title 44, sections 701, 719, 738 and 741. The Serial Set Committee, composed of representatives of JCP, GPO, LC, National Archives, Senate, House and depository libraries met and agreed on the following recommendations.

Beginning with the 96th Congress, there should be only one version of the Serial Set called the "Standard" Title instead of the two existing versions, the "A" Title (Posterity edition going to 22 by-law reserve recipients, LC, Senate and House Library, National Archives) and the "B" Title (Regular edition going to 898 depository libraries and 75 foreign exchange libraries).

The "A" Title sets cost on the average $58 per volume for binding (exclusive of printing), - a total of $301,638 during the 94th Congress and the "B" Title cost on the average of $21 per volume for binding, at a total of $3,150,042. Standardizing the set will bring the cost of the "A" Title down to that of the "B" Title. This will save about $193,068 in the 96th Congress.

The "Standard" Title should consist of the following characteristics:

1) Binding as used for the "B" Title (Tan Document Buckram). Do not use the red and green coloring and hand applied gold letters as used in the "A" Title This practice adds considerable expense to the "A" Title and is not considered essential for the needs of the 22 by-law recipients.

2) Cover and spine information as used in the "A" Title (Assigned Serial Number, the Series (e.g. Senate Report), the title of the volume, the Congress and the year of session (e.g. 95th Congress/1st Session). This information should be stamped on the spine in black ink with a black ink border on the sides.

3) The bound Serial Set should be printed at the end of the Congress, or if possible at the end of each session rather than being a compilation of slip reports and documents printed ahead of time and stored for as long as 18 months. Printing the material as needed will provide for uniform paper, eliminate the costs of storage, collation of material, back to press costs for damaged or lost material, and will free up bindery staff for work on other projects. (See GPO study Cost Review for "A" Titles 94th Congress).

4) The Serial Set should be printed on uniform long lasting paper stock. The Serial Set is supposed to be the archival set.

5) The volumes should be arranged strictly in numerical order within the classes of Senate documents, Senate reports, House documents, House reports, regardless of the thickness of the documents.

6) Running heads listing the report or document number should appear on each page of each item. This will make accessing multiple titles on microfiche easier (e.g., H. Rpt. 92-146).

7) Retain the serial volume numbering system, but do not use the subnumbering system. (Use 13000, 13001, not 13000-1, 13000-2). Eliminating the subnumbering system will provide a distinct number for each volume, simplify shelving and machine retrieval in indexing systems, and makes it easy to determine the number of volumes issued per Congress.

8) Retain special quality hard bindings, (e.g., Deschler's Precedents, Art in the Capitol). Reserve space on the spine top and bottom so a special label supplied by GPO with Serial Set information on it can be applied.

9) If at all possible, enlarge the inside margins so it is easier to rebind volumes.

10) The contents of the Serial Set should include all documents and reports produced by Congress including the Senate executive documents and reports. (The Senate executive documents and reports amount to about an inch of documentation or one volume per Session).

11) GPO should continue the practice of separate depository item selection numbers for those parts of the Serial Set which are published in both a document and department edition (e.g., Budget, Economic Report of the President, Security and Exchange Annual Report, Corps of Engineers Report). This will eliminate duplicate receipt of material.

CONGRESSIONAL SERIAL SET ON MICROFICHE

The Congressional Serial Set should be published on microfiche as well as paper in order to save space, increase usability, and save money in the Congressional Printing and Binding Appropriations. (All Serial Sets, including depository sets are paid for from this fund).

A study by GPO shows that during the 94th Congress, the 22 by-law reserve sets (5170 volumes) cost $58 per volume to bind (plus printing costs) for a total of $320,099 and the remaining 838 sets (150,002 volumes) cost $21 per volume to bind (plus printing costs) for a total of about $3,853,250.

A 1979 survey of the depository libraries on the unbound House and Senate reports indicated that 365 wanted microfiche and 398 wanted paper. It can be assumed that the same 365 would want the entire Serial Set (reports and documents) on microfiche. If 365 depositories at $21 per volume substitute microfiche, it will save about $1,486,600.* If just one of the 22 by-law recipients opt for microfiche it will save about $10,000.

The following procedures in producing the microfiche should be followed:

a) Film the slip reports and documents as soon as they are published and make the microfiche available as quickly as the paper.

b) Put only one report or document on a fiche.

c) The microfiche header should at the minimum include the following elements: Superintendent of Documents classification number, report or document number, title of document or report as well as the series title (Congressional Serial Set), Congress and session, House or Senate.

95-1 H. doc. 184	Projects recommended for deauthorization, annual report, United States Dept. of the Army, supplement ...House document-95th Congress, 1st Session; no. 95-184. (Congressional Serial Set)

d) Leave room in the upper left hand corner to add the Serial Set number later, if the library so wishes.

e) In order to provide flexibility in filing the microfiche and to allow for immediate filming of the material, furnish cardboard dividers listing the Serial Set volume number and the numbers of the reports and documents included in that volume. The dividers would be provided after the make up of the Serial Set is determined.

* A volume of 400 pages would equal 4 fiche with 100 pages on each fiche. Each master fiche costs $40 and each duplicate fiche costs 7 cents.

NUMERICAL LISTS AND SCHEDULE OF VOLUMES

The Numerical Lists and Schedule of Volumes of the Reports and Documents of the Congress lists numerically, with title, all of the House and Senate reports and documents issued during a session of Congress. The documents and reports are also listed and cataloged in the Monthly Catalog of Government Publications. It is recommended that the two publications be combined and that the information on the Serial Set be cumulated into a supplement to the Monthly Catalog.

It is proposed that the supplement to the Monthly Catalog be arranged in six sections (House documents, Senate documents, Senate executive documents, House reports, Senate reports, Senate executive reports). The supplement should appear as soon after each Congressional session as possible.

CONGRESSIONAL SERIAL SET
SUPPLEMENT TO THE MONTHLY CATALOG OF GOVERNMENT PUBLICATIO

No.
95-1:H.doc.184

Serial Set No.
13098

United States. Dept. of the Army.
Projects recommended for deauthorization, annual report. Supplement. Washington, U.S. Govt. Print. Off.
24 cm. (House document - 95th Congress, 1st session ; no. 95-184)
no. 1- 1976-
"Communication from the Acting Assistant Secretary of the Army (Civil Works)"
2d annual report, supp. no. 1.
●Item 996
ISSN 0362-9201
Main series: United States. Congress. House. Document
1. Water resources development — United States — Periodicals. 2. United States. Army. Corps of Engineers. I. Series: United States. 95th Congress, 1st session, 1977. House. Document ; no. 95-184.
TC423.U52a Suppl
333.9/1/00973
OCLC 2379926

Indexes

AUTHOR
United States. Dept. of the Army.
Projects recommended for deauthorization, annual report. Supplement. 95-1:H.doc.184; Congressional Serial Set No. 13098

SUBJECT
United States. Army. Corps of Engineers.
Projects recommended for deauthorization, annual report.
Supplement. 95-1:H.doc.184: Congressional Serial Set No. 13098

Water resources developement-United States-Periodicals.
Projects recommended for deauthorization, annual report.
Supplement. 95-1:H.doc.184; Congressional Serial Set No. 13098

TITLE
Congressional Serial Set No. 13098. 95-1:H.doc.184

Projects recommended for deauthorization, annual report. Supplement.
95-1:H.doc.184; Congressional Serial Set No. 13098.

SERIES/REPORT
House document-95th Congress, 1st session; 95-1:H.doc.184

CONGRESSIONAL SERIAL SET NUMBERS = CONGRESSIONAL REPORTS/DOCUMENTS NUMBERS
13098 = 95-1:H.doc.184

CONGRESSIONAL REPORTS/DOCUMENTS NUMBERS =CONGRESSIONAL SERIAL SET NUMBERS
95-1:H.doc.184 = 13098

GSA FPMR (41 CFR) 101-11.6
UNITED STATES GOVERNMENT

Memorandum

TO : Serial Set Committee DATE: March 29, 1979

FROM : Printing Specialist

SUBJECT: Cost Review for "A" Titles 94th Congress

The By-Law Reserve Twenty Two "A" Titles or deluxe copies bound during the 94th Congress consisted of 53 jackets for 94/1 and 95 jackets for 94/2 or a total of 148 jackets. Unable to find the amount charged against five of these jackets the remaining 143 jackets were charged to By-Law in the amount of $179,175.00 or $1253.00 per twenty two copies or $57.00 per book. This amount is considerably more than I first reported Investigation into these 148 jackets disclosed there were many that had to go back to press to print one or two reports, documents or maps that were missing when the work was collated into a bound volume. There seems to be many reasons why these reports, documents, and maps were missing. They were not held out during the original run, they were lost after they were held out, they somehow got torn, they were too dirty to use. You must bear in mind these copies originally were printed twelve to eighteen months before such a volume was created. There will have to be much research done but I believe if it can be done it would be cheaper to print a volume at a time. This would do away with the problem of storage, the By-Law Reserve section, the printing of less copies on the original run, plus no back to presses. I regret giving the erroneous cost figure previously.

Paul H. Loftus

Paul H. Loftus

Jacket Numbers and Cost for Twenty Two A Titles for the 94th Congress

45-001	$ 866.00
45-002	$ 958.00
45-003	$ 798.00
45-004	$ 882.00
45-005	$ 707.00
45-006	$ 702.00
45-007	$ 816.00
45-008	$ 960.00
45-009	$ 974.00
45-010	$ 857.00
45-011	$3148.00
45-012	$3735.00
45-013	$2442.00
45-033	$ 868.00
45-034	$1047.00
45-035	$ 878.00
45-036	$1179.00
45-037	$ 686.00
45-038	$ 841.00
45-039	$ 729.00
45-041	$ 911.00
45-042	$5869.00
45-060	$ 854.00
45-061	$4235.00
45-062	$ 859.00
45-063	$ 797.00
45-064	$ 736.00
45-065	$ 778.00
45-066	$1067.00
45-067	$1752.00
45-068	$ 884.00
45-069	$1007.00
45-070	$1315.00
45-071	$1136.00
45-072	$1006.00
45-073	$1128.00
45-075	$ 727.00
45-076	$ 824.00
45-077	$ 791.00
45-078	$ 973.00
45-079	$ 989.00
45-080	$ 851.00
45-081	$1807.00
45-082	$ 804.00
45-083	$ 894.00
45-084	$ 844.00
45-085	$ 726.00
45-087	$ 843.00
45-088	$ 963.00
45-089	$1923.00
45-090	$ 864.00
45-091	$ 839.00
45-092	$1801.00
37-004	Unable to find jacket.
64-002	$ 973.00
64-003	$2452.00
64-004	$1017.00
64-005	$1860.00
64-006	$ 765.00
64-007	$2008.00
64-008	$ 952.00
64-009	$ 802.00
64-010	$1055.00
64-011	$ 855.00
64-012	$ 779.00
64-013	$2157.00
64-014	$ 806.00
64-015	$1148.00
64-016	$ 787.00
64-017	$ 934.00
64-018	$1254.00
64-019	$1025.00
64-020	$ 983.00
64-021	Unable to find jacket
64-022	$ 989.00
64-042	$1078.00
64-043	$1084.00
64-044	$ 958.00
64-045	$1038.00
64-046	$1091.00
64-047	$1190.00
64-048	$1292.00
64-049	$1087.00
64-050	$1101.00
64-051	$ 968.00
64-052	$1062.00
64-053	$ 985.00
64-056	$ 968.00
64-057	$ 995.00
64-058	$ 814.00
64-059	Unable to find jacket
64-060	$1089.00
64-061	$1188.00

Jacket Numbers and Cost for Twenty Two A Titles for the 94th Congress

64-062	$1033.00
64-063	$ 689.00
64-064	$ 910.00
64-065	$ 757.00
64-070	$1074.00
64-071	$3834.00
64-072	$1592.00
64-073	$1710.00
64-074	$2350.00
64-075	$1861.00
64-076	$1431.00
64-077	$1744.00
64-078	$4037.00
64-079	$1794.00
64-080	$1454.00
64-081	$ 770.00
64-082	$ 701.00
64-083	$ 804.00
64-084	$ 928.00
64-085	$ 822.00
64-086	$ 776.00
64-087	$ 780.00
64-[illegible]8	$ 760.00
64-[illegible]9	$1156.00
64-090	$1037.00
64-091	$ 852.00
64-092	$ 749.00
64-093	$1035.00
64-094	$1105.00
64-095	$1099.00
64-096	$1275.00
64-097	$1166.00
64-098	$1154.00
64-099	$1071.00
64-100	$ 950.00
64-107	$1298.00
64-108	$1250.00
64-109	$1258.00
64-110	$1002.00
64-115	$ 985.00
64-116	$1002.00
64-117	$1232.00
64-123	$3197.00
64-124	$ 872.00
64-126	$1189.00
64-127	$2282.00
64-128	$ 970.00
	$ 976.00
64-131	$ 903.00
64-132	$ 949.00
64-133	$1032.00
64-134	$4413.00
64-135	$1498.00
64-136	$1697.00
64-137	Unable to find jacket
64-138	Unable to find jacket

$179,175

MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

: Joint Committee on Printing

DATE: May 24, 1979

FROM : Chief, Congressional Information Section

SUBJECT: Binding for depository libraries

A total of 860 copies were bound on the following publications (B-titles):

Jacket number	860 volumes	1 volume
64-023	$25,014.93	$28.62
64-024	14,994.08	17.44
64-025	17,382.78	20.21
64-027	15,322.02	17.82

W. Scott Sonntag

W. SCOTT SONNTAG

NUMERICAL LIST AND SCHEDULE OF VOLUMES.

The Printing Act of 1895 directed that "the Superintendent of Documents shall, at the close of each regular session of Congress,...prepare and print in one volume a consolidated index of Congressional documents, and shall index single volumes of documents as the Joint Committee on Printing directs." This provision is still currently contained in title 44 of the United States Code, (sec.1710).

The "consolidated index of Congressional documents" which was prepared in compliance with the Printing Act of 1895 was popularly known as the "Document Index" in order to distinguish it from the "Document Catalog" which was also prepared by the Superintendent of Documents. Prior to the enactment of the Printing Act of 1895, Congressional documents and reports were indexed in numerous indexes.

The so-called "Document Index" was first issued in 1897 and listed Documents and Reports for the 1st session of the 54th Congress. The "Document Index" was issued until it was discontinued by a ruling of the Joint Committee on Printing. The last issue being No.43 which listed Documents and Reports published during the 72nd Congress, 2nd Session.

Ever since the discontinuance of the "consolidated index of Congressional documents" or "Document Index", Congressional documents and reports have been listed in a pamphlet published by the Superintendent of Documents entitled, "Numerical Lists and Schedule of Volumes." It merely lists numerically, with title, all of the House and Senate Reports and House and Senate Documents issued during a session of Congress. No alphabetical or subject indexing is contained in this publication.

The first copy of the "Numerical List" was issued at the end of the 73rd Congress in 1934 and listed material for both the 1st and 2nd Sessions, as well as the Special Session of that particular Congress. Since that time the "Numerical List" has been published at the end of each session of Congress, and lists Reports and Documents issued by Congress during the session. The "Numerical List" also indicates the specific volume or volumes of the Congressional Serial Set, in which each Report and Document is bound. Libraries who receive the Congressional Serial Set (bound volumes of House and Senate Reports and Documents) should also receive the "Numerical Lists and Schedule of Volumes" for easy access to the Congressional Reports and Documents.

The "Schedule of Volumes" which is located at the back of the publication, lists numerically, by Serial Number, each volume of the Congressional Serial Set, as well as the contents of each volume. It also indicates which House and Senate Documents were published in both departmental and document editions, with notes to that effect. At one time the "Schedule of Volumes" was issued in separate form preliminary to the consolidated index of Congressional documents or so-called "Document Index." Now it is issued as part of the "Numerical List." The "Schedule of Volumes" is planned at the beginning of a new session of Congress as soon as it is determined that all Documents for the previous session have been submitted for printing, and it is compiled as the session of Congress progresses.

In preparing the "Numerical Lists and Schedule of Volumes" we do aim for accuracy and much checking and re-checking goes into its preparation.

Preparation of the Numerical List:

As I mentioned in my earlier presentation on the Congressional Serial Set, a 3 x 5 card is typed for each Congressional Report and Document when it is received from the Bindery in the Main Government Printing Office. The Report or Document Number and the full title or an abbreviated title is indicated on the card, and these cards serve a two-fold purpose--to prepare a "Table of Contents" for the Miscellaneous Volumes of the Congressional Serial Set and later as copy for the printer in preparing the "Numerical List."

The banded groups of cards with the "cover card" or "volume card" at the front, that were used to prepare a "Table of Contents" for a specific Serial Set Volume are retrieved from the file. Each card in the group is now stamped in the lower right hand corner with the volume number of the Serial Set Volume and the Serial Number of the volume in which the Report or Document has been bound. The cards are then taken from the grouping and filed in the file in numerical sequence by category--i.e.,Senate Reports, House Reports, etc. A card with the category heading is prepared and filed at the beginning of each category. Cards are typed for any missing numbers which for one reason or another may be blank or as yet may not have been printed. If the publication has not been printed, an approximate title is typed on the card, with a footnote to the effect that it has not been published. Every numbered report or document must be accounted for.

Each card is checked and any wording that doesn't harmonize is revised. The cards are then marked with markings for the printer.

The "Schedule of Volumes" is typed and the copy is also marked with markings for the printer. Publications which have not yet been published are marked with an asterisk and a "footnote" to that effect.

The cover and introductory pages for the "Numerical List"are prepared, using "proof copy" of those pages from the preceding session of Congress. The last preliminary page is marked with information that the "cards" follow. The 3 x 5 cards are again checked to be sure they are in numerical sequence and that every number is included. The cards and the copy are then folioed, and the cards are banded into groups of 100. The last card is marked to the effect that prepared copy for the "Schedule of Volumes" follows.

"Instructions for the Printer" which contain information regarding hearings and the type sizes to be used for the various headings, are prepared.

The banded cards, the preliminary pages, the typed Schedule of Volumes, the Instructions for the Printer, and a sample copy of the Numerical List from the preceding session of Congress are "hand carried" to the Documents Control Branch where a Printing Requisition is obtained. The Printing Requisition, along with the banded cards, the preliminary pages, the typed Schedule of Volumes, the Instructions for the Printer, and the sample copy are then carried to the Planning Service Division where a printing jacket is prepared and proof copy is ordered printed.

After the proof is received it is read and corrected, and then it is returned to the Main Government Printing Office "o.k. to print." The printed copy is available approximately four weeks after the "proof" is returned "o.k. to print."

prepared by: Virginia F. Saunders
Congressional Documents Specialist

THE CONGRESSIONAL SERIAL SET

"Publications ordered printed by Congress,or either House, shall be in four series, namely:

one series of reports made by the committees of the Senate, to be known as Senate reports

one series of reports made by the committees of the House of Representatives, to be known as House reports

one series of documents other than reports of committees, the orders for printing which originate in the Senate, to be known as Senate documents, and

one series of documents other than committee reports, the orders for printing which originate in the House of Representatives, to be known as House Documents

The publications in each series shall be consecutively numbered, the numbers in each series in each series continuing in unbroken sequence throughout the entire term of Congress..." (Sec.719).

Under the present law the Public Printer is authorized to bind a sufficient number of copies of House Documents and Reports and Senate Documents and Reports which are to be delivered to the Superintendent of Documents for distribution to "State libraries and other designated depositories for their permanent files." The libraries may also receive this material in unbound form at the time of printing, if they so choose, by notifying the Superintendent of Documents to that effect prior to the convening of a session of Congress.

The Public Printer is also authorized to bind reports and documents in reserve #741 volumes for the Senate and House Libraries. The binding is done in the Book Edition Section of the Bindery in the Main Government Printing Office. These bound volumes of Congressional Documents and Reports are known at the present time by the popular title "Congressional Serial Set." In earlier years this set has been known by

various other titles such as the "Congressional Set" because it is comprised of Congressional documents, the "Sheep Set" because at one time the volumes were bound in beautiful sheep leather which proved to be unsatisfactory through the ravages of time, and the "Serial Number Set" merely because each volume is assigned a Serial Number for identification.

The present numbering system which began with the 1st Session of the 15th Congress in 1817, was devised by Dr. John G. Ames who at one time was in charge of the Document Division of the Interior Department. The assigned numbers have run consecutively ever since that time. It has not been possible to adapt material issued by both Houses of Congress during the first 14 Congresses into a serial numbering plan, since the material issued during that time was a series of folio documents to which no numbers were added.

Presently, the Congressional Serial Set volumes are divided into the following categories in both the House of Representatives and the Senate:

Miscellaneous Reports on Public Bills
Miscellaneous Reports on Private Bills
Special Reports
Miscellaneous Documents

A "special report" is a report on a subject that does not accompany a piece of legislation.

There is a lot of work involved in preparing the Congressional Serial Set. It is a very detailed work and it must be accurate, since the volumes are bound for posterity--although no one is infallible.

Any document or report which contains slightly less than, or more than 400 pages on one subject is bound individually at the time of printing and receives the title

suggested by the subject of the volume. This is in accordance with provisions contained in Title 44 of the United States Code, (sec.738). These publications are assigned an individual Serial Number in a series and they are not sent to Depository Libraries in paper copy. The libraries receive them in bound copy only. Odd size publications are handled in the same manner. Because of their odd size they cannot be bound with another publication. The printing jackets for these publications are written for what is known as "immediate binding" for the Depository and Foreign Exchange copies. Also included are a few copies for the Library of Congress, National Archives and the Senate Library. In other words the publications are bound on the work jacket at the time of printing. The so-called "By-law Reserve" or posterity copies of this material are bound at a later date on a separate jacket assigned from a group of jacket numbers which have been reserved for this purpose.

The Stamping Desk in the Bindery prepares what is known as a "dummy book" and sends it to me requesting "stamping copy" for the Depository and Foreign Exchange copies. I assign a Serial Number in the proper series, prepare the Stamping, and return it to the Stamping Desk in the Main Government Printing Office. A stamping plate is then made up. A copy of the "Stamping Proof" is sent to me for approval (O.K.) or correction. I either approve or correct the copy and return it to the Stamping Desk and the cases or covers are ordered to be stamped. The Depository and Foreign Exchange copies, plus a few copies for the Library of Congress, National Archives and the Senate Library are also known as "B Title" for identification purposes. They are bound in Tan Document Buckram and stamped on the spine in black ink with a black ink border on the sides.

Currently, prior to the beginning of a new fiscal year on October 1st, a memo is sent to Planning Service and the Bindery Division of the Government Printing Office, listing the Superintendent of Documents Depository Counts for Congressional material which will

be needed to supply Depository Libraries during the new session of Congress. This is a "fixed count" and cannot be changed during a session of Congress, since title 44 states that libraries who desire to receive this material must notify the Superintendent of Documents prior to the convening of a session of Congress. The memo indicates both the number of documents and reports needed in unbound form for immediate delivery, and the number of documents and reports which are to be held for binding later(as the Congressional Serial Set).

The copies held for "binding later" are stored in the basement of the Government Printing Office until the "dummy volume" which I prepare is received by the Book Edition Section of the Bindery. The copies are brought up from the basement when the volume is ready to be "worked" or cumulated by the Bindery.

The memo also lists the count needed for certain other documents issued annually by Congress and which are bound separately. The count is based on the number of copies currently being mailed to Depositories, plus allowance for new libraries which will be designated during the year, plus a few "over-copies" for claims for damaged copies or non-receipt by Depository Libraries, since the Serial Set is bound in a very limited edition.

As the result of a memo to Planning Service, I receive from the Bindery in the Main Government Printing Office, two copies of every report and document that is printed. One copy is maintained in a "reference file" and the other copy is used to make-up a "dummy" Serial Volume which the Bindery uses as a pattern when cumulating and binding the volume.

A 3 x 5 card is typed for each report and document. The report or document number and the full title or an abbreviated title is indicated on the card. The card is then filed numerically according to the category it would fall into when it is bound in the

Serial Set--i.e., Public Report, Private Report, etc. These cards serve a two-fold purpose. They are used to prepare a "Table of Contents" for the Miscellaneous Volumes of the Congressional Serial Set and later are used as copy for the printer in preparing the Numerical List. The report or document itself is then assigned tenatively to a "dummy" Serial Volume.

The complete Congressional Serial Set is not sent to Depository Libraries. It is bound and distributed only to the Library of Congress, the House Library, the Senate Library, National Archives Library, and the Superintendent of Documents library collection which is now housed at National Archives. Publications which originate in departments, bureaus, and independent establishments of the Government, are sent to Depositories only in the binding used by the agency issuing them, providing the library has selected to receive the Item Number under which the publication is distributed. However, fewer and fewer departmental reports are being printed in both departmental edition and Congressional document form.

Preparation of Miscellaneous Volumes:

Miscellaneous documents and reports are cumulated into a group approximately 2 1/2 inches in depth before being sent for binding. Occasionally, at the end of a Session of Congress it is necessary to make the last couple volumes larger or smaller in depth in order to balance the number of publications in the volume. As a general rule, I hold the depth to 2 1/2 inches since volumes larger than this are difficult to handle when doing research.

The 3 x 5 card is now pulled from the file which corresponds to each report or document in the group to be bound. A "Table of Contents" is typed for the volume from the 3 x 5 cards. The cards are then banded and a "cover card" showing the title of the

volume, the Serial Number, the Volume Number in the series and the assigned Jacket Number is typed and placed at the front of the cards. This group of cards if then returned to the file to await "proof copy." The "cover card" also has space to record the date the "dummy volume" was sent for binding, the date the proof copy was received, and the date the proof copy was returned "O.K. to print." A "title page" is prepared for the volume, a stamping pattern for the "Depository & Foreign Exchange" copies is prepared, also a stamping pattern for the "By-law Reserve" copies. Stamping for Depository & Foreign Exchange copies consists of the assigned Serial Number, the title of the volume, the number of the report/s/ or document/s/, the Congress and session and the year of the session of Congress. Stamping for the "posterity" edition or "A Title" consists of the assigned Serial Number, the series, the volume number in the series, the title of the volume, the Congress and session, and the year of the session of Congress.

If there is a corrected or Star print in the volume, a memo is written to the Bindery "to be sure to get the corrected print" from the basement. If there is a public report in the volume which was printed on a "private jacket" this means not enough copies were held out for binding this volume. A memo is written to the Bindery asking them to either obtain or go back to press for the additional copies needed. A "binding request" is prepared for the volume and signed. Special packaging instructions, if there is such, are prepared and attached to the "binding request."

In preparing the "dummy volume" itself for binding. The reports or documents must be arranged in numerical sequence. Star prints must be marked "be sure to get corrected print." Incorrect Congress, session and document or report numbers must be marked to be corrected. If there is more than one part to a report or document, each part must be marked to "be sure to obtain the succeeding part." If the report or document is printed with "pt.1" and no other parts have been issued, the publication must be

marked "part 1 only." If an errata or addendum was issued to a report or document, the publication must be marked "be sure to get errata or addendum."

The "title page," the "table of contents," the stamping for both "back titles" and memos are placed on top of the dummy volume. A piece of cardboard precut to the size of the volume is placed on the top and bottom of the volume. The "binding request" with packaging instructions is placed on top of the cardboard. The volume is then tied with string and is currently routed to the Congressional Printing Desk in the Main Government Printing Office where it is recorded and the printing jacket on which the publication is to be bound is opened.

The blank jacket along with the "dummy volume" is then forwarded to the Book Edition Section of the Bindery. The volume is sewn and a paper cover which identifies the contents of the volume is prepared and glued on it. A distribution sheet for "A Title" and "B Title" is then prepared, and the "dummy volume" with the blank jacket is forwarded to the Jacket Preparation Section where the jacket is completed. The "dummy volume" is then sent to the Composing Division where the "title page" and "table of contents" is ordered set in type and printed.

"Proof copy" for the "title page" or "title page" and "table of contents" as the case may be, along with the "dummy volume" is delivered to me from the Composing Division. The "dummy volume" is checked to be sure that all material was sewn in the proper sequence. The proof is read, necessary corrections are made on the copy, and the "proof" along with the "dummy volume" is returned to the Composing Division "O.K. to print." On occasion where there is major corrections to be made, it is necessary to request a second proof. The Composing Division returns the "dummy volume" to the Book Edition Section to be held until the "title page" or "title page" and "table of contents" is printed and the volume can be cumulated.

Currently, there is only 22 copies bound of the "posterity edition" or so-called "A Title." The Senate Library receives 3 copies, the House Library receives 5 copies, the Library of Congress receives 10 copies, National Archives receives 2 copies, the Superintendent of Documents Library which is now housed at the National Archives, receives 1 copy, and 1 copy is delivered to the Accounts Division in the Government Printing Office for billing purposes.

The "posterity edition" is bound in Tan Document Buckram, stamped with a black ink border on the sides, stamped with red, green, and black ink labels on the spine, and then stamped with imitation gold stamping. Smaller or odd size volumes are stamped in black ink only.

The Congressional Serial Set can only be so current. At one time it was possible to prepare a volume for binding as soon as 2 1/2 inches of Miscellaneous Publications were cumulated. This is no longer possible due to new legislative procedures in Congress which began with the 94th Congress. We have no way of knowing how many parts will be issued to a report. This necessitates holding the whole group until the end of the Session of Congress before sending it for binding, in order to be sure that all parts of the report are included. In any instance where additional parts of a report are issued during the 2nd Session of Congress, cross references are made. At the present time Reports and Documents of the 1st Session of the 95th Congress are being bound.

The bound volumes of Congressional Reports and Documents are a valuable source of information to the general public, law students, social scientists, lawyers, judges, et al., in determining the legislative intent in the enactment of a statute after its passage by Congress.

prepared by: Virginia F. Saunders
Congressional Documents Specialist

UNITED STATES GOVERNMENT PRINTING OFFICE

November 29, 1979 (#244)

Honorable Frank Thompson, Jr.
Chairman, Joint Committee on Printing
Room S-151, U.S. Capitol
Washington, D.C. 20510

Dear Mr. Chairman:

This is in further response to your letter of October 10, 1979, regarding the Congressional Serial Sets.

In accordance with the first directive to standardize the serial sets into one style of binding, we are prepared to implement the single version beginning with material from the 96th Congress. It should be reemphasized that the estimated savings of approximately $193,068 realized from elimination of the more expensive binding reflects savings over a 2-year Congress and not for a single fiscal year as is customary when we review our appropriation estimates.

In regard to the second directive the Superintendent of Documents is preparing a survey to ascertain the desires of the by-law recipients in receiving the Serial Sets in either microfiche or hard copy. Upon completion of this survey we will follow the decisions of the various recipients.

There will be no problem in issuing the "Numerical Lists and Schedule of Volumes of the Reports and Documents of the Congress" as an annual supplement to the "Monthly Catalog of United States Government Publications" to conform with the third directive. We are now in the process of planning the format and procedures for doing this.

In your letter you also requested a cost comparison of the present method of producing the serial sets by overrunning, storing the unbound signatures, assembling, sewing, and casebinding versus a proposed procedure of printing and binding the required number as soon as enough consecutive material for a volume became available. Production figures for fiscal 1977 (the most current information on completed serial sets) show a total of 94,804 pages of documents and reports were printed. The cost for printing, storing, assembling, reprinting if necessary, and

binding these pages under the present procedure totaled $2,335,337. Under the proposed procedure of printing a complete volume when enough material has accumulated this same number of pages would cost $3,050,864. The increase of $715,527 is primarily due to the cost of nearly 3,000 additional plates, press makereadies, and binding makereadies which are not necessary under the present method.

The costs of storage of signatures for the serial sets for the 95th Congress, 1st Session will amount to about $6,500. The volume of material reprinted due to loss or damage for the 95th Congress, 1st Session amounted to approximately 30 copies each of 126 32-page signatures which had been damaged, destroyed, or had never been printed in sufficient quantity originally. The value of this reprinted material amounted to approximately $14,600, less than .07 percent of the total cost.

Transition to photocomposition will increase the cost if Recommendation 6 is adopted because all of the accumulated material which has hopefully been stored in a data base will have to be rerun through the text editing system to generate running heads and will then have to be completely rephotocomposed on the phototypesetting machine. A conservative estimate for this additional 95,000 negatives will approximate $138,000.

I trust this answers your questions.

Sincerely,

JOHN J. BOYLE
Public Printer

JOINT COMMITTEE ON PRINTING
U.S. CAPITOL
WASHINGTON, D.C. 20510

MEMORANDUM

Date:

TO: Joe

FROM: Bernadine

SUBJECT: Information on Serial Set for Appropriations presentation

questions:

1. The savings of $193,068 was realized during the 96th Congress, because the set was standardized and the cost of an "A" set will not be incurred. It could be assigned to 1980 or 1981.

2. If the Serial Set were still being produced only in the bound paper version, 948 sets would have been produced in paper. Instead during the 96th Congress, 468 recipients chose paper and 480 chose microfiche.

948 sets bound in paper would have cost $5,473,894.20
printing for 235 volumes per set = $839.15
binding for 235 volumes per set = $4935
cost per set $5774.15
times 948 sets = $5,473,894.20

(these figures are based on 94th Congress costs and size of each set)
468 sets were actually printed and bound at cost of $2,702,302.20

480 sets were produced in microfiche at a cost of $215,560.80
235 volumes were filmed on 2928 microfiche.
A master for each of the 2928 fiche was produced=$117,120
Duplicates of 2928 microfiche were produced at the cost of $204.96 per set of duplicates for 480 =$98,380.80
Cost of master and duplicates for 480 = $215,500.80

Total cost of Serial Set in paper and microfiche for 948 libraries is $2,917,863.00

94th Congress costs $5,473,894.20
96th Congress costs $2,917,863.00
savings in 96th $2,556,031.20

see attached information, so you can see how I arrived at my conclusions. GPO library division gave me the figures on how many recipients had selected what. foreign exchange libraries selected 23 in microfiche and 20 in hard copy, 1 library did not select either version. Those figures are in the total number of copies.

CHARLES MCC. MATHIAS, JR., SENATOR FROM MD., CHAIRMAN
JOHN W. WARNER, SENATOR FROM VA.
MARK O. HATFIELD, SENATOR FROM OREG.
HOWARD W. CANNON, SENATOR FROM NEV.
WENDELL H. FORD, SENATOR FROM KY.

THOMAS J. KLEIS, STAFF DIRECTOR
ANTHONY J. ZAGAMI, GENERAL COUNSEL

Congress of the United States
Joint Committee on Printing

AUGUSTUS F. HAWKINS, REPRESENTATIVE FROM CALIF., VICE CHAIRMAN
JOSEPH M. GAYDOS, REPRESENTATIVE FROM PA.
ED JONES, REPRESENTATIVE FROM TENN.
NEWT GINGRICH, REPRESENTATIVE FROM GA.
LYNN MARTIN, REPRESENTATIVE FROM ILL.

S-151, U.S. CAPITOL
WASHINGTON, D.C. 20510
PHONE: 224-3241

July 15, 1982

The Honorable Danford L. Sawyer, Jr.
Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Mr. Sawyer:

On October 10, 1979, the Joint Committee on Printing requested the Government Printing Office to make certain changes in the production and indexing of the United States Congressional Serial Set, which would improve the set, as well as cut the cost of production. A number of requests in that letter still have not been implemented; and since that time, the Advisory Committee on the Serial Set has made additional recommendations, which will further improve the set.

Below are three of the requests that have not yet been acted upon. Please let us know when they are in place.

(1) The reports and documents that make up the Serial Set were to be filmed only once, with one report or document to a fiche. The microfiche were then to be mailed to the Serial Set recipients, including international exchange libraries, as soon after filming as possible. In instances where libraries have gaps in their 96th Congress Set, they were to be provided with the missing individual fiche. Complete volumes should not be refilmed.

(2) Cardboard dividers listing the Serial Set volume number and the numbers of the reports and documents included in that volume of the Serial Set were to be issued to those receiving the Serial Set in microfiche, beginning with the 96th Congress.

(3) The Numerical Lists and Schedule of Volumes of the Congress was to be issued as a supplement to the Monthly Catalog.

I understand that the Serial Set in either bound paper or microfiche is continuing to be offered to foreign exchange libraries and that as of June 1982, 23 have opted for paper and 23 for microfiche.

In order to further improve the Serial Set, the Joint Committee requests you to implement the following new standards as soon as possible.

(1) Standardization of the format, style, and order of information on the spine and the cover of the bound paper sets.

a. There are to be five panels of information on the spine, these panels to be divided by rules. (See attached samples).

1st panel	Serial Set number: e.g. 21324
2nd panel	Series title: e.g. "U.S. Congressional Serial Set"
3rd panel	Subseries title: e.g. "Senate Reports"; Number of reports: e.g. Nos. 395-423; Give specific title of publication if there is only one publication, or if several parts of a publication with the same title are bound together in one volume: e.g. "Our Flag" (Exhibits 4, 7, 10)
4th panel	Congress: e.g. 97th Congress; session: e.g. 1st Session; year: e.g. 1981
5th panel	Name of library: e.g. Library of Congress, Senate Library, National Archives, or Library H. of R.; copy number: e.g. NO. 1 (Exhibits 5, 6)
Exception:	when spine is less than 1/4 inch, all information will appear on the cover.

b. The number of panels of information on the cover will depend upon the size of the spine and the amount of information printed on the spine. The kind and order of information will be the same as on the spine. (Exhibits 7 - 10)

c. The following type styles will be used:

Garamond for library property stamps. (Exhibit 11)

Cheltenham Bold Condensed for all other information. (Exhibits 1 - 10)

d. The attached samples indicate the type sizes to be used. Size of type will vary according to the size of the spine and the cover.

e. Double rule box borders on the cover will be eliminated.

(2) Standardize the binding of the Set.

a. Use F grade buckram.

b. Smythe sew with sewn on acid free end sheets.

c. Add string to the case at the head and tail for reinforcement.

d. Use index paper for backliner on case.

e. Leave as much inside margin as possible.

170

(3) Standardize the carboard divider for the microfiche version of the Serial Set as follows. (Exhibit 12)

a. Use acid free cardboard.

b. Include the Superintendent of Documents classification number for the Serial Set.

c. Include the Superintendent of Documents classification number for each report or document included in that Serial Set volume.

d. Include the full title of the U.S. Congressional Serial Set and the Serial Set number.

e. Include the Subseries name, e.g. Senate Reports.

f. Include the Congress and the Session.

With your help, I am sure that we can fulfill the purpose of the Serial Set, which is to preserve the reports and documents of the Congress for posterity.

Sincerely,

Charles McC. Mathias, Jr.
Chairman

cc:
Raymond Taylor
Advisory Committee on the Serial Set
Jay Young
Al Buchwald
Virginia Saunders
Charles Enterline
Anthony Truman

Enclosures



United States Government Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

January 12, 1987 (43)

Honorable Frank Annunzio
Acting Chairman, Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510

Dear Mr. Chairman:

This is in response to a Joint Committee on Printing letter dated November 20, 1986, requesting that I furnish the Serial Set Working Group with information they would need to determine ways of cutting the cost of the Serial Sets.

The first item requested in that letter was a step-by-step description of how the Serial Sets are put together and the cost of each step. The following is a description of the steps and approximate costs necessary to produce 478 copies of a Serial Set. The costs shown below are an average of 5 randomly selected Serial Sets. The cost for storage of the signatures used in the Serial Sets is charged to an open jacket and not to the individual Serial Set jackets. The storage cost in the following example is a computed average storage charge.

Storage	$ 720
Composition (Title Pages)	399
Printing (Title Pages)	98
Back-to-Press	401
Collation	7,862
Sewing	1,784
Casing	5,673
Stamping on Spine	740
Packaging	514
Total	$18,191

The second item requested was the number of volumes produced in the 98th Congress including total cost and cost per volume for the Depository, Foreign Exchange and By-law copies. The Serial Sets for the entire 98th Congress have not yet been completed. However, we have finished billing the Serial Sets for the 1st session of the 98th Congress. The following figures are for the 50 Serial Sets for the 1st session of the 98th Congress:

	Volumes	Cost	Cost per Volume
Depository	22,000	$ 887,458	$ 41
International Exchange	800	32,904	$ 41
By-law	1,100	128,872	$117
Total	23,900	$1,049,234	$ 44

The final item requested was the difference in the cost of holding material for binding versus printing on-demand as each volume is ready for binding. The following example compares the cost of the two methods of producing Serial Set 13545.

	Current Method	On-Demand
Storage	$ 720	$ 0
Printing (Text Pages)	944	17,247
Composition (Title Pages)	335	335
Printing (Title Pages)	97	97
Back-to-Press	161	0
Collation	8,218	8,218
Sewing	1,725	1,725
Casing	5,927	5,927
Stamping on Spine	824	824
Packaging	697	697
	$19,648	$35,070

The difference in costs shown in the above example is due to three items. The first is storage which is charged in the current method and would not be necessary in the on-demand method. The second is Printing (Text Pages) which is higher in the on-demand method because of the makeready costs necessary to setup the press and folding machines. The printing of the text

pages under the current method is charged to the jacket on which the report or document is originally printed. There is no makeready cost charged to the Serial Set jacket in the current method because the makeready cost is also charged to the jacket on which the report or document is printed. The third difference is the elimination of the back-to-press charges under the on-demand method.

Under the on-demand method, the cost for producing the Serial Sets would increase for the Depository copies as well as for the By-law copies. The cost of the Depository copies on the above example would increase by $1,663 because the cost of printing would increase due to the different production method used to produce short-run copies.

Billings for Serial Sets up to and including the 98th Congress, 1st session included a 30% rush surcharge. Beginning with the 2nd session of the 98th Congress, billings for Serial Sets no longer include this surcharge because it was determined that Serial Sets do not fall into the rush category of work. Also, due to new control procedures, the back-to-press charges on current and future issues of Serial Sets should be negligible. We have taken measures to substantially reduce or eliminate the spoilage of signatures being held for binding in Serial Sets.

The November 20, 1986, letter indicated that any cost saving recommendations could be applied to materials for the 99th Congress. The material for Serial Sets for the 99th Congress is approximately 80% printed and currently being held for binding. The letter also indicated that all volumes are produced electronically. In fact, there are some portions of many Serial Sets which are produced from camera copy.

I hope this information will give the Serial Set Working Group enough information to recommend improvements and increase the cost-effectiveness of the Serial Set production process.

Sincerely,

RALPH E. KENNICKELL, JR.
Public Printer

ESTIMATED COSTS OF SERIAL SET BINDING FOR DEPOSITORY DISTRIBUTION, 98TH CONGRESS

GPO Binding Costs

Number of volumes in Serial Set, 98th Congress (est.)	110
Number of libraries selecting bound Serial Set	x 432
Total no. of Serial Set vols., 98th Congress	47,520
GPO binding cost, per volume[1]	x $ 128
Total cost of depository copies	$ 6,082,560

Contractor Binding Costs

Total no. of Serial Set vols., 98th Congress	47,520
Contractor binding cost, per volume[2]	x $ 9.70
Total cost of depository copies	$ 460,944

[1] This figure represents the average per volume binding cost at GPO. It resulted from a study of GPO bindery operations completed by the JCP auditor, and has been corroborated by GPO financial management officers.

[2] The average contractor binding cost per volume was also determined by the JCP auditor in the study cited above.



THE LIBRARIAN OF CONGRESS

WASHINGTON, D.C. 20540

February 19, 1987

Dear Mr. Chairman:

It has come to my attention that the Government Printing Office is proposing to provide to depository libraries the U.S. Congressional Serial Set in microform only. I would presume that the archival set received at the Library of Congress would continue to be in paper form. Although I am very sympathetic with the Public Printer's desire to effect savings wherever possible, I did want to share with you and the Public Printer our experience at the Library of Congress with the use of paper and microform copies of the documents of the U.S. Congress. I would expect this experience would parallel that of other depository libraries, including law libraries.

The Law Library is the custodian of the Library of Congress' paper copy of the set. The reference staff reports that next to law reviews, the Serial Set is the most heavily used material in the Law Library. Its use is by congressional staff and the general public. Historically, the compilation of legislative histories and the use of the congressional documents have comprised one-third of the activity in the Law Library Reading Room — one of our busiest reading rooms. Ninety percent of all users make copies from these volumes.

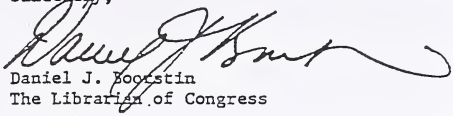
In recent years, the Department of Justice library disposed of a substantial portion of their paper copy of the Serial Set, intending to rely on the Congressional Indexing Service microfiche. They now borrow the paper copy from the Library of Congress because their users refuse to use the microfiche edition.

More importantly, copies made from the microfiche edition are more expensive and are of an inferior quality. It would be unfortunate, after the Congress' historical investment in the depository library program to assure citizen access to government information, to curtail access to the records of the Congress.

The Library of Congress relies heavily on microform for a multitude of types of materials, but we must rely on paper copy for those materials most frequently used by our readers. The Government Printing Office's program to provide microfiche for most government publications has been applauded by librarians and by the government document specialists at the Library of

Congress. We encourage this but consider the U.S. Congressional Serial Set to be an exception because of its heavy use by patrons in libraries across the country.

Sincerely,



Daniel J. Boorstin
The Librarian of Congress

The Honorable
Frank Annunzio
Chairman, Joint Committee
on Printing
Washington, D.C. 20515



United States Government Printing Office
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

March 17, 1988

Mr. John J. Wenstrup
Auditor
Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510

Dear John:

This is in response to your request for information pertaining to the cost of certain publications.

The information is as follows:

The cost of printing and binding Congressional Serial Sets for distribution to Depository Libraries is estimated to be approximately $977,000 for paper (Hardcopy), and approximately $21,000 in microfiche form.

The cost of printing and binding Congressional Hearings for distribution to Depository Libraries is estimated to be approximately $560,000 for paper (Hardcopy), and approximately $185,000 in microfiche form.

These estimates are based on the average cost for binding Serial Sets, and include the cost of printing the signatures for binding. The estimates are based on the Appropriation volume estimates for FY 1987. The estimates for microfiche are based on the latest contract for microfiche.

Some copies of "Foreign Relations of the U.S." are printed with Document Titles. The additional cost of printing and binding copies for distribution with Document Titles range from $4,970 for a 684 page publication to $14,870 for a volume of 2,724 pages produced in 2 parts. The average cost is $6,500 per volume or part. At the average cost per volume, a 19 volume



Page 2

series will cost approximately $123,500. The printing and binding of these volumes are produced by commercial printers.

If you desire more information on the subjects please contact me at your convenience.

Sincerely,

M. J. CANNON
Assistant Public Printer
(Financial Policy and Planning)

UNITED STATES GOVERNMENT

memorandum

DATE: February 8, 1989

REPLY TO ATTN OF: Virginia Saunders
Office of Congressional Printing Management, G.P.O

SUBJECT: Reports of Chief of Engineers, Department of Army, printed as House Documents

TO: Bernadine Hoduski
Joint Committee on Printing

In checking I find that during the 99th Congress a total of 24 reports from the Chief of Engineers, Department of the Army, were printed as House Documents. Two of these reports, House Documents Nos.79 and 214, are annual reports on "Projects Recommended for Deauthorization". The other 22 reports are on various Rivers and Harbors Projects.

During the 100th Congress a total of 17 reports on various Rivers and Harbors Projects were submitted and printed as House Documents. No annual report on "Projects Recommended for Deauthorization" was submitted for printing.

To date one report from the Chief of Engineers has been submitted for printing in the 101st Congress - House Document No.19.

By virtue of the fact that these reports are printed as House Documents, they are a part of the U.S. Congressional Serial Set. They were or will be bound in the respective volumes of House Documents in the Serial Set.

The authority for printing reports of the Chief of Engineers on Rivers and Harbors Projects as House Documents is contained in 33 U.S.C. 701,701-1. They are sent to the Government Printing Office for printing by the House Bill Clerk, as are most House Documents.

Beginning with the 97th Congress all reports from the Chief of Engineers have been printed "doc size" which is 5 7/8 x 9 1/8.

No reports have been printed as Senate Documents since the 96th Congress.

UNITED STATES GOVERNMENT

memorandum

DATE: April 14, 1989

REPLY TO ATTN OF: Virginia Saunders
Office of Congressional Printing Management, G.P.O.
Room C-737

SUBJECT: Binding of U.S. Congressional Serial Set for 100th Congress, 1st Session

TO: Bernadine Hoduski
Joint Committee on Printing

As a result of the background material on the Iran-Contra Investigation being printed both as a Senate Report and also as a House Report, the approximate total number of volumes of the U.S. Congressional Serial Set for the 100th Congress, 1st Session alone will be 129 volumes. This total is more than the total number of volumes for a complete Congress since the 96th Congress which began in 1979. On this basis I would like to make the following suggestion as a cost saving factor in binding the Congressional Serial Set for the 100th Congress, 1st Session.

There were 30 volumes of background (appendix) material printed as House Report 433 which are identical to volumes printed as Senate Report 216. I am suggesting that these volumes be assigned Serial Numbers but not be bound as part of the Serial Set. The "Schedule of Volumes" would carry a notation to the effect that the material in Serial No. 13811 thru Serial No. 13840 is identical to material bound in Serial No. 13739 thru Serial No. 13769 respectively. Therefore, as an economy measure these volumes were not bound.

The total binding count for the Congressional Serial Set for the 100th Congress, 1st Session is 458 copies, including the 22 copies for the so-called "posterity" libraries. 458 multiplied by 30 is a total of 13,740 volumes that would not be bound. This would result in considerable cost savings for the taxpayer.

It is important that a decision regarding this matter be made as soon as possible, since we are beginning to set in motion the mechanics to start binding the Documents and Reports of the 100th Congress, 1st Session.

Virginia F. Saunders

Virginia F. Saunders

were not found

single volume - continuing title page & title page for the House volumes

OPTIONAL FORM NO. 10 (REV. 1-80) GSA FPMR (41 CFR) 101-11.6 5010-114

☆ GPO : 1985 O - 461-275 (364)

HIGHLIGHTS OF SERIAL SET COMMITTEE MEETING
May 31, 1989 - 2:00 P.M.

RE: Binding Appendix material relating to Iran-Contra Investigation printed both as a Senate Report and as a House Report in United States Congressional Serial Set.

Agreed unanimously not to bind but assign Serial Numbers to 30 volumes of Appendix material relating to the Iran-Contra Investigation, printed as House Report 433, 100th Congress, 1st Session, which are identical to material printed as Senate Report 216 of the same Congress.

Agreed by a vote of 5 to 4 to bind a separate volume with Serial Numbers containing Title Pages only for volumes not bound, showing Serial Numbers and cross references to identical Senate volumes.

RE: Large publication entitled "Appropriations, Budget Estimates,etc.", which is printed as a Senate Document each Session of Congress.

Agreed that only one Serial Number should be reserved for the publication, and letter "A" should be used next to the Serial Number on Volume 1, and letter "B" next to the Serial Number on Volume 2 when issued in two volumes.

Another meeting is to be held sometime in July.

Bernadine -
Here are the highlights of actions taken at the Serial Set Committee meeting on May 31st.
Virginia Saunders



United States Government Printing Office
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

June 9, 1989

Mr. John Chambers
Staff Director
Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510

Dear John:

This is in response to a request from Bernadine Hoduski of your staff, for a reason for the increase in the cost of the Fiscal Year 1988 Serial Sets over the Fiscal Year 1987 Serial Sets.

The main reason was an increase in volume, primarily due to the printing of the Iran-Contra Investigation as both House and Senate Reports. In Fiscal Year 1987, each set consisted of 660 Reports totaling 30,930 paper pages, and 142 Documents totaling 16,226 paper pages. In Fiscal Year 1988, each set consisted of 1,025 Reports totaling 121,166 paper pages, and 116 Documents totaling 25,444 paper pages.

I hope this answer is fully responsive to Ms. Hoduski's request. If you need additional information, please call me on 275-7154.

Sincerely,

M. J. CANNON
Assistant Public Printer
(Financial Policy and Planning)



RF

NOELL H. FORD, SENATOR FROM KENTUCKY,
CHAIRMAN
TECONCINI, SENATOR FROM ARIZONA
ORE, JR., SENATOR FROM TENNESSEE
ENS, SENATOR FROM ALASKA
RK O. HATFIELD, SENATOR FROM OREGON
HN CHAMBERS, STAFF DIRECTOR

Congress of the United States
Joint Committee on Printing
318 HART SENATE OFFICE BLDG.
WASHINGTON, DC 20510-6550
(202) 224-5241

FRANK ANNUNZIO, REPRESENTATIVE FROM ILLINOIS,
VICE CHAIRMAN
JOSEPH M. GAYDOS, REPRESENTATIVE FROM PENNSYLVANIA
JIM BATES, REPRESENTATIVE FROM CALIFORNIA
PAT ROBERTS, REPRESENTATIVE FROM KANSAS
NEWT GINGRICH, REPRESENTATIVE FROM GEORGIA
RICHARD OLESZEWSKI, DEPUTY STAFF DIRECTOR

June 23, 1989

The Honorable Joseph E. Jenifer
Acting Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Joe:

Thank you for bringing to my attention the suggestion of one of your employees that the 30 volumes of material on the Iran Contra hearings printed as House Report 433 be assigned serial numbers, but not bound.

The Joint Committee on Printing concurs with this suggestion, and I commend your employee for the fine idea which will result in a cost savings of approximatley $606,000.

Sincerely,

S/WHF

Wendell H. Ford
Chairman

TO: Congressional Serial Set Committee

FROM: Bernadine Abbott Hoduski, Coordinator

SUBJECT: Meeting of the Serial Set Committee

DATE: July 14, 1989

The Congressional Serial Set Committee met on May 31, 1989 at 2:00 pm and took the following actions:

1) Agreed unanimously to recommend that the Appendix material relating to the Iran-Contra Investigation Report (House Report 433, 100th Congress, 1st Session), which is identical to the material printed as Senate Report 216, not be bound as part of the Serial Set.

The Joint Committe on Printing accepted this recommendation and also endorsed it as an employee suggestion by Virginia Saunders of the Government Printing Office.

2) Agreed by a vote of 5 to 4 to recommend that a separate volume, stamped with the proper Serial Set numbers be bound. This volume will include the title pages of the House Report Appendix material, with a cross reference to the Serial Set volumes that include the Senate version of this material. The Senate appendices include 5 additional volumes of material.

This recommendation was accepted.

3) Agreed to recommend that only one Serial number should be reserved for the large publication, entitled "Appropriations, Budget Estimates, etc.", which is printed as a Senate Document each Session of Congress. The Committee further agreed that when this document is issued in two volumes, the letter "A" should be used next to the Serial Number on Volume 1, and the letter "B" should be used next to the Serial Number on Volume 2.

This recommendation was accepted.

The Committee agreed to schedule several additional meetings. One meeting to look at how the Serial Set is put together, including printing, storage and binding; the other to discuss the results of the survey of the recipients of the United States Congressional Serial Set Catalog. A copy of the survey results are included. I suggest that we meet on July 27, 1:30 pm to discuss the survey results and September 11, at 1:30 pm. to tour the Serial Set operation.

Please call me on 224-5953 to let me know if you will be able to attend these two meetings. If for some reason a large number of you cannot make these meetings, they will be rescheduled.

Congress of the United States
Joint Committee on Printing

WENDELL H. FORD, SENATOR FROM KENTUCKY, CHAIRMAN
DENNIS DeCONCINI, SENATOR FROM ARIZONA
ALBERT GORE, JR., SENATOR FROM TENNESSEE
TED STEVENS, SENATOR FROM ALASKA
MARK O. HATFIELD, SENATOR FROM OREGON
JOHN CHAMBERS, STAFF DIRECTOR

818 HART SENATE OFFICE BLDG.
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FRANK ANNUNZIO, REPRESENTATIVE FROM ILLINOIS, VICE CHAIRMAN
JOSEPH M. GAYDOS, REPRESENTATIVE FROM PENNSYLVANIA
JIM BATES, REPRESENTATIVE FROM CALIFORNIA
PAT ROBERTS, REPRESENTATIVE FROM KANSAS
NEWT GINGRICH, REPRESENTATIVE FROM GEORGIA
RICHARD OLESZEWSKI, DEPUTY STAFF DIRECTOR

July 26, 1989

Mr. M.J. Cannon
Assistant Public Printer
(Financial Policy and Planning)
Government Printing Office
Washington D.C. 20401

Dear Joe:

Thank you for the information about the reason for the increase in the cost of the Serial Set for Fiscal year 1988 over the cost for Fiscal Year 1987.

The Serial Set Committee needs additional information in order to make recommendations on cutting the cost of the Serial Set. Would you please provide me with data on the cost per Serial Set volume broken down by cost of printing, storage, binding and stamping on the spine.

In order to understand the work involved in putting the paper Serial Set together, the Serial Set Committee will be touring the GPO Bindery on September 11, 1989 at 1:30 pm. They will meet again several weeks after that to discuss any suggestions they may have for reducing the cost of the Serial Set. It would be very helpful if we could have the cost data for that meeting.

Sincerely,

John Chambers
Staff Director



United States Government Printing Office
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

AUG 2 4 1989

Mr. John Chambers
Staff Director
Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510-6650

Dear John,

This is in response to your letter of July 26, 1989, requesting the cost per Serial Set volume broken down by cost of printing, storage, binding and stamping on the spine.

I have enclosed a schedule which shows the Serial Set billings during Fiscal Year 1988 for the 99th Congress broken down by the categories you requested. The only item not included on the schedule is the charge for storage. Storage charges are reported based on the total number of skids of printed material being stored. No attempt is made to allocate storage charges to each Serial Set. Storage for the Serial Sets is billed separately each month under Jacket 029-123. The billings for storage average $7,600 per month.

I hope this information will be helpful. If you need additional information, please do not hesitate to contact me.

Sincerely,

M. J. CANNON
Assistant Public Printer
(Finance and Planning)

Enclosure



cc: EH
SW

United States Government Printing Office
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

September 6, 1989

Mr. John Chambers
Staff Director
Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510-6650

Dear John:

This is in further response to your letter of July 26, 1989, requesting the cost per Serial Set volume broken down by cost of printing, storage, binding, and stamping on the spine.

On August 24, 1989, I sent you a schedule which showed the Fiscal Year 1988 Serial Set billings for the 99th Congress broken down by the categories you requested. However, Bernadine Hoduski of your staff, indicated that she also needed data on billings for previous Congresses that had been assigned Fiscal Year 1988 jacket numbers. Therefore, I am enclosing an updated schedule which shows the billings accomplished for Fiscal Year 1988 jacket numbers for the 84th and 99th Congresses. Fiscal Year 1988 jacket numbers 22-026 through 22-053 have not yet been completed and closed out, therefore, they are not included on this schedule.

I hope this information meets your needs. If you need additional information, please contact me.

Sincerely,

M. J. CANNON
Assistant Public Printer
(Finance and Planning)

Enclosure

C + B

Bound

SERIAL SETS BILLED OURING FISCAL YEAR 1989

Jacket Number	Title	Qty	Press Prelim	Press Run	Stamping Prelim	Stamping Run	Bindery Prelim	Bindery Run	Congress Cost	Rider Qty	Rider Cost	Total Qty	Total Cost
22-001	99/2 Ser. 13663	22	625.34	1.14	40.00	26.31	80.00	729.81	$1,502.60	438	$16,598.15	460	$18,100.75
22-002	99/2 Ser. 13664	22	442.89	1.14	40.00	35.68	80.00	689.84	$1,289.55	438	$14,486.30	460	$15,775.85
22-003	99/2 Ser. 13665	22	358.71	1.14	64.00	23.19	80.00	640.85	$1,167.89	438	$13,262.38	460	$14,430.27
22-004	99/2 Ser. 13666	22	299.74	1.14	40.00	24.77	80.00	521.90	$967.55	438	$10,926.05	460	$11,893.60
22-005	99/2 Ser. 13667	22	377.79	1.14	48.00	20.51	80.00	761.12	$1,288.56	438	$15,603.89	460	$16,892.45
22-006	99/2 Ser. 13668	22	467.54	2.18	40.00	23.10	88.50	541.02	$1,162.34	438	$11,294.11	460	$12,456.45
22-007	99/2 Ser. 13670	22	471.63	1.72	64.00	29.00	80.00	616.49	$1,262.84	438	$12,906.70	460	$14,169.54
22-008	99/2 Ser. 13671	22	306.94	1.14	40.00	21.76	80.00	579.28	$1,029.12	438	$12,008.36	460	$13,037.48
22-009	99/2 Ser. 13672	22	512.84	1.14	64.00	28.33	80.00	919.71	$1,606.02	438	$18,896.92	460	$20,502.94
22-010	99/2 Ser. 13673	22	451.60	1.72	40.00	30.32	120.00	864.87	$1,508.51	438	$17,876.12	460	$19,384.63
22-011	99/2 Ser. 13674	22	371.60	1.14	40.00	28.64	80.00	1,084.53	$1,605.91	438	$22,204.57	460	$23,810.48
22-012	99/2 Ser. 13675	22	434.93	1.14	40.00	20.51	80.00	777.99	$1,354.57	438	$15,939.79	460	$17,294.36
22-013	99/2 Ser. 13676	22	400.54	1.72	40.00	28.78	80.00	927.64	$1,478.68	438	$19,095.32	460	$20,574.00
22-014	99/2 Ser. 13677	22	434.29	1.54	40.00	28.38	80.00	718.08	$1,302.29	438	$14,901.62	460	$16,203.91
22-015	99/2 Ser. 13678	22	613.59	3.44	40.00	23.28	80.00	1,032.70	$1,793.01	438	$21,199.82	460	$22,992.83
22-016	99/2 Ser. 13679	22	426.85	1.14	32.00	20.97	80.00	1,089.96	$1,650.92	438	$22,228.48	460	$23,879.40
22-017	99/2 Ser. 13680	22	487.57	1.72	64.00	27.09	80.00	1,322.57	$1,982.95	438	$27,012.95	460	$28,995.90
22-018	99/2 Ser. 13681	22	355.00	1.14	40.00	31.80	88.50	485.98	$1,002.42	438	$10,368.99	460	$11,371.41
22-019	99/2 Ser. 13682	22	333.60	1.72	64.00	31.92	80.00	641.27	$1,152.51	438	$13,524.85	460	$14,677.36
22-020	99/2 Ser. 13683	22	367.65	1.14	40.00	34.93	80.00	901.35	$1,425.07	438	$18,784.92	460	$20,209.99
22-021	99/2 Ser. 13684	22	399.75	1.14	40.00	45.65	80.00	804.76	$1,371.30	438	$17,041.73	460	$18,413.03
22-022	99/2 Ser. 13685	22	390.60	1.14	40.00	31.58	80.00	795.61	$1,338.93	438	$16,599.01	460	$17,937.94
22-023	99/2 Ser. 13686	22	445.50	1.14	40.00	35.60	88.50	815.84	$1,426.58	438	$17,118.00	460	$18,544.58
22-024	99/2 Ser. 13687	22	968.24	2.72	40.00	36.08	80.00	867.06	$1,994.10	438	$18,121.56	460	$20,115.66
22-025	99/2 Ser. 13688	22	389.20	1.10	40.00	27.50	80.00	829.84	$1,367.64	438	$17,109.50	460	$18,477.14
22-054*	99/1 Ser. 13611	22	311.20	24.00	0.00	336.00	0.00	2,508.59	$3,179.79	0	$0.00	22	$3,179.79
22-055	99/1 Ser. 13607	22	227.60	1.14	32.00	36.83	80.00	1,071.90	$1,449.47	448	$22,620.08	470	$24,069.55
22-056*	84/2 Ser. 11975	17	661.75	12.00	0.00	315.00	0.00	1,518.74	$2,507.49	0	$0.00	17	$2,507.49
22-057*	84/2 Ser. 11975	17	489.55	12.00	0.00	385.00	0.00	1,379.89	$2,266.44	0	$0.00	17	$2,266.44
22-058*	84/2 Ser. 11975	17	503.45	12.00	0.00	644.00	0.00	1,141.45	$2,300.90	0	$0.00	17	$2,300.90
22-059*	84/2 Ser. 11975	17	529.70	12.00	0.00	315.00	0.00	638.74	$1,495.44	0	$0.00	17	$1,495.44
22-060*	84/2 Ser. 11975	17	447.55	12.00	0.00	385.00	0.00	950.89	$1,795.44	0	$0.00	17	$1,795.44
22-061*	84/2 Ser. 11975	17	590.90	12.00	0.00	420.00	0.00	1,125.39	$2,148.29	0	$0.00	17	$2,148.29
22-062*	84/2 Ser. 11975	17	1,030.10	12.00	0.00	406.00	0.00	997.04	$2,445.14	0	$0.00	17	$2,445.14
22-063*	84/1 Ser. 11885	16	534.24	24.00	0.00	504.00	0.00	880.85	$1,943.09	0	$0.00	16	$1,943.09
22-064**	84/2 Ser. 13151	17	507.06	12.00	0.00	345.00	0.00	269.16	$1,133.22	0	$0.00	17	$1,133.22
22-065	99/1 Ser. 13612	22	400.92	1.12	40.00	32.76	80.00	463.41	$1,018.21	448	$10,146.24	470	$11,164.45
Totals:	37 Serial Sets	768	$17,367.95	$182.94	$1,192.00	$4,840.27	$2,225.50	$32,906.12	$58,714.78	11,846	$447,876.41	12,614	$506,591.19
Average cost per set (37).....			$469.40	$4.94	$32.22	$130.82	$60.15	$889.35	$1,586.89				
Average cost per volume (768)....			$22.61	$0.24	$1.55	$6.30	$2.90	$42.85	$76.45				

*Riders were furnished as part of the original printing. Bindery work was performed as hand work rather than machine work due to the small quantity.
**Estimated.

SERIAL SETS BILLED DURING FISCAL YEAR 1988 FOR THE 99TH CONGRESS

Jacket Number	Title	Qty	Press Prelim	Press Run	Stamping Prelim	Stamping Run	Bindery Prelim	Bindery Run	Congress Cost	Rider Qty	Rider Cost	Total Qty	Total Cost
22-001	99/2 Ser. 13663	22	$625.34	$1.14	$40.00	$26.31	$80.00	$729.81	$1,502.60	438	$16,598.15	460	$18,100.75
22-002	99/2 Ser. 13664	22	$442.89	$1.14	$40.00	$35.68	$80.00	$689.84	$1,289.55	438	$14,486.30	460	$15,775.85
22-003	99/2 Ser. 13665	22	$358.71	$1.14	$64.00	$23.19	$80.00	$640.85	$1,167.89	438	$13,262.38	460	$14,430.27
22-004	99/2 Ser. 13666	22	$299.74	$1.14	$40.00	$24.77	$80.00	$521.90	$967.55	438	$10,926.05	460	$11,893.60
22-005	99/2 Ser. 13667	22	$377.79	$1.14	$48.00	$20.51	$80.00	$761.12	$1,288.56	438	$15,603.89	460	$16,892.45
22-006	99/2 Ser. 13668	22	$467.54	$2.18	$40.00	$23.10	$88.50	$541.02	$1,162.34	438	$11,294.11	460	$12,456.45
22-007	99/2 Ser. 13670	22	$471.63	$1.72	$64.00	$29.00	$80.00	$616.49	$1,262.84	438	$12,906.70	460	$14,169.54
22-008	99/2 Ser. 13671	22	$306.94	$1.14	$40.00	$21.76	$80.00	$579.28	$1,029.12	438	$12,008.36	460	$13,037.48
22-009	99/2 Ser. 13672	22	$512.84	$1.14	$64.00	$28.33	$80.00	$919.71	$1,606.02	438	$18,896.92	460	$20,502.94
22-010	99/2 Ser. 13673	22	$451.60	$1.72	$40.00	$30.32	$120.00	$864.87	$1,508.51	438	$17,876.12	460	$19,384.63
22-011	99/2 Ser. 13674	22	$371.60	$1.14	$40.00	$28.64	$80.00	$1,084.53	$1,605.91	438	$22,204.57	460	$23,810.48
22-012	99/2 Ser. 13675	22	$434.93	$1.14	$40.00	$20.51	$80.00	$777.99	$1,354.57	438	$15,939.79	460	$17,294.36
22-013	99/2 Ser. 13676	22	$400.54	$1.72	$40.00	$28.78	$80.00	$927.64	$1,478.68	438	$19,095.32	460	$20,574.00
22-014	99/2 Ser. 13677	22	$434.29	$1.54	$40.00	$28.38	$80.00	$718.08	$1,302.29	438	$14,901.62	460	$16,203.91
22-015	99/2 Ser. 13678	22	$613.59	$3.44	$40.00	$23.28	$80.00	$1,032.70	$1,793.01	438	$21,199.82	460	$22,992.83
22-016	99/2 Ser. 13679	22	$426.85	$1.14	$32.00	$20.97	$80.00	$1,089.96	$1,650.92	438	$22,228.48	460	$23,879.40
22-017	99/2 Ser. 13680	22	$487.57	$1.72	$64.00	$27.09	$80.00	$1,322.57	$1,982.95	438	$27,012.95	460	$28,995.90
22-018	99/2 Ser. 13681	22	$355.00	$1.14	$40.00	$31.80	$88.50	$485.98	$1,002.42	438	$10,368.99	460	$11,371.41
22-019	99/2 Ser. 13682	22	$333.60	$1.72	$64.00	$31.92	$80.00	$641.27	$1,152.51	438	$13,524.85	460	$14,677.36
22-020	99/2 Ser. 13683	22	$367.65	$1.14	$40.00	$34.93	$80.00	$901.35	$1,425.07	438	$18,784.92	460	$20,209.99
22-021	99/2 Ser. 13684	22	$399.75	$1.14	$40.00	$45.65	$80.00	$804.76	$1,371.30	438	$17,041.73	460	$18,413.03
22-022	99/2 Ser. 13685	22	$390.60	$1.14	$40.00	$31.58	$80.00	$795.61	$1,338.93	438	$16,599.01	460	$17,937.94
22-023	99/2 Ser. 13686	22	$445.50	$1.14	$40.00	$35.60	$88.50	$815.84	$1,426.58	438	$17,118.00	460	$18,544.58
22-024	99/2 Ser. 13687	22	$968.24	$2.72	$40.00	$36.08	$80.00	$867.06	$1,994.10	438	$18,121.56	460	$20,115.66
22-025	99/2 Ser. 13688	22	$389.20	$1.10	$40.00	$27.50	$80.00	$829.84	$1,367.64	438	$17,109.50	460	$18,477.14
22-054*	99/1 Ser. 13611	22	$311.20	$24.00	$0.00	$336.00	$0.00	$2,508.59	$3,179.79	0	$0.00	22	$3,179.79
22-055	99/1 Ser. 13607	22	$227.60	$1.14	$32.00	$36.83	$80.00	$1,071.90	$1,449.47	448	$22,620.08	470	$24,069.55
22-065	99/1 Ser. 13612	22	$400.92	$1.12	$40.00	$32.76	$80.00	$463.41	$1,018.21	448	$10,146.24	470	$11,164.45
Totals:	28 Serial Sets	616	$12,073.65	$62.94	$1,192.00	$1,121.27	$2,225.50	$24,003.97	$40,679.33	11,846	$447,876.41	12,462	$488,555.74
Average cost per set (28).....			$431.20	$2.25	$42.57	$40.05	$79.48	$857.28	$1,452.83				
Average cost per volume (616)....			$19.60	$0.10	$1.94	$1.82	$3.61	$38.97	$66.04				

*Riders were furnished as part of the original printing. Bindery work was performed as hand work rather than machine work due to the small quantity.



United States Government Printing Office
Washington, DC 20401

OFFICE OF THE PUBLIC PRINTER

October 19, 1989

Mr. John Chambers
Staff Director
Joint Committee on Printing
Room SH-818, Hart Office Building
Washington, DC 20510

Dear John:

At the meeting of the Serial Set Committee and representatives of the Government Printing Office (GPO) on October 4, 1989, Bernadine Hoduski requested some additional information concerning GPO's charges and procedures for the U.S. Congressional Serial Sets. The following is information she requested:

1. Provide a breakdown of the By-Law reserve copies. The schedule below shows the various breakdowns for the By-Law reserve copies as they appear on the worksheet.

Recipient	Number of Copies		
Library of Congress	14	10	10
National Archives	3	2	2
Senate Library	2	2	2
House Library	2	2	2
Supt. of Documents' Library	1	1	0
Totals	22	17	16



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2. What publications are distributed through the By-Law Program of the Salaries and Expenses Appropriation?

The publications distributed through the By-Law Program are too numerous to list because almost all Government publications are included. These publications are distributed without charge to the recipient, as authorized by law.

3. How are the estimates for Serial Sets developed for inclusion in GPO's annual request for appropriations?

The budget estimates for the Serial Sets are included in both the Congressional Printing and Binding Appropriation as part of the Miscellaneous Publications Category, and the Salaries and Expenses Appropriation as part of the Depository Library and International Exchange Distribution Programs. The budget estimates are based primarily on the analysis of historical trends in volume and cost without special regard for any particular publication. However, if we are aware of any extraordinary requirements for a specific item at the time the estimates are prepared, we will utilize the information in developing our budget estimate. At the conclusion of a fiscal year, we estimate obligations for the uncompleted Serial Sets by individual jacket number in the Congressional Printing and Binding Appropriation. Since it is nearly impossible to know what publications are in process of being printed for the Salaries and Expenses Appropriation, we obligate any remaining balance of the appropriation for the depository printing object classification in full without any specific identification of the publications involved.

4. Provide additional data on sets with unusually high Press Preliminary charges.

a. Jacket #22-024 - We reviewed the jacket cost summary on this job and found an erroneous press make-ready charge of $308. We will process a credit to the Serial Sets account for this amount.

b. Jacket #22-062 - Included in the press preliminary charges for this job were charges for author alterations in the amount of $397.

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5. Provide additional data on the set with high Bindery Preliminary charges.

Jacket #22-010 had $120 for bindery preliminary charges. We reviewed the jacket cost summary and found that the time charges were for 1 and 1/2 hours. We cannot determine whether the extra 1/2 hour is valid or not.

6. Are there any back-to-press charges included on the schedule?

There are no back to press charges reflected on the schedule we submitted to you.

The only other information you requested was for a write-up of the new bindery procedures that have been established for the Serial Sets. The documentation of the procedures has not been completed at this time but will be sent to you as soon as it is finished.

If you have any questions on this material or any other questions on the Serial Sets, please contact Vincent F. Arendes of my staff at 275-2073.

Sincerely,

M. J. CANNON
Assistant Public Printer
(Finance and Planning)

Procedures Followed in Production of the Serial Set

A specified quantity of numbered Congressional Documents and Reports is printed at a "rider rate" on the original press run, and these are held in storage in the G.P.O. basement until the end of the session of Congress. They are then bound into volumes on what are known as "By-Law Reserve Jackets." Large ("work") and small ("white" -- office copy) By-Law Reserve Jackets are opened in the system for each volume, and are stamped "NO SURCHARGE."

Each jacket is accompanied by a dummy book (consisting of loose publications), a distribution and quantity list containing information regarding "Supt. Docs." depository copy individual mailing cartons (if required), and stamping instructions, along with copy for title page and/or contents pages (if any), and stamping copy for spine of volume.

Jacket numbers, titles, serial numbers, etc., are entered in the PEPS System (Production Estimating & Planning System -- a computerized system to track jobs through production), with proofs scheduled for ten working days. Each jacket and dummy volume is forwarded to Planning Service, which plans the jacket for proofs only and sends the jacket and dummy to Production Control.

Production Control sends the large ("work") jacket and tied loose publications to the Library Binding Section, where a substantial dummy volume with a paper cover is made up. Library Binding returns the dummy volume to Virginia Saunders, Congressional Printing Management Division, to await two sets of page proofs and the proof for spine stamping. Production Control does not store proofs.

The dummy book is checked to assure that everything is in the proper place in the volume, and that the correct quantity needed is indicated inside the front cover of the dummy.

When the proof is "OK TO PRINT" title and/or contents, the large and small jackets are put together and forwarded to the Planning Section for completion. Planning Section will schedule the job for printing only; no completion date is placed on the jacket.

When an individual mailing carton is required, the jacket writer will first determine whether a stock carton can be used or whether a special order is necessary. When a stock item is used, the Bindery will order a plate for stamping individual mailing cartons.

If a special order is to be made, the jacket writer will calculate carton size by formula and submit the specifications to the Paper Control Section along with the entire job for the ordering of cartons. After the cartons are ordered and the property number assigned, the jacket is returned to the jacket writer for completion.

When the Library Section is ready to assemble the job, it will review the work, pull it together according to instructions, collate it, and project a schedule for completion.

The Bindery orders "mag" (magnesium) stamps on outside purchase for stamping the spines of the volumes. All volumes are sewn and bound in Tan Document Buckram, Prop. #19001-2F. Library Binding inspects the 22 By Law copies prior to shipping.

Prepared by Virginia Saunders and Ray Lewis

Analysis of Serial Set Recipients in Depository Libraries

430 libraries select paper bound Serial Set (Reports)
363 libraries select paper slip reports
430 libraries select paper bound Serial Set (Documents)
383 libraries select paper slip documents

For those selecting any form of paper, I broke it down to see what format was chosen for what type of publication.

189	paper bound, paper slips
78	paper bound, microfiche slips
35	microfiche bound, paper slips
24	paper bound, no slips
11	no bound, paper slips
10	paper slip documents only
8	paper bound reports, microfiche slip reports, microfiche documents
7	paper bound documents, microfiche slip documents, microfiche reports
6	paper slip reports only
5	microfiche bound documents, paper slip documents, microfiche reports
5	paper bound documents, paper slip documents, microfiche reports
4	paper bound reports, paper slip reports, paper bound documents, microfiche slip documents
4	microfiche bound reports, paper slip reports, microfiche documents
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2

1 microfiche bound reports, paper slip reports
1 microfiche documents, paper slip reports

In terms of location of selecting libraries around the US, I only analyzed the paper bound volumes.

Alabama (23) - 6 libraries select, duplication in Tuscaloosa (Univ of AL, Univ of AL-Law)
Alaska (9) - no libraries select
American Samoa (1) - no library select
Arizona (15?) - 5 libraries select, duplication in Phoenix (US Court of Appeals - 9th Circuit and Dept of Library, Archives, & Public Records), Tucson (main and law at Univ of AZ)
Arkansas (18) - 2 libraries select, duplication in Little Rock (Supreme Court Library and AK State Library)
California (109) - 31 libraries select, duplication in San Francisco (Hastings College of Law, US Court of Appeals - 9th Circuit, Univ. of SF, San Francisco Public), San Diego (National Univ Law, San Diego Public, Univ. of San Diego), Berkeley (UC-Berkeley, UC-Berkeley Law), Los Angeles (UC-Los Angeles, UC-Los Angeles Law, Southwestern Univ-Law, Occidental College, LA County Law, Univ. of Southern CA, CA State Univ-LA)
Colorado (25) - 9 libraries select, duplication in Denver (Auraria Library, Denver Public, Univ. of Denver)
Connecticut (22) - 7 libraries select, duplication in Hartford (CT State Library, Trinity College), New London (US Coast Guard Academy, CT College)
Delaware (5) - 1 library selects
DC (49) - 16 libraries select, hard to determine duplication since it is one city. But main and law libraries at Georgetown both select.
Florida (38) - 10 libraries select, duplication in Tallahassee (State Library of FL, Florida A & M), Jacksonville (Public Library, Univ of Northern FL)
Georgia (28) - 8 libraries select, duplication in Atlanta (GA State, Emory Law, Atlanta-Fulton Public, Atlanta University Center, GA Tech)
Guam (2) - no libraries select
Hawaii (11) - 2 libraries select
Idaho (12) - 2 libraries select
Illinois (57) - 22 select, duplication in Chicago (Chicago Public, Univ of Chicago, Univ of Chicago-Law, IL Institute of Technology, Northwestern Univ-Law, Univ of IL-Chicago, Loyola Univ of Chicago, US Courts, John Marshall Law School, DePaul-Law, Northeastern IL Univ)
Indiana (36) - 14 select, duplication in Indianapolis (IN State Library, IN Univ-Law), Bloomington (IN Univ, IN Univ-Law)
Iowa (21) - 6 libraries select, duplication in Iowa City (Univ of IA, Univ of IA-Law)
Kansas (17) - 6 libraries select, duplication in Topeka (KS State Library, Washburn Univ of

Topeka-Law), Lawrence (Univ of KS, Univ of KS-Law)

Kentucky (21) - 2 libraries select

Louisiana (26) - 14 libraries select, duplication in New Orleans (Law Library of LA, Loyola Univ Law, New Orleans Public, Univ of New Orleans, Tulane, Tulane-Law)

Maine (12) - 3 libraries select

Maryland (24) - 9 libraries select, duplication in Annapolis (MD State Law Library, US Naval Academy), Baltimore (Univ of MD-Law, Johns Hopkins Univ, Enoch Pratt free, Univ of MD-Baltimore County)

Massachusetts (33) - 7 libraries select, duplication in Boston (State Lib of MA, Boston Univ-Law, Suffolk Univ Law, Boston Public)

Michigan (48) - 7 libraries select, duplication in Ann Arbor (Univ of MI, Univ of MI-Law), Detroit (Detroit Public, Wayne State Univ-Law)

Micronesia (1) - 1 library selects

Minnesota (26) - 6 libraries select, duplication in Minneapolis (Univ of MN-Law, Univ of MN, Minneapolis Public)

Mississippi (12) - 3 libraries select, duplication in University (Univ of MS, Univ of MS-Law)

Missouri (32) - 8 libraries select, duplication in Kansas City (KS City Public, Univ of MO at KS City), Saint Louis (Washington Univ-Law, Univ of MO at St Louis, St Louis Univ Law)

Montana (8) - 1 library selects

Nebraska (14) - 6 library selects, duplication in Lincoln (Univ of NE-Lincoln, Univ of NE-Law, NE Library Commission), Omaha (Omaha Public, Univ of NE-Omaha)

Nevada (9) - 2 libraries select

New Hampshire (9) - 1 library selects

New Jersey (42) - 12 libraries select, duplication in Newark (Newark Public, Rutgers Univ-Law, Seton Hall Univ Law)

New Mexico (11) - 4 libraries select, duplication in Santa Fe (NM Supreme Court Law, NM State Library)

New York (93) - 33 libraries select, duplication in Albany (NY State Library, SUNY-Albany, Albany Law), Buffalo (SUNY-Buffalo Law, SUNY-Buffalo, Buffalo & Erie County Public), Jamaica (Queens Borough Public, St Johns Univ), NYC (NYU-Law, NY Law Institute, Columbia-Law, NY Public, Cardozo Law, City Univ of NY) Not sure whether to include Bronx, Brooklyn, Hempstead here?

North Carolina (34) - 13 libraries select, duplication in Raleigh (State Library of NC, NC Supreme Court, NC State Univ), Durham (NC Central Univ-Law, Duke Univ)

North Dakota (10) - 1 library selects

Northern Mariana Islands (1) -

Ohio (62) - 24 libraries select, duplication in Cleveland (Cleveland Public, Cleveland State Univ-Law, Cleveland State Univ, Case Western Reserve Univ), Cincinnati

(Public Library of Cincinnati & Hamilton County, Univ of Cincinnati, US Court of Appeals-6th Circuit), Columbus (Capital Univ-Law, OH State Univ-Law, Columbus Metropolitan Library), Toledo (Toledo-Lucas Public, Univ of Toledo, Univ of Toledo-Law)

Oklahoma (20) - 7 libraries select

Oregon (21) - 8 libraries select, duplication in Portland (Reed College, Portland State Univ)

Pennsylvania (64) - 13 libraries select, duplication in Philadelphia (US Court of Appeals - 3rd Circuit, Univ of PA, Univ of PA-Law, Free Library of Philadelphia)

Puerto Rico (4) - 5(?) libraries select, duplication in San Juan (Univ of PR, Univ of PR-Law), Ponce (Catholic Univ of PR, Catholic Univ of PR-Law)

Rhode Island (12) - 3 libraries select, duplication in Providence (Brown Univ, RI College)

South Carolina (20) - 5 libraries select, duplication in Columbia (SC State Library, Univ of SC)

South Dakota (10) - 1 library selects

Tennessee (25) - 7 libraries select, duplication in Nashville (TN State Library & Archives, Vanderbilt Univ, Fish Univ), Knoxville (Univ of TN, Univ of TN-Law), Memphis (Memphis State Univ, Memphis State Univ-Law)

Texas (62) - 27 libraries select, duplication in Austin (TX State Library, UT-Austin Public Affairs, UT-Austin, UT-Austin Law), Lubbock (TX Tech Univ-Law, TX Tech Univ), Houston (Houston Public, Univ of Houston), Fort Worth (Fort Worth Public, TX Christian Univ), El Paso (El Paso Public, UT-El Paso), San Antonio (San Antonio Public, St Marys Univ, Trinity Univ, Palo Alto College)

Utah (11) - 5 libraries select, duplication in Provo (BYU, BYU-Law), Salt Lake City (Univ of UT, Univ of UT-Law)

Vermont (8) - 1 library selects

Virgin Islands (2) -

Virginia (37) - 8 libraries select, duplication in Charlottesville (UVA, UVA-Law), Richmond (VA State Library, US Court of Appeals - 4th Circuit)

Washington (22) - 7 libraries select, duplication in Seattle (King County Library, Univ of WA, Univ of WA-Law)

West Virginia (14) - 3 libraries select

Wisconsin (31) - 11 libraries select

Wyoming (10) - 2 libraries select

Prepared by:
Susan Tulis
November 30, 1992

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U.S. GOVERNMENT PRINTING OFFICE

MEMORANDUM

DATE: March 10, 1993

FROM: Superintendent, Production Planning Division

Bernadine Hodurski

SUBJECT: Cost Estimates for the Serial Set for the 102d Congress

TO: Judith C. Russell, Director of Library Program Services
Through: Director, Production Services
Comptroller TCH 3/12/93
Chief Financial Officer 3/18/93

SERIAL SET ESTIMATES FOR 102d CONGRESS

These informal estimates were developed in response to various queries. The costs included are for the collating and binding only of the serial set for the 102d Congress. The estimates are based on current jacket cost summaries using US Government Printing Office (GPO) hourly rates from the Scale of Prices which have not been increased since April 1, 1990. The figures reflect recent increases in productivity resulting from improved production methods in the Library Binding Section. No cost increases for inflation are included in these estimates. Estimates 1 through 5 include printing the title and contents signature, picking up and collating documents, tipping, oversewing, trimming, acid-free end sheets with cloth joints, binding, inspection, packing in individual mailing cartons and bulk shipping containers. These estimates do not include any Library Programs Service costs for handling, packing or shipping. It is anticipated that the serial set for the 102d Congress (1991 & 1992) will be bound in Fiscal Years 1994 and 1995.

Estimate No. 1 – Hand Case Bind all copies using the Library Binding Institute Standards plus roped headbands. The roped headbands require that the case binding be done by hand. This is the current specification for the Congressional Serial set. The current GPO production cost for collating and binding is $43 per volume. The current GPO cost to produce the 102d Congress serial set is $43 x 120 volumes x 444 copies = $2,291,040.

Estimate No. 2 – Machine Case Bind all copies using the Library Binding Institute Standards without roped headbands. The roped headbands can not be done by machine. The problem with this method is that spoilage allowances were run based on hand binding the 102d Congress. Machine binding will result in shortages or charges for back-to-press. The rate based on current costs would be $36 per volume. The current GPO cost to produce the case bound serial set without roped headbands for the 102d Congress would be $36 x 120 volumes x 444 copies = $1,918,080.

Estimate No. 3 – Paper Cover all copies, oversewn with cloth joined acid-free end sheets. The rate based on current GPO costs would be $32.75 per volume. The current GPO cost to produce paper covered serial sets for the 102d Congress would be $32.75 x 120 volumes x 444 copies = $1,744,920.

Estimate No. 4 -- Hand Case Bind in part with the balance Machine Case Bound. Hand case binding with roped headbands, for 70 copies (56 regional libraries plus 14 international exchange). Machine case bind for 374 copies without roped headbands. As noted in Estimate No. 2, machine case binding will require more spoilage causing a shortage of finished copies or charges for going back-to-press.

Hand Case Bind	$43.00 ea x	120 vols x	70 copies =	$361,200
Machine Case Bind	$36.00 ea x	120 vols x	374 copies =	$1,615,680
		Total:	444 copies =	$1,976,880

Estimate No. 5 -- Hand case bind in part with the balance paper covered. Hand case bind with roped headbands, for 70 copies (56 regional libraries plus 14 international exchange). Paper covers, oversewn with cloth joined acid-free end sheets for 374 copies.

Hand Case Bind	$43.00 ea x	120 vols x	70 copies =	$361,200
Paper Covered	$32.75 ea x	120 vols x	374 copies =	$1,469,820
		Total:	444 copies =	$1,831,020

Estimate No. 6 -- Commercial Costs. The commercial contract price for library binding without the roped headbands is higher than the GPO cost. The commercial cost per volume was $15.75 and the GPO cost is currently $12.35. Estimate number 6 includes oversewing, trimming, case binding and packing in bulk shipping containers only. It does not include charges for collating, tipping, printing the title and contents signature, inspection, or packing in individual mailing cartons. Mr. Ed Frase of Printing Procurement, informed us that the roped headband could not be accomplished on our commercial term contract for library binding. This term contract has approximately 580 orders, ranging from 5 to 800 volumes, for a total of 96,000 volumes per year to be produced using the Library Binding Institute Standards.

PHILIP MARKETT

Attachment

cc:
Superintendent of Documents
Comptroller
Assistant Comptroller Plant Accounting Division

ATTACHMENT 1

CONGRESSIONAL SERIAL SETS

1987 100/1 99 vols, 1988 100/2 made 66 vols = 165 vols total.[a] Completed

1989 101/1 53 vols, 1990 101/2 made 71 vols = 124 vols total.

1991 102/1 54 vols, 1992 102/2 65-66 [b] vols = 120 vols total.

1993 103/1 __ vols, 1994 103/2 _____ vols =

[a] Another 30 vols of Iran Contra material was referenced only and not included in the serial set.

[b] The House and Senate Manual is still in question. Six to eight publications are still to be printed for 102/1 and 102/2.

101st Congress 463 copies
-22 Congress
441 Depository, including regional, and 14 International Exchange copies.

441 copies x 124 volumes @ $43 each = $2,351,412.

The $2 million appropriation for binding the serial set for the 101st Congress will only cover 85 percent of the actual collating and binding costs.

102d Congress 365 Depository copies.
56 Regional Depository copies.
9 copies for shortage claims.
14 International Exchange copies.
444 Depository program.
22 Congress
466

444 copies x 120 volumes @ $43 each = $2,291,040.

A $2 million appropriation for binding the serial set for the 102d Congress would only cover 87.3 percent of the collating and binding costs using the Fiscal Year 1993 rates.

TO: Michael DiMario, Public Printer
FROM: Congressional Serial Set Committee
SUBJECT: Future of the Congressional Serial Set
DATE: February 2, 1994

Thank you for the opportunity to meet with you on January 19, 1994, to discuss the future of the Congressional Serial Set. We appreciate your invitation to make suggestions as to how to protect and preserve the Set, while at the same time cutting the cost.

We believe that the Serial Set exists, by definition, only as the compilation of all the printed paper House and Senate reports and documents brought together in a manner that makes the set as permanently available as possible. Society has not outgrown the need for books or printed matter; other formats do not provide the readability or permanence of paper. The following suggestions are made with regard to the Serial Set, not the slip reports and documents.

1) The volumes of the Serial Set should be printed and bound at the end of each session of Congress, when the content of each volume has been fixed and the serial number is ready to be affixed. There will be occasional exceptions to this policy for such special publications as "Art in the Capitol," which require color plates, etc. These exceptional volumes should be printed and bound at the same time because it is more cost effective to ride for copies at the time of initial printing. These special volumes can be bound according to Serial Set specifications, with the Congressional Serial Set legend on the spine or the cover at the time all copies are ordered. They can be stored until the serial number becomes available, and it can be stripped on.

This new procedure would eliminate the storage, hand collating and handling costs of the present system. Since most Congressional publications are produced electronically, now appears to be the time to implement this new procedure starting with the 104th Congress. As you are aware, the copies for the 103rd/1st Session have already been printed and the 103rd/2nd session printing has just begun. If it were possible to implement this policy with the 103rd/2nd session, we would urge that decision.

It is important that the electronic masters of these reports and documents be preserved and kept available for publishing in whatever form, whether paper, CD-ROM or on-line through the new GPO Access System. It is also essential that the coding of these publications be done in such a way as to make it possible to publish easily in any format.

The establishment of a system of on-demand printing for the volumes of the Serial Set would make it possible to use already formatted information to print on-demand the slip reports and

documents for the use of committees, documents rooms, depositories and the sales program. The already formatted information could then be produced in final form for the Serial Set. Additional benefits include making the documents available over the GPO Access System and having the information available for on-demand printing long into the future.

Before we get too far into the 103rd/2nd session, we urge that you arrange a small pilot to test whether the new procedures will, indeed, save money. We also recommend that the possibility be explored of contracting out some of this work. We are concerned about the interval of time that elapses between the completion of a Congress and the distribution of the volumes.

2) Consistent with the goal of preservation, we recommend exploring options for less costly types of binding. We consider oversewing or Smythe sewing to be preferred methods of preparing books for casing. These two methods should be compared with respect to quality and price. The actual method of casing and choice of binding material could be altered if it were shown that they provide permanence at less cost than the current methods. We are willing to accept other changes that might involve replacing hand work with machine work.

3) We also recommend strongly that the format for the alternate version of the Serial Set be CD-ROM rather than microfiche. We fear that the diazo microfiche version of the Serial Set has not accomplished the purpose of permanent preservation of the Set for the use of future generations. The current efforts to develop specifications for software in providing access to the Congressional Record on-line and in CD-ROM could be a useful model for the Serial Set.

101st Cong. – 53 vols. – 1st. Sess.
101st. cong. – 72 vols. – 2d. Sess. –
125 – Total

425 – Depos.
16 – Int. Exch
22 – Post.
463 – Total bind

425
16
441

102d Cong. – 54 vols. – (maybe 55) – 1st. Sess. (approx. 3 vols. – ? Bind. Est.)
102d. Cong. – 65 vols. – (maybe 66) – 2d Sess " " "

430 – Depos.
13 – Int. Exch
22 – Post.
465 – Total bind

430
13
443

Depos. Count will remain 430 copies for 103d Congress.

Hold for binding 484 copies
103d Cong. – approx. 61 vols. – 1st Sess.

SERIAL SET COMMITTEE

The Joint Committee on Printing established the Serial Set Committee in 1979 to make recommendations on the Congressional Serial Set, including quality, preservation, standards, method of production, contents and suggestions for cost savings while maintaining quality.

Shortly after being established, the Serial Set Committee asked that all the printing and binding jackets be analyzed to determine the cost of the Set. The Committee also asked Virginia Saunders to documents the contents, procedures for compilation of the set and the timetable on which it was produced.

Over the years the Committee has recommended and the Joint Committee on Printing has accepted the following:

1) Merge the posterity and the depository sets into one standardized set.

2) Simplify the numbering system and bind the set at the end of a session so it could be bound in order, therefore reducing the number of volumes in the set and enabling the volumes to be more uniform in size.

3) Reducing the size of certain publications so they would be less expensive to bind.

4) Standardize the size, stampings, binding material, end sheets, binding procedures in order to guarantee preservation and cut costs.

5) Eliminate marbelizing and gold stamping.

6) Offer set in microfiche to those requesting it.

7) Publications ordered bound in special format would go in that format rather than being rebound into set fabric and color.

8) Depositories could select the slip reports and the final bound set so that they would be able to receive the slips in fiche and the final as the bound set. This saved millions of dollars.

9) Certain executive branch publications were no longer part of the set because they are provided in paper bound version by the Executive Branch.

10) Supported Ms Saunders suggestion that the Iran Contra reports not be provided in both the Senate and House series therefore saving considerable money.

UNITED STATES CONGRESSIONAL SERIAL SET

The United States Congressional Serial Set is the historical record of the work of the Congress. Beginning with the 15th Congress, all Senate and House documents and reports are bound together in numerical order. The basis for the Serial Set is title 44, sections 701, 719, 738, and 741. In 1979, the Joint Committee on Printing established a committee to evaluate the Serial Set and make recommendations for its improvement. As a result of that study, the following changes were implemented beginning with the 96th Congress:

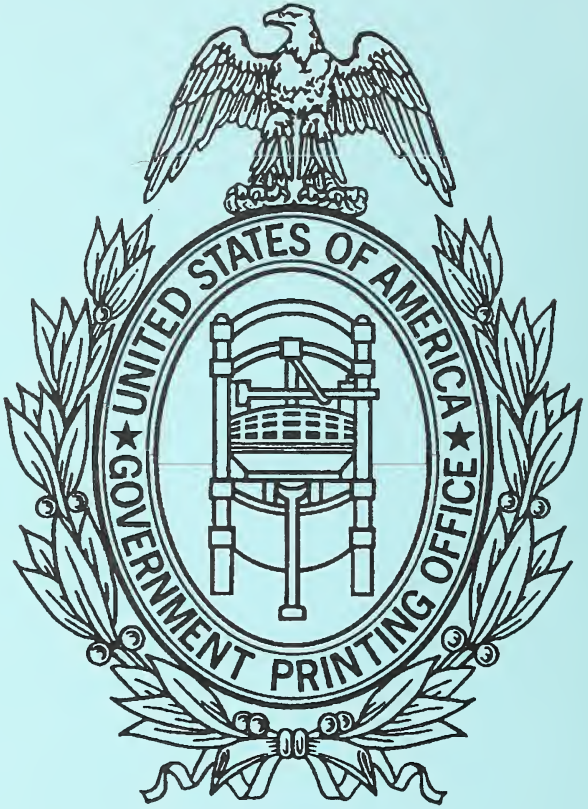
1) The "A" (posterity) and "B" (depository) versions were standardized into one version, thus reducing the cost of the "A" version by 50%.

2) The number of volumes in the Serial Set was reduced from 235 volumes in the 94th Congress to 111 volumes in the 99th Congress. This was achieved in two ways, first by reducing larger size publications, so the volumes could be bound in consecutive order in similar size volumes and secondly, by eliminating certain executive branch and non-government titles Those titles include:

- Annual reports of agencies, boards, and commissions
- The Minerals Yearbook
- The Agriculture Yearbook
- Decisions of Commissioner of Patents
- Pocket Data Book
- Historical Statistics of the United States
- County and City Data Book
- Congressional District Data Book
- Foreign Relations of the United States
- Register of Commissioned Officers of the Navy and Marine Corps
- Army Register
- Air Force Register
- Manpower Report of the President
- Annual Report of the National Association of Sciences
- Presidential Report on Occupational Safety and Health
- Annual Report of the Daughters of the American Revolution
- Annual Report of the Girl Scouts
- Annual Report of the Boy Scouts

3) Standardization of the binding and stamping on the covers.

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