## **Appendix B: Letters – Sample External Correspondence**



## Government Documents Round Table • American Library Association

March 12, 1981

Please address reply to: M. T. Lane P. O. Box 3335 Baton Rouge, LA 70821

Mr. Rowland Brown President OCLC, Inc. 1125 Kinnear Road Columbus, OH 43212

Dear Mr. Brown:

The Government Documents Round Table of the American Library Association, at its midwinter membership meeting, adopted a recommendation concerning the MARC tagging of classification fields for state documents. The fields currently available through OCLC to classify state documents are not indexed as the federal documents are, which is an unfortunate omission of an access point. ALA/GODORT recommends that a MARC field be created, or a current field be adapted solely for state documents, and be indexed.

We will appreciate your consideration of this recommendation.

Sincerely,

Margaret T. Lane, Coordinator State and Local Documents Task Force Government Documents Round Table American Library Association

and

Jeanne M. Isacco, Chair Government Documents Round Table American Library Association cc: LC MARC Editorial Office Eleanor Montague, MARBI Bill Drewett, GODORT Liaison Bruce Flanders, S&LDTF