Poly graduates get jobs

Cal Poly prides itself on preparing its graduates for careers as a survey of the 1979 graduating class indicates. In the survey just completed with 67 percent of the 2,634 graduates responding, 97 percent of the former students are either employed fulltime or are working for advance degrees.

The survey, by the Placement Center, revealed that 79 percent of the respondents are employed fulltime, 15 percent are attending graduate schools and 3 percent are self-employed. A total of 1,768 graduates of the Class of 1979 responded to the survey.

"The survey showed that demand for Cal Poly graduates in the technical fields continues to be very strong while placements for the other curriculums are good," said Richard Equinoa (Director, Placement Center). "Also, placements in the educational field are increasing." He said the high degree of job placements reflects demand for Cal Poly graduates. During the 1978-79 year approximately 500 separate employers visited the campus and conducted student interviews.

"Results of the survey also show us the continued value of a college degree." Equinoa added, "with 97 percent of the 1979 graduates working or pursuing further career development, it tells us our graduates are qualified and employable." According to the survey, graduates of several majors offered at Cal Poly reported 100 percent job placement: Agricultural science, dairy science (two-year technical), fruit science, mechanized agriculture (two-year technical), business administration/management information systems option, electrical and environmental engineering, engineering science, engineering technology with options in electronic technology, manufacturing processes, mechanical technology, and welding technology and the masters of science in engineering, industrial arts, home economics, chemistry, physical science, agriculture, architecture, and master of business administration.

Spring Quarter CAR deadline

Friday (Feb. 15) at 4 pm is the last time to submit CAR forms and fees to the cashier's office for Spring Quarter registration. Forms may be obtained from academic departments and instructions are included in the class schedule. Students who do not participate in CAR will need to go through an add/drop late registration when classes begin and pay an additional $5 late fee.

Two department heads named

President Warren J. Baker has appointed two acting department heads. Both were recommended by Hazel J. Jones (Vice President for Academic Affairs) and their respective deans, Robert Coe (Business) and Howard Brown (Agriculture and Natural Resources). Jack E. Bedwell became acting head of the Natural Resources Management Department on Feb. 6, and Ernest C. Miller will become acting head of the Management Department on Feb. 17. Both will serve until permanent heads are named.
Grants are available

The CSUC Fund for Innovation and Improvement in Education is calling for proposals for 1980-81. The fund provides faculty assigned time, clerical and student assistance, and supplies and materials not otherwise available through normal campus and department support.

Proposals must specifically address one of the following three concerns to be eligible for consideration:

1. Meeting the needs of underrepresented groups. These groups may underrepresented in either total enrollment on the campus or in enrollment in particular disciplines. Because funding is being provided for student affirmative action recruitment programs for minority students, proposals should emphasize on-campus services to these students.

2. Teaching reading, writing, critical thinking and quantitative skills applied to other subjects. Proposals should seek to improve students' skills above a minimum level in these areas through work concurrent with a course or courses in the disciplines in which they are to be applied. Quantitative skills may include statistics and computer skills as well as mathematics.

3. Retaining qualified students. Proposals should explore ways to improve education for students that encourage qualified students to persist in their university studies. Proposals could include improved academic advising, improved orientation, remediation in academic skills, greater participation in academically oriented programs.

Proposals may range from five to fifty thousand dollars for a period of eleven months, Aug. 1, 1980 through June 30, 1981. Larger amounts would be appropriate for multicampus projects.

Deadline for campus submission is Friday (Apr. 11). Results of the review by the systemwide Advisory Committee for the Fund will be announced by June 16. Eight copies of the proposal should be submitted to the Campus Coordinator, Adm. 309, not later than the deadline. It may be useful to confer with the Campus Coordinator before the required number of copies are processed. Call David Grant, Ext. 2051 or stop by Adm. 309.

The status of the 1980-81 campus Minigrant Program is uncertain at this time. If funding appears to be available, an announcement of the program will be made. No funding was available in 1979-80 so no program has been possible during the current academic year.

WASHINGTON'S BIRTHDAY WEEKEND

Food service operating hours

The Foundation Food Service has announced the following hours for Washington’s Birthday weekend (Feb. 16-18):

University Dining Room

Open Saturday, Sunday and Monday
Breakfast 10:00 am-12:00 Noon
Lunch 12:15 am-2:00 pm
Dinner 4:00 pm-7 pm
Saturday 8:00 am-1:00 am
Sunday 8:00 am-12:00 Midnight
Monday 12:00 Noon-12:00 Midnight
Saturday 11:00 am-7:00 pm
Sunday Closed
Monday Closed
Saturday 11:00 am-8:00 pm
Sunday 11:00 am-8:00 pm
Monday Closed

Vista Grande Restaurant

Vista Grande Cafeteria will close after 1:00 pm on Friday (Feb. 16) and re-open at 7:00 am on Tuesday (Feb. 18).

Vending, Snack Bar, Sandwich Plant, and Staff Dining room will be closed Sat., Sun., and Mon. (Feb. 16-18).

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The challenge for me as an actor,” said Chris Henry, a freshman majoring in architecture who plays the cab driver Garcia, “is developing my character from a sleepy, disenchanted cab driver to a Brooks Brothers three-piece suit man in the course of about two hours.” Others in the cast echo Henry’s feelings about understanding their characters. “It’s hard work trying to see myself as a 75-year-old man,” said Michael Melas, a young, athletic-looking student. “I have no idea how an old man, a Nobel prize-winning doctor, would react in certain situations. But I have to react.” Melas plays the old doctor, Guzmano.

“Sparks Fly Upward,” by Jerome Lawrence and Robert E. Lee, is the tale of the rise and fall of a beautiful young woman in a Latin American country. Felicia, played by Tara Andrews, schemes and manipulates those around her until she becomes the president’s wife. Miss Andrews has a large job ahead of her as Felicia. She appears in almost every scene, and is the unifying figure in the show.

'Sparks Fly Upwards'

They sit with their attention focused on the television screen. They are quiet and intense but occasionally there is a chuckle. A serious movie? No. They are watching a videotape of a scene just rehearsed for the play “Sparks Fly Upward,” to be presented by the Speech Communication Department on Thursday through Saturday (Feb. 21, 22, and 23) in the Cal Poly Theatre.

The actors are using a videotape to evaluate the job they have just done. The occasional chuckle results when the humor in a line that is delivered just right comes across, or when they realize a delivery is totally wrong. The director, Murray Smith, believes the videotape will sharpen the performances. “It functions as a critic,” said Smith. “The videotape shows the actors exactly what they are doing. Once they look at it objectively, it can really help.”

The most difficult part for the majority of the actors is to create their characters. Most of the characters are older, and physically much different from the active, college-age actors. “The

Administrative fellowships

This is a reminder that the deadline for submission of applications and references to the President’s Office for the 1980-81 CSUC Administrative Fellowships is Tuesday (Feb. 19). Details on the program can be found on page 3 of the Jan. 31 Cal Poly Report. Applications can be obtained from Smiley Wilkins, Campus Affirmative Action Coordinator, Adm. 110.

Mail pickup deadline

Jerry Magetti, Mail Services Supervisor, has been notified that as of Feb. 11, 1980, the United States Postal Service must receive all mail by 5:30 pm in order for it to be postmarked that day. Therefore, the Campus Mail Center must have all mail by 4:30 pm to meet the new Postal Service deadline. The last mail pickup of the day in the Admin. Building will be at 4:30 pm rather than 5 pm in order to reach the U.S. Post Office by 5:30 pm. The Mail Center will now close at 5 pm.

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STAFF VACANCIES

Vacant support staff positions have been announced by Robert M. Negrantl, Staff Personnel Officer. Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm. 110, Ext. 2236. Contact the Personnel Office to obtain an application. The University is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

CSUC Board of Trustees has recommended a general 11% cost of living increase effective July 1, 1980.

Custodian, $858-$1025/month. Residence Hall Services. Responsible for the custodial maintenance of the interior and exterior of the student residence halls including: shampoo carpets, vacuum, clean; move and arrange furniture; prepare rooms; distribute supplies, and other duties as required. Requirements: Some experience preferred. Knowledge of general principles, methods and implementation of custodial duties, chemicals and related supplies. Ability to organize work and supervise student helpers and to work efficiently and harmoniously within a university environment. Hours: 7:30 am to 4 pm, but may vary in special circumstances. Closing date: 2-29-80.

Clerical Assistant II-A, $421.50-$503.50/month; half-time temporary help through 6-30-80 with possibility of continuation subject to funding. Financial Aid. Duties: Receive, direct and refer student inquiries by in-person/telephone contacts; process loan applications and incoming mail; type and file forms, letters, reports; general clerical support. Requirements: One year clerical experience, type 45 wpm, and must have taken the General Clerical Test. Closing date: 2-29-80.

Clerical Assistant II-B, $450.50 - $538.50/month; half-time. English Department. Duties: Light shorthand, heavy typing, general clerical work. Good English and mathematical skills desirable. Requirements: One year office experience, type 45 wpm, shorthand 80 wpm, and must have taken the General Clerical Test. Hours: 1 pm to 5 pm. Closing date: 2-29-80.

Departmental Secretary I-21enography, $942-$1127/month. Research Development and Institutional Research. Duties: Acts as receptionist, keeps proposal/grant records; prepares various reports; files; maintains accounts; types statistical charts; types all correspondence from rough draft, longhand, shorthand. Requirements: Three years of clerical experience, type 45 wpm, shorthand 80 wpm, and must have taken the General Clerical Test. Must be accurate in statistical typing. Closing date: 2-29-80.


Public Safety Officer, $1495-$1800/month. Department of Public Safety. Patrols the campus on foot or by vehicle and answers calls to protect persons, property and facilities. Participates in crime prevention activities, enforces laws, traffic regulations and safety regulations on campus and cities, apprehends or arrests violators. May be responsible for conducting investigations during an assigned shift. Prepares reports, testifies in court. Performs other related duties. Requirements: Satisfaction of all Commission on Peace Officer Standards and Training (P.O.S.T.) employment standards. Satisfy all appropriate P.O.S.T. and CSUC physical and training standards. Pass a physical ability examination. Possession of a P.O.S.T. Basic Certificate preferred. Closing date: 3-7-80.

Clerical Assistant II-A, $843-$1007/month. Admissions and Records. Duties: Working with student records in University Records Office, assisting with registration, preparation of grades, etc. Working in the University Admissions Office, processing applications for admission of students. Requirements: One year clerical experience, type 45 wpm, and must have taken the General Clerical Test. Closing date: 2-29-80.

FACULTY VACANCIES (continued)

Lecturer, $2,490-$3,280/quarter; half-time assignment. Soil Science Department, School of Agriculture and Natural Resources. Spring Quarter only. To teach Introductory Soils and Fertilizer courses. Duties will include teaching both lecture and laboratory sections of these courses. Candidate should possess an M.S. degree in Soil Science and have had previous experience in teaching in both of these areas as well as experience on the farm in agriculture production. Position available March 27, 1980. Closing date: 2-29-80.

Assistant Professor, $16,368-$19,680/year, depending upon qualifications and experience. Economics Department, School of Business. Position available September, 1980. We are interested in good undergraduate instruction, primarily in introductory courses, together with an active research interest in one of more of these fields: labor economics, urban economics, and/or natural resource economics. Ph.D. required. Closing date: 4-30-80.

FOUNDATION VACANCIES

The Foundation is accepting applications for the following open positions, as announced by J.L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Building Room 212, 546-1121. Cal Poly Foundation is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All qualified persons are encouraged to apply.

Commissary Coordinator, $1244-$1494/month. Food Service. High School graduate, college courses in accounting or business preferred; three years of professional experience in food service procurement and inventory control. Must have knowledge of shipping and receiving practices, purchasing and general office procedures. Closing date: 2-28-80.

Waitress/Waiter, $328-$350/hr., Vista Grande. Provide consistent, professional table service; assist in maintenance of cleanliness; cashiering. Requires high school graduate with at least one year's experience in a table service restaurant as a waitress/waiter. Closing date: 2-28-80.

Textbook Department Manager, $1374-$1671/month. Bookstore. Plans and directs work of all personnel involved in requisitioning, ordering, stocking, sales and returns of textbooks. Requires a B.S. degree in Business Management or a closely related field (experience may substitute for course work); minimum of two years experience in a university textbook department and at least one of those years as manager or assistant manager of the department. Closing date: 3-20-80.

Lecturers, $1454-$1749/quarter, dependent upon qualifications, Management Department, School of Business. Part-time positions available for Spring Quarter (and possibly Summer Quarter). Duties and responsibilities include teaching four hours per week in Advanced Personnel Management and introductory course in Organization and Management Theory. Preference given to persons with a minimum of a Master's Degree, and appropriate teaching and professional experience. Closing date: 2-29-80.

Lecturer, $16,368-$19,680/year, for full-time appointment depending upon qualifications and experience: non-tenure track, Economics Department, School of Business. Position available September, 1980. We are interested in good undergraduate instruction, primarily in introductory courses. Ph.D. preferred, with specialization in one or more of these fields: labor economics, urban economics, and/or natural resource economics. Closing date: 4-30-80.
February 14, 1980

ADDITIONAL CARE DEADLINE FOR 1980--CORRECTION. Last week's Encouraging Notes announced that another deadline for CARE proposals had been set, but the printed date was incorrect. The correct deadline is April 11, 1980, at 5:00 p.m., with notification by the end of Spring Quarter. Updated guidelines for the program will be available soon.

FIRST CYCLE OF CARE GRANTS AWARDED FOR FY 1980. The following CARE proposals were recently recommended for funding by the University Research Committee and approved by the Vice President for Academic Affairs.

$ 809 Tim Barnes History  "John Witherspoon Castigator of Loyalists: The Recantations of James Rivington and Benjamin Towne"

$2,000 Anthony Knable NRM  "Effects of Rapid Depressurization Upon Largemouth Bass"

$1,000 Ron Ratcliffe Music  "Piano Action Models--Vertical Instruments"

$ 500 Aryan Roest Biological Sci  "Systematics of North American Red Foxes"

$1,300 Mike Yoshimura Alan Cooper Peter Jankay Biological Sci  "A Histological Comparison of Galls on Cucumber Roots Incited by the Stubby Root Nematode (Trichoderma spp.) and by Exposure to Coumarin"

$1,185 Ray Boche  "Lettuce Harvesting System Simulation"

$ 936 Harold Kerbo Richard Shaffer Social Sci  "A Historical Analysis of Welfare Spending and Lower Class Protest: An Empirical Examination of Linkage"

$ 430 John Snetsinger History  "Two Entries in Greenwood Press, Inc.'s Forthcoming Volume on American Jewish Voluntary Organizations"

$ 595 John Maxwell Chemistry  "The Consequences of Superoxide and Peroxide Formation in the Erythrocyte"

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE - DEVELOPMENT OF SMALL TO MEDIUM SIZE ALCOHOL FUEL PRODUCTION PLANTS. Grants are available (maximum $40,000 per institution), for the purchase and installation of small to medium size alcohol fuel production plants (not exceeding the capacity of 50-70 gal/hr).

DEADLINE: FEBRUARY 29, 1980

PROPOSAL WRITING SEMINARS. This quarter's remaining seminars on proposal writing will be repeated according to the following schedule:

2/19/80  2:00 to 5:00 p.m.  Fisher Science, Room 292
2/27/80  9:00 to 12:00 a.m. Fisher Science, Room 292
2/28/80  9:00 to 12:00 a.m. Fisher Science, Room 292

WASHINGTON CONTACTS: The Coordinator, Research Development, will be in Washington, DC, in the middle of April. Those with concept papers they wish to have discussed should have them to the Coordinator by the middle of March.
ASSOCIATED WESTERN UNIVERSITIES. The Solar Energy Research Laboratory in Golden, Colorado, has been added to the participating laboratories of the Associated Western Universities. Proposals for participation in research at any of the laboratories should be forwarded to the AWU soon.

NATIONAL SCIENCE FOUNDATION - APPROPRIATE TECHNOLOGY IN SCIENCE EDUCATION. NSF's Science Education Directorate will also be accepting proposals involving Appropriate Technology, that is, those technologies which are decentralized, require low capital investment, conserve natural resources, are managed by their users, and are in harmony with the environment. The following programs are currently inviting proposals focused toward this growing technology: (1) Development in Science Education/SE 80-50; (2) Science for Citizens: Forums, Conferences and Workshops/SE 80-63; (3) Public Service Residencies/SE 80-61; (4) Ethics and Values in Science and Technology/SE 80-62.

For further information, contact Dr. Gregg Edwards (202-282-7900) for the program Development in Science Education; and Dr. Rachelle Hollander (202-282-7770) for the other three programs.

U.S. DEPARTMENT OF AGRICULTURE - SCIENCE AND EDUCATION ADMINISTRATION. President Carter's Budget for 1981 included funds that, if approved by Congress, will enable SEA and its cooperators to begin a limited number of new high-priority programs; to expand some existing research and extension programs at moderate levels; and to maintain other programs at current levels. The budget requested:

$7.3 million - to strengthen existing inhouse basic research programs in areas relating to environmental stress on plants and animals; growth-regulating phenomena and processes in plants and animals; and the nutritional quality of food.

$4 million - to expand human nutrition research with particular emphasis on nutritional needs of the elderly and of pregnant women; on methodology; on the biological availability of nutrients; and factors affecting food choices.

$1 million - for State research on antidesertification and on more economical and environmentally acceptable methods of utilizing and managing semi-arid rangeland.

$600,000 - to develop new high-yielding varieties of guayule for rubber production and new technologies for planting, growing, harvesting and processing the crop.

$9 million - to expand the Competitive Research Grants program to accelerate basic research on plant sciences and human nutrition.

$100,000 - for food quality and safety research.

NATIONAL INSTITUTE ON EDUCATION - BILINGUAL INSERVICE TEACHER EDUCATION PROGRAM. Funds are available to conduct research in a school district(s) that will lead directly to the development and/or improvement of inservice education programs for teachers of limited English Proficiency students. The intent is to gain information of the process of research on instructional problems, and its impact on inservice teacher education.

For further information, contact Betty A. Sharps, Contracts and Grants Management Division, 1200 19th Street, NW, Room 808D, Washington, DC, 20208.

Guidelines and/or applications available in the Research Development Office.

Contact agency directly.
A NEW LIBRARY PUBLICATION

This is the first in a series of Library Updates which the Cal Poly Library will be issuing as a monthly attachment to the Cal Poly Report. The Library is entering a very challenging period and the Library staff wants to use these Updates to keep you informed of new developments, services, and programs. The Robert E. Kennedy Library building and automated systems it will contain offer tremendous opportunities for the improvement of our services. We hope that these Updates will provide an effective communication link between the Library and the University community.

Angelina Martinez, Acting Library Director

KENNEDY LIBRARY

The Robert E. Kennedy Library is scheduled for completion next August and at this time construction is over 80% complete. If equipment is received and installed on time, it will become fully operational at the beginning of the Fall 1980 Quarter. The building, which will cost $10,308,000, has five floors and a gross area of 203,605 square feet. It will house a collection of 625,000 volumes and will provide space for 2,500 reader stations. A grand stairway will serve all five floors and each one of the upper floors will have a reading terrace overlooking the central courtyard on the ground floor. The ground floor will have five service points, including Reference, Limited Loan/Reserve, Circulation, Automated Retrieval and Interlibrary Loan, and the Information Desk. It will also house the Technical Services departments and an exhibits area. The Learning Resources and Curriculum Department, a current periodicals area and the Library Administrative offices will be located on the second floor. Government Documents will be housed on the third floor and Special Collections and Archives on the fourth floor. The Faculty Reading Room will be located on the fifth floor. The book collection will be distributed throughout the upper floors where stacks and reading areas will be interspersed for efficient use by patrons.

REFERENCE DEPARTMENT OFFERS NEW RESOURCES

Reference Marketing Tool—

The Target Group Index is a recent acquisition of the reference collection. It is a comprehensive marketing source of statistical information on over 1,300 products and services which is collected each year from over 30,000 adults. The Index includes marketing data, media data, and personal data and demographics.

Annual Reports and 10K Reports on Microfiche—

Annual reports and 10K reports filed with the Securities and Exchange Commission by corporations have been acquired on microfiche for all companies listed on the American Stock Exchange, New York Stock Exchange, and Over-the-Counter. Annual reports and the 10K’s are now beginning to arrive.

Index and Abstract Directory—

A directory of all the major indexing and abstracting services held by the Library is available in the Reference/Periodicals Room. Both title an subject approaches are available. The directory contains all of the name changes, dates, complete call number with location code, and a designation if the indexes and abstracts are also accessible through computer searching.

Industrial Standards—

A list of the major industrial standards held by the Library has been published. The list indicates the name of the association and location of the standards. Most of the standards held are automatically up-dated. For a copy of the list call Mr. Paul Adalian at extension 2340.

American Reference Statistics Index—

The new American Reference Statistics Index is both an index and a comprehensive collection of statistical information compiled by associations, institutes, agencies, state governments, etc. ARSI is a companion volume to the American Statistics Index which is an index to statistics compiled by the federal government.

Council of Planning Librarians Bibliography Series—

The Council of Planning Librarians Exchange Bibliography series (Ref Z 5942 C 68) ceased publication as of July 1978. It was continued in part by the Architecture Series: Bibliography which started publication in June of 1978 to which we have a standing order (Ref NA 680 A 73). The council of planning Librarians began publishing a new Bibliography Series which started in April of 1979 to which we also have a standing order (Ref Z 5942 C 682). These indexes are located at the Reference Desk.
TRAINING SESSIONS ON LIBRARY INDEXES
The University Library has invited Eugene Kapaloski of the Institute for Scientific Information (ISI) to conduct training and update sessions on the new and advanced research and training resources in the Library.

The sessions will be held on Tuesday, February 19, at the following locations:

10:00-11:30 am  *Science and Social Science Indexes
                 Hands on session, Main Floor Foyer
                 Fisher Hall
11:00-12:00 noon Science Citation Index
                 Slide Lecture—Cal Poly Theatre
2:00-3:00 pm    *Science and Social Science Indexes
                 Hands on session, Library 206C
3:00-4:00 pm    ISI Computer Search Demonstration
                 Free Searching—Library 109
                 *duplicate informal presentations

Some titles to be on display:
Science Citation Index
Social Science Citation Index
Index to Scientific Reviews
Index to Scientific and Technical Proceedings
Current Contents

LIBRARY HOURS
For the weekend of Washington’s birthday the Library will maintain the following hours:
Friday, Feb. 15   7:30 am-5:00 pm
Sat., Feb. 16    8:00 am-5:00 pm
Sunday, Feb. 17  1:00 pm-10:00 pm
Monday, Feb. 18  7:30 am-10:00 pm
10:00 pm-12:00 pm Extended areas

LIBRARY ASSOCIATES
The Cal Poly Library Associates recently purchased for the Library the drafting table that once belonged to Julia Morgan, the architect of Hearst Castle in San Simeon. The drafting table, used by Morgan in her Monterey studio for approximately twenty years, can be viewed in the Special Collections and Archives Dept., Library 210A.

The Library Associates was organized so that interested persons might actively contribute to the growth and development of the University Library at Cal Poly. Members receive occasional keepsakes, an Associates newsletter, and also invitations to exhibits, special events, and other Library functions. The Associates Spring Banquet is currently being planned for next May, with a well-known author as the featured speaker.

A membership brochure and information about the Library Associates may be obtained by calling 546-2306 or by stopping by the Library 9-4, weekdays.

DATA BASE FOR ENGINEERS AND ARCHITECTS
The Reference Department has recently acquired an extensive microfilm collection to aid engineering and architecture design. The Visual Search Micro Film service, which is widely used in industry, provides continually updated information on products and standards related to engineering, architecture, construction, and manufacturing. VSMF is useful for design projects in which known parameters must be specified in terms of component products, or in which adherence to industry-wide specifications is required.

The VSMF is available in multiple 16 millimeter film cartridges stored in blue display racks in the Reference Department where Reference Librarians will assist in its use. Microfilm reader-printers are maintained nearby so users may read their information and, for a nominal fee, conveniently photoduplicate copies of the pages, tables, or diagrams they need.

The information on the VSMF microfilm service is organized in four distinct microfilm files: 1) the Industry Standards File; 2) the Design Engineering File; 3) the Building Products File Standards, and 4) the Building Products File Catalogs.

• Industry Standards File includes standards published by numerous organizations such as the American National Standards Institute which covers design, manufacturing, performance and safety standards for a wide range of technical and industrial topics; the American Society of Mechanical Engineers, the American Welding Society, and numerous other trade and professional associations.

• Building Products File Standards provides the standards and specifications of building and construction organization such as the Construction Specifications Institute, the Architectural Woodwork Institute, the National Sanitation Foundation, the Sprinkler Irrigation Association and many others.

• Design Engineering File includes product information from supplier and manufacturers’ catalogs and data books on: electrical systems, electronics, fluid systems, instruments, materials and fasteners, and power transmission and hardware.

• Building Products File provides catalog information on all kinds of building materials from door stops through plywood to orchestra lifts of prefabricated grandstands.

The information on the VSMF microfilm is accessible by cartridge number and film frame number. The way to find the correct cartridge and frame number is determined by which of the four systems is in use. There are book and cartridge indexes to provide access to the VSMF files through subjects, product descriptions, supplier and association names, and in some cases, product function or performance characteristics.

To assist students and faculty in learning how to use the indexes to the Visual Search Microfilm System, the Library is publishing several information guides with step-by-step instructions. Anyone who wants to use this new service is welcome to ask the librarians at the Reference Desk in Room 108 in the University Library.