

# U. S. BOOK EXCHANGE SERVICE

---

QUESTIONS AND ANSWERS



TECHNICAL AIDS BRANCH  
OFFICE OF INDUSTRIAL RESOURCES  
INTERNATIONAL COOPERATION ADMINISTRATION  
WASHINGTON 25, D.C.

## FOREWORD

This pamphlet, which is written in the form of questions and answers, provides information about the U. S. Book Exchange in the following three areas:

1. Operations - past and present.
2. Expansion within the duplicate exchange process.
3. Activities and expansion beyond the regular duplicate exchange process.

In the operations - past and present - of the U. S. Book Exchange questions are answered concerning:

1. The accomplishments to date.
2. The major developments in USBE concept since its beginning.
3. How provision of funds for USBE through U. S. Government contracts fit in with the self-supporting status of USBE.
4. The major developments in its methods since its inception.
5. USBE processes that are unique in multiple exchange organizations.
6. How the USBE process differs from that of dealers.
7. Steps that USBE has taken to insure efficiency, economy, inclusiveness and practicality for member libraries to its duplicate exchange processes.
8. Evidences of the value to libraries of its duplicate exchange service.

Questions answered concerning the expansion within the duplicate exchange process include:

1. The possibility of foreign libraries supporting their share of the operation of USBE by paying fees in dollars.
2. Evidences of expansion of the USBE duplicate exchange.

Several questions that are answered concerning the activities and expansion beyond the regular duplicate exchange process include:

1. Steps taken by USBE to control acquisition of publications by its member libraries.
2. Steps taken by USBE to assure that libraries will use the materials that they take on exchange.
3. Additional services that appear possible and reasonable for USBE to perform.

The last section of the pamphlet deals with questions which might be asked in connection with the USBE service.

NEW HOME OF THE U. S. BOOK EXCHANGE

The U. S. Book Exchange had been housed in the Library of Congress building since its inception in 1948, but the operations of the Exchange were moved to new and more efficiently arranged quarters in November 1958.

All correspondence between participating libraries should now be addressed as follows:

Miss Alice D. Ball, Executive Director  
U. S. Book Exchange, Inc.  
3335 V Street, N. E.  
Washington 18, D. C.



New home of the U. S. Book Exchange

## TABLE OF CONTENTS

	Page
Operations - Past and Present . . . . .	1
Expansion Within The Duplicate Exchange Process . . . . .	7
Activities and Expansion Beyond the Regular Duplicate Exchange Process . . . . .	9
Questions Regarding the Service . . . . .	11
Membership Application Form . . . . .	15

QUESTIONS AND ANSWERS PERTAINING  
TO THE U. S. BOOK EXCHANGE

OPERATIONS - PAST AND PRESENT

1. What are the accomplishments of USBE to date in the development of the duplicate exchange?

At the beginning of 1960, the total number of publications placed by USBE in libraries all over the world during nine years of operations was more than 3,300,000.

Progress over the years in the size and extent of the duplicate exchange operation is evidenced by these facts: In 1959, as compared with 1949, its first year, USBE sent out on order twelve times as many publications to seventeen times as many member libraries.

2. What are the major developments in the concept of USBE since its beginning in 1948:

As originally conceived, USBE operations were as follows:

- (a) To accept in bulk all duplicates offered by member libraries.
- (b) To pool these duplicates in a single stock.
- (c) To offer the duplicates in a manner that would allow equitable distribution without regard to

size or distance of individual library, and by methods that would keep costs to member libraries as low as possible.

- (d) To conduct its duplicate exchange work to avoid interference or competition with exchange unions, dealers, or the direct exchanges of individual libraries.
- (e) To support its operations completely through fees that are paid by the individual libraries.

The concept of the self-supporting duplicate exchange service to libraries, which will supplement rather than compete with other methods, still exists, but there have been major developments:

- (a) Member libraries may list their offered duplicates for USBE to check rather than ship them in bulk if it is more economical.
- (b) Equitable distribution by lists remains, although direct ordering by "special requests" is becoming more and more the method most preferred by member libraries for drawing from the periodical stocks of USBE.
- (c) Foreign libraries have found it impossible to pay handling fees and USBE thus finds it necessary to

go to other sources, largely U. S. Government contracts, for funds to pay these fees.

3. How does the provision of funds for the exchange through U. S. Government contracts fit in with the self-supporting status of USBE?

The contracts which USBE has with the International Cooperation Administration and the U. S. Information Agency serve as bank accounts for foreign libraries against which USBE bills the handling fees incurred by the foreign institutions. A receipted invoice is attached to each shipment sent to the ordering library abroad. The U. S. Government agencies are interested in continuing this type of arrangement for foreign libraries which cannot pay fees because of the belief of these government agencies in the value both of the publications that are sent by USBE, and of the reciprocal nature of the exchange agreement.

4. What are the major developments in USBE methods since its inception?

- (a) Initiation of a direct-order "special request" system for ordering periodicals.
- (b) Refining of the back-order process whereby members are relieved of the necessity of re-ordering.

- (c) Development of subject listing of materials offered (still in its infancy).
- (d) Beginning of procurement of wanted items from member libraries (as supplementary to simple acceptance of all duplicates that are offered).
- (e) Development of an historical record file showing the extent of library need for individual titles.
- (f) Establishment (beginning October, 1957) of a complete control file of items in stock.

5. What USBE processes are unique in multiple exchange organizations?

Pooling of duplicates in one stock; acceptance and processing of direct orders for publications; back order service; consistent critical attention to offers of materials according to USBE's accumulating evidence of the value of publications to libraries.

6. How does the USBE process differ from that of dealers?

Dealers procure through purchase, and work largely through the sale of complete sets, long runs, or rare materials. USBE does not purchase, but it accepts and pools items which dealers do not want. USBE does not accumulate long runs, but it works largely by filling in scattered and missing issues and volumes which dealers find it uneconomical to handle.

7. What steps has USBE taken to insure the efficiency, economy, inclusiveness and practicality for member libraries of its duplicate exchange processes?

- (a) Continual attention by the staff to the improvement of the internal methods through short cuts, trial of new machinery and processes, and consultation with acquisition libraries in member and non-member institutions.
- (b) Major improvements in arrangement and record keeping in the new, efficiently arranged, warehouse area.
- (c) An objective tenth-anniversary survey of methods within USBE itself, and the use of USBE in member libraries, carried out by Edwin E. Williams of the Harvard University Library in 1958-59 through a grant from the Council on Library Resources, Inc.

8. What evidences does USBE have of the value to libraries of its duplicate exchange service?

- (a) Continued growth during eleven years of operation.
- (b) Expressions of appreciation of the value of the service in letters from members.
- (c) Financial support of USBE work on behalf of foreign libraries by U. S. Government agencies,

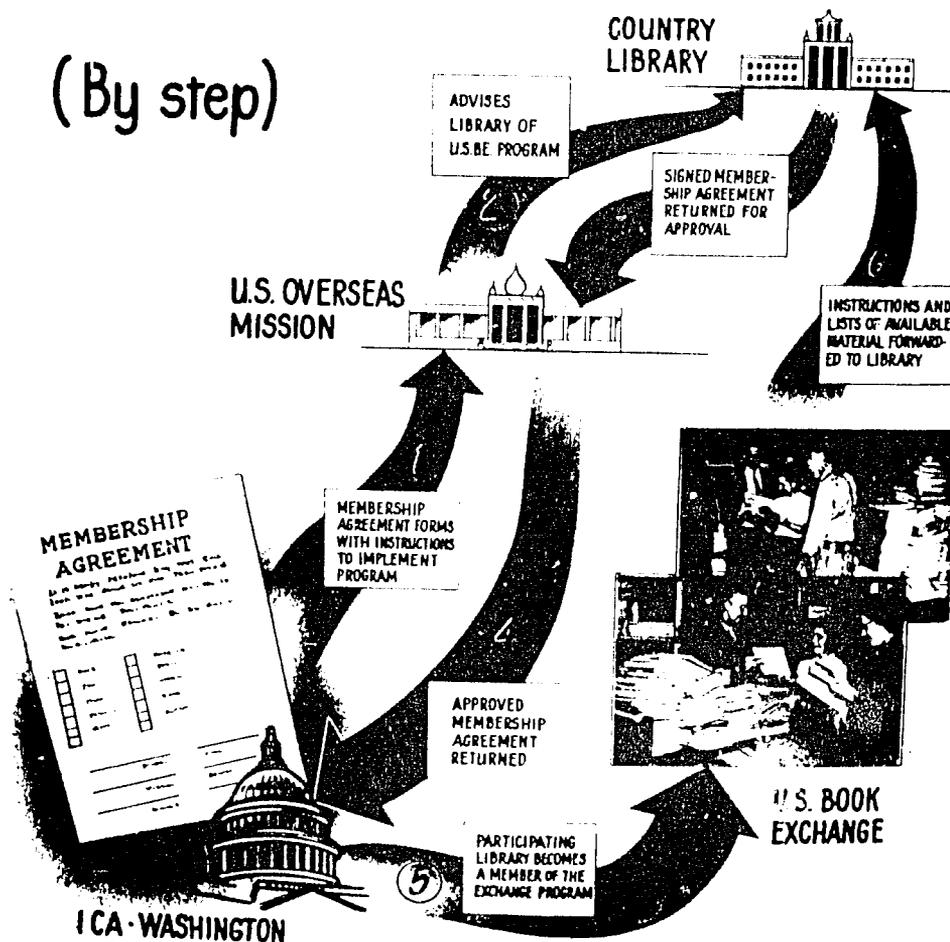
foundations, national learned councils, U. S. libraries, and other American organizations.

- (d) Requests from American agencies to undertake contract work in the general field of distribution of publications.

# ICA - USBE PROGRAM

## HOW IT WORKS:

(By step)



EXPANSION WITHIN THE DUPLICATE EXCHANGE PROCESS

1. Will it ever be possible for foreign libraries to support their share of the costs of the USBE operation by paying fees in dollars as American libraries do?

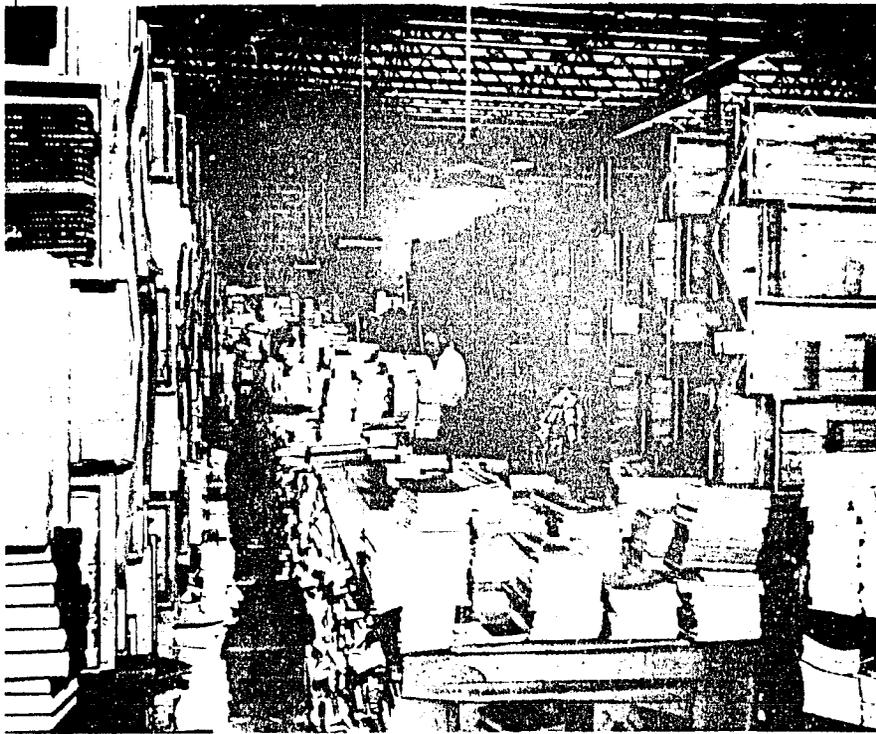
The possibility appears remote at this time, at least beyond a limited hard-currency area; USBE, therefore, plans a combination of the following methods:

- (a) Organization of a plan whereby foreign libraries would procure, on a continuing basis, certain items (current periodicals, publications forming selective or inclusive subject or geographical groups) for which U. S. libraries could receive a fee credit with USBE for their service.
- (b) Continuation of U. S. Government aid.
- (c) Expansion of private U. S. aid to special areas, countries, or types of libraries, and to individual institutions.

2. What evidences are there for expansion of the USBE duplicate exchange (beyond mere numerical increase in items provided to member libraries)?

- (a) New types of items being handled by USBE for exchange: microcards, microfilms, current books and periodicals.

- (b) New subjects and kinds of publications being requested of and offered to USBE.
- (c) Establishment of new and expanded processes as USBE carries out the Edwin E. Williams' recommendations in his survey report, A Serviceable Reservoir.



Sorting area for American periodicals flanked by stacks in which sorted items are held for incoming orders

ACTIVITIES AND EXPANSION BEYOND THE REGULAR DUPLICATE EXCHANGE PROCESS

1. What steps does USBE take to control the acquisition of publications by its member libraries?

Only those of a practical nature; e.g., to avoid breaking up a sizeable run of a periodical for one order if a later order requests the whole run.

2. What steps does USBE take to assure that libraries will use the materials that they take on exchange?

No steps are taken beyond making reasonably sure, in the case of foreign institutions, that the library is an established library, with the intent of serving research projects or the general public.

Suggested plans for aiding libraries in underdeveloped areas to make the best possible use of USBE facilities and materials include:

- (a) Production of a brief manual on U. S. serials and how they can be used to the best advantage.
- (b) A similar manual for U. S. technical experts working or traveling abroad.
- (c) Enlistment of U. S. librarians traveling abroad to visit USBE member institutions and give them assistance and advice.

3. What additional services appear possible and reasonable for USBE to perform?

There have been many suggestions of lesser or greater compass, among which are the following:

- (a) To serve as a source for materials for micro-production and distribution.
- (b) To serve as a source for the amalgamation of "shadow collection" (for protection against war losses) or regional collections.
- (c) To relocate rare subject materials needed in special collections and to assemble in complete runs periodical files that are now scattered.
- (d) To distribute American publications abroad on a much wider scale than at present (for U. S. government agencies, university presses, professional organizations, and even commercial agencies) to schools and other institutions as well as to libraries.
- (e) To offer housing on a short-term basis to other projects in the general area of non-profit distribution of research publications.

QUESTIONS REGARDING THE SERVICE

1. What kinds and types of libraries may benefit from the ICA/USBE program?

All kinds, including college and university, technical, industrial, governmental or non-governmental; old or new, established or just beginning.

The only requirements are that:

- (a) A library be maintained for use of the institution and its members and/or the public.
- (b) The local ICA Operations Mission approve the participation by counter-signing the Membership Agreement.

2. How can a library without publications of its own enter into an agreement which involves exchange?

- (a) Libraries may use for exchange not only their own publications, if any, but also books and journals contributed by outsiders, and not needed in their own collections, publications of any country except the United States, duplicate publications no longer needed in the library, etc.
- (b) Multiple copies of publications (up to 10 without notice, or more if agreed upon by USBE) can be sent for exchange credit.

Remember that USBE can, for an indefinite period, send out more publications to libraries abroad than it receives from them.

3. Can USBE accept for the use of American libraries publications in other languages than English?

Yes. American libraries can make use of publications in any language in the world. For listing purposes, USBE would appreciate having English title-slips attached to any publications that are not in the Roman or Cyrillic alphabets.

4. Are libraries which became USBE members limited to this one exchange program?

Not at all. USBE serves libraries everywhere as an addition to any other means they may wish to employ for procuring books and periodicals. The 3-1/2 million items which USBE currently maintains make it possible for USBE to supply large files and stocks of material which can be supplemented by any other process the library may wish to use.

5. Can USBE supply subscriptions to journals or newly-published books?

No -- because all USBE materials come in on exchange. But U. S. libraries release periodicals on exchange within the current year, and technical books are also often available within a year of publication date.

COUNTRIES PARTICIPATING IN ICA/USBE PROGRAM

AFRICAN AND EUROPEAN AREA

Eritrea, Asmara  
Ethiopia, Addis Ababa  
Ghana, Accra  
Kenya, Nairobi  
Liberia, Monrovia  
Libya, Tripoli  
Morocco, Rabat  
Nigeria, Lagos  
Rhodesia and Nyasaland, Salisbury  
Somalia, Mogadiscio  
Sudan, Khartoum  
Tanganyika, Dar-es-Salaam  
Tunisia, Tunis  
Uganda, Entebbe  
Spain, Madrid  
Yugoslavia, Belgrade

NEAR EAST AND SOUTH ASIA AREA

Afghanistan, Kabul  
Ceylon, Colombo  
Greece, Athens  
India, New Delhi  
Iran, Tehran  
Iraq, Baghdad  
Israel, Tel Aviv  
Jordan, Amman  
Lebanon, Beirut  
Nepal, Katmandu  
Pakistan, Karachi  
Turkey, Ankara  
UAR (Egypt), Cairo  
Yemen, Taiz

LATIN AMERICAN AREA

Argentina, Buenos Aires  
Bolivia, La Paz  
Brazil, Rio de Janeiro  
British Guiana, Georgetown  
British Honduras, Belize  
Chile, Santiago  
Colombia, Bogota  
Costa Rica, San Jose  
Cuba, Havana  
Dominican Republic, Ciudad Trujillo  
Ecuador, Quito  
El Salvador, San Salvador  
Guatemala, Guatemala City  
Haiti, Port-au-Prince  
Honduras, Tegucigalpa  
Jamaica, Kingston  
Mexico, Mexico City  
Nicaragua, Managua  
Panama, Panama City  
Paraguay, Asuncion  
Peru, Lima  
Surinam, Paramaribo  
Trinidad, Port of Spain  
Uruguay, Montevideo  
Venezuela, Caracas

FAR EAST AREA

Burma, Rangoon  
Cambodia, Phnom Penh  
Indonesia, Djakarta  
Japan, Tokyo  
Korea, Seoul  
Laos, Vientiane  
Philippines, Manila  
Taiwan, Taipei  
Thailand, Bangkok  
Vietnam, Saigon

**THE UNITED STATES BOOK EXCHANGE, INC.**

3335 V (Vee) Street, N. E.  
Washington 18, D. C.

**MEMBERSHIP AGREEMENT FOR OVERSEAS INSTITUTIONS**

Name of Institution \_\_\_\_\_

(As you wish it to appear on shipments and correspondence)

Address - Street and Number \_\_\_\_\_

City, Province, Country \_\_\_\_\_

The institution named wishes to become an exchange member of the U. S. Book Exchange in accordance with the terms described in the USBE "Membership Information" sheet. We understand these terms and we agree to the following provisions:

1. We shall undertake to send regular exchange shipments of non-U.S. publications to USBE, with the understanding that
  - a. We may order and receive publications from USBE before sending any shipments.
  - b. We may order and receive publications from USBE in numbers exceeding the numbers which we may be able to send.
  - c. We will write USBE for confirmation before sending multiple copies of any book or periodical issue in excess of ten each.
2. When ordering publications from the USBE lists, or when making Special Requests for periodicals, we will order according to the directions in the Membership Information.
3. We will pay shipping or postage charges on all shipments which we send to USBE. (Freight shipments must be paid to Washington, and sent via Baltimore, Maryland, if possible.)
4. We will use our address as given above on all correspondence, shipments, and orders which are sent to USBE.

*Please check below for the subject interests of your library:*

\_\_\_ Social Science: \_\_\_ Political Science, \_\_\_ Economics, \_\_\_ Law, \_\_\_ Education

\_\_\_ Applied Science: \_\_\_ Agriculture, \_\_\_ Engineering, \_\_\_ Medicine

\_\_\_ General works: \_\_\_ Bibliography, \_\_\_ Library Science

\_\_\_ Natural Science

\_\_\_ Philosophy

\_\_\_ Fine Arts

\_\_\_ History

\_\_\_ Literature and Language

\_\_\_ Religion

\_\_\_ Biography

\_\_\_ Geography

**OTHER FIELDS:**

**Please Specify.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL: COUNTER-SIGNATURE FROM U. S.  
OPERATIONS MISSION**

**FOR THE INSTITUTION:**

\_\_\_\_\_  
*Location of Mission*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*(Please print name here)*

\_\_\_\_\_  
*Position or Title*

\_\_\_\_\_  
*Position or Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*