TO: All Banders
FROM: Bird Banding Laboratory
SUBJECT: Preparation of Banding Schedules

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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