



ANNOUNCEMENT

from the Copyright Office, Library of Congress, Washington, D.C. 20559

NOTICE OF LIMITED PROVISIONAL ACCESS TO AN ADDITIONAL IN-PROCESS FILE PUBLIC ACCESS TO THE INTERIM DOCUMENT CARD FILE

The following excerpt is taken from Volume 47, Number 140 of the Federal Register for Wednesday, July 21, 1982 (p. 31643)

LIBRARY OF CONGRESS

Copyright Office; Public Access to the Interim Document Card File

AGENCY: Copyright Office, Library of Congress.

ACTION: Notice of limited provisional access to an additional in-process file.

1. Notice of access and background

This notice is issued to inform the public that limited provisional public access to the Interim Document Card File will be allowed. In its notice of October 14, 1981 (46 FR 198) the Copyright Office published a policy decision regarding public access to in-process files. The general policy of the Office is to deny direct public access to in-process files and to any work (or other) areas where they are kept. Access to information contained in in-process files may be obtained by anyone upon request to the Information and Reference Division, in accordance with established procedures.

The Copyright Office recognizes that some members of the public wish to conduct searches of certain in-process

files in order to obtain up-to-date information. The notice of October 14, 1981, as an exception to the general policy of denying direct public access to in-process files and to the work areas containing them, announced permission to direct access by members of the public to certain files, namely the Master Index Card File and the Temporary Title Card File. The Interim Document Card File is now added to them as a file to which direct public access is permitted.

2. Description of file

The Interim Document Card File provides preliminary information concerning documents submitted for recordation (and titles of copyrighted works contained in them) prior to the preparation of the official record in catalog card and microfilm form. Each card contains the remitter's name and as many titles as can be contained on a single card.

The file is maintained in daily chronological sequence by date of receipt of the document. The file is added to daily—with separations between each day's cards—until cards representing 60 days' receipts have been

accumulated. On the 61st day the first day's cards will be discarded. The file is presently located in the Master Index Unit, Room LM-436, James Madison Memorial Building.

3. Access to file

Direct access by members of the public to the Interim Document Card File is permitted under the following conditions:

1. Hours of public access to the above file shall be from 10:00 a.m. to 11:00 a.m. Monday through Friday, on days when the Copyright Office is open for business.
2. Cards may not be removed from the file.
3. The Copyright office reserves the right to deny direct access to the Interim Document Card File in the case of any person who violates the stated conditions of the privilege.

Dated: July 8, 1982.

David Ladd,

Register of Copyrights.

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