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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

APPENDIX D

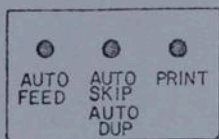
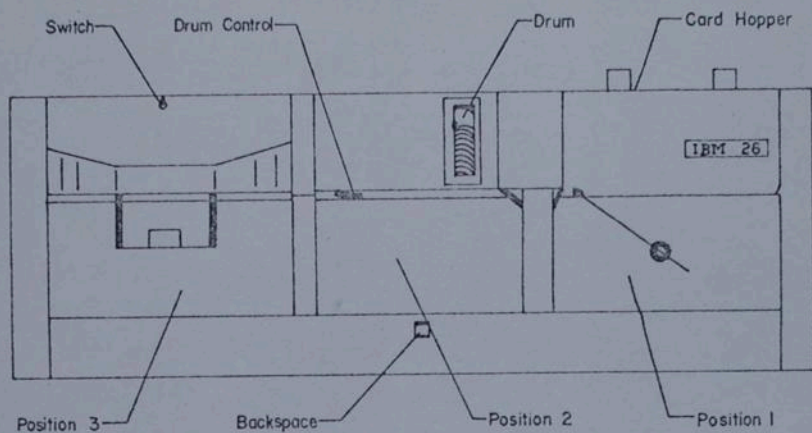
IBM Keypunch Operation

- 1) Check to see that the turn-on switch (see diagram) is "on" ("on" is in the down position). The machines are usually turned on in the morning, and left on all day. If you do have to turn the keypunch on, you will have to wait a few minutes for the machine to warm up before any punching can be done with the 026 model. There is no delay with the 029 model.
- 2) Place a stack of cards in the card hopper by pressing in the release lever on the sliding plate, moving the plate back, placing the cards in the hopper (numbered face forward) and then releasing the plate so that it is flush against the cards.
- 3)
 - a) Check to see that the auto. feed, auto. skip, auto. dup. and print switches are "on".
 - b) Check to see that the black control lever is flipped to the right.
- 4) Push the Feed Key twice. This should put two cards in position 1, and you are ready to punch.
- 5) The black pointer on the drum cylinder tells which column on the card will be punched. If you wish to skip over to a certain column, this can be done by hitting the "space bar" the proper number of times. To punch any alphabetic character, merely depress the proper key. To punch a numeric character or any other character on the top of a key (e.g., 3 or +), hold down the NUM key while you depress the desired key. Note that the alpha 0 is not the numeric zero, and the alpha 1 is not the numeric one. The numeric zero is on the /-key, and the numeric one is on the u-key. If it is necessary to backspace, push the "backspace control" until the pointer on the drum indicates the desired column.
PUSH IN, NOT DOWN.

NOTE: The minus sign is one of the skip-keys. There are two skip keys, but the only one that can be used as a minus is the one next to the DUP key.

- 6) To release a card when a punching mistake has been made or if you are through punching a particular card, depress the REL-key. The next card will automatically be fed down.
- 7) If you make a mistake part way through a card and you do not want to repunch the whole card, simply depress the REL-key, note the column in which the mistake has been made, and push the DUP-key until the pointer is at the column of the mistake. The rest of the new card can now be punched as desired.
- 8) If after looking over your deck you find mistakes and need to correct them, proceed in the following manner:
 - a) Slip the card to be corrected into position 2.
 - b) Slip a fresh card into position 1.
 - c) Push the REG key.
 - d) Push the DUP key until the column in which the mistake has been made is reached. Correct the mistake, and if there are no other mistakes on the card, push the DUP key until all of the card in position has been duplicated onto the fresh card. If there are more mistakes, push the DUP key until the next column to be corrected appears on the cylinder.
- 9) If the machine does not seem to be operating correctly, contact one of the assistants. Under no circumstances are you to try to fix it yourself.

IBM 026 KEYPUNCH



Keyboard

