



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 41

December 1, 1971



HOLIDAY DECORATIONS

With the holidays close upon us once more, office decorations will soon begin to burgeon forth. A DOT Notice is being issued disseminating GSA regulations on this subject. With no intent to dampen the holiday spirit, the regulations are quite explicit about the fire hazards involved when live Christmas trees, tree lights, and paper (or other flammable material) decorations are widely spread throughout the building. Fire-proof decorations are every bit as colorful and artistic as any other kind. Please keep this in mind when expressing your holiday artistic ability.

DRUG FAIR TO OPEN STORE IN NASSIF BUILDING

The activity you may have noticed in the northwest corner of the Nassif Building on the Plaza level will result in the opening of a Drug Fair drug store early in December. The major construction work is completed and Drug Fair's current plans are to open for business (dry goods and pharmacy only) on December 8, with a 112-seat-capacity fountain area to open December 29, 1971.

CORRECTION--TELEPHONE NUMBER FOR DOT CREDIT UNION IN HEADQUARTERS BUILDING

The last issue of Southwest Seventh announced the new room and telephone numbers for the DOT Credit Union in the Headquarters Building. There was an error in the information given us and one harried gentleman has asked that a correction be published! the location is Room 3248; the phones are x60250 and x60269; hours from 9:00 a.m. to 4:30 p.m. daily.

COMBINED FEDERAL CAMPAIGN

Two-week extension of campaign produced additional contributions totalling \$2,408.35 thereby raising the total pledged by DOT employees to \$402,399.94 (94.8% of goal) which is \$21,695.00 less than our assigned target of \$424,095. Overall DOT participation amounted to 95.7% with an average contribution of \$45.14.

MICROFORMS IN DOT LIBRARY

An increasing number of publications (magazines, newspapers, and reports) are being published, or re-published, as microforms (i.e., photographically reduced for space-saving storage, protection and preservation). The Library has stepped up its acquisition of microforms, and has improved reader-access to them. Both the Headquarters Services Branch (Room 2200 Nassif) and the FOB-10A Services Branch (Room 930) have microform collections and reading/printing equipment.

- . The FOB-10A Services Branch, with a collection of more than 100,000 microforms, currently has the Library's major microform holdings. A Microform Center (special viewing room) has been established in that Branch. Both Branches have selected materials from the National Technical Information Service, NASA and DDC, complementing each other by having reports pertinent to the agencies housed in Headquarters and FOB-10A. Materials available on film (FOB-10A) include technical reports, journals, and newspapers, such as THE NEW YORK TIMES (1935 to date), and FAA reports filed in DDC. A valuable recent addition is DEFENSE RESEARCH & DEVELOPMENT OF THE 1960's. This 44-reel set is an index to all unclassified and publicly available documents in the Defense Documentation Center.
- . The Headquarters Library (Nassif) collection includes microfiche for the TECHNICAL ABSTRACT BULLETIN (TAB) (DDC) 1964-1967, SAE Transactions 1968-1970, and Coast Guard Reports and Publications filed in DDC 1943-1971.

All DOT employees are eligible to use any of the microform services, as well as the other services of the Library.