

PROCESSING OF DATA FOR THE MEETING BIBLIOGRAPHIES

EXHIBIT 5/5a

- Entries for the monthly Bibliographical Current List and for the 2-yearly Yearbook of International Congress Proceedings are produced by the same procedure.
- source data is of two kinds:
 - direct, as the publication or information from the publisher
 - indirect, as an indication in a bibliography or review section of a magazine
 - Current List material must have been published in the previous 18 months, irrespective of the date of the meeting to which it refers
 - entry slips made out as copies are:
 - white slip for each entry
 - BCP slips are filed chronologically
 - BCL slips are filed separately in chronological order until a group of about 130 has been accumulated; they are then sent to the printers; on return they are used to check the proof and are then inserted in the BCP chronological sequence;
 - those that have been printed bear a code to enable the printer to locate the composition for use in preparation of the BCP
 - pink slip for each entry
 - BCL and BCP slips are filed together alphabetically by organization name; they serve as an index to the chronological sequence and are used to prepare the BCP index
 - white half-sheet for each entry
 - are used to attach cuttings and other source material
 - filed in boxes by year
 - a code is marked on each item of source information to indicate that it has been processed
 - volumes are accumulated for filing
 - loose processed source material is finally filed in the dossiers suspendu
 - incomplete source material is filed in boxes by year
 - intermediate files are kept for the following groups: of bibliographic forms:
 - no replies received
 - distribution of reports private or classified
 - awaiting BCL processing
 - processing completed
 - index slips for the BCL are produced as follows:
 - buff slip for meeting subject English keyword
 - white slip for English organization title keyword
 - green slip (where applicable) for author or editor
 - index slips for the BCP are identical, except that organization index slips are not made out; they are compiled prior to publication from the bibliographic forms for each organization