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Preserving Land-Grant Agricultural Documents: A Guide for the Preparation of Microfilming

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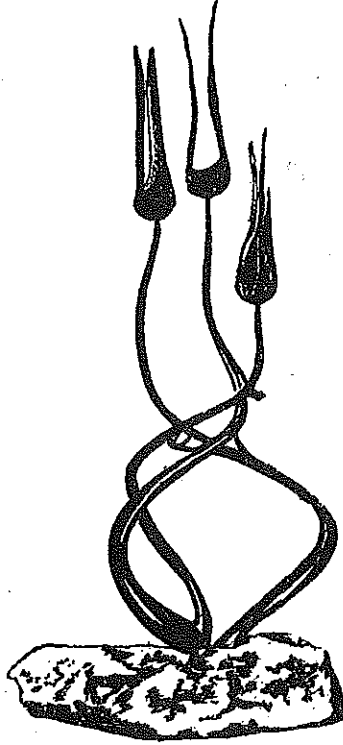
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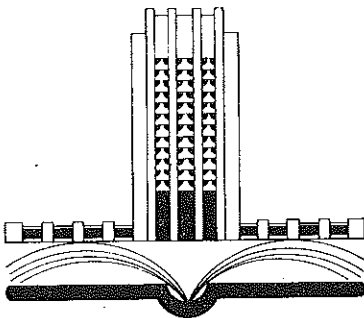
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PRESERVING LAND-GRANT AGRICULTURAL DOCUMENTS

A Guide for the Preparation of Microfilming



In Cooperation with the



NATIONAL AGRICULTURAL LIBRARY
UNITED STATES DEPARTMENT
OF AGRICULTURE
BELTSVILLE, MARYLAND 20705

by

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Librarian
Agriculture Library
University of Kentucky
Lexington, Kentucky

CONTENTS

I.	INTRODUCTION	1-iii
II.	DECISION	1-2
	A. Priorities.....	1
	B. Format	1-2
	C. Suggestions	2
III.	ESTIMATE	2-3
	A. Page count.....	2
	B. Calculating cost	3
IV.	FUNDING	3-4
	A. Cooperative Agreements	3
	B. Suggestions	4
V.	DOCUMENT	4-5
	A. Call for Bids	4
	1. production	4
	2. list of publications	5
	B. Suggestions	5
VI.	PREPARATION	5-9
	A. The Search	5-7
	1. bibliographic history	5-6
	2. want list	6
	B. Collecting the Material	7-9
	1. decisions	7
	a. bulletins, circulars, reports	7
	b. indexes	7
	c. extension revisions	7-8
	2. preparing titles.....	8
	3. collating	8
	4. lists	8-9
	a. collating	8
	b. packing	9
	5. packing	9
	6. shipping	9
	7. suggestions	9
VII.	EVALUATION	10
VIII.	SUMMARY	11
IX.	APPENDICES.....	12-16
	A. Methods of Estimation	12-13
	B. Division of Time For Each Operation	14-16
X.	EXHIBITS	17-46
	A. Call for Bids	17-35
	B. Cooperative Agreement	36-40
	C. History of the Issuing Body	41
	D. Want List	42
	E. Supplementary Target	43
	F. Collating List	44
	G. Standard Bibliographic Microfilm Target	45
	H. Supplementary Bibliographic Target	46

INTRODUCTION

The need to preserve land-grant agricultural documents has been recognized for years, but only within the last decade has some attempt been made on the national level to organize the preservation effort. In the beginning a "Memorandum of Understanding between the Land-Grant College and University Libraries and the United States Department of Agriculture" was drafted: signatory land-grant libraries agreed to "collect, store and provide ready access to complete files of the major serial publications of their state agricultural experiment stations, extension service, and colleges of agriculture" (undated "Memorandum of Understanding"); to provide photocopies; brief reference and bibliographic assistance on these publications. In return NAL* would coordinate the completion of the state's file and compile an annual list of participants for all land-grant libraries. Kentucky was not one of the signators to this agreement.

The decision was made at Kentucky not to participate for one reason: there was no space to keep the duplicate copies of Kentucky holdings. Space could have been made by discarding land-grant agricultural publications from other states, but we hesitated to do that until it was established which states were entering into this agreement. Other states must have felt the same way for in the early 1970's the "Memorandum of Understanding" was replaced by "Cooperative Agreements." Under these agreements land-grant college and university libraries agreed to collect files of their agricultural documents for purposes

* The National Agricultural Library, Beltsville, Md.

of microfilming as complete a file as possible through 1969. NAL coordinated the project and contributed to the cost of the filming. The New England States were the first to organize and as a group entered into the cooperative agreement with the New England Board of Higher Education coordinating the project. Then Kentucky, Florida and California followed as independent groups. The University of Kentucky signed a cooperative agreement with the National Agricultural Library on June 17, 1974. The agreement was to be in effect until July 30, 1975. On July 30, 1976 the first rolls of film reached the University of Kentucky after two years of blood, sweat and tears.

I made the decision to enter into the agreement on the advice of the former Agricultural Librarian of the University of Kentucky. At the time I had been acting Agricultural Librarian for two months and I barely knew what it was we were getting into. It was only after I had been involved in the project for several months that I realized the importance of the project to which I had committed myself and my staff. Many of our early Kentucky agricultural publications had deteriorated and with prolonged use would have disintegrated. Had we put off the preservation effort much longer, there would have been nothing to preserve.

It is because I believe in this project that I have taken the time to write this paper. It is intended merely as a guide with suggestions that I would have welcomed when we were involved in the microfilming. I have not gone into the technical specifications for the microfilm or the jargon used in filming. This material is very adequately covered in "Microfilming Agricultural Documents" prepared by Warner-Edison Associates for the New England Board of Higher Education. "Preserving Land-Grant Agricultural Documents" stresses the bibliographic history and the preparation of the

documents for filming. Although each group has to work out its own system, perhaps some of the aggravation suffered at Kentucky can be avoided by the use of this guide.

It must be remembered that this document was prepared from an individual land-grant institution's point of view. We did not film our documents as part of a group of institutions; therefore, certain procedures may not fit a group situation. I have tried to be as general as possible to avoid these conflicts.

Three years have now passed since we signed our cooperative agreement. During that period of time so many people have been involved that it would be impossible to name them all. My deepest appreciation must go to my staff. Without their support and interest this project would not have been completed. I would also like to thank Ms. Beverly Florentino at Graphic Microfilms, who advised me from a filmer's point of view, and Mr. Joseph Duncan, our Experiment Station editor, who took time out of his busy schedule to edit this guide.

Antoinette Paris Powell

July, 1977

THE DECISION

The decision to microfilm your state's agricultural documents is only the first of many to be made in connection with such a project. Once the decision to enter into the project is made, then the material to be filmed, format to be used, and type of film need to be considered before the work can begin in earnest. These decisions will have a direct bearing on the cost of the filming and must be settled before a dollar amount can be assigned to the project.

Assigning priorities to files is not an easy matter. If the funds for such a project have already been determined, then you should move on to the estimate and then assign priorities when the cost of doing the entire job is known. If you have no such boundaries, then you should look at your files and decide exactly what you feel is valuable enough to preserve on film. The experiment station publications should be given first priority with the college and departmental publications second. The extension material, by its very nature, could be assigned lowest priority. Only the major series should be earmarked for filming.

The format of the material to be filmed needs to be determined very early in the project. The advantages and disadvantages of 16mm versus 35mm, microfiche versus roll microfilm, and the equipment available at your institution should be considered, as well as the type of film. If the film is simply to be of archival value, not for public use, then either positive or negative film would serve that purpose. If you want the film for reproduction purposes, however,

negative film would probably be the wiser choice. The type you choose will depend on the ultimate use you intend to make of the product of this project.

Suggestions

1. Check into the equipment on your campus and the means for duplication of the microforms.
2. Discuss the equipment and the film types with a person knowledgeable on the subject and do some background reading.
3. Consider putting shorter runs of serials on microfiche. The convenience may out-weigh the added cost.

THE ESTIMATE

There are several ways for estimating the paging of land-grant documents; I am going to describe two methods. The first procedure was suggested by Alice Sizner Warner (Microfilming of Land-Grant Documents, p. 5), and the second method was suggested by the National Agricultural Library in the very beginning stages of the project.

Ms. Warner suggests that shelves of documents be measured. There are approximately 400 pages to the shelf inch, and all that is required is to measure the shelf space of a series, then convert inches to pages. This is perhaps the simplest method of estimating. The method suggested by the National Agricultural Library takes considerably longer, but perhaps it is a bit more accurate. First, count the pages in every tenth publication in a given series, then total the number of pages and multiply by 10 to get the total number of pages. For example, if you have 30 publications in your Bulletin series and number 1 has 40 pages; number 10 has 25 pages; number 20 has 60 pages; and number 30 has 10 pages, your paging for the series would be 1,550 [(40 + 25 + 60 + 30) x 10].

This method of estimation also has another advantage: it gets you to look at the publications initially so you have some idea of what you are up against (Appendix A).

You should also consider format in the page count. Some materials are printed on leaves, and others have a much smaller format allowing two exposures per frame. This is to be considered when you convert your page count to a frame count. For example, you have 27,000 pages of Bulletins, but they are in a 6 x 9 format. With a 14x reduction the filmer will have two exposures per frame, so the actual number of frames is only 13,500 for that series. You would then multiply that figure by a current price on a per frame basis to get your estimated cost for the series.

Another way of estimating cost is to simply ignore format altogether and multiply the number of pages to be filmed by 10¢. (This is what we did at Kentucky and found ourselves estimating about \$1500 over the actual cost.) This method does not give an accurate estimate but simply a ballpark figure. Regardless of the method you use, consider the cost of the format you have decided upon and then use the most current prices available. This should give you a relatively accurate estimate of the cost of the project.

THE FUNDING

In 1972 the National Agricultural Library made funds available on a cooperative basis to any land-grant institution for the filming of land-grant agricultural documents. These funds are still available for those institutions that qualify. Once you have estimated the cost of filming, a cooperative agreement will be written and the amounts will be determined. NAL generally pays about 50% of the cost of the project (Appendix B).

An expiration date on the agreement also needs to be worked out. A very general timetable should be set up initially so there will be no need for an extension on the agreement. (For Kentucky publications the cooperative agreement was signed in June 1974, but the actual work on the project was from January to July 1976.) Although the timetable for the actual filming has to be worked out with the filmer, enough time should be allotted for the bidding period as well as the filming (Appendix B).

The last thing to be considered is how the funds will be handled. This differs among institutions so a look into your institution's accounting procedures may avoid needless delays.

Suggestions

1. Work out alternatives in the event that the estimate is high or low. If there is not enough money, who makes up the difference? If there is too much money, do you prorate the invoice or does NAL provide the full amount specified in the agreement?
2. Establish a knowledgeable contact at the accounting end of your institution. If problems arise, such a contact could be helpful.

THE DOCUMENT

The call for bids is a very lengthy document which must be exact in respect to specifications, for it will ultimately serve as your contract. The first step to be taken is to learn about your state laws governing contracts concerning state institutions. If there is a problem, it should be discussed long before the call is issued.

The next step is to produce the document itself. The call written for the New England or any of the other projects can serve as a model for your document (Exhibit A). The best way to proceed is simply to photocopy a document used by another institution and alter it to fit your needs. Included in this call must be a list of

publications to be filmed. The information needed is series title; the number of pages; and the format (size of the publication) (Exhibit B, p. 40). Every aspect of the project should be considered in producing this document because it is not only a call for bids but also the contract between your institution and the contractor. Bidders are usually given six weeks to respond with a bid. Once the call is issued, you can do nothing more on the contract until the bids are opened and a vendor is chosen.

Suggestions

1. First, talk with the official at your institution who will handle your contract. Find out what is required before you get too involved.
2. Try to anticipate any problems that might arise and clear them up ahead of time.

THE PREPARATION

Preparation of the files for the microfilming project can be broken down into two operations--the search for the bibliographic history and the actual collecting of the publications.

The Search

The search for the bibliographic history can be the most frustrating and, also the most rewarding operation of the entire project. The first step is to establish the history of the parent body (Exhibit C). The search should begin with your University archives (if you have one). That office will most likely provide you with the information you need with very little effort. Then you can verify it with your own publications. If the archives personnel cannot provide you with this information, then you can turn to the publications themselves. Note the date or dates on which any changes occurred and try to verify this with other

publications. Even if you cannot verify the history from another source, you can be reasonably sure that the changes in the name of the institution occurred during the years on the publications.

After you have determined name changes in your institution, the next step is to ascertain that you have all the material issued by that institution. Your best sources for determining the gaps is Library of Congress Dictionary Catalog, the National Union Catalog, Union List of Serials, New Serial Titles, and The Dictionary Catalog of the National Agricultural Library. Old publication lists from your experiment station are also very useful but extremely difficult to come by. If, in searching these sources, you find other series you think important enough to film, then you must try to obtain copies for filming. (Hopefully few will fall into this category as many additional series will greatly affect the cost of the project. If you feel you are lacking some important series in your holdings, then the searching operation should be completed before you estimate the cost.) The titles you wish to film should be noted and set aside to be put on your want list. Next, determine the gaps in your collection. Each series held by the library must be checked to see if it is complete.

Once your files are in order, a want list must be prepared and sent to the National Agricultural Library, neighboring institutions, and your own experiment station (Exhibit D). Selected want lists could be sent to various departments in your college. Although an original is desirable for filming, a good quality photocopy can be supplied if you are unable to send the original. In some instances, a photocopy may be a better copy than the original document.

For the sake of preservation, every effort should be made to note lapses in publication and to fill in existing gaps. To give the most

complete bibliographic information, many hours of searching will be necessary and many phone calls will have to be made. A complete and accurate bibliographic history will greatly facilitate the gathering of the actual documents.

Collecting the Material

Several decisions need to be made before the preparation of the material. If your experiment station publications (Bulletins, Circulars, Reports) were bound together, you should at this point decide how you are going to film them. If you decide to film them as they are, your bibliographic targets will have to be prepared with extreme care. If you decide to film each series separately, I suggest that your staff separate the material. This will avoid copious instructions to the filmer and needless confusion.

Another decision to be made before preparation is the position of the indexes (if there are any). If you decide to film the Bulletins, Circulars and Reports together, you must decide whether to put the indexes at the beginning or at the end of the publications indexed. Consideration should be given to the pagination of the index. If they are paged in at the end of the work, putting them at the beginning may confuse the user. If you decide to split the publications then your problem is compounded if you have a combined index for the Bulletins, Circulars, and Reports. You must decide with which publication to place the index. Once again, pagination should be considered. Whatever is decided, notations should be added to the other series for future reference.

The problem of revisions should be also settled beforehand. Revisions can be filmed on a separate reel or they can be placed in

chronological order following the original publications. If all the revisions are not available for filming, or if you cannot verify that you have all the revisions, then some sort of notation should be added at the beginning of the film (Exhibit E).

The first step in the actual preparation of the files is to number the titles. Simply take your list of material to be filmed and assign each title a number. Then take one title at a time and divide it into manageable packages for packing. Each package should be labeled by title number, package number and issues. Then, starting with the first number of the first package of the first series, begin collating.

To collate the publications, each issue should be looked at page by page and any idiosyncrasies noted on a collation list. Some items to look for in collating are:

1. Irregular paging,
2. Variant titles,
3. Position of the indexes,
4. Damaged pages,
5. Irregular size pages, such as foldouts,
6. Any supplements or additional material, and
7. Any missing numbers (gaps or unavailable for filming).

At the beginning of each list for each series title there should be a complete bibliographic history of the series. This alerts the filmers to the idiosyncrasies and enables them to prepare a complete bibliographic target as well as any notes for additional information. It also makes the library contact thoroughly familiar with each file to answer questions which may arise during the actual filming of the documents (Exhibit F). Any items to be returned should be clearly marked on the list and on the package. The filmer will be most cooperative in returning any items you request; however, the matter of postage should be discussed in advance. Along with the list, a standard bibliographic

target would be helpful to the filmer for each title, but complete accuracy must be observed (Exhibit G). The list should be prepared in triplicate: one to go in the appropriate box of publications, one to be sent via first class mail to the filmer, and one to be kept for your records.

Packing the boxes for shipment should be done so that the publications cannot shift and be damaged in transit. A list of what each box contains should be at the very top of the carton so that it is readily visible when the box is opened and each label should state the number of boxes being shipped (i.e., 1 of 7, 2 of 7, etc.). The list sent by first class mail should also indicate what is in each box. A copy of this packing list should be kept by the sending library. If a box does not arrive at the filmers, the missing items will be immediately known and provision can be made to replace them. After the filming begins, the person designated as the library liason should be available at all times to answer any questions that will come up during the filming.

Good preparation is the key to the success of this project. If files are accurately prepared, the film will certainly be an accurate record of the work done in your college. In preparing your files and lists, assume that the filmer knows nothing about the publications. Give explicit instructions and very detailed bibliographic information (Exhibit H). The outcome will be a high quality film which both you and the filmer can be proud of.

Suggestion

Use the collating list as your packing list. Simply indicate what is in each box (Exhibit I).

THE EVALUATION

It is a great feeling of satisfaction to see the reels of film return, but all the reels must be checked for accuracy. The best way is to examine every frame of film, but that is not always feasible. If you cannot spend the time required to examine the film, a spot check should be made. The simplest way to make a spot check is to take random reels of each title and go through them frame by frame. Look for completeness and accuracy. Check to see if your special instructions were carried out as you outlined them. The list should be examined for idiosyncrasies, and these should be checked to see if they were handled satisfactorily. If you find something amiss, notify the filmer immediately and make arrangements to have the error corrected. If your preparations were complete and the instructions clear, everything should be in order.

SUMMARY

While the decision, the estimate, the funding, the document, and the evaluation are all an integral part of this microfilming project, it is the preparation which will determine the quality of your film. It is for this reason that the bulk of my paper deals with preparing the files and not with the technical specifications. The technical specifications were fairly well established for the New England filming and it is up to the filmer to follow them, but the preparation of the files rests solely with you and your staff. The preparation will be the longest and the dirtiest task involved with this project and will require constant attention. Assume that the microfilmer knows nothing about the material being filmed and avoid library jargon whenever possible. If the files are properly prepared, the filming will be done with relative ease and it will be a high quality film in every sense of the word.

Methods of Estimation

To test the accuracy of both methods of estimating the pages to be filmed, I hand-counted the number of pages in our Kentucky Bulletins, Circulars, and Reports. I then took our estimate from 1974 and estimated the same series using the Warner method (see page 5 of text). Here are the results:

actual count	33,544 pages
NAL estimate	29,580 pages (underestimate of 3964 pages)
Warner estimate	39,200 pages (overestimate of 5656 pages)

Both methods of estimating have advantages and disadvantages. The Warner method is much faster but it may give you an overestimate thus encumbering more funds than you may need for the project. If time is a factor in doing your estimate, however, I suggest using this method.

The NAL method of estimating takes longer and you may underestimate the number of pages. Even though we underestimated on this series in Kentucky, we estimated a cost of \$1500 over the actual cost of the project.

Using this method of estimating has an added advantage; you can closely look at the format of each item. In addition to counting every tenth publication you can scan the publication for format. Are you dealing with leaves or pages? If leaves, then only half as much film will be used. You can see if there are a number of foldouts. If that is the case then it will take two frames per page. Other potential problems can be observed and prepared for before the actual preparation.

The method you choose will depend on the amount of time you have to

spend on the estimation. Either method will give you a rough estimate on which to base your cost projection.

Division of Time for Each Operation

COMPLETION TIME: 6 TO 8 MONTHS

THE DECISION--The decision begins the project. It is simply a matter of deciding whether or not to invest the time in the project.

THE ESTIMATE--The amount of time taken for the estimate will depend on the method used and the number of people involved in the operation. At Kentucky it took seven people four hours to estimate 84,000 pages using the NAL method of estimating (see Appendix A). Allow anywhere from one week to a month for the estimate.

THE FUNDING--This should take one person approximately three weeks to make arrangements for the funding and to mail the agreements.

THE DOCUMENT--The document should take one person approximately one week including typing of the document.

THE CALL FOR BIDS--You should allow at least one month for the document to clear your institution and six weeks for the bidder to respond.

THE PREPARATION--The Search--Preparation can begin as soon as the funding is settled. I suggest that the real preparation not begin until the bids have actually been sent and all the details concerning the project have been worked out. You may change your mind about certain procedures during the course of the writing of the document. No estimate of time can be given for the search. The time spent will depend on the availability of materials and the records to confirm the bibliographic information. The actual preparing of the want list should take only a few days but allow at least two months for a response.

THE PREPARATION--The Collecting--Allow a minimum of one month to collect duplicates. This also will depend on your source of supply for duplicate publications. If you can obtain all of them from sources on your campus, the time for collecting material will be greatly shortened.

THE PREPARATION--Splitting--If you decide to split your Bulletins, Circulars, and Reports, allow an extra week in your preparation.

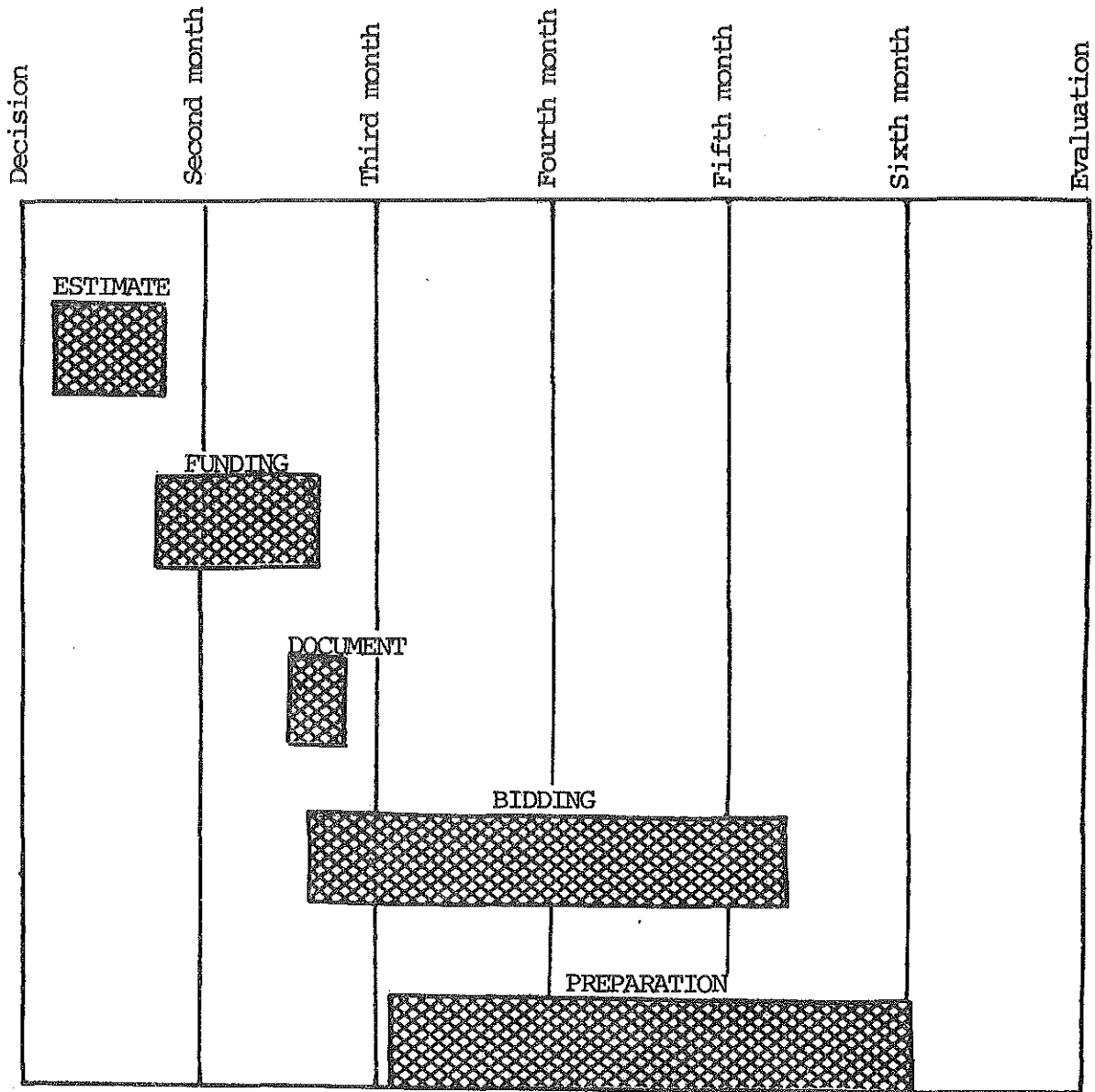
THE PREPARATION--Collating--Allow about twenty minutes per six hundred pages for collating. The collating at Kentucky took about one hundred man-hours.

THE PREPARATION--The Collating List--Typing the collating list and packing each shipment should take four to eight hours.

THE EVALUATION--The evaluation will take as much time as you wish to spend with it. It could take anywhere from four hours to four weeks.

TIMETABLE

Estimated Time 6 to 8 Months



SAMPLE CALL FOR BIDS
SECTION I - INFORMATION TO BIDDERS

A. BACKGROUND AND OBJECTIVES

1. The land-grant universities and the U.S. Department of Agriculture have a long history of cooperation on projects in research, instruction and the establishment of agricultural policies for the United States. The National Agricultural Library (NAL), the official U.S. Department of Agricultural Library, in a like manner works on a cooperative endeavors with the land-grant university libraries. These actions are usually on a shared-cost basis.
2. Under the direction of the New England Board of Higher Education the New England states of Connecticut, New Hampshire, Maine, Massachusetts, Rhode Island, and Vermont through actions of the land-grant university and library administrators, have joined with the National Agricultural Library (NAL) to microfilm their state land-grant agricultural publications on a shared-cost basis.
3. The National Agricultural Library proposed this joint funding arrangement following solicitation of funds in 1972 by a group of New England Librarians for microfilming. During a review of this program with the National Advisory Council to the National Agricultural Library in 1972-73, it was proposed that a microfilming program for the entire United States be considered and, if feasible, implemented.
4. The program is established with the knowledge that many institutions will be interested in obtaining these titles on film as replacements for old files or to extend their existing holdings. It is proposed that ready availability and marketing can best be accomplished by working with a commercial filmer and marketer on a shared-cost basis. Hereinafter this agency will be referred to as the Contractor. Therefore the participating state institutions in this contract would receive films of their home states' documents. The University of Kentucky will retain one archive quality master negative of all items filmed. For its investment, the commercial concern would have retention, duplication and sales right from its original master and could provide notice of availability in promotional materials.
5. This proposed filming follows the contractual filming underway of the six New England states' land-grant agricultural publications.

B. RELATIONSHIP TO THE NATIONAL PROGRAM

1. 1. The University of Kentucky has joined with the National Agricultural Library to continue this microfilming endeavor begun with the New England land-grant filming.

2. A national microfilming program of an estimated 7 million pages of land-grant university agricultural publications requires a large investment of funds. This investment can only partially be provided by the University of Kentucky. Therefore, the success of the national program will eventually require a substantial investment on the part of a commercial contractor.
3. The purpose of the program is primarily archival in nature, since many of the documents and serial files are deteriorating. The land-grant libraries and the National Agricultural Library feel an obligation to preserve the publications on film for future scholars. Research publications of the agricultural experiment stations are the most valuable of the documents, have the greatest utility, and will continue to have use on a long-term basis.
4. Publications to be filmed will include those of the agricultural experiment stations, extension services, colleges of agriculture, forestry, home economics or derivatively named units. Prime emphases will be given to filming long serial runs of these organizational units from their inception through 1969. Priority considerations will be made on title-by title basis if this is necessary because of costs.
5. The National Agricultural Library (NAL) intends to continue the filming program until the major publications of each of the fifty states are filmed. As of July 1, 1974, in addition to the six New England states, cooperative agreements, including shared-costs, were signed with the appropriate officials in California, Florida and Kentucky. The availability of funds will determine the speed of contracting and filming.
6. The pattern of cooperation and funding from three sources will determine the degree to which each state's land-grant agricultural publications are filmed. In all cases where priority consideration is required, preference will be given to experiment station and college of Agriculture materials.

The Extension Service materials received lowest priority in the New England land-grant filming and were filmed for some states and not for others.

C. VOLUME OF WORK

The total amount of microfilming involved in the University of Kentucky project cannot be determined exactly and is subject to variation depending upon the availability of funds from the University of Kentucky, the NAL and the level of cost sharing offered by the Contractor. Current estimates of pages to be filmed made on a title-by title count or a measurement of shelves is 80-100,000 pages. A contract made as a result of this Invitation to Bid will bind the University of Kentucky during the term of the contract to utilize services provided by the successful contractor insofar as feasible, to a limitation of \$8,000 and such contract will bind the Contractor to perform all work ordered by the University of Kentucky at the prices quoted in the Price Proposal, and confirmed by contract.

The title list provided as Appendix I will be followed as closely as possible and may be used as a reference tool by prospective contractors for estimating type of material and volume of work. However, some titles which are of lesser value than others may be deleted. This will be determined at time of signature of the contract. These variations will be minor and should not cause problems in the work flow, nor in the bidding process since pricing will be provided to the University on a per frame basis by each bidder.

D. PERIOD OF CONTRACT

- D. The contract period shall be for 3 months from the date of award or signed contractual agreement, or until the sum of \$8,000 has been expended, whichever comes first. Contract will be terminated and must be completed by June 30, 1976.

E. PROPOSAL COPIES

Bidders shall submit two (2) complete copies of their proposals with the bid.

F. PAYMENT

After final acceptance the contractor shall be paid upon the submission of proper invoices.

SECTION II - SPECIAL CONDITIONS

A. LOCATION

Filming will be performed at a location so designated by the Contractor. Transportation of materials to be filmed will be arranged by the Contractor to that location. Responsibility for receipt of the material lies with the Contractor.

Publications which leave the University of Kentucky to the filming location but do not arrive at the designated destination must be replaced by the Contractor.

B. FAMILIARIZATION WITH CONDITIONS

A pre-bid conference will not be held. All materials to be filmed will be available for inspection at the University of Kentucky Agriculture Library. Copies of particular titles may also be examined at the National Agricultural Library, Beltsville, Maryland. Assistance and consultation on the titles will be given during the hours of 9:00 a.m. to 4:00 p.m. on Monday through Friday. Specific questions will be answered; however, such information and explanations will not relieve the Contractor from assuming the full responsibility for proper estimation of services required. All contacts and arrangements must be made through:

Antoinette P. Powell
Agriculture Library
Agricultural Science Center-N
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2758, or her designated representative.

Ms. Powell may be contacted after January 4, 1976 until the bid opening date as shown on cover sheet.

C. QUALIFICATIONS OF BIDDERS

Bids will be considered only from organizations or individuals who now or within the last two years have been engaged in the performance of work comparable to that described in the work specifications. Greater detail on Bidder's qualifications are given below.

D. INFORMATION, MATERIALS AND RESPONSIBILITIES OF THE UNIVERSITY OF KENTUCKY

1. The University of Kentucky will provide as complete sets as possible of the documents to be filmed and boxed for transport. Sets will be transported at the expense of the Contractor.

It will be the University of Kentucky's responsibility to separate bound material only when more than one series is bound together.

2. No facilities, supplies or equipment will be provided by the University of Kentucky.

E. CONTRACTOR FURNISHED MATERIALS, SUPPLIES AND HANDLING

1. The Contractor shall supply all the necessary microfilming equipment including peripheral equipment and materials in order to meet the technical specifications.
2. The Contractor shall furnish all supplies, forms, equipment and office space necessary for performance of this contract.
3. The Contractor shall deliver completed film to the University of Kentucky Libraries, and the National Agricultural Library.

F. LABOR INFORMATION

If a contract results from this solicitation, the contract to the extent that it is of the character of which the Service Contract Act of 1965 (P.L. 89-286) applies, is subject to the attached provisions entitled Service Contract Act of 1965.

G. PERFORMANCE BOND

The successful bidder will be required to furnish within 15 days after award of the contract security to guarantee satisfactory performance of the contract in the amount of 50% of the contract price. Security shall be in the form of a performance bond, meeting requirements of Commonwealth of Kentucky Statutes.

H. CONTRACTOR'S LIABILITY RESPONSIBILITY

The Contractor shall be responsible for the safety of his employees and he shall save and keep harmless the University of Kentucky against any or all claims, expenses, or liability in connection with the performance of this contract.

I. QUALIFICATION OF PERSONNEL

The personnel selected by the Contractor to perform the collating must have past experience with serial numbering and collation sequencing for filming. Camera operators must have a minimum of one year experience in microfilming. Contractor will not trim materials to be returned to the University without permission from the University.

J. SUBCONTRACTING

Subcontracting arrangements may be made in order to meet the requirements of this request. Such an arrangement may be appropriate where a bidder may have the filming expertise, but would be unable to meet the marketing or sales requirements, or the ability to provide projection reduction to 16mm from a 35mm master. Such combinations of arrangements must be identified and the qualifications of the subcontractor and the part he will play must be clearly stated. Primary Contractor must be responsible for all phases and requirements of resulting contract.

K. METHOD OF AWARD

1. Award is to be determined by evaluation of proposals and made to that responsible, responsive firm(s) whose proposal conforming to this bid will be most advantageous to the State and Agency, cost and other factors considered. The State reserves the right to reject any and all proposals and to waive informalities or minor irregularities in proposals received.
2. As may be necessary or desirable, the proposal evaluation committee reserves the right to seek or require verification, validation or clarification of vendors' data and information presented in the vendors' bid proposal. However, any cost negotiations and or charges in the scope of this bid shall not be considered by the committee nor authorized.
3. The State reserves the right to consider proposal amendments or modifications after the bid opening date, should such action be in the interest of the State. This bid does not commit the state to pay any cost incurred in preparation or the submission of a proposal or to procure or contract for the system and services requested.
4. Period Proposals offering less than sixty (60) days for acceptance by the State from the date set for opening of the bids will be considered non-responsive.

L. EVALUATION OF PROPOSALS

1. By Committee, the state reserves the right to evaluate all proposals submitted and to accept the system which shall be considered by the State of Kentucky to be the most advantageous and constitute its best interest. Vendors are, therefore, advised that in addition to the cost factors of the proposed system the ability to satisfy the overall requirements and specifications, as set forth shall be of equal consideration in the committee evaluation of proposals.

2. Proposals will be evaluated on a percentage basis: Technical Proposal 100o/o, Sale to Public 100o/o, Price Proposal 100o/o; (See Section IV - Preparation of Proposals).

The values given within each Proposal shall be as follows:

- a. Technical Proposal - 100%

The eight (8) points of Section A will be given these values:

1. 7%
2. 10%
3. 20%
4. 25%
5. 8%
6. 5%
7. 15%
8. 10%

- b. Price Proposal - 100%

Section 1 for University of Kentucky filming

- c. Sale to the Public - 100%

Section 2 for Sale to the Public.

SECTION III - SCOPE AND DESCRIPTION OF WORK

This description is provided to clarify lines of responsibility and to assist bidders in preparing work schedules and costs. These procedures and specifications will become contractual requirements unless equal or better alternatives are received in proposal.

A. ORGANIZATION AND PREPARATION OF FILES

1. The University of Kentucky will organize the files and prepare them for shipment. These actions include:
 - a. Each bundle or title series will be tied or banded to maintain sequential order.
 - b. As complete a set of each title as is possible will be provided by the University of Kentucky.
 - c. A listing of titles will be provided by each prior to shipment with identification of missing volumes, issues or pages, which will be used by the Contractor as a checklist in collating and checking for file integrity prior to filming.
 - d. Each title to be filmed shall be consecutively noted by a number or letter designation and attached to each package; e.g., Title 1, Package 3.
 - e. Titles or select pieces of a title to be returned to the land-grant library after filming will be conspicuously marked by the University of Kentucky on the individual pieces or titles. Each item will also be identified on the titles' list. Whole titles or volumes can be returned but must so be designated prior to shipment by the University of Kentucky.

B. TITLE BIBLIOGRAPHIC HISTORY

The University of Kentucky will provide basic bibliographic history on the titles to be filmed by:

1. Identifying in chronological order the succeeding names of the issuing or sponsoring body of the publication.
2. Identifying changes or variations of names for each title along with the dates of these major changes.
3. Identifying volumes or issues that were never published.
4. Identifying volumes or issues misnumbered.

5. Providing any other bibliographic details which will aid in the handling, organization of the file, and filming, and/or which should be included in the bibliographic history on film.

These data can be provided on the checklist noted in III, A. above or separately prepared in adequate copies to be mailed to the Contractor as well as shipped with the titles.

C. SHIPMENTS AND FILMING SCHEDULES

1. At the time of contractual agreement, the University of Kentucky, or its designated representative, will establish a filming schedule, sequence of work, and shipping schedule with the Contractor.
2. A priority title list will be provided by the University of Kentucky with two categories of importance noted, and which will be followed based on availability of funds and filming costs.
3. A priority title list shall be provided by the University of Kentucky with two categories of importance to be followed based on availability of funds and filming costs.
4. The University of Kentucky will establish shipment schedules; the Contractor will be responsible for shipping arrangements and their associated costs.

D. CONTRACTOR REPORTING

The Contractor will report accurately and in writing the quantity of pages filmed as back-up to invoice submitted to the University by the Contractor on a monthly basis. This requirement is necessary because the actual quantity of pages is not known and expenditure must be controlled on this basis.

E. CONTRACTOR COLLATION AND BIBLIOGRAPHIC RESPONSIBILITIES

1. The Contractor shall be responsible for the correct filming sequence of each title regardless of shipment or checklists provided by the University of Kentucky.
2. The Contractor shall take special note of responsibility for reading notices of missing items and bibliographic history on the physical film as required by the Technical Specifications (Section G).

3. The Contractor shall check the lists (Section III A. 1.c above) for any differences from the pieces received. The land-grant library representative will be contacted by the Contractor prior to filming about these variations, or make corrections later if verification is not done in advance.
4. The Contractor shall keep original documents in sequence and readily accessible until the final films are accepted.

F. FILM QUALITY AND ACCEPTANCE

1. Land-grant university libraries will inspect the finished film for accuracy of sequence, titling, quality of the film and matching of the Technical Specifications.
2. The Contractor shall be required to correct or rework unsatisfactory filming for any technical matters covered in the Technical Specifications, or any other contract requirement. Accuracy of sequencing of film, leaders or bibliographic notices are the responsibility of the Contractor.
3. The Contractor shall be required to retain all hardcopy sets until the film is accepted and a written release transmitted.

G. TECHNICAL SPECIFICATIONS

1. The microfilms produced shall conform to the requirements of MICROFILM Norms: Recommended Standards for Libraries (American Library Association, Chicago, 1966. 48 pages. Available only from: University Microfilms, 300 North Zeeb Road, Ann Arbor, Mich. 48106, as Catalog number OP33154, \$6.00 per copy). Microfilm Norms will be followed subject to the modifications and additions cited in Section 2 following. The National Agricultural Library has a copy of the Norms which may be consulted on the premises; additionally, a copy is held by the Agriculture Library University of Kentucky where Mrs. Antoinette P. Powell (606) 258-2758, should be consulted for access.

The microfilms will also conform to the following standards whenever they apply and replace those listed in chapter 2 of Microfilm Norms.

PHL.25-1965 (R 1969) Safety Photographic Film, Specifications for

PHL.28-1969 Photographic Film for Archival Records, Silver-Gelatin Type, on Cellulose Ester Base, Specifications for

PHL.41-1971 Photographic Film for Archival Records, Silver-Gelatin Type, on Polyester Base, Specifications for

Ph2.19-1959 Diffuse Transmission Density

PH4.8-1971 Methylene Blue Method for Measuring Thiosulfate and Silver Densitometric Method for Measuring Residual Chemicals in Films, Plates, and Papers.

PH5.1-1959 (R1970) Microfilm Readers for 16mm and 35mm Film on Reels, Specifications for

PH5.3-1967 16mm and 35mm Silver Gelatin Microfilms for Reel Applications

PH4-1970 Storage of Processed Silver-Gelatin Microfilm, Practice for

PH5.6-1968 100-Foot Reels for Processed 16mm and 35mm Microfilm, Dimensions for

National Microfilm Association MS5-1972 Microfiche of Documents

Each title or series will be provided on a separate reel.

2. These modifications to Microfilm Norms shall apply to this microfilming project.
- a. Page 19, Chapter 4, Target Description, A. The Hypo Test Patch. No Hypo Test Patch shall be included in the film and all subsequent references to the Hypo Test Patch in Microfilm Norms shall be ignored.
 - b. Page 20. An additional target will be inserted on a frame immediately ahead of the Identification Target. It will include the name of the Issuing or Sponsoring Body from its inception to the time of filming, in chronological sequence. This target must be legible on the film without the aid of a magnifier and follow the size and layout for the Identification Target. The Issuing Agency frame at the beginning of the reel will include the word START.
 - c. Page 21, C. The Technical Target. The National Bureau of Standards Resolution Chart to be used will be the "1963 A" version of the Chart. These are available from:

U.S. Department of Commerce
National Bureau of Standards
Office of Standard Reference Material
Washington, D.C. 20234
- One set Microfilm Resolution Test Chart 1010A [10 charts per set]
\$16.00
- d. Page 27. After Suppl. Bibl. Target.
 - e. Page 28, Chapter 5. A. Arrangement of Targets. A blank frame will be inserted between the Missing Volume Target and the first text frame. Likewise, a blank frame will be inserted between the last page of a numbered issue and the first page of the next issue.

- f. Page 33, Chapter 6, A. Reduction Ratios. The Requirements for reduction ratios as specified in Microfilm Norms shall apply with the following additions and modifications.

1. Only 35mm non-perforated film shall be used for the camera master film.
2. A 12X reduction ratio shall be substituted for the 14X reduction ratio when ever such a change can be made without forcing the camera operator to change to a different orientation (for example: A small bound leaflet printed on both sides is 4" X 5" in size. According to the standard practice the leaflet would be placed in the IIA position and filmed at 14X reduction. Since the booklet can be accomodated in the IIA image orientation at 12X reduction this lower (12X) reduction ratio shall be used. If a larger booklet would normally be filmed at 14X reduction in the IIA position and a change to the 12X reduction ratio would force a change to the IIB position then this booklet would be filmed at the 14X ratio.)

It should be emphasized that the maximum film area to be utilized will always be subject to the ANSI Specifications for 16mm and 35mm Silver Gelatin Microfilms for Reel Applications (PH5. 3-1967).

At 14X, two 8¹/₂" X 11" pages can be placed in the IIA Position.

The spaces between microfilm frames shall be kept to the smallest size which the camera will permit.

- g. Page 39, Chapter 7, A. Permanence. Hypo Content. Residual thiosulfate content shall be subject to the requirements and test methods of the latest ANSI specifications.
- h. Page 40, Legibility, Resolution. The pattern to be resolved in the center and the corners of the test chart shall be 7.1 in the case of the 14X target, and 5.6 in the case of the 20X target.

In 16mm film produced by projection-reduction from the 35mm master film, the 16mm sub-master shall resolve a minimum of 175 lines per millimeter.

- i. Page 44, C. Storage Reels and Containers, Sections 3 and 4. The two paragraphs concerning paper strips and rubber bands shall not apply. In their stead the following requirement shall be accepted:
The films shall be held on the reel securely fastened in a manner which will not affect their use or permanence and which will not allow the films to unravel.

- g. Page 45, Item 5. Plastic boxes are to be considered preferable to paper boxes.
 - h. Page 45, Section D. Only non-perforated film shall be used.
 - i. Section D2. The maximum number of splices per 100 foot reel of microfilm master shall not exceed 20.
 - j. Page 46, Types of Duplicate Film, Section 2. For Kalvar film read vesicular film. In all subsequent references Kalvar film shall read vesicular film.
 - k. Page 47, C. Resolution. This paragraph shall stand except that the 14X target in the duplicate film shall resolve the 6.3 pattern and the 20X technical target shall resolve the 5.0 pattern.
 - l. Page 48, Microfiche. Any microfiche prepared under this contract shall conform to the National Microfilm Association's MS5-1972 Microfiche of Documents.
3. When a 16mm is prepared by projection-reduction from a 35mm film the contents of 200 feet of 35mm film are reduced to a 100 foot 16mm film. The contractor will then prepare additional bibliographic targets filmed on 16mm film which will correctly describe the contents of the 16mm reels.

G. REDUCTION METHODS AND MASTERS

- 1. All filming will be on 35mm as specified earlier. The original master will become the property of the Contractor upon satisfactory completion of the contract.
- 2. A 35mm duplicate archival master of silver halide with negative tonality (second generation film) shall be required. Delivery will be coordinated with the Contracting Officer of the University of Kentucky or a designated representative.
- 3. All 16mm will be generated from the 35mm master by creation of a projection-reduction master of silver halide with negative tonality from which the 16mm release copies will be made.
- 4. The Contractor shall provide access to the master for examination before negatives are made.

SECTION IV - PREPARATION OF PROPOSALS

Proposals shall be submitted in two (2) parts: A Technical Proposal and Price Proposals.

A. TECHNICAL PROPOSAL

The Technical Proposal may contain suggested patterns of operation and filming other than those specified in this Invitation to Bid. If technical filming arrangements are suggested other than as specified in this Invitation to Bid, two full Proposals must be provided: (1) to meet the specifications and working requirements of this Bid, including pricing, and (2) a second with the alternative proposals.

The Technical Proposal shall be included with this Invitation to Bid and shall include the following minimum information, but is not restricted to it.

1. Description and location of Bidder's organization along with the designation of filming location.
2. Description of filming locations and/or ability to establish them in alternative parts of the United States in order to meet the national features of this filming program. Description and details should be provided of where, by what methods, and the organizational arrangements which would be utilized for filming in California, Florida, and Kentucky where filming call for bids is now being issued.
3. Bidder's approach or outline of method for performance of work, including the organization and size of work group; method of supervision, and schedule of work.
4. Description of bidder's experiences in performing functions similar to those requested in this Invitation to Bid for proposals with specific references to old serial files filmed.
5. A listing of clients who have been furnished similar services with detailed information on the types of serial files, size of the job and delivery schedules met.
6. Resume of principal person(s) to be assigned to full time participation in this project.
7. Bidder's marketing experience with the library and information communities in filming and selling archival and nonarchival film.
8. Description of marketing and promotional procedures which would be followed in the sale of the film within the United States and overseas.

B. PRICE PROPOSAL - 100%

The estimated pages to be filmed are 80,000-100,000 of which approximately 80% should be filmed on a two-page per frame basis. (See Appendix I for a listing of titles with page sizes and estimated pages counts.)

Bidders are reminded that all filming shall be on 35mm, with projection reduction to 16mm, and microfiche for some series titles. Bidders are also reminded that the original master remains the property of the Contractor after delivery of acceptable sets. Titles appropriate for microfiche are identified on the title list (Appendix I) with a Capital M in the right-hand column.

NOTE: Pricing must follow pattern as indicated on Page 18 "Price Proposal". Bidders may, however, indicate in a specific manner any allowance or deduction which they will make for step 1. a since the film camera master will remain the property of the Contractor after delivery of the required film.

The University of Kentucky reserves the right to choose any of the pricing schemes or delivery patterns for the release copies. The total number of delivered sets will remain the same but the number for each format may be changed.

Prices as shown on page 18 "Price Proposal" will not be negotiable and will remain firm during term of contract.

PRICE PROPOSAL

SECTION I

1. Filming and Copies of University of Kentucky Publications

a. One (1) set of 35mm Camera master	<u>Price Per Frame</u> \$	<u>Estimated Total</u>
b. One (1) 16mm projection reduction sub-master generated from the 35mm master film, on silver halide film with negative tonality.	<u>Price Per Foot</u> \$	<u>Estimated Total</u>
c. One (1) set of 35mm duplicate archival master silver halide film with negative totality (second generation film)	<u>Price per Foot</u> \$	<u>Estimated Total</u>
d. Pricing on Release Copy 1. One (1) set of 35mm positive silver halide	<u>Price Per Foot</u> \$	<u>Estimated Total</u>
e. Two (2) sets of microfiche for the titles identified in Appendix I with M.	<u>Unit Price Per Microfiche</u> \$	<u>Estimated Total</u>

SECTION II

2. Pricing for Public Sale - 100%

a. One (1) set of 35mm positive silver halide release copies	<u>Price Per Foot</u> \$
b. One (1) set of 16mm positive silver halide release copies	\$
c. One (1) set of microfiche for the titles identified in Appendix I with M.	<u>Unit Price Per Microfiche</u> \$

Below state length of time rates proposed in Section II will be in effect:

From _____ to _____

The documents will be filmed from their inception through the year 1969. Documents to be filmed are listed in appendix I.

The documents are to be filmed in 14X unless specified otherwise. The Documents range in size from 5 1/2 x 8 1/2 to 8 1/2 x 11.

In the event additional information regarding this Invitation to Bid is required contact:

Mary V. Grady
Assistant Director
University of Kentucky
322 Service Building
Lexington, Kentucky 40506

Telephone: 606- 258-4601

LIST OF UNIVERSITY OF KENTUCKY LAND-GRANT
AGRICULTURAL PUBLICATIONS TO BE MICROFILMED

This list includes the titles to be filmed and considered of greatest value for retention or archival needs. In all cases the size of pages and estimation of pages for filming are not absolute. The occasional page size variations of much of the material are not shown unless they constituted a sizeable number of pages or a clearly evident page size change which then continued. Likewise, the page estimates include a 100/o plus or minus factor. Gaps in some files are being filled almost daily. Missing portions of sets are not shown unless they are substantial omissions from the set. Gaps now shown are small or the title would not be filmed.

The M column indicates those titles determined appropriate for microfiche and which will be required in that format. Determination of titles for microfiche was made on the basis of these criteria:

1. Relatively short runs,
2. Serials which have the characteristics of technical reports, i.e., each title tends to stand alone and is not closely subject related to the other numbered item in the series,
3. Serials which are popular newsletter or a reporting series for the public or researchers,
4. Each individual piece of a series has between 25 and 100 pages.

Criteria 1 and 4 are required in order to designate a series for delivery on microfiche.

UNIVERSITY OF KENTUCKY LAND-GRANT PUBLICATIONS

<u>AGRICULTURAL EXPERIMENT STATION PUBLICATIONS</u>	<u>Size of Page</u>	<u>Estimated Pages to be filmed</u>	<u>M-fiche</u>
<u>Annual Report</u> (1st-82nd; 1885/88-1969)	6x9	29,580	
<u>Bulletins</u> (no.1-708 Dec. 1885-Aug. 1968)	Sizes vary slightly		
<u>Circulars</u> (no.1-71; Dec. 1885-Mar. 1952)	Sizes vary slightly		
<u>Farm ec. - Misc.</u> (n.d. 42 nos.)	8 ¹ / ₂ x 11	670	<u>M</u>
<u>Kentucky Animal Science Research Reports</u> (1957? - 1969)	8 ¹ / ₂ x 11	3860	
<u>Kentucky Farm and Home Science</u> (v.1-8, no.3; 1955-1962)	8x10 ¹ / ₂	230	<u>M</u>
<u>Kentucky Fruit Notes</u> (v.1-4; 1938-1951)	6 ¹ / ₂ x 8 ¹ / ₂	240	<u>M</u>
<u>Newspaper Bulletin</u> (no.1-119; 1911-1915)	sizes vary 5x9 6x14	119	<u>M</u>
<u>Progress Report</u> (no.1-185 1952-1969)	8 ¹ / ₂ x 11	3710	
<u>Regulatory Bulletin</u> (no.1-205 Aug. 1918-Jul 1969)	6x9 (varies slightly)	14,230	

KENTUCKY. UNIVERSITY AGRICULTURAL EXTENSION SERVICE PUBLICATIONS

(Gradually became the Cooperative Extension Service beginning in 1953).

<u>Circular</u> (no.1-622 1912-1968)	6x9	22,480	
<u>Leaflets series A-P</u> (July 1938-Jan. 1943) (no.1-329 Jan. 1943-1969)	sizes vary	800	<u>M</u>
<u>Miscellaneous</u> (no.1-362 1953?-1968)	8 ¹ / ₂ x 11	3230	
<u>Report</u> (1920-1968)	sizes vary 5 ¹ / ₂ x 8 ¹ / ₂ 8 ¹ / ₂ x 11	2470	

FORM AD-451 (8-70)
AGPR (41CFR)
4-16,950-451

Cooperative Agreement

Appropriation No. 401-03-01-04-01

UNITED STATES DEPARTMENT OF AGRICULTURE RESEARCH AGREEMENT		AGREEMENT NO. 12-03-01-2-220
DEPARTMENT AGENCY (Name and Address) National Agricultural Library Beltsville, Maryland 20705		FEDERAL OBLIGATION \$4,500
EDUCATIONAL INSTITUTION (Name and Address) University of Kentucky Research Foundation Lexington, Kentucky 40506		PERIOD OF AGREEMENT FROM June 17, 1974 TO July 30, 1975
AUTHORIZED DEPARTMENTAL OFFICER Samuel T. Waters, Acting Director National Agricultural Library	AUTHORIZED PRINCIPAL INVESTIGATOR Mr. Paul A. Willis, Director of Libraries University of Kentucky	
TITLE OF PROJECT Microfilming Program of State Land-Grant Agricultural Publications	AGREEMENT AUTHORITY CONTRACT _____ GRANT _____ COOPERATIVE AGREEMENT <u>Specific</u>	

PROVISIONS

This agreement includes: 1. The General Provisions for Research Agreements, Form AD-452, which is incorporated herein by reference; 2. The attached Statement of Work; and 3. Such other requirements as are attached hereto or incorporated by reference and identified as follows:

EDUCATIONAL INSTITUTION AGREEMENT

The Educational Institution accepts this agreement and certifies that it:

- has, has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause herein and has filed compliance reports where required;
- has, has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the contractor) to solicit or secure this contract, and
- has, has not, paid or agreed to pay to any company or person (other than a full-time bona fide employee working solely for the contractor) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating thereto as requested by the contracting officer.

BY: James McDonald Date 6/21/74
Signature
Executive Director
University of Kentucky Research Foundation
Title

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

BY: Samuel T. Waters Date JUN 17 1974
Signature
Acting Director
National Agricultural Library
Title

Authorized Departmental Officer's
Designated Representative:
Wallace C. Olson, National Agricultural
Library, Beltsville, Maryland 20705

COOPERATIVE AGREEMENT

No. 12-03-01-2-220
between

UNIVERSITY OF KENTUCKY RESEARCH FOUNDATION
and the
UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

THIS COOPERATIVE AGREEMENT, is made and entered into by and between The University of Kentucky Research Foundation, hereinafter referred to as the "Cooperator," and the United States Department of Agriculture, National Agricultural Library, hereinafter referred to as "NAL."

WHEREAS, NAL desires to enter into a microfilming program of state land-grant agricultural publications on a shared-cost basis with the states to provide an archival film copy of the publications from inception of the experiment stations, extension services, and Colleges of Agriculture of the University of Kentucky

through 1969; and,

WHEREAS, the purpose of the filming is to provide:

1. An archive record of these publications before they deteriorate;
2. A larger resource on film of retrospective publications than is now held by many of the libraries and which cannot be easily duplicated separately; and
3. The opportunity to save shelf space by substitution of some state publications with film in those libraries which choose to discard deteriorating and space-occupying sets; and,

WHEREAS, it is the intention of the parties hereto to cooperate in this work for their mutual benefit and the benefit of the people of the United States;

NOW, THEREFORE, the parties hereto agree as follows:

A. The Cooperator will:

1. Contribute \$3,500 to be used for purposes essential to this work.
2. Consult with NAL in carrying out the work provided for herein.
3. Film materials from inception of publication through 1969, and as complete for each title as the land-grant can assemble.

4. Direct and conduct the work necessary to provide NAL and The University of Kentucky with:
 - a. A 35 mm, or 16 mm, or microfiche set of each of the titles on the attached list of University of Kentucky Land-grant Agricultural Publications.
 - b. One set of negative diazo film for each title put onto roll film.
 - c. Microfiche titles will be prepared in one copy only.
5. Use technical specifications as follows:
 - a. For Microfilm: Specifications for the Microfilming of Books and Pamphlets in the Library of Congress.
Library of Congress, Washington, 1973
(16 pages)
 - b. For Microfiche: NMA Standard. Microfiche of Documents.
NMA MS5-1973
National Microfilm Association, Silver Spring, Maryland (15 pages)
6. Utilize funds contributed by NAL solely in connection with the work provided for herein.

B. NAL will:

1. Contribute \$4,500 to help defray the cost of the work provided for herein.
2. Consult with the Cooperator during the conduct of the work.

C. The Cooperator and NAL mutually agree:

1. The parties to this agreement will plan the work cooperatively.
2. Funds contributed by the Cooperator and NAL will be disbursed by the Cooperator's Representative, Mr. Paul A. Willis, Director of Libraries, University of Kentucky, upon receipt of itemized statements, or vouchers properly certified. All requests for payments, vouchers, and correspondence pertaining to this Cooperative Agreement must have the following identification: Cooperative Agreement No. 12-03-01-04-01
3. Upon completion of work or expiration of the Cooperative Agreement, whichever occurs first, any remaining unobligated balance of funds contributed by NAL will be refunded.

4. Filming will be completed and materials delivered as states and titles are completed. The first of which is anticipated by November 30, 1974, and the last no later than July 30, 1975.
5. No member of, or delegate to, Congress or resident commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom.
6. In connection with performance of work provided for herein, the attached nondiscrimination provisions, Form AD-369, prescribed by Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, October 13, 1967, are hereby made a part of this agreement.
7. The Comptroller General of the United States, or any of his duly authorized representatives, and duly authorized representatives of the United States Department of Agriculture, shall, until expiration or three years after final payment under this agreement, have access to, and the right to examine, any directly pertinent books, documents, papers, and records of the Cooperator involving transactions related to this agreement.
8. All conditions and provisions of this agreement shall become effective June 17, 1974, and shall continue in force until completion of the work, but not later than July 30, 1975. This agreement may be amended by agreement of the parties in writing, or terminated by either party upon thirty (30) days notice in writing to the other party.

SAMPLE PAGE OF TITLE LISTINGS

issuing agency		UNIVERSITY OF KENTUCKY LAND GRANT PUBLICATIONS		
title of publication		AGRICULTURAL EXPERIMENT STATION PUBLICATIONS		
	Estimated Pages to be filmed	Size of Page (inches)		M-fiche
history	Annual Report 1st-82nd; 1885/88-1969	6x9	29,580	Bound together pages inclusive
	Bulletins no. 1-708; Dec. 1885-Aug. 1968)	sizes vary slightly		
	Circulars no. 1-71; Dec. 1885-Mar. 1952	sizes vary slightly		
	Farm ec. - Misc nd 42 nos.	8 ¹ / ₂ x 11	670	M
	Kentucky Animal Science Research Reports 1957?-1969	8 ¹ / ₂ x 11	3860	
	Kentucky Farm and Home Science v. 1-8, no. 3; 1955-1962	8 ¹ / ₂ x 10 ¹ / ₂	230	M
KENTUCKY. UNIVERSITY AGRICULTURAL EXTENSION SERVICE PUBLICATIONS. (Gradually became the Cooperative Extension Service beginning in 1953.)				
	Circular no. 1-622; 1912-1968	6x9	22,480	
	Leaflets series A-P July 1938-Jan. 1943 No. 1-329; Jan 1943-1969	sizes vary	800	M

HISTORY OF THE ISSUING BODY

The corporate heading for the Agricultural Experiment Station has stayed the same since 1885. It has always been and continues to be Kentucky. Agricultural Experiment Station, Lexington. The name of the parent body of the Experiment Station, The University of Kentucky has changed on the publications in the following way:

1885-May 1908

Kentucky Agricultural Experiment Station of the State College
of Kentucky.

June 1908-June 1916

Kentucky Agricultural Experiment Station of the State University.

July 1916-

Agricultural Experiment Station, University of Kentucky.

Want List

Kentucky, Agricultural Experiment Station, Lexington,

Annual Report (Results of Research): numbers 8 (1895), 58 (1945), 60 (1947),
82 (1969)

Bulletins: numbers 102, 108, 115, 139, 226

Progress Reports: numbers 1-81, 83-119, 121-137, 139-150, 163-164, 169, 171, 173-174,
187, 191-198, 204

Regulatory Bulletins: numbers 1-70, 72-73, 78-80, 82, 95-97, 101, 117, 119-144, 158,
160, 163, 191-192, 201, 216

Kentucky, University, Agricultural Extension Service,

Circulars: numbers 1, 3, 32, 46-48, 582, 587, 602, 605-610, 615-616, 625-626

Circulars (Revised): numbers 360-A, 403, 440-A, 482-B, 522, 522-A, 538-E, 539-A,
556-A

Leaflets: numbers 20, 54, 140, 147, 154, 162, 171, 183, 194, 214-215, 279-280;
341, 345

Leaflets (Revised): numbers 30, 72, 98, 105, 107, 108-A, 114, 121, 128, 132-A,
133, 156-A, 160-A, 172-A, 178-A, 189-A, 190-B, 197-A, 215-A, 227-A, 260-A,
268-C, 274-B, 275-A, 304-A, 310-A, 336-A

Miscellaneous: numbers 1-252, 254-307, 309-322, 324-332, 337-339, 342, 346, 351-354,
357, 364, 381, 383, 385-386, 390-392, 394-397, 400, 401

Miscellaneous (Revised): numbers 13-B, 13-C, 51-A, 69-A, 71-B, 71-D, 71-E, 71-F,
71-G, 71-H, 71-J, 71-K, 80-A, 100-B, 101-D, 101-F, 101-G, 101-H, 103-B, 104-M,
113-A, 113-B, 113-C, 113-E, 113-F, 113-J, 114-A, 116-A, 117-B, 138-A, 138-E supp.,
138-F, 138-G, 138-H, 140-B, 149-A, 151-A, 157-A, 165-A, 251-B, 251-D, 251-E,
251-I, 256-B, 256-C, 256-D, 256-E, 261-A, 261-E, 270-D, 270-E, 270-F, 270-H,
275-A, 278-A, 278-B, 278-C, 278-D, 278-E, 278-F, 278-H, 279-A, 279-B, 279-C,
279-F, 279-G, 280-A, 280-B, 280-C, 280-G, 286-A, 286-C, 286-D, 286-F, 287-C,
307-B, 322-A, 322-D, 324-B, 359-B, 362-C, 363-B, 368-B, 371-B, 372-B, 372-C,
374-B, 374-C, 382-A

Kentucky, University, Cooperative Extension Service,

FOR: numbers 1-4

ENT: numbers 28

I.D.: numbers 2, 9-10, 12, 15-19

Special Folder: numbers 1-41, 52

Kentucky, University, Department of Agricultural Economics,

Research Report: numbers 1, 3, 6-8, 10-11, 13, 15, 17

Kentucky, University, Department of Rural Sociology,

RS: numbers 6-11, 14-28, 30, 32

SUPPLEMENTARY TARGET

Explanation of Extension Revisions

The Extension Service issued revisions for many of their publications. These revisions were made on a number by number basis. In an effort to film as complete a file as possible, all available extension revisions have been included. There is no complete record of publications for these revisions, therefore, some numbers will be complete with the original and the revisions while others many have just the original and scattered revisions. Those originals which are known to have existed but are not available for filming are so noted. No note is included for numbers which have no proof of publication.

THIS NOTATION WAS USED AT THE BEGINNING OF THE KENTUCKY AGRICULTURAL EXTENSION SERVICE PUBLICATIONS TO EXPLAIN THE GAPS IN THE REVISIONS.

TITLE I

Kentucky. Agricultural Experiment Station, Lexington.
 Bulletin.
 no.1- 1885-

Between 1894 and 1919 Bulletins were continuously paged and included an index for all Bulletins and the Annual report issued during that year. Included in the last Bulletin for some years was also additional material called Analyses Mineral Waters and Meteorological Summaries. Some Bulletins were also called Research Bulletins (No. 220-361 Most issues called Research Bulletin).

- Package 1: Nos. 1-48; 1885-1894.
 No index.
 Not continuously paged.
- Package 2: Numbers 49-71, 1894-1897.
 No. 53 Includes index for 1894 Bulletins and Annual report.
 No. 60 Includes index for 1895 Bulletins and Annual report.
 No. 65 Includes index for 1896 Bulletins and Annual report
 No. 71 Includes for 1897 Bulletins and Annual report.
- Package 3: Numbers 72-99, 1898-1900
 No. 75 Misprint p.8 should be p.85
 No. 79 Includes index for 1898 Bulletins and Annual report
 No. 80 Pages misnumbered--begins with p. 199 when it should begin with
 No.1
 No. 85 Includes index for 1899 Bulletins (including no. 80) and Annual
 report.
 No. 90 Includes index for 1900 Bulletins and Annual reports.
- Package 4: Numbers 91-104, 1901-1902
 No. 95 Includes publication list
 No. 97 Includes index for 1901 Bulletins and Annual report and added
 material.
 No. 104 Includes index and added material (Index for 1902 Bulletins and
 Annual reports).
- Package 5: Numbers 105-123, 1903-1905
 No. 112 Index for 1903 Bulletins and Annual report and added material
 No. 117 Index for 1904 Bulletins and Annual report and added material
 No. 123 Index for 1905 Bulletins and Annual report and added material
- Package 6: Number 124-138, 1906-1908
 No. 128 Index for 1906 Bulletins and Annual reports for 1906 and added
 material
 No. 132 Index for 1907 Bulletins and Annual report and added material
 No. 134 Fold out between p.114-115
 No. 138 Index for 1908 Bulletins and Annual report and added material
- Package 7: Numbers 139-146, 1909-1910
 No. 146 Index for 1909 Bulletins and Annual report and added material

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AGRICULTURAL EXPERIMENT STATION

BULLETIN NO. 1 THRU NO. 104

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