

NS 151	C1	ED 213	WGD	9	14:00
ENG 101	06	BUS 4-09	DEC 8		0900
PSYCH 105	A1	P 126	DEC 16		1400
SOC 100	A4	TL B-2	DEC 8		1400

SEPT.	1/92	7:20 pm - 8:50 pm	1.5
	2/92	1:15 pm - 6:20 pm	5.0
	4/92	12:20 pm - 2:30 pm	2.0
	5/92	12:30 pm - 4:00 pm (BREAK 2:30-2:45)	3.25
	7/92	12:50 pm - 3:00 pm	2.00
	11/92	9:00 am - 11:30 AM	2.5
	13/92	1:15 pm - 6:15 pm	5.0
	15/92	9:00-11:00 - 3:00-5:00	4.
	19/92		
	26/92	8:30 - 11:30	3.00
	27/92	8:30 - 11:30	3.00
	28/92	3:00 - 5:00	2.00
	29/92	3:30 - 5:00	1.5
OCT.	10/92	10:30 - 2:30 3:30 - 6:10	7.5
	20/92	1:00 - 1:30 pm	.5
NOV	1/92	1:00 - 4:00 pm	3.0
	2/92	12:00 - 1:00 pm 2:50 - 3:20	1.5
	8/92	11:00 - 1:00 - 2 - 4:00	4.
	9/92	11:00 - 1:30	2.5
	14/92	11:00 - 12:30	1.5
	21/92	10:50 - 1:50	2.
	23/92	12:30 - 1:30	1.
	28/92	11:50 - 1:20	1.5
DEC	11/92	10-12:00 - 1:00 - 4:30	5.5
	18/92	SCREWDRIVER!!	1.
	19/92	11:00 AM - 3:00 pm	4.
JAN	1		1.
	4		2.
	8		1
	15		1.5
	16	12:30 - 3:30	3.
FEB	20	10:30 - 1:00 1:30 - 4	5
FEB	21	10:30 - 12:00 - 1:00 - 5:00	5.5
	7		2.5
	MARCH		6.5
APRIL	3		

May 12/93 Meeting @ Marilyn
at her office

concerns

1. KWIC - and me - last concern of EVERYONE.

SOLUTION:

- Mavis to look after ordering book issues
- Ask to Susan re: updated order forms

Changes: to VOLUME 9

prices to remain @ 50.00

: Full set Vol 1 THROUGH 8

price for all = 50.00

: Vol 1 through 4 to be \$30.00

: ADD. *POSTAGE may apply*

after 'GST does not apply'

COUNTS:

Vol 2	com	10
3	com	2
4	1	3
	2	1
	3	0
Vol 5	3	8
6	1	0
	2	9

May 15/93

1. ORDER REPRINTS
CUMMULATIVES

Vol 4 Cumulative High Priority \approx \$30.00
343 pages
343 (photocopy at 3¢ = \$10.29

2. Name of CRIAW

re: CUM 1, 2, 3

UPDATED EIM LIST

MEMBER LIST - as of JAN 1 of EACH YEAR

CUMMULATIVE - \$30.00? + GST
INDIVIDUAL ISSUES - \$12? + GST

2002	1	1
2001	2	2
2000	3	3
1999	4	4
1998	5	5
1997	6	6
1996	7	7
1995	8	8
1994	9	9
1993	10	10

March 1, 1993

Dear *Mavis D.*,

During the course of the last few months, I have been evaluating and re-evaluating how the KWIC index can best represent, and therefore serve, the wide range of women-centred/feminist researchers/writers who are doing valuable and much needed work. I raised my concern with Marilyn Assheton-Smith and she assured me that the KWIC index was for gender-based critique only. My research experience made me aware of the large proportion of work by, for and about women that was not only about gender. Much of the work I have encountered during the data-gathering process while working on this project has shown itself to be women-centred/feminist, in that women's voices and experiences are present, but also it represents many other sites of resistance, for example, women speaking out against: racism **as women**, anti-semitism **as women**, ageism **as women**, and so on. The last six issues of the KWIC index that I have worked on have been compiled in accordance to the "gender-based only" method with some inclusion of 'other' women's research/writing. At this juncture, I would like to propose the following points be considered for the following issues in terms of expanding the range of women who comprise, and use, the KWIC index.

I. Feminist Research

Firstly, what is feminist research? Do all women relate to sexism as their most oppressive experience? It appears that a great deal of women do identify with the experience of being discriminated against as women, but, this is not necessarily the case for all women. Those who have access to the index, mainly Canadian women, are a very heterogeneous group. There are many women who are struggling against sexism and racism, anti-semitism, classism, ableism, ageism, to only name a few. Could the KWIC index widen it's scope of women-centred/feminist research to better represent these women and their experiences? Could it include, for example, work done by hispanic women, black women, asian women, native women, jewish women, disabled women, immigrant women, francophone women, and older women who may be critiquing their social/political/cultural/religious environments according to gender and/or race, class,

ableness, ethnicity, age, language, and other sites of oppression? It seems to me that this would be an advantageous addition to the KWIC index for both researchers/writers and users. This leads me to the discussion of who these 'other' women-centred/feminist researchers/writers are.

II. Feminist Researchers

Could woman-centred/feminist research not be comprised of the above mentioned women and still be considered "women-centred" or "feminist"? Many of these women would describe themselves and their work as "women-centred" or "feminist" but they often critique their environment from gender-based **and** culturally-based perspectives, and, sometimes only from the latter. It seems that with regards to a woman-centred/feminist periodical index, it would be important to represent as broad of a range of women's perspectives as possible to represent accurately the current women's movement. To include gender-based critiques alone can be perceived as excluding an enormous amount of women researchers/writers. It may serve the users of the KWIC index better if we could provide a research tool that would be inclusive of the diverse areas of women-centred/feminist research currently being done. The voices/experiences of these differently situated women are clearly at risk of being marginalized or lost completely when they are not included in a "women's" index such as KWIC. It is often assumed that 'other' indexes will provide a space, and presumably a voice, for these 'other' women researchers/writers. There is risk involved in this assumption however, in that further marginalization can occur, or often complete rejection of their work.

III. Consequences of Exclusion

To suggest that other indexes can be or have been created only serves to widen the already existing gaps between women-centred/feminist researchers/writers. By including research by differently situated women, the KWIC index would provide users with greater access to new research from a wide range of perspectives. By keeping the index solely gender-based limits the type of information used to represent women's experiences. Women have had to create this women-centred/feminist space within traditional, male-centred, research. This has been a critically important step towards reclaiming a voice within the traditional realm of research. In spite of these gains, women-centred/feminist research often represents the experience of those women who have had the opportunities and the privilege to write their experiences. This has led to a marginalization of 'other'

women's voices **within** women-centred/feminist research. This is of great concern for those researchers who eagerly seek information by, for and about **all** women. It is difficult not to assume that "real" feminists are only interested in gender-based critiques with all other critiques being secondary, such as race, ethnicity, creed, etc. This assumption is often what leads the 'other' women-centred/feminist researchers/writers to conclude that "real" feminist research is not by, for or about them. They in turn feel excluded from the larger body of "so-called" feminist research. It is my proposal that the KWIC index provide the space for as many women's voices/experiences as possible. There are particular advantages to this expansion.

IV. Advantages of Expansion

It is my goal to expand KWIC to better represent the multiplicity and diversity between and among all women's experiences/knowledge. The KWIC index would benefit from such an expansion in the following ways. Firstly, **representation** of differently situated women would increase with the number of women's voices/experiences represented in both the content and the authorship of the research. Secondly, **identification** with the research would increase as more women would recognize their voices/experiences in the research represented. Thirdly, this increase in representation and identification would **increase the number of users** in all the subscription sites, be it University/College libraries, Public libraries, community resource centres or individual subscribers. For these above noted reasons, it is my hope that the KWIC index can grow with the needs and challenges of all women's communities and the women's movement as a whole.

I would appreciate your attention to these concerns and look forward to receiving your feedback,

Sincerely,

Sheila Dunphy

Problems = program

Some are EIM's PLUS subscription
Some short pay - need back orders
pymt received etc.

Need back orders - accounts

ie cheque for 107.00 = 53.50 Vol 8 - 53.50 Backorders

* ~~What are~~

Develop subscription Agency File

SMS CANADA

<u>CUSTOMER</u>	VOL	AMT	GST	TOTAL
	Cheque #	Cheque date		date deposited

GST EXEMPT! doesn't work. | Automatically adds on 7%!!

Payments { Cheque No }

I just deleted old

cheque # put in new cheque #

* Major problem when back orders are ordered
for same volume/issue AT DIFFERENT TIMES

GO TO

SELECT → LAYOUT — ↖ — — move anywhere
HOLD SHIFT KEY DOWN.

Command tab - moves one by one through
in mailing label

INVOICES:

LIBRARIES

CREW MEMBERS -

CREW NON-MEMBERS -

2 SIDED
ERASE
NAME DISC (KWIC) 8

LABELS :

- LIBRARIES

- CREW MEMBERS

- CREW NON-MEMBERS

- EIM

- BOARD DIRECTORS

- FREE LIBRARIES

LITTLE
LETTER
—

CANADIAN WOMEN'S PERIODICALS INDEX
11019-90 AVE. UNIVERSITY OF ALBERTA,
EDMONTON, AB T6G 2E1

INVOICE } LARGER,
BOLD

INVOICE No _____

DATE _____

TO: _____

RE: CANADIAN WOMEN'S PERIODICALS
INDEX, VOLUME 8, 1992-1993
ANNUAL SUBSCRIPTION
GST
TOTAL

\$ 50.00
3.50
\$ 53.50

ISSUE I OF VOLUME 8 WILL BE
AVAILABLE FOR SHIPMENT WITHIN THE
NEXT TWO WEEKS, TO ENSURE PROMPT
DELIVERY OF YOUR ORDER KINDLY
RETURN THIS INVOICE TOGETHER WITH
PAYMENT IN FULL.

PLEASE NOTE: FOREIGN ORDERS ARE
GST EXEMPT

ALL PRICES QUOTED
IN CANADIAN FUNDS

YOURS TRULY,

M. DOLINSKY
SUBSCRIPTIONS

TO ADD NAMES OF SUBSCRIBERS:

Be sure in VOL 8

1. Go TO MAIN layout
2. Go TO EDIT - 
"New Record"
3. Go BACK & mouse to Oyes Ono
Command -  - (date)

TO INVOICE:


DELETE:



To: MavisFrom: My manager h.s

Department:

Telephone number:

Please call Will call back Returned call

Message:

① I put the "Cost" fields
in both the main layout
and the Accounts layout

② I changed the invoice
layout to reflect "cost"

Date: ③ Time: not fill inReceived by: Costs in the data base →

→ you can input
those numbers in the
main layout or
accounts layout,
whichever is most
convenient.

④ I did input all
the invoice #s



P.S. The machine did not like
my spare disk so I did
not leave you a copy.

Sept 21.

Maris D -

M A-S did some more work
on the sub-data file.

Pls -

- see invoice - should be able
to be enclosed in periodicals.

- still try to get book back to
you & print-out. Review in
Maulign rec. b-y she leaves.

- meeting in Maris D, Sheila,
others esp sales/cost to P
inputter salary. MM (M-A-S)
time) M-D. other costs.

admin to WPRC. cost & charges

24
Maulya - 20-25 hrs +

M.W.S.D. - hrs

WPRC time - overhead
meeting
calls etc.

Search.

→ need a spread sheet of
costs EXCEL spread
sheet

CWPI & on M.B. computer.

Ol Susan

A-S will put file on
MB computer (may call
at vol 8) will have paper
copies of current drafts.

Has label paper - we can run
here. Look @ first.



To:

From:

Department:

Telephone number:

Please call Will call back Returned call

Message:

SELECT

Invoice - change go to
"LAYOUT"

Browse - new record

EDIT - New layout

A

Date: Time: **FIELD**

Received by:



To:
 From:
 Department:
 Telephone number:

SELECT

Please call Will call back Returned call

Message: OLGA

CWPI - NGW

FILE 8

Select - "Browse"

Arrange - TAB ORDER

WING - POP UP - cursor keep
 pointer

Date: Time:

Received by:



To:

From:

Department:

Telephone number:

Please call Will call back Returned call

Message:

Command F - = SECRET
"FIND"

command = } will
delete n
change n
file

file in date of 1st issue
mailed out.

Date: TODAY'S DATE Time: puts in browser

Received by: COMMANDO - fold - command =



To:

From:

Department:

Telephone number:

Please call Will call back Returned call

Message:

SECRET -

FIND ALL = command 'J'

- finds all records.

*Command tab - moves find
1 file*

Copy same field from

Date: previous file = Command

Received by: Delete - type over last digit or 2



To:

From: GST. auto fees

Department: if NO GST

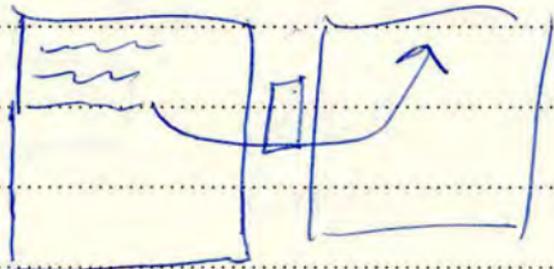
Telephone number:

Please call Will call back Returned call *manual type in*

Message: amount of GST

and auto cancell out,

SELECT SORT



Date: Time:

Received by:



To:

From:

Department:

Telephone number:

Please call Will call back Returned call

Message: *SCRIPTS - for printing labels:*

print by postal code
PRINT @ records being browsed.

EDIT - PASTE SPECIAL
DATES ETC

▶ = more info.

Date: Time:

Received by:

Useful commands in Filemaker Pro, for data entry and modification. etc, etc.!!

1. Replace, on the edit menu (command=) will replace all of the fields in the records you have selected with the entry in the record you are browsing. This is especially useful for entering the date on which the index is mailed; be sure all records are selected (command j which is show under the view menu), input the current date in the field of the first record (command-; you can see this command on the edit menu under paste special), then with that field selected press command=
2. Unfortunately, there is no preferences command that I can find in this program, so the date inputting must be American style (programs tend to permit American, British, or Japanese these days and I prefer the "British"). However, as that confuses me when I am looking at many dates, I have formatted the date fields to display using the names of the months rather than numbers.
3. I have set the tab order (by selecting layout, command l, from the select menu, then tab order from the arrange menu). It is essentially 1 to 138, as the fields appear on the record. It is a bit of a fiddly job, because of the number of fields, and it maybe something that should be reset once names and addresses are completed; I am not sure. I would suggest that you work with it as is, and keep notes of occasions when it does not feel quite right. (By all means, change it if you find it just is not working; I think you will be able to figure it out from the above two menus). Also, the "language field" tabs last, as I just could not make myself reset the tab order when I ~~re~~thought to add it. It would normally not change often in any case.
4. SubscType field, in the Subscriber information area of the database, has eight possible values. A pop-up list will display them when you tab into the field, but you need to scroll down the field to see the last three values. This is based on our discussion Saturday Sept 19, so the types include three "freebies"; board members, exchanges, and otherfree. The other free are people who for some historic reason get the index free, such as Shiela Bertram, and I think the National library and CRIAW office should be in that category (i.e. there are very few people in each subset of that overall category, so I don't think it worthwhile to set up other values for the field). I have also included an "other", just in case I have not thought of all the options. I would expect that to be empty, in fact. The Educational Institutional members are not treated as a Freebie, for we get paid something from CRIAW for each one; I forget the figure but it should go into the payment field.
5. In the accounting section, the **field SubscPd** is for the amount of money paid for the subscription. The GST and total amount should then fill in automatically. These figures provide the basis for later accounting figures. I just realized I am going to have to create a new set of price fields someplace, for the invoice, as we will not want to use a field that implies a subscription is paid when we are actually just billing for it. You can look at Sheila Bertram's record to see how I have dealt with this for a freebie. [I did not create new fields; I suggest invoicing with the existing fields filled in and delecting if they do not resubscribe)
6. Command' copies the data from the same field in the previous record; sometimes you get some surprises because the previous record is not the one you think it is, but, for example, when adding new records it is sometimes possible to copy quite a bit of material this way.
7. I have just noticed my check boxes and radio buttons cannot be tabbed to; that is, you tab past them when you tab. You need to use the mouse to get back to them if you want to check something in them.
8. The pop-up menus can be a problem. If an item is selected it will go into the field if you press enter, even though it is not what you want in the field. It just takes a little getting used to, and remember you can retab into the field and pull up the menu to change, or type in what you want

and over-ride the popup menu at any time. (However, do use it in general; it is the only way to get totally consistent entries so you can sort and get all of the items that fit a particular category).

9. I think I have developed a fairly elegant way of dealing with GST exempt, but you may think differently! I have created a field called GST exempt; I cannot have it calculate values automatically or it will fill in for subscriptions which are not exempt. Consequently, you must fill in here the value which shows (i.e. is calculated automatically) for the GST. You do not fill in a minus, just the exact same number. The calculation formula changes it to a minus. I have also added another GST field to deal with the total which must appear in the invoice. You can ignore it as it will fill in automatically.

10. I started to put a note on the University of Calgary Institutional membership, in regards to accounting. In brief, the Universities pay more or less, depending on their size. They receive from 1 to 3 copies of each publication, based on the amount paid (indirectly based on their size). Calgary, for example, pays the largest figure so receives three copies of each issue, sent to a different place in the University. However, these are not "freebies" and the income should be accounted for when CRIAW pays the institutional membership costs. We may get a flat figure for each institutional member (which is not as bad a deal as it sounds, for they do all the 'subscriber' work on them). Mavis, you will be able to select them and print them out, so you can see just where you are at with them. It would be worthwhile to send a copy of that list to Ottawa (Attn: Marjolaine) to be sure our list agrees with theirs for each volume. Also, I notice there were changes made last year so EIMs seem to get only one issue; is there correspondence on that in the file?

11. New board members of CRIAW are elected every September and officially appointed at the November board meeting. A subscription for a board member should run from issue 2 of a volume to issue 1 of the next. This should not pose problems in our inventory, as a previous board member would stop getting the subscription at that time. They are considered good "p.r." subscriptions, as board members often teach in women's studies or related areas. They should all be advised when their subscription ends (due to going off the board) and asked if they wish to continue it on a personal basis. Alternatively, if they have a university position, they might be advised if their university library does not receive it, and asked if they wish to request their library to do so. I have updated the board list, dropping the ones who will go off for volume 8 a bit early, and I don't know who will be added as the elections are not yet held.

12. At themoment I have drafts of the full file, mailing labels, and an invoice. I do not yet have a proforma invoice (for people who pay no direct charge), nor the letter Mavis was going to send out with the invoices. I think the letter might be better done in Microsoft Word and Wordmerge used, but I need to review the manual for that and other problems. I left Volume 7 showing those who paid in Vol. 6 and Vol.7, and Vol. 8 should show 8 and 7, (see the buttons). Vol. 8 can simply replace 6 in the old file, then be cleared. Also, that would mean that people could be invoiced what they paid in Volume 7 as a rule; for that is what will appear in the file initially. I have not created separate fields for a cost and a paid but that may prove necessary. And the mailing labels and invoicing are on a script, so you can simply run the script.

13. I have had to change the GST fields a number of times to get the "reports" or output files desired (i.e. to deal with the GST exempt status). There is now an extra calculation field on the file which will show a 0 when the GST exempt field is filled in; this makes it possible for the program to create invoices which do not show a GST cost. You can ignore it Mavis; as it will fill in on its own and you won't be able to tab to it.

14. I should have vol. 8 set up and ready to go for you Mavis, but there are some things that need to be done when setting up a new volume file. As we discussed, the plan is to simply copy the old file and rename it as the new file (Vol. 7 gets copied to become Volume 8). On the database,

the field above accounting which says "subscribed to Vol. 6" would be (will be) changed to "subscribed to volume 8" and the one about volume 7 will be left untouched. The following year, the volume 7 field will be changed to volume 9. This change requires knowing how to get into the field definition commands; it is not difficult but won't likely be something you want to learn first.

-at this time, the invoice number should also be dealt with, as the number will change from the previous year. The fields should all be "emptied" and the new numbering system started, but I cannot get serial numbers to be generated automatically. I need to explain to you how to manage that field.

15. I have not set up a proforma invoice, as I would like you to look at the actual invoice and see if it suits you. I think the proforma invoice would be a nice public relations type of letter which fills in the zero dollar figure where the other has a fee. It might be set up in such a way that you need to go into the layout and change a few words each time you run it (as, for example, for board members or for EIM subscribers).

16. You decide which files to run by using the Find command under the select menu while you are in "browse" (not layout or preview). It will show you a blank record and you type in or mark whatever value in whatever field you want to select. For example, if you wanted to select those who subscribed to the previous volume but not this one, you check the check box in "subscribed to volume 6". It will then tell you something like 40 records have been selected. Those records can provide a name for an invoice, a letter, and the address labels if you want to send out a promo to the people who used to subscribe but no longer do so.

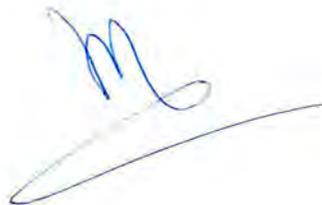
17. I have updated the CRIAW board members, except there is no postal code for Ann Robinson. I have left on those who I know are rerunning this fall for a board position, and deleted those who are not running even if their term does not end until November (all those who say 1992). There should be a new list for the next issue, and there will be a few further changes on it.

Okay, some of this material is redundant; the above are running notes. In brief, the file is not as elegant as it might be and I ran into a few program limitations but I think it will be much better than working with paper files. We need to talk about:

- a) Your use of the file
 - in browse (including the various layouts)
 - in layout, if necessary
 - for printing (especially scripts, but also possibly other kinds of printing)
- b) Print out labels if it is time, or wait for corrections to the file
- c) Discuss the way to deal with subscription agencies in this file (I have not set up a summary report type of invoice, which is what they should have, but it really must wait until next year now).
- d) Comment on the relationship of this file to the financial reports we need.
- e) Comment on the use of the inventory system (not at all elegant!!!... and I have input the one order form which I saw requesting back orders).

Enough...I hope you can get started on Saturday, and still talk to me again before I leave. I think I better leave the manual with you, but we should have "cheat cards" that have most of the commands you want.

Marilyn.



CC
Mans

11005 University Ave,
Edmonton, Alberta T6G 1Y4
September 23, 1992

Shiela;

I reviewed this draft of the CWPI and have marked a few files for deletion. I subscribe to the Canadian Journal of Native Studies so that was easy to check, and in relation to our discussion last week, a number of the entries were not appropriate to a Women's Periodical Index. (I have asked you to delete a few others which seem to be of the same type, although I did not go to the library and check them, and I did not, however, ask for all of those type of entries to be deleted).

The description of the index in the introductory material as "Canadian feminist writing and research", helps identify the boundaries of what should be included and what should be excluded, but you should not be surprised if you need to work at getting the concept clearly in your own mind. Our job, however, is to stick as close as we can to those parameters, for an index is only useful to researchers/community workers if they can predict what kind of material they will find in it. "Women-centred" research, which is one way of defining feminist with a small f, implies that women are the centre of the research or that there is an analysis from a woman's perspective which is clearly identified as such. I think when we talked I indicated to you that, for example, we would include a feminist analysis of the state although it would not be "about women". Rather, it would constantly take into account the way that the state impacts on women or constructs and maintains gender boundaries in the society. However, in general, any article which is clearly "about women" should be included in the index, if it is published in Canada, or published elsewhere but is about women in Canada) although we have often debated whether they should necessarily all be classified as feminist or women-centred!) An article which mentions women, or gender, or linguistic terms for mother etc is not centred on women and should not be in this particular index (CWPI).

I think if you review the articles I have asked you to delete before you work on the next index, it will help you to get "the boundaries" a little clearer. That is why I thought it important to ask you to do this now, rather than wait for the next time around. I think you will also realize when you do that work that quite a few of the articles included this time should not be there, but it would be too time-consuming to go through them now with a fine-tooth comb and identify all of those which need to be eliminated. Hopefully, by the next time, there will be less of that kind of work to do.

Finally, just to remind you, we did not talk about the use of the re: field this morning but we did when we met last week. Recall, the index is primarily a "title words index". If you scan our introduction, it describes the process we are telling our readers that we use. You should not add descriptors if the title already includes a word which describes the article (i.e. don't worry about synonyms etc). In general, you should not expect to read these articles; you should scan the table of contents of the periodicals and identify those which specify women/gender or some topic clearly related to women (such as abortion, lesbian identity etc), and accept only those titles. Similarly, the book review section will carry words in their titles which indicate if the book is focused on women. In the case of those articles which are from "comprehensively indexed" periodicals, you may need to add a descriptor if the title does not make clear the focus, the central point, of the article. Rarely, because you know an author for example, you may know that a piece is "feminist" (again, small f) and know to include it even though the title would give you no hint (Julie Cruickshank's writings on aboriginal people are a good example; she almost always focuses on women in some way, and works with them in a totally collaborative style of research/writing). I am going on at some length about this, because of the problem you have indicated with the time required to complete the index work. Almost every woman who has done this job has had trouble early in their period of work, because they cannot help but want to read the articles. They

have always had to be reminded that the index does not claim that level of indexing, and does not have the kind of funding which would suggest that kind of work.

That's all Shiela. I will be back the end of December, which should give us enough time to be sure the next issue of this volume is okay. Will you also please keep your eyes open for other Canadian women's periodicals or writing, like *Horizons*, which we need to include in the index? If any are not in the resource centre, perhaps Mavis D would write to see if they would grant us an exchange subscription. It is imperative that we not be "bound" by the library holdings for those types of periodicals.

Marilyn

c.c. Marie Carleson, Mavis Delinski (sp?), also to Carole Bishop to provide her with similar advice.



SEPT. 5/92

4000-133

10347 MAIL ROOM
THE DOOR IS OUT

RE: KWIC
OPERATIONS MANUAL

mail-rob: C





Women Unlimited Presents

HEATHER BISHOP

**with Sherry Shute
in Concert**

March 6th, 1992
Provincial Museum Theatre

Warm-up: Comfortable Shoes

Tickets:
at Bass and

The Bagel Tree

10347 WHYTE AVENUE
439-9604

~~Victoria~~

Thursday

KWIC Mtg

1. Spires crisis
2. Next issue 3.
 Leah's
 Shila + Carol
3. Money
4. Need to get staff
 person to really do
 KWIC

Luik.

Questions: what is our obligation to CRIAW in Ottawa.

Subscriptions = Major amount of time to look after

- back orders - too little money.
- troubles hooking - each one is time consuming.
- new orders, then cancel then start again.
- Correspondance - General inquiries, new subs etc.
- membership with CRIAW Educational institutions - Not current.

She said she would have sent in Aug. but I realize I have to bill in Aug - it's quite confusing.

← do not have a list for volume 8 - just got a current list for 7. - and money for the subs.

- Billing for vol 8 needs to be done.

Mailing list - fairly easy to update I am using it as a current Subscription list which is not appropriate. Because there is a lot of movement within the Subscriptions

mailout - fairly straight forward - takes about 1 work day to mailout.

Problem:

I currently do not have the time to look after the Index properly - It is now in a state falling behind - no billing has been done volume 8 should be out in August (I think) - that could be done in August.

June lines	mailout Oct-early	April to Aug -	# Vol 8 - iss 1.
	mailout early Feb	Sept to Dec -	# 2
	Mailout early June	Jan - April -	# 3.

Background: took over last July:

- Cast July did a setup of mailing list by province order so we could find subscriptions.

i. I am now down to 20 hrs per wk.

Mavis FOR YOUR INFO

April 16/92.

Marilyn.

Deadlines for Vol 7 #3 are as follows.

Carol to submit french article to Sheila
- week of April 25

May 1st - copy of all to be compiled

May 4-8 - Sheila loads it to SPIRES
+ cleans up + does accents

May 11 - final copy is needed.

May 12 - to printer (In the past
we've always used printing
services but their prices
are all over the map. I've
asked Susan to get a firm
quote for this next issue).

May 25. Back from printing services

→ May 25-29 Mavis sends out to ~~areas~~
subscribers.

Note: Vol 8 will be changed to incorporate
April too.

Marilyn, Sheila takes the copy to Printing
services, assuming that's where this will go!

Best wishes in KWIC work
Pat.

- Bank Account: - cheques.

current status of the acct.

- call CRIAW again Mavis L.

- Should be about \$1500 -

→ follow-up letter.

= Marilyn has signing authority.

- Susan/

- Susan + I to do job descriptions.



- Diane + Marilyn Moss -

7 potatoe stamps.



Kwic April 7/92

Sheila

- ✓ Timelines for next issue
- ✓ who does what.
- ✓ Carol Bishop

#1 May - Aug.
#2 Sept - Dec.

Vol 7 #3 Jan 1992 → April 1992

Timelines:

May 25-29 - sent to CRAW

Back from Printing Services May 25.

May 11th - the final copy is needed.

May 4-8 - down loading to SPIRES

May 1 - copy needs to be compiled

May 1 (later) Sheila

April 25. { Carol }
 { Accent }

Issue 3

- 10-13 hr. Carol.

- 60 hr. Sheila

copy of manual for Director

Pat



The Computing and Network Services strategic plan, *Networking Computers and People on Campus and Beyond*, calls for the evaluation and rationalization of our service offerings in order to better respond to the needs of the campus community. As part of this evaluation, CNS has initiated several information gathering projects aimed at a better understanding of the requirements of our clients. This SPIRES questionnaire is part of the information gathering process.

CNS needs to build a clearer picture of the applications that are running under the SPIRES data base management system. As SPIRES is a facility that is primarily user-driven, CNS does not have sufficient information regarding the functions that are being supported by this product. In order to formulate future directions, we would greatly appreciate the time and energy that it will take you to complete the attached questionnaire with regard to each of your SPIRES applications.

This questionnaire is intended to provide you with a medium to convey to us:

- the applications that you are currently running under SPIRES
- the nature of these applications
- the importance of these applications to your department or organization
- the size and complexity of these applications
- your reliance on the SPIRES data base management system

Any future decisions taken about SPIRES will be made in consultation with the users. If necessary, CNS will provide assistance in migration to other data base management systems.

Please duplicate the questionnaire for each of your significant applications and return them by 15 May 1992 to:

Akiyah Lee Clements
Section Leader, Information Systems
Computing and Network Services
148 Students' Union Building
University of Alberta
Edmonton
T6G 2H1

If you have any questions, please call me at 492-1364 or send e-mail to aleeclem@vm.ucs.ualberta.ca.

Sincerely

Akiyah Lee Clements

Note to Mavis D and Marie Carlson, Monday September 7, 1992

1. I have, I think, finished the main layout. The tasks not yet done are as follows:

a) Label file, for creating labels on the laser printer. I will pick up some Avery files for the laser at the office (enough to get this issue out) and set up the file at home.

b) Invoice layout, for creating the invoices we wish to send to people, with this volume.

c) Names and address changes on the file; if it starts before me it should be done from the existing file and then copied and renamed volume 8 (that goes along). Subscription agencies should be added to the labels, but so should the names of all individual subscribers.

d) Summaries layout, which will create both summary and detail reports.

e) The inventory is done, and added to the "Inventory at year-end" field has to be changed to provide these numbers automatically as the year ends.

f) A number of details have to be worked out to get the date format (I don't recall the default).

g) When Mavis D starts to work with this file, she should be primarily in the accounts layout, or the main layout (whoever does the mailing should use the main layout). The mailing should appear on the screen without scrolling.

There is probably more, but this is a good start.

Marilyn A-S.

Date Recd
Date Provided
Accounting
See notes.
Inventory

Bank name
long name
field

U.S. cost
Bank name?
GST -
Pd - P.O. #
Invoice # (not SW#)
Payment - Check # - Check date

Do we need to pay G.S.T. charge?
DISCOUNT FOR JOBS @ WHAT RATE?
AGENTS

Note to Mavis D and Marie Carlson, Monday September 7, 1992

1. I have, I think, finished the main layout. The tasks not yet done are as follows:

a) Label file, for creating labels on the laser printer. I will pick up some Avery files for the laser at the office (enough to get this issue out) and set up the file at home.

b) Invoice layout, for creating the invoices we wish to send to people, with this volume.

c) Names and address changes on the file; this will take some time and if anyone starts it before me it should be done from the existing list on the Volume 7 file; that volume should then be copied and renamed volume 8 (there will then be changes in it as the year goes along). Subscription agencies should be added here, as this will generate the mailing labels, but so should the names of all individual subscribers who use the agencies.

d) Summaries layout, which will create book-keeping numbers for year end.

e) The inventory is done, and added to this file in an odd sort of a way. However, the "Inventory at year-end" field has to be changed a little to create a calculating field which will provide these numbers automatically as the year goes along.

f) A number of details have to be worked with on the main layout, for example, the date format (I don't recall the default).

g) When Mavis D starts to work with this file as a subscription file she will work primarily in the accounts layout, or the main layout. I would like to know how this works (whoever does the mailing should use the main layout; all of the information needed for mailing should appear on the screen without scrolling I think).

There is probably more, but this is a good start.

Marilyn A-S.

Tues 1/92

Marilyn -

Some short notes since our conversation this aft with Mavis D:

- I called Leslie S; left a message to send a copy of the sub list names to us asap (not on label paper)
- Susan will inquire @ cost of Upgrading to FilePro. (name?) We have apparently done this (made this inquiry) once already (Feb '92) but haven't heard from them. Pls. go ahead as planned.
- Susan has an estimate from an outside printer @ cost of producing CWPI covers. For the same quality/text - 600 covers for \$210⁰⁰ ~~TX~~.
- I'll call Printry Services as soon as I can on Wed. (Susan will give me an order # for their reference), and I'll let you know so we can make a dec on # backorders (printry).
- The paper bill on CWPI (from Mavis B's desk) is now located in the btm right hand drawer of the typewriter table, located downstairs, in the 'receptn' area
- Back issues inventory not done. Boxes are labelled for easier access, tho.

Marilyn

Maulyn

Inventory

Cur Vol 1 to Dec '86

28

Cur Vol 2 ~~to Dec~~

16

Cur Vol 3 ~~to Dec~~

6

Vol 4

#1

#2

#3

~~28~~

~~28~~ 7

~~05~~

Vol 5

#1

#2

#3

22

94

14

Vol 6

#1

#2

#3

5

15

42 (xerox)

Mute
with

Vol 7

#1

#2

#3

96

~~130~~
130

59

RATES OF EXCHANGE FOR FOREIGN CURRENCY

DISCOUNTS FOR AGENTS / JOBBERS

SUBSCRIBER	INV. AMT.	<u>PAYMENT RECEIVED</u>	GST
		CHEQ # _____	Sept 1/92

SUBSCRIBER:	INV.	AMOUNT	GST	TOTAL	METHOD OF PAYMENT RECEIVED
					CHEQ # _____

DATE	DATE DEPOSITED	<u>VOL</u>	<u>ISSUES</u>	<u>SENT</u>
		8 #	# 1: Oct. 14/92	# 2: etc. # 3:



To: Marilyn Mavis

From: Wed 3

Department: (Re) CWPI subscription list

Telephone number:

Please call Will call back Returned call

Message: Apparently, this is the 'hard copy'

of our most current sub. list. It is
located on part of the larger ^{EXT.} mailing
list under section F3 CWPI current
sub.

Hope this helps.

Date: Time: M

Received by:

1	MEMORIAL UNIVERSITY	MAIN LIBRARY		ST JOHNS NF	A1B3Y1 F3LA
2	WOMENS POLICY OFFICE	CDAS	BOX 4750	ST JOHN'S NF	A1C5T7 F3LA
3	ACADIA UNIVERSITY	LIBRARY	ACQUISITIONS DEPT	WOLFVILLE NS	BOP1X0 F3XX<BHLA>aaa
4	ST MARYS UNIVERSITY	LIBRARY	ROBIE STREET	HALIFAX NS	B3H3C3 F3XX<S6LA>aaa
5	ST MARYS UNIVERSITY	PRESIDENT'S OFFICE	ROBIE STREET	HALIFAX NS	B3H3C3 F3XX<S6LA>aaa
6	DALHOUSIE UNIVERSITY LIBRARY		SERIALS	HALIFAX NS	B3H4H8 S6LA
7	WOMENS DIRECTORATE		BOX 486	HALIFAX NS	B3J2R7 F3LA
8	PANDORA		BOX 1209 NORTH	HALIFAX NS	B3K5H4 C9XX<S6LA>aaa
9	MOUNT ST VINCENT (2)	UNIVERSITY	166 BEDFORD HIGHWAY	HALIFAX NS	B3M2J6 F3XX<S6LA>aaa
10	WOMENS PROGRAM	& RESOURCE CENTRE	11019 90 AVENUE	CAMPUS	C S6LA
11	BERTRAM SHEILA/DEAN	LIBRARY & INFO STUDIES	3 20 RUTHERFORD	CAMPUS	C P5XX<S6CALA>a
12	MISENER/MARGETTS	WOMEN'S RESEARCH CENTRE	11043 90 AVENUE	CAMPUS	C BGXX<F3LA>A>a
13	FACULTE SAINT JEAN	BIBLIOTHEQUE		CAMPUS	C Q7XX<F3LA>A>a
14	UNIVERSITY OF CALGARY	SERIALS ACQUISITIONS LIBRARY	2500 UNIVERSITY DRIVE NW	CALGARY AB	COUR F3LA
15	UNIVERSITY OF CALGARY	ADVISOR TO PRESIDENT	WOMEN'S ISSUES	CALGARY AB	COUR F3LA
16	UNIVERSITY OF CALGARY	WOMENS STUDIES		CALGARY AB	COUR C8XX<LAFTS6>a
17	CAREER DEV & EMPLOYMENT	LIBRARY	9FL 10155 102 STREET	EDMONTON AB	COUR F3XX<Z9GBJCLA
18	UNIVERSITY OF LETHBRIDGE	PRESIDENT'S OFFICE	4401 UNIVERSITY DRIVE	LETHBRIDGE AB	COUR S6LA
19	MOUNT ROYAL COLLEGE	LIBRARY	4825 RICHARD ROAD SW	CALGARY AB	COUR M4XX<BHQ7F3LA
20	ALBERTA WOMENS SECRETARIAT		8FL 10011 109 STREET	EDMONTON AB	COUR BGXX<F3FHLA>A
21	MOUNT ALLISON UNIVERSITY	RALPH PICKARD LIBRARY		SACKVILLE NB	EOA3CO F3LA
22	UNIVERSITE DE MONCTON	BIBLIOTHEQUE		MONCTON NB	E1A3E9 F3XX<BHLA>A>A
23	UNIVERSITY OF NEW BRUNSWICK	HARRIET IRVING LIBRARY	BOX 4400	FREDERICTON NB	E3B5A3 S6LA
24	UNIVERSITY OF NEW BRUNSWICK	MAUREEN MAGEE/EQUITY OFFICER	BOX 4400	FREDERICTON NB	E3B5A3 S6LA
25	ST THOMAS UNIVERSITY	OFFICE OF THE PRESIDENT	BOX 4569	FREDERICTON NB	E3B5G3 S6LA
26	CONS STATUT DE LA FEMME	CENTRE DE DOCUMENTATION	3ET 8 RUE COOK	QUEBEC PQ	G1R5J7 F3LA
27	SERVICE CONDITION FEMININE	MSSS CABINET S MINISTRE	14E ETAGE 1075 CH STE-FOY	QUEBEC PQ	G1S2M1 LA
28	UNIVERSITE DU QUEBEC	BIBLIO/ACQUISITIONS	555 BOUL DE L'UNIVERSITE	CHICOUTIMI PQ	G7H2B1 BHXX<F3LA>A>A
29	MCGILL UNIVERSITY	LIBRARY/SERIALS DEPARTMENT	3459 MCTAVISH	MONTREAL PQ	H3A1Y1 F3XX<BHLA>A>A
30	ECOLE POLYTECHNIQUE	BUREAU DE DIRECTEUR	CP 6079 SUCC A	MONTREAL PQ	H3C3A7 LAF3
31	NATIONAL FILM BOARD	REFERENCE LIBRARY	BOX 6100 STATION A	MONTREAL PQ	H3C3H5 S6LA
32	UNIVERSITE DE MONTREAL	BIBLIOTHEQUE SHS PERIODIQUES	SCP 6128 SUCC A	MONTREAL PQ	H3C3J7 F3LA
33	UNIVERSITE DE MONTREAL	JACQUELINE AVARD/PSYCHOLOGIE	90 AVENUE VINCENT D'INDY	MONTREAL PQ	H3C3J7 LAF3
34	UNIVERSITE DU QUEBEC	BIBLIOTHEQUE/PUB EN SERIES	CP 8889 SUCC A	MONTREAL PQ	H3C3P8 F3XX<BHLA>A>A
35	CONCORDIA UNIVERSITY	SIMONE DE BEAUVOIR INST	1455 DE MAISONNEUVE BOUL	MONTREAL PQ	H3G1M8 F3LA
36	CONCORDIA UNIVERSITY	ARPI HAMALIAN/DE BEAUVOIR IN	1455 DE MAISONNEUVE WEST	MONTREAL PQ	H3G1M8 S6LA
37	ECOLE DES HAUTES ETUDES COMM	BIBLIOTHEQUE	5255 AVENUE DECELLES	MONTREAL PQ	H3T1V6 F3LA
38	UNIVERSITE DE SHERBROOKE	BIBLIOTHEQUE GENERALE		SHERBROOKE PQ	J1K2R1 F3LA
39	UNIVERSITE DU QUEBEC	BIBLIOTHEQUE/ACQUISITIONS	CP 1250 SUCC B	HULL PQ	J8X3X7 F3LA
40	NATIONAL LIBR OF CANADA (2)	CANADIANA AQUISITIONS	395 WELLINGTON STREET	OTTAWA ON	K1A0N4 FBXX<S6LA>A>A
41	UNIVERSITE D'OTTAWA	ETUDES DES FEMMES	143 RUE SERAPHIN-MARION	OTTAWA ON	K1N6N5 F3LA
42	NATIONAL ASSOCIATION	OF WOMEN & THE LAW	601 1 NICHOLAS STREET	OTTAWA ON	K1N7B7 C9XX<F3LA>A>A
43	JURISFEMME		601-1 NICHOLAS STREET	OTTAWA ON	K1N7B7 S6LA
44	UNIVERSITE D'OTTAWA	LIBRARY SYSTEM/ACQUISITIONS	65 HASTEY STREET	OTTAWA ON	K1N9A5 F3LA
45	CRIAW (2)		408 151 SLATER STREET	OTTAWA ON	K1P5H3 S6LA
46	OTTAWA PUBLIC LIBRARY		120 METCALFE	OTTAWA ON	K1P5M2 F3LA
47	CACSW	LIBRARY	BOX 1541 STATION B	OTTAWA ON	K1P5R5 C9XX<F3LA>A>A
48	CARLETON UNIVERSITY	MACODRUM LIBRARY		OTTAWA ON	K1S5B6 S6LA
49	CARLETON UNIVERSITY	WOMEN'S CENTRE/UNICENTRE	1233 COLONEL BY DRIVE	OTTAWA ON	K1S5B6 S6LA
50	CARLETON UNIVERSITY	INSTITUTE OF WOMEN'S STUDIES		OTTAWA ON	K1S5B6 S6LA
51	CARLETON UNIVERSITY	LIBRARY/SERIALS DEPT	COLONEL BY DRIVE	OTTAWA ON	K1S5J7 F3XX<BHLA>A>A
52	CANADIAN TEACHERS FEDERATION	LIBRARY	110 ARGYLE AVENUE	OTTAWA ON	K2P1B4 F3XX<LAD6>A>A
53	QUEENS UNIVERSITY	STATUS OF WOMEN OFFICE	RICHARDSON HALL	KINGSTON ON	K7L3N6 S6LA

54	JOHN COUTTS LIBRARY SERV (2)		6900 KINSMEN COURT BOX 1000	NIAGARA FALLS ON	L2E7E7	F3LA
55	BROCK UNIVERSITY	SUSAN CLARK		ST CATHARINES ON	L2S3A1	S6LA
56	MCMASTER UNIVERSITY	LIBRARY/TECH SERV SERIALS	1280 MAIN STREET WEST	HAMILTON ON	L8S4P5	F3LA
57	NORTH YORK PUBLIC LIBRARY	CANADIANA DEPT	5120 YONGE STRET	NORTH YORK ON	M2N5N7	F3LA
58	NELLIE L ROWELL LIBRARY	C M DONALD	204 4700 KEELE STREET	DOWNSVIEW ON	M3J1P3	F3LA
59	CANADIAN WOMAN STUDIES	212 FOUNDERS COLLEGE	4700 KEELE STREET	DOWNSVIEW ON	M3J1P3	S6LA
60	YORK UNIVERSITY	LIBRARIES/SERIALS MAINT	4700 KEELE STREET	DOWNSVIEW ON	M3J2R2	F3LA
61	WOMENS EDUCATION DES FEMMES	C CLOW	47 MAIN STREET	TORONTO ON	M4E2V6	S6LA
62	YORK UNIVERSITY	LORRAINE GAUTHIER/ETU/FEMMES	167 2245 BAYVIEW AVENUE	TORONTO ON	M4N3M6	FTXX<F3LA>A>A
63	METRO TORONTO REF LIBRARY	SERIALS UNIT 3	789 YONGE STREET	TORONTO ON	M4W2G8	LAF3
64	RYERSON POLYTECHNIC	LRC-TECH SERVICES	350 VICTORIA STREET	TORONTO ON	M5B2K3	F3LA
65	REGIONAL WOMEN'S HEALTH CTR	RESOURCE CENTRE	8FL 790 BAY STREET	TORONTO ON	M5G1N9	LA
66	UNIVERSITY OF TORONTO	LIBRARY	SERIALS DEPARTMENT	TORONTO ON	M5S1A5	CWXX<CPCRF3LA
67	WOMENS EDUC RESOURCES CTR	6-195 OISE	252 BLOOR STREET WEST	TORONTO ON	M5S1V6	S6XX<BHLA>3LA
68	OISE	LIBRARY & PERIODICALS	252 BLOOR STREET WEST	TORONTO ON	M5S1V6	S6XX<BHF3LA>A
69	WOMEN & ENVIRONMENTS		455 SPADINA AVENUE	TORONTO ON	M5S2G8	S6LA
70	WOMEN HEALTHSHARING		14 SKEY LANE	TORONTO ON	M6J3S4	S6LA
71	CROSS CULTURAL COMM CENTRE		2909 DUNDAS STREET WEST	TORONTO ON	M6P1Z1	F3LA
72	UNIVERSITY OF GUELPH	LIBRARY	ACQUISITIONS	GUELPH ON	N1G2W1	BHXX<F3LA>A>A
73	WILFRED LAURIER UNIVERSITY	JOANNE CLARK/WOMENS STUDIES	75 UNIVERSITY AVENUE WEST	WATERLOO ON	N2L3C5	LAF3
74	UNIVERSITY OF WATERLOO	LIBRARY	200 UNIVERSITY AVENUE WEST	WATERLOO ON	N2L3G1	BHXX<F3LA>A>A
75	UNIVERSITY OF W ONTARIO	D B WELDON LIBRARY	ACQUISITIONS	LONDON ON	N6A3K7	BHXX<F3LA>A>A
76	LAURENTIAN UNIVERSITY	DYANE ADAM/VR ADJOINTE	RAMSEY LAKE ROAD	SUDBURY ON	P3E2C6	LAF3
77	LEVAN ANDREA		232 WALFORD ROAD	SUDBURY ON	P3E2G9	F3LA
78	LAKEHEAD UNIVERSITY	LIBRARY	955 OLIVER ROAD	THUNDER BAY ON	P7B5E1	BHXX<F3LA>A>A
79	UNIVERSITY OF WINNIPEG	OFFICE OF VP ACADEMIC	515 PORTAGE AVENUE	WINNIPEG MB	R3B2E9	S6LA
80	FRIESEN EIRA		45 WILTON STREET	WINNIPEG MB	R3M3B3	S6LA
81	UNIVERSITY OF REGINA	SASKATCHEWAN INDIAN FED COLL	CW118	REGINA SK	S4SOA2	S6LA
82	UNIVERSITY OF SASKATCHEWAN	LIBRARY	SERIALS/BACKRUNS	SASKATOON SK	S7N0W0	F3LA
83	PATTON SUE		25 GREEN CLOSE	RED DEER AB	T4P3B4	LAXX<F3CO>A>A
84	KINGS COLLEGE	M STAAZ/LIBRARY	10766 97 STREET	EDMONTON AB	T5H2M1	LA
85	ASWAC		BOX 1573	EDMONTON AB	T5J2N7	BGXX<FHGFT308
86	EDMONTON PUBLIC LIBRARY	ACQUISITIONS DIVISION	7 CHURCHILL SQUARE	EDMONTON AB	T5J2V4	AFXX<CRV9K6CB
87	BRAY CATHY		9849 88 AVENUE	EDMONTON AB	T6E2R2	COXX<LAFHA3F3
88	IMAGES		BOX 736	NELSON BC	V1L5R4	C9XX<LAS6>3F3
89	SIMON FRASER UNIVERSITY	W A C BENNETT LIBRARY	SERIALS	BURNABY BC	V5A1S6	BHXX<F3LA>3F3
90	SIMON FRASER UNIVERSITY	JUNE SHARPE/PERSONNEL	EMPLOYMENT EQUITY OFFICER	BURNABY BC	V5A1S6	F3XX<S6LA>3F3
91	KINESIS		301 1720 GRANT STREET	VANCOUVER BC	V5L2Y6	S6LA
92	AQUELASSE		BOX 65535 STATION F	VANCOUVER BC	V5N5K6	S6LA
93	EMILY CARR COLLEGE	LIBRARY	1399 JOHNSTON STREET	VANCOUVER BC	V6H3R9	BHXX<F3LA>3F3
94	UBC	WOMENS STUDIES PROGRAM/CHAIR	797 1873 EAST MALL	VANCOUVER BC	V6T1W5	F3LA
95	UBC (3)	LIBRARY GIFTS & EXCHANGES	1956 MAIN MALL	VANCOUVER BC	V6T1Y3	S6LA
96	UBC	CENTRE RES IN WOMENS STUDIES	314 2206 EAST MALL	VANCOUVER BC	V6T1Z3	LA
97	VANCOUVER PUBLIC LIBRARY	PERIODICALS/ACQUISITIONS	750 BARRARD STREET	VANCOUVER BC	V6Z1X5	F3LA
98	GALLERIE/WOMENS ART		BOX 2901 PANDRAMA DRIVE	VANCOUVER BC	V7G2A4	S6LA
99	NORTHWEST COMMUNITY COLLEGE	LIBRARY/ACQUISITIONS	BOX 726	TERRACE BC	V8G4C2	F3XX<P4LABH>3
100	UNIVERSITY OF VICTORIA	MCPHERSON LIBRARY/SERIALS	BOX 1800	VICTORIA BC	V8W3H5	LA
101	YELLOWKNIFE PUBLIC LIBRARY		BOX 694	YELLOWKNIFE NT	X1A2N5	F3LA
102	HARVARD COLLEGE LIBRARY	SERIALS RECORDS DIVISION		CAMBRIDGE MA USA	O2138	F3LA
103	NEW YORK PUB LIBRARY DIV P	GRAND CENTRAL STATION	BOX 2240	NEW YORK NY USA	10163	LAF3
104	UNIVERSITY OF WISCONSIN	MEMORIAL LIBRARY/SERIALS	728 STATE STREET	MADISON WI USA 53706	1494	LA
105	UNIVERSITY OF MICHIGAN	GENERAL LIBRARY		ANN ARBOR MI USA	48109	CWXX<CPJXY8CB
106	STATE HISTORICAL SOCIETY	ACQUISITIONS SECTION	816 STATE STREET	MADISON WI USA	53706	S6LA
107	UNIVERSITY OF COLORADO	LIBRARY/SERIALS DEPT	CAMPUS 184	BOULDER CO USA	80309	F3LA

THE END 107

18:44:58 T=11.141 RC=0 \$2.41

\$.00, \$.00T soft\$ \$2.42, \$2.48T hard\$

<u>Name</u>	<u>City</u>	<u>Vol#5</u>	<u>#5AmtPd</u>	<u>Vol#6</u>	<u>#6AmtPd</u>
<u>Vol#7</u>	<u>#7AmtPd</u>				
Academic	Vancouver	5	40		
Acadia University	Wolfville	5	50		
Alberta Women's	Edmonton	5	40		
Assheton-Smith,	Edmonton				
Begin, Monique	Ottawa	5	N/A		
Bertram, Sheila	Edmonton	5	25.00		
Bibliotheque-Fac	Edmonton	5	50		
Bowland, Adelyn	Ottawa	5	25.00		
Bray, Cathy	Edmonton	5	25		
CACSW/Docume	Ottawa	5	40		
Canadian	Downsview	5	N/A		
CanadianTeache	Ottawa	5	50		
Career	Edmonton	5	25		
Carleton	Ottawa	5	N/A		
Carleton	Ottawa	5	N/A		
Carleton	Ottawa	5	N/A		
Carleton	Ottawa	5	50		
Centre for	Toronto	5	N/A		
Charles, Aline	Montreal	5	40		
Christie, Janice	Winnipeg	5	40		
Chuchryk,	Lethbridge	5	N/A		
Co-ordinator of	Calgary	5	N/A		
Concordia	Montreal	5	40		
Conseil Du Statut	Quebec City	5	40		
Crane, Jean	Happy Valley	5	N/A		
CRIAW	Ottawa	5	N/A		
Cross Culture	Toronto	5	40		
Dalhousie	Halifax	5	N/A		
Dalhousie	Halifax	5	N/A	6	N/A
Dr. Claudia	Montreal	5	N/A		
Dr. Rose	Montreal	5	N/A		
Ecole des Hautes	Montreal	5	N/A		
Friesen, Eira	Winnipeg	5	25		
Gabrielle-Trembl	Montreal	5	N/A		

<u>Name</u>	<u>City</u>	<u>Vol#5</u>	<u>#5AmtPd</u>	<u>Vol#6</u>	<u>#6AmtPd</u>
<u>Vol#7</u>	<u>#7AmtPd</u>				
Gallerie -	Vancouver	5	N/A		
Gauthier,	Toronto	5	40		
Godard, Barbara	Downsview	5	40		
Hamalian, Apri	Montreal	5	N/A		
Hill, Cynthia	Inuvik				
Hornosty, Jennie	Fredericton	5	N/A		
Housten, Muriel	Warren Grove	5	N/A		
Images	Nelson	5	N/A		
June	Burnaby	5	N/A		
Jurisfemme	Ottawa	5	N/A		
Katherine	Burnaby	5	N/A		
Kinesis	Vancouver	5	N/A		
Kings College	Edmonton	5	50		
Kirby, Sandra	Winnipeg	5	N/A		
Lakehead	Thunder Bay	5	50		
Lamarche, Lucie	Montreal	5	25		
Lane, Elizabeth	Whitehorse				
Levan, Andrea	Sudbury	5	25		
Lord, Stella	Halifax	5	N/A		
Lorraine	Ottawa	5	N/A		
Majury, Diana -	London	5	25		
	Pincher Creek	5	25		
McGill Medical	Montreal	5	50		
McGill University	Montreal	5	50		
McMaster	Hamiton	5	50		
Memorial	Madison	5	50		
Michell, Dr.	London	5	40		
Misener/Margetts	Edmonton			6	\$25
Mount Allison	Sackville	5	40		
Mount Royal	Calgary	5	40		
Mount St. Vincent	Halifax	5	N/A		
Muszynski, Alicja	Regina	5	N/A		
National Film	Montreal	5	25		
National Library	Ottawa	5	N/A		
Nellie L Rowell	4700 Keele	5	50		

<u>Name</u>	<u>City</u>	<u>Vol#5</u>	<u>#5AmtPd</u>	<u>Vol#6</u>	<u>#6AmtPd</u>
<u>Vol#7</u>	<u>#7AmtPd</u>				
North York Public	North York	5	50		
Northwest	Terrace	6	40		
OISE - Jackson	Toronto	5	N/A		
Okanagen	Kelowna	5	50		
Ontario Institute	Toronto	5	50		
Ontario Minister	Toronto	5	50		
Ottawa Public	Ottawa	5	50		
Pandora	Halifax	5	N/A		
Prindiville,	St. John's	5	N/A		
Relke, Diana	Calgary				
Robinson, Anne	Quebec City				
Ryerson	Toronto	5	40		
Sacca, Elizabeth	Due Montagnes	5	40		
Serials Records	Cambridge	5	50		
Simon Fraser	Burnaby	5	N/A		
Simon Fraser	Burnaby	5	50		
St. Mary's	Halifax	5	N/A		
St. Mary's	Halifax	5	N/A		
St. Peter,	Victoria				
State Historical	Madison	5	25.00		
Trent University	Peterborough	5	40		
Univerity of New	Fredericton	5	N/A		
Université	Ottawa	5	N/A		
Université de	Moncton	5	50		
Université de	Montreal	5	50		
Université de	Sherbrooke	5	50		
Universite Du	Chicoutimi	5	50		
Universite Du	Hull	5	50		
Universite/Quebe	Montreal	5	50		
University	Ottawa	5	50		
University of	Edmonton			6	
University Of	Vancouver	5	N/A		
University of	Calgary	5	N/A	6	N/A
University of	Calgary	5	N/A	6	N/A
University of	Calgary	5	N/A	6	N/A

<u>Name</u>	<u>City</u>	<u>Vol#5</u>	<u>#5AmtPd</u>	<u>Vol#6</u>	<u>#6AmtPd</u>
<u>Vol#7</u>	<u>#7AmtPd</u>				
University of	Boulder	5	50		
University of	Toronto	5	50		
University of	Waterloo	5	50		
University of	London	5	50		
University	Lethbridge	5	N/A		
University	Fredericton	5	N/A		
Valiquette,	Vancouver	5	25		
Vancouver Public	Vancouver	5	50		
Wine, Jeri	Toronto				
Women and	Toronto	5	N/A		
Women and the	Toronto	5	N/A		
Women's Career	Edmonton	5	50		
Women's	Halifax	5	40		
Women's	Toronto	5	25		
Women's Policy	St. John's	5	40		
Women's Studies	Vancouver	5	40		
Womens	Toronto	5	N/A	6	N/A
Wood, Barbara	Labrador	5	N/A		
Yellowknife	Yellowknife	5	50		
York University	Downsview	5	25		

COURSE: 6104 CANADIAN WOMEN'S PERIODICALS: KWIC INDEX 2

START DATE: 92/04/01

END DATE: 93/03/31

STATUS: G

MINOR ACCOUNT CODE	DATE	DESCRIPTION	ESTIMATE	ACTUAL
0211	920520	CWPI SUB		60.75
0211	920520	CWPI SUB		100.00
0211	920520	CANDADIAN SUB		50.00
0211	920520	CWPI SUB		50.00
0211	920520	CWPI SUB		30.00
0211	920520	CWPI VOL. 1-6		85.00
0211	920520	CWPI COL 6 1,23		25.00
0211	920520	CWPI SUB VOL 7		200.00
0211	920608	EIM/CWPI MEM		1,028.03
0211	920702	TAXABLE INCOME	50,000.00	
0211	920702	TAXABLE INCOME	45,000.00-	
0211	921102	*CWPI/921026		288.02
0211	921102	*CRIA W/921026		981.30
0211	921201	*CWPT		528.00
0211	921229	*921222/CWPI		1,175.01
0211	921229	*U OF A		93.46
0211	930106	*SUB.CWPI		33.33
0211		TOTALS	5,000.00	4,727.90
0212	920608	CWPI SUB		132.72
0212	920626	MEM.LIB/CWPI		62.31
0212	920626	FAXON/FX51852		24.02
0212	920702	SERIALS/FX51854		11.09
0212	921201	*CWPT		30.00
0212	921229	*FAXON		41.32

END OF GIS SUBPROCEDURE 04
THE FOLLOWING EVENTS OCCURRED DURING THE EXECUTION OF THE SUBPROCEDURE

# OF OCCURRENCES	EVENT TYPE
1	1302 OUTPUT DEVICE PAGE LENGTH IS ILLEGAL FOR REPORT

COURSE: 6104 CANADIAN WOMEN'S PERIODICALS: KWIC INDEX 2

START DATE: 92/04/01

END DATE: 93/03/31

STATUS: G

MINOR ACCOUNT CODE	DATE	DESCRIPTION	ESTIMATE	ACTUAL
0212	921231	FAXON/FX 56431		9.75
0212		TOTALS	0.00	311.21
0213	920520	CRIAW/CONTRACT		6,000.00
0213	920608	POSTAGE CWPI		19.40
0213	920928	*EDM.LEAR.CNTR		10.00
0213	921005	*WIENS,L/GENNY		10.00
0213	921029	FAXON/FX54240		50.33
0213	921102	*US SUBSCRIPT.		227.76
0213	930106	*WIENS,L/6102		10.00-
0213	930106	*ED.LEAR.CTR/CR		10.00-
0213		TOTALS	0.00	6,297.49
0490	920414	GRANT CRIAW	6,000.00	
0490	920702	GRANT	6,000.00	
0490	920702	GRANT	6,000.00-	
0490		TOTALS	6,000.00	0.00
1960	920528	#32/DUNPHY,S		620.88
1960	920903	#96/BISHOP,C		134.52
1960	921016	*120/DUNPHY,S		620.88
1960	921116	*136/BISHOP,C		149.25
1960		TOTALS	0.00	1,525.53
4010	920831	POSTAGE/MAR-JUN		105.73
4010	921222	POSTAGE/AUG-DEC		39.65
4010		TOTALS	0.00	145.38
4282	920716	SCHOLASTIC/1335		979.05
4282		TOTALS	0.00	979.05

COURSE: 6104 CANADIAN WOMEN'S PERIODICALS: KWIC INDEX 2

START DATE: 92/04/01

END DATE: 93/03/31

STATUS: G

MINOR ACCOUNT CODE	DATE	DESCRIPTION	ESTIMATE	ACTUAL
4294	921202	PET.CSH/NOV 13		9.62
4294		TOTALS	0.00	9.62
4520	920617	COMP.SERV/APR		43.19
4520	920707	COMP.SERV/MAY		175.34
4520	920709	COMP.SERV/JUNE		46.43
4520	920817	COMP.SERV/JULY		103.94
4520	920923	COMP.SERV/AUG		47.98
4520	921013	COMP.SERV/SEPT		160.71
4520	921116	COMP.SERV/OCT		49.36
4520	921221	COMP.SERV/NOV		47.70
4520	930107	COMP.SERV./DEC		49.29
4520		TOTALS	0.00	723.94
		TOTAL REVENUE	11,000.00	11,336.60
		TOTAL EXPENSE	0.00	3,383.52
		NET	11,000.00	7,953.08



Oct 21 / 91.
~~July 8, 1991~~

To whom it may concern,

I am writing with information about the Canadian Women's Periodical Index. In recent months, we have been analyzing our subscription lists and have found that multiple copies are being sent to various institutions.

According to our records, your institution is an Educational Institution Member of the Canadian Research Institute for the Advancement of Women (CRIA) and therefore should be receiving one subscription of the Canadian Women's Periodical Index. In past years, we have been issuing two sometimes three copies of the index to different addresses at the same institution. This practice is expensive and wasteful. In an effort to serve you better and live within limited fiscal realities, we believe that we have come up with a workable solution.

Ideally, within the terms of the Educational Institution Membership agreement, we want to issue one copy of the index to the most appropriate department at your institution. With issue #3 of volume 6 we have made some arbitrary decisions about where to mail the index and we are seeking your feedback about the appropriateness of this selection.

At your institution we mailed Volume 6, issue 3 to:

University of New Brunswick
Harriet Fwing Library
Box 4400
Fredericton NB E3B 5A3

The following addresses include those who previously received copies of the index:

University of New Brunswick
Maureen Magee / Equity Officer
Box 4400
Fredericton NB
E3B 5A3.

Volume 7 was
mailed to this
address as well
Please return to
us.
Jhx.

I urge you to talk with your colleagues and then let me know if the index should be sent to a different address than the one indicated above.

If you find that your institution requires more than one copy of the index, an additional subscription will be required. Let me know and I can issue a copy of issue 3 and an invoice for volume 7.

Thank you in advance for your time and considerations.

Yours sincerely,

Pat Rasmussen

Pat Rasmussen



~~July 8, 1991~~
Oct 21/91

To whom it may concern,

I am writing with information about the Canadian Women's Periodical Index. In recent months, we have been analyzing our subscription lists and have found that multiple copies are being sent to various institutions.

According to our records, your institution is an Educational Institution Member of the Canadian Research Institute for the Advancement of Women (CRIA-W) and therefore should be receiving one subscription of the Canadian Women's Periodical Index. In past years, we have been issuing two sometimes three copies of the index to different addresses at the same institution. This practice is expensive and wasteful. In an effort to serve you better and live within limited fiscal realities, we believe that we have come up with a workable solution.

Ideally, within the terms of the Educational Institution Membership agreement, we want to issue one copy of the index to the most appropriate department at your institution. With issue #3 of volume 6 we have made some arbitrary decisions about where to mail the index and we are seeking your feedback about the appropriateness of this selection.

At your institution we mailed Volume 6, issue 3 to:

*University of Calgary
Serials Acquisitions Library
2500 University Drive, NW
Calgary Alberta (Cour)*

The following addresses include those who previously received copies of the index:

<LA> OCT 03 6
UNIVERSITY OF CALGARY
ADVISOR TO PRESIDENT
WOMEN'S ISSUES
CALGARY AB COUR

<LA> OCT 03 6
UNIVERSITY OF CALGARY
WOMENS STUDIES
CALGARY AB COUR

I urge you to talk with your colleagues and then let me know if the index should be sent to a different address than the one indicated above.

If you find that your institution requires more than one copy of the index, an additional subscription will be required. Let me know and I can issue a copy of issue 3 and an invoice for volume 7.

Thank you in advance for your time and considerations.

Yours sincerely,

Pat Rasmussen

file



University of Alberta
Edmonton

Faculty of Extension

Canada T6G 2G4

North Garneau Trailer Complex, Telephone (403) 492-3116

July 8, 1991

To whom it may concern,

I am writing with information about the Canadian Women's Periodical Index. In recent months, we have been analyzing our subscription lists and have found that multiple copies are being sent to various institutions.

According to our records, your institution is an Educational Institution Member of the Canadian Research Institute for the Advancement of Women (CRIAOW) and therefore should be receiving one subscription of the Canadian Women's Periodical Index. In past years, we have been issuing two sometimes three copies of the index to different addresses at the same institution. This practice is expensive and wasteful. In an effort to serve you better and live within limited fiscal realities, we believe that we have come up with a workable solution.

Ideally, within the terms of the Educational Institution Membership agreement, we want to issue one copy of the index to the most appropriate department at your institution. With issue #3 of volume 6 we have made some arbitrary decisions about where to mail the index and we are seeking your feedback about the appropriateness of this selection.

At your institution we mailed Volume 6, issue 3 to:

Universite D'Ottawa
Etudes Des Femmes
143 Rue Seraphin Marion
Ottawa Ont. K1N 6N5

The following addresses include those who previously received copies of the index:

<LA> OCT 03 6
UNIVERSITE D'OTTAWA
LIBRARY SYSTEM/ACQUISITIONS
65 HASTY STREET
OTTAWA ON K1N 9A5

<LA> OCT 03 6
UNIVERSITE D'OTTAWA
LORRAINE ALBERT
BIBLIOTHEQUE MORRISSET
OTTAWA ON K1N 6N5

I urge you to talk with your colleagues and then let me know if the index should be sent to a different address than the one indicated above.

If you find that your institution requires more than one copy of the index, an additional subscription will be required. Let me know and I can issue a copy of issue 3 and an invoice for volume 7.

Thank you in advance for your time and considerations.

Yours sincerely,

Pat Rasmussen



Oct 21/91
~~July 8, 1991~~

To whom it may concern,

I am writing with information about the Canadian Women's Periodical Index. In recent months, we have been analyzing our subscription lists and have found that multiple copies are being sent to various institutions.

According to our records, your institution is an Educational Institution Member of the Canadian Research Institute for the Advancement of Women (CRIA-W) and therefore should be receiving one subscription of the Canadian Women's Periodical Index. In past years, we have been issuing two sometimes three copies of the index to different addresses at the same institution. This practice is expensive and wasteful. In an effort to serve you better and live within limited fiscal realities, we believe that we have come up with a workable solution.

Ideally, within the terms of the Educational Institution Membership agreement, we want to issue one copy of the index to the most appropriate department at your institution. With issue #3 of volume 6 we have made some arbitrary decisions about where to mail the index and we are seeking your feedback about the appropriateness of this selection.

At your institution we mailed Volume 6, issue 3 to:

*Concordia University
Simon De Beauvoir/Concordia
1455 De Maisonneuve West
Montreal PQ H3G 1M8.*

The following addresses include those who previously received copies of the index:

<LA> OCT 03 6
CONCORDIA UNIVERSITY
ROSE SHEININ/V-R ACADEMIC
1455 DE MAISONNEUVE WEST
MONTREAL PQ H3G 1M8

<LA> OCT 03 6
CONCORDIA UNIVERSITY
ARPI HAMALIAN/DE BEAUVOIR IN
1455 DE MAISONNEUVE WEST
MONTREAL PQ H3G 1M8

<LA> OCT 03 6
CONCORDIA UNIVERSITY
CLAUDIE SOLAR/WOMEN
1455 DE MAINSONNEUVE WEST
MONTREAL PQ H3G 1M8

I urge you to talk with your colleagues and then let me know if the index should be sent to a different address than the one indicated above.

If you find that your institution requires more than one copy of the index, an additional subscription will be required. Let me know and I can issue a copy of issue 3 and an invoice for volume 7.

Thank you in advance for your time and considerations.

Yours sincerely,

Pat Rasmussen

Pat Rasmussen

File .



University of Alberta
Edmonton

Faculty of Extension

Canada T6G 2G4

North Garneau Trailer Complex, Telephone (403) 492-3116

~~Oct 21/91~~
July 8, 1991

To whom it may concern,

I am writing with information about the Canadian Women's Periodical Index. In recent months, we have been analyzing our subscription lists and have found that multiple copies are being sent to various institutions.

According to our records, your institution is an Educational Institution Member of the Canadian Research Institute for the Advancement of Women (CRIAOW) and therefore should be receiving one subscription of the Canadian Women's Periodical Index. In past years, we have been issuing two sometimes three copies of the index to different addresses at the same institution. This practice is expensive and wasteful. In an effort to serve you better and live within limited fiscal realities, we believe that we have come up with a workable solution.

Ideally, within the terms of the Educational Institution Membership agreement, we want to issue one copy of the index to the most appropriate department at your institution. With issue #3 of volume 6 we have made some arbitrary decisions about where to mail the index and we are seeking your feedback about the appropriateness of this selection.

At your institution we mailed Volume 6, issue 3 to: *Carleton University*
Library Serial Dept
Colonel by Drive
Ottawa ON K1S 5J7

The following addresses include those who previously received copies of the index:

<LA> OCT 03 6
CARLETON UNIVERSITY
WOMEN'S CENTRE/UNICENTRE
1233 COLONEL BY DRIVE
OTTAWA ON K1S 5B6

<LA> OCT 03 6
CARLETON UNIVERSITY
MACODRUM LIBRARY
OTTAWA ON K1S 5B6

<LA> OCT 03 6
CARLETON UNIVERSITY
INSTITUTE OF WOMEN'S STUDIES
OTTAWA ON K1S 5B6

I urge you to talk with your colleagues and then let me know if the index should be sent to a different address than the one indicated above.

If you find that your institution requires more than one copy of the index, an additional subscription will be required. Let me know and I can issue a copy of issue 3 and an invoice for volume 7.

Thank you in advance for your time and considerations.

Yours sincerely,
Pat Rasmussen
Pat Rasmussen