

Highway Safety Bulletin

A Newsletter of Current Events
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SPECIAL EDITION

This is the first edition of a weekly newsletter to be published by the Bureau's Documentation Center. Since many of the staff are new to the Bureau, this special edition will describe briefly the Doc Center's function and services. Future editions of the Bulletin will be devoted to news items designed to keep the staff informed of current developments in all phases of traffic safety.

DOC CENTER OBJECTIVES

The Doc Center has two basic objectives. The first is to acquire and maintain a comprehensive collection of publications related primarily to the standard areas listed in the 1966 National Highway Safety Act and the 1966 National Traffic and Motor Vehicle Safety Act. This basic collection will include current domestic and foreign safety standards, technical reports and reference works; research and conference papers; training manuals; books; bibliographies; and Government documents. Related information will be available through newsletters, speeches, and other vertical file material acquired from various public and private safety organizations.

The Doc Center's second objective is to prepare special-purpose documents--brochures, reports, etc.--as well as exhibits and audiovisual aids for education and training programs. In addition to maintaining a master catalog of previously prepared viewgraph material, the Center also has the capability of preparing original viewgraphs and art work for future NHTSB presentations. These services will later be expanded to include the preparation of films and filmographs.

ACQUISITION- TIONS

To keep the staff informed of available documents, the Center will shortly publish a weekly announcement journal of acquisitions to its collection.

In line with this, it is requested that all requisitions for publications (both personal and official) be routed through the Doc Center. This will help keep the staff fully informed of documents available in the Bureau; offset duplicate ordering; and provide the Center with guidelines for acquiring material for its permanent collection. All orders processed through the Center will be cataloged and forwarded to their source as soon as possible.

EXCHANGE
SERVICE

Liaison is currently being developed with major safety centers throughout the country. This will provide a coordinated inter-library loan system to supplement material available in the Center.

REFERENCE
AND
REFERRAL
SERVICES

The Doc Center library is organized to assist Bureau staff in literature searches in all areas of traffic safety. The library also maintains a reference section in room 414A containing periodicals, newspapers, journals and general reference works.

Other Doc Center responsibilities include the processing of all research proposals--whether unsolicited or originating within the Bureau. These proposals will be subject-categorized and in-coded for computer storage and retrieval. Eventually, weekly analyses of these proposals will be prepared and provided on a selective basis. Also scheduled for staff use in the near future is the maintenance of distribution lists and an automatic addressing and mailing service.

In summary, the Doc Center was organized to serve the needs of the National Highway Safety Bureau. By centering all scientific and technical information in one location, it is hoped that the objectives of the Bureau will be met in the most expeditious manner possible.