



International Co-operative Alliance

Press Cuttings

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Librarians and Documentation Officers

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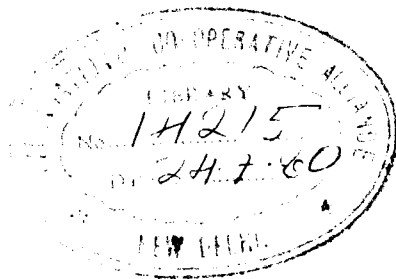
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Co-operative Library Guide

PRESS CUTTINGS

by

Bernard Howcroft
and Irene Wagner



142
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FOREWORD

This is the first in a series of Handbooks which the International Working Party of Co-operative Librarians and Documentation Officers plans to publish from time to time. This Handbook is based on papers presented at the 11th meeting of the International Working Party at Helsinki in 1975 by Mr. B. Howcroft, Manager of the Library and Information Unit of the Co-operative Wholesale Society, and Mrs. I. Wagner, Librarian of the British Labour Party. Each paper describes the systems followed in their respective libraries in the collection and use of press cuttings (clippings). It will be seen that there are differences in approach in the operation of press cutting collections. I feel sure that neither of the two contributors would regard their own press cuttings system as superior to the other - both systems have their particular merits - and we do not make comparisons between the two systems outlined in this Handbook. Both contributors are simply offering information and advice based on their experience and on the needs and requirements of the organisations which they serve. It is hoped that the reader after studying the two systems outlined will be encouraged to think of the value of establishing a press cuttings system in his own library and information service. It is hoped that the experience described in these pages will be of practical help to the reader; it is up to him to evaluate the two systems described and decide which system would be appropriate to adopt for the purposes of his library or whether to combine features for both systems.

PRESS CLIPPINGS: Their value, organisation, and exploitation in a Co-operative Library and Information Service

by

Bernard Howcroft, F.L.A. Manager, Library & Information Unit, Co-operative Wholesale Society Ltd., United Kingdom

Why do we take press clippings?

Of all the sources of information read with any degree of regularity and thoroughness, by Librarians and Library users, newspapers and a limited range of periodicals will feature high on the list. Obviously, they are invaluable as media for current, up-to-date information.

Additionally, a short item in a newspaper or periodical can be a pointer to a lengthier piece of information in a book, report or other document. In publicising the existence of publications a reference, or better a short review in a newspaper, can reveal their existence to a much wider readership. No matter how good our memories may be, there is a limit to what we can store in them, and, as we all know memories play strange tricks when we try to recall the source in which a piece of information was seen and, even worse, how long ago it appeared.

In the United Kingdom, indexes to the major newspapers and periodicals in the serious areas of business, industry and commerce, are few and far between. What few there are appear too infrequently or too late to be useful, or they index selectively, and when we come to search for an item it somehow never seems to be one of those selected for indexing. This presents real problems in hunting down what we are looking for. What can we do, therefore, to help ourselves?

In the Library and Information Unit of the British Co-operative Wholesale Society we decided to build up our own press clippings collection by selecting from a wide range of newspapers and periodicals those items thought to be useful in our research and information work. So that our files of the more informative more heavily-used periodicals and newspapers are not ruined by gaps in them left by the clippings we have extracted, we take two copies (sometimes more than two) of many titles - one copy for cutting the other for our file of complete copies. Useful items do appear printed back-to-back invariably on differing subjects, so for one of them a photocopy is made and that is used as the press clipping.

What should be cut?

The range of titles to cover in the press clippings programme and the extent of the subject coverage can be decided only by each library. Staff time available to perform the various tasks, which is a daily occupation, is the determining factor in how comprehensive a collection can be.

In scanning newspapers, staff performing this task regularly develop an expertise in perusing very quickly the text of a newspaper, which, backed up by experience in knowing which pages are likely to demand closer scrutiny in order to avoid missing useful material, prevents the task taking up too much time. Courses in quicker reading can assist staff to develop their reading skills and so peruse with some speed particular news items and features.

Remember too that the same pieces of news or information are printed in a number of different sources but the presentation, the detail and reliability of particular news items, will be factors that have to be borne in mind when deciding which item to cut of the various ones which have to be printed. The small news item of only two or three lines can be just as useful as a survey covering 10 to 20 pages with a mass of statistics. At a particular time, only its relevance to the answering of a question, a request for information, decides just how useful it has been to find it quickly.

Knowing that it is difficult to remember the source in which an item of news appeared provides the reason for the existence of a clippings collection. Cutting out items which may be of doubtful value, (or so it is thought at the time!) may appear to waste time. Do not view the task quite like that. One of our golden rules is;

".... if in doubt, cut it out"

The Clippings - their treatment for the collection

Taking the clippings from the newspapers is a very simple task and one usually assigned to the most junior of the library's staff. Nonetheless, this member of staff must be systematic in her work and think about what she is doing. She must understand her contribution to the total collection and the necessity for accuracy in her duties to the usefulness of the collection. Once the extracts have been taken, the next task is to put on the clipping itself the title of the newspaper or periodical from which it was taken and the date on which it appeared. The title can be given in abbreviated

form, e.g. "VB" for "Vart Blad". Small clippings can become lost quite easily. Each one should be affixed, usually pasted onto, a sheet of thin paper. In the C.W.S. Library just two sizes of flimsy tissue are used, the International A4 and A5 sizes.

For the adhesive, use either a white, or preferably a transparent paste, but avoid 'coloured' glues as, in time, they tend to cause the clippings themselves to become discoloured, and therefore difficult to read. Do not apply too much paste or the clippings will stick together. After being pasted onto the tissue the source from which it was extracted and date on which it appeared should be transferred to the tissue. The copies of sample clippings which are attached will indicate how we do it.

The arrangement and retrieval of the clippings will be dealt with in the next section.

Whilst we are looking at the physical form of the clippings and the total collection, let us look at the manner in which they are stored. For each separate subject file, the clippings are placed onto a sheet of stiff card in the top left-hand corner of which there is a paper fastening or tag. This holds the batch of clippings firmly together helping to ensure that none falls out and becomes lost. The most recent cuttings are those on top of the file.

By keeping each batch of clippings fastened to a card confined to only one or two-year periods, the removal of unwanted, out-of-date material is facilitated. For example, it may be that there has been no consistently applied policy for rejection and removal of out-of-date clippings and the

date is an acceptable factor by which to reject or sift out some of the material. It will be seen that a date arrangement does help to keep files to a reasonable size and to provide acceptable time spans in the period covered.

Assigning Numbers/Subject Headings - Indexing

Each clipping is given a subject classification number, just as any other item in the library is. (The classification used in the CWS library is their own scheme employing aspects of the Universal Decimal Classification System). Where a cutting covers more than one subject and a cross-reference would be helpful in drawing attention to the existence of information housed in another file, then we make out a cross-reference slip. (A sample is shown below)

CROSS REFERENCE	C.W.S. Ltd. Library & Information Unit
	Class No. _____
Subject	
Extract from _____	
dated _____	
Original filed in _____	

By using existing classification numbers, with some modifications, the system works well. As users are familiar with the use of the classification scheme when looking for booklets/pamphlets, there is much to be said for adopting this with its built-in features of a logical, systematic

arrangement of subjects with a natural sub-division from the general to specific aspects of a subject.

The alternative is to adopt an existing scheme of subject headings (arranged alphabetically A to Z) or to draw up one's own scheme designed to meet limited special needs of one's own collection. Although an alphabetical arrangement of subjects is more easily understood by users, the location of subjects is far from logical, being determined by the accident of the initial letter of the subject heading.

As cuttings often do not have an author or common title for the same piece of information or news, there is little if any bibliographical data on which to base a catalogue entry. Indexing, too, may provide little return for a good deal of painstaking effort. In the C.W.S. library, press clippings are neither catalogued nor indexed, relying on the classification numbers and good cross-references to other subjects or aspects of a subject, as the means of retrieval. It follows that it is in this aspect of the job that the librarian's technical skill is in determining the precise subject dealt with in a piece of information and then assigning the appropriate classification number relevant to that subject.

Exploiting the collection of clippings

As a considerable amount of time is devoted to selecting items to be extracted, their preparation for the files, assigning the necessary classification numbers and the daily task for filing them, it is vital that the fullest possible use is made of them. This applies to the library's staff more than to users, because it is the library staff who will know of the existence of the collection, who will have

been selecting the items which go to build up the files and will be more familiar with the range of subjects covered. C.W.S. library files are more than files of press clippings though, they also include press notices issued by our Government Departments and other semi-official bodies, of notes/replies to queries put to the library by its users, indeed almost any piece of information which it is useful to keep and which no other part of the library's total stock would reveal as readily. When the library's Information Officers handle an inquiry, it is natural that they turn first of all to the press clippings files, hoping that they will have selected something from their reading which will help the inquirer. Perhaps 80% of what is put on the files will have a very short life, it may not be useful to us, but the other 20% of helpful material more than rewards us for the time we have devoted to it at those times when we are put to the test to find, very quickly, a particular piece of information, or some irregularly published statistics, or an answer to an inquiry. But then these are the aspects of our role as information workers/librarians which make the job worthwhile.

CUT AND BE SAVED

by

Irene Wagner, Librarian of the
British Labour Party

Introduction

Some who work in libraries or other institutions, and who rely partly on newspaper coverage of events, have difficulties in coping with press cuttings. We do not mean magazine cuttings where one tears out whole pages and files them with the pamphlets - but just those bits which are cut out of the newspapers.

Before setting up a cutting unit, there are obviously several questions one has to ask oneself: 1. Is it worth while cutting newspapers (a) at all? (b) yourself? Obviously the set-up will be expensive and may only be of limited value whatever one does. If the librarian does not want to do the cutting himself, there are always agencies he might call upon who will do this tedious job for him. This, of course, presupposes, that the agency will cut exactly what the librarian requires and of that he can never be sure.

2. What to do with the cuttings when the librarian has decided to have them? 3. What purpose will the whole system have (information? history? record or research?)?

In our view, newspapers are one of the most important sources of information. Be it that one works in social sciences, applied sciences, industry, local government or in fact any field, newspapers reflect trends in society; they report and comment on news and give a picture of all aspects of life. For the serious student, press cuttings are an invaluable source supplementary to books, pamphlets and periodicals.

The greatest difficulties arise, however, in the "know-how" at the start. Once one has made up one's mind, the planning stage begins. In the light of the library users' needs, the librarian chooses (or makes) his classification. It must be pointed out that there does not exist a hard and fast classification for press cuttings as there exists for books and other printed material. It is, of course, quite possible to use a standard classification, like a decimal classification, which would harmonise with the rest of the library system. The only disadvantage of this is for the "folders" (see below), in that the librarian would have to write many numbers on very limited space on the cutting. If the librarian is going to be a "sticker" (see below) it would be worth while considering this method of classification. How one classifies and marks, we shall show later.

The second stage is to decide what to do with the cuttings and what equipment to obtain. The latter depends on the former.

Fold and Stick

There are only two ways of dealing with this sort of material: "FOLD" it or "STICK" it. Having experience of both methods, we think that there is not much difference for the users.

In the "folding" method the user takes a small envelope from a small filing drawer; he then has to unfold the cutting from the envelope and fold it again after use. With the "stick" method, the user goes to a larger filing cabinet, helps himself to a large folder and thumbs through the unfolded pages until he finds what he wants, and then returns

the folder to the cabinet. For both methods filing cabinets, folders or envelopes, paper etc. are needed.

Index Catalogue

The next step is to establish an index catalogue to the press cutting classification. This can take the form of a card cabinet (13cm x 8cm card size is best) or a manual in loose-leaf form. It is an aid to the users in finding the precise subject and is useful in any case for the classifiers. For them, the loose-leaf manual is marginally more useful. The card catalogue is sturdier and can be used by all users. In my view it is best to have both.

Provision of Staff

Having dealt with these problems, the staffing of the unit is of utmost importance and so is the quantity of papers needed. For example, dealing every day with approximately 400 cuttings, a staff of four is needed to mark, classify, cut, fold and file from 19 newspapers.

Since the Labour Party Library uses the "folding" method the following pages will deal with the processes which are appropriate to this method.

1. Tools and Equipment

1. coloured crayons for marking cuttings to be taken. (We use red for preference)
2. coloured pens for classifying. (We use red for "personals" (see below), blue for "general subjects and green for "countries")
3. Scissors or "clip-its" (the latter is a curved knife in a

holder and much used in the USA)

4. Rubber stamps with the name of the newspaper and the date. This normally covers 10 years.
5. Stamp pads. (For easier identification we use a different colour each year.)
6. Glue. This may sound strange to use in a folding system, but if a cutting is very small it must be fixed to a strip of paper to preserve it.
7. Cards of various sizes (For index, "personal" store and store markers s.b.)
8. Coloured dots for "closed" files. (This is a "safety valve" for filing)
9. Signals (for "collective" personals)
10. Plastic paper clips (to clip "personals" in the "Collective" files together. Metal clips eventually corrode.)
11. Transparent sticky tape for taping parts of cuttings together or repair tears.
12. Coloured envelopes.
13. Labels (for "store-markers")
14. Filing cabinets
 - a. envelopes
 - b. cards for classification index, store index, store-markers.

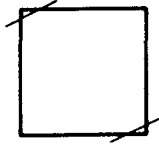
14215
74.7.60

II. Marking

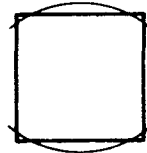
For efficient service, at least two copies of the same issue of a newspaper are needed. This avoids a decision on which cutting to take when they overlap on two sides of a page.

Then the "spine" is cut (either with the aid of a paper knife, or by tearing) of both copies. Place one face down and the other face up. This means that one copy, the first, has all the odd numbered pages, and the second all the even pages. In this way there is complete control over the material. Having done this, take an appropriate crayon and start marking.

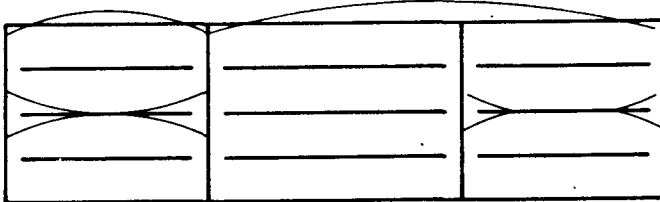
This can be done this way:



or this way:



It is most important, that cuttings to be taken are well marked, top and bottom. In case of multiple cuttings, this is even more important. Thus:



A final note here on choice of cuttings. It might be found useful to ask a cross section of the people who are going to use the system to go through one or two papers, and mark what they would consider important to cut. This might help in getting to know what specialised items are considered important and it could also help in the choice of subject headings for classification.

III. Classifying

Having chosen the items for cutting, they are then

classified. The simplest ones to classify are the "personal" ones. "Personal" cuttings relate to individual persons; their careers, public and personal activities etc. Personals: We underline the complete name, but ring the surname. This is essential when one deals with foreign names, such as Far Eastern, Hungarian and Arabic etc. According to the importance to the librarian, personal files can be subdivided into "family", "speeches", "visits" etc. The choice must be the librarian's since only he can decide the usefulness of such a sub-division. The colour used in the Labour Party is red - this identifies the cutting as being "personal".

MR. Name spoke _____ _____ _____
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The next group of cuttings will be the "General subject" ones. The subject is either underlined in blue or the classification is written in blue.

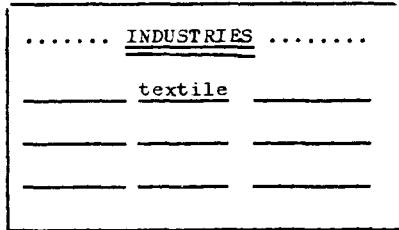
SUBJECT _____ _____ _____

Countries and their subjects are underlined in green.

The third stage of the process is the classifying for both "General subjects" and "countries". As was said in the introduction, there is no hard and fast rule of what to do. The choice must be the librarian's. Having consulted

colleagues, it is useful to visit newspaper libraries or other institutions who have a well established cutting-service. The librarian will then see how they do it and if any of it could be applicable to his library. Do not be daunted by the size of some of the newspaper libraries, and let this not stand in the way of accepting advice!

We operate an alphabetical classification of main subjects with sub-headings to suit users. But this will be discussed later. When marking a subject, it is important to be consistent. Since our cuttings are folded according to columns, the main subject, and if possible the sub-headings, must appear on the left. To avoid too much writing on limited space, sub-headings, if appropriate, can be underlined if clarity can thus be achieved. Main headings can be abbreviated e.g. "L & O" for Law and Order. If the subject appears in the text of the heading, it should be underlined twice, subsidiary headings once.



If there is a cutting which contains "general subject" matter as well as a speech by someone, there will have to be a second cutting or photocopy made. This must be indicated to the cutter by a ringed 1 on the cutting.

A word of warning here: one might be tempted to photocopy innumerable cuttings to cover all possible subheadings, but do not do this. If the classification is right, this should not have to be done.

Industries	①
<u>SHIPBUILDING</u>	
.....	
.....	
..... Mr. Smith	
.....	

A similar process is used as far as "country" cuttings are concerned, using green. Very often, subject headings used for "General subjects" can be used.

Finally an important note on continuations. To help the cutters see that an item is continued, this is stressed by placing crosses at each side at the beginning and at the end of the continuation.

To conclude this section, attention must be drawn to the fact that no two newspapers print the story in the same way. Decide which are the most important "trends" for one's purpose, and discard the rest. Too many cuttings will suffocate the filing system, too few will be inadequate.

IV Classification

Unless the librarian works in a very specialised library, he will find that a classification "across the board" is probably helpful.

Being a political library, the Labour Party Library ranges over the whole area of its users' needs. Its main (General) subjects are:

Arts & Recreation (A&R); Communications & Mass Media (CMM);
Economy (Econ); Education (Ed); Industry (Indy); Labour (Lab);

Law & Order (L&O); Local Government (LG); Migration (Mig); Political Parties (PP); Politics (Pol); Religion (Rel); Science & Technology (Sc&T); Social Anthripology (SA); Social Relief & Welfare (SRW); Social Security (SB); Town and Country Planning (T&CP); Trade Unions (TUs); and finally Transport (T).

Each of these main subject headings is divided into approximately three sub-headings. The need for sub-headings arises as one goes along. A word of caution though: too many sub-headings will confuse and fill up the index to the classification. Rather, introduce a main heading into the alphabetical order. A typical page from the library manual is shown at the end of this part.

As to the classification of country cuttings, these can be divided simply into "Internal" and "External" affairs to begin with. This would also take care of small "underactive" countries which are not often referred to in the press. When a small country, however, in due time becomes "active" and grows in importance for either economic or other reasons, the librarian will have to decide again where his user-needs are. Thus, for example, the Labour Party Library started in a very brief way to classify VIETNAM, but finished off with one page of sub-headings! A sample of this is also shown at the end of this section. On the whole, it has been found that a few important sub-divisions will be enough.

The personal classification is comparatively simple. Cuttings will be found mostly under a rather general heading e.g. by year. Very important people, who make many speeches, travel or give interviews to the press, radio or television may need to have clippings about them sub-divided every six months or even, in extreme cases, by week. With those people, mostly

in public life, it is found that variations are possible and the following gives a typical sequence of classification:

EVERYMAN, John

General JAN/MAR 1976

Speeches 1974

Election Speeches 1974

Visits 1972-1976

Interviews (Press) 1973-1976

Interviews (Radio & TV) 1972-1973

Memoirs (Reviews) 1973

Family

Biography

The next step in the sequence of work processes is the date stamping. This must be done if possible over the first column if the "folding" method is used. Care should be taken not to obliterate the classification or make the date invisible by over stamping print. The latter is a common fault and causes much annoyance. Since one must think of posterity, this must never happen!

EXAMPLES:

Advisory Centre for Education

Sample 1

Boarding Schools

Colleges

C.A.T.s.

Teacher Training Colleges

Finance

Further Education

Higher Education

Robbins Report

Teach In

University

Universities A-Z including Oxford, Franks Commission

Universities Finance

Universities Scholarships

University Industrial Scholarships

University Students

University Students Foreign

University Students Grants to

University Students National Union of Students

University Teachers

Language

Nursery Schools

Primary

Schools

Scientific and Technical

Secondary

Commercial

Sample 2

Vietnam: General

Anti-War Attitude

Attitudes: China

France

Other Countries

Russia

U.K.

Comment gen.

U.K.

U.K. Official

U.K. Non Official

U.K. Non Official M.P.s

U.K. Teach-Ins Read-Ins Preach Ins.

U.S.

Australia Military Aid

Vietnam/Commonwealth

Foreign Relations: U.S.A.

North

Peace Moves

" " Commonwealth

" " U.K.

" " U.N.

" " U.S.

Politics

Religion

U.S. Aid

U.S. Military Intervention

Vietcong.

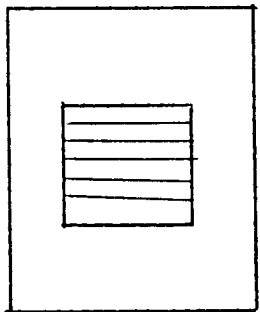
Y Cutting

Having spent a considerable time preparing the papers for cutting, the librarian now assembles his tools: scissors or "Clip-its", strips of paper, glue and tape.

We in the Labour Party Library find the "clip-its" very useful and quick, but in some cases the paper's quality is such that this method produces jagged edges. In this case we always

use scissors. Great care must be taken when cutting items. It is only too easy to cut off part of the date at the side, (see copy p.) half a headline or the advice that the article continues on the back page. If the date is mutilated, this creates great difficulty.

We use a different colour stamp pad each year - just in case - only on a three-yearly rotation. This is a precaution in emergencies. Continuations must also be very carefully watched. Often the continuation or "tail" has a completely different and misleading headline from that of the beginning of the article. Column continuations must also be watched. These are columns which might be broken by a picture (not needed) and therefore have to be cut and subsequently fixed together. It is preferable to stick them together with transparent tape immediately so as to avoid them being detached, blown away or thrown away. Cutting zig-zag or scalloped edges may look artistic, but must at all costs be avoided! Small cuttings must be glued on strips of paper to fit the size of the envelope. Goof quality paper should be used, since tissue will get dog-eared and eventually torn.



VI. Filing

The regular daily filing of material is essential. On the whole, filing is not an intellectual pursuit, but is immensely educational. If the filing is done with alertness one's brain will store very large amounts of information for instant retrieval and the process becomes less of a boring occupation. There are two types of person: those who file blindly (and they are often wrong) and those sufficiently interested (rarely wrong). It is up to the librarian to make people aware of the great responsibility they have for accurate filing. One misfiled cutting can not only bring injury to the library's reputation but is, of course, lost for ever unless discovered by chance.

To alleviate boredom, the chance of wrong filing and many other pitfalls, we have introduced colour - colour for the envelopes and cards - and this seems to help. Industrial psychologists urge the use of colour in factories and offices. If librarians are faced, day in and day out, with an insipid colour such as buff, differences of envelopes seem to disappear, whatever so called foolproof methods one uses. Colour gives a new interest to the eye and therefore creates extra alertness. Darting from green to yellow to pink, for example, stimulates attentiveness. When ready for filing, (and it must be stressed again, that this must happen every day) sort the cuttings into three heaps: one for "reds", one for the "blues", and one for the "greens".

a. Personals. Prepare the pink envelopes by writing "PERSONAL" on the left hand side, the name in the middle, and any other data on the right

PERSONAL	<u>NAME</u> , First name	data

Also prepare a "collective" envelope to go with the letter of the alphabet. In this file single "personal" cuttings.

PERSONAL	<u>COLLECTIVE</u>	A - Am.

PINK

In time , these single cuttings become worthy of an individual envelope. Great care should be taken to inspect the contents of these at regular intervals. To make these envelopes more conspicuous, we use a green one with a metal signal for better "visibility". In the "personals", only the envelopes of very prominent people seem to fill up at a rapid rate.

Once the envelope is filled, and it is reckoned that approximately 60 cuttings fill an envelope, it is "closed". That means: a coloured dot is affixed on the left of the name and a final date must be typed on the right.

PERSONAL ●	<u>NAME</u>	Jan 1973 - Mar 1974
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Then make a new envelope immediately. If the person is dead the librarian can take out the envelope altogether and put it in store. Then a card of the same size as the envelope is put in its place to indicate the existence of material on this particular person. Write the name on a

suitable label and make an extra (small) card for the "store index". The store index is only necessary really if this is kept in a different room. If not put in store, the envelope can be left where it is, but fix a dot on the right hand side of the envelope and indicate date of death.

PERSONAL	NAME	+ 1.1.1976 ●
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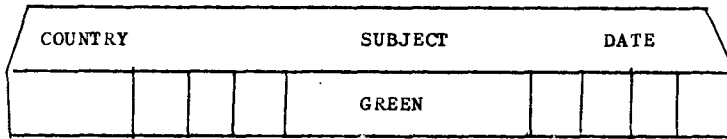
b. Subjects: The preparation for this section will take up much more time since one will have to decide how the subjects are to be dealt with. Assuming a wide range is required, then prepare for as many yellow subject files one can think of, always keeping in mind the user's needs. Soon enough, one will be given good advice on how to split main headings into sub-headings.

In our experience these grow out of the user's needs anyhow. It can occur that a sub-heading becomes VERY important. In this case, it is better to "take it right out" and make a main heading for it. Once main headings are split into sub-headings, it is extremely important to mark the envelopes as concisely as possible. This means that you may have as many as four words and a date on the envelope.

<u>SUBJECT</u>	<u>MAIN HEADING</u>	SUBHEADING	SUBHEADING	DATE
		YELLOW		

For "closing" full envelopes use the same methods as "personal" ones.

c. Countries: Prepare green envelopes by typing the name of the country on the left, the subject in the middle (it is always useful to have a "general" file to begin with) and the date on the right. When starting "country" files, it may be found that an "international affairs" and "external affairs" is enough for a short period. Later these files can be easily split into subject and date order.



Close envelopes by using same method as for "personals".

d. Miscellaneous Advice:

Always file in date order (last date at the back)

Avoid overfilled envelopes. Either the envelopes split or burst on filing, or they split when being used. They are also very irritating to the users.

Type headings as concisely as possible. This prevents irritation and general unpleasantness all round.

Avoid too many sub-headings. This avoids irritation.

Try to formulate a "space policy" for typing headings on envelopes. The files look better and are easier to read if spaces between words are the same. Try to train users not to lose cuttings.

VII. Other Uses

Press cutting collections do not represent only an information tool for day-to-day work. There are various ways one can utilise them on a larger scale.

1. A daily press review: This is done in most large organisations and involves a quick examination, cutting and duplication of a selection of newspapers in the morning. This can add to the prestige of the library if well done. A pre-printed cover for this will be an additional attraction.

2. Short biographies: These can be accumulated from the "personals". A photograph could be added and the "collage" duplicated for either individuals demands or as a collection of biographies for publication.

3. Speeches: For quick reference this is a useful subject to duplicate.

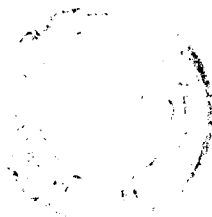
4. Quotations: Cut the relevant parts from the articles and stick them on cards.

To sum up, press cuttings are a very useful information tool. They need dedication and patience by the staff who operate such a collection. They also take up a lot of space: the Labour Party library works with an average of 77 cuttings to an envelope, approximately 60 envelopes to a drawer; there are 12 drawers to a cabinet and the library uses 24 of those /total in current use: 1,330.560 cuttings/.

It is useful to assess the press cuttings service from time to time by noting what envelope goes on loan, when, and how many times; how the classification works and if there is need to change. It is better to change in the light of experience rather than to carry a liability indefinitely. To produce a "user's guide to show a visitor to the library how to make the best use of the service, explaining the classification system, the indices etc., will lessen his sense of confusion when first encountering the complexity of a press cuttings collection.

The effort to operate a press cuttings collection is well worth while. There is always the excitement when one sees the collection mentioned "with grateful thanks" in the foreword of a book or one receives the occasional letter of thanks. There is a good feeling when the users say "Thank you". Then the librarian knows he has done his best and succeeded.

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