

1972

## Microforms in the Periodical Reference Library

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## Microforms in the Periodical Reference Library

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MICROFORMS IN THE PERIODICAL REFERENCE LIBRARY

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A Research Paper  
Presented to  
the Faculty of the Department of Library Science  
University of Northern Iowa

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In Partial Fulfillment  
of the Requirements for the Degree  
Master of Arts

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by  
Valeria Mary Herold  
August 1972

This Research Paper by: Valeria Mary Herold

Entitled: MICROFORMS IN THE PERIODICAL REFERENCE LIBRARY

has been approved as meeting the research paper requirement for  
the Degree of Master of Arts.

Elizabeth Martin

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Director of Research Paper

Elizabeth Martin

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Graduate Faculty Advisor

May 25, 1972  
Date Approved

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## Chapter 1

### THE PROBLEM

Why should secondary schools even consider supplementing their periodical collections with microforms?

Donald C. Holmes gives the following information in his interim report for ARL entitled "Determination of User Needs and Future Requirements for a Systems Approach to Microform Technology." In his introduction he states: "It is further realized that serious burdens now borne by libraries as they attempt to serve both a larger clientele and one whose information needs are broader and much more sophisticated than in the past, could be significantly alleviated if microforms were to be fully and effectively used."<sup>1</sup>

These remarks can apply to Iowa schools since current trends in education have placed demands on secondary school libraries. In 1960 the American Association of School Libraries in cooperation with the Department of Audio-Visual Instruction published a new set of standards for school libraries. Subsequently, on the state level, the Iowa Department of Public Instruction set up a three step plan, which is to be completed in ten years. By participating in this plan Iowa secondary schools would approach national standards.

New teaching methods, such as accountability and performance

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<sup>1</sup>John G. Veenstra, "Microimages and the Library," Library Journal, Vol. 95 (October 15, 1970), p. 3443.



contracting, individualized instruction, team teaching and modular scheduling have brought about more in depth study by students. Current and back issues of periodicals must be provided in sufficient quantity and variety to allow students to make inquiry and decisions concerning topics of their choice.

Microforms can play an important role in providing solutions to improving the level of information services in the secondary school.<sup>2</sup> Thus they can meet some of the demands made by rising standards and revised teaching methods.

Up to the present time microform use by Iowa secondary schools has not been adequately studied or reported. It is the purpose of this research paper to report the findings and implications of a survey made to determine the utilization and feasibility of using microforms to supplement the periodical collection of the Iowa secondary school.

#### Statement of the Problem

To investigate the current utilization and the feasibility of using microforms to supplement the periodical reference collection in Iowa secondary schools.

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<sup>2</sup>Thomas Lee, Current Trends in Microform Use by Secondary Schools; Four Case Studies (U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Research, 1967), p. 1.

### Questions to be Answered

Specifically, this study was designed to answer the following questions:

How many schools in the state of Iowa subscribe to periodicals on microform?

Which ten periodicals are most often subscribed to on microform?

Is there a relationship among the enrollment of the school, the grade level of the school, and its utilization of periodicals on microform?

Do schools continue to purchase periodicals in paper form?

Do schools retain their back copies of magazines in loose or bound form; and, what is the average number of years that these are kept?

Are the advantages of the use of microform sufficient to exceed the disadvantages making it feasible for schools to supplement their periodical collections with them?

### Definitions

Microform is used in this research paper to mean the four forms most commonly used in the United States: microfilm, microfiche, (now standardized in the United States and Great Britain at 4 x 6 inches: and the two micro-opaque forms--3 by 5 inch Microcard, and 6 by 9 inch Microprint.<sup>3</sup>

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<sup>3</sup>Rolland E. Stevens, "The Microform Revolution," Library Trends, Vol. 19 (January 1971), p. 379.

Microfilm is film that is usually stored on reels and in some instances in cartridges. Printed and other images are reduced greatly in size on this film.<sup>4</sup> 35 mm width microfilm is the most widely used in secondary schools; however, it is also available in 16, 70 and 105 mm widths.<sup>5</sup>

Other types of microform utilize microfilm. The aperture card is a data processing card with a cutout or cutouts for holding microfilm sections. This format of microfilm is often used in the office or guidance department for student records. Another use of microfilm is the jacket or strip which can accommodate cumulative filing of records and materials that require updating periodically. Individual frames can be inserted progressively.<sup>6</sup>

Microfiche is an extension of the microfilm concept. A sheet of film is recorded with multiple microimages in a grid pattern. Federal agencies have adopted a specification for 60 images on a 4 by 6 inch film sheet. Ultrafiche or ultramicrofiche enables further image reduction. The 200 to 1 reduction makes it possible to put more than 3,000 pages on a film sheet.

The micro-opaque format is often used for card catalogs. These cards which range in size from 3 by 5 inches to 6 by 9 inches, require a special reflected light reader. Semi-micro is

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<sup>4</sup>Phillip Lewis, "Microform Reproductions Now an Instructional Aid," Nations Schools, Vol. 78 (December 1969), p. 78.

<sup>5</sup>H. Gordon Bechanan, "The Organization of Microforms in the Library," Library Trends, Vol. 8 (January 1960), pp. 391-406.

<sup>6</sup>Lewis, op. cit., pp. 78-80.

an opaque format which can be scanned without a reader, if desired, because the reduction is limited.<sup>7</sup>

The microcard image may be produced entirely by photographic process, or cards may be printed from plates made from negative microfilm. The Readex Microprint firm uses the latter procedure. The Readex cards are printed on only one side while most other types of microcards are printed on both sides. The reduction ratio that is generally favored is 1 : 18; however, the Readex company reduces images from 12x to 20x.<sup>8</sup>

This paper is primarily concerned with periodicals on microforms. The two formats, microfilm and microfiche, most widely used for this purpose will be given primary consideration.

#### Overview of Remaining Chapters

The review of literature will discuss the practicality of using microforms to augment the periodical reference collection by pointing out the advantages and disadvantages.

The procedure will consist of the tabulation and implications of the results of the questionnaires returned by the schools.

The last chapter summarizes the information in the previous two chapters concerning the utilization of microforms by Iowa secondary schools.

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<sup>7</sup>Lewis, op. cit., p. 80.

<sup>8</sup>Fritz Veit, "Microforms, Microform Equipment and Microform Use in the Educational Environment," Library Trends, Vol. 19 (April 1971), p. 448.

## Chapter 2

## REVIEW OF LITERATURE

Limited amounts of microform literature, at the high school level were revealed by searching the following indexes: Library Literature, Education Index, ERIC, Readers' Guide to Periodical Literature, and Library Abstracts. More materials were available at the college, technical, and industrial level.

A portion of this paper is to be devoted to establishing the practicality of microform usage to reinforce serial collections. It is possible to draw from the existing sources to establish the general characteristics, advantages and disadvantages of microforms, and relate them at the secondary school level.

Studies have been made to determine the advantages of microforms. John Wetzler lists five which were ascertained from a survey he had made of seventy-two California junior colleges.

1. There is a 95 percent saving in space. However, the cost, for binding periodicals compared with the cost of cabinets to store the same periodicals on microfilm, is approximately the same. The obvious advantage to having microfilm is the saving of space.
2. Magazines, bound or unbound, are often mutilated by students. With microfilm a complete file is always available.
3. If a paper copy of the material is desired, a reader-printer can supply a copy in a matter of seconds at the cost of approximately six to eight cents per page.
4. Out of print material is available on microfilm.

5. Current magazines become more expendable and need not be replaced if lost or mutilated.<sup>9</sup>

Some of the attributes of microfiche as described by C. Bishop in the article "Problems in the Production and Utilization of Microfiche" seem equally as advantageous and could be applied to their use in high schools. He states that microfiche are the same size and shape as ordinary file cards and can be filed or inter-filed in existing collections. Each card has enough capacity to contain an average sized periodical. If it is desired, a full sized print of each page can easily be made, using either standard photographic paper or Xerox copying methods.<sup>10</sup>

A reaffirmation of the above is made in the introduction to the University Microfilms bulletin, Serials on Microfilm 1970. It lists economy, space saving, preservation, availability, accessibility, replaceability, complete copies, flexibility, bibliographic integrity, and convenience as important advantages to the modern library.

Of equal importance are the advantages of microfilm to the student of research. The problems and issues of an era can be seen in proper context by comparing them with those in contemporary periodicals.<sup>11</sup>

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<sup>9</sup>John Wetzler, "Microfilm: An Answer to Your Periodical Space Problem," Junior College Journal, Vol. 37 (October 1966), pp. 42-44.

<sup>10</sup>C. Bishop, Problems in the Production and Utilization of Microfiche," American Documentation, Vol. 12 (January 1961), pp. 53-55.

<sup>11</sup>University Microfilms, Ann Arbor, Michigan, Serials on Microfilm, 1970. Ann Arbor, Michigan, University Microfilms, 1970, pp. iii-iv.

Some of the disadvantages of using microforms are,

1. Readers are relatively expensive.<sup>12</sup>
2. There is a lack of standardization of types of microforms and equipment.
3. Imperfect equipment and furniture for the user and imperfect lighting, temperature and humidity controls for the microforms.
4. Microfilm can easily suffer damage that renders it almost useless, whereas books can sustain considerable damage but continue to be useable.<sup>13</sup>
5. Students reading microfilm find it tiring especially when reading long articles.
6. Microfilm is not suitable for magazines using much color or illustrations.
7. Microfilm is more expensive than do-it-yourself binding.
8. Students must be taught to use the readers.<sup>14</sup>
9. Sales of current periodicals on microfilm are limited to subscribers to the regular paper editions. However, unlike the current periodicals on microfilm, the back files may be purchased regardless of subscription status.<sup>15</sup>

No one microform is perfect; each has its positive and negative features. These are summed up in Table 1 on page 9.

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<sup>12</sup>Wetzler, op. cit., p. 44.

<sup>13</sup>Bechanan, op. cit., pp. 401-404.

<sup>14</sup>Wetzler, op. cit., p. 44.

<sup>15</sup>University Microfilms, op. cit., p.v.

Table 1  
Microform Characteristics<sup>16</sup>

Roll	Unitized		
Spool	Cartridge	Aperture Card	Microfiche Micro-Opaque
<u>Positive Features</u>			
1. Lowest input costs	1. Self-service roll	1. Fastest input	1. Low-cost publishing
2. Lowest distribution costs	2. Computer's companion	2. Easiest to update	2. Established procedures
		3. Widest variety of display and duplication equipment	3. Low-cost readers
<u>Negative Features</u>			
1. Batching to fill roll	1. Longer cycle for updating	1. Page length limitation	1. Needs more than 24 pages
2. End user's time longer	2. Limited replication	2. Higher input costs	2. Needs wide distribution
3. Not an ideal self- service medium			3. Needs file supervision

<sup>16</sup>Desmond P. Wedberg, "Microforms for Independent Study," Audio-Visual Instruction, Vol. 12 (May 1967), p.438.



## Chapter 3

### PROCEDURE

The procedure consists of three parts: questionnaire, microform and paper form. The first part explains how the data was gathered for the survey of the utilization of microforms in Iowa secondary schools. The second and third parts give the results of the questionnaire.

#### Questionnaire

In gathering the necessary data to determine the present utilization of microforms, a questionnaire was sent to each librarian of 473 public secondary schools in the state of Iowa. A cover-letter accompanying the questionnaire explained the author's intent of the project.

A copy of the cover-letter may be seen on page 23 of the Appendix. The questionnaire is on pages 24-26 of the Appendix.

Each librarian was asked to check answers to the following: (1) the enrollment of the school, (2) the grades included in the school, (3) the periodicals subscribed to on microform, (4) the periodicals subscribed to in paper form, (5) the number of years bound volumes of periodicals are kept, (6) the number of years loose periodicals are kept, (7) the approximate beginning date for microform subscriptions, (8) the reason for not utilizing microforms, (9) the method used for microform storage, (10) student preference of format of periodicals, (11) the number of each type

of reader owned.

The data was tabulated from the questionnaires (Table 2) which were returned by 371 schools or a return of 78.4 per cent. The returned questionnaires were classified according to enrollment and to the number of grades included in each school.

Table 2  
Number of Schools Returning Questionnaires According to  
School Enrollment and to Grades Included in the School

Enrollment	Grades			Total
	7-12	9-12	10-12	
less than 300	68	103	10	181
300-600	46	44	37	127
600-1000	10	14	18	42
Over 1000	3	3	15	21
Total	127	164	80	371

Of those schools returning questionnaires 181 have an enrollment of less than 300 students. One hundred twenty seven have between 300 and 600 students. As the enrollment increases to between 600 and 1000 students the number of schools dropped to 42. There is another significant drop in returns in the number of schools with enrollments of over 1000. Twenty-one of these schools returned the questionnaire.

## Microform

The librarian from each school indicated on the questionnaire the titles of the periodicals subscribed to on microform. The following table contains the information received from that portion of the questionnaire.

Table 3  
Number of Iowa Secondary Schools  
Subscribing to Periodicals on Microforms

Enrollment	Grades Included in the School			Total
	7-12	9-12	10-12	
less than 300	0	8	0	8
300-600	3	6	13	22
600-1000	1	2	8	11
over 1000	3	1	10	14
Total	7	17	31	55

According to the above statistics, the senior high schools containing grades 10-12 include over 50 per cent of the schools that subscribe to microforms. Only 7 schools that include grades seven and eight in their high school provide microforms for their students.

The statistics in Tables 1 and 2 can be better interpreted by using Table 3 which is prepared to show the relationship between the number of schools that returned questionnaires and the number of schools that subscribe to microforms.

Table 4

Percentage of Schools Returning Questionnaires  
that Subscribe to Periodicals on Microforms

Enrollment	Grades Included in the School			
	7-12	9-12	10-12	Average
less than 300	0	7.7	0	4.4
300-600	6.5	13.6	35.1	18.1
600-1000	10.0	14.2	44.4	26.2
over 1000	100.0	33.3	66.6	66.6
Average	5.5	10.3	38.7	14.8

These statistics point out a definite relationship between the enrollment of the school and the utilization of microforms.

As the enrollment increases the utilization of microforms increases regardless of the number of grades contained in the secondary school.

As the number of grades included in the senior high school decreases there is an increase in the percentage of schools that supplement their reference collections with microforms. It is encouraging to note that 14.8% of the schools that returned questionnaires did utilize microforms.

Librarians indicated that they have access to ERIC microfiche through their area media centers. Some schools have purchased a microfiche reader for this purpose.

Of the schools that did not have microforms, 95% of them gave

cost as the reason for not having them. Another reason high on the list was a lack of library space in which to place the readers. Others indicated that they were understaffed and could not give the necessary supervision.

Table 5

## The Ten Periodicals Most Often Subscribed to on Microforms

Periodical	Number of Schools Subscribing
1. Time	40
2. U. S. News & World Report	39
3. Newsweek	37
4. Life	35
5. Saturday Review	24
6. Atlantic	18
7. Harper's Magazine	17
7. Science Digest	17
9. Today's Health	16
10. America	15
10. Science News	15

Two schools indicated that they subscribed to the Des Moines Register and New York Times on microform. One school has access to the New York Times on microform at the public library.

## Paper Form

All schools subscribed to some serials in paper form. Thirty-five schools received all the periodicals indexed in the Readers' Guide to Periodical Literature. Over fifty percent subscribed to at least all the magazines indexed in the Abridged Readers' Guide.

The students of 334 schools are receiving the Des Moines Register daily. Eighty-nine schools reported that they are subscribers to the New York Times.

The average number of years libraries keep unbound magazines was five. Some schools keep certain titles indefinitely. A few schools indicated that they had no back files of magazines.

Table 6

Number of Schools Having Bound Volumes  
of One or More Titles

Enrollment	Grades Included in the School			
	7-12	9-12	10-12	Total
less than 300	12	23	2	37
300-600	13	6	4	23
600-1000	1	1	5	7
over 1000	1	1	4	6
Total	27	31	15	73

Seventy-three schools have some volumes of bound periodicals. These schools fell into three categories. (1) They either had some or all of their magazines commercially bound. (2) They used the

Gaylord process or another similar to it and did their own binding.

(3) They purchased bound volumes of National Geographic Magazine or American Heritage.

Of the periodicals surveyed, the National Geographic Magazine was kept the longest in both paper and bound forms.

## Chapter 4

## SUMMARY

By investigating the current utilization and feasibility of using microforms to supplement the periodical reference collection in Iowa secondary schools the following findings were gathered.

Specific questions were answered either from the available library literature or from data received from a questionnaire which had been sent to each of the 473 public secondary schools of Iowa. Seventy-eight and four tenths per cent of the questionnaires were returned by the librarians.

The schools were classified according to school enrollment and the number of grades included in the high school.

A total of 55 schools or 14.8 per cent of those returning questionnaires subscribe to periodicals on microform.

There is a definite relationship between school enrollment and microform use. As the enrollment increases the utilization of microforms increases regardless of the number of grades contained in the secondary school.

The percentage of schools supplementing their reference collections with microforms increases as the number of grades included in the senior high school decreases.

The periodicals most often subscribed to on microforms are recorded here in descending order. Time, U.S. News and World Report, Newsweek, Life, Saturday Review, Atlantic, Harper's Magazine, Science Digest, Today's Health, Science News and America.



Of the schools that did not subscribe to microforms, 95 per cent gave cost as the main reason for not subscribing.

All schools continue to purchase periodicals in paper form. There is a great variation in the number of titles that each school purchases.

Back copies are retained on the average for five years.

Information concerning the advantages, disadvantages and general characteristics of microforms was secured from library literature.

The advantages were economy, space saving, preservation, availability, accessibility, replaceability, flexibility, bibliographic integrity and convenience.

The disadvantages were the high cost of microforms and reading machines, the tiring of students when reading long articles, the unsuitability for magazines using much color or many illustrations, the films are easily torn and scratched rendering them almost useless, and students must be taught to use the readers.

This study found that schools consider certain factors before purchasing microforms. These factors are budget, school enrollment, number of grades included in the high school, curriculum, if bound volumes or periodicals on microform are available from the public library, and the storage space available.

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APPENDIXES

APPENDIX A

Box 278  
Fort Atkinson, Iowa 52144  
March 6, 1972

Dear Librarian:

Would you please take a few minutes from your busy schedule to complete the enclosed questionnaire?

I am making a survey of the current utilization of microforms supplementing the periodical reference collections in Iowa high schools. The information acquired will be used as a major part in the culmination of my research paper which will be placed on file in the Library Science Department at the University of Northern Iowa, Cedar Falls, Iowa.

Thank you for answering the questions that were pertinent to your particular school and for returning the questionnaire in the enclosed envelope.

Sincerely yours,

*Valeria Herold*  
Valeria Herold

Enclosure

APPENDIX B

MICROFORMS IN THE PERIODICAL REFERENCE LIBRARY

Please check all answers that pertain to your school, answer relevant questions and feel free to make comments.

I. Enrollment

A. Which grades are included in your high school? (check one)

- 1. \_\_\_\_\_ 7 through 12
- 2. \_\_\_\_\_ 9 through 12
- 3. \_\_\_\_\_ 10 through 12

B. What is the enrollment? (check one)

- 1. \_\_\_\_\_ less than 300
- 2. \_\_\_\_\_ 300 - 600
- 3. \_\_\_\_\_ 600 - 1000
- 4. \_\_\_\_\_ over 1000

II. Subscriptions

A. To which of the following does your school subscribe and for how many years are the paper forms kept?

	Microform	Paper Form	Number of years bound volumes are kept	Number of years unbound volumes are kept
<u>PERIODICALS</u>				
1. All periodicals indexed in the Readers' Guide to Periodical Literature				
2. All periodicals indexed in the Abridged Readers' Guide to Periodical Literature				
(If you checked 1 or 2 above, skip to "Newspapers".)				
3. <u>America</u>				
4. <u>American Heritage</u>				
5. <u>Americas</u>				
6. <u>The Atlantic</u>				
7. <u>Better Homes and Gardens</u>				
8. <u>Business Week</u>				
9. <u>Changing Times</u>				
10. <u>Ebony</u>				
11. <u>The Education Digest</u>				
12. <u>Farm Journal</u>				
13. <u>Field and Stream</u>				
14. <u>Flying</u>				
15. <u>Good Housekeeping</u>				
16. <u>Harper's Magazine</u>				
17. <u>High Fidelity &amp; Musical America</u>				
18. <u>Holiday</u>				
19. <u>Ladies' Home Journal</u>				

	Microform	Paper Form	Number of years bound volumes are kept	Number of years unbound volumes are kept
<u>PERIODICALS</u>				
20.	<u>Library Journal</u>			
21.	<u>Life</u>			
22.	<u>Look</u>			
23.	<u>National Geographic Magazine</u>			
24.	<u>National Wildlife</u>			
25.	<u>Natural History</u>			
26.	<u>The New York Times Magazine</u>			
27.	<u>Newsweek</u>			
28.	<u>Outdoor Life</u>			
29.	<u>Popular Electronics</u>			
30.	<u>Popular Mechanics</u>			
31.	<u>Popular Science Monthly</u>			
32.	<u>Reader's Digest</u>			
33.	<u>Saturday Review</u>			
34.	<u>Scholastic Teacher</u>			
35.	<u>School Arts</u>			
36.	<u>School Library Journal</u>			
37.	<u>Science</u>			
38.	<u>Science Digest</u>			
39.	<u>Science News</u>			
40.	<u>Scientific American</u>			
41.	<u>Senior Scholastic</u>			
42.	<u>Seventeen</u>			
43.	<u>Sports Illustrated</u>			
44.	<u>Time</u>			
45.	<u>Today's Education</u>			
46.	<u>Today's Health</u>			
47.	<u>U.S. News and World Report</u>			
48.	<u>Wilson Library Bulletin</u>			
49.	<u>(Others)</u>			
50.				
<u>NEWSPAPERS</u>				
51.	<u>The New York Times</u>			
52.	<u>The Des Moines Register</u>			

B. If your school subscribes to microforms, in what year did you begin? (check one)

1. \_\_\_\_\_ before 1965
2. \_\_\_\_\_ before 1970
3. \_\_\_\_\_ after 1970



C. If your school does not subscribe to microforms is cost the reason?

1. \_\_\_\_ yes

2. \_\_\_\_ no

III. Use

A. The microform collection is stored

1. \_\_\_\_ along with paper and bound volumes on open shelves in the library and therefore accessible to students at all times.

2. \_\_\_\_ in storage cabinets which are accessible to students.

3. \_\_\_\_ in closed storage

B. Students prefer to use periodicals

1. \_\_\_\_ in paper form

2. \_\_\_\_ in bound volumes

3. \_\_\_\_ on microfilm

4. \_\_\_\_ on microfiche

C. Students prefer not to use microforms because

1. \_\_\_\_ causes eyestrain

2. \_\_\_\_ not accessible

3. \_\_\_\_ cannot be taken from library

4. \_\_\_\_ insufficient number of readers

D. How many of each are available for student use?

1. \_\_\_\_ Microfilm readers

2. \_\_\_\_ Microfiche readers

3. \_\_\_\_ Microfilm reader-printer

IV. Comments:

## MICROFORMS IN THE PERIODICAL REFERENCE LIBRARY

Please check all answers that pertain to your school, answer relevant questions and feel free to make comments.

## I. Enrollment

A. Which grades are included in your high school? (check one)

1. 127 7 through 12
2. 164 9 through 12
3. 80 10 through 12

B. What is the enrollment? (check one)

1. 181 less than 300
2. 127 300 - 600
3. 42 600 - 1000
4. 21 over 1000

## II. Subscriptions

A. To which of the following does your school subscribe and for how many years are the paper forms kept?

	Microform	Paper Form	Number of years bound volumes are kept	Number of years unbound volumes are kept
<u>PERIODICALS</u>				
1. All periodicals indexed in the Readers' Guide to Periodical Literature	-	35		
2. All periodicals indexed in the Abridged Readers' Guide to Periodical Literature	-	189		
If you checked 1 or 2 above, skip to "Newspapers".				
3. <u>America</u>	15	231	10	10
4. <u>American Heritage</u>	8	275	20	20
5. <u>Americas</u>	3	227	10	10
6. <u>The Atlantic</u>	18	263	51	10
7. <u>Better Homes and Gardens</u>	10	329	10	10
8. <u>Business Week</u>	11	269	10	10
9. <u>Changing Times</u>	13	262	10	10
10. <u>Ebony</u>	7	257	10	10
11. <u>The Education Digest</u>	2	251	10	15
12. <u>Farm Journal</u>	2	305	10	10
13. <u>Field and Stream</u>	0	335	10	10
14. <u>Flying</u>	3	243	10	10
15. <u>Good Housekeeping</u>	3	323	10	10
16. <u>Harper's Magazine</u>	17	238	48	10
17. <u>High Fidelity &amp; Musical America</u>	1	239	10	10
18. <u>Holiday</u>	1	251	10	10

	Microform	Paper Form	Number of years bound volumes are kept	Number of years unbound volumes are kept
<b>PERIODICALS</b>				
19.	Ladies' Home Journal	7 363	10	10
20.	Library Journal	0 199	10	15
21.	Life	35 365	10	10
22.	Look	13 293	10	10
23.	National Geographic Magazine	0 365	57	45
24.	National Wildlife	0 269	10	10
25.	Natural History	13 269	10	10
26.	The New York Times Magazine	1 245	10	10
27.	Newsweek	37 347	10	11
28.	Outdoor Life	5 275	10	10
29.	Popular Electronics	6 287	10	10
30.	Popular Mechanics	14 359	10	10
31.	Popular Science Monthly	14 199	10	10
32.	Reader's Digest	13 347	30	13
33.	Saturday Review	24 323	12	10
34.	Scholastic Teacher	8 257	10	10
35.	School Arts	1 231	10	10
36.	School Library Journal	1 363	10	10
37.	Science	10 245	12	10
38.	Science Digest	17 323	12	14
39.	Science News	15 293	12	11
40.	Scientific American	21 269	14	10
41.	Senior Scholastic	13 251	12	10
42.	Seventeen	4 335	10	10
43.	Sports Illustrated	11 363	10	10
44.	Time	40 353	34	11
45.	Today's Education	4 287	10	10
46.	Today's Health	16 289	10	10
47.	U.S. News and World Report	39 353	12	11
48.	Wilson Library Bulletin	7 257	10	10
49.	(Others)			
50.				
<b>NEWSPAPERS</b>				
51.	The New York Times	2 89		3mo.
52.	The Des Moines Register	2 334		1

B. If your school subscribes to microform, in what year did you begin? (check one)

1. 10 before 1965
2. 28 before 1970
3. 17 after 1970

C. If your school does not subscribe to microform is cost the reason?

1. 301 yes
2. 15 no

### III. Use

A. The Microform collection is stored

1. 6 along with paper and bound volumes on open shelves in the library and therefore accessible to students at all times.
2. 31 in storage cabinets which are accessible to students.
3. 11 in closed storage

B. Students prefer to use periodicals

1. 85 in paper form
2. 8 in bound form
3. 10 on microfilm
4. 0 on microfiche

C. Students prefer not to use microforms because

1. 5 causes eyestrain
2. 15 not accessible
3. 25 cannot be taken from library
4. 7 insufficient number of readers

D. How many of each are available for student use?

1. 66 Microfilm readers
2. 9 Microfiche readers
3. 11 Microfilm reader-printer

### IV. Comments:

The tabulations in Appendix C are for total number of schools and maximum number of years loose and bound periodicals are kept.