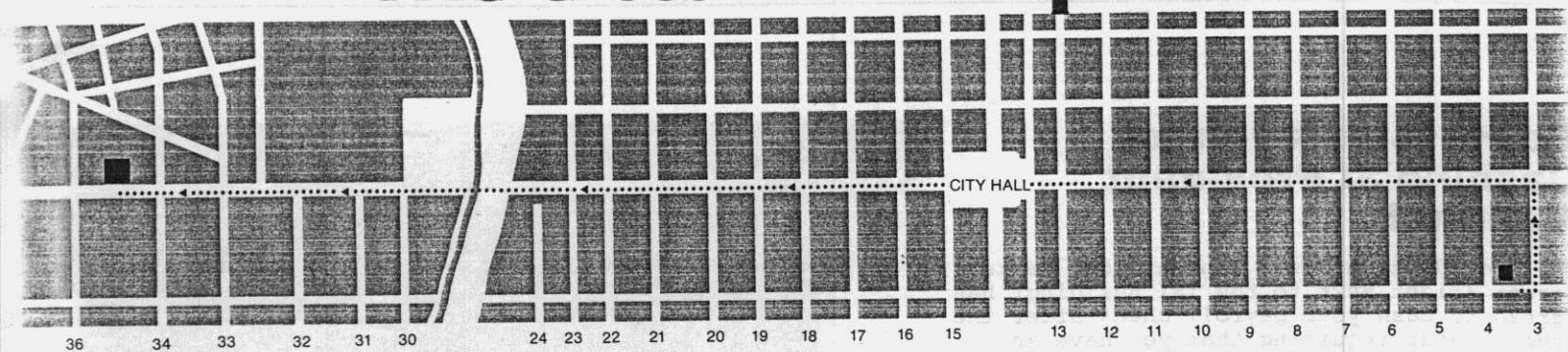


The Cross-Town Express



Issued by The Corporate Communications Department
of The Institute for Scientific Information®

325 Chestnut Street
Philadelphia, Pa 19106

Number Five
September 19, 1979

New Time Capsule Contest Deadline: October 5

The first issue of *The Cross-Town Express* announced a contest for employees to select an item for the time capsule that will be sealed into the lobby of the new building. Entries were to be submitted by September 1, and a good number of people were able to meet that date. Others, however, have felt left out because they've been away on vacation or business, or were not able to collect their thoughts in such a short time. So, the deadline for submitting your suggestion has been extended to October 5th. But this is definitely your last chance to participate. Remember, if you win, the item you suggest will be placed in the capsule along with your photograph and biography. You'll also win a clock-radio worth \$75.

Here, once again, are the contest rules:

- * Select the product or service which in your opinion best symbolizes the "information consciousness" of today's society. The item you recommend (or an appropriate representation of it) must be able to fit into the time capsule, which is four feet deep and has an opening 24 inches in diameter.
 - * Support your choice with a statement of 200 words or less on why it should be placed in the time capsule.
 - * Submit your entry no later than October 5, 1979 to:
- The Cross-Town Express
Corporate Communications Dept.
5th Floor
Mall Building
- * Your entry will be judged on the aptness of your selection and the strength of your supporting statement. Judges will be selected members of the ISI Management Committee.
 - * Entries suggesting an ISI product or service will not be accepted. Management will see to it that these items are represented in the time capsule. We want your help in selecting an item that is not specifically related to ISI.
 - * Two identical prizes will be awarded. One for employees whose jobs are rated at level 10 or above; another for employees rated level 9 and below.
 - * Any employee with the title of Vice President, Director, or Manager is not eligible to enter this contest. Suggestions from these categories of employees are welcome, but will not be judged for a prize. Suggestions from these employees should be forwarded to their representatives on the Move Logistics Task Force.
 - * Each eligible employee may submit only one entry.
 - * Winners will be announced and prizes awarded on October 15, 1979.

No-Hassle Paycheck Cashing at Provident National

The Provident National Bank at 3535 Market Street (right next to the ISI Building) has agreed to cash your payroll check after the move without requiring that you have an account with them. There will be no charge for this service. All you will have to do is show the teller your ISI photo-identification badge. The phone number at that Provident branch is 387-5120. Provident also has a branch office in the Children's Hospital at 34th and Civic Center Boulevard (phone 387-7800), but that office won't be offering us the same check-cashing privilege.

Prefer to deal with your own bank? There are several other branch offices within reasonable walking distance of the ISI Building. They are:

Continental Bank
38th and Lancaster Ave.
Phone: 823-6333

Fidelity Bank
3949 Chestnut St.
Phone: 382-9855

First Pennsylvania Bank
32nd and Market Streets
Phone: 387-4580

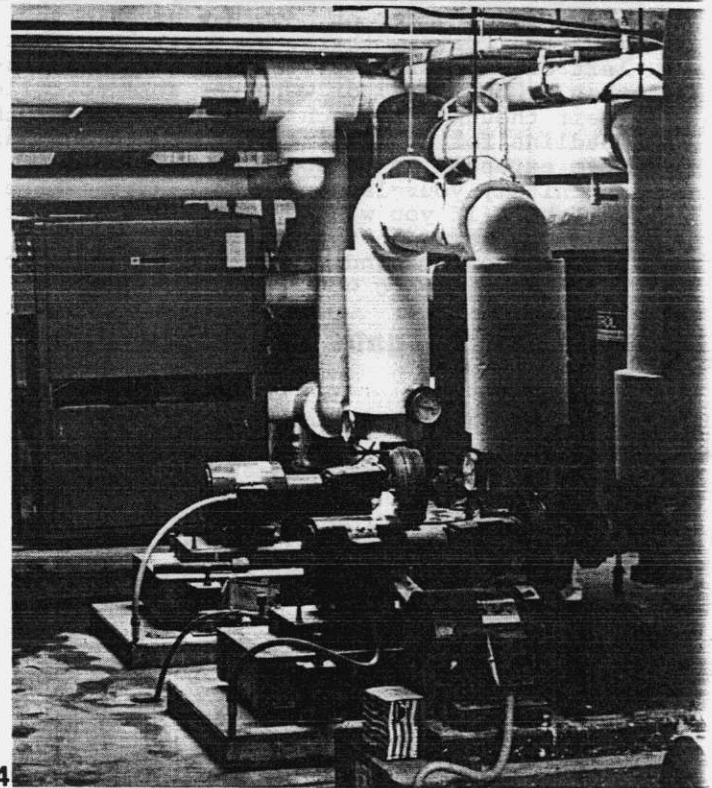
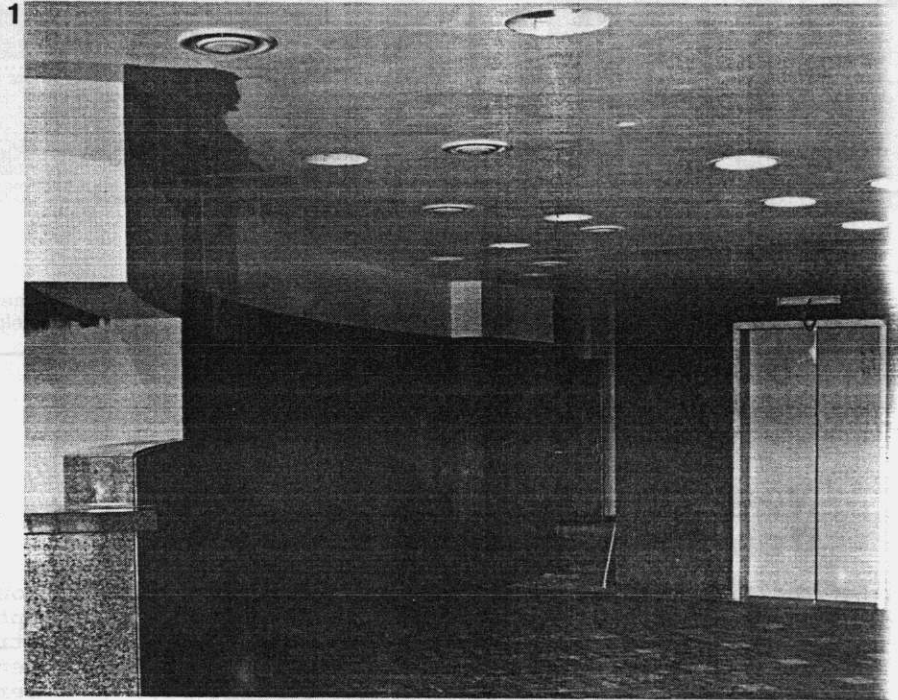
Philadelphia National Bank
32nd and Market Streets
Phone: 382-8005

Philadelphia Saving Fund Society
30th Street Station
30th and Market Streets
Phone: 386-6034

Provident Savings Association
(not affiliated with Provident National)
4006 Chestnut Street
Phone: 382-6666

Building Construction Remains on Schedule

All work on the exterior of the building, including landscaping, is now complete. Inside, most of the carpeting is installed and painting of walls and woodwork is nearly complete. The main lobby is also shaping up, with the ceramic tile floor and granite walls now in place. Heating and cooling equipment is installed, and the spacious rest rooms on each floor are operational. Our new furniture has been delivered, and set-up has begun.



Employees to Get Chance to Buy Office Furniture

Because nearly all the furniture at the ISI Building will be new, you may have been wondering about who's going to get the furniture that's left behind. The answer may be "you," if you see something you'd like to take home.

ISI is going to sell all of the equipment and furniture that's not being moved to the new headquarters. Employees will get first crack at it. The price to employees for any item will be equal to the amount ISI could get by selling it to a used furniture wholesaler. This pricing approach should lead to some real bargains for anyone who needs a desk, typewriter table, or a similar item.

Everything will be sold "as is," all sales will be final, and it will be up to you to take your new possession away.

Right now, you don't have to know exactly what it is that you'd like to buy. If you want a chance to look over the items that go on sale, drop a note indicating your interest to your representative on the Move Logistics Task Force. You'll receive notice when the sale will take place, as well as details on how to take part.

The Task Force's members are:

P. Aborn -- Administration

T. DiRenzo -- Corporate Communications

H. Nick -- Operations
(for P. Sopinsky)

M. Schroeder -- Finance & Accounting

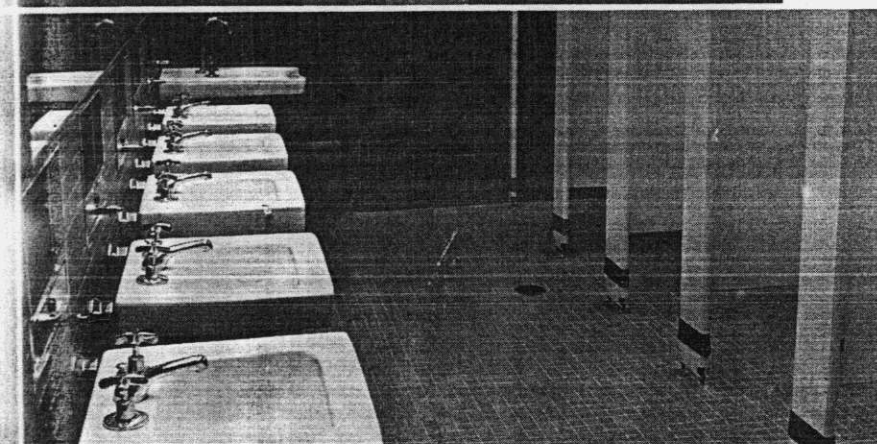
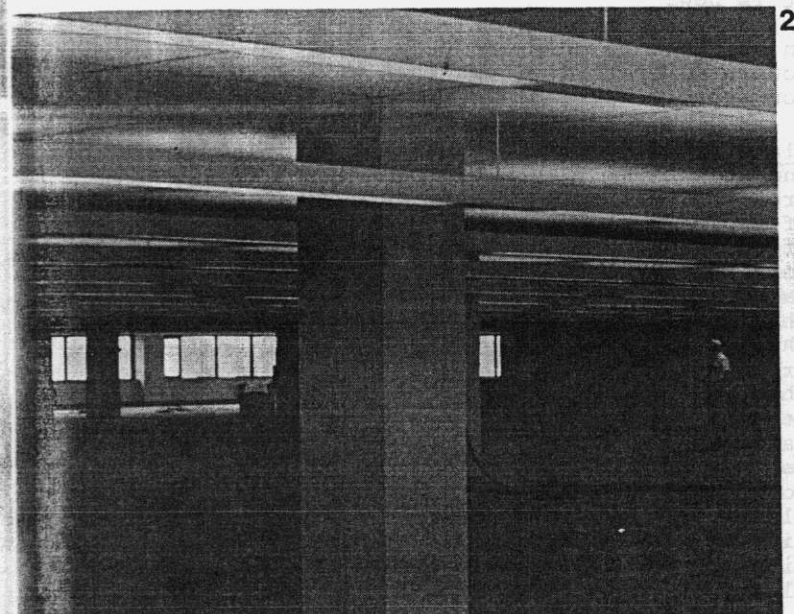
J. Walker -- Marketing
(for R. Harris)

B. Vives -- Contract Research
(for R. Malin)

Time to Select Department Reps for Moving Days

Managers are reminded that, by October 1, they should submit to the Move Logistics Task Force a list of people who will represent their departments on the moving days. Each list should have two parts: the first should show the names of people who will

(continued on page four)



The accompanying photos show some of the progress made in the past few weeks. A few weeks more, and we won't have to look at pictures. We'll be there!

- 1 The main lobby is nearly complete.
- 2 Carpeting, lighting fixtures, and electrical and telephone cables are in place.
- 3 Rest rooms are complete. Note sink for handicapped people at rear.
- 4 Some of the building's heating and cooling equipment.

stay at the Mall Building to supervise packing and loading; the second should show those who will supervise unpacking and placement at the new building.

Those selected to represent a department should be authorized to make on-the-spot decisions to resolve problems that may arise during the move. These people must also be available, if required, Friday evening (October 19), and all day and evening on Saturday and Sunday (October 20 and 21).

Every effort will be made to keep to a minimum the time that representatives from any one department must be present during non-regular working hours. It is too early to tell, however, who will be needed, or when.

Everyone is also reminded that flexi-time will be eliminated for all Mall Building employees on October 19 and 22. On those two days, all personnel will work the same hours: 8:30 a.m. to 5:00 p.m. Any exceptions must be granted in writing by the appropriate supervisor.

Don't Take Trash to New Building; Clean Out Files and Desk Drawers Now

If you were moving your personal household, you certainly wouldn't want to pay someone to move items for which you have no further need. ISI doesn't want to waste its money that way, either.

Over the years, we've all accumulated personal and business-related odds and ends that have managed to hang around, even though we'll never need them again. That goes for the five-year-old bottle of aspirin, whose vinegary odor will tip you off that it has lost its pain-killing powers... or for the five-year-old file, which may not smell, but which has no further value, either.

Take a look around your area and start to get rid of the excess baggage. If you're not sure whether or not some business

records should be disposed of, check with your supervisor. The time to start doing it is now.

In addition to odds and ends, there are a couple of specific items that will require your special attention:

Plants will be permitted at the new building as long as they don't have to be hung from the ceiling or placed on a windowsill. If you have plants that require that type of positioning, you'll want to find another home for them. All other plants can be taken along, provided they're not so heavy that they might knock down the surface on which they're placed, and provided you protect the surfaces on which you place them. Even if your plants meet these requirements, you still might consider taking a few less along, or leaving them all behind. A commercial firm has been hired to install and maintain a large number of plants throughout the new ISI offices. There will be plenty of pleasant greenery around without your having to supply your own plants or worry about taking care of them.

Personal radios, tape and record players may not be used in the new building except for business-related purposes. That means no recorded or broadcast entertainment programs, whether it's music, ball games, news, or anything else. If you have your own radio or player in the office, please take it home before the move.

Tell the World We're Moving

One of the small, but very important, details about our move is letting everyone with whom we do business know about it.

Sherry Myers now has a supply of self-adhering labels that you can stick on correspondence. The labels announce the fact that we're moving, and let the person with whom you're corresponding know what ISI's correct address, phone number, etc., will be after October 19.

To get your supply of the labels, call Ms. Myers on extensions 209 or 278.
