

NOTES ON ITEMS TO BE ENTERED INTO THE CONTRACT
WITH INTERNATIONAL INFORMATION, INC.

The following notes cover only points not included in the proposals from 3i or not entered there in sufficient detail. It is assumed that all obligations of 3i will be fulfilled as stated in their last proposal (P6054, October 24, 1966).

It shall be a requirement to have for each user a computer-printed alphabetical subject index, having in alphabetical order all the descriptors, and for each descriptor all references (accession numbers) to which the descriptor has been attached. This printed subject index shall also include all cross references in alphabetical order, i.e. all "see" references, "see also" references, et cetera. The first copy of this index shall be available for the first deadline date which is January 16. An updated copy, having additional references, shall be made available on the final deadline, that is to say March 1. The program for printing the alphabetical subject index should be written in such a fashion that after March 1 a new computer index should be printed whenever 500 new references have been entered into the system, or sooner upon special request. If a new index is required by a user sooner than after 500 new articles have been entered, a charge of

_____ shall be made. There shall be a minimum of two indexes per year, each user receiving one copy. Additional index copies shall be invoiced at _____ each.

There shall also be a printed author index of the total file to be printed in the same frequency as the subject index.

For each reference in the system, there shall be an aperture card having the following information copied on the cards in regular elite or pica type-script in such a fashion that it can be read without the aid of a reader-printer: A) (unique) accession number, B) all authors, C) all corporate authors (corporate authors should be standardized, through means of an inventory list, also for computer input. They should be listed by going from the largest to the smallest unit, e.g. Royal Beatson Memorial Hospital, Cancer Research Department, Glasgow, Scotland and not Cancer Research Department, Royal Beatson, etc.), D) title (original title and translated title for foreign language articles), E) complete reference (journal, volume number, inclusive page numbers, date, etc. and language if other than English), F) the complete "abstract". It is understood that the abstract will cover all the available space on the front and back pages of each of these cards and that the abstract will be cut off arbitrarily whenever the front and

back part of the cards are utilized.

The microfilm of the aperture cards shall have space for 8 printed pages. The first page shall have all the information which is typed on the cards plus the following: the categories and the descriptors. The following pages shall have the complete article. There shall be as many aperture cards as are needed to have the complete article in the window insert (s) of the aperture cards. The articles shall be microfilmed from the original articles or otherwise be of sufficient quality that they can be easily readable when copied on the reader-printer. There shall be a proofreading step to make sure that the abstract typed on the card, the accession number, and the complete article printed in the microfilm insert are matched. If it is easier to omit the abstract on the first page of the microfilm to be inserted in the aperture cards, the abstract--as distinct from the annotation-- may be omitted on the microfilm.

The aperture cards should be punched with the accession numbers. No special space need be saved for this punching. In other words, the punching of the accession number can over-punch the abstract text. The aperture cards shall be of a type that can be run, without damage, through a standard IBM card sorter.

The program shall be written in open end fashion, i.e. designed in such a fashion that it will be possible to enter additional information into the computer without having to erase and re-do the item (accession number), e.g. in order to add a citation index.

The program shall be owned by 3i and the Tobacco* in partnership. Therefore, the program, or a closely related program, shall not be sold, rented, or used by another party without the permission of the Tobacco If the Tobacco shall grant that the program be used in any form, a certain amount of the development money paid by the Tobacco shall revert back to the In addition, the Tobacco shall also have an absolute veto power over the use of the program. Under no circumstances shall the program be sold to another party at a price less than the price offered to the Tobacco

It is understood that the data in the system shall be exclusively owned by the Tobacco and its affiliates and cannot be made available to any party under any circumstances without the written permission of the Tobacco

*At this time it has not been decided who the other contracting party will be; therefore the other contracting party's name has been listed as given above.

The data on the discs and/or tapes shall be the property of the Tobacco and its members, and the Tobacco and its members shall be able to reproduce the information on discs or tapes at no extra cost except the cost of reproduction.

There shall be a penalty clause for nonperformance of the system by March 1. The decision whether or not the system is workable shall be made by a majority vote of a committee consisting of the following: _____

In case one of the backup systems has to be used instead of the 360 computer, the Tobacco shall incur no extra charge due to the failure of 3i to have the 360 program operating. In other words, any excess computer charges beyond what is regularly charged as provided in the Proposal 6054 shall be paid by 3i.

Deadline rules: as a minimum, all the articles and other references in the three Clearinghouse bibliographies shall be in a retrievable form in the system plus 50 or less additional documents to be selected by the Tobacco and its members, plus, in addition, the Surgeon General's Report and the references cited in the Report (ab. 900). This minimum is a non-negotiable. 3i should put into the system as many

items as possible within the given deadline. It is being understood that there shall be no less than 5,000 active references in the system by the March 1 deadline. This last number (5,000) shall, however, be negotiable and emphasis should be on quality and depth of indexing rather than the maximum number of references in the system.

3i shall procure copies of all the documents to be put in the system. The first being (1) references listed in the readily available three bibliographies from the National Clearing house, (2) the Surgeon General's Report and (3) references cited in the Report. Additional information shall be furnished from the searching of the current literature by 3i, the Council for Tobacco Research, and user organizations. (Consider contracting Dr. P. S. Larson for setting up the list of descriptors.)

Tobacco shall be a full-fledged co-owner. The project shall be monitored on behalf of Tobacco by a full-time project officer to be designated. In addition to his other duties, the project officer shall chair a committee of experts to be chosen from the members of the user organizations and be composed of computer experts and experts on the tobacco and health literature. There shall be two subcommittees-- one dealing with computers and programming aspects, the other dealing

with the literature input, and each subcommittee should have a chairman. 3i shall furnish on a weekly basis to the literature subcommittee chairman xerox copies of the worksheets, i.e. sheets having the information described above for the first page of the microfilm for the aperture card, i.e. authors, affiliation, title, complete references, abstracts, categories, and descriptors. The chairman of the literature subcommittee shall have the right to advise 3i regarding improvements and other changes in the input.

The computer subcommittee shall get progress reports from 3i or its subsidiaries on a monthly basis beginning December 15; if any demonstration is possible, it should be made. On or before January 16, there shall be a fairly comprehensive report accompanied, if possible, by an actual demonstration on the 360 to the full committee on the premises in Washington. At that time, a decision will be made by the computer subcommittee whether to use the 360 or one of the backup systems.

The project officer will receive a carbon copy of each complete documentation item (accession number) at the time the information is loaded into the system. The project officer would use this feed back as an audit to what the computer actually recorded. All source input to the computer would be

forwarded to the project officer who, in turn, would file the cards and/or paper tapes for future reference, if necessary. This would afford a facility to rebuild the information if loss occurred in the computer location.

Telecomputations will provide a fire-resistant vault and security measures necessary to insure the information against loss due to fire, negligence, or other damage.

There shall be a provision in the program to delete any reference (accession number) and information related thereto in case of errors or the need for including additional information. There shall be a log kept regarding such deletions, giving the accession number of the items deleted, the date, and the name of the person authorizing the deletion.

A list of new descriptors and new categories shall be furnished weekly to all users, together with the aperture cards on the new references entered into the system.