

UNITED STATES GOVERNMENT

MTAB-1

Memorandum

TO : All Banders

FROM : Bird Banding Laboratory

SUBJECT: Preparation of Banding Schedules

DATE: May 14, 1965

We have recently acquired some new equipment and have initiated some changes in our procedures in processing banding and recovery data. We feel that these changes will enable us to more rapidly and accurately process your data. To derive the maximum benefit from these changes we must request your cooperation in the following matters:

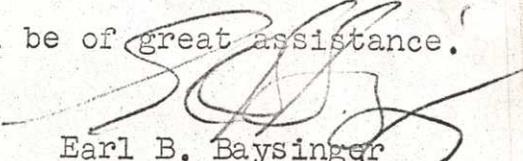
1. Reporting more than 100 birds per schedule. We now note the fact that a bird has been recovered on the original schedule. This enables us to detect and eliminate multiple reports of the recovery of the same band. For this reason we must request that no more than 100 birds be reported on each of the schedules now in use.

2. Use of light blue ink and carbons. The Bird Banding Laboratory has recently acquired a Xerox 914 Copier. IBM cards are punched from copies of your schedules. This machine will not satisfactorily copy either very light blue ink or carbon copies. For these reasons please submit only original copies of your schedules prepared with black or dark blue ink, or typewriter ribbons.

3. Use of bands in sequence. Your schedules are filed in band number sequence. If you use or report bands out of sequence (Example: You report bands #703-56101 thru 56125 and 703-56195 thru 56200 on the same schedule) it is very difficult to file and retrieve subsequent schedules reporting the "in between" bands (703-56126 thru 56194). In the past this has occasionally resulted in "lost" or misfiled schedules. For these reasons please use and report bands only in numerical sequence.

4. Disposition of bands previously reported as "Lost" or "Destroyed." If you find bands which you have previously reported as "Lost" or "Destroyed," please do not use them. These bands should be destroyed. Please make sure they are disposed of in such a manner that they will not later be found and used or reported.

Your cooperation in these matters will be of great assistance.


Earl B. Baysinger

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