Notes

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MELA NOTES

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MIDDLE EAST LIBRARIANS ASSOCIATION

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MELA Notes

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MELA Notes

MIDDLE EAST LIBRARIANS ASSOCIATION

NUMBER 56-57

ASSOCIATION NEWS

SPRING-FALL 1992

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Editor's Note

Again MELA Notes is getting to you much later than originally anticipated. It was necessary for me to make a trip to Kuwait in January which delayed my other work. Unfortunately this is a double issue, something that the editor had promised never to do. My apologies.

I also owe apologies to the authors of the article in the previous MELA Notes. In concentrating on the mechanics of adding transliteration and Arabic to the Notes a number of errors were present in the final copy that should have been caught.

Please send contributions for MELA Notes!

Deadline for the next issue is 20 April. Articles of all sorts are considered for publication.

Also, a reminder, if you have been asked by the Book Review Editor to review an item, get them back to him as soon as possible. We would like to keep the book review section active and useful to our members.

The editor would like to thank member Laurie Abbott for taking the time to proofread this issue. Although the editor still takes full responsibility for all errors.

ASSOCIATION NEWS

Minutes of the Executive Board Meeting May 1, 1992

The Executive Board of the Middle East Librarians Association met on Friday, May 1, 1992 at the Center for Research Libraries in Chicago. Present were **John Eilts**, Editor of MELA Notes (RLG), **Magda Ei-Sherbini**, Vice-President/President Elect (Ohio State University), **Michael Hopper**, Secretary/Treasurer (University of California Santa Barbara), and **Chris Murphy**, President (Library of Congress). **Fawzi Khoury**, ex-officio, (University of Washington) was unable to attend. **David Partington** (Harvard University) was a guest at the meeting.

The Executive Board discussed in depth the proposed changes to the Middle East Librarians Association by-laws. **Hopper**, who also served as Chairperson of the Committee on the Revision of MELA by-laws, presented the suggestions of the committee to the Executive Board. The Board accepted most of the changes and made a few of their own. The proposed changes will be presented to the membership at the annual meeting in October in Portland, to be discussed, and voted on at that time.

El-Sherbini then spoke about the program for the annual meeting. She stated that the program was shaping up well. The program will consist of two sessions: the first session will consist of four speakers and the second session will be a round-table discussion on the topic of preservation. The question of whether the Association might be able to subvene a portion of the cost of the luncheon at the annual meeting arose. After much discussion and debate the Board voted to allow \$5 per person toward the cost of the luncheon.

Then followed a discussion about MELA Notes. Someone noted that **Khoury** felt that MELA Notes should look more like a mainline publication. **Murphy** stated that such a publication would require a greater number of scholarly articles. **Eilts** did not object to this suggestion, but remarked that the lack of consistently available material prevented making this type of change at present. **Partington** suggested that the association needed to try to increase participation in the Middle East Librarians Association and in *MELA Notes*. The idea of having a special meeting every three years to address these issues and other issues relating to Middle Eastern librarianship was brought up. The possibility of having a standing committee on conferences was raised.

Murphy mentioned that the Association may be able to obtain support for conferences from public and private institutions. The Board decided to place these issues on the agenda at the annual meeting for further discussion.

Partington announced that Occasional Papers in Middle Eastern Librarianship had ceased publication. A suggestion was made to publish the papers from annual meetings. Murphy volunteered to check with the Center for the Book at the Library of Congress to see if they would be interested.

Michael Hopper Secretary/Treasurer

Treasurer's Report December 1, 1991-October 31, 1992

INCOME

Balance November 30,1991	\$4,557.82
Income 1992 Memberships, Subscriptions, Back issues, Mailing list rental Interest Subtotal Total Income plus carry-over	\$2055.55 220.09 \$2275.64 \$6833.4 6
EXPENSES	
1991 annual meeting MELA Notes 54 (Fall 1991) MELA Notes 54 postage MELA Notes 55 (Winter 1992) MELA Notes 55 postage Postage (Secretary-Treasurer) Printing (Secretary-Treasurer) UPS (Secretary-Treasurer) Bank Fees 1992 annual meeting lunch/refreshments 1992 annual meeting speaker	\$29.15 171.04 250.00 174.28 300.00 112.80 170.46 23.55 7.75 550.00 578.00
Total Expenses	\$2367.03
Fund Balance October 31, 1992	\$4466.43

Announcements

Nurullah Iran Parast, the founder of the Danesh Bookstore, born in 1910, died in March 1992 in Tehran. Iran Parast, who was reared in a distinguished and scholarly family, had for years studies in India where he had first-hand knowledge of ancient Iran from the Parsees. Upon his return to Iran in 1939, he founded a bookstore and named it Danesh (Wisdom). His bookstore became a veritable seminar where eminent scholars met to study the merits of published books related to the Iranian social, political, and cultural affairs.

Since 1939, Iran Parast has been the major supplier of Iranian publications to the Library of Congress and many U.S. university libraries.

Mr. Iran Parast, a scholar in his own right, edited a number of Persian classical works as well as several literary works of the ancient Greeks. His recent book on Persian language and grammar has become a standard work in the Iranian school system.

Ibrahim V. Pourhadi Near East Section, Library of Congress

Position Announcements

Jewish Studies Librarian. In consultation with program faculty, is responsible for collection development and selection of materials to support teaching and research in the areas of Hebraica, Judaica, Semitics, and Old Testament studies in both vernacular and Western languages; monitors materials received on approval; manages funds; responsible for operation of the Jewish Studies Reading Room; supervises the maintenance and preservation of the collection; works with technical services personnel to solve problems and determine priorities. Other duties include reference service, research consultation and bibliographic instruction; also supervises and evaluates staff and student assistants.

Reports to Head, Language and Area Studios Department. May be requested to teach a course on bibliography offered through the Department of Near Eastern, Judaic and Hellenic Languages and Literatures. Librarians have faculty status and responsibilities, including research, publication and service.

Required: MLS from ALA-accredited program (or foreign equivalent); fluent reading knowledge of Hebrew; relevant experience in an academic or research library; knowledge of bibliographic and research methodologies in Jewish studies; demonstrated ability to communicate effectively in English. Highly desirable: knowledge of Yiddish and Western European languages; advanced degree in Hebrew or Jewish studies; familiarity with Israeli book trade and book trade in Jewish studies throughout the world; experience with online systems and/or bibliographic utilities.

Salary is dependent upon experience and qualifications. Position open until filled; review of applications begins 15 April. Apply to Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, Ohio 43210. Include names, addresses and telephone numbers of three references. Women, minorities, Vietnamera veterans, disabled veterans and others with disabilities are encouraged to apply.

Arabic Librarian, Middle Eastern Division, Area Studies Department. Reporting to the Assistant Head of the Middle Eastern Division, the responsibilities of the Arabic Librarian include the cataloging and collection development of Arabic language print and non-print materials. Performs on-line original cataloging using the HOLLIS system, and using OCLC, copy and member cataloging of Arabic language materials. Selects and orders Arabic language materials using HOLLIS. Participates in training and supervision of bibliographic and student assistants. Participates in planning and implementation of the Division's retrospective conversion project. Performs related duties as required.

Widener Library houses one of the oldest and strongest collections of Middle Eastern materials in the world. This collection is complemented by extensive holdings in other Harvard libraries such as the Law School Library and the Fine Arts Library. The Middle Eastern Division maintains comprehensive collection development, technical, and public services programs.

Qualifications: MLS from an ALA-accredited library school; graduate studies in Middle Eastern Studies, preferably with a second masters. Experience cataloging Arabic language materials in all formats in an integrated online research library. Some background in selection of Arabic materials useful. Fluent English and a strong reading knowledge of Arabic; acquaintance with one other Middle Eastern language

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desirable. Working knowledge of OCLC or RLIN, AACR2, LC classification and subject headings systems, and MARC formats required. Ability to learn quickly, communicate effectively, and function with considerable autonomy and flexibility within a fast-paced, goal-oriented, productivity conscious environment.

Available: 1 July 1993

Salary: mid 30's

Major Benefits: One month's vacation; generous holiday and sick leave; choice of health plans; dental insurance; life insurance; University-funded Retirement Income Plan; tax-deferred annuity options; tuition assistance.

The screening of applications will continue until the position is filled. To apply, please send a letter of application, resume, and the names of three references to: Hazel C. Stamps, Director of Personnel Services, Harvard College Library, Widener 188, Cambridge, MA 02138. AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Author's Query

For an annotated bibliography on the subject of the Legal Protection of Cultural Property (works of art, architecture, archaeological sites, antiquities) in the Middle East from 1800 to the Present, I would appreciate the help of colleagues in locating published and unpublished materials and citations. I am interested in articles, monographs, serials, government documents (including published texts of national and international legislation, regulations and agreements), conference papers, dissertations, etc., in all languages.

In addition to the strictly <u>legal aspects</u>, I am also looking for published discussion and documentation of particular <u>celebrated cases</u> and controversies. Examples of the latter include:

- damage to monuments, museums, and sites in Iran, Iraq and Kuwait during the two Gulf Wars
- the controversies surrounding excavations at the Temple Mount/Haram al-Sharif in Jerusalem
- the destruction of the monuments of Herat by British military action in the 19th century and by Soviet military action in the 1980s

- the export of the façade of the Umayyad chateau at Mshatta to Berlin at the turn of the century
- the 19th-century looting of Egypt's antiquities
- the wholesale demontage and marketing of Isfahan's Safavid antiquities by its Qajar governor Prince Zill as-Sultan
- rumors of similar depredations of Iran's artistic and archaeological heritage by Princess Ashraf Pahlavi
- similar rumors concerning the destruction and disposal of ideologically undesirable art and architecture in the wake of the Islamic Revolution
- various recent cases of the illegal export of antiquities from war-torn Lebanon and Cyprus

I would also like to trace the <u>history</u> of how the notion of protecting cultural property took hold in the region (establishment not only of laws and regulations, but of national antiquities organizations, museums, registries of protected monuments, etc.). Examples include the activities of the *Comité de conservation des monuments de l'art arabe* in 19th-century Egypt and the contemporaneous efforts of Osman Hamdi Bey in the Ottoman Empire.

I would particularly welcome <u>addresses</u> of persons or organizations in the region who might be able to furnish further information or references.

Excluded from the scope of this study is any consideration of <u>intellectual property</u> (such as copyright questions) as well as any literature concerning strictly <u>technical aspects</u> of conservation, restoration, archaeology, etc. -- the focus should be on the **legal and policy aspects**.

I would be grateful for any lead, however obscure -- there may be useful material in the émigré or underground press, hidden in special collections, etc. Please direct your contributions, comments or suggestions to:

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How to do Research on the Middle East among State Department Records in the National Archives

Doubtless we all remember the scene at the close of the movie *Raiders* of the Lost Ark when the good guys, i.e., the United States government, were thanking Indiana Jones for his efforts and promising that the powers of the Ark of the Covenant would be put to good use. Then, in the last few frames of action, we see the Ark crated up and trundled off to some obscure resting place in the government archives. Well, I want to assure you that the National Archives does its level best to carry out its two major assignments, making the permanently valuable records of the United States government available to the public, and preserving those records for posterity. If we did have custody of the Ark of the Covenant, we'd be taking good care of it. But we think it went to the Smithsonian instead and got lost somewhere in the Nation's Attic.

Now I'd like to turn to the subject of this paper, which is how to use the records of the Department of State to do research not only on relations between the United States and the Middle Eastern countries, but on Middle Eastern history in general, including the internal history of Middle Eastern countries, as well as their international relations.

Researchers who have never used archival records sometimes are confused about the difference between a library and an archive. Records in the National Archives are organized according to the "record group" concept. Record groups are established for bodies of records that are related because of organization and function, and also with regard to their administrative history, complexity, and volume. Within each record group, the records are arranged by "series", the basic filing unit. A series consists of a body of records arranged in a particular order, such as alphabetical, numerical, or chronological, or with some unifying characteristic, such as subject. Within a record group, series are arranged into subgroups based on their creating organizational units or the functions they document.

The National Archives has produced numerous finding aids that describe the records in its custody and make it easier to locate what one needs. It has also inherited, or "accessioned", many indexes and registers from the agencies that created these records. When a researcher comes to the National Archives, he must obtain a research card in order to use our records. Filling out a simple questionnaire and presenting photographic

identification, such a passport or driver's license, are all that is required to obtain such a card. After a short visit with our reference consultants, the researcher is directed to the reference staff responsible for the records he wishes to use. Diplomatic records are largely the responsibility of the Civil Reference staff, housed in the National Archives Building, although some are in the custody of our Suitland Reference Branch at the Washington National Records Center.

General records of the Department of State are designated Record Group 59. Most of Record Group 59 is in the custody of the Civil Reference Branch, including the Department's central files, which we have through the year 1959. The central files include the State Department's correspondence with its diplomatic and consular officials in the field, with other government agencies, with officials of foreign governments in the United States, with Congress, the President, and the public, dealing with practically all State Department activities. The central files are divided into three major groups by time period, because of changes in the filing system.

For the period 1789-1906, there are four principal series that one may consult for U.S. relations with any given country. These are the instructions sent out by the State Department to U.S. diplomats and consuls overseas, the despatches sent back to Washington by those diplomats and consuls, notes from the State Department to foreign legations, embassies, or consulates in the United States, and notes from those legations, embassies, and consulates to the Department of State. For this period, there are also a voluminous series of miscellaneous letters received by the Secretary of State and his principal subordinates from domestic correspondents, including other Cabinet members and members of Congress, and a series of letterbooks containing copies of the Secretary's letters to domestic correspondents. All of these records, with the exception of instructions to U.S. consuls for the years 1834-1906, have been reproduced on National Archives microfilm publications, which may be purchased from our Publications Sales Branch or used in the microfilm reading room of the National Archives Building.

The early filing system worked rather well for the first hundred years or so of this nation's existence, primarily because foreign policy issues tended to be bilateral in the era before the United Stated reached Great Poser status. But as time went on and the United States came to occupy a larger role in international affairs, it became increasingly more difficult to handle information on the affairs of one country reported by a U.S. diplomat or consul stationed in another country. The existing

system did not lend itself to cross references, so the State Department's record keepers devised a new system based on the assignment of file numbers to specific subjects.

This new system was called the Numerical File, and it worked something like this: when a despatch arrived from the American consulate in Alexandria that dealt primarily with the production of Egyptian cotton, a number would be assigned to the subject, Egyptian cotton production, under which the despatch would be filed. The next document assigned that number might come from the American embassy in London or Paris. It was now the subject of the communication that mattered, not its point of origin. However, the Numerical File proved difficult to manage because there was no standardized way to keep track of what numbers had been assigned to the hundreds of subjects upon which the nation's diplomats and consuls found it necessary to report. By 1910, the State Department's indexers has assigned 25,282 numbers to various subjects; there was no way to separate important subjects from routine concerns, and some subjects had acquired two or more numbers. And the numbers were nowhere near similar subjects in the filing system. The file on Egyptian cotton production might be next to the file on cattle ranching in Argentina, which would be followed by a file on attempts to extradite some American swindler from the European country to which he had fled. In short, the Numerical File became too complex and unwieldy to permit its efficient use by the Department.

In 1910, the State Department came up with a replacement filing system based on the Dewey Decimal System then coming into use in libraries. With revisions, the State Department Decimal File remained in use from 1910 to 1963.

Like the Numerical File, the State Department Decimal File was subjectnumeric, but the subjects were predetermined according to a standard
arrangement pattern not unlike a macro or shell in a computer program.
The subject of interest always had the same subject-numeric
designation, and was easy to locate for any country, each of which was
assigned a specific country number. Because of the tremendous
expansion of American commitments overseas after World War II and
the consequent need to keep track of many additional subjects beyond
those envisioned in 1910, the State Department revised the Decimal File
classification system in 1950. Consequently, there are two manuals for
the Decimal File, one for 1910-1949 and one for 1950-1963.

For the years 1910-1949, class 8 deals with the internal affairs of any given country. Within class 8, the .00 category always deals with political affairs, the .50 category with economic matters, and the .51 category with financial conditions. Other numbers always refer to less important subjects; for example, .4069 refers to pigeon racing. If one inserts the country number for Saudi Arabia, 90f, into class 8, to form the Decimal File designation 890f.4069, we have the number for pigeon racing in Saudi Arabia. I assure you that this file contains significantly less information than Decimal File designation 890f.6363, which refers to petroleum extraction in Saudi Arabia.

The National Archives has custody of the State Department Decimal File through the year 1959. The State Department has transferred the Decimal File to the National Archives in time blocks of varying duration, because of the need to restrict access to national security classified information. We received the Decimal File for the period 1910-1929 in 1947, the 1930-1939 period in 1958, the 1940-1944 materials in 1959, 1945-1949 in 1971, 1950-1954 in 1986, and 1955-1959 in 1988.

All major Decimal File categories for the 1910-1929 period have been reproduced as National Archives microfilm publications, as have many of those for the 1930-1939 period. Private companies have microfilmed some Decimal File categories for the 1940s and 1950s; for information on the availability of such microfilm publications, you should contact our Civil Reference Branch. While the major Decimal File categories are available for the 1950-1954 and 1955-1959 periods, those wishing to do research on less frequently used categories should check with us prior to coming to Washington to make sure the records are available to the public. The last block of the Decimal File, covering 1960-1963, will not be transferred to the National Archives before State Department records are moved to the new National Archives facility currently under construction on the campus of the University of Maryland at College Park.

The Decimal File is well indexed, and we will be happy to assist those visiting researchers whose topics require the use of such indexes. However, the prospective researcher may wish to consult the State Department publication series *Foreign Relations of the United States*, or *FRUS*, before visiting the National Archives. *FRUS* began during the American Civil War as a compendium of major diplomatic documents of the day, and has continued as a compilation of the most important diplomatic exchanges of the U.S. government. Each document printed includes a source citation, making it possible for the researcher to

identify file categories he may wish to consult in the National Archives. The State Department's Office of the Historian has released most of the FRUS volumes for the 1955-1957 triennium, and some volumes for 1958-1960 are also available. FRUS is generally available in college, university, and large public libraries, as well as at U.S. government depository libraries.

I mentioned the question of restricted access to national security classified information. This is a good point at which to discuss the provisions of the Freedom of Information Act, or FOIA, as they apply to the National Archives. Originally enacted in 1966 and amended in 1974. the Freedom of Information Act sets forth procedures for federal government agencies to respond to requests from the public to examine records of federal agencies. While the law does not apply to donated materials in presidential libraries, it does apply to all records in the National Archives. The law makes no distinction between U.S. citizens. resident aliens, and foreigners; anyone can make a request under FOIA. Documents released in response to a specific request are made available to other researchers. It is perhaps worth mentioning that the fee waiver provisions of the Act do not apply to the National Archives. which charges its normal fees for paper copies when documents released under FOIA are ordered by mail. There are nine categories of information that may be withheld from release under the Freedom of Information Act; if you have an interest in this aspect of research. I will be happy to discuss the categories after the session.

Besides the State Department central files, the National Archives also has custody of many lot files. During World War II, it was difficult for the State Department indexers to keep up with the tremendous volume of paper constantly in transit throughout the Department. Many offices and divisions began to make copies of documents important to them and keep them separate from the central files in the interest of efficiency. This practice continued after the war, and remains in place today. As these bureau, office, and division riles lost their usefulness, they were turned over to the State Department's record keepers for disposition. Normally, a lot file was assigned a two digit number, corresponding to the last two digits of the calendar year, followed by the letter "D" and another number placing the "lot" of records within the sequence of transactions for that year. In the early days, this process was not regularized, but the State Department has now adopted records scheduling procedures that ensure eventual receipt of permanently valuable lot files by the National Archives.

One of the lot files contains the International Organization files of Herbert A. Fierst, subject files of the Special Assistant to the Director of the Office of United National Affairs, which include much material on Jewish immigration to Palestine in the late 1940s. Another is the Rusk-McClintock file for the period 1947-1949, during which Dean Rusk and Robert McClintock were responsible for coordinating the U.S. position on the Palestine question in the United Nations. While we are now receiving lot files relating to the Middle East for the mid-1950s, the transfer process is by no means complete, nor have all the lot files we have received been reviewed by our Records Declassification Division. The fact that a lot file has been cited in FRUS does not mean it has been transferred to the National Archives. By all means, you should check FRUS for lot file citations, but check with the Civil Reference Branch of the National Archives before you come to Washington in expectation of doing research in such records -- we may not have received the lot file yet, or it may not be available to the public.

We have been discussing records that were received at or originated at the State Department in Washington. There is also another important body of records known as the Foreign Service Post Files, which constitute Records Group 84. These are the records that were retained at each diplomatic or consular office overseas as record copies of what had been sent to or received from Washington. While it is true that some categories of the post files largely duplicate records in the central files, the post files also contain much material received at and created at the post which was subsequently summarized in despatches. This local material can prove extremely valuable to the researcher interested specifically in local conditions. Until 1912, the posts filed records in chronological series, such as originals of instructions, copies of despatches, and miscellaneous correspondence received and sent. After 1912, records were filed by subject according to a variation of the Decimal File system used in Record Group 59, but with the files broken off for each year. However, there have been hundreds of Foreign Service posts, and the filing systems were never uniform. It should also be remembered that diplomats and consuls were not subject to an established body of regulations until fairly late in the 19th century, so that there was an element of chance in the retention of post files, especially those of consuls. The National Archives has custody of Foreign Service post files through the mid-1950s. Generally speaking, the Civil Reference Branch has such records through the year 1935, while the Suitland Reference Branch has those of more recent date. Like the central files, post files are subject to declassification review. If you wish

to do research in the files of a particular post, you should contact the Suitland Reference Branch before coming to Washington in order to make sure the records are available for research.

Besides the central files, lot files, and post files, there are a number of other bodies of records which contain records on the Middle East. Records of international conferences are in Records Group 43. They include records of the major World War II conferences, such as those held at Cairo and Tehran, as well as the postwar meetings of the Council of Foreign Ministers and related negotiations to the mid-1950's, and records relating to the international trade negotiations leading to the General Agreement on Trade and Tariffs, or GATT. There is very little on the Middle East in the records relating to international claims in Record Group 76, but there are three series relating to the work of the claims commission that settled 898 claims of U.S. citizens against Turkey for \$1,300,000 in the period 1923-1937.

Records of the American Commission to Negotiate Peace after World War I are in Record Group 256. These include the correspondence of The Inquiry, the organization established to plan for the peace conference at Versailles. There are over a thousand special reports and studies called Inquiry Documents, as well as the voluminous records of the American Commission, arranged by subject according to a decimal filing system similar to but not the same as that employed for the Department's central files. These records contain numerous items on the settlement of Jews in Palestine, on the Zionist concept, on the peace treaty with Turkey, and on the establishment of mandates by Britain and France over former Turkish territories that are now Arab states.

General records of the Department of State (Record Group 59) also include applications and recommendations for public office, a rich source of information on American diplomatic and consular officials in Middle Eastern countries, through the administration of President William McKinley. This record group also includes a series of numbered intelligence reports compiled in the years 1941-1961, initially by the Coordinator of Information, then by the Research and Analysis Branch of the Office of Strategic Services, and ultimately by the State Department's Bureau of Intelligence and Research, which inherited this reporting function when the OSS was abolished in September 1945. Teheran are subject and country card indexes for these reports, which include numerous items on the situation in Palestine and the Middle East

in the late 1940s and the 1950s. Other Record Group 59 materials relating in part to the Middle East include the records of the State Department's Policy Planning Staff for the late 1940s and early 1950s.

The foregoing has been a brief overview of how to do research on the Middle East among diplomatic records in the National Archives. I hope my remarks have been helpful, and I will be happy to answer any questions here or at my regular workstation in the National Archives Building.

Dane Hartgrove National Archives

(presented at the 25th annual meeting of the Middle East Studies Association of North American, in Washington, DC, November 1991)

Cataloging and Processing of Materials for the Princeton University Libraries Arabic Book Preservation Project

In July 1989, the National Endowment for the Humanities (NEH) awarded Princeton University Library \$600,000 to begin microfilming crumbling Arabic books. Project librarians estimated that the grant would permit the library to microfilm and catalog a total of 9,000 volumes by August 1992. As of May 1992, the Near East Cataloging Team finished cataloging 7,663 volumes. The project was completed on July 28, 1992.

Princeton University is using Mid-Atlantic Preservation Services (MAPS) to perform the microfilming. The books are sent to MAPS for filming after all necessary preparations are completed by the preservation unit at Princeton University. (For more information on the preservation aspect of the project consult *MELA Notes*, Numbers 50-51, Spring-Fall, 1990). Once MAPS returns the books and the films pass the various quality control checks, they are forwarded to the Near East Cataloging Team.

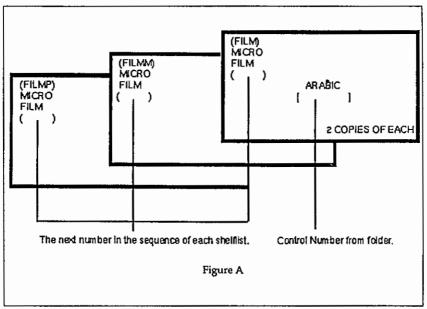
Shelflisting

The Near East Cataloging Team receives the books for cataloging with three (3) copies of each film:

- 1.Positive service copy "FILM" (third generation)
- Master printing copy "FILM M" (second generation)
 Master preservation copy "FILM P" (first generation or camera negative)

Each book comes with two sheets; the target sheet, which has a photocopy of the shelflist card, the reduction ratio, and the date the book was filmed; the worksheet, which includes information on the disposition of the original.

Each copy of the film is given an accession number for its location. Two identical cards are made for every film. (See figure A).



One card is filed sequentially in its shelflist and the other is stapled to the folder for use in filling out the holdings segment of the RLIN record. The catalogers receive only the books and the folders. (From now on, "film" refers to the books which are filmed on the same reel).

Searching

The books are now searched for in RLIN. The catalogers first search the Name Authority File (NAF) for personal and corporate names to see whether they are established or not. If found, they make a print-out, and if not, they establish the names at a later stage. After the NAF, the catalogers search the Bibliographic (BIB) file to see whether there is member copy or not.

After this is completed, the cataloger starts establishing all unestablished names following NACO guidelines. (For information on how Princeton University establishes Arabic Personal Name Headings, consult with *MELA Notes*, Number 53, Fall 1991). [See appendix #1]

Cataloging

Bibliographic records are entered in the MARC format on RLIN. All conform to, or exceed, the Association of Research Libraries (ARL) Guidelines for bibliographic control of microform masters. The ARL

Committee on Bibliographic Control has developed guidelines for preservation microform masters. The guidelines do not prescribe a full-level cataloging record; rather, they define the base level below which a preservation microform record should not go. In the guidelines for bibliographic records for preservation microform masters of books, it states that the bibliographic record should describe the original hard copy publication, in conformity with the Library of Congress Rule Interpretation (LCRI) of Chapter 11 or Anglo-American Cataloging Rules, Second Edition (AACR2). Information about the microform should be given in the 245 \$h subfield, 533 note field, physical description field and appropriate fixed field elements.

The catalogers compare the descriptive elements in the manual record with the book in hand and change or add to them as necessary. The title, statement of responsibility area, and the edition statement receive particular attention. Uniform titles and variant title entries are added when needed. Subject headings are modernized as a matter of course, and subjects may be added to records that lack them. The resulting RLIN bibliographic records are significantly better than the manual originals. In form of access points and in critical areas of the description they are equal to the best current cataloging.

All changes are made by catalogers on the target sheets using various MARC tags and abbreviations to save both time and space (Examples: b. for ibn; 250 1 for the edition statement al-Tabah 1; 504 for the note "Includes bibliographical references"). [See appendices #2 and #3]

Inputting

The inputting and processing of cataloged microfilms are done in several stages:

1. Inputting of the bibliographical information in the MARC format on RLIN -- this is usually done by a part-time worker familiar with Arabic, the MARC format, and the abbreviations used by the catalogers. If necessary they are input by the catalogers. All records are entered in "save" status at this point [See appendix #4]

After this first stage, all newly created records are given back to the catalogers for proofreading and additional changes. The film is then given to hourly workers who complete stages two to four. (The instructions for these stages are from the procedure hourly workers follow to input holdings.)

Inputting of the holdings:

After the record is retrieved, go to the holdings screen (type "HOL" in command line).

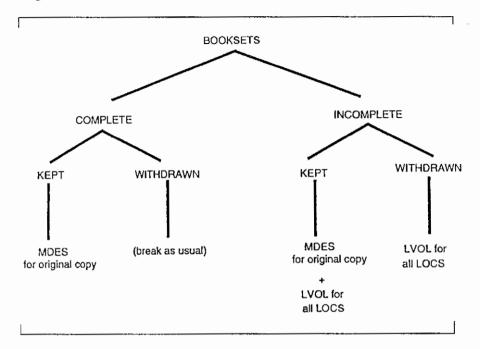
Note: Additional locations can be obtained in one of two ways:

- 1. In the command line type (+) sign and enter, or
- 2. In the command line type MOR LOC and enter.

For every record either three or four locations are needed (see the numbering of LOC in the attached example). Three locations are needed only if the disposition section of the worksheet indicates Withdraw. In this case the first location, F or ARAB, is skipped and just the FILM locations are input.

Each location will contain different information. Some of this information is saved in memory and can be retrieved by pushing the F2 key and then the shift key and the appropriate number or letter at the same time. The circled numbers in the examples below indicate where each phrase is stored.

```
1. FNT
             CON AACR2 bw set- (B)
                                        (take the sequential number following
                                        the decimal from the 830 or the target
                                        sheet and add it at the end of the
                                        stored phrase, after the word set).
    LOC
                  (for Richardson) or ARAB (for LC classification)
    LCAL
             122531.551
                                        (Richardson)
             BP190.5+b.A6
                                        (LC classification number)
    LANT
             VOriginal copy.\ 6
    LINS
    COP
    SHNT
             #r32101 0180978016
                                        (the barcode on the book)
2. LOC
    LCAL
             WICRO-VFILM (5) [the s.f. accession number for FILM]
    LANT
             Positive service copy.\ (7)
    LINS
    COP
3. LOC
             FILMM
    LCAL
             WICRO-FILM\ (5) [the s.i. accession number for FILMM]
    LANT
             Waster printing microfilm.\ a\Available for reproduction only.\
    LINS
    COP
4. LOC
             FILMP
    LCAL
             WICRO-VFILM (5) [the s.l. accessor number for FILMP]
    LANT
             Waster preservation microfilm. ₩a\Available for reproduction only.\
    LINS
    COP
             1
                              [See appendix #5 a and b]
```



MDES - There should be an MDES for each separate physical volume in a set. The MDES is usually v.1, v.2, etc. but occasionally it differs (e.g. v.1-2, v.3-4). The MDES should reflect what is written on the book(s).

LVOL - When the LVOL is required, it indicates the volumes present in a ?v (?vv. 1-4, ?vv. 1,4, etc). There should be an LVOL for each LOC, for FILM, FILMM, FILMP, and for the original copy if it is being retained.

Processing

Completing the worksheet:

On the worksheet Part G. Cataloging:

- 1. The RLIN ID number (number following NJPG at the top of the record) of the newly created records is entered.
- The s.l. accession number for FILM is entered.
- 3. The s.l. accession number for FILM M is entered.
- 4. The s.l. accession number for FILM P is entered.

4. Producing the records:

Material

When a record is approved for production by the cataloger, the inputter completes the Holdings segment and then returns to the Bib screen. In the fixed fields segment the inputter tabs to the ST field and changes the "s" to a "p." At the command line ENT/PAR is typed. The Par screen is printed. Write the word "CON" at the top of the print-out, then circle both the catalogers initials and the date of cataloging and underline both the location and the call number. (This should be done in red ink). The Par print-out is placed in the production box at DBMS. [See appendix 7].

Forwarding

Our goal as a team is to forward all finished materials out to the Near East Team office once a week as follows:

Location

Book (Forward as checked in part F of worksheet): 1. a. Return original to stacks Discharge first, then to circulation Desk to shelving truck. b. Withdraw Withdrawals shelf DBMS. Collection Conservation c. Repair or make enclosure DBMS. d. Transfer to Basket for DBMS in 2. Target sheet NET office on all occasions except if the book is checked for WITHDRAW, then it should stay with the book.

Worksheet Basket for Arabic 3. Preservation Project Librarian in NET office. Exception: If the book is to be sent for treatment, then the worksheet should stay with the book. Shelf for FILM in NET 4. FILM office. 5. **FILMM** Shelf for ANNEX B in

6. FILMP Shelf for Arabic

Preservation Project Librarian in NET office.

NET office.

Conclusion

During the last year, 1991-1992, cataloging for the Arabic Book Preservation Project accelerated. From July 1991 to May 1992 alone, 5,835 volumes were processed by the Near East Cataloging Team. This highly satisfactory state of affairs has come about through talent, good organization and plain hard work.

Johnny A. Bahbah Princeton University Libraries

Appendix 1
nppenuix i

WCO WILL WILL	IOKIIIE .	1D;	
Cataloger:		Inputter/Date:	
Tag	Ind.	Text	
1 <u>00</u> (Heading)	12	Khatibi, 'Abd al-Qādir	77-357
670 (Work cat.)	8.8	His Shu'ara Baghdad wa	
		1936: + bt.p. ('Abd al-Qadir	
	<u>i</u>	al-Khatībī al-Shahrābānī) ad	
_	[(Abdul-Kadir al-Khatibi ash-5	hahrabani
Canadian Imprint	i 	Th rom.)	
670 (LC heading)	ጸጸ	LC in RLIN, #b(hdg.:	
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700	<u> </u>		
. 40.0		Shahrabani, Abdul-Kadir al-	KNATIDI
See verso		· ·	-
Update NJ:	rv bib. F	ecords. Previous NJPG heading:	·
DRT-LRP-RX/rr			Rev. 9/22/89 6116B

شعراء بغداد وكتابها

أيام وزارة المرحوم داود باشا والي بغداد

في حدود منة ١٢٠٠ الى سنة ١٢٤٦ للهجرة

تأليف

الغاضل والنبيه الكامل . . .

عني بنشره : الاب انسناس ماري الكرملي

طبع في دار الطباعة الحديثة ببنداد

& markon David Bashi Walt Book

700 Anistas Mar

Appendix 3

Control Number 9000 166.03.

PRINCETON UNIVERSITY LIBRARIES ARABIC PRESERVATION PROJECT

Bibliographic Microfilm Target

Original Material as Filmed - Existing Bibliographic Record

100/740

2258 el-Kneţībi, 'Abd el-Qēdir, el-Shehrēbēni, .521 d.ca.1830. Shu' erā' Beghdād wa-kuttābuhē. Fi oyyān wizara

3aghdād £1936. -- 108 p. 24 ca. Dar al-Tibacati al-HadTthah

over: Tothking 1914193 Dal-shusara

Restrictions on use: 770 Shores and 40 Postes

Filmed by: Mid-Atlantic Preservation Service, Bethlehem, PA 18015

TECHNICAL MICROFILM DATA:

Film Size:

Reduction Ratio:

Image Placement: IA (IIÀ) IB IIB

Date Filmed: 7/3/91 Initials:_ WS.

APP2 2-14-90

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CC: 912					SNK:	ATC:		-03-9:
CP:pau	L:ara	: 1MI	GF:C:	BIO:c	FIC:0	CON:		- 1
FC:r	FD: 199	1/1936	REF: a	CFI:0	FS1:0	ILC:	11:0	- 1
MMD: a	OR:u	POL:U	DM:f	RR: aØ12	COL:b	EML; a	GEN: a	BSE:
mmD:d	OK:u	POL:b	DM:f	RR: a012	COL:b	EML: a	GEN: b	BSE:
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EFS/FROD	Books	FUL/BIB	NJP69	1-861999		Cat Mainten	ance NJ	FG-CA1

Record 1 of 1 - Record updated today 590 Princeton Arabic Microfilmino Project.

650 0 Arabic opetry#zIrao#zBaohdad#:History and criticism.

700 00 Anist as Mari. +cal~Karmil". ab. +d1846 or 7-1946 or 7.

740 01 Tadhkirat al-shu'ar a'.

740 B1 Shu'ar'au' Baod'ad wa kutt'abuha.

740 01 Foletes de Baodad et ses lecrivains sous le viezirat de Daoud pacha, l e Greoraien.

830 0 Frinceton University Arabic collection : even. 9000166.03.

Appendix 5a

N S/FRDD Books FUL/BIB NJFG91-E61999 Cat Maintenance NJPG-CAT FIN ID NJF691-B61999 - Record 1 of 1 - Record updated today ID: NJFG91-561999 RTYP:c ST:p FRN: MS: EL: AD:12-09-91 CC: 9124 PLT: am DCF:a CSC: d MOD: SNR: ATC: UD:06-03-92 INI: CF': pau L:ara GFC: BIO:c FIC:0 CON: FC:r FD: 1991/1936 REF: a 11:0

₽TH

LPTH

CPI:0 FSI:0 MMD:d OR: u F'OL:b DM: f 66: a012 COL: b COL:5

MMD:d POL:b OR:u DM: f RR: a012

MmD:d 0R∶u POL:a DM: f RR: a012 NJF#cNJP 040

100 1

Kha,t":b":, 'Abd al-Q"adir. 245 10 Shu'ar a' Baond ad wa-kutt abuh a f i ayv am wiz arat al-mar h um D aw

Tud B'ash'a W'al'i Bachd'ad+h(microform] :+bf'i .hud'ud sanat 1200 il'a sanat 1246 lil-hijran /+cta'l'if 'Abd al-Q'adir al-Kha,t'ib'i al-Shahr'a b an i : 'univa bi-nashrihi Anist as M ar i al-Karmil i. 260

Bachd ad : +bD ar al-.Tib a'ah al-.Had ithah. +c1936. 300 108 p. : +c24 cm.

500 Title from cover: Tadhkırat al-shu'ar a'. 500 Title on added t.p.: Shu'ar'au' Baod'ad wa kutt'abuha = Les po'etes de

Baodad et ses 'ecrivains sous le v'ezirat de Daoud bacha, le G'eorgien. Microfilm. +bBethlehem. FA : +cMid-Atlantic Preservation Service. +d1991. 533 #el microfilm reel : 35 mm.#f(Princeton University Arabic collection : c n. 9000166.03).

FUL/BIB NJFG91-B61999

DES/PROD Books hocord 1 of 1 - Record updated today 590

Princeton Arabic Microfilmina Project. 650 0 Arabic poetry#zIrao#zHaohdad#xHistory and criticism. 700 00 Anist as Mar i. +cal-Karmil i. ab. +d1846 or 7-1946 or 7. 740 01 Tadhkirat al-shufar at. Shu'ar 'au' Baod'ad wa kutt 'abuha.

740 01 740 01 Foletes de Baodad et ses 'ecrivains sous le v'ezirat de Daoud pacha. 1 e G'eoroien. 830 0 Franceton University Arabic collection : #von. 9000166.03.

10 S/FROD Books INF/HOL NJPG91-B61999 CALL

ANT INS X FXT HST 12/11/91 CTZ FNf CON AACR2 bw set 03 LOC F LCAL \2258\.521

VOL

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ILC: EML: a EML:a COL: b EML: a

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Cat Maintenance NJFG-CAT

CAT MAI/Update NJFG-CAT CIN CAT DID CAT FD 12/09/91

FSF

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EKS/PROD Books
                     FUL/HOL
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                                                        Cat Maintenance NJPG-C
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    LOC FILM
                LCAL \MICRO-\FILM\07452
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   LVCL
   LANT \Master printing microfilm.\fa\Available for reproduction only.\
   LINS
                 LEXT
   LHST 12/11/91 C
   LFNT
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    SHNT
     COP
                      MDES
     CCAL
    SHNT
```

ARABIC PRESERVATION PROJECT WORKSHEET

Co	ontrol number 72.0//33.05 No on a reel of 6 titles
A.	BIBLIOGRAPHIC INFORMATION Cell number: 2271. 32/5. 355
	No. of volumes V.
8.	CURATORIAL REVIEW
	Reviewer's Initials Date
	Film intact if possible. May cut as necessary
	DO NOT DISBIND TO FILM. Return without filming if condition requires cutting.
Ç.	COLLATION
	Pages missing
	_ Tears
	Blemishes
	_ Other B. T. on Low pages
٥.	PRE-FILMING PREPARATION (Initial and date each step as completed)
	Control no. assigned Targets assembled
	Sent to MAPS
E.	POST-FILMING INSPECTION (Date and Initial each step as completed)
	Returned from MAPSFilm Inspected
	Sent to Catalog Div.
F.	DISPOSITION OF ORIGINALS (Check all that apply)
	Return original to stacks Withdraw
	Repair or make enclosure Transfer to:
G.	CATALOGING
	RLIN 10 NO. 92-13 26029
	Preservation negative accession no. (FILM P) Microfilm 2048
	Printing negative accession no. (FILM M) Microfilm5026
	Service positive accession no. (FILM) Microfilm

CON

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Cat Maintenance
BES/PROD Books
                    PAR
                               NJPG91-B61999
                                                                      NJPG/CA7
FIN 1D NJPG91-B61999 - Record 1 of 1
Kha.t~ib~i, 'Abd al-Q~adir.
 Shu'er'a' Beghd'ad wa-kutt'abuh'a f'i ayy'am wiz'arat al-mar.h'um D'aw'ud
B'ash'a W'al'i Baghd'ad (microform) : f'i .hud'ud sanat 1200 il'a sanat 1246
 lil-hijrah / ta'l if 'Abd al-Qadir al-Kha.t ib al-Shahr ab an i ; 'uniya bi-
nashrihi Anist as Mar i al-Karmil i. -- Baghd ad : Dar al-, Tib a'ah al-
.Had ithah, 1936.
  108 p.; 24 cm.
  Series: Princeton University Arabic collection; cn. 9000166.03.
  \2255\.521
   Original copy.
  c.1 (CAT 12/11/91)
    Circ: 32101019162997.
FILM
      \MICRO-\FILM\07452
   \Positive service copy. \.
   c.1 (CAT 12/11/91)
FILMM \MICRO-\FILM\4501
BKS/PROD Books
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Record 1 of 1
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   \Master printing microfilm.\\Available for reproduction only.\.
   c.1 (CAT 12/11/91)
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   c.1 (CAT 12/11/91)
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REVIEWS

The Decline of Index Islamicus

When *Index Islamicus* was first published in 1958, it was hailed as the outstanding achievement of its day. Professor Pearson's vision of bibliographic control of Islamic literature will be admired forever. But more than a generation after its inception, the bibliographic realities have changed drastically. Computer technology now makes for easy control of book production, so that the coverage of *Index Islamicus*, 1906 to 1985, now appears in a different light.

A recent case in point is Fuat Sezgin's *Bibliographie der deutschsprachigen Arabistik und Islamkunde : von den Anfängen bis 1986* (Frankfurt, 1990-1992), of which nine volumes (4714 p.) have already been published. A random sample of three sections of volume two shows that up to 70% of the German-language articles that one would expect to find in *Index Islamicus* have in fact escaped the net. That nearly as much English material is missing has become evident ever since the *Index of Islamic Literature* began publication in 1986. A quick glance at LC holdings shows that in the case of Afghanistan, over 50% of the monographs held by LC are missing from the recent 1981-1985 cumulation of *Index Islamicus*. There is every likelihood that this applies to collective works as well.

Of course, we are grateful for each and every item listed in the 1981-1985 cumulation, but it is more than five years in arrears and even the next one is overdue. Anticipating criticism over the delay, the compiler purports to put the blame on the quantity of the material that has to be surveyed. But his claim that the quantity of output is doubling every ten years must be taken with a grain of salt. Considering the rather invariable number of reviews in the *Islamic Book Review Index*, one is tempted to consider such a statement as something less than accurate.

The estimate is based on a comparison of the 1976-1980 and the 1981-1985 cumulations without further elaboration. The statistics are distorted by separate numbered entries for serial publications: one each for *Middle East and North Africa*, 1981-1982, 1982-1983,1983-1984, 1984-1985, 1986; *Far East and Australasia*, 1982-1983,1983-1984, 1984-1985, 1986; and for five issues of *Abstracta Iranica*. One could go on and on. Reprints and unpublished theses, which have never been part

of *Index Islamicus*, are another source of inaccuracy. By the same token, a great many of the periodical articles fall outside the strict scope of this latest cumulation. A sample survey of the periodical articles on pages 1075-1081 of the 1981-1985 cumulation revealed that 26.9% were published between 1976 and 1980, and belong chronologically to the previous cumulation.

No one objects to additional information, provided the basic task has been completed. As it is, 20% of the material from the period covered is missing. Benefiting from years of hindsight, the compiler threw in older literature in order to drive home the message that the volume of current Islamic literature is beyond the control of a single full-time worker. But that any such claim is an exaggeration becomes evident from the fact that the *Islamic Book Review Index* and *Index Islamicus*, 1665-1905, are the result of part-time, one-man, private projects.

The current problem with the production of *Index Islamicus* is twofold: inefficiency on the level of personnel, and inadequate periodical holdings in Cambridge for such a project. With respect to North American and European periodicals, the acquisitions policy of the Cambridge University Library leaves something to be desired. This is not to say that the situation at other libraries--with the possible exception of the Library of Congress--is so much better. The obvious choice for a new location for the Index Islamicus project would be Washington, D.C. If this is not feasible, a cooperative documentation project by several centers should be considered.

With the end of the subsidy for the Cambridge operation, it is high time for Islamica librarians to act. The *Quarterly Index Islamicus*, on which the quinquennial cumulations have been based, has quietly passed into oblivion. Its last issue was published at the end of 1990. The latest information is that there will never again be another printed cumulation.

If it were not for the *Index of Islamic Literature*, we would be back at square one. The *Current Contents of Periodicals on the Middle East* (Tel Aviv) and *Periodica Islamica* (Kuala Lumpur) are of some help as far as English-language articles are concerned, but with respect to publications in other languages, every researcher is now on his own. Both *Abstracta Iranica* and *Turkologischer Anzeiger* are poor substitutes for a comprehensive bibliography.

It should be obvious that it is futile to try to list both periodical articles and monographs comprehensively. This was an idea that was tried, but

found to be superfluous. At a time of soaring costs and heavy demands on personnel, there does not seem to be any justification for duplicating LC's cataloging merely for the benefit of those who have no access to data bank so far.

Let us abandon the idea of total bibliographic control and concentrate on the one job which will not be taken over by machines for a long time to come: reading and analyzing the periodical literature. Is it hard to envisage what a motivated and technically inclined bibliographer might accomplish by adding LC subject headings or other descriptors to a bibliography of Islamic periodical literature? The searching combination of author, article title, periodical, date, and keyword would really bring such an index into the modern age.

These are some of the ideas that come to mind when comparing recent bibliographic reference works. MELA members do not lack experience in bibliographical projects. Our concern for foreign acquisitions should include the documentation of the periodical literature. The future of *Index Islamicus* concerns all of us and ought to be discussed at a broad forum.

Wolfgang Behn Staatsbibliothek Preussischer Kulturbesitz Berlin, Germany

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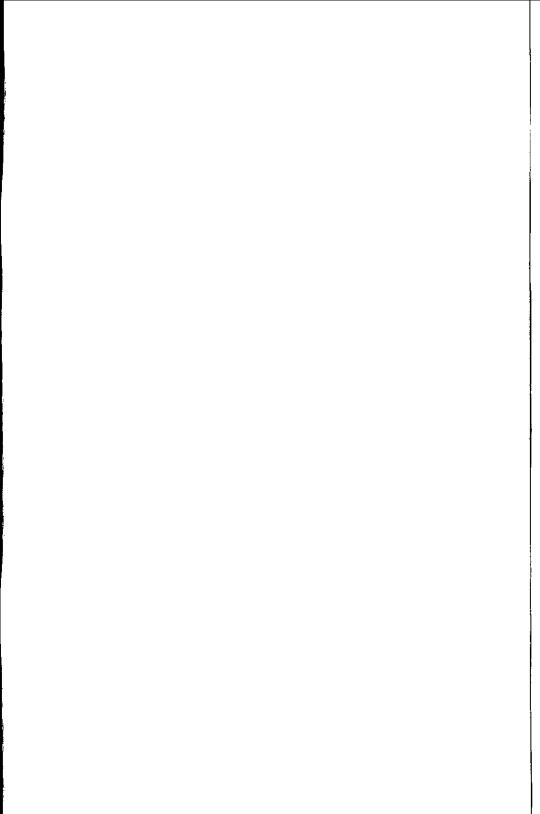
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