

UNIVERSITY OF CINCINNATI
(INTERDEPARTMENTAL CORRESPONDENCE SHEET)

To: Dr. Robert A. Kehoe

From : Irene R. Campbell

Date October 22, 1963

With the completion of the bibliography concerning laboratory animals and resignation of Mrs. Meiri, Mrs. Lange took over again the work of the lead literature. Mrs. Borchelt has been assisting her in typing the abstracts. Estimating on the basis of time spent by them during the past three months, this work averages monthly approximately as follows:

Mrs. Lange, 50 hours, or based on present salary with no overhead,
\$ 150.

~~Mrs. Borchelt, 30 hours, or based on present salary with no overhead.~~

~~I am sure that Mrs. Lange is the best person to do this work~~
and that the typing skill of Mrs. Borchelt is such at the present time that this performance is possible only if the same staff continue with this work.

In considering the preparation of the abstracts for wider distribution, I must mention the following:

1. In view of the present situation, with no proper support, to do the work in the best possible manner, the abstracts are being prepared more or less simply, working from summaries and published abstracts wherever possible even though we make it a practice of obtaining the original article for our files. In other words, they are not as informative as are those being done for the fluoride literature. Also, I have done the minimum of editing of these abstracts
2. In order to do the work properly for wider distribution, producing informative abstracts from the original articles, and providing for adequate editing and necessary work entailed in running additional copies, assembling, and mailing, the time to be spent per month should be increased as follows:

Mrs. Lange, 65 hours, or	\$195.	(without overhead)
Mrs. Borchelt, 60 hours, or	150.	(without overhead)
Mrs. Campbell, 10 hours, or	45.	(without overhead)
Cards, multilith mats, postage and miscellaneous	\$ 300.00	a year.

This is, of course, assuming that the volume of the literature will remain at approximately the same level (we have been averaging from 450 to 500 abstracts per year) and that we begin with the current literature.

We can be ready at any time to provide, at such intervals as may be decided, the desired number of copies of abstracts, multilithed on 5 x 8" cards, including the designation to the broad subject classification and the detailed indexing terms for the contents of the publication. This will be done in essentially the same manner as that followed for the fluoride literature. Mr. Fowler has seen both the lead and fluoride files.

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From Mr. Fowler's letter I infer that we will not be responsible for the ultimate publication and distribution of the abstracts.

At such time as final decision has been reached, I should like to confer with Mr. Fowler as to format, and other details which may facilitate the final publication.