

one agency are given under a single unit. Although D.2 is confined generally to administrative records, materials logically belonging to Class X or Part X of any of the classes may be included in order that miscellaneous ephemeral material may not become fugitive within the collection. Whenever the consolidated materials of D.2 for an inclusive period require more than a single reel, such reels will be numbered "1a", "1b", etc.

Part 3 will include a grouping of the publications and papers of temporary agencies when the volume of material is sufficient to organize a reel; otherwise Part 3 may be combined with Part 2. Part X provides a catch-all for miscellaneous materials that do not fit into one of the three parts. Materials contained in Parts 2 and 3 were furnished for each state principally by the State Library and a number of university libraries. The Library of Congress and the New York Public Library contributed the largest number of items for the eastern states. The Bancroft Collection at the University of California and the Coe Collection at Yale contributed most for the western states. The American Imprints Inventories have been valuable aids in locating materials for Part 2 and Part 3.

Terminal extensions made to any of the parts of Class D in the future will continue the regular order of numbering the reels of the series involved. A collateral series added will be indicated in the identification symbol following the part number by lower case "s"; reels preliminary to the present beginning dates of a series will be indicated by lower case "p". When both preliminary and collateral materials are arranged on the same reel, the identification symbol will contain lower case "p:s". In cases in which the additions will fill gaps at present intervening within a series of consecutively numbered reels, lower case "a", "b", etc. will follow the reel number so that the material may be placed in its proper chronological progression.

When duplicate records or materials of a similar kind are allocated to the same numbered part and appear on consecutively numbered reels within overlapping periods of years, ".1", ".2", etc. will follow the reel numbers in order to show date progression. In states where there are two or more companion series of records running concurrently over the same period of years in any of the parts, the materials will be arranged on separate series of reels and lower case "a", "b", etc. will be assigned to the part number.

Principles of logic cannot be followed strictly in grouping certain types of materials on some of the reels due to practical factors involved in their physical assembly. Economy and facility in printing, cataloging, shelving and marketing the reels and use of the material by students dictate a hundred feet as the practical length of a standardized reel of microfilm. The retention of association of materials within their proper holding collections, the identification of their original issuing authority and the inclusion