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ABSTRACT

This first issue of a quarterly checklist of local government publications provides a comprehensive guide to the government documents resources of the territory. Under the provisions of the new Depository Law, U.S. Virgin Islands Act No. 3955 (a copy of the Act is contained herein), each government agency must deposit at least ten copies of each public document with the Territorial Librarian. The Territorial Librarian, in turn, distributes two copies of each document to each of the five libraries designated as legal depositories. The checklist announces publications received by the Territorial Librarian and is arranged by classification number under the issuing department--Commerce, Education, Finance, Office of the Governor, Legislature, Social Welfare, College of the Virgin Islands, Port Authority of the Virgin Islands, and Public Television System. Subject and author/title indexes are provided. (Author/JAB)

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VIRGIN ISLANDS GOVERNMENT DOCUMENTS

A QUARTERLY CHECKLIST

V.1 no.1. Winter 1977

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GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

Department of Conservation and Cultural Affairs

P.O. Box 4340

Charlotte Amalie, St. Thomas

FOREWORD

I am pleased to welcome this first issue of Virgin Islands Government Documents, a quarterly checklist of local government Publications received by depository libraries.

By the passage of legislation creating depository libraries, the Government of the Virgin Islands recognizes its commitment to preserve our history and our heritage. By establishing depositories on all three islands, it further recognizes its responsibility to make these records accessible and available to the public.

We hope that the systematic building of collections of Virgin Islands government publications, as well as the maintaining of an already existing collection, will encourage researchers, teachers, and students to explore the many areas of government that have yet to be documented. We further hope that the depository collections will provide invaluable source material and historical records for Virgin Islanders of the future.

A handwritten signature in dark ink, reading "Virdin C. Brown". The signature is fluid and cursive, with the first name "Virdin" being more prominent.

Virdin C. Brown
Commissioner



DEPARTMENT OF CONSERVATION & CULTURAL AFFAIRS
BUREAU OF LIBRARIES, MUSEUMS, & ARCHAEOLOGICAL SERVICES

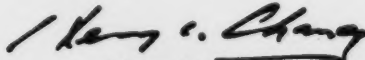
PREFACE

Virgin Islands government publications constitute one of the major resources available to the community. In recent years we have seen a great proliferation of documents produced by Virgin Islands government agencies, accompanied by a corresponding need by the public for access to the great quantity of information being produced. It is in response to this need that the Bureau of Libraries is pleased to initiate this publication of a checklist of territorial government documents.

The purpose of this publication is to provide a comprehensive guide to the government documents resources of the territory, and to thereby avail the public and interested scholars of the tremendous cultural and informational resources represented by the vast numbers of Virgin Islands government publications. Special emphasis is placed upon encouraging the development of a cooperative territory-wide network for government documents sources. This checklist of Virgin Islands government documents hopefully will serve as an impetus for this network.

The need for this checklist is an immediate one, as there currently exists no comparable list dealing with documents resources in the Virgin Islands. The systematic collecting of public documents not only makes available government sources to scholars and the general public but also ensures their preservation as historical records. Although the Bureau has been active in this area for many years, new depository library legislation makes it possible for us to build and maintain a better and more complete collection, as well as to provide more comprehensive service to the government and people of the Virgin Islands. The depository law also provides for a records management program to be administered through the Bureau. Unfortunately, fiscal restrictions have made it impossible to implement this program although there are plans to do so in the near future. In view of the fact that we have carried out this project without any additional financial support, the project staff, particularly Ms. Jeannette Allis, should be commended for their fine work.

We are pleased to provide Virgin Islands government agencies and the general public with this valuable research tool. We hope that this checklist and the succeeding issues thereof will encourage scholarly work in the area of Virgin Islands history and government; we are very proud to be able to offer a contribution to these worthy endeavors.


Henry C. Chang, Ph.D.
Director and Territorial Librarian

INTRODUCTION

Virgin Islands Government Documents is a checklist of local government publications received by the Territorial Librarian during each three-month period under the provisions of the Depository Law. In addition, each checklist includes some older non-current government publications taken from the already existing documents collections and incorporated into the depository.

In June 1977, depository libraries for territorial public documents were established in the U.S. Virgin Islands Act No. 3955, Bill No. 7500). The law designated five libraries in the territory as legal depositories: Enid M. Baa Library, St. Thomas; Florence Williams Library, St. Croix, Cruz Bay Library, St. John; Ralph M. Paiewonsky Library, College of the Virgin Islands, St. Thomas; St. Croix Campus Library, College of the Virgin Islands.

The law requires that each government agency deposit at least ten copies of each public document with the Territorial Librarian. The Territorial Librarian of the Bureau of Libraries, Museums, and Archaeological Services, Department of Conservation and Cultural Affairs, in turn, distributes two copies of each document to each depository library. He also administers the depository system.

The Office of the Territorial Librarian at the Enid M. Baa Library, St. Thomas, receives and distributes all government documents for deposit. It also classifies and catalogues each document, keeps shipping and location records, established guidelines for depository collections, and assumes responsibility for preserving, maintaining, and making accessible its retrospective collection of government documents, as well as those currently received.

As part of its legal obligation, the Office of Territorial Librarian is required to issue a quarterly checklist of public documents received. This checklist, cumulated annually, will reflect retrospective as well as current documents as these are gradually subsumed into the depository collection.

This checklist is available free of charge to depository libraries, government agencies, and any other individual or institution requesting it. Further inquiries concerning depository collections should be directed to Documents, Enid M. Baa Library, St. Thomas.

Jeannette B. Allis
Documents Librarian

NOTE ON THE ARRANGEMENT

This checklist of Virgin Islands public documents is arranged by classification number. The classification scheme reflects the government organization by Departments, Instrumentalities, and Boards and Commissions rather than in terms of the Executive, Legislative and Judicial branches of government. It was felt that preserving the integrity of the various government units by specific function and authority would facilitate identification, accessibility, and usability to the public.

Each Department is assigned two letters in an alphabetical sequence preceded by V for Virgin Islands. Divisions within each Department are assigned numbers based on a notation table. A document is further divided by type of material (i.e. annual report, newsletter), and by title or year, (see appendix 2).

For example:

Information, v. 2, no. 1, 1977, published by the Bureau of Libraries, Museums, and Archaeological Services.

VCN136.3:10/7/977/no.1.

VCN = Department of Conservation

136 = Bureau of Libraries, Museums, and Archaeological Services

3 = Newsletter (form)

10/7 = Information (title)

977/no. 1 = year and number

Government Instrumentalities are designated VY preceding the assigned letters, while Boards and Commissions are designated VX.

In accordance with the classification scheme, items in the checklist are listed under Department and arranged by Division or Bureau with these being in alphabetical order by key word. It is the intention of the Depository Center to issue separately a comprehensive, annotated guide to the Virgin Islands Government which should facilitate use of the documents.

A note beneath an entry indicates its location. No note means that the item is available in all depository libraries. The following codes have been assigned to the five depository libraries:

JPCB	Cruz Bay Public Library, St. John
TCVI	Ralph M. Paiewonsky Library, College of the Virgin Islands, St. Thomas
TPEB	Enid M. Baa Library and Archives, St. Thomas
XCVI	St. Croix Campus Library, College of the Virgin Islands
XPFW	Florence Williams Public Library, Christiansted, St. Croix

The listing of entries is followed by a Subject Index, and an Author/Title Index. In both indexes, the entry is keyed to the classification number of the document. The Subject Index utilizes Library of Congress Subject Headings which are reflected in the card catalogues of the depository libraries, as are the Author/Title entries.

Where more than one issue of a serial has been accessioned in any one quarterly period, each issue is listed separately under the entry. The entries and issues will reflect not only items currently received but also older documents which are already part of the Documents collection but are now being made part of the Depository. For example, Annual Reports for the Department of Education listed in this issue include, not only the most current report, but also those going back to 1922.

Where the frequency of a serial is not self-evident from its title, this information is provided as part of the entry. An illustration note and pagination is also included. For more extensive information about a publication, the card catalog at any of the depository libraries should be consulted.

CHECK LIST OF DOCUMENTS

COMMERCE, DEPARTMENT OF

VCD1.2:
20/6

Significance of tourism to the U.S. Virgin Islands: draft report.
April 1, 1974.
206 p. : illus., maps.
Submitted to Commissioner John P. Scott . . . by Checchi and Company.

VCD178.2:
4/8

Office of Policy Planning and Research.
Construction industry in the Virgin Islands; a background paper prepared by John F. Tinsley, Chief Economist. January 1977.
41 p.
" . . . a working draft . . . "

TPEB

VCD178.2:
21/8

Office of Policy Planning and Research
Tourism in the Virgin Islands: a background paper prepared by John F. Tinsley, Chief Economist. March 1977.
28 p.
" . . . a working draft . . . "

TPEB, XPFW

VCD178.2:
21/8/10

Office of Policy Planning and Research.
Trade and industry in the Virgin Islands: a background paper prepared by John F. Tinsley, Chief Economist. January 1977.
33 p.
" . . . a working draft . . . "

TPEB

VCD178.3:
6/3

Office of Policy Planning and Research.
Economic Review. 1st quarter, 1977 —
1st quarter, 1977.
2nd quarter, 1977.
Also has title Quarterly Economic Review.

VCD218.3:
4/8

Division of Tourism.
The conch shell: Virgin Islands Division of Tourism newsletter.
May 1977— Bi-monthly.
May 1977.
July 1977.
September 1977.
Editor May 1977 — : Leona E. Bryant.

CONSERVATION AND CULTURAL AFFAIRS, DEPARTMENT OF

VCN67.8:

6/8

Environmental Studies Program. [ESP lesson plans for elementary classes. 1970-1976]

lv. (var. pag.) : illus., map.

A series of papers bound together. First one entitled "Hydroponic Gardening in the Virgin Islands - improved method."

No title page or imprint information.

VCN76.3:

7/6

Bureau of Fish and Wildlife.

Fish and wildlife news, v.1, no. 1 - Jan. 1972 -

v. : illus. quarterly.

Library holdings begin with v.2, no. 1. Holdings incomplete; see shelf list.

VCN136.2:

13/2

Bureau of Libraries, Museums and Archaeological Services.

Library resources in the Virgin Islands of the United States.

1977.

28 p.

VCN136.2:

20/9

Bureau of Libraries, Museums and Archaeological Services.

Survey of Virgin Islands libraries. / Adele Zencho',

Systems Librarian... May 1977.

17 p.

VCN136.3:

10/7

Bureau of Libraries, Museums and Archaeological Services.

Information, v. 1, no. 1 - March - April 1976-

v. : illus. bi-monthly.

Most issues with subtitle "Newsletter. . ." Vol. 1 issued by Bureau of Libraries and Museums; Vol. 2 issued by Bureau of Libraries, Museums and Archaeological Services.

VCN136.3:

16/3/no.1

Bureau of Libraries, Museums and Archaeological Services.

Powder profits and privateers: a documentary history of the Virgin Islands during the era of the American Revolution.

/ by George F. Tyson, Jr., staff historian, Island Resource Foundation.

114 p. : illus., maps. -- (Occasional papers 1)

"Selected bibliography" : p. 104. includes index.

VCN136.3:

16/3/no. 2

Bureau of Libraries, Museums and Archaeological Services.

The tower windmill for grinding sugar cane: general description and sketch of its origin. / Frederik C. Gjessing, National Park Services. c1977.

17 p. : illus. -- (Occasional paper 2)

Bibliography : p. (18)

VCN136.8:
20/6

Bureau of Libraries, Museums and Archaeological Services.

Union catalog of 16mm motion pictures in libraries and resource centers of the Virgin Islands of the United States. / sponsored jointly by Bureau of Libraries . . . [and] Bureau of Library Services and Instructional Materials, Department of Education. 1977. 322 p. : includes index.

VCN152.2:
19/4

Division of Natural Resources Management.

Report on water quality: Virgin Islands, United States of America, 1970 - 1975. June 1975.

lv (var. pag.) : illus., maps.

Cover title: Virgin Islands water quality.

VCN152/174.1:

Division of Natural Resources Management. Pesticide Control Program.

Annual report, January, 1977 —

v.

EDUCATION, DEPARTMENT OF

VED1.1:
922-936

Annual report . . . fiscal year . . . 1921/1922-1935/1936.

v.

Holdings incomplete.

Volume for 1921/22 photocopy only. Other holdings carbon copies or mimeographed copies of original reports.

TPEB,

XPFW: 1922

VED1.1:
937-955/C

St. Croix (Municipality). Department of Education.

Annual report . . . fiscal year . . . 1936/1937-1954/1955.

v.

Holdings incomplete.

Complete data on publication history not available.

Supersedes applicable portions of combined reports issued as [Virgin Islands of the U.S.] Department of Education.

Annual report for years 19 - 1936.

TPEB

JPCB: 1952, 1953

XPFW: 1952, 1953

CVIT: 1953

CVIT: 1953

VED1.1:
937-955/T-J

St. Thomas and St. John (Municipality). Department of Education.
Annual report . . . fiscal year . . . 1936/1937-1954/1955.
v.
Holdings incomplete.
Complete data on publication history not available.
Supersedes applicable portions of combined reports issued as [Virgin
Islands of the U.S.] Dept. of Education.
Annual reports for years 19 - 1936.

TPEB
JPCB: some
XPFW: some

VED1.1:
956-

Annual report . . . fiscal year . . . 1955/1956-
v. : illus. annual.
Holdings incomplete.
Supersedes separate reports (1937-1955) of St. Thomas and
St. John (Municipality). Department of Education: St.
Croix (Municipality). Dept. of Education.

TPEB
JPCB: 1958-
XPFW
CVIT: 1958-
CVIT: 1960

VED1.1/2:

Monthly report to the Governor of the Virgin Islands . . .
v. (monthly)
Library has: July, August 1977.

VED1.2:
21/4

A report on the Territorial Educational Conference on Mathematics,
December 9-12, 1976 . . . St. Croix, Virgin Is.
viii, 136p. : illus.
Cover title: Territorial educational conference on mathematics.

VED238/6.8:
20/8

Division of Vocational Education.
State plan for vocational education. 19 -
v.
FY 1977-81, pt. II, carries title: A state plan for the administration
of vocational education.

TPEB: 1973, 74, 76, 77 II.
JPCB: 1974, 76
XPFW: 1974, 76
CVIT: 1974, 76
CVIT: 1974, 76

VED238/19.2:
4/16

Division of Vocational Rehabilitation.

Comprehensive statewide planning for vocational rehabilitation services: United States Virgin Islands: final report. 1969.
404 p.
Cover title: Echoes of hope.
Includes chapter references and index.

VED238/21.2:
5/4

Division of Vocational Technical Education.

Developing a territorial system for vocational education administration: Division of Vocational Technical Education seminar. 1973.
100 p.
"Report on administration seminar held March 14-19, 1973:
Includes bibliography.

FINANCE, DEPARTMENT OF

VFD1.1:
2/3

Annual report on the activities and operations of the Department of Finance, . . . 1962— . 1963— .
v. (annual)
Lacking:
Continues the Department's Annual Report . . . 1948-1960.

TPEB: 1962-1976, excluding 1968.
JPCB: 1976
XPFW: 1976
CVIT: 1976
CVIX: 1976

VFD1.1:
7/6

Annual report on the financial operations of the Government of the Virgin Islands for the fiscal year . . . 1961— . 1962— .
v. (annual) : illus.
Lacking:
Continues the Department's Annual report . . . 1948-1960.

TPEB: — 1976, excluding 1968, 1971.
JPCB: 1976
XPFW: 1976
CVIT: 1976
CVIX: 1976

GOVERNOR, OFFICE OF THE

VGO46.6:
9/9

Office of Civil Defense and Emergency Services.

Hurricane lifesaver. 1977.
[8] p. : illus., maps.
Prepared in cooperation with Disaster Preparedness Office.

VGO48.8:
20/4

Community Action Agency. Information and Referral Services for the Elderly.

Directory of services for the elderly. / Compiled by the staff of Information and Referral Services for the Elderly,

V.I. Community Action Agency. 1977.

102 p.

Revised May 1977.

Cover title: Virgin Islands directory of services for the aging.

VGO174.8:
20/9

Division of Personnel.

Guide to performance evaluation of classified employees: supervisor manual. January 1976.

10 p.

VGO177.2:
4/8

Virgin Islands Planning Office.

Preliminary Virgin Islands coastal zone management program. June 1977.

1v. (var. pag.) : illus., maps.

Folded maps (2) in back.

Cover title: Preliminary program: Virgin Islands Coastal Zone Management.

VGO177.2:
4/8/27

Virgin Islands Planning Office.

Economic aspects of the Virgin Islands Coastal Zone Management Program. / compiled by Walter L. Stewart, Edward H. Lindelof. August 1977.

54 p.

TPEB

JPCB

XPFW

VGO177.2:
13/2

Virgin Islands Planning Office.

Land use and housing elements: U.S. Virgin Islands. / Prepared by staff of the Virgin Islands Planning Office. June 1977.

2v.

Contents: v 1, The study. V.2, Summary.

VGO177.2:
14/2

Virgin Islands Planning Office.

Urban design study: main street mall: a feasibility preliminary design study of the conversion of Main Street in downtown Charlotte Amalie, St. Thomas, U.S.V.I., to a pedestrian mall. August 1974. 53 p. : illus., maps (some fold out)

Prepared for the Government . . . [by] Robert DeJongh/ Associates, St. Thomas, U.S.V.I.

VGO268.2:
4/8

Virgin Islands Youth Services Administration.

A comprehensive plan for the development of youth services in the Virgin Islands. 1977.

TPEB
XPFW

LEGISLATURE VIRGIN ISLANDS OF THE U.S.

VLE1.8:
13/4/973

Virgin Islands legislative manual. / Edited by J. Patrick O'Malley; updated by James S. Wisby. 1973.
75 p.

Up to and including Res. No. 677. (current to July 31, 1973)

TPEB

LIEUTENANT GOVERNOR, OFFICE OF THE

VLG214.2:
17/8

American Revolution Bicentennial Commission of the Virgin Islands. Preliminary report on manuscript materials in British archives relating to the American Revolution in the West Indian islands. / By George F. Tyson Jr., and Carolyn Tyson, Research Associates, Islands Resources Foundation. c1974.
56 p.

SOCIAL WELFARE, DEPARTMENT OF

VSD25.8:
20/8

Commission on Aging.

State/area plan for programs on aging under Title III and Title VII of the Older Americans Act of 1965, as amended for the state of Virgin Islands for fiscal year 1975 —. 1974.

v.
1977— entitled State plan on aging.

TPEB

VSD78.6:
7/8

Food Stamp Division.

The V.I. food stamp program. 1976?
5 p.

COLLEGE OF THE VIRGIN ISLANDS

VYCV1.4:
4/8/14

The College of the Virgin Islands and the community.
12 p. : illus.

VYCV1.8:
2/3 Directory of academic and professional resources at the College of
the Virgin Islands.
[8] p.

VYCV42.2:
23/6 Caribbean Research Institute.
The Virgins: a descriptive and historical profile. / Pearl Varlack
and Norwell Harrigan. 1977.
72 p. : illus., maps.

VYCV107.2:
15/2 Institute for Training on Librarianship.
Narrative evaluation report on the Institute for Training in Librarian-
ship . . . at . . . St. Croix, U.S.V.I. February 1 - April 10, 1976.
/ Submitted by Henry C. Chang, Ph.D., Director. 1976.
121 p. : illus.

VYCV159.2:
20/9 Division of Nursing Education.
Study of nursing needs and resources in the U. S. Virgin Islands.
1977?
171 p. : illus., maps.
Final report on Nurse Manpower Capability Project Contract Num-
ber 1 NU 34034 . . . 1973 - 1976.

PORT AUTHORITY, VIRGIN ISLANDS

VYPO1.2:
8/4 Geotechnical investigation improvements to Harry S. Truman Air-
port, St. Thomas, U.S. Virgin Islands. 1977.
3v. : illus., maps.
Contents: V.1, The investigation. V. 2-3, Appendices.

TPEB

PUBLIC TELEVISION SYSTEM.

VYPT1.3:
21/2 Take twelve: WTJX Channel 12 program guide, November 1977-
c1977.
v. : illus., monthly.
November 1977 issue has letter insert.
December 1977.
January 1978.

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TWELFTH LEGISLATURE OF THE VIRGIN ISLANDS
OF THE UNITED STATES

Regular Session

1977

To amend Title 3, Chapter 33, Virgin Islands Code, to require agencies of the Territory to deposit specified public documents in Depository Libraries and to maintain indexes to public records not deposited

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BE IT ENACTED by the Legislature of the Virgin Islands:

SECTION 1. Title 3, Chapter 33, Virgin Islands Code, is amended by adding a new Section 883 to read as follows:

"§ 883. Depository libraries for public documents and indexes

(a) Statement of policy. To effectuate the territory's public policy to make governmental information available to governmental agencies and to the general public, there are established depository libraries for specified public documents and for indexes to those public records which are not required to be deposited pursuant to this section.

(b) Definitions. As used in this section--

(1) "Territorial Librarian" means the Director of the Bureau of Libraries and Museums.

(2) "Depository libraries" means those libraries where, pursuant to this section, public documents and indexes shall be deposited, retained and reproduced upon demand, or made available to the general public and governmental agencies.

(3) "Governmental agency" includes the Legislature, any governmental entity, board, bureau, commission, department, agency, division, authority, office, or agent, or semi-private governmental entity receiving governmental funds for its operation in whole or in part, or any entity having bonding authority under the Virgin Islands Government in whole or in part.

(4) "Public document" means any public record, regardless of format or purpose, supported in whole or in part by public funds, for distribution by any territorial governmental agency, and which is designated for deposit pursuant to this section, but does not mean inter-office and intra-office memoranda. "Public records" includes printed or audio-visual forms of communication and their accompanying technology.

(5) "Public funds" includes cash, checks, bills, notes, drafts, stocks, bonds and all similar media of exchange which are received or disbursed under law by a governmental agency.

(6) "Publication date" means the earliest date when a copy or copies of the first publication, including preliminary drafts, advance copies, unofficial editions and confidential publications, were placed on sale, donated or exchanged, or made available to any entity outside the publishing governmental agency.

(7) "Library" means any public or private institution which maintains a media of communication collection for loan, internally or externally, including all college or university libraries, public, private or parochial school libraries.

(8) "Recognized newspaper" means any newspaper or publication accepting paid advertisements whose copies are offered for sale, by public subscription or by the copy, or whose copies are distributed without cost to the general public, issued at regular intervals, not to exceed one week.

(c) Designation and deposit of public documents; lawful custodian for purposes of section 881. The Territorial Librarian shall designate those public documents of a governmental agency which shall be deposited in depository libraries pursuant to this section, and shall notify the head of said agency, in writing of said designation.

(1) Each governmental agency shall be responsible for supplying the Territorial Librarian with at least two copies of each public document designated for deposit for each depository library, within five weekdays from the publication date of said public document.

(2) The Territorial Librarian shall be responsible for the subsequent distribution of at least two copies of designated public documents to each depository library within two calendar weeks from the date of receipt of said documents.

(3) For purposes of section 881 of this title, the lawful custodian of a public document designated for deposit shall be--

(A) The governmental agency until it has supplied the Territorial Librarian with the number of copies required by paragraph (1) of this subsection;

(B) The Territorial Librarian, upon receipt from the governmental agency of the number of copies of the public document required by paragraph (1) of this subsection, until deposit of said document in the depository libraries as required by paragraph (2) of this subsection;

(C) Notwithstanding subparagraph (A) or (B) of this paragraph, a depository library shall be considered a lawful custodian of all public documents in its possession.

(d) Index to public records. Each governmental agency shall be responsible for maintaining an index providing identifying information as to any matter issued, adopted or promulgated by said agency, after June 1, 1977, and required by section 881 of this title to be a public record and which is not designated a public document pursuant to subsection (c) of this section. Each governmental agency shall issue such an index four times a year and supply the Territorial Librarian with at least two copies for each depository library. The Territorial Librarian shall deposit at least two copies of each index in each depository library. The Territorial Librarian is authorized and directed to--

(1) review, at least annually, all of the records of governmental agencies to assure that indexes are being provided which are adequate to inform the general public and other governmental agencies of what information is available for inspection; and

(2) instruct and aid governmental agencies in establishing record systems which are standardized to the fullest extent possible.

Each governmental agency shall allow the Territorial Librarian access to agency records at reasonable times, upon fifteen days' notice by the Territorial Librarian to the head of said agency, and shall cooperate fully with the Territorial Librarian and his designee in determining what is an appropriate index. If the head of a governmental agency in good faith believes that the Territorial Librarian should not have access to any public record, he may seek an injunction pursuant to section 881(h) of this title, within ten days of the request by the Territorial Librarian to examine the governmental agency's records.

(e) Quarterly checklist of public documents. The Territorial Librarian shall issue, each fiscal year quarter, a checklist of the documents that have been sent to the depository libraries in the preceding quarter, according to the following schedule:

<u>Period</u>	<u>Issue Date</u>
July 1 to September 30	October 31
October 1 to December 31	January 31
January 1 to March 31	April 30
April 1 to June 30	July 31

Checklists shall be issued more often if needed, in the discretion of the Territorial Librarian.

Quarterly checklists shall be automatically mailed or distributed free of charge to depository libraries and to any other individual, institution, firm, library or other entity who shall request checklists, either on a single copy or subscription basis. It shall be the responsibility of the Territorial Librarian to fill such requests within a reasonable length of time.

(f) Duplication fee. Notwithstanding section 881(c) of this title, neither the Territorial Librarian nor a depository library shall charge any fee for examining a public document other than a reasonable fee for making a duplicate copy of the document.

(g) Depository libraries. The depository libraries shall include the St. Thomas Campus Library of the College of the Virgin Islands, the St. Croix Campus Library of the College of the Virgin Islands, the Enid M. Baa Library on the Island of St. Thomas, the Florence Williams Public Library on the Island of St. Croix, the Cruz Bay Public Library on the Island of St. John and any additional libraries designated as depository libraries by the Territorial Librarian.

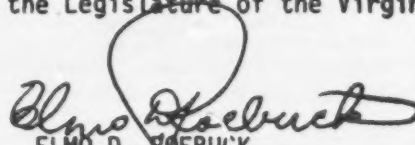
(h) Court records excluded. This section shall not apply to records of the courts of the Virgin Islands."

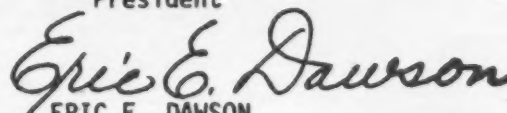
SECTION 2. The Territorial Librarian is authorized to recommend to the Commissioner of Conservation and Cultural Affairs and the Governor the hiring of such personnel as are necessary to fulfill the duties of the Territorial Librarian under this Act, including the hiring of a records management officer, qualified by training and experience in records management.

SECTION 3. There is appropriated to the Department of Conservation and Cultural Affairs the sum of \$15,000 out of any funds available in the Treasury of the Virgin Islands, or so much thereof as shall be sufficient, for fiscal year July 1, 1976 to June 30, 1977, to remain available until expended, and to be used for carrying out the provisions of Section 1 of this Act prescribing the duties of the Territorial Librarian.

Thus passed by the Legislature of the Virgin Islands on April 20, 1977.

Witness our Hands and the Seal of the Legislature of the Virgin Islands this 20th Day of April, A. D., 1977.


ELMO D. ROEBUCK
President


ERIC E. DAWSON
Legislative Secretary

VIRGIN ISLANDS DOCUMENTS CLASSIFICATION SCHEME

The Virgin Islands Documents Classification (VIDC) is adapted from the Superintendent of Documents Classification, and the Classification Scheme for Pennsylvania State Publications. The Classification notation is composed of a combination of letters and numbers.

The first part of the VIDC consists of one or two letters to distinguish the issuing Department or Agency, preceded by a V to identify Virgin Islands, i.e. VAD = Virgin Islands Department of Agriculture. VLE = Virgin Islands Legislature, VGO = Office of the Governor.

The next part of the notation designates the Division or Bureau within the department that is directly responsible for the publication.

A publication issued by the department as a whole or by the Commissioner's Office receives a 1.

A publication issued by a division or a bureau receives two digits derived from the first two letters of the name of the division and based on the following tables:

TABLE I

A - 2	I - 10	Q - 18	Y - 26
B - 3	J - 11	R - 19	Z - 27
C - 4	K - 12	S - 20	
D - 5	L - 13	T - 21	
E - 6	M - 14	U - 22	
F - 7	N - 15	V - 23	
G - 8	O - 16	W - 24	
H - 9	P - 17	X - 25	

TABLE II

a,b - 2	e,f - 4	i,j,k - 6	o-t - 8
c,d - 3	g,h - 5	l,m,n - 7	u-z - 9

thus, VCD218. = Department of Commerce, Division of Tourism

VCN136. = Department of Conservation and Cultural Affairs, Bureau of Libraries, Museums, and Archaeological Services.

Following the period, comes the number for series form. The following numbers are assigned to series forms:

- 1: Annual Reports; 1/2: Monthly Reports
- 2: General Publications (Unnumbered publications of a miscellaneous nature)
- 3: Bulletins or newsletters
- 4: Circulars
- 5: Laws (administered by the agency and published by it)
- 6: Regulations, rules and instructions
- 7: Releases
- 8: Handbooks, manuals, guides

A root number is thereby created consisting of Department, Division, and type of publication, i.e. VCD 1.1: = Annual Report of the Department of Commerce.

For publications with no distinctive title, dates or series numbers are added to this root number, i.e. VCD 1.1:977 = Department of Commerce, Annual Report for 1977.

When there is a distinctive title, the two tables above are used for a notation based on the first two letters of the key word of the title. If further distinction is necessary, the first letter of the second word is also used. Since there may be several titles of series starting with the same letters, a diagonal mark "/" is used to separate the first, second, and/or third numbers in the notation, thus keeping the materials as alphabetical as possible.

If the title is part of a series, dates or series numbers may also be added. example:

Information, v. II, no. 1, 1977, published by the Bureau of Libraries, Museums and Archaeological Services.

VCN 136.3:10/7/977/no.1

VCN = Department of Conservation

136. = Bureau of Libraries

3: - newsletter (form)

10/7 = Information (title)

977/no.1 = year and number

Instrumentalities are designated VY followed by the initial letters of the key word, or an assigned letter and the numbers. Boards and Commissions are designated VX.

For example:

VYCV42 = College of the Virgin Islands, Caribbean Research Institute.

As the collection expands and as changes occur in the government structure, it may become necessary to adapt the rules outlined above. Although it is expected that some discrepancies will develop, it is hoped that the VIDC will be able to accommodate most of these changes without major adjustments.