

executed with a 'search' button on each of the forms.

The program is mouse-driven, but can also be used by 'tabbing' through the fields of each record. Any time a field--ie. title, author, or date--needs to be edited or searched, that field has to be selected by clicking the mouse on it or tabbing until the cursor appears in that field.

The database is loosely modelled after the format used by many library catalogues. There is a short view, designed for viewing the records only. Fields with no information do not show up in short view. There is also a long view, designed for editing the records. All fields are visible in long view.

A report has been produced, listing all entries in the database to August 27, 1996 (appendix 1).

3.2 FIELDS

Most fields are relatively consistent with those of the standard library catalogue format. These include:

- *author*
- *title*
- *place of publication*
- *publisher*
- *year of publication*
- *physical description*
- *notes*

Some fields are specially designed to account for information specific to the materials in this collection:

· *Month and day of publication*: this field was added for the many primary materials which have specific and significant months and/or days of publication.

· *Format*: because there is so much unconventional material in the collection, the format field was added to describe the 'type' of document/material held under a particular record. These include:

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|----------------------|--------------------------|---------------------|
| · Edited book | · Monograph | · Journal article |
| · Dissertation | · Thesis | · Published report |
| · Unpublished report | · Unpublished manuscript | · Campaign material |
| · Correspondence | · Newsletter | · Press release |
| · PR materials | · Map | |

· *Journal*: if the record is a journal article, the journal title is listed under this field, along with the volume and number, if available. If the record is a journal itself, and it