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Memorandum for Bird Banding Cooperators

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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

February 15, 1930.

MEMORANDUM FOR BIRD BANDING COOPERATORS

New Method of Reporting Return Records

The following instructions supersede the directions contained in Miscellaneous Publication No. 58, Manual for Bird Banders, for reporting to the Biological Survey on bird banding records (both original banding records and returns). It is suggested that every station operator paste this leaflet firmly into his copy of the Manual.

This change in method of reporting returns is adopted both to relieve station operators of much of the clerical labor heretofore involved in the preparation of banding records, and to simplify the work in the Bureau. The proposed method was submitted to the operators of some of the largest stations and has their unqualified approval.

"Returns" should hereafter be reported when obtained by filling in the new cards (Form Bi-137) with ink, not lead pencil, and mailing them to the Biological Survey in long envelopes. Do not fold or mutilate these cards as they are to be used in an electrically operated sorting machine that will not handle them if the edges are burred, frayed, or torn. The schedules should hereafter contain only original records of banding, and it will not be necessary to submit lists of "repeat" records but these should be preserved at the station so that any particular class of information can be readily supplied if called for.

(Over)

Form-137.--This is a dual card, the left portion to be filled in at the station and the other punched at the Biological Survey office. When the recapture of a banded bird constitutes a "return record" (at least three months subsequent to the date of previous capture) the operator should fill in the left-hand spaces and send the card to the Survey. If the return is for a "foreign band" that is, from some other station, only the band number, the species, and the spaces below the double line should be filled in. The original record of banding will be added at the Bureau and the two operators advised of the details. Birds accidentally killed or those that die at banding stations, always should be reported as returns. It is believed that the headings are self-explanatory. The lower left-hand space, "F. Y. Rec'd" should be left blank.

When the cards are received at the Survey the information supplied by the operator will be duplicated on the right-hand section by a punching machine and placed in the species file in numerical order.

This is an up-to-date statistical system and, through the use of the electrical sorting machine, permits all cards to be rapidly arranged for separating any class of information desired. We feel sure that all cooperators will be pleased with the change, since it will not only relieve them of much of the burden of the detailed reports previously required but at the same time will facilitate the use of these valuable records.

Any return records now on hand that have not been reported on schedules should be sent in on the new cards. A supply of these, with envelopes for their return, will be sent upon receipt of the usual post-card request.

Remember, in future send in all returns on cards; report only original banding records on schedules. Banding records are not carded until returns are reported.