Proceedings of the 9th Annual Federal Depository Library Conference

October 22 – 25, 2000

U.S. Government Printing Office
Michael F. DiMario, Public Printer

Superintendent of Documents
Francis J. Buckley, Jr.

Library Programs Service
Gil Baldwin, Director
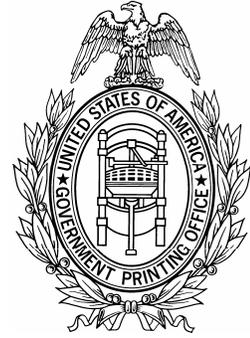
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Holiday Inn Rosslyn Westpark Hotel
Arllington, VA

Marian W. MacGilvray
Editor

Sheila McGarr
Conference Coordinator

Preface

In what has become the Nation's premier event for Government information librarians, nearly 600 depository librarians and federal agency representatives attended the 9th annual Federal Depository Library Conference, sponsored by GPO. The conference was held concurrently with the 57th meeting of the Depository Library Council to the Public Printer, in Arlington, VA.

Highlights of the 3-day conference included demonstrations of Web sites from FirstGov, the Defense Technical Information Center, the U.S. Geological Survey, the U.S. Institute of Peace, the National Transportation Library, and others. GPO's ongoing transition to a more electronic FDLP, including the budget cuts to the program contained in GPO's fiscal year 2001 appropriations bill, was a primary focus of the event. The Census Bureau and STAT-USA from the Department of Commerce, the National Imagery and Mapping Agency, the Forest Service, the Department of Energy, and others presented updates on their agencies' public information activities and products. The National Commission on Libraries and Information Science provided a status report on its review of the Federal Government's information dissemination activities, including the Superintendent of Documents' programs.

Concurrent technical and information sessions included digital archiving, economic statistics, Presidential libraries, and library grants. Tours of the Senate Library, the Center for Legislative Archives, GPO's Library Programs Service, and the Library of Congress were also conducted for meeting attendees.

In concluding the conference, the Depository Library Council commended GPO for its role in organizing the event:

> Council commends GPO for the Conference that now runs in conjunction with the Depository Library Council Meeting. Experts from all fields of government and librarians offer information and advice, and hear input from depository librarians from all across the country. This has been especially valuable during the ongoing transition to an electronic environment as:
>
> - The Proceedings of the Conference are a concrete body of work depository staff can use for training and referral in their home libraries.
>
> - Increasing attendance at the Conference provides Council with a variety of valuable input for its deliberations.
>
> - Library administrations across the country recognize the value of the programs, training opportunities, and networking environment, and show the importance by supporting attendance at the Conference.

Council further noted that the conference presents programs that address needs in the depository community, providing ongoing professional development benefiting thousands of depository librarians and those they serve.

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Agenda

DEPOSITORY LIBRARY COUNCIL &
FEDERAL DEPOSITORY CONFERENCE

October 22 - 25, 2000

Holiday Inn Rosslyn Westpark
1900 North Fort Myer Drive
Arlington, VA

Sunday, October 22

Morning   All day meeting of regional librarians

8:45   Welcome
  - Sheila M. McGarr, Chief, Library Division, LPS

9:00   Disposition and Replacement Issues for Regionals
  - Daniel C. Barkley, Interim Head, Government Information, University of New Mexico

10:45   Regional Role in Permanent Access to Electronic Government Information
  - Tim Byrne, Head, Government Publications, University of Colorado

Afternoon

2:00   The Electronic Transition: Regionals' Role in a More Electronic Federal Depository Library
        Program (discussion)
  - William Sudduth, Head, Documents/Microforms, University of South Carolina

2:45   Wrap Up
  - Sheila M. McGarr, LPS

4:00   Orientation to the Depository Library Council and Federal Depository Library Conference
        This session is designed to acquaint first-time attendees with how the Council works and to
        preview Conference activities over the next 3 days.
  - Sandy Morton-Schwalb, LPS, Facilitator
  - Sheila M. McGarr, LPS, Facilitator

7:30   Depository Library Council Working Session [open to all]

Monday, October 23

Morning

8:30   Welcome and Remarks
- Sheila M. McGarr, Chief, Library Division, LPS
- Maggie Farrell, Council Chair
- Michael F. DiMario, Public Printer
- Andrew M. Sherman, Director, Congressional, Legislative, and Public Affairs

9:30   GPO Update
- Francis J. Buckley, Jr., Superintendent of Documents

10:30   GPO Update (continued)
- Gil Baldwin, Director, Library Programs Service
- T.C. Evans, Assistant Director, Office of Electronic Information Dissemination Services (EIDS)

11:15   GPO Information Exchange: Council and Audience Q&A

11:45   NCLIS Assessment of the Federal Government's Public Information Dissemination Policies and Practices
- Judith C. Russell, Deputy Director, National Commission on Libraries and Information Science

Afternoon

1:30   Depository Library Promotional Materials
- Kathryn A. McConnell, Chief, Creative Services, Promotion & Advertising, GPO

2:00   Depository Library Council Working Session [open to all]
- Council Committee Reports and Recommendations for Council Action

2:00   Federal Agency Update Session, Part I
Defense Technical Information Center (demonstration)
- Wendy Hill, SBIR Program Manager, Defense Technical Information Center, U.S. Department of Defense
U.S. Nuclear Regulatory Commission
- Teresa D. Linton, Reference Librarian, Public Document Room, U.S. Nuclear Regulatory Commission
U.S. Department of Energy
- Dr. Walter L. Warnick, Director, Office of Scientific and Technical Information, U.S. Department of Energy

2:00   Historical Government Documents Cataloging Project: The Five Colleges of Ohio
- Ellen P. Conrad, Project Coordinator, Five Colleges of Ohio

2:00   New Documents Staff
       Informal session to answer questions about depository issues
       - Sheila M. McGarr, Chief, Library Division, LPS, Facilitator
       - Vicki A. Barber, Chief, Depository Distribution Division, LPS, Facilitator

2:00   LPS Tour
2:00   National Archives and Records Administration Tour

3:45   Federal Agency Update Session, Part II
       U.S. Forest Service
       - Betsy Banas, Staff Cartographer, U.S. Forest Service, U.S. Department of Agriculture
       National Imagery & Mapping Agency
       - James Lusby, Staff Officer, National Imagery & Mapping Agency, U.S. Department of Defense
       U.S. Geological Survey
       - David L. Govoni, Web Services Coordinator, National Mapping Division, U.S. Geological Survey

3:45   GPO/OCLC Electronic Archiving Project
       - John A. Hearty, Director, Business Development Division, OCLC Online Computer Library Center, Inc.

Tuesday, October 24
Morning

8:30   Depository Library Council Working Session [open to all]

8:30   Government Information Reference Services: New Roles and Models for the Post-Depository Era
       - Debbi Schaubman, Head, Government Documents, Michigan State University, Moderator
       - Bert T. Chapman, Government Documents Librarian, Purdue University
       - Ann E. Miller, Head, Government Documents, Duke University
       - Anna A. Sylvan, GIS/Government Documents Librarian, Saint Charles City-County Library District
       - John A. Shuler, Head, Government Documents, University of Illinois, Chicago
       - William Sleeman, Government Documents Librarian, University of Maryland School of Law

8:30   Digitizing Indian Affairs: Laws and Treaties
       - Suzanne L. Holcombe, Documents Librarian, Oklahoma State University
       Digitizing Historic USGS Maps of New England
       - Meredith A. Ricker, Data Center Coordinator, University of New Hampshire

8:30   Digital Archiving at NARA

- Robert Chadduck, Computer Specialist, National Archives & Records Administration
The Open Archival Information System: A Model for Preserving Digital Information

- Donald M. Sawyer, Computer Specialist, National Aeronautics & Space Administration, Goddard Space Flight Center

10:00   LPS Tour
10:00   Newseum Tour
10:00   U.S. Senate Library Tour

10:30   Finding Government Economic Statistics

- Deborah P. Klein, Associate Commissioner for Publications, Bureau of Labor Statistics, U.S. Department of Labor

10:30   Presidential Libraries: Their Roles & Resources

- Nancy Smith, Director, Presidential Materials Staff, National Archives and Records Administration

10:30   Applying for Library Grants

- Michele Farrell, Program Officer, Institute of Museum & Library Services
Technology Opportunities Program

- Sahon Palmer, Program Officer, National Telecommunications Information Administration, U.S. Department of Commerce

Afternoon

1:30   Depository Library Promotional Materials

- Kathryn A. McConnell, Chief, Creative Services, Promotion & Advertising, GPO

2:00   Federal Agency Update Session, Part III
Census Bureau

- John C. Kavaliunas, Chief, Marketing Services Office, Census Bureau, U.S. Department of Commerce
STAT-USA Products

- Robert Wendling, Acting Director, STAT-USA, Economics & Statistics Administration, U.S. Department of Commerce

2:00   GPO Access Open Forum (Ben's Guide, Interactive CD-ROM, Online Bookstore (and other topics suggested by attendees)

- T.C. Evans, Assistant Director, EIDS, Facilitator

2:00   How to Balance FDLP Access with Library Missions and Community Mandates

- Cynthia L. Etkin, Program Analyst, LPS

2:00   Depository Library Council Working Session [open to all]

2:00   LPS Tour
2:00   Newseum Tour
2:00   Serial & Government Publications Division Tour
2:00   U.S. Senate Library Tour

3:45   Federal Agency Update Session, Part IV
        FirstGov

        ● Thomas Freebairn, Director, FirstGov, U.S. General Services Administration
        National Transportation Library

        ● Janice Bain-Kerr, National Transportation Library, U.S. Department of Transportation

3:45   Science Agencies: Emerging Technologies & Digital Libraries

        ● Stephen M. Griffin, Program Officer, National Science Foundation

7:00   Depository Library Council Working Session [open to all]

Wednesday, October 25
Morning

8:30   Depository Library Council Working Session [open to all]

8:30   Federal Agency Update Session, Part V
        National Agricultural Library

        ● Gary K. McCone, Associate Director for Automation, National Agricultural Library, U.S.
          Department of Agriculture
        U.S. Institute of Peace (demonstration)

        ● Ellen Ensel, Computer Systems Librarian, Jeannette Rankin Library Program, U.S. Institute
          of Peace

8:30   Government Document Displays: A Tutorial & Clearinghouse

        ● Mark McCullough, Government Documents Librarian, Minnesota State University, Mankato
        Creating Government Document Displays

        ● Mary L. Nere, Government Documents Technician, Minnesota State University, Mankato
        Government Document Displays: A Case Study

        ● Mary Sue Lovett, Reference Librarian, St. Olaf College

8:30   Disaster Response Plans: Going Beyond Shouting "Help! Help!"

        ● Stephen Henson, Government Documents & Maps Librarian, Louisiana Tech University

10:00   LPS Tour
10:00   National Archives & Records Administration Tour
10:00   Newseum Tour
10:00   Serial & Government Publications Division Tour

10:30   Reconsidering Depository Status

- A. Hays Butler, Government Documents/Reference Librarian, Rutgers University School of Law, Camden
- David C.R. Heisser, Reference/Documents Librarian, The Citadel Military College
- Elizabeth M. McKenzie, Director, Suffolk University Law Library
- Sheila M. McGarr, Chief, Library Division, LPS

10:30   Search Engine Indexing of GPO Access Web Pages: An Open Discussion on How to Measure and Improve Results

- T.C. Evans, Assistant Director, EIDS, Facilitator

10:30   How Do I Cite This? Automating Reference Assistance

- Kenneth Furuta, Electronic Resources Specialist, Arizona State University
Search Full Text U.S. Internet Government Periodicals
- Paul A. Arrigo, Reference/Government Documents Librarian, Washburn University School of Law

Afternoon

2:00   Depository Library Council: Plenary Session
Report of draft recommendations and action items, including audience response and comments

3:30   Adjourn

The Regional Role in Permanent Access to Electronic Government Information

Tim Byrne
University of Colorado at Boulder
Boulder, CO

Providing Permanent Public Access to Electronic Government Information

- A Modest Proposal

Permanent Public Access

- There is a difference between "Permanent Public Access" and "Archiving."
- Depository Libraries have been concerned about permanent public access since the early 1990's.
- GPO's efforts to provide permanent public access is being attempted because the depository library community made its concern known.
- GPO usually tries, within reason, to do what the depository community asks. Although GPO's solutions are not always what we desire, GPO should get credit for trying.

Superintendent of Documents Letter dated August 25, 2000

- Many Concerns

  1. GPO Funding
  2. GPO's Electronic Collection
  3. How can you call it a depository program if publications are not "deposited" in the libraries?

1. GPO Funding

- GPO has never received the level of funding necessary to identify, catalog, and distribute all Federal Government publications.
- The House of Representatives just tried to cut the Salaries and Expenses Appropriation of the Superintendent of Documents in half.
- The sad truth is that GPO cannot really guarantee its own continued existence, let alone permanent public access to electronic Government information.
- A little over a year ago, how many of us would have believed that the Department of Commerce would try to close NTIS?

2. GPO's Electronic Collection

- GPO doesn't maintain a print collection. Is it fair to expect them to do a perfect job maintaining an electronic collection?
- "Managing the FDLP Electronic Collection: A Policy and Planning Document": 3 Quotes

  1. "FDLP Electronic Collection consists of four elements: ... (3) Remotely accessible electronic Government information products that GPO

identifies, describes, and links to but which remain under the control of the originating agency."

1. "Products in the Collection will be selected and acquired under policies and procedures that encourage and facilitate the sharing of resources."

2. "The experience of the FDLP with tangible products demonstrates that obtaining full compliance by the originating agencies has been an elusive goal."

Managing the FDLP Electronic Collection

- World Factbook: previous editions GONE? A message on GOVDOC-L (Monterroso)
- "Just wondering…Should the agencies have some kind of liaison at GPO whom they have to consult before erasing their online pubs?"
- Response from George Barnum sent by Robin Haun-Mohamed

World Factbook Response

- Realistically describes the problem of establishing and maintaining relationships with agencies.
- "All this is voluntary"
- Back issues of World Factbook not archived since it was distributed in paper.

3. **How Can You Call It a Depository Program?**

- Of course, it is our hope and GPO's that some titles will always be distributed in paper.
- The biggest problem with permanent public access is that electronic products are pointed to, not distributed to libraries.

- If electronic products were distributed to libraries, we would not be dependent on the Federal Government getting its act together and coming up with an enforceable Government-wide policy on electronic Government information.

Why Would Electronic Files Be Distributed to Libraries When They Can Already Be Accessed from a Central Location?

- Because of economics and the cyclical nature of the centralized vs. decentralized access to electronic data.
- Cataloging through OCLC is an example of centralized access to electronic data.
- Subscribing to a CD-ROM cataloging service (Marcive) is decentralized access to electronic data.

Government Information Examples of Centralized vs. Decentralized Access

- NASA Mainframe computers at the various NASA research centers (Decentralized)
- NASA RECON Database (Centralized)
- RECON = Remote Console
- DIALOG and other database vendors
- CD-ROM databases (Decentralized)
- The World Wide Web (Centralized)
- The next step would be towards decentralization

Economics of Centralized vs. Decentralized Access

- It was too expensive for NASA to have its bibliographic database loaded on mainframe computers at each of its research centers.

- NASA contractors still would not have access to the bibliographic database.
- Less expensive to pay a contractor (Lockheed) to mount RECON database on dedicated mainframe and provide remote access.

Economics of Government Information

- Lockheed spins off DIALOG and begins vending many databases.
- Pay as you go searching. Pay DIALOG for access. Pay royalty for each citation.
- CD-ROM provides unlimited searching.
- Allows unmediated searching.
- Networks allow concurrent users.
- Each technological advance broadens the market.
- The commercial vendors are making more money and the libraries are spending more money.
- With a few exceptions, when a library cancels subscriptions to electronic products, they retain nothing from the subscriptions paid in previous years.
- When you cancel a print subscription, you still have the printed volumes.
- There is duplication between various aggregator databases.
- The University of Colorado has some titles that are contained in at least four aggregator databases we subscribe to.
- How long can libraries continue to pay for this duplication?
- With growing frequency, publishers are ending licensing agreements with aggregator database providers and marketing the electronic version of their titles themselves.

- Libraries need guarantees that they will actually retain access to the titles for which they purchase access.
- Economics will cause libraries to demand an electronic product that the libraries control and can guarantee permanent public access within the library.
- As technology advances, computer storage becomes much cheaper.

Network Storage

- Snap Servers: a hard drive that connects to a network. The network can be accessible from the Internet.
- Microwarehouse <http://www.warehouse.com> lists a Quantum Snap! 120 GB Server 4000 at $2,699.95.
- This is about the cost of two Russ Bassett 10 drawer microfiche cabinets.
- 120 GB will hold a lot of PDF, HTML and text files.
- Snap servers can be connected to networks with their own IP addresses. They can be daisy chained to add more storage to the same address.
- Moving computer files is much easier than shifting books or microfiche.
- Compression software will allow even greater storage on snap server.
- How did GeoLythics get all of the 1990 Census STF 1A and 3A data, plus the mapping data on to one CD-ROM disc?

New Expenses for Depository Libraries

- With every new format distributed to depository libraries, new equipment is required.

- Microfiche: readers, printers, cabinets, fiche duplicators.
- CD-ROM/Floppy Disks: computers, laser printers, networks, more computers.
- Internet: more computers.

Expenses for Depository Libraries

- Every year the cost of computer equipment goes down while the hard drives get larger.
- Microfiche cabinet prices just keep going up.
- You can't replace 10 microfiche cabinets with one cabinet that holds everything in the 10 cabinets, but is the same size as one cabinet.

How Could GPO Distribute Electronic Titles?

- GPO already touches each electronic title that is cataloged.
- With a couple of extra clicks, most files can be downloaded to a GPO computer.
- The file name assigned by GPO could be some form of accession number.
- GPO could include this accession number in the cataloging record.

Simple Distribution Scheme

- GPO could create a compressed file containing a week's worth of downloaded titles.
- The weekly files would be made available for FTP.
- Any library could download the week's file.
- Regionals would be required to download each week.

Complicated Distribution Scheme

- Selective depositories would be able to make selections of the types of titles they want to receive, similar to the current item selections (but simplified).
- Each selective depository would have its own FTP file to download, much like Marcive distributes cataloging records.
- Regionals would still get everything.

Won't There Be Files That Are Problematic to Download?

- Yes.

- The vast majority of electronic Government publications are in PDF, HTML or text format.
- The files and databases that cannot be downloaded can still be linked to in the GPO catalog record.

What Do We Do with These Electronic Titles Once We Have Them in Our Library?

- Anything you want.
- Using GPO catalog records, you can create links to the files on your server.
- You can classify the titles in SuDocs, LC, Dewey, or just use an accession number.

So What Are We Going to Do with All These Electronic Files?

- Provide the answer to the permanent public access problem.

What Is the Greatest Benefit to Regionals of Electronic Depository Libraries?

- No discard lists!

Comprehensive Assessment of Public Information Dissemination Reforms

Judy Russell
U.S. National Commission on Libraries and Information Science
Washington, DC

Introduction

NCLIS is an Advisory Agency

- NCLIS Charter is to Advise the President & the Congress on the Information Needs of the American People

Chronology

August 1999 - Commerce Proposed to Close NTIS & Transfer Its Collections & Operations to the Library of Congress

Fall 1999 - Senate & House Oversight Committees Held Hearings

October 1999 - NCLIS Began Its Independent Assessment of NTIS

March 2000 - NCLIS Issued Its "Preliminary Assessment" Available at http://www.nclis.gov/govt/ntis/ntis.html

Recommendations Re NTIS

The Commission Recommendations to Congress & the Administration Were:

- Retain NTIS in Commerce Through FY 2001 to Allow Further Study

- Appropriate Sufficient Funds to Cover Inherently Governmental Activities of NTIS
- Authorize NTIS to Continue To Offer Other Services on a Cost-Recovery Basis in Compliance With OMB Circular A-130
- Appropriate Funds to Defray the One-Time Costs for NTIS to Offer Full Service to Federal Depository Libraries
- Restore NTIS to a Satisfactory Level of Capacity, Staffing & Service

Current Situation

- Congress Has Not Introduced Legislation to Close NTIS
- NTIS Continues to Operate With an Anticipated Surplus of $1.3 Million for FY 2000
- Hiring Freeze is Still Imposed But Contractors Supplement NTIS Staff

Current Study

June 2000 - Senate Commerce Committee Requested Additional Independent Study by NCLIS

- To Be Completed by December 15, 2000
- Review Broad Reforms Necessary for Federal Government Information Dissemination Practices

- Proposing New or Revised Laws, Rules, Regulations, Missions & Policies
- Modernizing Organization Structures & Functions
- Revoking NTIS Self-Sufficiency Requirement
- Strengthening Key Components of the Federal Information Dissemination Infrastructure

July 2000 - Senate Governmental Affairs Committee Joined the Commerce Committee Request

- Make PRA 2001 Reauthorization recommendations
- Consider Viability of NTIS as Centralized Fully Electronic Repository of Federal STI

August 2000 - Representatives Morella & Davis Request GAO Study of NTIS

- Size, Age, Demand for NTIS Holdings
- Extent of NTIS Holdings Available from Other Sources
- Federal Agency Compliance With Laws Requiring Deposit of STI
- NCLIS Consultants Woody Horton & Sarah Kadec Are Co-Coordinators of the NCLIS Study
- Study Plan & Outline Are on the NCLIS Web site at: http://www.nclis.gov/govt/assess/asse ss. html

Current Study Process

4 Study Panels

1. NTIS Business Model (Peter Urbach)

2. Federal Agency Service Bureau Requirements (Kurt Molholm)

3. External Users of Government Information Services (Miriam Drake)

4. Public Sector/Private Sector Roles in Government Information (Wayne Kelley)

- Republish 1982 NCLIS Report on Public Sector Private Sector Interaction in Providing Information Services
- Establish a Board of Experts on IT, Economic, Librarianship & Legal Matters (in Addition to Public Comment)
- Coordinate With Other Legislative & Judicial Branch Entities
- Coordinate With CIO Council & Other Executive Branch Entities
- Continue Liaison With Interagency Groups (CENDI, FLICC, FPC, IACSP, ICPPS, etc.)
- Continue Dialog With Stakeholders Including Library Associations
- Conduct Other Research Activities (e.g., Analysis of Information Laws, Public Information Resources Map)
- Solicit & Publish White Papers With New Ideas & Unique Perspectives
- Continue to Solicit, & Evaluate Public Comments Throughout the Process
- Post Relevant Materials on the NCLIS Web site at: http://www.nclis.gov/govt/assess/asse ss. html

Current Study Schedule

October 20, 2000

- Complete Information Resources Map White Papers & User Group Surveys
- Complete Panel Reports

November 15, 2000

- Complete Board of Experts Reviews

- Commission Meeting to Review Findings

December 15, 2000

- Issue Final Report & Recommendations to Congress & the President

December 18, 2000 & Following

- Conduct NCLIS Presentations & Briefings for Interested Stakeholders

Panel 1: NTIS Business Model

1. Reject Commerce proposal to close NTIS & transfer collection to LC

2. Continue NTIS as an agency within Commerce

3. Support NTIS with a mix of sales income, agency reimbursements & appropriations

4. NTIS should receive appropriations for "public good" functions

5. NTIS scope should continue to include information for business and industry

6. NTIS charges should be based on incremental cost of dissemination

7. NTIS should change from image scanning to full test scanning

8. NTIS should obtain electronic files for new documents whenever possible

9. NTIS should link from its database records to documents on agency Web sites

10. NTIS should develop PURL system to track documents on agency Web sites

11. Reports not available free on agency Web sites should be free on NTIS Web site, except older reports & reports that require high cost handling

12. NTIS should provide permanent public access & charge incremental cost for copies of, or access to, older reports

13. NTIS should continue to sell paper, microfiche & electronic formats at incremental cost, as long as demand for the format justifies its use

14. Commerce should lift hiring freeze on NTIS, especially for professional, direct hire information experts

15. (a) Consideration should be given to consolidation of Superintendent of Documents & NTIS to create a more effective central information service, reduce duplication & simplify public access

    (b) NTIS should explore ways of joining Superintendent of Documents in cooperative programs that will make public access less duplicative & more seamless

Panel 2: Federal Agencies

1. (a) Institutionalize interagency cooperative efforts for information sharing, for R&D, decision-making & record keeping

    (b) Establish & implement policies to ensure privacy, confidentiality,

security & authenticity of shared information

2. Clarify "life-cycle planning" concept from OMB Circular A-130, improving documentation of data elements & establishing a registry of data elements

3. Data elements should be reported in XML

4. (a) Agencies should provide NARA metadata for records series to improve searching & acquisition
(b) Agencies should consult stakeholders concerning needed information taxonomies

5. Need comprehensive analysis of currently non-digital Government information that should be converted, & the cost to convert it

6. Need comprehensive analysis of steps needed to ensure permanent public access to Federal digital publications

7. Establish interagency committee to develop a Government-wide, authoritative information taxonomy

8. Establish interagency committee to determine how Federal identifiers can be used to assist agencies & the public in obtaining information across agencies

9. Need a comprehensive analysis of efficient ways to translate & coordinate state & local identification numbers with Federal identifiers

10. Establish IT research program for long-term Federal information content needs (security, integrity, privacy, etc.)

11. (a) OSTP should assume legally-mandated leadership responsibility for oversight & management of STI

(b) Consider formation of COSATI-like group with members from public & private sectors

Panel 3: External Users

1. Need new program for Government information dissemination to increase quantity & quality of available information & improve access

2. (a) Need sustainable easy to use systems that ensure authenticity, integrity & preservation

(b) Establish standards for agency publishing, cataloging, metadata, abstracting, indexing & inter-operability

3. (a) NARA lead effort to establish an interagency council to set standards, share expertise & provide infrastructure to assist all agencies with information dissemination

(b) Establish a smart portal with infrastructure & financial support for a sustainable system of access

4. Federal commitment to provide information to the public should include training for librarians

5. Partnerships with private sector can increase availability & ease of

finding Government information & expand choices for consumers

6. Private sector should have access to all raw data & information provided to the public by agencies

7. Congress should make a commitment to develop & implement online systems that disseminate, archive & preserve Government information to benefit all citizens

Public Sector/Private Sector

1. Federal Government should continue to have primary responsibility for the entire life cycle of electronic Government information, including dissemination & permanent public access

2. (a) Private sector & libraries play a crucial role in dissemination of & access to Government information (b) Federal Government has an obligation to facilitate a diversity of sources for dissemination of & access to Government information

3. Consider applying basic provisions of PRA (44 USC 3506(d)) to Legislative & Judicial Branches

4. Create realistic enforcement provisions, with real consequences, to assure compliance with Government information laws, including FDLP

5. Establish an effective means for consultation & collaboration among the 3 branches of Government to assure dissemination of, & access to, all Government information in a

manner most effective to meet the needs of the American people

Current Study Information

NCLIS Web site Is a Dynamic "Bulletin Board" for Information Dissemination to Encourage Public Awareness & Participation by Stakeholders

- Timetable for Comments on Posted Documents Is Very Short
- Check the Web Site Frequently

NCLIS Contact:

Forest Woody Horton
  Phone: (202) 606-9200
  Fax: (202) 606-9203
  E-mail: whorton@nclis.gov

Web Site:
  http://www.nclis.gov/govt/ntis/ntis.html
  http://www.nclis.gov/govt/assess/assess.
  html

DTIC Resources

Wendy S. Hill
Defense Technical Information Center
Fort Belvoir, VA

Why DTIC?

- Defense Scientific & Technical information collections
  - Collect
  - Organize
  - Disseminate
- Chartered to support Defense and Federal Community

What's in DTIC collections?

- Types of information
  - Public release
  - Sensitive information
  - Classified information
- Controls
  - Public access/Unlimited
  - Registration required

What does DTIC make available?

- Technical reports & memos
- Studies & analyses
- Theses and dissertations
- DoD directives & instructions
- Test results
- Journal articles
- Conference proceedings
- Patent information
- Command histories

Related DoD Web sites and information support
Where to start:

- DTIC home page: http://www.dtic.mil
Pathway to services for all users

- Technical Reports: STINET
  - http://stinet.dtic.mil/
- DTIC home page Search
  - http://stinet.dtic.mil/quicksearch.html
- Find It
  - http://www.dtic.mil/dtic/find.html
- Defense Technical Information Web
  - http://www.dtic.mil/dtiw/

STINET capture
Home page search capture
Find it capture
Defense Technical Information Web capture
Defense Technical Information Web Locator capture

STINET Accessible Resources

- DODISS (DoD Index of Specifications and Standards)
- RDDS (Research and Development Descriptive Summaries)
- Easy to locate selected full text documents (Subsets)

DODISS capture
RDDS capture
Subsets high interest capture
Subsets topical capture
Subsets indexed by topic capture

STINET Resources (cont.)

- Related resources & databases (Resources)

- Direct link to NASA/DOE tech report literature (Other Federal)

STINET related resources capture
AULIMP capture
GILS capture
TopicLinks choices capture
MCTL capture
HTGI capture
STINET other Federal

DTIC Alert Service

- Technical Report Awareness Links (TRAIL)
  - Bi-weekly E-mail updates
  - Based on DTIC subject arrangement: Subject Categorization Guide for Defense Science and Technology http://www.dtic.mil/dtic/subcatguide/ index.html

TRAIL capture
DTIC Small Business Support
OLTIPS capture
SITIS capture

DoD Small Business Support

- DoD Small and Disadvantaged Business Utilization (DoD SADBU)
  - SBIR/STTR : http://www.acq.osd.mil/sadbu/sbir
  - Selling to the Military: http://www.acq.osd.mil/sadbu/ publications/selling/index.html
  - HBCU/MI: http://www.acq.osd.mil/sadbu/hbcumi/ index.htm

DoD SBIR site capture
SBIR solicitation capture
Awards dB capture
SBIR Resources capture
Sample Small Business Resources capture

HBCU/MI SADBU capture

DTIC Academic Research Support

- Historically Black Colleges and Universities (HBCU)/Minority Institutions (MI): http://www.dtic.mil/dtic/hbcu.html
  - Hispanic Serving Institutions (HSIs)
  - Tribal Colleges and Universities (TCUs)
- University Research Support Program (URS): http://www.dtic.mil/dtic/urs.html
  - Multidisciplinary University Research Initiative (MURI)
  - Defense Experimental Program to Stimulate Competitive Research (DEPSCoR)

DTIC HBCU/MI Support capture
DTIC URS Support capture

References Worth Having

- DTIC Thesaurus ADA 321038
- How to Get It: A Guide to Defense - Related Information Resources, Librarian's Edition, July 1998 (rev. ed. planned for 2001)

DTIC Publication

- DTIC Digest:
  - http://www.dtic.mil/dtic/digest
  - Includes best sellers: The Militarily Critical Technologies List. Part 1: Weapons Systems Technologies The Militarily Critical Technologies List. Part II: Weapons of Mass Destruction Technologies The Industrial Security Professional's Desktop Resource Guide for Security Awareness Training Education, Version 2 (CD-ROM)

DTIC Compilation

- DTIC Review: 3 or more technical reports based on a common subject
  - http://www.dtic.mil/dtic/review
  - Recent titles:
    Information Terrorism
    Urban Warfare
    Bioterrorism: A Grim Reality

DTIC Web Resources
- Comprehensive listing: Web Links
  - http://www.dtic.mil/dtic/url.listing.html

DefenseLINK
- DoD main departmental home page
- Search capability
- News (including alerts)
- Service branch links
- Most comprehensive navigation tool

DefenseLink capture

DefenseLINK: Useful Information
- DoD overview:
  http://www.defenselink.mil/pubs/dod101

— Pentagon tour:
http://www.defenselink.mil/pubs/
pentagon

— Recruiting:
http://www.todaysmilitary.com

— Special Reports:
http://www.defenselink.mil/special
s

DoD 101 capture
Virtual Pentagon Tour capture
Recruiting capture
Special Reports capture
Special Reports pull-down capture

Rank chart capture
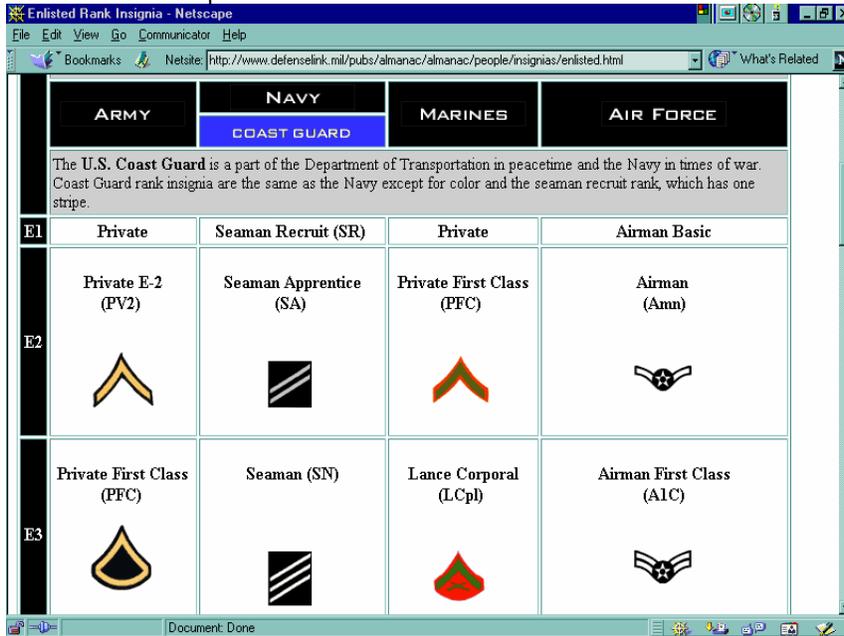
Some DoD/Military Pages

- American Forces Information Service
    — http://www.defenselink.mil/afis
    — DoD Almanac:
    http://www.defenselink.mil/pubs/
    almanac

- Joint Chiefs of Staff
    — http://www.dtic.mil/jcs
    Doctrine: http://www.dtic.mil/jcs
    Electronic Library:
    http://www.dtic.mil/jcs

AFIS capture
JCS Site Index capture
Joint Doctrine capture
JEL capture
More DoD/Military Pages

- DoD Organization and Functions
  Guidebook
    — http://www.defenselink.mil/pubs/o
    fg/
    index.html

- DoD Fact File
  - http://www.defenselink.mil/faq

DoD Fact File capture
DoD Fact File capture

Historical/Event Based Sites
- Korean War 50th Anniversary Commemorative
  - http://korea50.army.mil
- Defense Prisoner of War Missing in Action Office
  - http://www.dtic.mil/dpmo

Korean War 50th Capture
POW Office capture

Military Future
- National Defense Panel
  - http://www.dtic.mil/ndp
- DoD Research & Development Descriptive Summaries
  - http://www.dtic.mil/rdds

National Defense Panel capture
RDDS capture

Technology/Business
- DoD Director, Defense Research & Engineering
  - http://www.dtic.mil/ddre
  - http://www.dtic.mil/dusdst
- DoD Dual Use Science and Technology Program
  - http://www.dtic.mil/dust/

DDR&E capture
DUST (S&T) capture
Dual Use Solicitation capture

International Technology/Business
- International Aeronautical information Network
  - http://www.dtic.mil/iain
- North American Technology & Industrial Base Organization (NATIBO)
  - http://www.dtic.mil/natibo

IAIN capture
NATIBO capture

Technology Transfer
- Small Business Technology Transfer
  - http://dticam.dtic.mil/t2/t2.html
- TechTRANSIT
  - http://www.dtic.mil/techtransit

T2 database (MATRIS) capture
TechTRANSIT capture

Laboratory Information
- LABLINK
  - http://www.dtic.mil/lablink/index.html
- Laboratory Management & Technology Transition
  - http://www.dtic.mil/labman

LABLINK capture
Lab Mgmt & Tech Transition capture

Environmental Resources
- DoD Environmental Resources
  - http://www.dtic.mil/envirodod/dodenvir.html
- DoD Environmental Cleanup
  - http://www.dtic.mil/envirodod

DoD Environmental Resources capture (USMC highlight)
DoD Environmental Cleanup capture

Human Systems
- DoD Directory of Design Support Methods (DDSM)

— http://dticam.dtic.mil/hsi/index.ht
ml

- Directory of Researchers for Manpower, Personnel, Training and Human Factors
  — http://dticam.dtic.mil/resdir/index.html

DDSM capture
MATRIS Researcher Directory capture

DTIC Services

- Internet Training: Online clickable courseware
- Distance Learning
  — DoD Scientific and Technical Information (STINFO) Manager Training Program http://training.dtic.mil/welcome/welcome.html
  — *Coming soon*: Searching DTICs Database/Web Enabled DROLS
- Customer Help Desk

Internet Training capture
Internet courseware sample capture

DTIC Custom Services

- Document identification
- Bibliography compilation
- Profile based alert services
- Information Analysis Centers (IACs)

Contacting DTIC

- Headquarters: Fort Belvoir, Virginia
  — (800) CAL DTIC
  — http://www.dtic.mil
- Regional Offices:
  — Northeast - Boston MA (781) 377-2413
  — Midwest - Dayton OH (937) 255-790
  — Southwest - Albuquerque NM. (505) 846-6797
  — Western - Los Angeles CA (310) 363-8980
- Detailed list: http://www.dtic.mil/dtic/phone.numbers.
html

Electronic Document Management at the U.S. Nuclear Regulatory Commission

Teresa Linton
U.S. Nuclear Regulatory Commission
Washington, DC

I appreciate this opportunity to talk to you about ADAMS (Agencywide Document Access and Management System), the Nuclear Regulatory Commission's new electronic document management system. First, however, I want to explain who we are and what we do since my experience has been that many people do not know this.

The Atomic Energy Commission or the AEC was established in 1946 and had the dual responsibility for both developing and regulating nuclear activities. Since Congress found that there was an inherent conflict in the development and promotional activities versus the regulation of nuclear power, the AEC was split in 1975. At that time, the U.S. Nuclear Regulatory Commission (NRC) was formed to regulate the various commercial, industrial, medical and institutional uses of nuclear energy, including nuclear power plants to produce electricity. Federal research and development work for all energy sources, as well as nuclear weapons production, was conducted by the second agency created from the AEC, now the Department of Energy.

Under its responsibility to protect public health and safety, the NRC has three principal regulatory functions: (1) establish standards and regulations, (2) issue licenses for nuclear facilities and users of nuclear materials, and (3) inspect facilities and users of nuclear materials to ensure compliance with the requirements. These regulatory functions relate to both nuclear power plants and to other uses of nuclear materials--like nuclear medicine programs at hospitals and academic activities at educational institutions.

The NRC staff numbers approximately 2,900 with a budget of about $470 million. The NRC budget comes from the fees from our licensees. Roughly two-thirds of the NRC employees work in the agency's headquarters in Rockville, Maryland. The remainder are located in four regional offices throughout the country or at resident inspector offices at each commercial nuclear power plant.

Any organization or individual intending to possess or use radioactive materials must obtain a license. Typically, licenses describe the location of use, the training and qualifications of workers, specific procedures for using the materials, and any special safety precautions required. The license holder must follow the specific license requirements as well as the more general NRC regulations. The NRC sets the rules that users of radioactive materials must follow. These rules are intended to protect the persons using the radioactive materials and the general public from the potential hazards of

radioactivity. NRC regulations are found in 10 CFR Parts 0-199.

And now a word about where I work at NRC. I am now a reference librarian in the Public Document Room. I joined the NRC in December 1985 as reference librarian for the Local Public Document Room Program (LPDR). This was a program begun in 1971 that established document collections in libraries located near commercially operated nuclear power reactors. Most of the collections were related to power reactors, with a few collections for other types of facilities. The collections were site-specific, related only to the local reactor, and in paper. In 1990, the paper collections in power reactor LPDRs were replaced by a microfiche collection of all publicly available NRC documents issued since January 1981. The collections were no longer site-specific. So that in all of the 75 power reactor LPDRs the microfiche collections were identical, containing approximately 1.5 million documents. Some of you may be at libraries that were designated LPDR libraries.

The LPDR program ended October 1, 1999. It ended largely because of the move of the NRC to an all electronic document management system. Since paper or microfiche copies of documents would no longer be produced, there would be nothing more to send to the LPDR libraries.

Most of the libraries that had served as power reactor LPDRs decided to keep the materials that had been sent to them, especially the comprehensive microfiche collections. There were a few libraries that did not want the documents and NRC in cooperation with the Federal Depository Library Program at GPO arranged to have these collections

moved to depository libraries. Some of you may be at libraries that received the microfiche collections.

I want to mention briefly some of the types of documents generated by or received at NRC. There are documents that are specific to facilities, such as license applications and amendments, inspection reports, emergency plans, periodic operating reports (such as monthly and annual reports and annual radioactive effluent release reports).

There are also general Commission documents such as Commission meeting transcripts, Commission correspondence, FOIA requests, Technical/NUREG reports and regulatory guides.

ADAMS is certainly not the first experience the NRC has had with automation and document management systems. The first was the Nuclear Documents System (NUDOCS) which became operational in September 1978.

Documents were sent to a central location to be indexed. This information was entered into an on-line bibliographic record. NUDOCS contains citations only (with a few exceptions), not full text. The documents were then filmed onto microfiche and the bibliographic record updated with the microfiche address. The microfiche was then reproduced and distributed to locations within NRC and to the power reactor LPDR libraries. Many LPDR libraries had computer access to NUDOCS. NUDOCS is still available to search; however, no new records have been entered since October 31, 1999, when ADAMS became operational. NUDOCS can be used to locate documents within NRC microfiche collections. Access requires a password,

which is provided by NRC staff. It is dial-up modem access (800 number).

There is another system for searching older, pre-ADAMS records. It is the PDR's own system, BRS (Bibliographic Retrieval System). This is an in-house PDR system, not the commercial BRS. This system also contains the bibliographic information for NRC records. It uses different search commands than NUDOCS. BRS can be accessed by dial-up modem to an 800 number or by telnet. Access requires a password that is assigned by the PDR staff. BRS can still be searched, but again, no new records have been added since October 31, 1999.

I want to talk briefly about the NRC's new electronic initiative in document management.

ADAMS is:

- a document management system to organize, process and manage agency documents

- a workflow system that uses e-mail to route work items and documents for review, comment or concurrence

- a record-keeping system that maintains the official records of the agency and manages their disposition based on the established record retention schedule

- a public information dissemination system that places full-text publicly available records on the NRC public server

Documents are put into ADAMS a couple of ways. Externally generated paper documents are scanned as TIFF files. The image file kept in ADAMS is the Official Agency Record (OAR) in lieu of the original paper document. Image files are OCR'd to generate a searchable text file. [OCR: Optical Character Recognition]

Internally generated NRC documents are added to ADAMS as a file in their native application, such as WordPerfect, and automatically converted to PDF files when they are declared OAR.

At this point, I want to turn to my transparencies. I want to show you the NRC Web site and briefly how to get into ADAMS.

1. (Transparency #1: The NRC Web site.) The NRC Web site URL is <http://www.nrc.

gov>. I invite you to take a look at this site. Maybe just click on the Index at the bottom and scroll down to get an idea of what is here. Access to

information about the ADAMS system is from here, the Public Electronic Reading Room, at the bottom of the page.
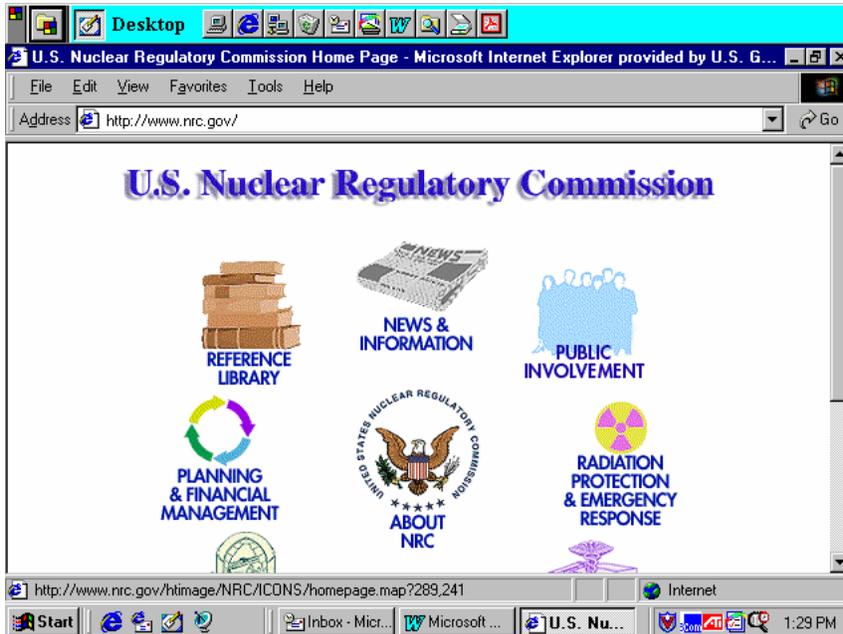
I want to quickly mention a few things about this home page. In the Reference Library you will find recent NUREG series reports and 10 CFR. The Information Digest is a good source of general information on the agency. It has locations of nuclear reactors, dates of

construction permits, operating licenses, and maps showing locations of reactors.

2. (Transparency #2: Welcome to the NRC Public Electronic Reading Room.) I would encourage you to go down through this page on your first visit and print this page.
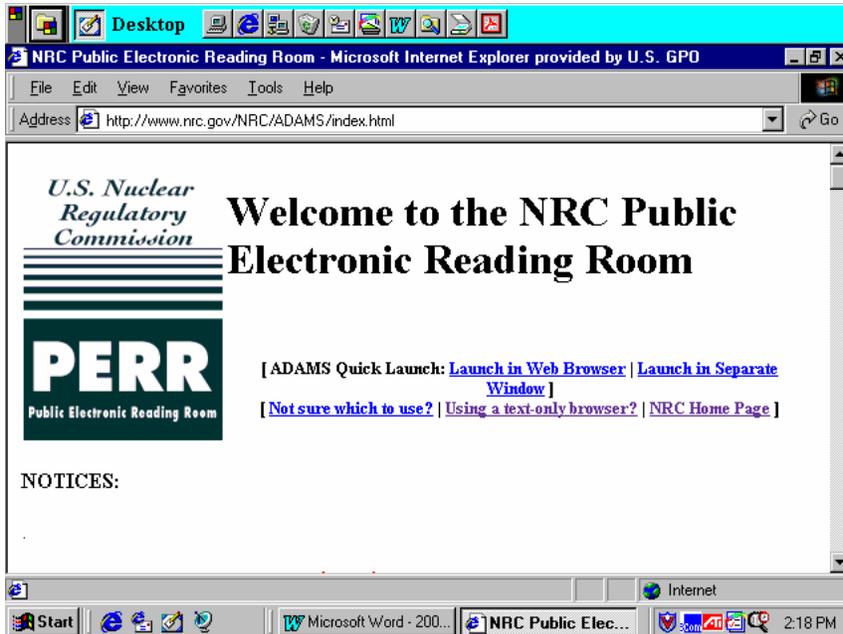
The following questions are answered:

What Is ADAMS?
How Do I Install ADAMS?
How Do I Run ADAMS?
How Are Documents Organized in ADAMS?
How Do I Get Help?

Access to ADAMS requires downloading a Citrix client plug in. Depending on the kind of PC you have and if you are on a LAN, there are some potential problems in the initial installation of the client. On the PERR page, there is a link to the ADAMS Issues Update which describes problems that some have encountered and the suggested action to take to resolve them. One of the issues is the firewall on LAN systems. If you try to install the Citrix client and get an error message that your system is unable to connect to the Citrix server that generally indicates a firewall problem. We have information to help you work through that and I will give you an e-mail address and phone number at the end of my presentation to contact us with any questions about firewalls or anything else.

Once you have installed the Citrix client, and you do that one time, you return to the PERR page and "launch ADAMS" at the top of the page. You have two options for "launching" ADAMS. The link to "Not sure which one to use?" gives the pros and cons of each method. A Filenet log on screen will appear for the Publicly Available Records System. The Publicly Available Records System (PARS) is the library of publicly available electronic documents. The user name is GUEST, no password or group. Press Enter or hit OK.

3. The ADAMS Document Manager screen will appear. There are two main libraries. The Public Legacy Library is not operational. This will be the part of ADAMS with the bibliographic citations of pre-ADAMS documents. When it is functional it will replace the NUDOCS and BRS systems.

PARS, the electronic portion of the system, has several folders. The ADAMS Helps and Tips offers guidance on various functions of ADAMS, such as how to save a search strategy, and it has the frequently asked questions.

4. The Recent Released Documents folder expands to monthly folders, then daily folders. These are lists of documents released on a particular day. There are a few other folders set up here, for example, one for meeting notices and one for FOIA requests and responses.

   These are lists of documents, this is not how you search for documents in PARS. There are two forms of documents, PDF files or TIFF files. The type of file is identified by a symbol in front of the title. Depending on whether it is a PDF file or TIFF file, if you right mouse click on a title, you will get a pop-up menu of options. You can view, open the document, copy to a local drive, or print the document. You can mark documents to create a report, which is the Filenet terminology for creating a hit list.

5. Options for PDF file. Right clicking on the title of a PDF file will bring a pop-up menu of options.

6. Options for TIFF file. Right clicking on the title of a TIFF file will bring a pop-up menu of options for text and image.

7. ADAMS FIND. Searching in PARS is from TOOLS, ADAMS FIND on the tool bar. There are two search modes: Simple and Advanced.

8. Simple find. With the Simple search, you are limited in the fields that you can search, there are no boolean operators except implied "and," but there are drop down pick lists, and content searching in the title and text of documents.
   Just as a word of caution, the maximum number of hits returned has a default of 10. I would recommend raising that to several hundred before you begin searching.

9. In the Advanced search you select the search field (property) from a drop down list, select the operator and enter the value. There is a Browse Values feature that helps you find values. There is content searching for words or phrases. And you can use boolean logic in the search. You can save search strategies.

10. Sample advanced search. This transparency shows a typical advance search with boolean logic. When you have entered the search criteria, click on Find Now to perform the search. The search results are behind the search screen.

    Once you have completed a search, you view your hitlist by clicking on "View" then "Show Criteria." This will remove the search window. Right mouse click on a title and you get a pop up menu. You can view the text or image of documents, by opening the text of a document you can search within the text, you can save a document to a local drive, print a document, or create a report (hitlist). If you run into any problems at all when using ADAMS, please contact us at the PDR.

There are issues in printing TIFF files, and we do recommend that these be saved to a local drive and opened by the imager with your system.

11. Saving to local drive. Saving to a local drive can be tricky. When you ask to save to a local drive (or copy image to a local drive) the default drive is not yours. You must select your drive (C$ on client C is your hard drive).

12. Client File Security. The first time you save a file to a local drive, a security access screen will pop up, and you must select full access in order to save the file. The default is no access, and if you left this screen on no access and clicked on never ask me again, you will not be asked again and you will not be able to save a file to a local drive. You can get this security screen back and change the access

by right mouse clicking on the symbol in the upper left hand corner of the ADAMS - Citric ICA Client bar.

We don't have a live connection and I'm not going to go into any detail on searching. There is a link to the ADAMS Users Guide on the PERR page. You can download it, or I would be happy to mail you a copy.

13. PDR information. I have one handout, an information sheet for the Public Document Room. It includes our e-mail address and telephone number.

You may not have a need to use NRC documents, but if anyone has questions or has encountered problems with ADAMS, please contact the NRC Public Document Room by e-mail to pdr@nrc.gov or by phone to (800) 397-4209.

PUBLIC DOCUMENT ROOM FACT SHEET

LOCATION:	One White Flint North 11555 Rockville Pike Rockville, MD 20852
MAILING ADDRESS:	U.S. Nuclear Regulatory Commission Public Document Room Washington, DC 20555
TELEPHONE NUMBERS:	Voice: (301) 415-4737 or (800) 397-4209 Fax: (301) 415-3548
INTERNET E-MAIL:	pdr@nrc.gov
READING ROOM HOURS:	7:45 a.m.-4:15 p.m. Monday-Friday, Eastern Time, Closed Federal Holidays

TELEPHONE REFERENCE   8:30 a.m.-4:15 p.m. Monday-Friday
HOURS: Eastern Time, Closed Federal Holidays

HOLDINGS: The PDR maintains over 2.3 million agency documents in paper, microfiche and, selectively, electronic full text (diskette and online). The majority of these documents relate to the licensing and inspection of nuclear facilities and to the use, transport, and disposal of nuclear materials. NUREG/BR-0052, "PDR File Classification System," gives a more detailed listing of PDR holdings. It is advisable to call the PDR in advance if a research project involves reviewing pre-1980 material because many older documents are retired.

REFERENCE ASSISTANCE: The PDR files are open to the public, and PDR reference librarians assist on-site researchers in their use. The reference staff also responds to requests received by telephone, Internet, fax, and mail. Although staffing constraints prohibit PDR staff from performing extensive research on behalf of users, the staff will assist the public in doing their own research.

AGENCY DOCUMENT MANAGEMENT SYSTEM (ADAMS): The ADAMS database contains citations and full-text to public documents. The ADAMS legacy library contains citations and some full-text to documents released prior to October 31, 1999. The ADAMS Publicly Available Records System (PARS) library contains full-text documents from October 31, 1999 forward.

The PDR staff will assist clients in formulating search strategies and provide them with printouts of results. The PDR does not charge for computer searches, but does limit the size of free printouts. The staff will train clients in the use of ADAMS. A Users' Guide is available at the NRC Web site <http://www.nrc.gov/NRC/ADAMS/index.html>. Documents can be printed or downloaded from ADAMS by the user or ordered, for a fee, from the PDR staff.

DOCUMENT REPRODUCTION SERVICE: The PDR on-site reproduction contractor copies, with some exceptions, PDR documents in paper, microform and electronic full-text for a fee. The PDR also offers a Standing Order service that enables customers to receive certain categories of documents on a regular basis as they become available, without having to renew the order repeatedly. Fees and turnaround times vary depending on the amount and kind of material. See the current price schedule for more information. Reproduction orders can be picked up on-site or mailed to the requester by regular or express mail. Facsimile service is also available. A self-service duplicating machine and a number of coin-operated reader-printers are available at the PDR for users who need immediate copies of documents.

PDR USERS'GUIDE: For more information about the PDR, contact the reference librarians to order a free copy of the "Public Document Room Users' Guide," or access the most recent version on the Internet at <http:/www.nrc.gov/NRC/PDR/pdrusers.htm>.

NRC HOME PAGE: For information about NRC and its mission as well as electronic versions of many NRC documents, visit the NRC Web site at <http://www.nrc.gov>. For a list of frequently used URLs, request a copy of the "PDR Information Sheet" handout.

Enabling Scientific Progress with DOE Products/Tools/Services

Dr. Walter L. Warnick, Director
U.S. Department of Energy
Office of Scientific and Technical Information
Germantown, MD

I want to thank the Federal Depository Library Program for inviting me here this afternoon.

Information technology has raised the expectations of researchers for access to information in the physical sciences. We in the Department of Energy (DOE) are beginning to address researchers' expectations by low-cost deployment of this technology.

The new technology allows, for the first time ever, for information centers like ours to be reached directly by researchers. I will be quick to point out that this in no way compromises the essential role played by libraries, which traditionally have been our primary audience. They have an important role, but one that is changing, too. Libraries have always guided their patrons to information resources; today they have a growing role in pointing their patrons to resources on the Internet. They also have a role, not yet fully exploited in my view, of shaping resources on the Internet as they evolve.

Today, we can share knowledge as never before possible. The very concept of an information collection is being revised. No longer need an information collection be actually collected in one physical location. Information can reside at multiple sites; it can be a virtual collection.

Similarly, the concept of a library is being revised. No longer need a library be one physical place. We now speak of digital libraries that are accessible from almost any place. They can have all the advantages of the Internet to which we have now become accustomed: almost instantaneous access, no cost to patrons, full text information.

Our concept at DOE is to deliver RELIABLE information in world-class products using new information technology, which is available now for the first time ever.

Already, our center at DOE has vast virtual collections of full text gray literature, vast virtual collection of hyperlinks to full text journal literature, and searchable access to as many of the preprint servers in the physical sciences as we can find in the world.

Young researcher at work

Today, I will share with you a story of a young researcher. His ambition is to help to create a world in which there is inexhaustible, clean energy. Having been accepted into a graduate Fellowship program in Automotive Technology at his University, he is

assigned to research storage technologies for hydrogen fuel cells. Practical storage of hydrogen remains an important hurdle. He hopes to develop inexpensive, on-board hydrogen storage for the car of the future. His budget, time and resources are limited. He will consult his University librarian to guide him to the information resources he needs. The librarian points him to the information provided by DOE as one major resource.

OSTI products

Department of Energy products, tools and services are at their disposal. Many of these services are available through GPO Access.

Among his first tasks, it is important for this researcher to see what type of research has been done. In this way, he will become confident of his knowledge of the state of the art in hydrogen storage. Further, he needs to learn whom he might collaborate with to obtain information. How can he accomplish this?

Federal R&D Project Summaries home page

To check out research project summaries in hydrogen fuel cell technology, he searched the Department of Energy's Federal R&D Project Summaries database, a Web-based interagency tool. This site makes project summaries of 240,000 Federal grants, and awards available for him to review.

Federal R&D Project Summaries Search Results

With a single, distributed query, he was able to search three vast databases: DOE's R&D Project Summaries Database, the National Science Foundation (NSF) Awards Database and the National

Institutes of Health (NIH) CRISP system. Thus, with one search, he accesses the three largest grant-making agencies in the world. By searching this system for fuel-cells AND hydrogen, he found 13 DOE research project summaries and 52 NSF Awards. From NIH, he learned about a new ceramic technology that could be used for transportation systems. From DOE and NSF, he tracked down several experiments about on-board hydrogen generation. Of great value to him were the details of the awards, the project abstracts and principal investigator's contact information.

Next, he wanted to read up on Department of Energy research that had recently been completed. His librarian was aware that DOE has a huge R&D program (about 8 billion dollars per year) and that DOE has made all of its gray literature available electronically since 1995!

DOE Information Bridge

He searches the Department's DOE Information Bridge Web site. In the bibliographic record, he searched for "hydrogen storage" and finds 133 full-text DOE research reports. This site offers almost 5 million pages of searchable full-text in 60,000 research reports, presenting the results of over 100,000 person-years of effort.

Bridge search results

He is then able to search within the full-text of selected reports to find advanced hydrogen storage technology about a recently developed storage metal. He was also pleased to find an analysis of the costs associated with transporting hydrogen in vehicles. He is saving himself time and money because he thought he

would have to perform this analysis himself.

GrayLIT Network home page

Having examined DOE gray literature, he is ready to look at the gray literature from other agencies. At the OSTI site, he taps into the search engines of the Government's gray literature collections, enabling him to search over 100,000 full-text Government documents without knowing the sponsoring agency.

Search Page

He executed a distributed search on this site and, in addition to the report literature found on the DOE Information Bridge, he retrieved 1 report from DTIC, 49 documents from NASA JPL, 48 documents from NASA Langley, and 100 documents from EPA on hydrogen storage.

GrayLIT Search Results Page

This research tool is the world's most comprehensive portal to Federal gray literature. By offering a mode of communication for this hard-to-find class of literature, the GrayLIT Network enables convenient access by the American public to Government information. This integrated search mechanism is indicative of a new age in making information available to the public regardless of its form, format, or where it resides.

Now, as this researcher is well aware, it is invaluable to read peer-reviewed journals when researching a project. He is overwhelmed with the prospect of searching through all of the appropriate journals. He also would like to do some of his research from home during the summer but he does not have personal subscriptions to the journals. However, his computer is connected to his University's network. His librarian directs him to PubSCIENCE.

PubSCIENCE Home Page

From his desk at home, he goes to the PubSCIENCE Web site where he is able to quickly navigate through 2 million journal abstracts with a single search. He searches for "carbon nanotubes" one of the hydrogen storage technologies currently under investigation and retrieves 190 peer-reviewed journal article abstracts, a number of which are related to his particular interests.

PubSCIENCE Search Results

He is then able to hyperlink to the journal publisher's doorstep, retrieve the journal and read the complete full-text articles because his University library has subscriptions to many of the journals. For other articles, he opts to use the pay-per-view option.

Science Magazine May 2000 Issue

Being told where to go to find specific information in journal articles, then directed to the journal and full-text article has again saved this researcher considerable time and effort.

Science Magazine abstract/full-text

He finds that PubSCIENCE provides him 1,250 peer-reviewed journals from 35 prestigious world-wide publishers. It is made available by a unique partnership with Federal Government and scientific journal publishers.

Early findings on hydrogen storage are also available to this researcher through preprints--work circulated by authors outside of the traditional publishing environment, through research papers that have been submitted for dissemination and review among peers, for publication in journals, or prior to presentation at conferences.

PrePRINT Network home page

He discovers he can get to 1,525 preprint sites from DOE's PrePRINT Network, the only cross preprint search vehicle in the world! Here he has a field day using distributed search to survey through 330,000 preprints from all of these sites with one query.

PrePrint Search Results
Remote Preprint Site

He is able to find 21 preprints or eprints on an initial search for carbon nanotubes, link directly to the full-text of the preprint, visit the hosts of the preprint information. He was also provided links to some 180 scientific societies and associations which

focus on topics related to DOE's R&D research initiatives.

Finally, a cross-cutting system using the distributed search technology allows him to search 500 diverse Web sites and databases on a specific subject, deep within information layers to retrieve resources he is not aware exist. He searches EnergyFiles.

EnergyFiles Home Page

Selecting the Renewable Energy topic, he was provided a huge resource index of related STI databases and Web sites, publications, conference proceedings, and international collections.

EnergyPortal Search Results Page

Selecting the EnergyPortal functionality, he found 94 documents on hydrogen storage costs.

OSTI Logo

These systems are what the Department of Energy's Office of Scientific and Technical Information (OSTI) is about. We create the products, tools, and services that give this researcher the information he needs to do his work. We provide your libraries these resources to help these researchers do their work.

All this is just the beginning. More needs to be done with text: digitizing the repository of historic physical science literature (which only exists in paper or microfiche); making the availability of electronic journal literature truly comprehensive; and making the physical sciences more user friendly for education, business, and communities.

But text is just the beginning. Once text is conquered, there are domains of images, video, and audio. Text is but the low-hanging fruit. Other media are on the frontier being explored by R&D programs.

We have a vision to help this researcher even further, to give him and millions of other researchers and students like him a fundamentally new way of doing science. As you can see, great progress has already been made in delivery of textual information to the desktop. We have a vision to put a system in place that allows the rapid communication of information essential to their success.

The Department of Energy is proposing a Future Information Infrastructure for the Physical Sciences.

Future Information Infrastructure for the Physical Sciences

What we hope to create in the next four to six years is:

- a common knowledge base that seeks in an integrated approach to provide comprehensive access and facilitate the reuse of worldwide sources of physical sciences information, regardless of where they reside, what platform(s) they reside on, or what format or data structure they employ.
- a point of convergence for ensuring the awareness, availability, use and development of information technologies and tools to facilitate information assimilation, data analyses, peer communication and collaboration, sharing of preliminary research results, remote experimentation, validation of experimental results, etc.

- a freely available source of information to serve all users, from students to scientists to concerned citizens, in a highly efficient electronic environment, with tools to assist users in their quest for information and ultimately knowledge.

DOE hosted a Workshop in May of this year at the National Academy of Sciences to address an information infrastructure of the physical sciences that would increase the productivity of the scientific enterprise in the United States.

Workshop Report

The results of this Workshop can be read in "A Workshop Report of a National Infrastructure of the Physical Sciences." This report is an enthusiastic endorsement from the scientific community for a national infrastructure for the physical sciences. I encourage you to take a look at this report. It may very well result in a better way for your libraries to serve your research and educational communities.

Young Researcher again

It may very well change the way young researchers realize their dreams.

You are invited to stop by OSTI's exhibit booth and find out more about our products, tools, and resources. Further, we seek your input about the evolution of information products on the Web. We at OSTI make systems happen. We make content happen. In doing this work, we want to address your needs.

Thank you for providing me the opportunity to talk to you.

Historical Government Documents Cataloging Project: The Five Colleges of Ohio

Ellen P. Conrad
Five Colleges of Ohio
Gambier, Ohio

Introduction

We are happy to talk with you today about our project. It is my pleasure to be the coordinator of this project and to work with all five of the colleges in the consortium. I would like to thank Mary Prophet for all her work on the PowerPoint slides and Margie Powell for her editing and writing assistance.

All of us have horror stories of research that did not get done or of hours spent by some unsuspecting reference librarian or patron trying to find an elusive old document. I'll never forget the student who wrote his senior thesis on Senator Joseph McCarthy using secondary sources only to learn later that the library had all the original hearings - but they were not in the on-line catalog. I know some of the responsibility lies with the researcher, but we need and want to do all we can to make these sources accessible. There are way too many of these hidden treasures.

We are excited about and proud of the Historical Cataloging Project of the Five Colleges of Ohio and want to give the brightest possible picture of it, but I am compelled as well to be honest. I will try to include some of our real life stories, not to discourage you but to let you see that this IS a do-able project and we hope you will want to try it too. We have planned for time to take questions and for discussion at the end.

With the advent of the on-line catalog in the 1970's, the documents community began to dream. Over the years there have been many discussions and much interest in providing access to older documents. In fact the Depository Library Council and GPO have initiated and encouraged discussions. Some current members of the Five Colleges Documents Committee were part of these early talks.

Wooster History

In 1984, Margaret Powell and Barbara Bell, Documents Librarians at the College of Wooster, went to Library Director Michael Freeman proposing to catalog documents. "Prove to me it can be done," he said. So we did. Margie Powell, Deborah Smith Johnston, a student employee, and I studied the availability and quality of OCLC records for documents and published the results of that study in 1985.

Based on our positive results and with the support of Mike Freeman and the Technical Services department, the documents staff began a two-pronged cataloging project on July 15, 1986. Since that time, all current U.S. Government Documents acquisitions have been cataloged using OCLC.

Also beginning that day, a piece by piece retrospective cataloging of the historical documents collection at Wooster began. The first pass through the collection took ten years and the vast majority of the documents collection was cataloged. As part of the consortium's current project, Wooster is working through the titles they were unable to complete in that first pass through.

The Five Colleges of Ohio

In the fall of 1995, The Five Colleges of Ohio Consortium was formed with funding support from the Mellon Foundation. These schools, all undergraduate liberal arts colleges, are Denison University, Kenyon College, Oberlin College, Ohio Wesleyan University and The College of Wooster.

Although the consortium involves more than the libraries, the initial focus was on library cooperation. In 1996 four of the five colleges merged their online catalogs into the single CONSORT system based at Denison University, and that joint catalog became part of OhioLINK's central catalog. OhioLINK is a major consortium of all the public universities and many private colleges in Ohio. CONSORT, Oberlin and OhioLINK are all Innovative Interfaces Inc. systems.

The consortium and the joint catalog provided the opportunity for cooperative cataloging of the four documents collections. The documents staffs of the colleges were already well acquainted, had shared in many projects and ideas in the past and were among the original dreamers of documents cataloging. Beginning in January 1997, they began dividing current cataloging responsibilities and assignments by item number. In an

article in the Ohio GODORT newsletter, Mary Prophet, then acting director of Denison, discusses this process.

With the cooperative cataloging of current acquisitions well underway, in January 1998 the documents committee proposed a project to catalog their historical collections. In a relatively small geographic area there is a wealth of information available that is not easily accessible. Ohio Wesleyan became a depository in 1845 and is the oldest depository in the state. Kenyon is second in the state - designated in 1873; followed by Denison in 1884 and Oberlin in 1885. And, adding to this wealth of materials we had the Wooster project to build on. We were ready to take the next step.

Initial Plans

From the start our single goal was to provide bibliographic access to these valuable materials. All five of the libraries are charter members of OCLC and as a group we are very committed to the growth and integrity of the OCLC database for worldwide access to bibliographic information.

Funding had been included in the original Mellon grant for databases and services which became available as part of our OhioLINK membership. Therefore, these funds could be used by the libraries for other purposes. You know documents folks aren't likely to pass up a good opportunity. So, the Documents Committee worked with the five Library Directors to redirect these monies. The Mellon funds have covered the OCLC and coordinator costs since July 1998. In addition to Mellon funds, the individual libraries cover the costs for student workers, staff at each college, computer equipment, space and supplies. So, with

a great idea and some money in hand, the committee was ready to go!

Staffing

Happily, this coincided with my return to Ohio. My experience at Wooster gave me a good background for the project, and I feel fortunate to have been hired as Project Coordinator. It was fun for me to be part of the original Wooster plan and now to build on that project with the Five Colleges, helping to move historical documents cataloging to the next level.

The colleges have each designated staff to work with the coordinator and the students. In each case, they work with other aspects of documents and have added this cataloging to their responsibilities. They typically spend from one tenth to one third of their time on the project. The documents personnel at each college are the mainstays of the project. They are the hands-on people who deal with the everyday work and questions.

In addition to the continuing staff, each of the colleges has committed student workers to the project. Student time and responsibilities vary at each library. If you have had the opportunity to work with students you understand when I say that they are the joy and the headache of a project. However, when you find the rare one who truly gets excited about the documents and handles them with the care and interest we have all developed, it is a rewarding day.

Duration

The project funds were to be spent within three years. We have been downright miserly with the money and will be able to fund the full three years with additional

help and support from the libraries. We are looking for other ways to continue after these original funds are depleted. Regardless of outside funding, we plan to continue the documents cataloging and estimate it will take from 4 to 8 more years.

I remember when we began retrocon at The College of Wooster, many commented on our estimate that it would take at least ten years. We were right; it did take that and more, but now looking back we are so glad that we did it. So now with money and staff, we began to implement the plan.

Resources Available for Cataloging

Because of Wooster's original project, there were over 100,000 document records in the CONSORT joint catalog upon which to build this project. We also had encouraging, helpful and supportive Technical Services staffs. Each of the Five Colleges was already cataloging with OCLC. Using OCLC for historical documents copy cataloging was a natural next step.

Since many of the historical documents do not have records available on OCLC, we explored options for original cataloging. We contacted other libraries to solicit references for TechPro and possible other ideas. We looked at interns from Kent State University Library School. We interviewed several individuals who were interested in piecework contracts. We talked with a private firm that does a variety of library technical services projects.

While each of these options had merit, they each had drawbacks. Where would we set someone up to work and which school would be responsible for providing

space and equipment, or would they travel so we would have to have five work stations and travel money? Who would supervise and review their work? How would we do billing and payment? What about quality control and OCLC access? A financial analysis showed us that most of these options would cost about as much, if not more than TechPro.

We decided OCLC TechPro was the best choice. We contracted with TechPro including unique information and specifications for each of the five schools and we have been very pleased with the decision. If you have questions about this part of our project, we would be happy to talk with you later.

Preservation

We are very concerned about and interested in preserving, protecting and repairing our fragile treasures. Unfortunately we are not trained preservationists and do not have the facilities or the resources for large-scale preservation. We are operating under a strict "do no further damage" plan. All of our staff and students are trained in the gentle handling of the documents.

We have purchased acid-free envelopes to store documents in need. We have moved some documents to special collections. We have made phase boxes and preservation folders, a variation of which we call "Cynthia folders" named for one of our colleagues who is making them. We are doing some photocopying of fragile items. We plan to microfilm the publications of the Children's Bureau and we will combine our collections to create a complete set.

We are looking forward to spending more time and energy on preservation as the project progresses and we are working with the preservation specialist at Wooster, planning a workshop on strategies and techniques.

Potential Problems and Concerns

In any major project, there are problems and we have gone down our share of dead ends and made our share of wrong turns. While it has not always been a smooth ride, I can honestly say that we have been able to negotiate most of the problems. Some of the issues are as simple as, "I thought I was supposed to be cataloging the Office of the President, it looks like someone else is doing it." I check my records to see who is assigned, tell someone to wait, tell someone to proceed, problem solved.

Some of the problems are harder: such as questions of record quality, or serials check-in standards. We have made great progress with many questions, but in some cases we acknowledge that we are indeed five different institutions and we compromise. This group has a history of working together successfully on a variety of projects and we build on that relationship.

Necessary Papers, Policies, Etc.

To direct and support the project, we have defined many parameters and have written and collected policy statements, procedures, instructions and samples. For example, we have criteria for brief records, collection consolidation and sharing, record enrichment, TechPro preparation, record evaluation, and notes fields and statements.

We have pulled this material together from OCLC Tech Memos, the Wooster Cataloging Manual, OhioLINK standards,

and assorted job descriptions, but mainly from the discussions, desires and ideas of the Five Colleges documents group. These working papers, changed and updated as needed, have been invaluable in helping us think through what we want to do and how to do it consistently.

We spent considerable time and energy on these beginning steps. Deciding on the scope of the project took much thought and discussion. Do you do everything in the collection? Do only pre-1976 (when GPO began cataloging on OCLC), which would leave sections of material between '76 and the currently cataloged materials un-cataloged? What about different formats? Do you work in priority classes only? You can see the issues. We have set guidelines for what the project will cover, when to bend them a bit, and who will pay for what. This was and continues to be a difficult issue. It comes down to the need to balance our desire to catalog everything with the reality that we have limited funds and staff. I think this is the balance you all look at every day. This is one of the places I mentioned earlier, we compromise.

We did decide to focus on pre-76 publications, because the project was originally presented to catalog historical materials and because we believed the post-76 documents would be easier for each college to tackle on their own. Many post-76 docs ARE being cataloged

as we work through the shelves, but are not counted as part of the project.

Setting standards for what statistics to keep and how to track them was also a big job. We knew we needed simple bibliographic and item record counts. But which bibs and items? All of them, ones for only pre-'76, item records attached to existing records in the system? We have gone back and forth on this, too. What we HAVE done is find places in the records to insert codes so we can run lists of the records we create. These codes took some doing. We had to find unique codes and unique places to put them. They needed to be searchable fields for list making. They needed to be easy enough to do that they would get done. Some we have been able to pre-program so they appear automatically. Some statistics can be taken from the OCLC bills, TechPro records and record enrichment. Another challenge, but one that was do-able.

Each of the colleges created a prioritized list of classes to catalog. The five lists were combined to create a consortium-wide priority list for cataloging. This assures that if we are not able to do all of the documents, admittedly our dream and goal, those we have identified as highest priority will get done. A sample from that follows. I am pleased to say that we have already worked through many of those highest priority classes.

Priority Classes for Cataloging Sample Entries

Class	Agency	Assignment
I 52 and Pr 32.5400	War Relocation Authority	Denison, Kenyon Ohio Wesleyan, Wooster
I 20	Indian Affairs Bureau	Oberlin

| W, M, N, D | Military Agencies | Kenyon |
| I 19 | Geological Survey | Ohio Wesleyan |

For example, the War Relocation Authority is classed in both the I 52's and the PR 32's. Denison, Kenyon, Ohio Wesleyan and Wooster all listed it as a high priority. The Indian Affairs Bureau was a high priority for Oberlin.

At Ohio Wesleyan the entire collection of US Geological Survey materials, a highly used part of their collection, has now been cataloged. Denison's outstanding collection of Depression Era documents and World War II materials are now in the system. The Peace Corps materials are completed at Oberlin which is particularly appropriate since they have had 413 alums in the Peace Corps, the fifth highest number among small colleges. Kenyon has completed the PR's through the W's, a wonderful body of documents. These are just a few examples. The next two screens give you an example of how we track these assignments.

In order to share the workload and to catalog as many unique titles as possible, we have developed a rotation system. For each individual class, we select the college which has both strong holdings in that class and a high priority for cataloging it. They become the first library to catalog the materials from that agency. When they are finished, a second college is assigned to the class. Of course for the second school the rate of matches in CONSORT is much higher as they have the first college's records to build on. Then the third college searches, etc. Documents without records on OCLC are set aside for TechPro cataloging. This cataloging rotation is working very well, and has given us a better idea of how much unique material is in the combined collections.

Current Classes Assigned & Completed Sample Entries

Class	DNU	KEN	OBE	OWU	WOO
I 17-18	A 9/99	A 6/00	C 4/00		
L 13 & L 36.100	C 4/99	C 8/99	A 9/00	C 2/99	C 4/99

This is a sample of the classes currently assigned and completed, by college. The I 17 and 18 documents were assigned (the designation A) to Denison in September of '99 and to Kenyon in June of 2000. Ohio Wesleyan has completed the classes, the C 4/00 note. Wooster and Oberlin have not yet been assigned these classes.

Looking at our priority lists, Kenyon had a fine collection of War Department documents; it is one of their strengths. It was first on their priority list so that is where we began cataloging. BIG MISTAKE. While it was philosophically the right decision, it was actually a really bad place to start. The section consists entirely of very old materials, which makes the presence and quality of OCLC

records pretty slim. It is full of serials, manuals, revisions and other catalogers' nightmares. It was just way too difficult to begin there to train new catalogers. So the moral of the story is: evaluate a class for the type of materials and potential problems in it and begin with an easier section to insure that all-important factor - initial success. However, the War Department is now finished and we lived to tell about it. In fact, in addition to War, we have done Defense (the D's), and the N's and M's (Navy and Military) completing a nice subject area.

Since Oberlin's catalog is not part of CONSORT they proceed a bit differently, searching OCLC first and adding records to their catalog.

To facilitate a smooth and efficient workflow between colleges, I track when a class is assigned for linking, copy cataloging, original cataloging and clean up. These are my most fluid and most complete records. I have a page for each class in the SuDocs system so I can know who, what or if there is any work in progress.

Student Workers

Our student employees are critical to the project, and we couldn't do it without them. All five colleges have long traditions of good student workers in their libraries and the students on this project are no exception.

Each school interviews, hires and gives basic instruction to the student workers. The coordinator also plays a role in student training for the project. Students are trained on the local systems, searching OCLC and WorldCat, using the paper tools like Monthly Catalog, Andriot's Guide to US Government

Publications, and The 1909 Checklist. Depending on their assignments and skills, students are given other specialized training.

When students begin to actually catalog, their work is closely supervised and checked. We are also careful about the types of material given to them for cataloging. Serials, for example, are usually reserved for the staff or for that rare exceptional student.

Jessy was one such student. We gave her a cart to link, thinking it would be simple and we were wrong. She discovered all kinds of variations. I wanted to highlight her thoroughness and the thought that went into her work. She found title changes, OCLC records, SuDocs number changes, and authenticated records that she was unhappily unable to enrich. This is a complex and exacting piece of work. We are proud of our student workers.

Cataloging

So now you have a book truck full of old docs, here is what you are going to do:

First, search CONSORT, the combined catalog for Denison, Kenyon, Ohio Wesleyan and Wooster. If a suitable record is found there, edit it as needed and add a local holdings record. Include barcode, write control numbers on documents, and so forth. Add holdings to OCLC and enrich the OCLC record when possible.

When no matching record is found in CONSORT, we search the OCLC database using a retrocon authorization. We do initial searching on WorldCat, which is easier for students to search and reduces our OCLC expenses. When a

record is selected for use, it may be enriched, holdings are added and the record is exported to the CONSORT catalog where local editing is done.

The Five Colleges of Ohio Government Documents Group is committed to high quality records, both in our individual catalogs and in the OCLC database, benefiting the entire documents community. We have routinely corrected and upgraded records in our local catalogs, but we wanted to do more. OCLC enhancement means bringing a record up to full Encoding Level:I status. The four CONSORT colleges have neither the time nor the expertise for this. Oberlin, however, has full enhancement status and can upgrade OCLC records.

There is another option--enriching OCLC records. With full cataloging status, we can make improvements to selected fields in existing records. For example:

074	GPO item numbers
0860	SuDocs number (when none are in the record)
300	Physical description in CIP records
505	Contents notes
6xx	Subject headings if there are no LC headings

OCLC record number 10579584 is a record we have enriched with a SuDocs number and two subject headings. The OCLC symbols in the 040 field now reflect Ohio Wesleyan and Wooster. You may notice it is an Encoding Level:K record. We have added significantly to the quality of a K level record, but are unable to change its status.

Of course copy cataloging is the simplest and easiest type of cataloging. It is those titles without records that we are

especially eager to catalog. I mentioned earlier that we send uncataloged materials to TechPro for original cataloging. Documents with poor quality records are also sent to them and are enhanced to full Encoding Level:I records. Our cataloger, Peter Applin, has been a great addition to our project. He has copies of Andriot and the Checklist on his desk now--we are trying to convert him into a docs person. We are very pleased with the work he has done for us and with the system. It is a pleasure to have high quality records contributed to OCLC in the name of the Five Colleges.

While I am not sure the error report division of OCLC is pleased, we are also aggressively sending reports to them. There are typos, errors of numbers and so forth in the records on line. In our quest for the best information possible, we report them. This is easy using the on-line form, Electronic Bibliographic Change Report. I even have it book marked at all five colleges.

We continue to work with the tension between perfect records versus reality. This is a very difficult balance, because we all want things to be perfect, but we need to make reasonable progress, too. We have written standards for acceptable records and we strive to reach and maintain these standards.

Oberlin - Consort Records Transfer

With two catalogs in the Five Colleges consortium, we are sharing records between CONSORT and Oberlin. We have successfully transferred records, evaluated them, checked for duplicates, and added holdings. It is a bonus to be able to share the work; we all benefit from it. The systems managers for the two catalogs have been great about running

tests, loading records and creating lists. For me this high tech part of the project is a mystery but there are people who make it happen. You don't have to be the techie.

State Library of Ohio

We are also working with the State Library of Ohio Cataloging Center and Barbara Kussow, the regional documents librarian for Ohio. They are very interested in the project, both original and copy cataloging. Since they are in the midst of moving their whole library, they have not been able to work with us at this time, but we are looking forward to their participation in the future. We have supplied them with a list of records for the Women's Bureau (an agency we have completed) as a test for them to work with. It is fun to see the project expand--not to mention sharing the work load.

Statistics

Now when all of you go back to your libraries, raving about this project, you are going to want statistics, so here they are. We have given you totals by college.

Bibliographic Records
July 1998 - June 2000

Denison University	6,366
Kenyon College	2,378
Oberlin College	2,191
Ohio Wesleyan University	6,951
The College of Wooster	3,176
Total	**21,062**

In two years we have added over 21,000 bibliographic records for pre-1976 documents to the catalogs. One of the interesting things about the project is the statistics. There are so many variables

that influence them. Kenyon, for example, has a lower bibliographic record number in part because they have been the second college to catalog in several classes and have added to the work of the first college. Wooster is working on the titles that were left from the first pass through the collection so virtually everything they work on is a problem.

Item Records
July 1998 - June 2000

Denison University	19,740
Kenyon College	14,374
Oberlin College	n/a
Ohio Wesleyan University	13,272
The College of Wooster	7,075
Total	**54,461**

Item records count the number of pieces we have processed. There are now over 54,000 more pieces reflected in our catalogs, many being linked to bib records added by another college. Since Oberlin is working in a separate catalog their item record count closely parallels their bib number of 2,191 bring our total item count for the project close to 57,000.

Records Enriched on OCLC
January 1999 - June 2000

Denison University	4,888
Kenyon College	1,879
Oberlin College	846
Ohio Wesleyan University	4,305
The College of Wooster	2,693
Total	**14,611**

The opportunity to enrich records and the need for original cataloging are both strongly influenced by and tied to the classes being cataloged. Some areas, such as the old USGS titles, had no SuDocs numbers in the OCLC records so, for example, Ohio Wesleyan was able to do a lot of enriching as was Denison with Smithsonian reports. We have been enriching records since January 1999 and have upgraded 14,611 records.

OCLC TechPro Records
July 1999 - June 2000

Denison University	336
Kenyon College	151
Oberlin College	44
Ohio Wesleyan University	30
The College of Wooster	391
Total	**952**

The fact that Wooster is focused on problem documents makes it reasonable that they would have higher TechPro numbers since these are the titles they were unable to catalog earlier. We began taking documents to TechPro in July of 1999 and they have created 952 new records. It is also noteworthy that of the 21,000 new titles we have cataloged, less than 1,000 needed original cataloging. There ARE records for most of the older documents.

Rewards

We have already seen many rewards from the project. I would like to highlight a few:

In addition to improved access, cataloging has given us better control over the collections. We now know exactly what we have, are more familiar with the materials, and have the opportunity to share and strengthen our collections.

We have seen a notable increase in use and circulation of the materials, both locally and through interlibrary loan. For example, we had an ILL request recently at Wooster for a document that was not on the shelf, a Labor Department report. Upon checking, we realized it was one that had JUST been finished by TechPro and had not even gotten back to the library yet. The patron was so glad to have found the information, he was happy to wait the few days it took us to get it to him.

Women's Bureau Leaflet #6, Jury Duty for Women, was cataloged by Kenyon. Denison was working through their holdings and found they had only the addendum for that title, but not the main document. We transferred the addendum and made one complete report. GPO has agreed that we may transfer materials within the consortium without creating individual selective housing agreements.

I've already talked about enrichment and given you statistics, but we just had to include enrichment in our list of "rewards" of the project and hope you agree with us that it is an important addition to documents cataloging. The library administrations have allowed us to keep the enrichments credits ($0.53 a record) to supplement the project funds.

Since both catalogs are part of the OhioLINK system, our holdings are added to that database and strengthen it as well.

Our plans to work with the State Library will improve access to their collection and benefit the entire Ohio depository community, which includes 59 selective depository libraries.

The records, enrichments and holdings we have added to OCLC are available to all.

Conclusion

As you can tell, we are excited about and proud of our project. I have had the privilege of talking with you today. I want to introduce you to some of the people who are the ones who make this happen.

Denison University
Cynthia Cort
Beverly Gage
Mary Prophet

Kenyon College
Mark Gooch
Andrea Peakovic
Donna Wilson

Oberlin College
Tom Hinders
Cecilia Robinson
John Sluk

Ohio Wesleyan University
Joy He
XuDong Jin
Judy Orahood

The College of Wooster
Barbara Bell
Jennifer McMullen

Margaret Powell

The Five Colleges of Ohio
Ellen Conrad

We can give you information that might help you "sell" this idea to your own colleagues and administrations. We are happy to share our policies and procedures. Our statistics are tangible proof that this is a do-able project.

We encourage you not to look at this as an overwhelming, therefore impossible, task. Set some priorities and start small. Focus on a unique or strong part of your collection. Doing something, even if it is not doing everything, is definitely better than doing nothing.

Tackle copy cataloging first. If you use OCLC, you can build on what we and others have already done.

Look into Enrichment status on OCLC. While this must be done with care, it is an opportunity for all of us to improve records that already exist.

When copy cataloging is not available, don't give up. Original cataloging may not be out of reach. Many of you have the necessary training or technical staff to help. TechPro and other contractors are available.

Or, at the very least, create brief records in your local catalog. This can be done by less than fully trained catalogers and provides some access and identification of materials.

To catalog historical documents, there is room for a wide variety of approaches. We are working with two catalogs, five schools, five technical service departments, five unique documents

staffs and five different ways of approaching the daily work, all stirred up occasionally by one coordinator. It is challenging and sometimes hard--and it is working. We are getting documents information into the catalog and documents into the hands of those who need them.

USDA Forest Service Mapping

Betsy Banas
U.S. Forest Service
Washington, DC

Forest Service Organization

- First Chief of the Forest Service
  - Gifford Pinchot, 1905-1910

- Current Chief of the Forest Service
  - Mike Dombeck, 1997 to Present

Forest Service Regions

- Nine geographic regions.
- Regional offices located in major cities along rail lines.
- Decentralized
  - Decision making at the local level, not in Washington.
  - Decision makers are more familiar with local and region-wide issues.

Mapping in the Forest Service

- Initially was done at the Forest and District level.
- Mapping was a vital part of planning and managing the administrative area.
- Maps were made to the specifications and requirements of the particular Forest.
- Little standardization or consistency among Regions.
- During World War II there was an effort to consolidate mapping for defense purposes, and Forest Service played a key role.
  - Had the equipment and expertise.

- Mapped areas of the US along the Pacific Coast.
- Aided the US Hydrographic Service in making detailed maps of Japan.
- Worked out of Gettysburg, PA.

- Regular Forest Service mapping business continued to be decentralized and non-standardized.
- This trend continued into the late 1960s.
- Mapping technology began to change.
- New, costly equipment, computers, etc., required the centralizing of mapping operations.

Geospatial Service and Technology Center (GSTC)

- Founded in 1975 (Geometronics Services Center).
- Located in Salt Lake City, Utah.
- Intent was to consolidate a large part of the Forest Service mapping activities at one location.
- Bring together the skills and resources needed to build and maintain a standardized base mapping program.
- The Center's program expanded to include production of digital data.
- Today GSTC provides a full suite of geospatial services, data and maps.
- These services and products support core Forest Service business needs:
  - Forest Planning

- – Watershed Restoration
- – Resources Inventory
- – Transportation Management
- – Forest health protection
- – Enabling ecosystem sustainability
- – Fire Management
- – Burned Area Emergency Recovery

Remote Sensing Application Center (RSAC)

- Co-located with GSTC in Salt Lake City.
- Provides technical support in evaluating and developing remote sensing, image processing, and related geospatial technologies throughout the Forest Service.
- Provide project support and assistance with using remote sensing technologies.
- Provide technology transfer and training.

Forest Service Maps

- Primary Base Series
  - – 1:24,000 scale
  - – Single Edition Quadrangle Map Program
- Secondary Base Series
  - – Inch/mile scale
  - – Base for the Forest Visitor Map

Single Edition Quadrangle

- In 1992 Forest Service entered an interagency agreement with USGS to produce 1:24,000 scale maps over forests.
- Maps are produced by the Forest Service, to USGS standards.
  - – With Forest Service information as well.

- USGS prints and distributes the maps for the Forest Service.
- Primarily used for administrative purposes.

Secondary Base Series

- Base cartographic work is performed at GSTC
- The base map is forwarded to Region/Forest where it is enhanced with photos, transportation guides and visitor information to become the standard Forest Visitor Map

Forest Visitor Maps

- Family of maps
- Recently signed agreement with the USGS for the sale of Forest Visitor Maps.
  - – Previously only available at Forest Visitor Centers.
  - – New agreement provides for the sale of Forest Visitor Maps through USGS vendor network.
  - – Provides customers with one stop shopping.
  - – Maps are available to vendors at volume discounts.
  - – Increased customer service.

Other Forest Service Maps

- Wilderness Area Maps
- Wild and Scenic Rivers
- Pocket Guides
- Guide to Your National Forest
- Other Specialty Products

Other Collaborative Efforts

- Outdoors America Map
  - – Guide to recreation opportunities on Federal lands

- – 11 Federal agencies involved
- Lewis and Clark Bicentennial Commemoration
  - – Over 15 Federal agencies involved.
  - – Will produce a map/brochure.
- The National Atlas of the United States
- Other Exchanges with USGS
  - – Digital Elevation Models
  - – Digital Orthophoto Quad production and exchange

- Data Sharing with the Bureau of Land Management (BLM):
  - – Cadastral information

US Board on Geographic Names

- Forest Service Director of Engineering is a voting member on the US Board on Geographic Names.
  - – Domestic Names Committee
- Forest Service is a key player in updating and editing the Geographic Names Information System

Roadless Area Conservation

- October 1999 President Clinton called a halt to all road construction in unroaded areas of National Forests.
- An Environmental Impact Study was performed.
- First Draft Released May 2000.
- Geospatial Information Systems (GIS) analysis was used to produce maps for the study.
- Final Report is due December 2000.

Support to Wildland Fire Detection, Suppression & Rehabilitation

- Fire Season 2000 was extremely severe.
- GIS and Remote Sensing were essential in fire fighting efforts and are being used in restoration and rehabilitation efforts as well.

Geospatial Advisory Committee (GAC)

- The GAC was formed in 1999 to address the task of moving the Forest Service into a GIS environment.
  - – Maps on Demand
  - – Use of GIS in Forest Management, etc.
  - – Incorporating Forest Service Databases into a GIS environment.

Important Forest Service Web Sites

- Forest Service Home page: http://www.fs.fed.us/

- Roadless Web page: http://www.roadless.fs.fed.us/

- GSTC Web page: http://www.fs.fed.us/gsc/

NIMA: Guaranteeing the Information Edge

James Lusby
National Imagery and Mapping Agency
Reston, VA

Why NIMA?

- Strengthen end-to-end management of imagery discipline
- Accelerate fusion of geospatial information and imagery intelligence
- Meet growing and diverse customer need for a common digital view of the mission space
- Increase leverage of RDT&E and commercial resources

Desert Shield/Desert Storm

- Right Product
- Right User
- Right Format
- Right Time

Key Shortfalls

- Dissemination
  - Inadequate delivery and access to imagery and geospatial data
- Archiving
  - Shoebox storage of imagery products
  - Aging, proprietary raw imagery storage
  - Outdated Geospatial Data
- Communications
  - Insufficient bandwidth to support large products
- System Interoperability
  - Proprietary systems, incompatible data formats

- Data Fusion
  - Imagery and geospatial data fusion impossible

Imagery and geospatial data are moving from a hardcopy to a digital environment.

National Imagery and Mapping Agency Origin

- Disestablished
  - Defense Mapping agency (DMA)
  - Central Imagery Office (CIO)
  - Defense Dissemination Program Office (DDPO)
  - National Photographic Interpretation Center (NPIC) (missions & functions only)

- Incorporated: Imagery exploitation, dissemination, & processing elements
  - National Reconnaissance Office (NRO)
  - Defense Intelligence Agency (DIA)
  - Defense Airborne Reconnaissance Office (DARO)
  - Central Intelligence Agency (CIA)

Mission

- Provide timely, relevant, and accurate:
  - Imagery
  - Imagery intelligence, and
  - Geospatial information

In support of the national security objectives of the United States.

Vision

- Guaranteeing the information edge
- NIMA is committed to ensuring information superiority in the 21st century battlespace.
  - Geospatial
  - Imagery intelligence
  - Imagery

Plans and Customer Operations (PCO) Customer Operations

Why Customer Operations?

- To ensure that NIMA is satisfying the "right" requirements by:
  - Understanding Customer Needs/Assist in defining Customer needs for current *and* future operations
  - Facilitating the development of new solutions to customer requirements
  - Prioritizing competing requirements
  - Ensuring execution of approved programs that have a direct impact on Customer satisfaction
- Be the single POC into the Agency for our customers
  - Single Point of Accountability for Customer Satisfaction Across NIMA
  - Provide tailored Customer access to entire suite of NIMA's products and services
- Team with Customers / Inform Customers

Customers

- Many Missions, Many Needs

National and Civil Customers
Have diverse and complex requirements

- Civil

- – Department of the Interior: USGS, NPS, BLM, BOR, F&WS
- – Department of Agriculture: USFS, NRCS
- – FEMA
- – EPA
- – NASA
- – GPO: FDLP
- National
  - – Department of Energy: Office of Energy Intelligence, DOE Labs, Emergency Response
  - – Department of Commerce: Office of Executive Support, NOAA
  - – Department of State: Office of the Geographer, USAID
  - – CIA
  - – MSC

- Law Enforcement
  - – Department of Justice: DEA, USMS, FBI, INS, Office of National Drug Control
  - – Department of the Treasury: Customs, Secret Service, ATF

A Worldwide Presence

- CONUS
  - – Bethesda, MD (HQ)
  - – Washington DC
  - – (Pentagon, Navy Yard, Bolling AFB)
  - – Reston, VA
  - – Langley, VA
  - – Ft. Belvoir, VA
  - – Chantilly, VA

- OCONUS
  - – 17 Countries (63 civilian/military personnel)

- Customer Operation Branches/liaison officers/technical representatives servicing all major customers

Current Initiatives

- NASA Sensor Calibration
  - – DTED 1 and Ground Control Points
  - – MOU for storage and re-dissemination of DTED
- USGS Environmental Crisis Support
  - – Hurricane Mitch
  - – DTED 1 and Hardcopy maps
  - – Columbian Earthquake
    $_N$DTED 1 and Hardcopy maps
- Secret Service Support
  - – Papal Visit to St. Louis
  - – Energy Conference in Houston
  - – World Trade Organization Conference - Seattle
- National Oceanic and Atmospheric Administration
  - – National Ocean Service (NOS)
  - – DTED1 for Airport Safety Modeling
  - – National Weather Service (NWS)
    $_N$DTED1 for Hurricane flooding and ground tracking
- National Transportation Safety Board
  - – DTED 1 and Controlled Image Base (CIB)
- Release of GI products for National and Civil users
  - – DTED
  - – ADRG/CADRG
  - – VMAP1
- Web Page for Public Sale Products

Papal Visit to St. Louis January 1999

- NIMA supported Secret Service with information that helped them plan for initial technical security operations prior to and during the event, as well as plan for any emergency response operations that could potentially occur during the event

- Data produced by NIMA included:
  - – Large scale annotated intelligence imagery

- 1:2,000 scale and 1:5,000 scale Gridded Reference Graphics which depicted an orientation map as well as individual imagery shots of the various event sites and surrounding areas with accompanying reference grid overlay
- A CD-ROM Photomap with a commercial city map, corresponding annotated commercial imagery, and ERDAS Imagizer software
- Annotated paper plots generated from the CD Photomap data

Support to State Department Ecuador/Peru Border Dispute

- NIMA provided geospatial information, imagery, and terrain visualization capabilities to Department of State
- Supported negotiations under the four nation Guarantor Observer Group and cease-fire verification of the Multinational Military Observer Mission Ecuador/Peru
- NIMA Liaison acted as technical advisor to U.S. Representatives to treaty negotiations

Digital Product Availability Digital Terrain Elevation Level 0 30 Arc Second Terrain Data

- This DTED® product is a uniform matrix of terrain elevation values which provides basic quantitative data for systems and applications that require terrain elevation, slope, and/or surface roughness information. DTED® Level 0 elevation post spacing is 30 arc second (nominally one kilometer)
- In addition to this discrete elevation file, a separate binary file provides the minimum, maximum, and mean elevation values computed in 30 arc

second square areas (organized by one degree cell).
- Finally, DTED® Level 0 contains the NIMA Digital Mean Elevation Data (DMED) providing minimum, maximum, and mean elevation values and standard deviation for each 15 minute by 15 minute area in a one degree cell.
- This data set may be freely copied, manipulated, adapted or combined with other geospatial information as desired by the user. It allows a gross representation of the Earth's surface for general modeling and assessment activities. Such reduced resolution data is not intended and should not be used for automated flight guidance or other precision activity involving the safety of the public.

Digital Product Availability Shuttle Radar Topography Mission Terrain Data Level ½

- The Jet Propulsion Laboratory will process the SRTM Data in Seven Blocks:
  - North America
  - South America
  - Africa
  - Eurasia
 - Indonesia
  - Australia
  - Islands

**Digital Product Availability
Shuttle Radar Topography Mission
Terrain Data Level ½**

- Releasablility of Data
  - Global DTED 1 will be released through USGS EDC
  - DTED 2 over United States will be released through USGS EDC
  - All other SRTM Data will be Limited Distribution.

**Digital Product Availability
Arc Digitized Raster Graphic (ADRG)**

- ADRG is a digital image produced by scanning paper charts and transforming the data into the ARC Raster System on WGS 84. Data is collected from a single series and scale to be maintained as a world-wide seamless database, and is stored on CD-ROM.

Digital Product Availability
Vector Map Level 1 (VMAP1)
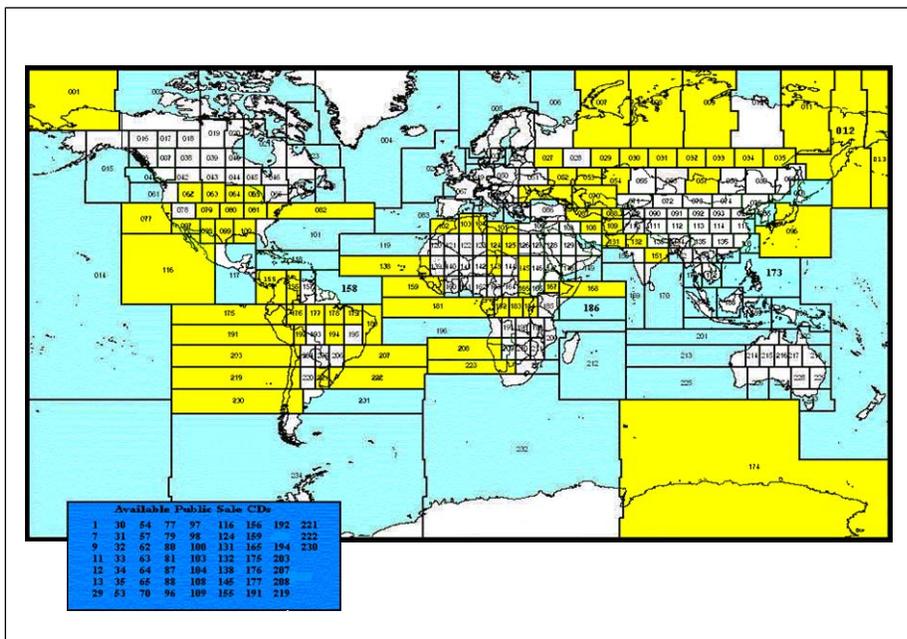
Digital Product Availability
Large Scale Product Availability
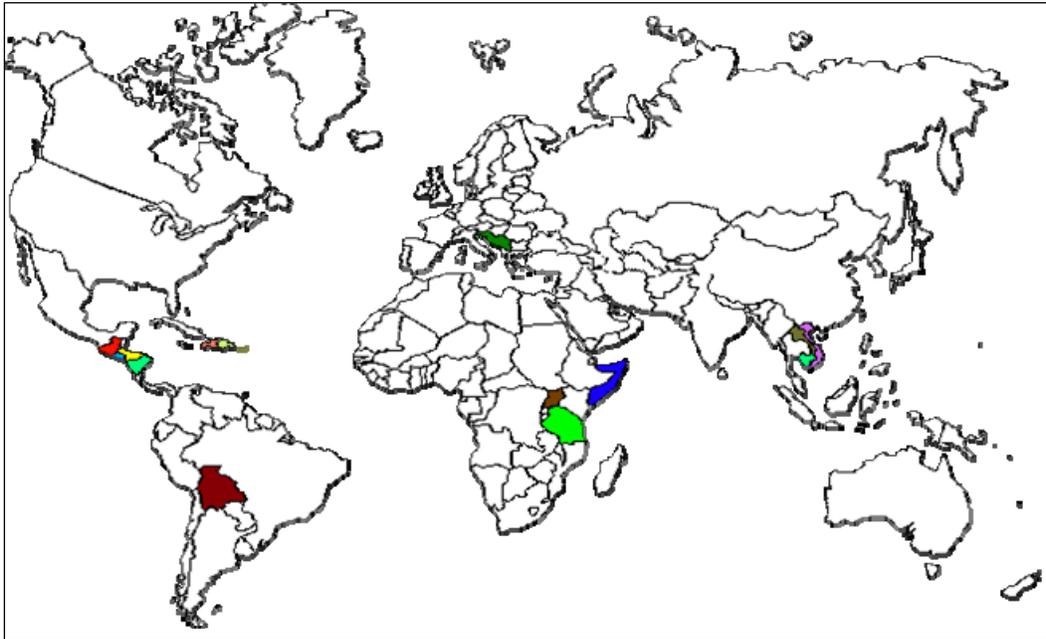
Hardcopy Product Availability
Large Scale Map Series

Series	Scale	Map Type	Country Coverage	Remarks
E732	1:50,000	TLM	Haiti	
E935	VARIOUS	CITY	"	
E751	1:50,000	TLM	Nicaragua	
E956	VARIOUS	CITY	"	
E752	1:50,000	TLM	Honduras	
E752Z	1:50,000	TLM	"	
E952	VARIOUS	CITY	"	
E753	1:50,000	TLM	El Salvador	
E955	VARIOUS	CITY	"	
E754	1:50,000	TLM	Guatemala	
E754Z	1:50,000	TLM	"	
E954	VARIOUS	CITY	"	
G742	1:50,000	TLM	Sierra Leone	
H731	1:50,000	TLM	Bolivia	
H632	1:100,000	"	"	
H632Z	"	"	"	
H931	VARIOUS	CITY	"	

H032	LANDSAT	IMAGE	"	
H032Z	"	IMAGE	"	
L7014	1:50,000	TLM	Vietnam	
L7015	1:50,000	TLM	Laos	
L7016	1:50,000	TLM	Cambodia	Sheets produced before 1994
M709	1:50,000	TLM	Yugoslavia	
M6010	1:100,000	"	"	
M903	VARIOUS	CITY	"	Only NIMA produced City Maps
Y629	1:100,000	TLM	Somalia	
Y630	1:100,000	"	"	
Y921	VARIOUS	CITY	"	
Y745	1:50,000	TLM	Tanzania	
Y941	VARIOUS	CITY	"	
Y737	1:50,000	TLM	Uganda	
Y932	VARIOUS	CITY	"	
Z901	VARIOUS	CITY	Zaire	
Z724	1:50,000	TLM	Burundi	
Z921	VARIOUS	CITY	"	
Z922	VARIOUS	CITY	Rwanda	

Gateway to the Earth: An Integrated Approach to USGS Information Delivery

David L. Govoni
U.S. Geological Survey
Reston, VA

Where We Were: Survey Science

- Discipline-specific scientific surveys:
  - Geology, Cartography, Geography, Hydrology, Biology, etc.

Information Is Usually Grouped and Accessed by Organization

- Biologic Information
- Geographic Information
- Hydrologic Information
- Geologic Information

Where We Are Going: Integrated Science

Gateway to the Earth Is Designed to Foster Appropriate Integration Customers Require Information from Many Points of View

- *Organization* -- Science Center, District Office, Science Team, Mapping Center, Field Office
- *Discipline* -- Biologic, Geographic, Geologic, Hydrologic
- *Theme* -- Hazards, Resources, Environment
- *Geography* -- Place, Ecoregion, Physiography, Stream/Watershed, Latitude/ Longitude, Congressional District
- *Time* -- Date, Epic, Time Series

Access Should Be Integrated and Interactive
Scope of Gateway to the Earth

- Gateway to the Earth encompasses all of the ways that users find, get, and use natural science information
- Initial focus on USGS Web sites and Web-based services
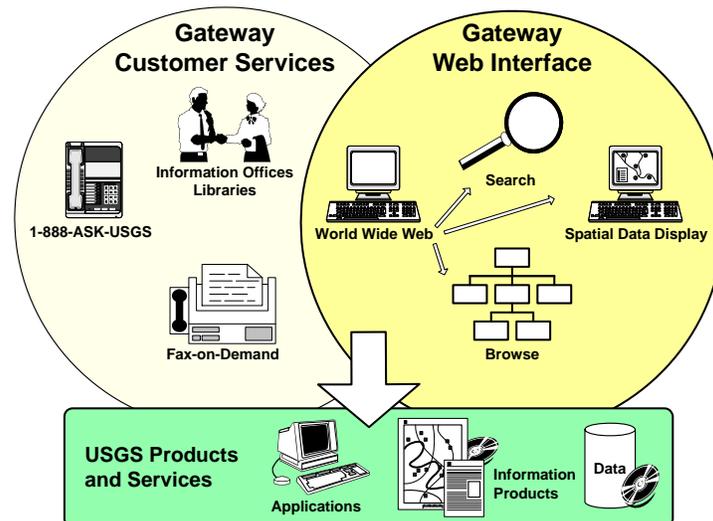
Gateway to the Earth Project Elements

- Customer needs and expectations
- Standardized lexicon and metadata tagging
- Information architecture and graphical design
- Robust search capability
- Advanced geospatial search
- Information infrastructure support

Customer Needs and Expectations

- Ensure utility for target audiences
- Identify primary and secondary customers and their information and support needs
- Analysis based on extensive customer interaction including focus groups

Standardized Lexicon and Metadata Tagging

- Support meaningful, consistent content description (metadata) and labeling
- Permit more accurate search results
- Assemble a broad high-level USGS thesaurus with links to deeper thesauri as needed
- Tag all appropriate content with controlled metadata

Information Architecture

- Provide a high-level framework for consolidating and presenting our Web-based knowledge assets in a way that is:
    - Understandable
    - Logically structured
    - Appropriately integrated

- Consistently labeled
    - Easy to navigate and use
- More effective thematic browse interface

Information Architecture

- Logical physical or virtual grouping of like information promotes less redundancy, more efficient navigation, and more meaningful cross-linkages

Information Architecture Design Strategy

- Analyze current Web architecture
    - Identify principal knowledge assets and linkages
    - Identify potential improvements
- Define Gateway information architecture
    - High level organization of information assets
    - Principal topics and pathways for thematic browse
- Browse trees reflect rather than dictate information architecture

Web Browse Interface

- Create visual metaphors to provide context and organization of content tailored for:
    - Audience (scientist, planner, student, etc.)
    - Learning styles (non-linear, visual, etc.)
    - Purpose (informational, visualization, decision support, e-commerce, etc.)
- Labeling system closely linked to thesaurus
- Tight integration of browse trees with

automated, directed search tools

Robust Search Capability

- One interface for querying all USGS information sources
- Improved information discovery
  - High probability of finding important, relevant resources
  - Aggregated, meaningful results
  - Ability to integrate related USGS information:
    - "Find other stuff like this!"
    - "Tell me more about this place!"

Improved Search Engine Technology

- Ultraseek search engine
- Adjusted rankings for major themes
  - Standard keywords from thesaurus
  - Geographic search capabilities
- Data Bases Search Engine (DBSE)
  - Focus initially on major USGS data bases
  - Search to granularity of each data base

Standard USGS Search
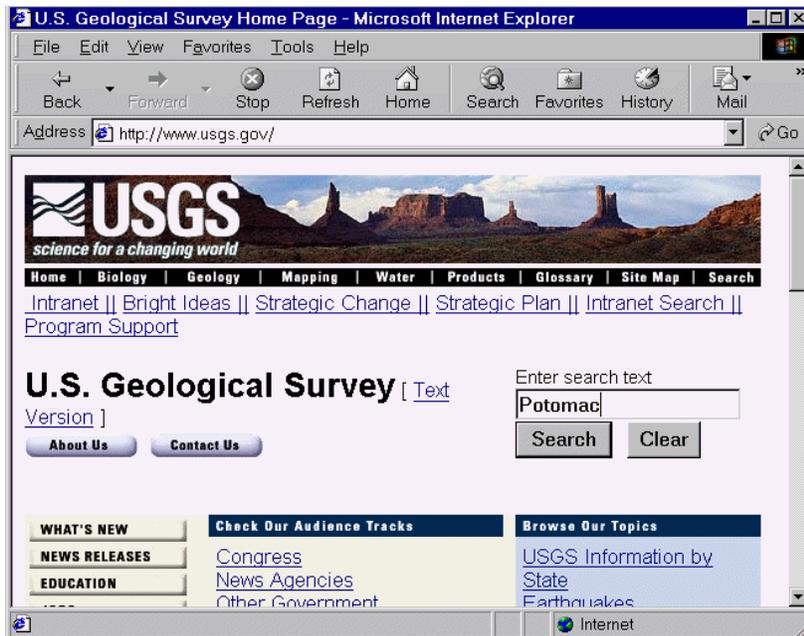
Standard USGS Search Result – Today

Found 1235 results – pages or documents
Pretty good for Web pages and on-line reports

## Separate Searches of Other Data Bases Yield More Information

- National Water Information System
  - *24* streamgaging stations along the Potomac River
- Map-List Data Base
  - *2* 1:24,000 scale topographic maps named "Potomac"
- National Geologic Maps Database
  - *36* references to "Potomac"
- National Biological Information Infrastructure
  - *1361* references to "Potomac" from various sources

Search Results We'd Like to See

- List of ALL databases that contain potentially relevant information
- Links that "drill down" into each database

Advanced Geospatial Search Capability

- Permit fully integrated geographic and thematic searches of all USGS content
- Initial capability
  - Search points and bounding rectangles of latitude/longitude
  - Implement in Ultraseek
- Advanced Spatial Search Engine
  - Search polygons
  - Consider factors like footprint, shape, and data density to establish relevance ranking
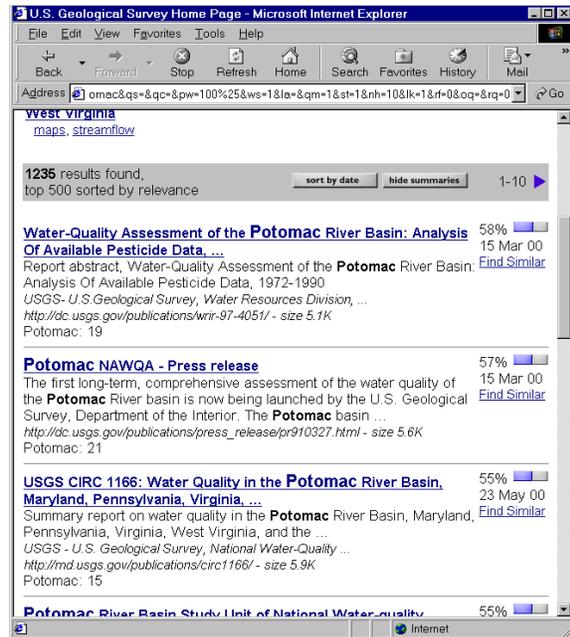
Information Infrastructure Support

- Extensive network upgrades
- Failure-resistant Web services
  - When data access is most critical it is also most vulnerable
  - Content mirroring
  - Geographically dispersed servers at major Internet gateways

Integrated Information Is the Hub

- Land and Water Sustainability
- Coastal Habitat
- Environmental Change
- Land and Water Restoration
- Hazards
- Species and Habitats
- Land Resources
- River Management
- Nonrenewable Resources

Gateway to the Earth Is the Key

- Provides a common enabling structure so anyone can find, get, and use the data and information they need to:
    - Integrate relevant data and information to solve scientific problems
    - Make decisions
    - Educate and learn
    - Create new products and services
    - Use USGS scientific information in ways we have not envisioned

OCLC Content Management Services

John A. Hearty
OCLC
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Agenda

- Dimensions of Digital Archiving
- Obstacles to Digital Archiving
- OCLC's Digital Archiving Experience
- OCLC Vision
- OCLC Strategy
- OCLC Content Management Programs
- OCLC/GPO Content Management Program
- Implementation Sequence and Schedule

Digital Archiving Dilemma

"The explosive growth of information in digital form is stretching the ability of traditional archives to ensure its accessibility and usability to future users. In addition, technology evolution is causing hardware and software systems to become obsolete in a few years, resulting in inaccessible media formats and data structures."

From the Digital Archive Directions Workshop, College Park, MD, June 1998

Dimensions of an Ideal Digital Archive

- Security
- Access
- Economy
- Openness

- Library Needs
- Publisher Needs
- End-user Needs

Dimensions: Security

- Destruction due to natural hazard
- Deterioration of physical media over time
- Technological obsolescence
- Business failure

Dimensions: Access

- Standards and tools for descriptive, structural, and archival metadata
- Provisions for sustaining accessibility over time and through stages of migration
- Contract protection for access arrangements

Dimensions: Economy

- Digital archiving must be lower than existing costs
- Opening up of shelf space/reduction in capital expense
- Greatly reduced "circulation" costs
- Elimination of duplicate content costs (physical and electronic)
- Cost recovery options for content owners and service providers

Dimensions: Openness

- Facilitates broader access
- Open linking with other front-end services and archives—expands access opportunities/reach
- Ease of adaptation as better technologies appear

Dimensions: Library Needs

- Assurance of long term access
- Low and predictable costs
- Leverage existing investments
- Choices in access, archiving, and other content management facilities

Dimensions: Publisher Needs

- Provision for compliance with intellectual property rights
- Credible protection against unauthorized use
- Subscription/usage fee models which reduce publisher risks

Dimensions: End-User Needs

- Ease of searching and browsing archival contents
- Content in context
- Integration with other information sources
- Immediate access to content from around the world

Obstacles to Implementing Digital Archives

- Standards and tools for content capture and creation (including metadata)
- Rights, permissions, and access management
- Long term preservation and access

- Library trust
- Stewardship of the cultural, historical, and scientific record is a cornerstone of librarianship
- Few organizations trusted to assume this critical role for the library community.

Standards and Tools for Content Capture and Creation

- Diverse content structures require flexibility in workflow and metadata creation facilities
- Digital content lends itself to automation of otherwise labor-intensive processes
- Standards and best practices not yet well established

OCLC Response

- OCLC CORC—Cooperative Online Resource Catalog.
  - Web-based
  - Support for MARC 21 and Dublin Core
  - Flexible resource description options
  - Descriptive and pathfinder metadata tools
  - To be upgraded to adapt to digital content management application
- Cooperative digital publishing network

Rights, Permissions, and Access Management

- Balancing desire to expand access with rights and needs of content owners
- Support for distributed, linked access environment, with a high level of

object migration expected.

- Contracts to support more distant time horizon than the community is accustomed to

OCLC Response

- Independent third party with track record of working as a liaison between publishing and library communities
- 30 years of experience managing complex access control scenarios
- PURL technology to manage object migration challenge

- New Naming Service to enhance inter-service linking

Long term preservation and access

- Many unique concerns:
  - Deterioration of physical media over time
  - Technological obsolescence—data, document formats, display technologies
  - Business failure

OCLC Response

- Guarantee a process, not an outcome.
- Establish principles to provide maximum probability of perpetual access
- Consistent with DLF position and OAIS framework
  - "Perfect solutions are the enemy of getting anything done" Clifford Lynch
  - "Establish some archival repositories," with two requirements:
- Participants will adopt OAIS framework
- Agreement on minimum requirements for a digital archival repository
  From DLF Web site:
  <http://www.clir.org/diglib/preserve/presjour.htm>

Library Trust

"When faced with the reality that no vendor can provide "guaranteed forever archiving," library decision-makers are pragmatic in their assessment about this issue (e.g., they need to realize a certain "comfort level" with a vendor and simply acclimate to this realization) and are highly supportive

of, and receptive to, the guiding principles OCLC has outlined regarding this issue."
Carl Hendrickson, Market Measurement

OCLC Archiving Principles

- OCLC will dedicate staff to monitor all aspects of related technology
- OCLC will escrow a percentage of service fees to fund future technology migration
- All materials archived by OCLC will be placed in safe and redundant storage facilities and routinely refreshed
- If necessary, OCLC will microfilm and store information and data deemed important by the membership or by the content owner
- OCLC will establish three advisory groups to monitor OCLC's archiving program and provide direction (1 - Computing and Storage, 2 - Software and Data Formats, and 3 - Information Technology)
- OCLC will embrace the OAIS framework, work collaboratively with the DLF and other key payers, and continue to play an active role on all International Standards Groups that influence any aspect of archiving
- OCLC will guarantee to provide to the content provider, subscriber and/or copyright owner on a usable transport and in an appropriate format all content if OCLC is unable to continue maintaining the archive

OCLC Response

- Fill the vacuum. Continue OCLC's traditional role of applying technology to address library needs to the digital archiving problem
- 68% of libraries surveyed believe OCLC will do the "best job" fulfilling this role

OCLC Digital Archiving Experience

- WorldCat Backup
- RLG Collaboration
- JSTOR Safety Storage
- netLibrary Escrow Services
- ECO Archive
- Electronic Archive Pilot
- FDLP/ERIC Digital Library Pilot Project

OCLC Electronic Archiving Pilot Project: FDLP/ERIC Digital Library Pilot Project

- Partnership between GPO, NLE, and OCLC
- Two-year file of ERIC Research Reports
- Each report is approximately 133 pages of TIFF images
- Memorandum of Understanding signed
- OCLC acknowledged as GPO/FDLP partner
- Great potential for Depository Libraries

OCLC Vision for Digital Content Management Services

Help libraries and other institutions fulfill and expand their role as stewards and providers of local information, and become premier, highly sought-after destinations on the global Web.

OCLC Content Management Programs and Services Overview

- Digital Content
- Metadata
- Guided Access

WWW

End Users

Publishers & Vendors

Libraries (FDLP)

Content Preparation, Management & Access Services

OCLC & Partners

Museums, Historical Societies, Gov t (GPO)

Programs
- Research & Development
- Training and Education
- Standards Development and Advocacy
- Alliance Programs
- Community Collaboration & Co-op Programs

Services
- Consulting
- Content Preparation-- digitization, metadata, microfilming
- Content Management--backup/ safety storage, archiving
- Access/Fulfillment Services-- hosting, packaging, distribution, fee management
- Integrated Services

Digital Content Management Strategies

- Make digital publishing of locally controlled content easy and cost effective for all interested libraries and other like-minded institutions

- Become a major node on a global network of trusted electronic archives

- Employ a partnership-intensive program to achieve scale and tap into needed talent and other resources

- Actively promote OCLC's interest and commitment in this area

OCLC Digital Content Management Program

OCLC Content Management Programs and Services

Programs
- Research-- Archiving, metadata, other
- Standards development OAIS/DLF participation
- Collaboration w/ community (best practices, project db/clearinghouse)
- Alliance Program Partnerships, Acquisitions
- Special Co-op Programs e.g. Coordinated pgms, focused collections
- Education/training Institute programs

Services
- Consulting
- Integrated Services (Prep+Mgt+Access)

Content Preparation Services
- Capture services-- scanning, conversion, handling
- Contract cataloging
- CORC/Online Cataloging
- Portals/Subject Channel Creation
- Other publishing & access tools (SiteSearch image/ db builder, etc.)

Content Management Services
- Back-up/ Safety storage
  - Offline e.g. service providers, publishers
  - Online mirror/ back-up sites
- Archiving Services
  - Level 1 Media Preservation (Vault Services)
  - Level 2 Data Preservation (Bit Preservation) [e.g. WorldCat]
  - Level 3 Resource Preservation (Bit Rendering) [e.g. ECO]

Access & Fulfillment Services
- Hosting public & private collections
- Derivative works & Doc-on-Demand
- Reselling and Redistribution
- Rights & fee management

- Content Preparation
  - Discovery
  - Selection
  - Cataloging
  - Workflow Management

Archive-it" button on CORC interface
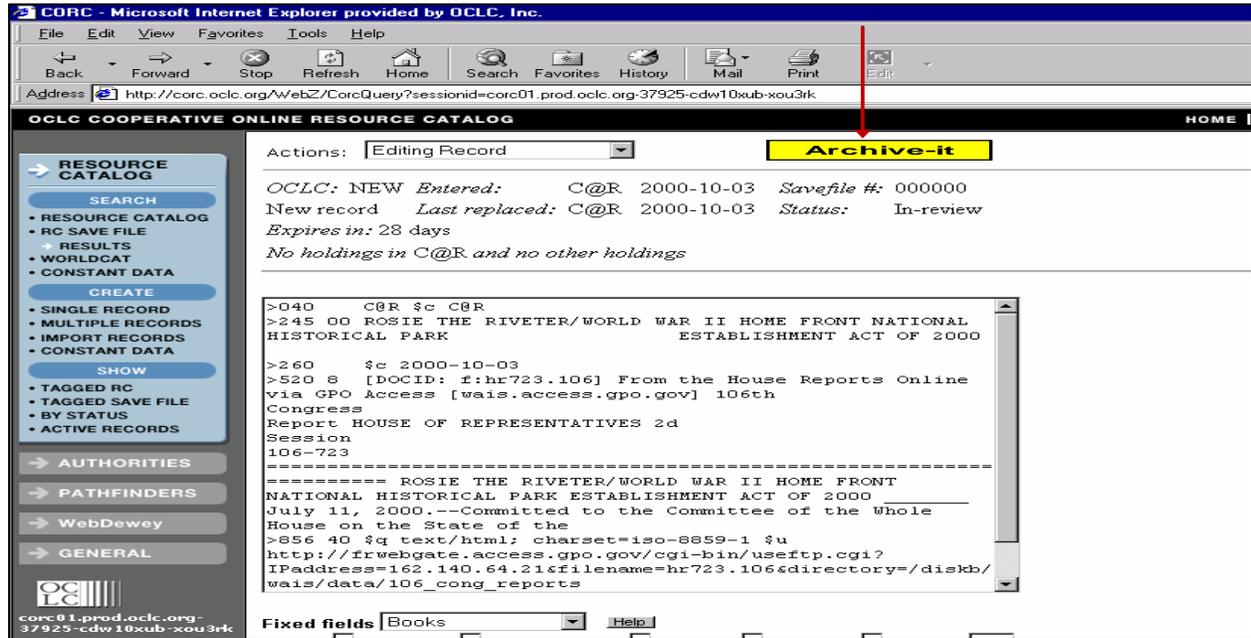
GPO/OCLC Digital Content Management Program

- Content Preparation
- Content Management
  - Ingest Function
  - Archival Storage
  - Data Migration & Refreshing
  - Administration
- PURL Maintenance
  - Backup/Redirection Functionality
  - Validation
  - Migration Tracking "
- Access
  - GPO Access
  - WorldCat/FirstSearch
  - Library OPAC

Implementation Sequence & Schedule

3-6 months	CORC Archiving Interface with button to archive at GPO. Existing CORC selection and workflow tools minimally enhanced. PURLs manually inserted.	Archiving System development	At the end of 6 months, GPO uses the CORC-based tools to archive to GPO's archive using TeleportPro.
3-6 months	CORC Archiving Interface	Archiving System	
6-9 months	CORC development continues. OCLC PURL server enhanced.	Archive development continues.	GPO continues to use tools to archive to their archive.
9-12 months	Enhanced CORC-based features including selection, harvesting, and reporting. Archiving button expanded to include the options of archiving at OCLC. Minimal descriptive metadata records exported from CORC. Retrieval of documents from the OCLC archive.	Creation of archive metadata, storage and preservation, archive maintenance.	GPO pilot is merged into the general Electronic Archiving solution. Available to all libraries.

Bringing *Indian Affairs: Laws and Treaties* to the World Wide Web

Suzanne L. Holcombe
Oklahoma State University Library
Stillwater, OK

Presentation Highlights

- Overview
- Text
- Grants and Contract
- Process
- Equipment
- Format
- Standards
- Recommendations
- OSU Digitization Center

Overview

In the mid-90's the OSU Library decided to begin a digitization effort as was taking place at other various institutions. The administration agreed that *Indian Affairs: Laws and Treaties* would be a text with which to start. It is a seven volume Federal publication that provides the most comprehensive record to date of the relationship between Native Americans and the Federal Government, 1778-1971. It is of value to various populations (Native peoples, researchers, attorneys, legislators, teachers) and it had not yet been digitized in full.

On the Web

Volume II (Treaties) in its entirety is now available on the Web. We have added a Table of Contents for access to the treaties by year, as they are organized in the text, in addition to the original index. Page images have been included in JPEG format. The text is also available in SGML (archival copy), and the images will also be in compressed TIFF format for archival purposes. We are in the process of coding Volumes I and III in HTML for the Web and they should be available later this year; the JPEG images are now available, as is some text. We are currently seeking additional funding to complete Volumes IV-VII. We have tried to retain as much as possible the appearance and intent of the original work.

http://digital.library.okstate.edu/kappler/

[Screenshot of a Netscape browser window titled "KAPPLER'S INDIAN AFFAIRS: LAWS AND TREATIES - Netscape" displaying the page at http://digital.library.okstate.edu/kappler/]

> **Indian Affairs: Laws and Treaties**
>
> **Compiled and Edited by Charles J. Kappler**
>
> Volume I (Laws, Compiled to Dec. 1, 1902)
> Volume II (Treaties, 1778-1883)
> Volume III (Laws, Compiled to Dec. 1, 1913)
>
> Introduction
>
> Search
>
> About the Artwork
>
> OSU Library Digitization Center
>
> Produced by the Oklahoma State University Library
> Generous support provided by The Coca-Cola Foundation, Atlanta, GA
> and the AMIGOS Bibliographic Council, Inc.

Images

The top image used on the site is "Indians Traveling" by Seth Eastman in Henry Rowe Schoolcraft's *Indian Tribes of the United States 1851-1857* (BIA). This text was selected and celebrated by the OSU Library as its two-millionth volume.

Text: *Indian Affairs: Laws and Treaties*

Indian Affairs is a seven-volume set of U.S. laws, treaties and executive orders pertaining to Native American Indian tribes. It was compiled and edited by Charles J. Kappler. It includes margin notations and a comprehensive index in each volume.

- Volume I: U.S. Laws, exec. orders, proclamations, 1871-1902.
- Volume II: U.S. Government treaties with Native Americans, 1778-1883.
- Volume III: Laws through 1912, annotated with citations, opinions.
- Volume IV: Laws, unratified treaties, discussion of legal matters and a reprint of Title 25 (Indians) of the USC.
- Volume V: Laws through 1938.
- Volumes VI, VII: Laws, exec. orders, regulations, through 1970.

Text: Publication

- Volumes I-V first published in the Serial Set (1903-1941).
- Volumes I-II republished (2d ed.) in the Serial Set and by the Senate Committee on Indian Affairs.
- Volumes I-V republished by GPO in 1975 and Volumes VI-VII published in 1979 by the Dept. of Interior (P.L. 90-284, 1968). All classed in I 1.107:
- Should be updated again (P.L. still in effect).
- A Supplement compiling Federal regulations relating to Native Americans was published by the Department of the Interior in 1975. I 1.77:K 14

Text: Reproduction, etc.

The seven volume set has been reproduced by private presses. Volume II (Treaties) as a solo publication has also been reproduced. OSU's online reproduction is in progress.
Documents of American Indian Diplomacy covers 1920's-90's and includes unratified treaties (agreements rejected by the Senate and others by tribes), etc.

The University of Oklahoma is attempting to represent current materials (charters, codes, constitutions) on their site <http://www.thorpe.ou.edu/>.

Why *Indian Affairs* and Why Digitize It?

- Comprehensive source of treaties, statutes, proclamations, executive orders, etc. pertaining to the U.S. Government's dealings with Native Americans
- Margin notes included by the editor assist the reader and provide cross-references to statutes and session laws

and provide a source of legislative history. Indexes in each volume.
- Software on server provides for comprehensive indexing of Web site (search signatures, margin notes, etc.)
- Active readership
- Absence of copyright
- Value to researchers and Native peoples
- Digitize it to preserve it and provide universal access to it

Grants: AMIGOS

In May 1996, the AMIGOS Bibliographic Council awarded the OSU Library a $1,500 fellowship to convert 150 pages of text or 59 treaties from Volume II of *Indian Affairs* to a digital format, maintaining as much as possible the appearance and intent of the original work while allowing for enhanced access including full-text indexing. These pages included all of the pre-removal treaties of the Five Tribes: Cherokee, Chickasaw, Choctaw, Creek and Seminole (significant to the state of Oklahoma).

The $1,500 was used for student wages. A small scanner and software were already available in-house. Students scanned the text and did initial proof-reading, staff completed the proof-reading and tagged the text in HTML in both table and non-table/simple-text formats. Average time per page: Staff: 66 minutes, Students, 32.5. Images of the pages were added later. This took over a year to complete. The signatures, etc., were very time-consuming to mark up in HTML, and there was one librarian working on this as time allowed.

Grants: Coca-Cola

In September 1999, the Library received word from the Atlanta-based Coca-Cola

Foundation (which has an interest in supporting Native American projects) that it would be the recipient of a $25,000 grant to continue work on *Indian Affairs*. The Library contracted with TechBooks, a data conversion company in Fairfax, Virginia, to digitize the remaining text from Volume II and continue with Volumes I and III.

Grants: Suggested Resources

The OSU Library's Director of Library Development, who generates private gifts and financial support for the OSU Library, suggests that it is best to request assistance from foundations, etc., that have an interest in the subject material with which you are working. If the material will be published on the Web, corporate foundations are often eager to be advertised on the Web site as supporters.

Contract

With the $25,000 grant from Coca-Cola, TechBooks scanned the remaining pages in Volume II and tagged the text in HTML and SGML. They scanned Volumes I and III, and tagged them in SGML. Pages: 3,000. Cost: over $21,000. Time: 5 weeks.

Process

We organized the Vol. II files (1 treaty = 1 file), linked them to the online index and organized the Web site.

SGML code was then stripped from Volumes I and III (by Libronix Corporation) and we are coding the text in HTML in-house using an HTML editor (Arachnophilia). Students scanned the pages as .jpg images using new equipment (workstation, scanner, software) purchased with other funds. Inclusion of images of the actual pages adds authority by allowing researchers to verify the accuracy of the electronic text (OCR is 99.9% accurate).

This work is very time intensive and notably costly. As a small project, scanning and tagging the first 59 treaties in-house was slow but relatively cost effective. The contract for approximately

3,000 pages of text was time efficient and less costly in the long run.

Coding in SGML is complex and requires some programming. As standards and systems move toward XML, the production of digitized archival quality material may be somewhat streamlined as the tagging can be done by staff, software, etc.

Equipment

- For Scanning and Editing, we are currently using a higher-end workstation with:
  - Scanner (Minolta PS 3000)
  - Scanning Software (Caere's Omnipage Pro (for OCR) and Epic 3000(images) for Windows)
  - Word Processing Software (MS Word)
  - Web Editing Software (Arachnophilia)
- For Web Access: Gateway ALR 8300 server, running Windows NT with indexing software. 45 GB of storage.

Format

- Links for Home, Table of Contents, Index, Search, Page or Chapter and Page Images are available at the top of each document.

- The Margin notes are hyperlinked and are at the top of each document.

- Other links include Introduction, Vision, Mission, Disclaimer and Usage.

Standards

Indian Affairs followed the lead of major digitization projects worldwide by using Standard Generalized Markup Language (SGML) for archival copy, a standard for representing texts in electronic form that is platform independent (defines structure), ensuring long-term access.

The SGML files use a modified version of the Text Encoding Initiative (TEI) Lite, a document type definition (DTD) that SGML requires. The TEI definition is used for scholarly texts.
Institutions are currently pursuing the Extensible Markup Language (XML) as a replacement for SGML (flexibility, ease of use, cost).
The images are also being produced in a TIFF format for archival purposes, in addition to the JPEG version that can be viewed on the Web.

Meta tags (describe the document so that search engines can retrieve it) using the Dublin Core Standard.

Recommendations: Administrative Support and Funding

- Digitization projects should support an institution's overall mission.

- The library administration must provide the financial and human resources necessary for staffing, training and consulting services as required.

- The OSU Library created a Digitization Task Force after digitizing the first 59 treaties of Kappler to recommend to the Dean what would be necessary if the Library wished to commit to additional digitization projects. From this, two librarian and two staff positions now have part-time responsibility for Digital Collections.

- Financial: Use in-house funding if available, pursue foundation and grant funding. The Digitization Center at OSU is generating income for

projects by digitizing material for other institutions.

- Human Resources: Release time for employees to pursue project goals. If a full-time project, create a new professional position. Give staff the opportunity to attend professional training in digitization technology (conferences, etc.). Contract with a digitization consultant to assist in the initial planning and onset of digital operations.

Recommendations: Goals, Equipment and Organization

- Define your *goals* as to what your organization wants to accomplish, how you will accomplish it, the final results and time/cost estimates for both in-house and outsourcing.

- Keeping with your goals, choose equipment which will complement your plans if working in-house (consult literature, systems department).

- Decide on what computer the files will be stored and how the files will be named, organized and accessed. How will the Web page delivering the data be organized and designed?

Recommendations: Contractual Arrangements

- Unless an organization is equipped with the necessary equipment (hardware, software, etc.), trained staff and time, it is often more time and cost-efficient to contract with a data conversion vendor, also if thousands of pages are to be scanned.

- Select a vendor (from vendors at meetings, literature, recommendations) according to your needs.

- Get a quote if the vendor is able to give an estimate. Get a written contract if necessary and understand all terms. Be as clear as possible as to what you want done and give as many guidelines as possible.

Recommendations: Formats and Standards

- Format: SGML or XML tagging should be used for archival materials (in addition to the HTML files that are viewed on the Web).

- For images, the TIFF format is archival quality. JPEG can be used for viewing on the Web.

- PDF files created by Adobe software are widely used by Government and industry but are not guaranteed to be useable 100 years from now.

- Standards: Keep abreast of the standards that exist for the digitization of materials and work within these guidelines, always with a long-term view as to the future accessibility of the information.

The World Wide Web Consortium <http://www.w3.org/>, develops common protocols that promote the evolution of the Web and ensure its interoperability. The Web Standards Project <http://www.webstandards.org/>, is an organization that works with browser software emphasizing the importance of standards. See also the DigLib list <http://www.ifla.org/II/lists/diglib.htm> (discussion list for digital libraries, researchers and librarians).

Digitization Center

The OSU Library has created the OSU Library Digitization Center to continue with the *Indian Affairs* project and other digitization projects. It is staffed by two full-time librarians and two support staff. We also have a Native American student assistant working on the Kappler project.

For more information visit <http://digital.library.okstate.edu/kappler/> or contact Cokie Anderson, (405) 744-7086, or cokie@okstate.edu

Of Note: Ad Hoc Committee on Digitization of Government Information

This committee has recently been created and currently exists under the jurisdiction of ALA GODORT <http://www.lib.berkeley.edu/GODORT/DGI/ah_dgi.html>. Its charge is to coordinate the digitization of Federal documents. Cathy Hartman, University of North Texas, is chairing this effort.

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Indian Affairs, Laws and Treaties
Charles J. Kappler
Washington, D.C., U.S. Government Printing Office, 1903-1941, 1976, 1979
7 volumes

Description

Indian Affairs, Laws and Treaties, compiled and edited by Charles J. Kappler, is a historically significant, seven volume compilation of U.S. treaties, laws and executive orders negotiated between the U.S. Government and Native American Indian tribes. Each volume includes margin notes and a comprehensive index. The volumes cover U.S. Government treaties with Native Americans from 1778-1883 (Volume II) and U.S. laws and executive orders concerning Native Americans from 1871-1970 (Volumes I, III-VII). The first five volumes comprise the original set which was published between 1903-41 by the U.S. Government Printing Office. In 1968, Public Law 90-284 authorized and directed the Secretary of the Interior to revise and extend Kappler's compilation

resulting in Volumes VI and VII being issued in 1979, updating the set to 1970. As this law is still in effect, updates should be issued for 1971 - present. Web sites such as the Native American Constitution and Law Digitization Project <http://www.thorpe.ou.edu/>, are accumulating legal documents concerning Native Americans, but there is not one resource to access for a complete record of recent documents.

The first five volumes are available in the U.S. Serial Set. Kappler compiled these volumes from the statutes. The first two volumes were reissued as a second edition again in the Serial Set and also by the Senate Indian Affairs Committee. In 1975, GPO reprinted the first five volumes in the set and classed them under I 1.107:. Volumes VI and VII, issued in 1979, are a cumulation of various groups of laws and proclamations in the U.S. Statutes at Large, selected provisions of the 1970 U.S. Code, and executive and departmental orders from the Federal Register. See below for Serial Set and SuDocs numbers.

The set has also been reproduced by private publishers. William S. Hein & Co. and AMS Press have produced it in paper and several companies have republished Volume II (treaties). Various publishers have also issued the set in microfiche.

For treaties that were not ratified (negotiated with Native Americans but not passed by Congress), see *Documents of American Indian diplomacy: v. 1-2: Treaties, agreements and conventions, 1775-1979* by Vine Deloria and Raymond J. DeMallie, 1999. 2 v. From the May 2000 *Choice* review: "… encompasses unratified treaties, … railroad agreements, land grants to private parties and land settlement acts of the 1920s-90s for broken treaties. Most

welcome is the inclusion of formal agreements rejected by the Senate and others that were rejected by tribes."

John B. Phillips
Suzanne L. Holcombe
Oklahoma State University Library

Volumes:
- *Indian Affairs, Laws and Treaties*
I. (Laws, executive orders, proclamations, etc.) compiled to Dec. 1, 1902

II. (Treaties)
v. I-II: 57th Congress, 1st session. Senate Document 452. Serial Set nos. 4253-4254.

III. (Laws) compiled to Dec. 1, 1913
v. III: 62d Congress, 2d session. Senate Document 719. Serial Set no. 6166.

IV. (Laws) compiled to March 4, 1927
v. IV: 70th Congress, 1st session. Senate Document 53. Serial Set no. 8849.

V. (Laws) compiled from Dec. 22, 1927 to June 29, 1938
v. V: 76th Congress, 3d session. Senate Document 194. Serial Set no. 10458.

VI-VII. (Laws) compiled from 1939 to 1971 (2 v.)
v. VI-VII: 76th Congress, 1st session - 91st Congress, 2d session, 1979.
I 1.107:

- 2d ed.: *Indian Affairs, Laws and Treaties*, 2d ed., v. I-II: 58th Congress,

2d session. Senate Document 319. Serial Set nos. 4623-4624.

- 2d ed.: *Indian Affairs, Laws and Treaties*, 2d ed., v. I-II. ix +1162 + 1099 p. (Indian Affairs Committee, Senate). Y 4.IN 2/2:L 44/v. 1-2

- *Supplement to Kappler's Indian affairs, laws and treaties: compiled Federal regulations relating to Indians*, Charles J. Kappler. U.S. Dept. of the Interior, 1975.
  I 1.77:K 14

- Reprint: *Indian Affairs, Laws and Treaties*. U.S. GPO, v. I-V, 1975. I 1.107:

Mattituck, NY, Amereon House, 1972

ONLINE: *Indian Affairs, Laws and Treaties*
    To date: v. II, images for vols. I-III.
    http://digital.library.okstate.edu/kappler/

Notes:

- Commonly known as the Kappler report.
- Vols. VI-VII issued by the Dept. of the Interior with title: Kappler's Indian affairs.
- All volumes include bibliographical references and index.

Reproductions:

Indian Affairs, Laws and Treaties, Charles J. Kappler, v. I-VII
    New York: William S. Hein & Co., 1990, 1995. $550.00
    New York: AMS Press, Inc., 1971?. $895.00

Indian treaties 1778-1883, Charles J. Kappler
    (Originally published as *Indian Affairs*...Volume II.)
    New York, Interland Publishing, Inc., 1973
    Laguna Hills, CA, Histree, 1992

Digitizing the Historic USGS Maps of New England

Meredith Ricker
University of New Hampshire
Durham, NH

The Historic USGS Maps of New England Project was conceived in October 1998 and substantially completed in September 1999. The purpose of the project was to make valuable historical USGS topographic maps easily accessible through the Web. The 1,188-map archive represents complete geographical coverage of New England from the 1890s to 1950s.

Project Conception

Christopher Marshall of Amherst, New Hampshire, began scanning old topographic maps of New Hampshire out of personal interest. A map enthusiast with an interest in New Hampshire railroad history, he began searching out old maps in order to discover the locations of abandoned railroads and train stations. He found that current maps sometimes show old railroad right-of-ways, but sometimes those grades have been reused for newer roads, thus obscuring the old information. He needed the older maps, but found locating them problematic. Since area libraries had spotty collections and did not circulate the maps, Chris started to scan them in order to be able to examine them as a group. He started at his local public library and went from library to library until he reached us at the University of New Hampshire.

Although we have many more maps in our collection than Chris had previously found, he also had scanned images of maps we did not own. When I noticed the quantity and coverage of the images that Chris had already collected, I immediately saw the value of his collection. We've had a large number of inquiries over the years from patrons wishing to borrow, purchase or make color copies of our maps. I saw an opportunity to make a valuable collection easily available to a large number of people, while at the same time decreasing handling of our fragile collection and increasing our own library holdings. I approached Chris and asked if we could have the images to start a Web site, and the Historic USGS Maps of New England project was born.

Project History

The site started small, but like many projects it quickly took on a life of its own. Originally, Chris and I expected the collection to be comprised of only New Hampshire maps. In fact, I originally named the project The New Hampshire Historic USGS Map Collection. But with many of the maps covering both parts of Vermont and New Hampshire, it was soon obvious that adding Vermont would actually be easier than trying to figure out how to exclude it. Then, there was a whole series of maps that straddled the northern border of Massachusetts so adding Massachusetts became the obvious next step. At this point, I became stuck on a name for the expanded

collection. The original name no longer worked, and the three-state grouping of New Hampshire, Vermont and Massachusetts made no sense. We think of New Hampshire, Vermont and Maine as Northern New England, but New Hampshire, Vermont and Massachusetts were not bound together by anything more than common borders. At this point, Chris was still doing all the scanning in his free time, and the size of the state of Maine prohibited an enthusiastic rush to the scanner. I asked Chris, at this point, if he would be willing or interested in expanding the scanning to the southern New England states of Connecticut and Rhode Island. A true map enthusiast, he agreed. Once these states were completed, Maine seemed somehow much smaller and New England was quickly completed.

Technology & Equipment

The majority of the maps were scanned on a Hewlett Packard HP 4C scanner with a maximum scan size of 8.5 by 14 inches. Since the maps tend to be about 20 by 27 inches, Chris scanned the maps in four overlapping quarters. He scanned the maps at a resolution of 200 DPI and saved them as TIFF images of about 14 MB each or 56 MB per map. He connected his scanner to a laptop computer armed with an external JAZ drive to store the large image files. The images were then converted to JPEG images approximately 1.4 MB in size using Paint Shop Pro software. These images are large enough to be readable and useful on screen or when printed while being small enough to download rapidly over our T1 lines and acceptably over most home users' modem lines.

Not only did I discover an avid map enthusiast in Chris, but also an accomplished computer programmer! When he and I first made arrangements for me to download the 80 maps Chris had scanned, I expected to have to spend a couple weeks writing HTML pages to present the images on the Web. Instead, Chris had written what he called "a little Java program" driven by a text-based catalog which includes each map's geographical coordinates to generate HTML pages linking to the scans. He had also written another program to generate the image maps that also link to the maps.

While the program saved countless hours of start-up time and created magnificent indexes that would have been largely impossible to create and maintain by hand, it also created a magnificent number of small errors. We had HTML pages for images that did not exist, or whose name had been misspelled at the scanning stage, and many misspellings, typos, and HTML coding errors. Many hours of my labor as well as approximately 250 hours of student labor went into correcting errors on the site. To this day, at least once or twice a month I'll get an e-mail from somebody pointing out a misspelling in the name of a local town, and many table coding errors still stand in need of correction. These types of corrections are often not easily discovered but can be easily corrected with a good HTML editor. I currently use Allaire HomeSite 4.5 but have recently purchased Adobe GoLive 5.0.

We run the site on a Dell Power Edge 2300 Server, 450 MHz, 256 MB memory, 54 GB hard drive, and 12 GB tape drive, running Windows NT 4.0 and Internet Information Server 4.0 software.

Since the original scanning was done, we have purchased a Microtek ScanMaker

9600XL scanner capable of scanning images up to a size of 12 by 17 inches. I use Adobe Photoshop 5.5 and ImageReady 2.0 to adjust and resize images for the Web. As time permits, I will use this software to reduce the current JPEG images to an even smaller size.

We have also purchased software called Panavue ImageAssembler, which allows the four overlapping scans of a map to be stitched together into a single, perfect image. We are in the process of purchasing LizardTech's Mr. Sid image compression software, which will allow us to present the images in an even user-friendlier format.

We have an Epson Color Stylus 2000 printer capable of printing images of 13 x 19 inches. Although we are unable to allow patron access to this because of current limitations on our library printing systems, we are able to make prints upon request.

We have assembled an archive of the original TIFF images on 12 GB tapes. Those images currently fill 9 tapes for a total of 108 GB. We have created an index to the images on these tapes from the filenames in each tape's directory so that we can retrieve the TIFF images when needed. Retrieving these images is a slow and aggravating process that will be alleviated when we are able to add more storage space to our current server.

Project Financing

- May 1997: Received a UNH Parents Association Grant for $6215 to purchase a server to serve as a campus wide resource for students in the social sciences. This was the second server used by the department.

- March 1999: Received library funds for $7200 to purchase a Dell Power Edge 2300, 450 MHz with two 18 GB mirrored hard drives running Windows NT Server.

- April 1999: Received a UNH Parents Association Grant for $1399 to purchase a Microtek ScanMaker 9600XL large format scanner. The scanner will scan sheets up to 12 x 17 inches at 600 x 1200.

- July 1999: Received library funds for $750 to add two 18 GB hard drives for Windows NT server.

Statistics & Space Requirements

HTML Pages

Quad HTML pages	725 files	4.27 MB
Town HTML pages	1898 files	3.48 MB
Total	2623 files	8.75 MB

Images

Massachusetts	1603 JPEGs	401 maps	2.69 GB
Connecticut	735 JPEGs	184 maps	1.25 GB
Maine	1329 JPEGs	332 maps	2.20 GB
New Hampshire	450 JPEGs	113 maps	829 MB
New York	128 JPEGs	32 maps	218 MB
Province of Quebec	4 JPEGs	1 map	8 MB
Rhode Island	137 JPEGs	34 maps	205 MB
Vermont	362 JPEGs	91 maps	703 MB
TIFF Images	4748 TIFFs	1188 maps	108 GB
Total	4748 images	1188 maps	116 GB

Usage Statistics

Server logs show that the site attracts an average of 6000 visits (including us) per month.

Publicity

I sent announcements to the Maps-L and GOVDOC-L lists, and Chris posted an announcement to a map newsgroup. The site was mentioned in *The Scout Report for Science and Engineering* on 27 October 1999. Chris was asked to write an article about the site for the *Boston Map Society Newsletter.* The site was announced in the *NEMO Newsletter (Quarterly Newsletter of the North East Map Organization),* Number 33, March 1999, and in *Granite State Libraries,* Volume 35, Number 2, March/April 1999. The site was mentioned in UNH's *Campus Journal* on 25 February 1999. The majority of the publicity for the site, however, has been by word of mouth.

Benefits to the Library

- Increased the holdings of our collection by the number of scans collected from 11 other libraries and one bookstore.
- Generated a donation by local map collector Representative Richard Ahern of 72 historic New Hampshire maps.
- Aids in protecting our fragile paper collection by allowing general access to digital versions.
- The project quickly became a high profile, easy to demonstrate showpiece for library fundraising efforts.
- Allowed the library to make a contribution to the growing collections of research material available on the Web.
- Serves as a companion effort to our role as an ESIC.
- Establishes the Government Documents Department as a major player in the library's emerging digital initiative.

Future Plans

The site is still a work in progress. Users still email me with corrections in spelling of

town names. This winter, I need to begin re-coding the site to repair problems and replace deprecated HTML code with style sheets. Site navigation will eventually be improved.

1. Three additional digital collections are in the works:

    *   *Town and City Atlas of the State of New Hampshire* published in 1892 by D.H. Hurd. Organized by county, the atlas contains maps of every town and for most towns contains detailed maps of the town center. In many cases, homes with owner's names are shown. Two of New Hampshire's ten counties have been scanned already.

    *   *Atlas Accompanying the Report on the Geology of New Hampshire* by State Geologist C.H. Hitchcock, 1878. These maps, which accompany a five-volume report, are the first statewide compilation of New Hampshire geologic history. They would be valuable to researchers used in comparison with current, readily available images. The volume is scanned.

    *   *Maps from the US Congressional Serial Set.* This set is very fragile. The maps are frequently folded and printed on thin paper, and thus at greater risk than the text portions of the set. Our Special Collections is planning to establish a Digital Copy center where we will be able to scan and serve a collection of Serial Set maps illustrating New Hampshire.

2. We are about to purchase LizardTech's Mr. Sid image compression software for use on these projects. I hope to use this technology in the same way it is being used by the Library of Congress' American Memory Project, to offer these maps in a more user friendly format on the Web. Eventually I hope to stitch and compress the entire topographic map collection.

3. We have not created formal records for the online collection either through traditional MARC cataloging or alternative forms of metadata such as Dublin Core or Federal Geographic Data Committee (FGDC). This is an area that is currently being explored.

4. USGS topographic maps are constantly revised, but we ended our historic map project with maps from the 1950's. Maps published in the last forty years document many significant changes in New England. We are considering including more recent maps in the Web site, especially those from New Hampshire, many of which are in our paper map collection and thus readily available for scanning.

Conclusion

Digitization projects are perhaps technically more challenging than print publishing, but are certainly more pliable. We were able to quickly gather the images into a coherent collection on the Web, and then allow both the original concept and the collection to grow and change. The flexibility of Web publication allowed this project to plan itself to some extent, and fostered a collaboration of two people with different goals and skills to produce a valuable research source.

http://docs.unh.edu/nhtopos/nhtopos.htm
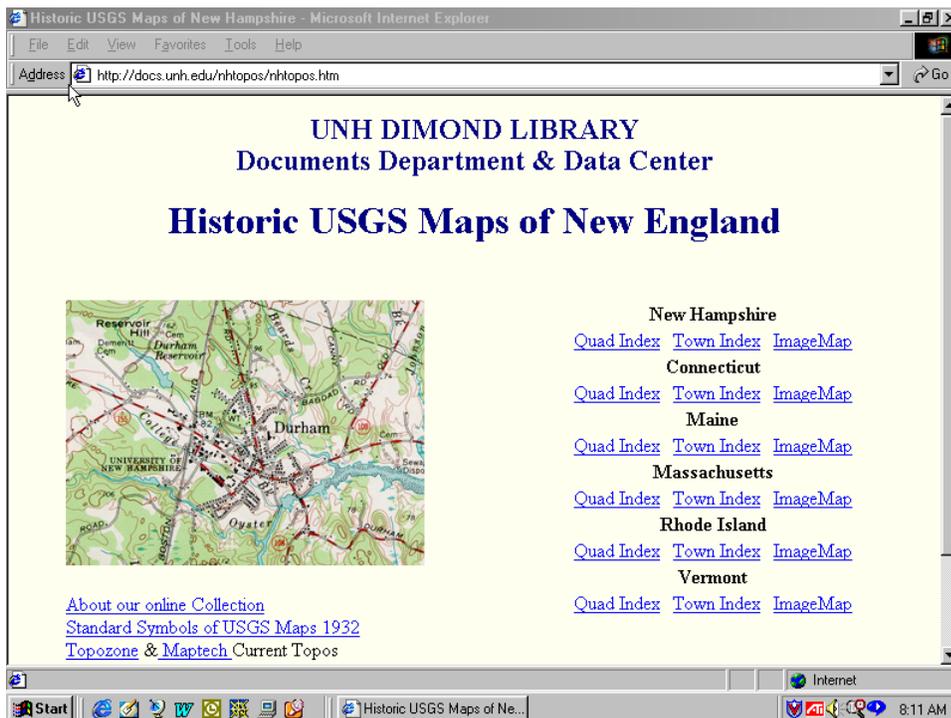
NARA Electronic Records Archives Program: Accomplishments to Date

Robert Chadduck
National Archives and Records Administration
College Park, MD

What Is the Electronic Records Archives?

The Electronic Records Archives is a comprehensive, systematic, and dynamic means of accomplishing the archival work that must be done to provide continuing access to authentic electronic records over time.

Why Do We Need an Electronic Records Archives?

- The conduct of business is increasingly enabled by, and dependent on, digital computer and communications technologies
- The records that are being created in this environment are increasingly electronic
- Many of these records cannot be expressed in non-electronic form
- Digital technology is both necessary and advantageous for discovering and delivering information

Technical Challenges in Building ERA

- Overcome technological obsolescence in a way that enables the preservation of demonstrably authentic records
- Find ways to take advantage of continuing progress in information technology in order to maintain and improve customer service

- Build solutions that recognize that today's progress is tomorrow's obsolescence

Research Background

- Technology Used to Instantiate a Collection Changes Every 3 Years
- Data Presentation Technology Changes Every 4 Years
- Archival Storage Technology Changes Every 5 Years

Approach - Context Based Objects

- Data has value when it is given a context
  - When archiving a digital object, must also archive the context of the object
  - Requires metadata for defining the structure of the object

- Use collections to define the context
  - When archiving a collection, must also archive the information needed to reassemble the collection.
  - Requires metadata to define the structure of the collection

- Use presentation context to control access

– Requires metadata to define   structure of presentation

Open Archival Information System

Producer → Submission Information Packages → OAIS (Archival Information Packages) → Dissemination Information Packages → Consumer; queries, result sets, orders

Legend
= Entity (rectangle)
Information = Package Data Object (ellipse)
= Data Flow (arrow)
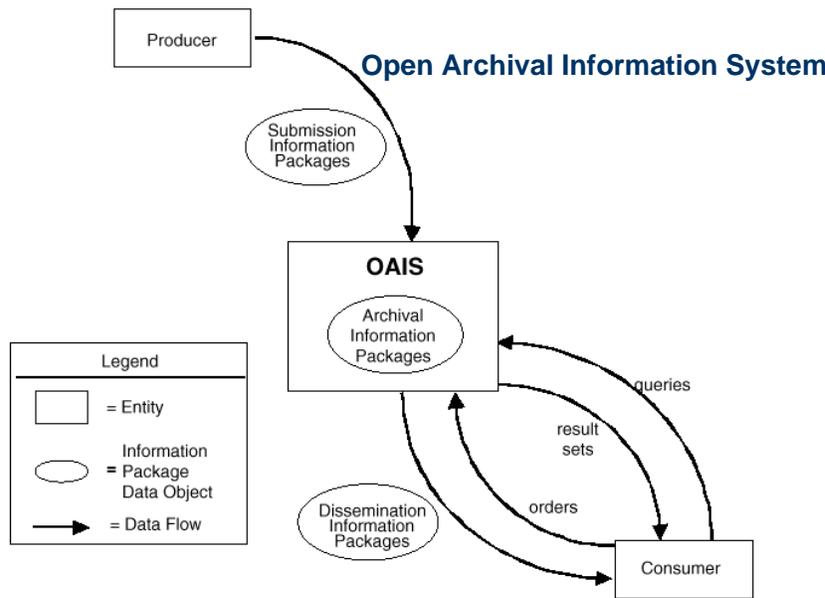
Web Accessible Empirical Results

Research Scope:

- Investigate innovative, highly scalable approaches that lead to or enable revolutionary advances in state of the science high performance technologies applied specifically to formal archival object preservation and indeterminate term

- Future access support ultimately scalable to ultra-high file and physical volume object collections

to ultra-high file and physical volume object collections

Research Execution Strategy:

- Concepts are to be demonstrated by means of prototypes or testbed implementations in association with empirical collection of systems performance, level of technical effort and cost metrics ultimately scalable

Result of Collaboration Among:

- The National Archives and Records Administration &
- Defense Advanced Research Projects Agency
- Office of the Clerk, United States House of Representatives
- ASD(C31)
- Joint Interoperability and Test Command
- United States Census Bureau
- United States Patent & Trademark Office
- The National Partnership for Advanced Computing Infrastructure

"Best of Class" Technologies Investigated:

- World class high assurance, highly scalable, technology independent distributed architectures
- World class digital library information models & research products
- World class archival community preservation models
- Actual electronic records – "Live Ammo Test"
- Deployable today COTS/GOTS/Public domain technologies

Data Collections

- E-mail postings - 1 million records
- TIGER/Line 1992 (Bureau of the Census)
- 104th Congress
- Vote Archive Demo 1997 (VAD)
- Electronic Access Project (EAP)
- Combat Area Casualties Current File (CACCF)
- Patent Data (USPTO) - 2 million patents
- Image collection (AMICO)
- JITC collection

Collections Characteristics

	Raw Size	# Records	Archival Time	Container Type
E-mail	2.52 GB	1,000,000	1 h 02 m	Record / SRB
Tiger92	24.47 GB	50,951	Tar: 19h 28 m	Record
104th	0.32 GB	11,437	Tar: 0h 14m	File
VAD97	0.03 GB	1,288	Tar: 0h 03m	File
EAP	0.84 GB	11,543	Tar: 0h 42m	Database
Vietnam	0.07 GB	58,181	Tar: 0h 03m	Database
Patent	150.00 GB	2,000,000	40 h	Database
AMICO	0.12 GB	51	Tar: 0h 08m	SRB
JTIC	0.38 GB	680	Tar: 0h 16m	Database

COTS/GOTS/Public Domain Technologies Testbed:

- Archival storage system> IBM-SP 8-node, 32 processor, 180TB tape storage, three 9490 tape robots, 1.6 TB RAID disk cache
- Data management system> Sun Enterprise 4-processor serve
- Archival storage system SW> IBM HPSS

- Data handling system> Storage resource broker
- ORDMS> Oracle 7.3, IBM DB2 UDB

Technology Sources

- Archive Community
  - IEEE Mass Storage Systems Technical Committee
  - Scalable storage systems
- Digital Library Community
  - NSF Digital Library Initiative, Phase II
  - Information management mediation - XML
- Supercomputer Community
  - Scalable ingestion platforms
- Grid Forum
  - Data handling systems for interoperability
- Archivist Community
  - Management policies and standards

Federating Data Collections

Digital Sky Images	NASA Catalog	
Hayden Planetarium		
Wash. Brain Image	NS Dig Lib	UC Calif Finding Aids
UCLA Brain Image		
MSU Brain Image		
UCSD Neuroscience		
CEED / ESA	ESS Dig Lib	
REINAS		
U Md Archive		
ADL		
Elib - Flora		

NARA Persistent Archive
AMICO Image Library
UMDL Social Science
U Wisc. Video Lib.
Pacific Rim DL

MS Dig Lib
Wash U Genome
U H Mol Trajectory
Protein Data Bank

ERA Electronic Records Archives Program

Synopsis:

Identified and executed an empirical study (costs, performance metrics, level of effort) of candidate architectures, storage systems, SML-based design strategies potentially capable of sustaining indeterminate term access to

object classes of electronic records that works at both an appropriate scale and at an appropriate stage of technology evolution while maintaining identified relationships among records, collections of records, and aggregates of collections

Present Research Perspectives

Generality of Persistent Archive

- Same information model needed to manage
    - Migration over time
        - Collection creation and update
        - Persistent archive
    - Federation in space
        - Metacomputing environment
        - Interoperable services for digital libraries
- Same storage systems needed to support
    - Supercomputer center data
    - Discipline specific data collections
    - Digital library collections

Collection Based Persistent Object Preservation: Method

- Create metadata models
    - the internal components of objects
    - the sequence of components within objects
    - the attributes of presentation of preserved objects
- Apply models by marking up objects
- Express links among records and collections as persistent data values
- Define the semantics of components
- Preserve the models, the transformed records and procedures to apply the models

- Provide rich, comprehensive and flexible metadata management for discovery, retrieval & preservation

Persistent Object Preservation: Implementation

- Comprehensive
    - All types of computer applications
    - All types of electronic records
    - Collections as well as individual records
    - All required archival processes
- Infrastructure Independence
    - Objects and Collections of Objects
    - Enable replacement of any component
- Scalable
    - Up to >> 100,000,000 objects
    - Down for small collections & institutions
- Metacomputing - over the Internet
- Extensible over the Records Lifecycle

ERA & Synergy Beyond

A uniform architecture is emerging across:

- persistent archives (NARA)
- digital libraries (NSF)
    - NSF: -- DLI2, National SMET Education Digital Library NPACI data grid for neuroscience brain image federation
- grid development (DOE, NASA, NLM)
    - DOE: -- ASCI Data Visualization Corridor remote data processing Particle Physics Data Grid object replication
    - NASA: -- Information Power Grid distributed data processing

– NLM: -- Digital Embryo Project data grid for image processing and storage

ERA Research Benefits

<u>Validation mechanism</u> for the:

- common data management architecture
- differentiation between knowledge, information, and data and the choice of representation standards

<u>Integration vehicle</u> for tying together:

- persistent archives with grid environments
- grid environments with digital libraries
- digital libraries with persistent archives

Collection Based Access (2/3)

- Abstract data set naming and administration away from physical storage resource
  - Data sets defined by attributes
  - Logical collection used to group data sets across storage systems
    - Enables support for replication of data
  - Collection owned data
- Authentication controlled by data handling system
- Persistence controlled by data handling system
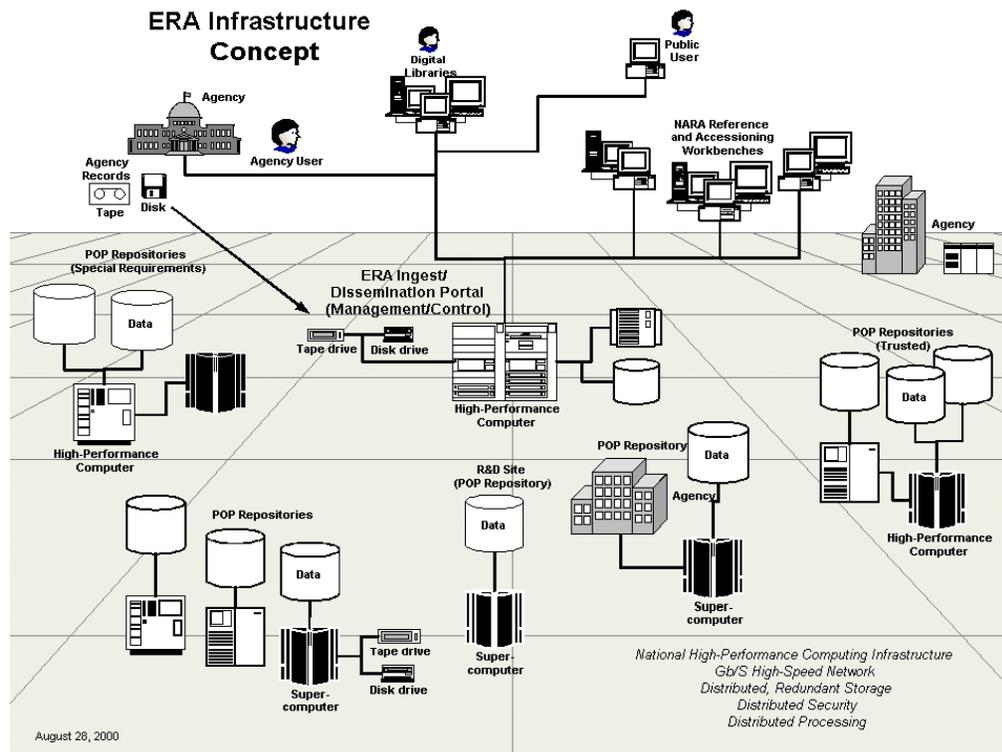
ERA: Archival Components Concept
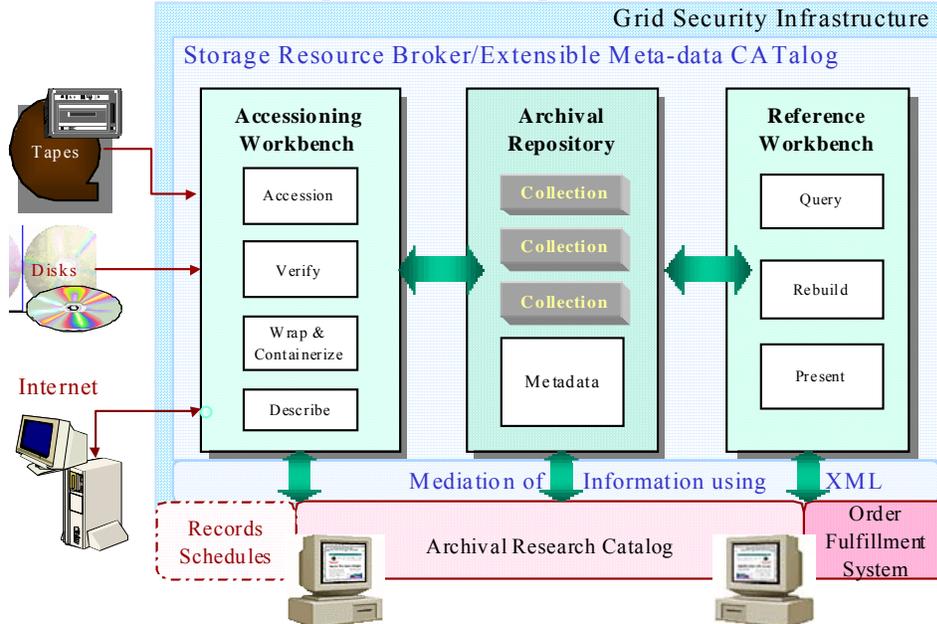
Partnerships

- ISO draft Model of Open Archival Information System
  - NASA/Consultative Committttee on Space Data Systems
- International research on Permanent Authentic Records in Electronic Systems (InterPARES)
  - 7 international research teams, 10 national archives
- Intelligent processing of electronic records
  - Army Research Laboratory, Georgia Tech Research Institute
- Distributed Object Computation Testbed
  - Defense Advanced Research Projects Agency, U.S. Patent and Trademark Office
- National Partnership for Advanced Computational Infrastructure
  - National Science Foundation
- Archivist's Workbench

  - NHPRC Grant to San Diego Super Computer Center

How Do These Activities Fit Together?

- OAIS Model
  - High level framework for entities, functions, data flows
- InterPARES
  - Archival requirements, electronic records typology, preservation model, best practices
- Intelligent processing
  - Tool sets for archival processes
- DOCT
  - Persistent Object Preservation
- NPACI
  - Core technologies for ERA
- Archivist's Workbench
  - Scale ERA for smaller archives

What Have We Accomplished?

- Research prototype

- – migratable information architecture
- – scalable 'archive'
- Demonstrated application
  - – Process from ingest through access
  - – Multiple types of collections:
    - Databases, e-mail, GIS, digital images, office automation files.
- Experiments

- – Application of knowledge-based, natural language processing, and other technologies to archival processing of records

Additional Information

- http://www.nara.gov
- http://www.sdsc.edu/NARA
- http://www.ces.btc.gatech.edu/ research.htm

**Data Handling System (1/3)
Storage Resource Broker & Meta-data Catalog**
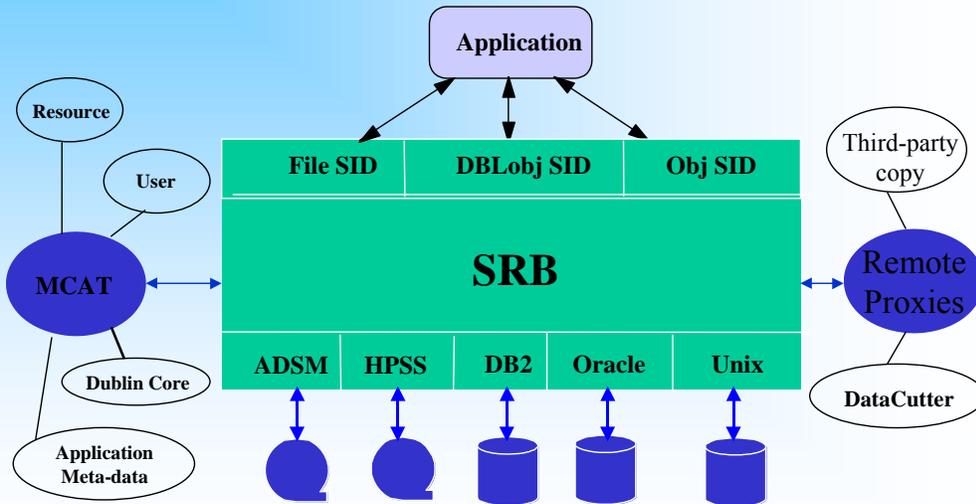
National Partnership for Advanced Computational Infrastructure

**SRB Containers (3/3)
Managing Archive Latency**

➢ Create container in a *logical storage resource* containing at least one "cacheable" resource
➢ Create objects in containers
➢ "Cache" daemon will move filled containers to archive
➢ *synch* and *purge* API's

SRB client

SRB Server

UNIX   HPSS   HPSS

container

cached containers   **Distributed Storage Resources**
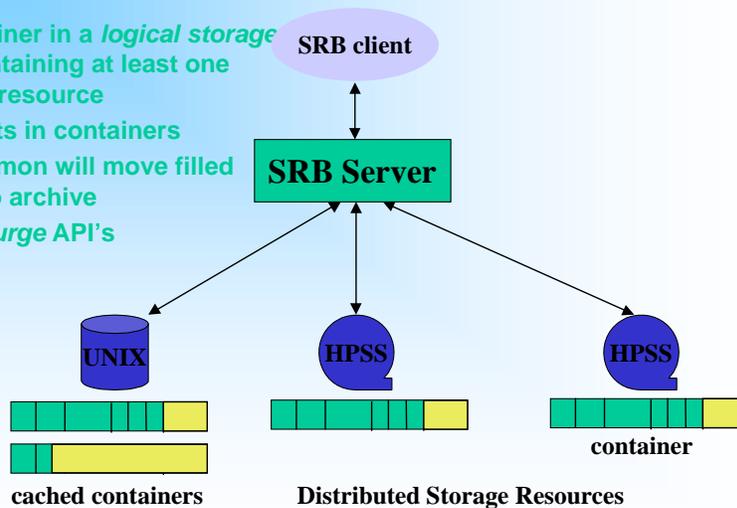
National Partnership for Advanced Computational Infrastructure

The Open Archival Information System:
A Model for Preserving Digital Information

Don Sawyer
NASA/NSSDC
Greenbelt, MD

Lou Reich
CSC

Outline

- What is a reference model?
- Why an OAIS reference model?
- Development of the OAIS reference model
- Highlights of the model
- Results to date
- Recommendations

What Is a Reference Model?

- A framework
  - for understanding significant relationships among the entities of an environment, and
  - for the development of consistent standards or specifications supporting that environment
- A reference model can also be called an abstraction of the key concepts, and their relationships, of an environment
- A reference model
  - is based on a small number of unifying concepts and
  - may be used as a basis for education and explaining standards to a non-specialist

Why an OAIS Reference Model?

- Agencies have a significant stewardship responsibility for the information obtained from their observational programs
  - Observational data are often irreplaceable
  - Taxpayer's investment must be prudently managed
- Long term (indefinite) preservation of this information is difficult
  - Data+metadata (i.e., information) must be migrated across new media, operating systems, and management systems
  - Field representations and formats may need to be revised to keep pace with evolving technologies and supported standards
  - What constitutes adequate metadata is not widely understood or standardized
  - Information is becoming ever more widely distributed
  - Information must be readily transportable from archive to archive

More on 'Why an OAIS Reference Model'

- No consensus on what 'archiving' means, or what services might be available from an archive
  - Preserving the information is not the same as preserving the data bits
  - Will the customer understand the information in 10, 50 or 100 years?
  - How can we know when effective

archiving is being achieved?
– Lack of consensus impedes establishment of standards and commercial support services

- ISO TC20 requested that an archive data standard be developed
  – Would be wasted effort without an agreed framework among users and archives
  – First need an archive reference model

Response to ISO

- No framework widely recognized for developing specific digital archive standards
- Establish an Archive Work-Package within CCSDS Panel 2 (Information Interchange)
- Begin by developing a 'Reference Model' to establish common terms and concepts
- Ensure broad participation, including traditional archives
  – (Not restricted to space communities; all participation is welcome!)
- Focus on data in electronic forms, but recognize that other forms exist in most archives
- Follow up with additional archive standards efforts as appropriate

US Organizational Approach

- Organize US contribution under a framework with NASA lead
  – Establish liaison with Federal Geographic Data Committee (FGDC) and NARA
  – Agency archives and users must be represented in this process
  – US contributions to be submitted to CCSDS Panel 2
- Will be an "Open" process
  – Important to stimulate dialogue with broad archive/user communities

- – Results of US and International workshops put on Web
- – Support e-mail comments/critiques
- Expect there will be a core group willing to devote 10-20% of time
  - – Develop material and attend meetings

Getting Started

- First open US workshop held October 1995
  - – Advertised widely
  - – Variety of government, academic, and industry participation, including National Archives
  - – Received presentations on archive efforts underway
  - – Laid out initial reference model objectives, proposed way to work
  - – Provided initial concept paper on what the reference model might look like
  - – Confirmed that a reference model would be useful
- Active US working group was formed
  - – About 15-20 persons from a variety of agencies/organizations

US Workgroup Takes Lead

- US workgroup activities are fully open
  - – Held 2-day working meetings approximately quarterly
  - – New participants always welcome
  - – Plans, minutes, drafts available from Web
- Broad international workshops also held
  - – Britain and France
- Issue resolution at CCSDS international workshops

Technical Approach

- Investigated other Reference Models

- – ISO "Seven Layer" Communications Reference Model
- – ISO Reference Model for Open Distributed Processing
- – ISO TC211 Reference Model for Geomantics
- Define what is meant by 'archiving of observational data'
- Break 'archiving' into a few functional areas (e.g., for ingest, storage, dissemination, and searching functions)
- Define a set of interfaces between the functional areas
- Define a set of data classes for use in archiving
- Choose formal specification techniques
  - – Data flow diagrams for functional models and interfaces
  - – Object Modeling Technique (OMT) for data classes

Resulting Model

- Model targeted to several categories of reader
  - – Archive designers
  - – Archive users
  - – Archive managers, to clarify digital preservation issues and assist in securing appropriate resources
  - – Standards developers
- Adopted terminology that crosses various disciplines
  - – Traditional archivists
  - – Scientific data centers
  - – Digital libraries
- Getting favorable comments wherever exposed

Reference Model for an Open Archival Information System
Open Archival Information System (OAIS)

- Open
  - Reference Model standard(s) are developed using a public process and are freely available
- Information
  - Any type of knowledge that can be exchanged
  - Independent of the forms (i.e., physical or digital) used to represent the information
  - Data are the representation forms of information
- Archival Information System
  - Hardware, software, and people who are responsible for the acquisition, preservation and dissemination of the information
  - Additional OAIS responsibilities are identified later and are more fully defined in the Reference Model document

Document Organization

- Introduction
  - Purpose and Scope, Applicability, Rationale, Road Map for Future Work, Document Structure, and Definitions of Terms
- OAIS Concepts
  - High level view of OAIS functionality and information models
  - OAIS external environment
  - Minimum responsibilities to become an "OAIS"
- Detailed Models
  - Functional model descriptions and information model perspectives
- Migration perspectives
  - Media migration, compression, and format conversions
- Archive Interoperability
  - Criteria to distinguish types of cooperation among archives

- Annexes
  - Scenarios of existing archives, compatibility with other standards

Purpose, Scope, and Applicability

- Framework for understanding and applying concepts needed for long-term digital information preservation
  - Long-term is long enough to be concerned about changing technologies
  - Starting point for model addressing non-digital information
- Provides set of minimal responsibilities to distinguish an OAIS from other uses of 'archive'
- Framework for comparing architectures and operations of existing and future archives
- Basis for development of additional related standards
- Addresses a full range of archival functions
- Applicable to all long-term archives and those organizations and individuals dealing with information that may need long-term preservation
- Does NOT specify any implementation

Model View of an OAIS's Environment

- Producer is the role played by those persons, or client systems, who provide the information to be preserved
- Management is the role played by those who set overall OAIS policy as one component in a broader policy domain
- Consumer is the role played by those persons, or client systems, who interact with OAIS services to find and acquire preserved information of interest

OAIS Information Definition

- Information is defined as any type of knowledge that can be exchanged, and this information is always expressed (i.e., represented) by some type of data
- In general, it can be said that "Data interpreted using its Representation Information yields Information"
- In order for this Information Object to be successfully preserved, it is critical for an archive to clearly identify and understand the Data Object and its associated Representation Information

Information Package Definition

- An Information Package is a conceptual container of two types of information called Content Information and Preservation Description Information (PDI)

OAIS Responsibilities

- Negotiates and accepts Information Packages from information producers
- Obtains sufficient control to ensure long-term preservation
- Determines which communities (designated) need to be able to understand the preserved information
- Ensures the information to be preserved is independently understandable to the Designated Communities
- Follows documented policies and procedures which ensure the information is preserved against all reasonable contingencies
- Makes the preserved information available to the Designated Communities in forms understandable to those communities

Reference Model Summary

- Reference model is to be applicable to all digital archives, and their Producers and Consumers
- Identifies a minimum set of responsibilities for an archive to claim it is an OAIS
- Establishes common terms and concepts for comparing implementations, but does not specify an implementation
- Provides detailed models of both archival functions and archival information

- Discusses OAIS information migration and interoperability among OAISs

Reference Model Status

- CCSDS Reference Model Red Book released August 1999
  - http://ssdoo.gsfc.nasa.gov/nost/isoas/ref_model.html
- ISO Draft International Standard (DIS) released June 2000
  - Same content as CCSDS Red Book
- Comments are actively solicited
  - Participate in various ways:
    - ISO TC20/SC 13 review in your country
    - CCSDS review by your space agency
    - Send comments to donald.sawyer@gsfc.nasa.gov
  - All comments will be considered and non-editorial comments will get a response
- Some comments received suggest we may want to add a process model addressing preservation

Results to Date

- Conferences to publicize/enhance the Reference Model
- Workshop Presentations to discuss Long Term Preservation and additional standards
- Partnership with Traditional Archives and Digital Libraries
  - Research Efforts
  - Use as Architecture
- Enhanced Communications among varied Communities

Conferences and Workshops

- Digital Archive Directions (DADs) workshop June 1998
  - http://ssdoo.gsfc.nasa.gov/nost/isoas/ dads/

- Tutorial session at GSFC/IEEE Mass Storage Conference March 1999
- Archival Workshop on Ingest, Identification, and Certification (AWIICS) October 1999
  - http://ssdoo.gsfc.nasa.gov/nost/isoas/awiics/ws.html
- Example presentations at various Conferences
  - Society of American Archivists 1997 annual meeting
  - NAGARA (Gov't archivists) 1998 Annual Meeting
  - NSF Workshop on Data Archival and Information Preservation, March 1999
  - ICSTI May meeting, presented by Gail Hodge

Partnership with Traditional Archives and Digital Libraries

- NARA and NASA were primary contributors to the OAIS RM and sponsors of DADS and AWIICS
- Long article by Brian Lavoie in Online Computer Library Center (OCLC) summarizing the OAIS Reference Model
- CEDARS: A multi-site UK project to create exemplars in Digital Archiving is using OAIS representation data as the basis for research into long term preservation
- NEDLIB (Networked European Deposit Library) effort used OAIS RM as a basis for the design and architecture of Deposit System for Electronic Publications (DSEP)

Enhanced Communications among Varied Communities

- NARA contracted some work on long

term preservation of collections to the San Diego Super Computer Center. Both parties claimed use of the OAIS RM saved about two weeks of effort in the specification of the task
- Similar experiences between:
  - NCSA HDF format developers and DNA researchers
  - Life Sciences Archive developer and micro-gravity researchers
  - French space agency (CNES) and National Library of France representatives

Recommendations

- Look to the OAIS reference model to aid in managing and preserving digital resources

  http://www.ccsds.org/documents/pdf/CCSDS-650.0-R-1.pdf

- Critique the OAIS reference model by following instructions at:

  http://www.ccsds.org/RP9905/

Finding Government Economic Statistics

Deborah Klein
Bureau of Labor Statistics
Washington, DC

Overview

- U.S. statistical system
- Demographic data
- Industry statistics
- Economic indicators
- Prices and Inflation
- Measures of compensation
- Forecasts and projections
- International comparisons
- Finding economic data

Why do you need them?

- Accurate
- Timely
- Authoritative

U.S. Statistical System

- Decentralized
- Key agencies for economic statistics
- Specialized agencies
  http://stats.bls.gov/oreother.htm

Demographic Data

- Population (and housing) Census
  http://www.census.gov/dmd/
    www/pdf/d61a.pdf
- Every decade since 1790
- Necessary for detailed geographic
  data

- Intercensal surveys
  - CPS
    http://www.bls.gov/cpshome.htm
  - SIPP
    http://www.sipp.census.gov/sipp/
      pubsmain.htm
  - CE
    http://stats.bls.gov/csxovr.htm

Industry Statistics

- Economic Census
  http://www.census.gov/epcd/ec97/u
  s/
    US000.HTM
- NAICS vs. SIC
  http://www.census.gov/epcd/ec97br
  dg/
  http://www.census.gov/epcd/naics/
    NDEF51.HTMN51

Economic Indicators

- National Accounts/GDP
  http://www1.whitehouse.gov/fsbr/
    output/html
  http://www.bea.doc.gov/bea/an/
    0398niw/maintext.htm
- Employment, hours, earnings
  http://146.142.4.24/cgi-
  bin/surveymost?ee
- FED Beige Book
  http://www.bog.frb.fed.us/FOMC/
    BeigeBook/2000/
- Productivity
  http://stats.bls.gov/lprhome.htm

- Other indicators
  http://www1.whitehouse.gov/fsbr/
      production.html
  http://www.bog.frb.fed.us/releases/G
  17/
      Current/

Prices and Inflation

- CPI
  http://stats.bls.gov/cpifact8.htm
- Other inflation measures
  – PPI
     http://stats.bls.gov/ppihome.htm
  – PCE
     http://www.bea.doc.gov/bea/gla
     nce/
         htm
  – IPP
     http://stats.bls.gov/news.release/
         ximpim.toc.htm
  – ECI
     http://stats.bls.gov/wh/ectbrief.ht
     m

Measures of Compensation

- Wages and Benefits
      http://stats.bls.gov/news.release/e
      bs3.
          t01.htm
      http://stats.bls.gov/comhome.htm
- Occupational and area differences
      http://stats.bls.gov/oes/national/
          oes_prof.htm
      http://stats.bls.gov/oes/national/
          oes31502.htm
      http://stats.bls.gov/soc/soc_home.
      htm

Forecasts and Projections (including private sector sources)

- Conference Board: leading economic
  indicators
  http://www.conference-board.org/

products/frames.cfm?main=lei1.cf
m
- NBER: business cycles
  http://www.nber.org/cycles.html

- BLS: projections of occupations and demand for skills
  http://stats.bls.gov/asp/oep/noeted/
  empoptd.asp
  http://stats.bls.gov/ocohome.htm

International Comparisons

- BLS
  http://stats.bls.gov/flsdata.htm
  http://stats.bls.gov/oreother.htm
- IMF
  http://dsbb.imf.org/country.htm

Finding economic data

- Statistical Abstract
  http://www.census.gov/statab/www/
- FedStats
  http://www.fedstats.gov/
- Economic Report of the President
  http://w3.access.gpo.gov/eop/
- Economic Briefing Room
  http://www1.whitehouse.gov/fsbr/esb
  r.html

Technology Opportunities Program - TOP

Sahon Palmer

National Telecommunications and Information Administration
Washington, DC

**Technology Opportunities Program - TOP
Formerly Known as TIIAP**

Program Cycle

- Announced: January
- Deadline: March
- Notification: September
- Project Start Date: October 1

Project Length

12 - 36 Months

Awards

- $600,000   Maximum Varies (< >)
- $200/300,000   Average
- $200,000 (Below) Occasionally

Fund

- Hardware
- Contractual
- Training
- Personnel
- Software
- Cable
- Wiring
- Bandwidth

Do Not Fund

- For-Profit Organizations
- Individuals
- One-Way Networks
- Single Organization Projects
- Equipment Replacement/Upgrades

Technologies

- Internet
- Wireless
- Java
- Geographical Information Systems (GIS)
- Video
- Cable TV
- Web TV
- Broadband
- Audio

Matching Funds

- 50/50 Match
- Certification of Matching Funds
- Cash
- In-Kind

Library Funding

- Access
- Distance Education
- Digitization

- Virtual Libraries
- Information Networks
- Literacy

- Resource Delivery
- Service Delivery

The Technology Opportunities Program Web Site
http://www.ntia.doc.gov/otiahome/top/index.html
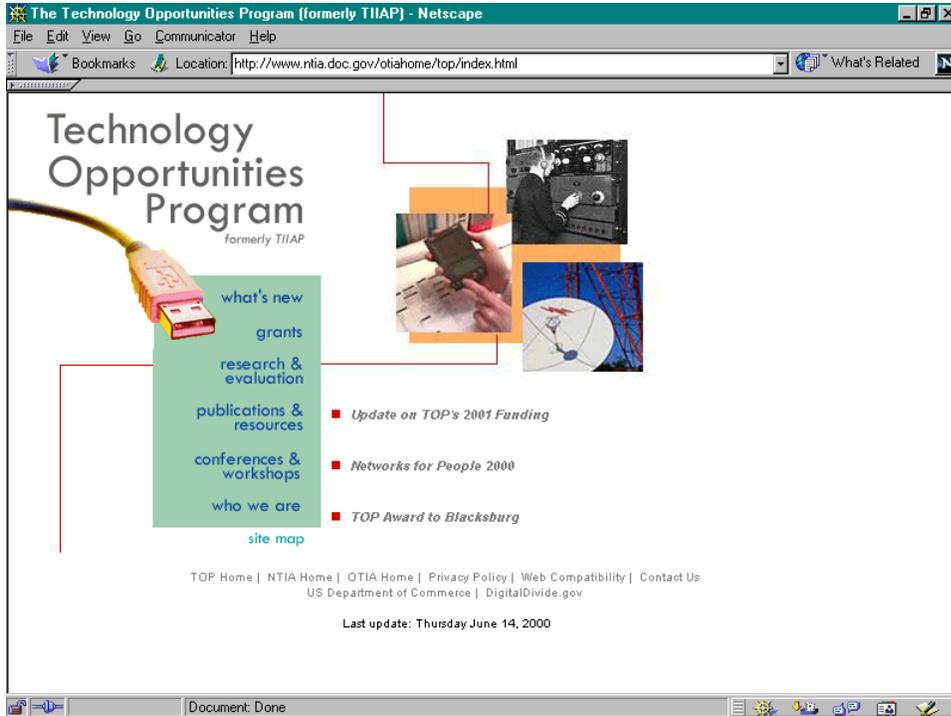
Library Grants Search Criteria

- Application Area   All Application Areas
- State   All States
- Year   All Years
- Keywords   Library
- Records Found   91

Denver Public Library
http://www.denver.lib.co.us/

- Digital Images
- Access (Public/Rural)

- Information Network
- Existing Infrastructure

New York Public Library
http://www.nypl.org/branch/oss/

- Literacy
- English as a Second Language
- Neighborhood Libraries
- Teacher Training

Southeastern Library Network - SOLINET
http://www.solinet.net/

- Regional

- Standardization
- Consensus Building
- Marketing

Lessons Learned

- Training (Staff/End Users)
- Staff Time
- Partnerships
- Community Involvement

Applying for Library Grants

Michele Farrell
Institute of Museum & Library Services
Washington, DC

Congress established IMLS through the Museum and Library Services Act of 1996

An independent grant-making agency, IMLS fosters leadership, innovation & lifetime learning by supporting museums & libraries

LSTA priorities

- Provide electronic linkages among and between libraries
- Link libraries electronically with educational, social, or information services
- Assist libraries in accessing information through electronic networks
- Establish consortia to share resources
- Acquire computers and telecommunications technologies
- Promote library services to the underserved and persons having difficulty using the library

Library Grants to the States

- a population-based formula
- cost sharing required
- awarded annually by IMLS

State Libraries distribute funds through:

- Statewide services and initiatives and/or

- Sub-grant competitions

Eligibility

- Public, academic, research, school and special libraries

National Leadership Grants

- Generally, up to 2 year projects
- Awards range from $15,000 to $500,000
- Cost sharing required
- $11 million available

National Leadership Grants for Libraries

Who can apply:
- Libraries, library agencies, consortia, associations, archives and institutions of higher education

Education & Training

- Attracting individuals from diverse backgrounds to librarianship & information science
- Increasing the availability of librarians with advanced skills
- Training librarians to enhance people's ability to use information effectively

Louisiana State University Baton Rouge, LA

- Two-year project
- $91,291
- Develop a national model for teaching librarians in small libraries, how to accommodate new technologies in their building renovation project plans.

Preservation or Digitization

- Address the challenges of preserving and archiving digital media
- Develop standards, techniques, and models for digital image management
- Preserve and enhance access to unique library resources

University of Georgia, Athens, GA

- One-year project
- $178,628
- 1,000 documents and visual images relating to Native Americans of the Southeast will be digitized and made available through a Web site

Research & Demonstration

St. Louis Public Library, St. Louis, MO

- $208,550
- Partnering with Baltimore, Birmingham, Phoenix, and Seattle, to refine a case-study methodology to communicate the economic benefits of large public libraries services and to estimate the direct monetary return on annual taxpayer investment.

Eastern Iowa Community College District, Davenport, Iowa

- Two-year project
- $249,951
- Develop ATEEL - Advanced Technology Environmental Education Library and a taxonomy of environmental technology descriptive metadata.

National Leadership Grants for Library & Museum Collaborations

Demonstrate leadership in the education of lifelong learners with emphasis on:
- using technology
- enhancing education
- serving the community

Museum & Library Collaboration

University of Kansas, Lawrence, KS
- Two-year project
- $224,076
- Partnership with the Kansas State Historical Society. Digitize primary resources from the Civil War era and develop curriculum units.

Your NLG proposal must...

- Creatively address issues of *national* concern
- Provide a *model* for other organizations to adopt
- Be designed using *efficient and effective methods* to address a problem
- Provide evidence that the activities can be successfully completed
- Explain how the project's benefits will continue beyond the grant period

Don't forget evaluation

- Use an assessment method that will describe clear and measurable project outcomes, findings or products
- Outcome-based evaluation is encouraged, whenever appropriate
- Dissemination

- Make the results, products or benefits understandable to a broad audience
- It's required so include it in the budget

Projects Using Technology

- Technical Knowledge
  - Exhibits knowledge of best practices
  - Employs the most promising, innovative or appropriate technologies
- Information Access
  - Communicates the increased availability of electronic access
  - Maintains electronic access after Federal funding ends

The Project Objective Statement

- What is the project?
- Who is the targeted population?
- Why is this project important?
- How long will the project take?

Your NLG proposal must...

- Explain how the money, personnel, facilities, equipment, and supplies will be managed
- Show efficient use of funds
- Cover all resources needed for the project
- List only items related to project activities
- Show the applicant's commitment to the project through cost sharing

NLG Grants Applications

- Face Sheet
- Abstract

- Narrative
- Schedule of Completion
- Project Budget
- Organizational Profile
- Assurance/Certification
- Attachments (resumes, etc.)

Some Tips:

- Create a wish list
- Keep your resume up-to-date
- Get a partner/co-author
- Think outside the box
- Start thinking, planning, writing now

Once you've started...

- Read and follow the guidelines
- Begin with an end in mind
- Double check your math
- Ask someone not familiar with the proposal to read the application and describe the project to you

Give yourself enough time to:

- obtain required signatures
- gather supporting documents, indirect cost agreement, resumes, and other attachments.

Application Deadlines

February 1
- Education and Training
- Research and Demonstration
- Preservation and Digitization

April 1
- Library and Museum Collaboration

Applications must be *postmarked* no later than the application deadline. Retain proof that you mailed the application before the deadline.

Award Announcement Dates

July 15
- Education and Training

September 15
- Research and Demonstration
- Preservation and Digitization
- Library and Museum Collaboration

Please visit our Web site:

http://www.imls.gov

Delivering Census 2000 Information to Users

John Kavaliunas
U.S. Census Bureau
Washington, DC
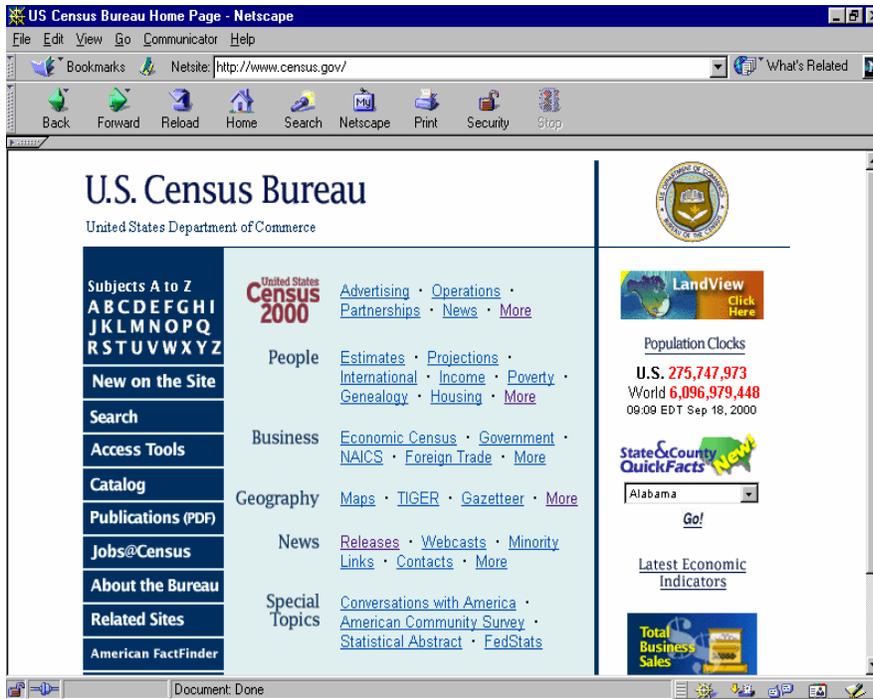
Census 2000 Data Products

Our Goal: To deliver timely information in appropriate formats to a variety of customer groups.

Major Product Lines

- Products: Summary Files, Profiles, Quick Tables, Geographic Comparison Tables, printed reports, maps, microdata
- Media: Internet, CD-ROMs, DVDs, publications
- Formats: ASCII, PDF, custom, other

Media

- Internet
- CD-ROM /DVD
- Paper

Internet

- Data released first on American FactFinder
- Community profiles available under QuickFacts
- Printed reports available in Portable Document Format (PDF)

- Maps available in Portable Document Format (PDF)

- Download (FTP) option
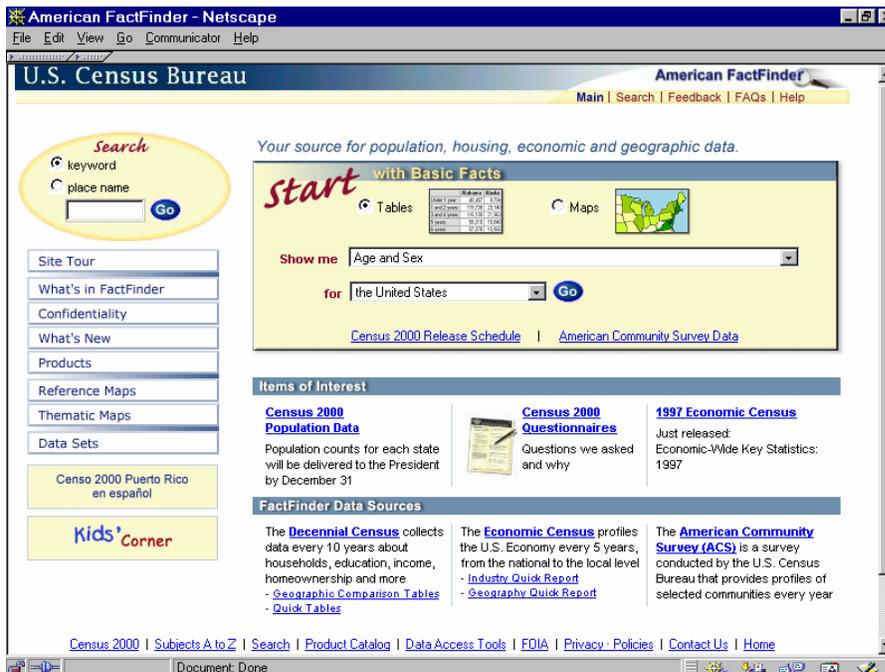
CD-ROM/DVD

- Redistricting Summary File and 4 series of detailed tables similar to 1990 STFs
- Profiles, Quick Tables, Geographic Comparison Tables, and printed reports (PDF)
- Maps (PDF)
- Access software
- Formats

Paper

- 3 Series of printed reports
  - Summary Population and Housing Characteristics
  - Sumary Social, Economic and Housing Characteristics
  - Population and Housing Unit Totals
- Maps
  - Census Block Maps
  - Census Tract Outline Maps
  - Reference Maps
- Print on demand

Redistricting Summary File

- Total population and 18-and-over population by 63 race categories and Hispanic/Latino
- Lowest level of geography: block
- Release date: March 2001

100-Percent Summary Files

Summary File 1
- Counts and cross tabulations

Summary File 2
- Tables reiterated by race, Hispanic/Latino, and American Indian and Alaska Native Tribes

Sample Data Summary Files

Summary File 3
- Counts and cross tabulations

Summary File 4
- Tables reiterated by race, Hispanic/Latino, and American Indian and Alaska Native Tribes, and ancestry

Demographic Profiles
100-Percent data profile
Sample data profiles
Census 2000 Data Products
Quick Tables
Geographic Comparison Tables

Maps and Related Products

- Census 2000 TIGER/Line Files
- Census Block Maps (County and Governmental Units)
- Census Tract Outline Maps
- Boundary Files

Census 2000 TIGER/Line Files

- January/February 2001 release without ZCTAs or final address ranges
- March release with complete geography

Census Block Maps

- Paper (January/February 2001) (May 2001)
- HPGL (March 2001) (June 2001)
- PDF (April/May 2001) (July 2001)

Census Tract Outline Maps

- Paper, Internet, DVD

- PDF and HPGL
- Various releases: January through May 2001

Boundary Files

- Suitable for desktop mapping
- Internet
- Summer 2001

Public Use Microdata Files

- Unaggregated records of responses to Census 2000 with all identifying information removed
- Two Files
  - 1-Percent National Characteristics File
  - 5-Percent State Files
    - 100,000 population threshold for geography
    - 10,000 population threshold for characteristics

Timeline for Census 2000 Data

- December 31, 2000: Official apportionment counts
- April 1, 2001: Data for 63 race groups and Hispanic/Latino by block
- Summer 2001: 100-percent counts and characteristics
- Summer 2002: Sample data products

For more information:
http://www.census.gov

STAT•USA®

Robert Wendling
U.S. Department of Commerce
Washington, DC

The STAT•USA Mission

- To produce and distribute business, economic, and trade information products that American businesses and the public need to make intelligent and informed decisions.

STAT-USA Summary

- Congress and the Administration removed STAT-USA from the Federal budget in September 1994
- STAT-USA operates under a Revolving Fund
- STAT-USA products and services are priced to 'break even'

Products and Services

- National Trade Data Bank CD-ROM (NTDB)®
- STAT-USA/Internet
- USA Trade® CD-ROM
- USA Trade ® Online
- Other CD-ROM Products
  – Energy Information Disc (Department of Energy)
  – Statistical Abstract (Census Bureau)
- Internal Web Design and Lotus Notes consulting

The Export Connection®
The National Trade Data Bank®

- Omnibus Trade Act of 1988
- Ten year anniversary
- Down to a single disc with new software
- FDLP dropping in FY2001 since entire content is on STAT-USA/Internet

STAT-USA®/Internet™
http://www.stat-usa.gov

- NPR recommendation: "Build a Business and Economic Information Node for the Information Superhighway."
- First online October 1994
- NTDB and EBB content merged on http://www.stat-usa.gov
- Thousands of single users
- Over 500 site licenses
- FDLP now allows two-workstation access

USA Trade CD-ROM®

Beyond 20/20 Browser

File   Edit   View   Dimension   Item   Window   Help

TIME SERIES

Exports - Feb 1998 Year-to-date and Feb 1997 Year-to-date (Read-only)

ITEM: Value [$]   DIST: 00 Total, All Districts   CTRY: 0000 World Total

HS	TIME SERIES	Jan-Feb 1998	Jan-Feb 1997
14	Vegetable Plaiting Materials & Products Nesoi	7,400,021	5,338,130
15	Animal or Vegetable Fats, Oils Etc. & Waxes	517,528,081	310,017,147
16	Edible Preparations of Meat, Fish, Crustaceans Etc	134,729,073	133,625,250
17	Sugars and Sugar Confectionary	87,058,119	92,121,974
18	Cocoa and Cocoa Preparations	72,855,836	78,086,646
19	Prep Cereal, Flour, Starch or Milk; Bakers Wares	195,068,359	186,590,128
20	Prep Vegetables, Fruit, Nuts or Other Plant Parts	322,583,743	358,096,205
21	Miscellaneous Edible Preparations	355,495,164	379,232,627
22	Beverages, Spirits and Vinegar	239,715,471	240,078,457
23	Food Industry Residues & Waste; Prep Animal Feed	890,248,937	890,324,605
24	Tobacco and Manufactured Tobacco Substitutes	1,012,091,310	1,075,401,405
25	Salt; Sulfur; Earth & Stone; Lime & Cement Plaster	237,744,257	250,601,565
26	Ores, Slag and Ash	154,068,829	150,540,047
27	Mineral Fuel, Oil Etc.; Bitumin Subst; Mineral Wax	1,877,639,938	2,147,713,445
28	Inorg Chem; Prec & Rare-Earth Met & Radioact Comp	867,145,968	811,157,359
29	Organic Chemicals	2,988,560,294	2,874,222,149
30	Pharmaceutical Products	1,129,531,550	976,014,292
31	Fertilizers	381,540,939	533,772,034
32	Tanning & Dye Ext Etc; Dye, Paint, Putty Etc; Inks	554,159,886	519,691,659

TIME SERIES: 2 / 2 items shown   Active Cell: Jan-Feb 1998

USA Trade CD-ROM®

- First published March 1998
- Contains U.S. Merchandise Trade
- Combines valuable data with a dynamic software engine that allows the user to maneuver data with ease
- Available on the day of release

- FDLP dropped in FY2001. Content is on Census U.S. Merchandise Trade CD-ROM

http://www.usatradeonline.gov

USA Trade® Online

- Available online March 2000
- Contains U.S. Merchandise Trade

- Combines valuable data with a Internet-based software engine
- Data available on the day of release
- Royalty issues made FDLP access difficult in FY2001

New Directions

- Completing new academic-oriented companion document to STAT-USA/Internet
- Negotiating for OECD data
- Negotiating for U.S. Industrial Outlook

- Redesigning STAT-USA/Internet to ensure compliance with Section 508 of the Rehabilitation Act
- Developing Spanish language Web site

Issues

- Fugitive documents (A Basic Guide to Exporting, U.S. Industrial Outlook, etc.)
- Health of information agencies (NTIS, STAT-USA)
- Encroachment on information industry

Contact STAT•USA!

Phone: (800) STAT-USA

E-mail: statmail@mail.doc.gov

Balancing FDLP Access with Library Missions and Community Mandates

Cynthia Etkin
U.S. Government Printing Office
Washington, DC

Abstract

The importance of the free flow of information in a democratic society was recognized very early in our country's history. The Founding Fathers thought it essential that the citizenry be informed about its Government and its workings so as to allow effective participation in the democratic process. This belief provides the foundation of the Federal Depository Library Program (FDLP), which can trace its roots back to 1813.

Laws, regulations and guidelines governing depository libraries and the geographic distribution of the libraries themselves have access to Government information at the core. Throughout the Federal depository designation process the library's director must indicate a willingness to provide unrestricted public access to the depository collection and services. By signing the final papers and entering the FDLP the library is legally obligated to provide such access. Access is paramount, and if a library is found to restrict access it will be placed on probation automatically.

What must be accessible? There must be unimpeded access to the library building and the library must be in compliance with the Americans with Disabilities Act (ADA). Collections and services must be accessible. All patrons, regardless of

age, must be able to view resources in the tangible collections, electronic information, and have the bibliographic access to find these materials.
The Government Printing Offices recognizes that a library's environment is constantly changing. Circumstances may no longer be as they were when the library first became a depository library. Potential conflicts to the library providing unrestricted access may arise from internal and/or external forces. These forces can be offset and access does not have to be problematic.

First, the depository coordinator should communicate regularly with the library's administration. Administrators need to be aware of changes at GPO and with the Program and how these changes affect local operations.

The depository coordinator should ensure that clear written policies be in place and revised as necessary. This not only protects the library should an incident arise; it also informs patrons of the parameters in which they can use the library and its collections. The depository should not operate in a vacuum and the depository coordinator should be aware of the library's culture and participate in the development or revision of strategic plans, vision documents, library policies, and mission statements.

The depository collection and services should be promoted. Let users know what you can provide them rather than continually telling them what you cannot.

Finally, the library's signage should be viewed as a promotion tool. Look at signs with fresh eyes and remove those with chilling effects. Also eliminate instances where the absence of signs, unbeknownst to the patron, restricts access.

A balance between the access required of Federal depository libraries and conflicts with library missions and local mandates can be achieved, and the public will have access to the Government's information as our Founding Fathers envisioned.

_____

Title 44 Mandate

§1911 states, "Depository libraries shall make Government publications available for the free use of the general public …"

Instructions to Depository Libraries

"Providing free access by the general public to the resources of the documents collection, including electronic resources, is a fundamental obligation of all depository libraries …"

Designation Agreement

The depository designation process stresses the importance of public access through:
- Letters of recommendation
- Letters of support
- Depository checklist of minimum requirements

- Designation acceptance letter

Outwardly Visible Symbol

THIS LIBRARY IS A CONGRESSIONALLY DESIGNATED DEPOSITORY FOR U. S. GOVERNMENT DOCUMENTS. PUBLIC ACCESS TO THE GOVERNMENT DOCUMENTS COLLECTION IS GUARANTEED BY PUBLIC LAW.

Access to . . .

- The library building
  - Unimpeded access
  - ADA compliance
- The depository collections and services
  - Tangible collections
  - Electronic information
  - Bibliographic Access

Potential Conflicts

- Internal factors
  - Influences within the library in which the library administration or personnel have the ability to change
- External factors
  - Influences beyond the library to which the library administration or personnel must respond but do not have the authority to change

Internal Factors

- Library mission
- Library policies
- Security
- Equipment

Library Mission

From a public library:

> We welcome and support all people in their enjoyment of reading and pursuit of lifelong learning.
> Working together, we strive to provide equal access to information, ideas and knowledge through books, programs and other resources.
> We believe in the freedom to read, to learn, to discover.

Library Mission

From an academic library at a private institution:

> The mission of the University Libraries is to provide University of [...] students, faculty, and staff with information resources and services that enable them to succeed in their academic pursuits.

How to Balance

- Provide input if mission statement is revised
- Devise a separate statement for the depository

How to Balance

From an academic library at a state institution:

> The Library enables individuals to seek information and use it effectively to enrich their lives. The Library advances the University's mission of teaching, research, and service by:

- Ensuring quality service to all patrons
- Teaching information skills that lead to academic success and life-long learning
- Building collections of distinction that support academic programs
- Providing leading technologies that enhance access to information resources

How to Balance

Mission statement from a law library:

> The [...] School of Law Library serves primarily the curriculum and research needs of the faculty, staff, and students of the School of Law. Beyond those, the staff endeavors to serve the needs of the University community, the legal and library professions, and the general public.

How to Balance

Mission statement for a depository:

> The [...] government documents area serves a two-fold purpose. First, to support curricular and research needs of the [...] campus community; and second, to provide access to Government information to persons living in the 7th district of [state]. However, any library patron can access the collection. [...] has been a Federal depository library since 1957.

Library Policies

May . . .
- not mention depository collections or services
- make inconsistent demands on users
- create a "chilling effect"

Library Access Policies

[…] faculty, staff, and students need to show or swipe their […]Card to enter many of the […] Libraries. It is also important to carry your […]Card because you will need to show it when you borrow books, use reserve materials, use the Library's computer labs, etc.

Please note: Access policies vary by library and may change during reading and exam periods. Restrictions on access to a particular library may be necessary because of seating limitations, reduced staffing levels or for reasons of security and safety.

Visitor Access to U.S. Government Documents in the […] Library Center

Weekdays/Evenings: Access is unrestricted until 10 pm. Visitors are invited to use the Library's collection of depository documents and are asked to sign a log book and show a photo ID.

Weekends/Holidays: We ask visitors who need to use U.S. depository Government documents on weekends or holidays to consult with […] reference staff in advance, if possible, so that we may determine if the materials needed are easily available and that staff are on hand to help. Please call […] Reference at [phone number] or e-mail us at [e-mail address].

How to Balance

- Should embrace all library collections/services
- Exclusions should be noted and explained
- Provide input when policies are created/revised
- Devise a separate policy for the depository
- Make all library policies available in one place

How to Balance

Here are descriptions of select policies for the Libraries:

- Circulation and Fines Policy – Description of loan periods, sanctions & service charges, recalls, reserves, holds, and replacement charges.
- Collection Development Policies – Description of goals, collection types, criteria and standards for selection. See also the Materials Suggestion Form.
- Conduct Policy – Description of non-permissible activities in the libraries.
- Disabled Student Services Policy – Description of services provided by the Libraries and registration of disability with Disabled Student Services Department.
- Eagle Card Policy
- Food/Beverage/Tobacco Policy – Description of acceptable drink receptacles and restriction of food and tobacco consumption.
- Group Study Rooms and Meeting Rooms Policy
- Policy on Children in the Libraries – Defines age range requiring adult supervision.
- Policy on Use of the Instruction Room
- Policy Statement Regarding Controversial Library Materials
- Public Service Policy for Government Information in Electronic Formats and Information Access

Security

Libraries are responsible for maintaining the security of library patrons and staff, materials and equipment. Restrictive policies are often a result of aiming for a safe environment.

How to Balance

- Educate staff about access obligation
- Have a log book for patrons to sign
- Have policies in place
  - Policies required by FDLP
  - User Behavior
  - Acceptable Use

How to Balance

Who may use the library?

When the law school is in session, the law library is open to the public from 8 AM to 5 PM weekdays and on Saturdays. During these hours, anyone may use the library for legal research. After 5 PM, and all day on Sunday, only […] students, faculty, alumni, and patrons using Federal depository documents may use the law library. IDs are checked at the library entrance in the evening and on the first floor of […] Center on Sundays. For more complete hours, including holidays and dates the library may be closed, see the complete Library Hours page.

Equipment

- Not having the appropriate equipment can restrict access
  - Microfiche readers
  - Computers
  - Printers

How to Balance

- Minimum Technical Requirements
- Old equipment
- Assistive/adaptive technology
- Depository Library Public Service Guidelines For Government Information in Electronic Formats
- FDLP Internet Use Guidelines

External Factors

- Institutional policies
- Federal, state, and local codes

Institutional Policies

May . . .
- require restrictive or "chilling" signage
- block computer use
- require IDs
- require fees

Institutional Policies

Law Library Access

[…] University Law School restricts building access during evenings and weekends to law faculty, law students, law staff and authorized library patrons. The building is OPEN on Monday through Friday from 6:30 a.m. to 8:30 p.m. Building doors are locked all other hours [evenings, weekends, holidays, etc.] and authorized cards are required for access.

How to Balance

- Provide alternative means of access
- Have additional signage for depository usage
- Educate those who staff entrances about access
- Designate a computer for access to Government information
- Conduct mediated searches
- Fees cannot be charged for access

Federal, State, and Local Codes

- Require accessibility or accommodation
- Require filtering or blocking software
- Permit fees to be levied

How to Balance

- Know what's required for ADA compliance
  - http://www.access-board.gov
- Have written policies in place
- Conduct mediated searches
- Ability to turn filters on/off
- Provide fee exemptions for those using depository resources

Written Policies

- Access
- Service in Electronic Environment
- Internet Access
- Collection Development
- User Behavior

http://www.access.gpo.gov/su_docs/fdlp/mgt/
#policies

Model Access Policy

Federal Depository Library
Suggested Model Access Policy
prepared by Chicago Law Librarians
March 1994

The _____ Law Library recognizes its obligation under 44 U.S.C. §1911 (1988) to "make Government publications available for the free use of the general public." In order to conform to this requirement, the following access procedures will be followed:

1. Members of the public wishing to use depository materials shall be admitted to the library without impediments. For most effective access, depository patrons are urged to see a reference librarian during regular service hours.

2. The library will prominently post the depository emblem or signage indicating that the library is a Federal depository and that Government publications can be used by the general public at no charge.

3. Depository patrons shall receive reference service which is comparable to that provided to other library users.

4. Depository patrons shall have access to depository Government information in all formats available in the library.

(Equipment needed to use non-print formats will be provided.)

5. Users of depository materials may be restricted in their use of other parts of the library collection that are not part of the depository collection.

6. To insure the personal safety of all library users, persons wishing to use the depository collection may be asked to sign in or to provide identification when entering the library/building. They will not be denied access if they are unable or unwilling to produce identification.

7. Depository patrons will be expected to display appropriate conduct as library users. The library reserves the right to remove any disruptive patron.

Conclusion

A balance between FDLP access and conflicts with library missions and local mandates can be achieved. Access will not be problematic if you:

- Communicate regularly with library administration
- Have written policies in place
- Are aware of library's "culture"
- Promote depository collection & services
- Have good signage

- Communicate regularly with library administration
- Have written policies in place
- Are aware of library's "culture"

- Promote depository collection & services
- Have good signage

FirstGov – What It Is and How It Works

Thomas Freebairn
U.S. General Services Administration
Washington, DC

National Transportation Library

Janice W. Bain-Kerr
National Transportation Library
Washington, DC

I bring you greetings from the Bureau of Transportation Statistics and the U. S. Department of Transportation, the parent agencies of the National Transportation Library (NTL). I am pleased to be with you today and to provide you with some background, and a status report, on the National Transportation Library. As a long-time academic reference and fee-based information service librarian, I am mindful, as we develop the NTL, of your needs and requirements as primary points of access to Federal information.

Some of you have heard presentations that have been done at ALA and SLA conferences over the past two years. These focused heavily on the background and the need for the NTL. Today, our presentation is couched along the lines of GPO's and other Federal agencies' efforts in determining appropriate performance measures for Government Web sites, as discussed in the August 15 issue of the FDLP Administrative Notes, and tell you how the NTL is developing in relation to these performance measures.

Transportation, historically and now, plays an important role in the development and unification of the United States, and increasingly, is a major technology transfer focus, as other parts of the world address their infrastructure needs and the technological, social, and economic facets of developing, rebuilding, or rethinking transportation policy and

practice. The U.S. transportation information output, as measured by major traditional resources such as reports, legislation, regulatory documents, journal articles, and trade publications, dates from the Nation's earliest transportation legislation—the Tariff Act of 1789—and probably totals about a million items--produced by both the public and private sectors. Add to that the growing electronic information resources and the count swells. Thus there is, on the one hand, a need to develop approaches to knowledge management for today's transportation researchers, practitioners, policymakers and the general public.

On the other hand, there is an equally growing need for preservation and archiving this body of information. Libraries and information centers specializing in transportation are disappearing, and the body of transportation literature that documents the history, public policy, practice, and social and economic development aspects of transportation is being discarded, or perhaps even worse, quietly disintegrating in back rooms and storage areas for lack of funding and expertise to bring it under bibliographic control or preservation programs.

Transportation has not enjoyed the level of public investment to provide access, and to develop and preserve collections that we have seen in agriculture, medicine, education and other science

and technology areas. For example, in 1998, it was estimated that transportation invested only $.40 per transportation worker in information, whereas medicine spent $13.30, and agriculture $6.00, per worker.

The one major public investment that has been made in transportation information is the Transportation Research Information Service (TRIS) a bibliographic database developed in the early 1970s by the Transportation Research Board with Federal and state monies.

The NTL grew out of an awareness on the part of our parent agency, the Bureau of Transportation Statistics, one of the younger operating units of the Department of Transportation, of these issues. This, together with their awareness, gained through several years of responding to what were supposed to be statistical data inquiries, that users of the numeric and statistical representation of transportation often needed more information beyond just the statistics and that many had no formal library access to needed material, led first to a fledging digital library and ultimately, in 1998, to the legislative mandate, contained in Sections 5109 (d), (e) , (g)(b) of P.L. 105-178—the Transportation Equity Act for the 21st Century, to:

1. establish and maintain a National Transportation Library containing a collection of statistical and other information needed for transportation decision making at the Federal, State, and local levels;

2. facilitate and promote access to the Library for purposes of improving access to information and statistics, as well as sharing information throughout the transportation community;

3. develop in coordination with other transportation libraries and public and private information providers, and

4. by extension, to support the International Transportation Data Base to be developed by BTS.

In sum, we have satisfied the first basic evaluative criteria: We have a legal mandate.

However, the legislation doesn't mandate dedicated funding, an example that many of you know all too well: new programs without new funding!

The second criteria—goals and objectives—is met, both in our legislation, and in our mission statement, which is contained in our Five Year Plan that is, in turn, a part of our parent group's five year plan.

Our infrastructure—the third criteria—is not so clear. Funding, as I said earlier, is not dedicated. Organizationally, within BTS, we will be reporting to the BTS Director through a newly created Office of Information, which includes several specialized information gathering and analysis groups, special studies, and the information technology group. The recently hired NTL Manager, Nelda Bravo, will be joining us from the Illinois Regional offices of the FHWA in early November. Ms. Bravo is a transportation and information technology specialist. We have several other positions ready to be advertised. These equate to library counterparts for collection development; public services, and technical services. We expect to advertise these shortly. Much of the work is, and will continue to be, done through contracts, and here we

expect to work closely with the library community on many of the projects.

Functionally, we are organized into six operations:

- the digital library,
- TRIS Online,
- Reference,
- DOTBOT,
- Union Catalog, and
- the National Transportation Data Archive.

Each has different staffing, technology, and communications requirements.

Briefly, let me touch on the criteria of site content in connection with each of these operational areas.

The digital library to date contains over 6000 electronic documents that are either created as such or are the product of our own imaging operations. We are working on collection development policies and also a core collection. I entertain grandiose fantasies about producing the transportation equivalent of the Harvard Business Core Collection. Essentially, we are dedicated to capturing present, future, and retrospective materials that reflect transportation policy, technology, and practice in the U.S., and to a lesser extent, worldwide, for all transportation modes. The process is selective, following fairly rigid criteria, and we expect to use panels of experts for the retrospective materials.

We are on the third draft of an Order to be issued via the DOT Office of the Secretary to have all DOT information products, broadly defined, and their metadata, forwarded automatically to

us. This does not supercede the requirement to send things to NTIS, to publish through GPO, or to mount on agency Web sites. Our move is aimed at capture and permanent access. We believe that the DOT produces some 3000 transportation reports annually and that there are probably another 1500-2000 transportation and transportation-related reports issued by other Federal agencies.

The states, local and regional agencies produce a significant body of literature as well, and that is heavily reflected in TRIS. Journal literature output in transportation and transportation-related subjects is well captured by TRIS, and we will provide full text links there. Trade publications and association materials which meet our collection development guidelines, and where the publisher grants permission, will be available in full text; otherwise we will have to rely on citations in TRIS and links from that component of NTL.

The DOTBOT, the NTL spider, is an InfoSeek search engine, as is the NTL, incidentally. DOTBOT is only licensed at the moment to crawl through DOT Web sites. We have a temporary license to spider outside the DOT and we are hoping the results will result in expanding the license to allow us to crawl through the additional 1600 Federal Web sites we have identified as having major transportation content. Review of the spider's gleanings will also provide content for the digital library. Persistent URLs are created for those items we wish to retain. The searches you do in each DOT operating administration's Web sites are being done by DOTBOT as well.

We are using the Dublin Core Metadata standards, and we hope to begin to input records to CORC soon, and perhaps to

create MARC crosswalks. The Transportation Research Thesaurus, the TRT, recently developed under the Transportation Research Board, is used for subject terminology. The TRT continuation is under discussion now, and the NTL may take a leading role in advancing its future. At the moment, the TRT is available on CD-ROM from TRB, and there is a plan to publish it in print. A multi-lingual version is also a goal over time.

We've hit the point where we need to get serious about a corporate authority file and are beginning to work with one of the academic transportation libraries on developing an authority file that can be used for both TRIS Online and the NTL.

The digital library is very much a work-in-progress. Our policy is to assign persistent URLs except where the item is a standard, regulation, legislation in progress, guidelines or another material which may be continuously updated and where it is critical, from our perspective, that the user have access to the latest version. We run a monthly program to identify defunct URLs and have found that we can retrieve most under their new URL or move them to the NTL with an NTL URL. The site is authentic, official and timely, but not yet comprehensive. This is our work for many years to come.

Content of the NTL was bolstered by the loading, earlier this year, of TRIS, the Transportation Research Information Service, on the Web. Of the 500,000 records in TRIS, we have loaded 400,000. Licensing restrictions at the moment preclude our loading the international record component of TRIS, but we are hopeful that we will be able to do so shortly, and conversations are ongoing at OECD, even as we speak about this.

TRIS previously was available only on vendor platforms such as DIALOG and SilverPlatter, or to sponsors only. It is now free and accessible to all users, and we are working on full-text links for some 70% of the records. Here we must deviate a tad from the free content criteria. About 40% of TRIS comprises citations to journal articles and 27% are citations to conference papers and other copyrighted association publications for which royalties are required. We expect to provide links to document delivery services which can provide a major percentage of the cited articles and ILL links to transportation libraries that have agreed to participate. We will also be working on access for users without ready access to libraries for ILL.

The remaining content of TRIS is citations to technical reports in the public domain and we are actively working with NTIS to link to the reports in their database and to purchase the 10,000 or so they have imaged in recent years. These will be in the NTL digital library with persistent URLs, and to NTIS for users who wish to obtain copies. NTIS has provided us with a file of some 50,000 links in the transportation arena and we are now matching them to TRIS "PB" numbers, and you will see more live links to the NTIS order system each time you access the database.

The union catalog is in its early developmental stages. We will begin with a project early next year, in cooperation with the DOT Library, to bring the 23 libraries and information centers within the DOT, countrywide, under bibliographic control and link them to the NTL. The union catalog will not, at this stage, have merged records, other than for the DOT libraries that choose to have their holdings reflected in the

Headquarters Library catalog. We hope to begin to work with the larger academic transportation libraries on linking them shortly.

Our Reference Service is our human interface with our users. They contact us by e-mail or by phone, and we respond accordingly. There are several reference librarians and several subject experts under contract to Netalyst who answer the inquiries, and I work on some of the more gnarly ones. We have followed the trend used by many e-mail reference services that are moving to forms-based input. The form is online at <http://www.bts.gov/cgi-bin/ntl/ ref/ref.cgi>.

The Reference Service closely tracks the content of answers sent to users. From that information, and from scanning of transportation news, we hope to anticipate frequently asked questions, and address them directly on the Web pages we maintain.

In particular, we now keep a list of hot topics on the Reference form. For instance, shortly after concerns arose about Firestone tires, and the subsequent link to Ford vehicles, we added a FAQ for these issues.

We expect over time to have special projects underway. At the moment our only one is a Web site dedicated to the overlap between agriculture and transportation, with a focus on rural transport. There are a few brochures for this Web site for distribution. The Web site may be accessed at: <http://ntl.bts.gov/ ruraltransport>.
Over time, our total content will be more complete. But I hope this will give you some sense of the effort being mounted and our goals and objectives.

Design issues are still being addressed by the DOT and the NTL. Adherence to prevailing ADA and Federal security requirements will be continuously addressed. As we add additional resources to the NTL - DOTBOT, TRIS Online, the list of Transportation libraries, and the Union Catalog - we recognize that customers would like the option of a single point of access. We will be conducting tests to determine how best to present a unified search and browse interface.

Last week's release of the dynamic NTL is one step in this direction

NTL uses cookies in TRIS Online. We use them to allow users to assemble a "basket" or shopping cart of citations from searches for printing and review. We are shifting to session cookies, in keeping with Federal policy mandates.

Cookies will be an ongoing challenge for TRIS Online, since we intend to serve as a gateway for full text and document delivery to numerous other sites. In keeping with e-commerce practice, these sites may use cookies in a variety of ways, and we have no control over these sites.

We do not share our usage data with anyone, nor do we provide conduits for any third party cookies from our own Web pages.

We do measure our usage. We measure session use in TRIS and number of visitors to the NTL, and our reference responses. TRIS is averaging about 7200 user sessions per month. We respond to about 2000 reference requests monthly, and there are some 83,000 visitors to the NTL site

monthly and about 217,000 hits on DOTBOT.

We are visible. NTL is the first answer when searching Google for "transportation library;" the fifth on Northern Light, and one of seven libraries listed in Yahoo's Home Business and Economy. FirstGov provides easy access to the NTL as does GPO Access.

Marketing and outreach is ongoing within the transportation community. We need to do more in the academic market and with local and regional bodies. Usage and questions received indicate that we have a significant new body of transportation information end users and one that is not a traditional research library one.

We have good children's and young adult Web pages within DOT, and the Garrett A. Morgan program is the primary point for contact with the educational community. The NTL has been actively involved in promoting the GAM projects within the components of the library community that interact with young adults, children, educators and media specialists. By advertising the GAM transportation poetry contest through the Web sites, listservs and newsletters of these groups last spring, there were thousands of poems submitted. This year the contest will focus on young adults

and will be a Web design contest. We'll keep you posted on this.

In closing, I'd like to share one of those poems with you. It was written by Andy, a third grader from Ohio and kind of sums up how we hope the younger generation, who will reap the benefit of the actions we are now taking with the NTL, and will share Andy's view: "transportation is cool."

Transportation Moves You

Transportation is cool.
A bus takes you to school.
It is not a fake.
A boat will float on the lake.
You can walk on the street.
By using your feet.
You can go far.
When you are in your car.
You might ride in a train.
You might ride in a plane.
Transportation moves you.
Whatever you do.

The Digital Libraries Initiative:
A USA Federal Program of Research and Applications

Stephen M. Griffin

National Science Foundation
Arlington, VA

Digital Libraries Initiative (DLI)
http://www.dli2.nsf.gov

Phase 1: Program Profile

- Sponsored by NSF, DARPA, NASA
- 1994 - 1998
- Six university-led projects; similar project model for each
- $24M total over five years, ending fall 1998.
- A program of fundamental digital libraries research, testbed building and partnerships

Project/Research Focus

Carnegie Mellon University: Digital Video Libraries
- speech, image and natural language technologies integration

University of Michigan: Intelligent Agent Architectures
- software agents; resource federation; artificial service market economies; educational impact

Stanford University: Uniform Access
- interoperability; protocols & standards; distributed object architectures; interface design for distributed information retrieval

University of California, Santa Barbara: Geographic Information Systems
- spatially-indexed data; content-based retrieval; image-compression; metadata

University of Illinois: Intelligent Search and the Net
- large-scale information retrieval across knowledge domains; semantic search; SGML; user/usage studies

University of California, Berkeley: Media Integration and Access
- new models of "documents"; natural language processing; content-based image retrieval; innovative interface design

DLI Phase 1 Collaboration and Partnering

DLI Lead Institutions:

Carnegie Mellon
University of California, Berkeley
University of Illinois
Stanford University
University of Michigan
University of California, Santa Barbara

Flow of Resources, Technologies, Knowledge, Intellectual Products

Computer & Communications Companies
Digital Equipment Corp.
Xerox Corp.
Xerox PARC
Intel Corp.
Apple Corporation
Bellcore
Eastman Kodak Co.
IBM
Lockheed
Interconnect Tech Corp.
Enterprise Integration (EIT)
Bellcore
Interval
Microsoft Corp.
Bell Atlantic Network Services
AT&T
Hewlett Packard
United Technologies
Softquad
BRS/Dataware
Spyglass
Hitachi

Publishers/Content Providers
Elsevier Science Group
Encyclopedia Britannica
McGraw-Hill Publishers
Dialog Information Services
O'Reilly
WAIS, Inc.
QED Communications
John Wiley & Sons
U.S. News & World Report
M&T Publishing
Tribune Company
UMI

Professional Societies
American Math Society (AMA)
ACM
IEEE
American Institute of Aeronautics and Astronautics (AIAA)

American Physical Society
American Institute of Physics
NCGIA
Association of Research Libraries

Other Universities
SUNY Buffalo
University of Maine
University of Arizona
Open University, U.K.
University of Wisconsin
University of Colorado
MIT
Cornell University

Libraries
Project Site University Libraries
USGS Library
Library of Congress
California State Library
Sonoma County Library
St. Louis Public Library
New York Public Libraries

International Organizations
ERCIM

Primary & Secondary Schools
Project-local community schools
Fairfax County Public Schools
Winchester-Thurston School
Ann Arbor Public Schools
Stuyvesant High School, NYC
Shasta County Office of Education

Government Agencies and Labs
DMA/CIO
US Navy
USGS
NASA/ARC
Research Agency of California
San Diego Association of Governments

Other/Non-Profits
CNRI
Environmental Systems Research Institute
Mellon Foundation

Kellogg Foundation
Getty Foundation

Digital Libraries Initiative - Phase 2

- Core Sponsors: NSF, DARPA, NLM, LoC, NASA, NEH
  ~$8-10 million/yr for 5 years (beginning FY98)
- sponsor a full-spectrum of activities: fundamental research, content & collections development, domain applications, testbeds, operational environments, new resources for education and preserving America's cultural heritage
- address topics over entire DL lifecycle: information creation, dissemination, access, use, preservation, impact, contexts
- implement a modular, open program structure: add new sponsors, performers, projects at any time

Program Goals:

New DL research, technologies and applications to advance the use of distributed, networked information of all types around the nation and the world

DLI Phase 2 Collaboration and Partnering

DLI2 Academic Institutions

Flow of Resources, Technologies, Knowledge, Intellectual Products

Computer & Communications Companies
Digital Equipment Corp.
Xerox Corp.
Xerox PARC
Intel Corp.
Apple Corporation
IBM
SRI International

Oracle
GE
Interval
Microsoft Corp.
Bell Atlantic Network Services
AT&T
Lucent Technologies
Hewlett Packard
Informix
Sharp
NEC
Hitachi
Sun Microsystems
Healthwise
Welch Allyn

Government Agencies and Labs
Smithsonian Institution
US Navy
Los Alamos National Laboratory
National Park Service
California Academy of Sciences
CA Env. Res. Eval. Sys. (CERES)
CA Dept. of Water Resources
San Diego Supercomputer Center
USGS
NASA/ARC
Resources Agency of California
S. California Earthquake Center
Consortium of Research Libraries-UK
UK Office for Library & Information Networking

Libraries/Museums
Library of Congress
California Digital Library
New York Public Library
NASA Ames Library
USGS Library
Museum Fine Arts, Boston

Professional Societies
Modern Language Association
ACM
Oral History Association
NCGIA
Association of Research Libraries

Chicago Historical Society

Other/Non-Profits
Mellon Foundation
Parkard Humanities Institute
Getty Foundation
Columbia Presbyterian Medical Center

International Organizations
EU/ERCIM
JISC
DFG

Content Providers
CNN
The News Hour with Jim Lehrer
Dialog Information Services

Academic Projects Partners

University Arizona
University of Bath
University of Bristol
University of California at Berkeley
University of California at Davis
University of California at Los Angeles
University of California at Santa Barbara
Carnegie Mellon
Columbia University
Cornell University
Eckerd College
Georgia State University
Harvard University
University of Illinois at Chicago
Indiana University
John Hopkins University
University of Kentucky
King's College, London
University of Leeds
University of Liverpool
University of Maryland
University of Massachusetts
University of Michigan
Michigan State University
University of North Carolina
Old Dominion University
Oregon Health Sciences University

Oregon Graduate Institute of Science and Technology
University of Pennsylvania
University of Texas at Austin
University of South Carolina
Southampton University
Stanford University
Swarthmore College
Tufts University
University of Washington
University of Wisconsin at Madison

Comparison of DLI with DLI - Phase 2

DLI - Phase 1 (1994-1998)

Research: broad, technology-centered
Testbeds: for technology research
Content/collections: donated to projects
Infrastructure: limited testbed
    development
Context: primarily user evaluation

DLI - Phase 2 (1998-2002)

Research: refined technical scope;
    extend to new areas and dimensions
    in the DL information lifecycle
Testbeds: for DL research with added
    emphasis on interoperability &
    technology integration
Content/collections: increased emphasis
    on content, collections development
    and management
Infrastructure: operational DLs with
    collections of value to domain and
    other "communities" of users
Context: understanding DLs in domain,
    economic, social, international
    contexts

The Federal High Performance Computing and Communications Program, 1992-1996

- Early focus on speed and bandwidth
- Two dimensional thinking of early 1990s
- Three dimensional thinking of mid-1990s

Next: Advanced functional capabilities, wide use

- Digital libraries must present vastly different content at the use level yet maintain striking similarities at the digital level. To do this requires

interdisciplinary research at all stages of the content lifecycle and layers of networking infrastructure.

Add context and structure to digital content in early stages of preparation

- adding metadata to digital content early makes a digital library much more useful and inexpensive than trying to create more intelligent software to compensate for it later

Challenges for Digital Libraries

- use the Internet to enhance creation, access, and usability of globally distributed content-of-value
- build information technologies to acquire new knowledge and understanding from the world's stores of information
- maintain the substance, form, and function of information objects from source through network to user (skeuomorph)

A Major Issue for Sponsors

What proportion of resources should go to:

1. Efforts to make software intelligent?
2. Efforts to make content intelligible?

_____

Worldwide Production of Original Content (Estimates, 1999)

Storage Medium	TB/Year Upper Estimate	TB/Year Lower Estimate	Growth rate, Percent
Paper	240	23	2
Film	427,216	58,216	4
Optical	83	31	70
Magnetic	1,693,000	635,660	55
TOTAL	**2,120,539**	**693,930**	**50**

Source: School of Information Management and Systems, University of California, Berkeley
http://www.sims.berkeley.edu/how-much-info/

- Information technology is pushed by research and applications in other disciplines.
- Computer Science is stressed by and enlivened by engagement in new topical problem areas.
- Interdisciplinarity beyond the sciences has much to offer.

Changing Scales and Contexts of Interaction and Collaboration

- International collaborative efforts are essential to achieving a content-rich, balanced Global Information Infrastructure. Issues must be addressed through collaborations at many levels.

Making Global Digital Libraries Infrastructure Means:

- Merging intellectual perspectives
- Dealing with heterogeneity at many levels
- Achieving interoperability at many levels
- Integrating information technologies

- Building large collections of great diversity
- Supporting functions beyond search and query
- New conceptualizations of the future (imagination)
- Global participation
- Economic and IP models for new information use

Building Large Scale Operational Systems

- Our understanding of the impacts of digital libraries on social institutions and practices is limited because we do not yet have large-scale systems being heavily used to observe and analyze.
- The reflexive behaviors of systems, supporting infrastructures and user populations become apparent when millions of people use digital libraries, not thousands.

Making Digital Libraries Infrastructure Requires Dealing with Heterogeneity at Many Levels:

- Objects, collections, services, platforms

Making Digital Libraries Infrastructure Requires Merging Intellectual Perspectives

Traditional Libraries Stress:
- Service
- Selection, Organization, Structure for Access
- Centralization, Standards
- Physical objects & standard genres

Contemporary Technological Capabilities (e.g., WWW) Stress:
- Flexibility, Openness
- Rapid Evolution
- Decentralization (geographic, administrative)
- Digital objects, old and new genres

Making Digital Libraries Infrastructure Requires

- Application of Integrated Technologies

- Building Large Collections of Diverse Information
- Supporting More than Query
- New Conceptualizations of the Future (imagination)

Digital Libraries Initiative Project Highlights

- Basic Representations of Music & Audio
- Blobworld Update
- Open Archives Metadata Set
- Alexandria Digital Library
- Informedia-II: Integrated Video Information Extraction and Synthesis
- Example of a Large Data Object: Michelangelo's David
- The Digital Atheneum
- Cervantes Project

Goals for the Future

- Gather information and build collections (to better use what we have and discover what is missing...)
- Create new global communities (to communicate and collaborate)
- Make technology disappear (from our awareness and experience)

The definition of "digital library" continues to evolve

Internet accessible digital objects (representing text, data, documents, images, sound, video, agents, databases, middleware...) with sufficient identity, structure and contextual information to allow creating coherent collections on demand to service the needs of diverse user communities (query, analysis, communication, collaboration, ...)

For More Information:

- Digital Libraries Initiative Home Page: http://www.dli2.nsf.gov/

National Agricultural Library

Gary K. McCone
National Agricultural Library
Beltsville, MD

National Agricultural Library

- Serves As the Nation's Chief Agricultural Information Resource
- Provides Agricultural Information Products and Services
- Coordinates a Network of Public and Private Colleges
- Provides Leadership in International Agricultural Information Activities

FY 2000 Key Statistics

- Budget:
  - $21 million Appropriated
  - $2 million Reimbursable
- Staff:
  - 175 FTE
  - 60 (Contract)

Information Management Activities

- Acquire information (Collection)
- Organize materials (Catalog)
- Provide access to information:
  - Indexing (AGRICOLA)
  - Information retrieval professionals
  - Document delivery
  - WWW-delivery
- Archive and preserve

NAL Collection

- 3.5 Million Items
- 23,000 Journal Titles

- 70 Languages

http://www.nal.usda.gov/ag98/AG98.html

- 1970 - Present
- 3.5 million bibliographic records
  - ~11,000 records linked to content
- Worldwide availability

Library Services

- Reference Librarians & other Information Specialists
  - respond to 40,000+ annual reference transactions
  - produce information products
  - interact with targeted clientele to meet their information needs
- Document Delivery
  - 160,000+ annual requests for documents
  - Electronic document delivery
- Electronic Media Center
  - Bibliographic databases
  - CD-ROMs
  - 350 Full-text electronic journals

National Cooperators

- Land-grant Community
- Agribusiness Community
- United States Agricultural Information Network (USAIN)

National Center for Agricultural Law Research and Information (NCALRI)

- U.S. Department of Agriculture Grant

International Cooperators

- Food and Agriculture Organization of the United Nations - AGRIS (International Information Systems for Agricultural Science and Technology)
- Inter-American Institute for Cooperation in Agriculture
- Exchange Partners

Electronic Information Initiative

- Access to Electronic Information
- Convert Print Pubs to Electronic
- Preservation of Electronic Media
- AGRICOLA on the Internet
- Cooperative Programs

Agriculture Network Information Center (AgNIC) http://www.agnic.org

- Distributed network of 35+ partners
- Organizing agricultural information on Internet

Preservation of Publications

- USDA Digital Publications Preservation Program
- USDA History Collection

National Agricultural Library

- Maximizing access to information through collaborative efforts and utilization of technology
- Protecting our research investment
- Ensuring and enhancing access to agricultural information for a better quality of life

Products and Services from the United States Institute of Peace Supporting International Conflict Resolution

Ellen Ensel
U.S. Institute of Peace
Washington, DC

Good morning. I'm delighted to be here to discuss with you products and services from the United States Institute of Peace (USIP). For some of you, this will be an introduction to the work of the Institute; for all of you, I hope to provide more information and an update on the Institute's activities, in particular, the partnership the Institute's Library has established with the Government Printing Office (GPO).

First, I want to be sure all of you have picked up the blue folder packet, with a stapled set of Web page printouts on one side, and print publications and forms on the other side. The audio-visual element of this presentation will be a Web page display, without benefit or hindrance of a live Internet connection, but in the packet I have provided you with printed publications designed to give you a sampling of the type of work done at the Institute. (Publications include: the Guide to Specialists, the USIP Press Catalog, a flyer for the National Peace Essay Contest, a fact sheet about the Institute, a list of free publications available and a form to sign up for the print and electronic mailing lists.)

Briefly, let's look at the mission statement of the Institute found on the Web.

"The United States Institute of Peace is a nonpartisan, independent Federal institution created and funded by Congress to strengthen the nation's capabilities to promote the peaceful resolution of international conflicts. Established in 1984, the Institute meets its congressional mandate through an array of programs, including grants, fellowships, conferences and workshops, library services, publications and other educational activities."

This mission statement is spelled out in various ways in the products the Institute creates, both in print and digital format, and the services it provides. Restated elsewhere, the Institute's mandate also emphasizes research and its implementation, as in the Institute's Training or Rule of Law programs. The U.S. Institute of Peace, like the Smithsonian Institution, is listed as a quasi-independent agency in the U.S. Government Manual, published by GPO.

USIP participates in the Federal depository system through some of its printed publications, specifically the bi-monthly newsletter PeaceWatch and monographic series of reports called Peaceworks. The Institute produces other print and digital publications which are not currently part of the depository

system, and it is those items I plan to concentrate on today. The Library's digital publications are also the subject of the partnership with GPO, which I mentioned before and which I will discuss later.

The handout of Web page printouts will walk us through some parts of the Institute's Web site and the digital publications. Let's begin with a Web site index. It does not actually exist as a Web page because the Institute's Web site will be undergoing re-organization and re-design. I created one for you as a guide to follow. As you can see, the Web site is organized by department or program. This is largely because the generation of content is decentralized; each program is responsible for the content on its portion of the Web site. I, for example, am the Webmaster for the pages listed under Library & Links.

Web Site Index

Highlights/Main USIP page
Current Issues Briefings and New Resources
Events and Archives
   Webcasts (Audio and Video)
Newsroom and Archives
On the Wire and Archives
Special Reports and Archives
Guestbook
http://www.usip.org/usip.html

Publications
USIP Press Catalog
Recently Published Books
PeaceWatch (Newsletter) and Archives
Peaceworks (Monographic Series) and Archives
Special Reports and Archives
http://www.usip.org/pubs.html

Research Areas

Research and Studies Program
Bosnia in the Balkans (now Balkans Initiative)
Religion, Ethics and Human Rights (now Religion and Peacemaking)
Rule of Law
Virtual Diplomacy
http://www.usip.org/research.html

Education Program
National Peace Essay Contest
College and University Faculty Seminars
Summer Institute for Secondary School Social Studies Teachers
Curriculum Materials
Featured Resource
http://www.usip.org/ed.html

Training Program
Training Program Activities and Contact Information
http://www.usip.org/tr.html

Grant Program
Types of Grants and Grant Cycles
Grant Applications
Funded Projects
Grants Database
Grant Products
Staff and Contact Information
http://www.usip.org/grants.html

Fellowship Program
Types of Fellowships
Fellowship Applications
Current Senior Fellows
Current Peace Scholars
Former Fellowship Projects
Contact Information
http://www.usip.org/fellows.html

Library and Links
Library Program Collections and Services
Library Staff and Contact Information
Internship Opportunity
Digital Library Project
   Peace Agreements
   Truth Commissions

Annotated Web Links
Lists of Links to Related Web Sites
http://www.usip.org/library.html

About the Institute
Description of the Institute
Guide to Specialists
Congressional, Media and Public
Relations
http://www.usip.org/aboutusip.html

Building for Peace
Introduction and Brochure for Capital
Campaign
http://www.usip.org/headquarters.html

Publications and Supporting Web Links

A glance at the home page of the Web site two weeks ago (Oct. 12, 2000 USIP home page: <http://www.usip.org>) shows an emphasis on Yugoslavia's elections and right away, points to several products available from the Institute. Specific Institute events, Webcasts and publications are featured: a Peaceworks monograph entitled Women in War and Peace: Grassroots Peacebuilding is available here as a PDF file; several Special Reports (which are not depository items, by the way) are listed, the latest being The Role of the Ambassador in Promoting U.S. Human Rights Policy Abroad. We link to the audio and video from Webcasts of current issues briefings from here.

For a more complete overview of the publications available, we can look at the publications Web page (USIP Publications: <http://www.usip.org/pubs.html>). Here we have the online version of the USIP Press catalog (the print version is in your blue folder). The Institute does, in fact, have its own press which publishes books; two of the most recent are featured here. These are not free, though, unlike the other publications online. The latest monograph in the Peaceworks series is here, and I've reproduced some pages from the PDF file for you in the handout. You'll find our mission restated, our Board of Directors listed, other titles in the Peaceworks series cited and related publications listed. I've also reproduced the first page of the August newsletter PeaceWatch in your handout.

In the print/PDF version of the Peaceworks, we have tried to capture the thematic scope of the series and related materials available. The concept

of related items is one that the Web can handle well and one that I think the Institute's Web site tries to take advantage of. Let's look at the latest Special Report (The Role of the Ambassador in Promoting U.S. Human Rights Policy Abroad: <http://www.usip.org/ oc/sr/sr000830/sr000830nb.html>). This link takes us to a newsbyte, aimed at journalists or students who need a quick overview; and then links to the full report with related links (The Role of the Ambassador in Promoting U.S. Human Rights Policy Abroad: <http://www. usip.prg/oc/st/st000830/sr000830.html>). The newsbyte and the HTML version of the report also link to a PDF version of the report, the first page of which is reproduced in your handout. From the full report, we can link to a Web page that I produced, (U.S. Human Rights Policy: Web Links: <http://www.usip.org/library/ topics/hr.html>) This is one of several pages of annotated Web links that complement Special Reports written by program officers and researchers on staff or fellows and research assistants in residence in the Fellowship Program. All annotated Web pages that support reports link back to those reports and thus illustrate further the concept of interrelation. These Web pages typically include links to general resources, Government agencies and international organizations, selected documents, media and news sources, maps and guides. The categories of links for each page are usually determined by the nature of the report.

The human rights links page is part of a larger category of topical resources pages (Topical Resources: <http://www.usip.org/library/

topical.html>) produced by the Library. Another category is that of regional resources (Regional Resources: <http://www.usip.org/ library/regional.html>). In line with the timely emphasis on Yugoslavia's elections, this page of annotated Web links is on (Supporting Democracy in Yugoslavia: <http://www.usip. org/library/regions/dem_yugo.html>). The categories here are atypical, mostly because the report concentrated on funding sources and recipients. The principle remains the same, however; the annotated Web links page, intrinsically connected to the report, will nevertheless remain online as a publication in its own right while complementing the report. This is one of the categories of digital publications produced by the USIP Library.

Digital Library Collection

A look at the USIP Library main Web page <http://www.usip.org/library.html> provides an overview of the mission of the Library and its efforts toward building digital resources. A more detailed description of this effort is found on the Digital Library in International Conflict Management Web page <http://www.usip. org/library/diglib.html> including documents related to peace agreements and truth commissions.

Digital Library Collection: Peace Agreements

First, we'll look at the Peace Agreements Digital Collection <http://www.usip.org/ library/pa.html>, which currently contains 45 agreements covering 19 regions or countries. We'll look at one regional page for the peace agreements as an

example of what we hope to do in our partnership with GPO.

GPO-USIP Partnership

The U.S. Institute of Peace Library is partnering with GPO to catalog digital documents created or compiled (edited) by the U.S. Institute of Peace, beginning with documents created by the Library. This would include the annotated Web links pages we saw previously, the peace agreements pages and truth commissions pages. This is a pilot project for a relatively small collection (about 50 Web pages) in which GPO will provide MARC records for these online resources. These records will become part of CORC, the Cooperative Online Resources Catalog from OCLC, WorldCat, and the Catalog of U.S. Government Publications (formerly known as the Monthly Catalog). This will facilitate access and increase awareness of these digital documents while aiding in the organization of Web and Internet resources. We are at the very beginning of this project and are in the process of working out the details of how this will be done.

I have been working with Steve Kerchoff from the FEDLINK network; he had been on loan to GPO for the last year. He proposed utilizing CORC to assist the GPO catalogers in their work. Inspired by the example of the Smithsonian Institution Libraries, Steve suggested I take the metadata I was already putting into the source code of my HTML documents and reorganize it as Dublin Core elements. The GPO catalogers could then harvest the digital document using CORC's automated harvest feature and have a basic MARC record to work from. I want to emphasize that I am not a cataloger and I do not intend to replace the work done by catalogers, but I believe I can

provide useful background information for a collection I know well. How might this work? Here's an example.

This is the index Web page for Sierra Leone peace agreements: <http://www.usip.org/ library/pa/index/pa_sierra_leone.html>. This is the page that would be cataloged, because this is the page compiled by the U.S. Institute of Peace.

Preliminary Dublin Core Elements

Some preliminary Dublin Core elements that might be used include the following:

<link rel="schema.DC" href="http://purl.org/DC/elements/1.0/">

<meta name="DC.Title" content="Title">

<meta name="DC.Creator.NameCorporate" content=" United States Institute of Peace">

<meta name="DC.Type" content="text">

<meta name="DC.Format" content="text/html">

<meta name="DC.Identifier" content="URI/URL">

<meta name="DC.Language" content="eng">

<meta name="DC.Subject.Geographic" content="LC heading">

<meta name="DC.Subject.Topical" content="LC heading">

<meta name="DC.Subject.Keyword" content="Sierra Leone, Lome Accord, peace, peace agreements, peace

accord, agreement, digital libraries, digital library, international, conflict, conflict resolution, interstate, intra-state, Revolutionary United Front (RUF), ECOWAS, Burkina Faso, Liberia, Nigeria, Ghana, Cote D'Ivoire, Commonwealth of Nations, United Nations, Togo, Organization of African Unity, OAU, July, 1999">

<meta name="DC.Subject.NameCorporate" content="Organization/Government named">

<meta name="DC.Subject.NamePersonal" content="Persons named">

<meta name="DC.Relation" content=" Peace Agreements Digital Collection; http://www.usip.org/library/pa.html">

<meta name="DC.Relation" content=" Regional Resources; http://www.usip.org/library/regions.html"> for regional links

<meta name="DC.Relation" content="Yugoslavia:" Building Democratic Institutions; http://www.usip.org/oc/sr/ sr990414/sr990414.html"> for annotated links

<meta name ="DC.Description" content="Peace Agreement Between the Government of Sierra Leone and the Revolutionary United Front of Sierra Leone (07-07-1999); Statement on Signing of the Sierra Leone Peace Agreement, July 6, 1999 (07-06-1999)">
<meta name="DC.Date" content="1999-08-19">date created

<meta name="DC.Publisher" content="Washington, DC: United States Institute of Peace">

This is a preliminary selection of those elements we wanted included in the cataloging record. I welcome any and all comments on the use of Dublin Core, including corrections. Of course, the harvesting is not perfect, so there are still several problems and details to be worked out, in collaboration with GPO catalogers and additional guidance from OCLC's CORC staff. The catalog record represents the collection of peace agreement documents for Sierra Leone. The actual agreement is online <http://www.usip.org/ library/pa/sl/sierra_leone_07071999.html> and access to the document would be through the cataloged index page. The agreement, created by the parties to the conflict in Sierra Leone, would not be cataloged separately.

Digital Library Collection: Truth Commissions

Similarly, the related Web pages for Truth Commissions <http://www.usip.org/library/ truth.html> would receive MARC records. This main page includes background and descriptions for 12 truth commissions and links to another page (Commissions of Inquiry: <http://www.usip.org/library/tc/tc_coi.ht ml>) for descriptions of 12 commissions of inquiry and related bodies. The main page also links to a page listing supporting documents <http:// www.usip.org/library/tc/tc_supdoc.html> which in turn links to the full text of charters establishing truth commissions. This charter establishes a commission for Chad <http://

www.usip.org/library/tc/doc/charters/tc_
chad.
html>.

Webcasts and Virtual Diplomacy

The Institute is involved in efforts to create a community of interested individuals working for conflict resolution through the use of new technologies. One example is the use of Webcasts for current issue briefings and other newsworthy events put on by the Institute. This program (Current Issues: Yugoslavia after the Revolution: <http://www.usip.org/oc/ cibriefing/yugorevo_cib.html>) was held following the recent Yugoslavia elections and was broadcast over the Web in video and audio, utilizing telephone conferencing for some of the participants and taking e-mail questions from the Web audience. These Webcasts are held in real time and later archived in both audio and video formats.

Another effort that examines the use of technology for international conflict resolution is the Institute's Virtual Diplomacy Initiative, <http://www.usip.org/oc/virtual_dipl.html>. This fact sheet identifies the mission of the initiative "to explore the role of information and communications technologies (ICTs) in the conduct of diplomacy, particularly their effect upon international conflict management and resolution. The Institute's practical objective is to extract lessons and insights for future training of international affairs specialists, whether in government, international organizations, or the private sector." The Virtual Diplomacy Initiative has produced reports, conferences, panel discussions and brought together experts and practitioners to resolve problems.

Other Products and Services

Other products and services from the Institute involve more traditional, but

nonetheless, much in demand, programs involving grants, education, and fellowships.

The Grant program <http://www.usip.org/lgrants.html> spends one quarter of the Institute's budget on grants for supporting research, education, training and "dissemination of information on international peace and conflict resolution." This Web page describes the types of grants available and links to a list of funded projects by topic area or region, a database of grants that have been awarded, and a list of books produced from USIP grants. Applications for grants may be downloaded.

The Education program <http://www.usip.org/ed.html> Web page features some of its major projects, including the annual National Peace Essay Contest for high school students and the annual summer institutes for educators. I've included information on the National Peace Essay Contest in your blue folders.

The Fellowship program <http://www.usip.org/fellows.html> awards Senior Fellowships and Peace Scholar Dissertation Fellowships to individuals to conduct research on issues concerning international conflict and peace. This page describes the nature of the fellowships, projects undertaken, and current fellows and peace scholars.

I've included an example of the Institute's e-mail Pingme mailing list, which is sent out approximately once a week to inform interested individuals of announcements of new Institute programs, events and resources. Instructions for subscribing are at the bottom of the message. (To subscribe to the Pingme USIP list, send a message to: <listserver@usip. org>. In the body of the message write: subscribe pingme your e-mail address.)

The Guide to Specialists, <http://www.usip. org/oc/gts/gtshome.html> which is included in the blue packet in print form, is also online, although here is an instance in which the print is ahead of the electronic. The print publication is the new guide; the online version is from last year, but will soon be replaced and should have the same URL. This is perhaps the single most comprehensive publication describing the work of the Institute and the expertise of its staff and fellows. It describes six interrelated activities of the Institute (supporting policymakers, training today's diplomats, educating America's youth, breaking down barriers, raising public awareness, and applying cutting-edge technology), the Institute's resources, and many of the programs and Web resources I've talked about today.

The last Web page is that of Library Services <http://www.usip.org/library/libservices. html>; I want you to know that the library is open to the public and all of us on staff are happy to help with questions and any other assistance we can provide. I welcome your comments and suggestions for ways in which we can improve our services and products.

Creating Government Document Displays

Mary L. Nere
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Mankato, MN

It is good to see so many in the audience today. That tells me that you value print resources, as well as electronic formats!

Government documents contain a wealth of information. We need to encourage their usage! Our library users should be informed as to what is available in the "document world," and one of the best ways to do this is through the creation of document displays. There are other reasons for promoting your collection through the use of displays. After a few months of displaying, I think you will find that library users will be checking out your display area to discover the latest topic being highlighted, and you may actually be bringing people INTO the library for this same reason. Also, I think displaying your materials encourages library users to check out items that they normally would not.

There are several things to consider when one is thinking of embarking on display creation. First of all, it is important to evaluate the amount and type of space available. An effective display can be designed for either a small or large area, although, of course, there will be some limitations in a smaller area. The types of space may vary. Tables, walls, or display cases may be available – or possibly all three! Display cases are wonderful for displaying archival materials or visual items that may "walk away" if not under a lock and key. However, tables do have

their advantages. I like the fact that documents can be displayed openly and therefore library users can pick them up, page through them, study them, and check them out if desired.

Your budget may effect the extent of your display. It will probably determine whether you will have simple or elaborate displays. For instance, whether you can invest in a display case. It may also be a part of your decision as to the frequency of your displays, whether they are bimonthly, monthly, or a long-term exhibit.

Another point to consider will be the amount of time you have to devote to creating displays. It does take time, but there are shortcuts you can take. One of those is to enlist the help of student workers or volunteers whenever possible. Also, be sure to save ideas, signs, bibliographies, etc., from all displays for possible use at a later date when you feel swamped with other things.

Now it is time to get it all together! Some of the supplies you will need may include: tabletop book stands, poster-size floor stands, 3 or 4-panel hinged display boards, fabric or tablecloths for draping (color is important), boxes to drape cloth over for a three-dimensional look, posterboard, foamcore, construction paper, markers, etc.

Once you have some supplies to work with, you can go on to choosing a topic. Some places to get great ideas for displays are newspaper articles, student assignments, campus events, and Chase's Calendar of Events. After you have an idea, decide on a title to define your display. Then pull related documents from your collection. You may find that you need to adjust the title as you progress. Sometimes you may find too many documents and will need to narrow the scope, or you may find too few and will need to broaden it or even change your idea completely.

After you have decided on your subject, you are ready to gather information. You may want to incorporate resources besides government documents, such as books from other collections, or pamphlets from non-profit organizations. Check the Internet for facts, statistics, or graphs related to your topic. Include Web site addresses related to your topic in your display.

Next, you will want to start making or gathering visual materials. These will probably include: a large title sign, smaller signs with captions or descriptions of individual materials or groups of materials, photos or copies of photos, graphs, maps or newspaper clippings, posters from the collection or requested from government agencies or non-profits, and any objects related to your topic.

There are also a couple of things you will want to think about when assembling your display. If you are using any valuable items or documents from archives, for instance, be sure to place them in a locked display case. Some visual items do tend to walk off. Check on the library's insurance coverage. Also,

if borrowing items from a private party, have the lender sign a loan agreement.

You will also want to consider the preservation of the items you are displaying. All light damages materials; diffused or deflected light is best. You may want to invest in special preservation lighting for your display cases. Turn off lighting in your display cases whenever possible.

Temperature and humidity can be a problem in tightly closed display cases. A cool, relatively dry atmosphere is best to avoid fading, curling, buckling, and mold problems (45-55% relative humidity, 65-75 degrees F.) Small squares of silicone may be used to maintain ideal conditions in a case. You may want to use the technique of encapsulation to enclose any archival document sheets or maps.

Finally, you may want to develop a library display policy, if you don't already have one.

Now, you are ready to begin. Initially, displaying Government Documents can seem challenging. However, knowing a few tips and tricks can make it easier. Also, having a Web site to refer to when you have exhausted your brain is a big bonus. So…get your creative juices going… and have fun!

Resources:

Franklin, Linda C., Library Display Ideas. McFarland, 1980
Heath, Alan, Off the Wall: the Art of Book Display. Libraries Unlimited, 1987
Tedeschi, Anne C., Book Display: a Library Exhibits Handbook. Highsmith Press, 1997

Government Documents Displays (and the Displaying of Government Documents): A Case Study

Mary Sue Lovett
St. Olaf College
Northfield, MN

[The presentation accompanies a Powerpoint Presentation, which slides are referred to throughout this written proceeding. Additional props referred to include: a binder with additional pictures and signage; a picture file; and a sampling of display boxes and binders. Special thanks to Don Bezanson, Documents Associate, and Jodie Crofts, Senior St. Olaf Student.]

Good Morning. I am Mary Sue Lovett, a Reference Librarian at St. Olaf College. Like most of you, I wear many hats. I am the liaison to a number of academic departments, including English and Art, and conduct bibliographic instruction sessions for them and others, as well as for our First Year Seminars and a few local High School mentoring programs. I spend one-third of my time at the reference desk. Outside the libraries, I serve as chair on a College committee, speak at Chapel, work the chain gang at football games and am one of the official scorers for the men's basketball team. I do not participate in these extra activities solely for the purpose of promoting the libraries, and, in turn, the Document collection, nonetheless the exposure helps.

I am the Government Documents Coordinator. What does this mean? I maintain the Web page; learn something new everyday from GOVDOC-L and our Documents Associate; and use every means possible to incorporate our 27% collection into the classes I teach, and into my everyday contact with students, faculty and the wider community.

St. Olaf is a liberal arts college with approximately 2,900 students. St. Olaf Libraries are "teaching" libraries. What do creative displays and attractive documents have to do with scholarship and pedagogy? Perhaps there is a study somewhere – perhaps in the future. I only know that the collection is used. This presentation represents the work of Don Bezanson, the Documents Associate at St. Olaf, whose user friendly signage and creative touches dare the users to explore the collection.

Let me set the stage. Most students, in particular First Year Students, come from libraries that use the Dewey Decimal system. They enter college and are introduced to Library of Congress Classification––only our music majors seem pleased with this arrangement. Then they are faced with an entirely different scheme; one that includes colons and slashes. At least the opening letters in the SuDocs numbers make some sense. Moreover, thanks to Don, the St.

Olaf documents collection looks different; inviting; enticing.

The document collection is located in Rolvaag Memorial Library which houses all of our main collection except most music and science: we have separate science and music libraries. Our Web

page directs the users to the catalog, indexes and databases, library information, maps of the collection, and, of course the Government Documents Web page. Most of our documents are cataloged. All of our documents are located on the 3rd floor (the main floor).

The main documents collection covers 4,550 square feet. As you enter from the main lobby area, you are first greeted by a display area. The "topical" display area is 12 shelves and bulletin boards along side of 20 shelves for current serials, 13 shelves for new books, and 2 shelves for a permanent GPO display.

This is the current display. At the top are humorus and satirical political quotations (from a book in the reference collection). VOTE is made from pictures of people and other subjects meant to trigger an emotion and reflect an issue. The government documents on display include Campaign Guides, We the People, How our Laws Are Made, and

Where's Dan Quayle? –-I must admit, we occasionally may take a liberty in an attempt to coax a student to look further.

Previous displays have included a Valentines Day Display, each letter of the 1960's love symbol cut out of different red fabric surrounded by only documents with red covers. The caption read: Take

a document to bed: exciting; safe; no regrets. Another was a display titled "Dinky Docs" and showcased only the smallest of the documents.

To the left of these are Current Periodicals. I have a binder with me that includes additional pictures as well as some documentation on how the original shelves were converted into this display area.

Across from these the Maps are located in two wooden cabinets alongside two mounted map boards, each 4 x 12 feet. Maps displayed on these boards vary. A student finds the cabinets user-friendly. Notice the largest (oversized) rolled maps in the container to the right, each labeled with SuDocs number and bar-coded. To the right of this is a two-drawer metal cabinet housing PREX maps (set up as a vertical file). The smaller CIA PREX maps are in binders in the Documents Reference area. All microform and CD-ROM's are also in this area.

Each shelve is properly labeled with SuDocs numbers, with occasional "helpful hints" which do come in handy for the patrons. Duplicates of these signs are also in the binder.

Whenever possible, all books have clearly marked SuDocs labels on the binding. In this case the Congressional Debates. Some pamphlets, such as Federal Motor Vehicle Standards and Regulations are in decorated binders.

Much of the collection is shelved in boxes, Airpower, Federal Register, Highway Statistics, Public Roads.

The Bezanson Box Method

Save pictures: from bookcovers; catalogs; magazines (not from your library collection). Don crops them and files them under: Human Figure, Abstract, Landscape, Solids, Wildlife, Letters & Numbers. Use solid color pieces of book jackets to outline labels or as a background for small pictures. (I have a picture file with me today).

Run #924 adhesive tape (two sided) down the vertical sides of the picture.

Make a title label either by word processor or copy or scan the logo from the publication. Most use titles only, and do not include the SuDocs number unless necessary for identification. For a standard 4" wide box, use 4" Scotch #845 book tape, overlapping the top & bottom. Rub the clear plastic down using a Sharpie pen wrapped with a bit of fabric. Pop any air bubbles with an exacto blade

Monthly Energy Review, The Progressive Fish-Culturist

A box may include more than the title. If a journal is continued by microform or otherwise, it is indicated not only in the catalog record, but also on the box. For collections of pamphlets in various sizes, it may be necessary to identify them by series of SuDocs. I have a few boxes with me that show these exceptions, including the Department of the Interior National Parks pamphlets.

In many cases, effort is made to match the pictures to the topic: Survey of Current Business, Women's Bureau.

Some areas are portrait galleries: Congressional Record is Portrait Gallery. Congressional Hearings are a black and white dog gallery, which I don't have a slide of, but do include a picture in the binder.

This gives you a sampling of the St. Olaf Government Documents collection. It's our way to promote our collection, and it serves us and our users well.

After Mark talks about the Clearinghouse and how you can participate, please fill free to ask me questions and stop up to examine some of the props.

Writing the Disaster Response Plan: Going Beyond Shouting "Help! Help!"

Stephen Henson
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Librarians don't like to think about disasters damaging books and library materials. But a look at the library literature reveals a long list of disasters affecting libraries. These disasters include fires, floods, earthquakes, hurricanes, tornadoes, and workplace violence. Any of these disasters has the potential to harm the library's collections, the building, the library employees, and the library users. In addition to potential damage, the disaster may disrupt the services that the library offers to its users. Having a disaster response plan in place before a disaster strikes can help the library minimize the impact of a disaster and restore collections and services in an optimum time.

A library disaster is a threat that might cause harm to the library collection, building, staff, or users, or it is an unscheduled disruption of normal library services.

Library disasters may be dramatic:

- Fire
- Flood
- Earthquake
- Tornado
- Hurricane
- Bomb threat
- Civil disturbance or riot

- Work-place violence
- Hostage situation

Any of these disasters has the potential for damage to the library building and collections, or could result in a disruption of services.

Some disasters, while less dramatic than the previous list, are equally threatening to the library collection, staff, and users:

- High temperatures
- High or low humidity
- Mold and mildew
- Pests
- Asbestos

These disasters, although subtle, still require valuable time and attention of the library administrators and staff. In addition, remedying these disasters can require considerable monetary resources from the library.

The disaster response plan is a document that describes the steps a library takes to prepare for and prevent a disaster and, should a disaster occur, the procedures the library will follow to respond to the disaster and recover from it.

In this paper, we will look at the following topics:

- Objectives and Purpose of the Disaster Response Plan
- Disaster Response Plan
- Disaster Response Team
- Emergency Instructions
- Priorities for Salvaging Materials
- Contents of the Disaster Response Closet
- Disaster Response Reports
- Special Problems during a Disaster
- Format of the Disaster Response Plan

On the 1999 Biennial Survey of Depository Libraries, we were asked to respond to Question 11: Does the library have a disaster response plan in which the Federal depository collection is included? Of responding libraries, 57% answered Yes, 43% answered No.

Objectives and Purpose of the Disaster Response Plan

In writing a disaster response plan, it is important to keep in mind several objectives for the finished plan:

- To anticipate possible disaster and introduce measures to reduce the effects should a disaster occur
- To ensure that library staff are informed and trained in disaster procedures
- To ensure that trained professionals frequently inspect the building
- To ensure that disaster response procedures are well planned
- To ensure that disaster supplies and equipment are on hand or readily available
- To establish priorities to determine the order in which items are rescued and recovered

- To establish contact with contractors and consultants who specialize in disaster response
- To ensure that normal conditions and services are re-established as soon as possible after a disaster
- To ensure that the library introduces feed-back mechanisms to evaluate the effectiveness of the disaster response plan

A library disaster can occur at any time of day or night. Thus, it is impossible to know in advance who will discover a disaster. It may be a custodian, a security person, a stack page, or a librarian. You should compile a disaster response plan that provides useful information to the first person on the scene regardless of the person's expertise. The disaster response plan should:

- Outline initial action to be taken in event of a disaster
- Outline long-term steps to complete a recovery effort
- Provide contacts with personnel essential to a successful recovery

During any emergency or disaster, the protection and safety of human life must be the unquestioned first priority of all persons involved with the salvage effort. Do not enter, or allow others to enter, a damaged or flooded area until officials declare it safe. All library staff and volunteers who assist in a salvage effort should understand that they should never risk their own safety to protect or rescue library materials. A human life, unlike books and materials, cannot be replaced.

Disaster Response Plan

The process of writing the disaster response plan consists of four steps:

- Survey the library building and grounds
- Outline the disaster response plan
- Write the plan
- Revise, revise, revise

Begin the writing process with a survey of the library building and grounds. Monitor indoor air quality for temperature, humidity, mold, and mildew. Monitor the collections and building for pests. Look for potential hazards both inside and outside the building. Clean up potential trouble spots such as obstructions near exits or old paint cans stored in mechanical rooms. Outside the building, look for tree limbs that overhang the building or clogged drains on the roof or in the parking lot.

After a survey of the building and grounds, outline the disaster response plan. Involve library administrators, librarians, and support staff in the process because any disaster in the library will somehow affect all these groups. Everyone working in the library needs to have an investment in the disaster response plan. Identify the disaster response team, and assign duties to the team members. Determine the priorities for rescuing and salvaging library materials. Anticipate disasters that affect either small or large areas of the library, or that affect the community as a whole such as tornado, earthquake, or hurricane. During a major disaster affecting the entire community, where will the library turn for resources? Plan for damage to computers and electrical equipment. Establish a communications policy that identifies the library's official spokesperson as well as an official communications outlet. Contact suppliers, contractors, and consultants

who specialize in disaster response to identify the services that meet the library's needs and budget.

If you have done a good job in surveying the facilities and outlining the disaster response plan, writing the plan will be easy. Compile a phone tree of the disaster response team. Compile the list of priorities for rescue and salvage. Compile a list of suppliers, contractors, and consultants with which the library will do business. Finally, write down all steps the library will take to recovery from a disaster.

Revising the disaster response plan is an ongoing, never-ending process. To be effective, the disaster response plan must be current and accurate. You should review the disaster response plan at least once each year and revise as needed.

Disaster Response Team

An essential part of an effective response is a good disaster response team. The disaster response team is an on-going group who work constantly on identifying contractors and consultants, refining recovery priorities, and developing recovery techniques. Because of the members' work in advance of a disaster, the team is ready to swing into action when a disaster occurs. Each team member has a specific role to play. A disaster response team might include the following members:

- Team Leader
- Recovery Specialist
- Crew Manager
- Supplies and Transportation Manager
- Recorder
- Photographer
- Communications Manager

- Keeper of the Disaster Response Plan
- Others as needed

The Team Leader manages any recovery and salvage operation and coordinates recovery activities. After consulting with other members of the team, the Team Leader determines the level of response based on established priorities and the scope of the disaster. The Team Leader handles publicity and public relations such as requesting volunteers.

The Recovery Specialist stays current on recovery procedures by reading the literature and attending conferences and meetings. With the knowledge gained through these experiences, the Recovery Specialist develops specific recovery procedures for the library. By training library staff and volunteers, the Recovery Specialist ensures that appropriate recovery and salvage procedures are followed.

The Crew Manager assembles and coordinates work crews of library staff and volunteers. In addition, the Crew Manager controls the flow of materials into and out of the recovery center. Because breaks, food, and refreshments can help improve the morale of work crews, the Crew Manager arranges for these amenities. After a disaster, the Crew Manager should recognize volunteers who help in a recovery project.

The Supplies and Transportation Manager, working with the Recovery Specialist, determines the supplies that the library needs to keep on hand for immediate response in the event of a disaster. As the person in charge of the disaster response closet, the Supplies and Transportation Manager issues supplies to work crews. In addition, the Supplies and

Transportation Manager arranges transportation of library materials that are sent to commercial salvage companies.

The Recorder maintains the list of priorities for recovery. This list is also included in the copies of the disaster response plan. The Recorder tracks damaged materials sent from the library building. In addition, the Recorder corrects the library's holding records when material is discarded.

The Photographer helps document a disaster and subsequent recovery effort by photographing or video-taping the damage to the building, collections, and furniture. It is important that the Photographer keep a careful record of the date and time of the photos or videos. When a damaged area is declared safe to enter, the Photographer should photograph or video an area before any clean up work is done as well as after an area is cleaned.

The Communications Manager operates the library communications center and handles incoming and outgoing calls.

The Keeper of the Disaster Response Plan, working with other members of the disaster response team, coordinates all activities concerning the disaster response plan. As the principal writer of the disaster response plan, the Keeper revises pages or sections as needed. The master copy of the disaster response plan is held by the Keeper. At least once each year, the Keeper asks all members of the disaster response team to bring in their copies of the plan for review and revision.

In the course of writing a disaster response plan, the library staff may decide that they want or need other

team members. Positions should be created and duties assigned as needed.

Emergency Instructions

All library personnel should have a copy of emergency instructions that cover severe weather, earthquake, fire, flood, bomb threat, and work-place violence. The emergency instructions should include evacuation procedures. In the event of evacuation from the building, the library should have a designated gathering point for all library personnel. At the designated gathering point, officials can take a head count to determine if all employees got out successfully. In addition to evacuation from the building, the emergency instructions should include information on evacuation to a designated emergency shelter.

Priorities for Salvaging Materials

It is essential that the library administrators and staff agree in advance on the priorities for salvage. Because mold and mildew growth may begin within 48 hours of materials getting wet, the library must know in advance which materials will be salvaged and which will not. The larger the scale of the disaster, the more important the priorities become. In establishing priorities, the library administration and staff must think of the library as a whole, not just in terms of a unit or a department. The priorities are important in the aftermath of a disaster to help everyone to work together on the recovery effort.

Several questions are important in determining priorities for salvage:

- Is the material critical for the ongoing operation of the library?

- Is the material available in another format or another nearby collection?
- Would replacement cost more or less than restoration?
- Is the piece rare or important to the library's collection?
- Does the piece require immediate attention (clay-coated paper, vellum, or water-soluble ink)?

When establishing priorities for salvage, there are some suggested categories of material to consider:

- First priority. These are the materials judged essential to the library operation. Examples could include

  - Unique office files including personnel files, financial records, and insurance policies. Before establishing this material as a first priority, determine if some or all of the material is duplicated in a central file for the city, county, or campus. You may find that portions of these files are duplicated and thus could be easily reconstructed. If so, that portion of the office file would be a lower priority.

  - Irreplaceable items such as unique books and manuscripts.

  - Record copy of theses and dissertations. For decades, many academic libraries have microfilmed theses and dissertations. Some libraries are now digitizing them. Whether film or digital, it is a good idea to store a copy outside the library building.

- Second priority
  - Rare books

– Microform master copies.

The library can establish as many levels of priority as are judged necessary to the library's operation.

Contents of the Disaster Response Closet

To respond effectively to a disaster, the library should keep essential supplies on hand. Although it is not necessary to keep these supplies in a closet, some level of security is important to keep materials from getting used in everyday operations. The Supplies and Transportation Manager controls the disaster response closet and issues materials as needed. Keys to the disaster response closet should be readily accessible at all times, even when the library is closed. A list of materials to have on hand in case of emergency includes:

- Wet-dry shop vac
- Dehumidifier
- Electric fans
- Heavy-duty, grounded extension cords
- Plastic sheeting to drape book stacks and furniture to protect them from a ceiling leak
- Unprinted newsprint to cover work tables to protect them from water stains
- Freezer wrap for covering wet materials going to a commercial restoration firm
- Waxed paper to interleave books with clay-coated pages
- Latex or rubber gloves
- Small plastic buckets
- Paper towels and sponges
- Masking tape and duct tape
- Scissors

- CAUTION: DO NOT ENTER tape and signs
- Monofilament line (fishing line) to hang signs
- Dust masks
- Rescubes® and plastic milk crates for moving wet materials
- Cleaning products and disinfectants

Disaster Response Reports

After each disaster, regardless of how minor, an appropriate individual, usually the librarian responsible for the area where the disaster occurred, should write a disaster response report summarizing the incident. Because the disaster response report will create institutional memory about the disaster, you should write the report for the librarians who will work in the building five to ten years in the future. To record the incident fully, the disaster response report should include:

- The date and time of the disaster
- The area of the library affected by the disaster
- A description of the disaster
- An approximate number of pieces affected
- The immediate response taken
- The long-term actions taken
- The amount of time rescuers spent on the recovery operation (person hours)
- The results or impact of the disaster
- A description and number of pieces discarded, if any
- The financial impact of the disaster including human resources, supplies, replacement materials
- The photographs or videos made by the Photographer

The person writing the disaster response report should send copies of it to each of the following files or individuals:

- Library department or unit files
- Appropriate library administrator
- Keeper of the Disaster Response Plan

The library administrators and the disaster response team should review the disaster response reports annually to identify trends and to determine the costs of disasters. By analyzing the disaster response reports, the library administration can establish maintenance priorities for the library building and grounds.

Special Problems during a Disaster

There are special problems that need particular attention during the response to a disaster:

- Mold and mildew. The spores of some molds and mildews are toxic to humans, causing flu-like symptoms and even death. Anyone with asthma, mold allergies, chronic respiratory disease, or a compromised immune system should not enter an area until it is clean, dry, and tested for molds and mildew.

- Asbestos in the building creates problems. While dry flakes of asbestos can be cleaned from books, there is no recognized way to salvage books and library materials that are wet with water contaminated with asbestos.

- Electric equipment and computers that have been wet should be treated carefully. Because of potential shock hazards, a professional electrician should check

all circuits and equipment before the electricity is turned on.

Format of the Disaster Response Plan

Consider creating two versions of the disaster response plan: a master copy and working copies. The master copy, which should be held by the Keeper of the Disaster Response Plan, includes features that are not in the working copies. These additional features could include a purpose statement, the disaster response reports, and the revision table. By contrast, the working copies, which are distributed to the disaster response team and to public service points in the library, are stripped-down versions of the master copy and are utilitarian. They have no material that does not directly address disaster response. The working copies have no introduction, no purpose statement, and no disaster response reports.

The format of the disaster response plan can help users understand instructions and take proper action. Make the plan easy to use. If the plan is hard to use, people won't use it. Don't make responders wade through verbiage to find information. In formatting the plan, consider how it will be used. The person using the disaster response plan is facing a disaster and will probably be under some stress. The plan will probably have few prose paragraphs. Instead it will consist primarily of lists, tables, charts, and floor plans.

The writing style should be clear, concise, and consistent. Be certain the reader can understand the instructions you have written. If possible, test the instructions on library staff and others to see if they can understand an instruction without additional information. If the test subjects

have questions or do not understand an instruction, rewrite the instruction until the test subject understands it. Use the active voice and the imperative mood. Use precise room numbers and other locations. Avoid acronyms; the person using the response plan may not be familiar with library acronyms. Do not write an instruction that states "Go in the ILS office, and turn off the main switch." The responder may not know what ILS means or where that office is located. Instead write an instruction with a precise room number: "Go in room 105, and turn off the main switch."

In addition to being clear, the disaster response plan should be concise. Don't use unnecessary words. There will be few adjectives in the disaster response plan. Be sure to include all relevant information without floundering in unnecessary details.

The final key is to be consistent both in word usage and page layout. By presenting the material in a consistent manner, you help the reader understand the instructions. Be consistent in the use of terms and titles. If you refer to the Government Documents Department in one sentence and in the next, refer to the Government Documents Unit, the reader may question if you are referring to the same entity. Eliminate potential confusion by consistent use of terms.

In addition to consistent use of terms, help the reader understand the instructions by using a consistent page design and layout. A consistent page layout gives the reader visual clues that help in understanding the information. Consider using a bold sans serif face (such as Arial Bold) for headers and a serif face (such as Times New Roman) for text. In addition to being consistent in the use

of typefaces, be consistent in the layout of the page. Put the title and other information in the same place on each page. The reader can then anticipate where and how the instructions are presented. Use white space to guide the reader's attention to important information.

Make the plan easy to revise. If the plan is hard to revise, you won't revise it. Because the plan has to be current to be useful, the information in it should be revised as often as needed. In the next part of this paper is a list of sections that may be included in the disaster response plan. The plan will be easier to revise if each of these sections starts on a new page.

To make the plan both easy to use and revise, put the pages in plastic page protectors in a 3-ring binder. Use clear index tabs to indicate sections. Date and initial every revision, no matter how minor.

Suggested Outline for the Disaster Response Plan

At a minimum, a good disaster response plan will include the following sections:

- Emergency telephone numbers
- Disaster response team members and duties
- Emergency instructions
- Priorities for salvaging materials
- Recovery techniques and procedures for salvaging damaged books
- Inventory of the disaster response closet , location of keys to the disaster response closet
- Disaster response reports (master copy only)
- List of contractors and service providers who specialize in disaster recovery
- Resources such as large freezers
- Distribution of copies of the disaster response plan
- Revision table (master copy only).

Distribution of Copies

Distribute copies of the disaster response plan to appropriate people and offices:

- Provide members of the disaster response team with two copies: one to keep at work, the other to keep at home.
- Provide library administrators with two copies: one to keep at work, the other to keep at home.
- Provide all public service points in the library with one copy
- Provide library security with one copy
- Provide city or campus safety office with one copy

- Provide other concerned offices with one copy.

My daddy always said, "Hope for the best, but plan for the worse." If you are lucky, your library will never need to use the disaster response plan. If, on the other hand, your library does suffer a disaster, you will be ready with information that should help achieve the best possible outcome.

Selected Resources

Books

Alire, Camila, ed. Library Disaster Planning and Recovery Handbook. New York: Neal-Schuman, 2000.

Kahn, Mariam. Disaster Response and Planning for Libraries. Chicago: American Library Association, 1998.

Articles

Hobbs, Lenora. "Chaos Limitation: Emergency Response Plans." Public Libraries 30 (September/October 1999): 277.

Moore, Mary. "Attack of the Killer Mold Spores." American Libraries 30 (March 1999): 46-9.

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Page, Julie A. "When Disaster Strikes: First Steps in Disaster Preparedness." The Serials Librarian 36 (1999): 347-61.

Schaefer, Mary Jo Jecklin. "An Ounce of Prevention: The Importance of a Written Disaster Plan." Texas Library Journal 71 (1995): 158-61.

Schink, Michael Lee. "Selecting Disaster Recovery Software." Colorado Libraries 25 (Spring 1999): 38-9.

Wettlaufer, Brian. "Preparing a Library Disaster Plan." Library Mosaics 5 (November/ December 1995): 8-10.

Documents

Fox, Lisa L. Disaster Preparedness Workbook for U.S. Navy Libraries and Archives; prepared on behalf of the Northeast Document Conservation Center for the U.S. Naval War College Library. Newport, R.I.: The Library, 1998. SuDocs: D 208.202:D 63 http://disaster.lib.msu.edu In left panel select Sample Plans, then select U.S. Navy Libraries and Archives Disaster Preparedness Workbook in either PDF or HTML version

Chart

Emergency Response and Salvage Wheel; produced by the National Institute for the Conservation of Cultural Property in cooperation with the National Task Force on Emergency Response. Washington, D.C.: The Institute, 1997. http://www.heritagepreservation.org/ PROGRAMS/Wheel1.htm

Internet sites (URLs checked on 21 September 2000)

Amigos Library Services, Inc. A Disaster Plan for Libraries and Archives, 2000: http://www.amigos.org/disasterplan.p df

Colorado Preservation Alliance. Disaster Recovery Plan. http://felix.aclin.org/other/libraries/cp a/ articles/disaster/disasterplan2.html

LALINC Task Force on Preservation and Disaster Planning. http://www.latech.edu/disaster

SEFLIN Preservation and Conservation Committee. Disaster Plans on the Internet. http://seflin.org/preserv Scroll down to Various Disaster Plans

SOLINET. Preservation Services. http://www.solinet.net/presvtn/presho me. htm

Stanford University Libraries, Preservation Department. CoOL: Conservation OnLine: Resources for Conservation Professionals. http://palimpsest.stanford.edu

Western New York Library Resources Council. Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives. http://www.wnylrc.org/pub/disman.ht m

Questions for "Reconsidering Depository Status"

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Camden, NJ

David C.R. Heisser
The Citadel Military College
Charleston, SC

Sheila M. McGarr
U.S. Government Printing Office
Washington, DC

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Introduction: A. Hays Butler

The Federal Depository Library Program is almost two centuries old. Most librarians would agree that this system has provided this country with very effective access to Government publications and Government information during the last 200 years. However, the electronic revolution has raised many issues about the future of the program in general and, in particular, about the value of participation in the program.

It is almost impossible to grasp the full magnitude of what is happening. Let me cite one eye-catching statistic. In October 1995, about 800,000 documents were downloaded from GPO Access. In March 2000, 29.1 million documents were downloaded from GPO Access. That is in just one month. That is a 30-fold increase in just five years. I understand that the monthly average is currently 26 million documents. That is close to 300 million documents a year. It is mind-boggling.

How does this incredible electronic achievement affect the traditional depository program? As Government information has become increasingly available on the Web, many library administrators have questioned the costs and benefits of continuing to participate in the program. What is the relevance of continuing to receive millions of documents in print and continuing to spend very substantial library resources on the processing and management of these resources? Those are the questions we want to grapple with today. For those of you who are considering whether to retain your depository status, we would like to present you with some of the considerations you may wish to take into account in making this decision.

Let me explain the format we have decided to use. Instead of having members of the panel address you sequentially, we have decided to use a question and answer format. I will present questions to the panel and ask members to take turns providing their perspectives on the questions. We have grouped the questions into several categories. Your handout includes the questions and you might want to follow the questions on your handout as we move along.

Before we begin the discussion, I would like to introduce the speakers on our panel. All the speakers on the panel bring a lot of expertise to the issues we are considering in this program. I am very excited they have agreed to come

today to share their experience and insights.

Let me start with Sheila McGarr. Since June 1999, Sheila has been the Chief of the Library Division at the Library Programs Service at GPO. Prior to 1999, Sheila held a number of positions at GPO involving the FDLP, including Chief of Depository Services and Chief of the Depository Administration Branch. She continues to supervise the depository library inspectors. Sheila received her MSLS from Catholic University and her BA from Merrimack College.

David Heisser is Reference and Documents Librarian at the Daniel Library of The Citadel Military College in Charleston, South Carolina, where he has worked since 1995. He has a MLS from Columbia University. He has been a documents librarian for most of the past 23 years and is currently Federal Relations Coordinator of the South Carolina Library Association. Last year David published an article in Government Information Quarterly about depository library administrators' plans for offering public services in the age of electronic transformation of Government information. This is listed in your bibliography.

Betsy McKenzie has been a law librarian since 1986 and Director of Suffolk University Law Library since 1996. Several years ago, Suffolk decided to drop its depository status. Betsy was the Director of the library when this decision was undertaken. I think we are fortunate to have Betsy here to share some of the considerations and issues that were involved in this decision.

I would like to mention, in particular, two aspects of Betsy's experience that are

relevant to the program we are presenting today. First, as a graduate student in library science at the University of Kentucky, Betsy had a graduate assistantship in government documents. This experience was very influential in the development of Betsy's views concerning some of the issues we will discuss today. The second experience occurred while Betsy was serving as Chair of Legal Information Services to the Public Special Interest section of the American Association of Law Libraries several years ago. At that time, Greta Boeringer approached Betsy about co-sponsoring several programs concerning Federal depository issues. Greta is a former FDLP library inspector and has strong views about the obligations that depository libraries have to the public. At that time, Betsy and Greta had a number of conversations that had an important impact on Betsy's views when it came time to consider Suffolk's depository status.

Let me note that we have prepared a bibliography. You can find extensive discussions of the questions we will address today in the articles and materials cited in the bibliography. There is also a list of the questions I will pose to the speakers during the program, which you have, as a handout.

Question 1: Access to materials - Comments by Sheila M. McGarr

a. What titles or categories of materials would a library lose if they withdraw from the FDLP?

Everything! Free access to paid subscriptions to STAT-USA, Environmental Health Information Service, NOAA Climatic Data, etc. Legal reference

materials in paper such as Statutes at Large, U.S. Code, House & Senate reports and documents; periodicals such as FDA Consumer, Social Security Bulletin; agency annual reports; and maps if you have a selective housing site with a Geography or Geosciences Department.

b. How important is that material to library users?

ESSENTIAL to the library's primary clientele AND the public. A depository library, depending on how broad its collection development is, gets a wide selection of materials free of charge in exchange for providing public access to the information.

c. Can the information be obtained through other channels and if so, at what cost?

As an aside, I hope we are beyond looking upon the FDLP as only a "free book" program and that depositories remain in the FDLP for the knowledge and research value that government information products in all media add to a library's collections and for the public good.

In an attempt to answer this question, Rob Lopresti at Western Washington University took a random sample of shipping lists from the first 4 months of 2000, then from each list randomly selected a document. Using the Catalog of U.S. Government Publications, Govbot, and the home page of the authoring agency, he discovered that about 48% of the sample was available on the WWW. Marcia Gorin at Florida State University attempted to duplicate Lopresti's study and found that 45% was on the WWW.

Depository materials are available through other channels, but not all are available for purchase. There is ILL from a depository but that won't help the "I need it yesterday" needs. Some materials can be purchased from GPO and the prices can be obtained by using the Sales Product Catalog at <http://bookstore.gpo.gov> or from vendors. GPO does not sell agency annual reports or certain periodicals, and for a tangible copy the library must get onto an agency's mailing list.

d. What material in the current collection must be surrendered if the library withdraws from the FDLP?

Potentially ALL OF IT! Realistically a small portion that the Regional depository

"cherry picks" to fill in gaps, replace worn copies, get duplicates of high use items, etc., in order to maintain a comprehensive collection for the benefit of the state or region. The Regional may direct the former depository to offer major sets to the Needs and Offers list.

e. Are electronic resources acceptable to all of the library's users?

It depends. Are there electronic (online) versions of all the library's current tangible selections? Does the library already have a Web presence for electronic "distance learners?" Do users want "just-in-time" access or "just-in-case" ownership? Do your users or the courts need official, authentic photocopies? Does your user community have the computer or navigation skills to access online information? A recent article in the Washington Post and also the report of panel 3 [External User Needs] of the NCLIS study [Comprehensive Assessment of Public Information Dissemination Policies and Practices] mention the need of computer skills for both librarians and patrons.

f. Are all materials suitable in electronic format?

Not necessarily. Also there is the dilemma of cost shifting to libraries and the public [computer workstations, software, printers, licensing fees, printing fees] versus generally one-time purchase of storage cabinets, shelving, etc.

g. Will GPO and agency electronic sources be available indefinitely?

Permanent public access (PPA) is an essential element of a responsible electronic information dissemination program. LPS is working with other Federal agencies to raise public

awareness. In fall 1999, GPO began quarterly meetings with representatives of the national libraries (LC, NLM, NAL); other Federal agencies with major information dissemination programs (DOE, DTIC, etc.); and information-related organizations (NCLIS, Coalition on Networked Information, Council on Library and Information Resources), to advance the goal of keeping electronic Government information available to the public permanently. GPO hosts the PPA Working Group Web site at <http://www.gpo.gov/ ppa>.

h. What plans are in place to guarantee permanent access to electronic Government information?

GPO Electronic Information Access Enhancement Act of 1993 (PL 103-40) charged GPO with developing mechanisms to enhance public access to electronic information. One provision is to operate an electronic storage facility to which online access is made available. The most visible is the production and maintenance of the Congressional Record and Federal Register for remote online access.

Managing the FDLP Electronic Collection (1998) states that GPO is assuming responsibility for key aspects of the life cycle management of electronic Government information products in the FDLP. GPO wants to preserve and provide continuous access to authentic, official, and reliable Government information. Permanent public access is being assured through documented partnerships with GPO, Federal depository libraries, and Federal agencies. In every case, GPO acts as the PPA safety net for the external partner and guarantees PPA

to everything in the FDLP Electronic Collection.

Question 1: Access to Materials – Comments by Elizabeth M. McKenzie

Sheila's point about the age of the depository is particularly good in this section. If we had become a depository in earlier years, or held rare materials for some other reason, we would have been much more likely to lose valued items upon leaving the depository system. The materials would also have been more difficult to replace.

I also liked the comments made about electronic materials. Some materials are just not suitable in electronic format, at least until electronic paper makes lengthy reading of electronic documents comfortable.

I am very worried about the continued availability of electronic materials from the GPO and especially agency sources. Even if the materials are archived, which does not seem to be happening yet, the archiving institution must commit to updating the format as technology advances. Those of us with 5.25 inch disks or files in Wordstar format will understand the need to copy electronic documents periodically into the current format in order to ensure continued access over time.

Question 1: Access to Materials – Comments by David Heisser

I can't underscore too strongly the great issue of archiving of the information. Some of the value of the individual depositories will be to archive hard copy documents. And the program as a whole should help to direct the archiving of electronic documents. I would hope

libraries would think hard about making a contribution to that effort.

Question 2: Cost & Expenses – Comments by Elizabeth M. McKenzie

The bibliography lists several excellent studies looking at the total cost to a library of participating in the depository program. These include such hidden costs as the need for more highly trained personnel for acquisitions, processing, and reference services dealing with government documents. There are the costs of complying with special FDLP requirements such as time on the Needs and Offers lists before discarding unwanted material, or dedicating new electronic equipment to depository patron use. There is the more indirect expense of constantly receiving unwanted documents because one must select the entire item number and accept everything that is grouped there. Ironically, the more serious the library is about providing real access to documents, the more expensive participating in the FDLP becomes.

The expense of maintaining a good depository library is higher than many have thought. Libraries are not receiving strictly "free" materials through the Federal Depository Library Program. There are extra finding aids, such as Andriot's or SilverPlatter to buy, as well as the hidden expenses mentioned above. With the migration of so much government material to the Web, the benefit of participating in the depository program is shrinking for those libraries where the mission does not include public access as a central value. Not everything is on the Web, or ever will be. But the more is there, the less reason may appear to continue in the FDLP. Note my

concern about archiving and long-term access to this material. However, those materials that are marginal to my collection are tempting to get from the Web now and count on other libraries to warehouse it for later needs.

The costs of withdrawing from FDLP must also be weighed. We must replace through paid subscriptions the serial items we wish to continue receiving. Because of difficulties in ordering through the government, our library decided to pay extra and use a jobber to replace most government documents. For exact information on the added expense, see the article I co-authored, which is listed in the bibliography. A library that is required to return materials to the Regional depository must also spend money to replace (if possible) those materials. There are other, unquantifiable costs to consider as well. We lose the expertise of the documents librarian. Depending on the community, we may lose the status of participating in the FDLP, and the good will generated from supplying documents to the larger community. Some libraries lose the ability to point to FDLP standards and requirements to pressure parent institutions or communities into funding these purchases.

We did not save any money by withdrawing from the program, even considering the personnel costs and other indirect costs to our libraries. We did not eliminate any positions. Our former government documents librarian position was vacated and transformed into a regular reference librarian. Our former documents processor moved to another position in the library, and we replaced his position with a serials clerk. The serials clerk was needed because that department carried the long-term brunt of processing the materials we now

receive from our jobber that formerly came from GPO. Although these replacement positions are not as highly paid, we spent the savings and more on vendors. We pay for the items we receive now, and even something extra for the convenience of using a jobber. Although we only receive items that we really want, and do not have the FDLP standards and special requirements, leaving the FDLP was not a cost saving to us at all. I should say here that we left the program, not because of cost considerations, but because we were informed that the new building would require ID cards to access the front door and again to open the elevators on the library floor. We considered that this aspect of our new building would make it impossible to truly comply with the obligation to allow public access on an equal footing with our regular patrons. I feel strongly that, having accepted the benefit of the depository program materials for my library, we have a reciprocal obligation to supply access to those materials to the public.

Question 2: Cost and Expenses – Comments by David Heisser

Being a depository entails investing in public workstations and other equipment that may be costly to acquire and maintain in accordance with GPO standards. But I have heard from many colleagues that, instead of being an intolerable burden, the standards have helped the library to justify purchases of high end equipment that will also be used for other services--in other words, the standards have helped them obtain things they were eventually going to need anyway.

Question 3: Library Mission and Public Service – Comments by David Heisser

When it comes to public service, documents librarians have always been zealots. The phrase "Documents to the People" is not just a slogan. It is a battle cry. Maintaining collections of documents in paper and other formats has always entailed a strong service commitment.

So, if a library considers leaving the depository program, it should look carefully at its mission. My institution is a state college, so we'll offer public access and service no matter what happens. And I have heard library directors at private academic institutions speak eloquently of their schools' ongoing commitment to serving the general public of their communities.

In 1998, I visited 24 depository libraries, 8 each in three regions of the country, and I interviewed the library directors and documents librarians about how they expected to provide public service in an electronic environment. These institutions included public libraries and both private and public colleges and universities. I was impressed by the strong commitment so many expressed to continuing to offer service to the public. At some of the private academic libraries I was told that their parent institutions had a policy of being a beneficial part of their communities, and that depository service was part of this. I found such strong positive statements that I suspected that, if the depository program died, it would be a matter of the ship leaving the rats. In recent weeks I have been back in contact with people at the institutions I visited in '98. And although several of these have conducted or will conduct reviews of the benefits of staying with the

program, I am still hearing a willingness to offer some degree of public service. But libraries are finding themselves compelled by their institutions to measure and justify the benefits and costs of remaining in the program and providing service to a public outside their primary clientele, usually meaning their tuition-paying students. A number of prestigious private academic institutions in different parts of the country are watching the changing situation very closely.

As a matter of interest I'd like to ask-- would you raise your hand, if you work in a library where, if you were not in the depository program, your institution would probably curtail or deny general public access?

In the paper environment there was a kind of social contract whereby the library agreed to serve the general public in return for the valuable and hard-to-get documents. But the deal may not look so appealing if most documents are made available to all on the Web. Of course, having information on the Web doesn't mean that people don't need assistance in finding and using that information--or even in gaining access to the Web itself. There are still many people who are not computer-literate. The Internet may well increase the public's expectations for information and for service.

If your library is thinking of getting out of the program, I would urge you to gauge the impact this will have on all your users, present and future. And try to assess the effects on your surrounding community. Will you continue to assist the public? If you restrict access and service, where can people turn for help? I think it is also worth considering what community you serve--now that the Web and e-mail obliterate geographic and political

boundaries, Congressional districts and even state lines.

You may consider what impact your withdrawal will have on the depository program itself and its ability to serve the public. As a documents librarian I know that I am part of a great network of colleagues on whom I can count for their government information expertise. The two shared regionals in my state give excellent and exemplary service, both directly to citizens and through their backup support of the selective depositories. I would also suggest that you consider the impact your leaving the program might have on the GPO itself and that agency's ability to continue to offer its special services to libraries and to the public nationwide.

If you do decide to leave the program, it would be good to share your expertise with those libraries in your area that will continue to serve the public. This can be done through training, advising and referrals.

Question 3: Library Mission & Public Service – Comments by Elizabeth M. McKenzie

Suffolk University is a private university, in a large urban area, a short trolley ride from the Regional depository, Boston Public Library. We do not feel that we injured the interests of the document-seeking public by withdrawing, since there are so many depository libraries to whose missions the public is central. It would be a different matter if we were the only depository for many miles. It would also be different if service to the general public were a central part of our mission.

Law schools in particular have trouble with the public access part of the depository mission. As a group, we have been troublesome members of the depository community, often barring or restricting public access. See the bibliography for some articles on this issue. Our primary user group, the law students and faculty, feel a strong sense of ownership in the law school library, and often complain about use by even the undergraduates of our own institution. There is, then, this inherent conflict in the mission to our primary patron groups and the depository mission for public access.

There are some constantly troublesome members of the depository community that will perhaps benefit the program by dropping out. Law schools tend to select a small percentage of the materials available (we were selecting about 11%), but among those are the most expensive materials produced, such as Federal Register, U.S. Reports, CFR, Statutes at Large, U.S. Code. I believe there will be a shake-out, with libraries leaving the FDLP for whom public access was not central to their mission, and/or who did not strongly support the program either through selection of materials or spending to enhance access. I hope the result will be a stronger depository program.

After our initial decision to leave the depository program was made due to public access problems in our new building, we saw other advantages to leaving the program. In our old space, the government documents were stored in a separate library area. It was easy to restrict the documents users to that area. Though in practice, we did not really restrict them, if there were security concerns or disturbances, it was easier to feel secure in expelling problem patrons from the non-document library space.

We were also moving from a fairly secluded residential section of town to a very public, high-profile location near the Boston Common. We anticipated that security concerns and disturbances might occur more frequently in our new location. With the documents integrated into the larger collection, it would be more problematic to deny access to worrisome public patrons.

Question 4: Intangibles – Comments by Elizabeth M. McKenzie

I think I touched on these above in some ways. I am very concerned that GPO and the FDLP remain strong. If librarians do not speak and support the program, nobody will. No citizen realizes that he or she is going to want a government document until the day comes. Only the library community recognizes the continuing importance of free public access to government documents. I would like to see the library community work with the GPO to support their efforts to archive electronic documents and keep them in viable formats. I sincerely hope that my articles and participation on this program spark, not an exodus from the FDLP, but a shakeout of the marginal participants, and a re-commitment to the central mission of the depository program by the remaining participants.

Question 4: Intangibles – Comments by David Heisser

I think it is worth considering the value of the aggregate experience of the depository community, including GPO itself. I am one who is dubious about whether FirstGov or any of the mega search engines will be able to do the job by itself to satisfy the public's information needs. The depository program has been a kind of nursery for training a lot of superb librarians, because of the variety and complexity of documents work. And I include areas such as familiarity with CD-ROMs and other electronic resources, maps and GIS applications, and much more. I would hate for the library world to lose that.

The depository program is being and will be rethought--and I would like to see enough libraries remain while this rethinking and eventual redesign is accomplished, so that a revised and renewed program can continue to make great contributions.

Question 5: Withdrawal Procedures – Comments by Sheila M. McGarr

When a depository decides to voluntarily relinquish depository status, the procedures, from GPO's perspective, are less complicated than obtaining status.

1. The library director writes a brief letter to the Superintendent of Documents (SuDocs) stating the desire to voluntarily cease being a depository. The letter is addressed to:

   Francis J. Buckley, Jr.
   Superintendent of Documents (SD)
   U.S. Government Printing Office
   Washington, DC 20401

   A copy should also be faxed to the Chief, Depository Services, at (202) 512-1432, as that office actually handles the paperwork and expedites the process.

2. SuDocs replies to the library director reminding him/her that the depository materials remain the property of the U.S. Government. SuDocs directs the depository to work with the regional librarian on the disposition of the

depository materials. A Federal agency or Federal court library follows the requirements of the Exchange and Gift Division of the Library of Congress and CFR 701.33(4) governing surplus property. The highest appellate court library of a state follows the guidance in the Instructions to Depository Libraries for handling secondary copies.

3. SuDocs notifies the Regional about the library dropping status and working with the selective on the disposition of the depository materials.

4. If the library holds a representative or Senatorial designation, the Member of Congress is also notified.

5. Internal GPO staff and the microfiche contractors are notified to stop all shipments. LPS staff deletes item selections from DDIS, deletes the library's directory and Web records, posts the information in Administrative Notes Technical Supplement, etc.

These steps generally take 7-10 days from the time the letter is received in GPO.

Once the library and the Regional receive the letters from SuDocs, the timetable for disposing of the depository collection is negotiated. The disposition timetable is often 3-6 months but can last longer depending on staffing at one or both libraries. In general, the former selective depository provides two lists to the regional: 1) those holdings that the former depository wants to retain; and, 2) those materials the library wishes to dispose of. The 5-year retention rule no longer applies. The regional will evaluate the requests and direct the library in the proper procedures for discard or retention. For example, a list of major sets

that the former depository no longer wants to keep may be posted to "Needs and Offers."

Retention of materials by a former depository is a privilege. A Regional may require the library to transfer specific volumes of the Statutes at Large, United States Reports, Serial Set, etc., to it. Should a former depository appeal to GPO, the SuDocs will support the Regional's claim. While the Regional has this right, it is not often exercised. Generally, the regional approves both lists.

Question 5: Withdrawal Procedures – Comments by Elizabeth M. McKenzie

While Sheila and the listed Web sites lay out the process for withdrawal, I would like to comment on tips that make the process smoother. Our library began the process by inquiring of the Regional and of Sheila what would happen if we withdrew. They were thus alerted to the possibility well before receiving the official letter from me. I think the early contact made a lot of difference. It also made a difference that our library had a good record of compliance with the spirit as well as the letter of the FDLP rules. Our documents librarian was active in the community and knew the regional and central administrators. I have to give huge credit to the folks at Boston Public Library, our Regional, because they were just wonderful to work with. But I am sure that if we had a history of trying to evade our responsibilities under the program, it would have been a different scenario. It would certainly depend on the outlook of the Regional administrators about withdrawing from the program, as well as towards the individual library, because the Regional is where the control resides

about what materials have to be returned to the program.

One comment about the length of time to complete the withdrawal: I was just stunned at the quickness of the GPO reply after I sent my letter asking to withdraw. If you plan to leave, set up all your replacement vendors before you send the letter (though you should have called ahead to discuss withdrawing! Sheila's story about hearing from a vendor that a certain library was withdrawing was hair-raising!).

Selected Annotated Bibliography: Evaluating the Federal Depository Library Program
By Elizabeth M. McKenzie

Blazek, Daniel, "Private Academe and Public Depositories: Access and Promotion," Journal of Government Information, 24, no. 4 (1997): 285-311. A survey of private colleges and universities with depository libraries, looking primarily at public access and promotional activities.

Boeringer, Greta, "Federal Depository Library Status Dropped by Urban University Law School," Trends in Law Library Management and Technology, 8, no. 6 (Nov/Dec 1997). A brief article about a hypothetical law school dropping out of the depository system in order to charge access fees. The author worked at Pace University Law Library at the time of publication, but had formerly been an inspector for the FDLP.

Dugan, Robert E., and Ellen M. Dodsworth, "Costing Out a Depository Library: What Free Government Information?," Government Information

Quarterly, 11, no. 3 (1994): 261-284. An excellent cost analysis done at Georgetown University. Compares the institution's expenditures to the expenditures by the GPO in supporting that depository. Includes a selective bibliography of cost analyses and depository libraries generally.

Faull, Sandra K., Cost and Benefits of Federal Depository Status for Academic Research Libraries. Chicago: American Library Association, May, 1979. Also available as an ERIC document. This report is the earliest cost analysis study, and includes ARL member libraries which were then depositories. The information by now is aged, but the study is a model of cost analysis. It includes salary information for all staff working with documents, down to student assistants and desk aides. It factors in length of service for the personnel. It also figures the floor space, equipment costs, outreach and "program" costs, commercial reference tools, retrospective costs for materials, cost for discarding documents, cost for ordering documents, cataloging costs, and number of questions answered using Federal documents.

Heisser, David C. R., "Federal Depository Program at the Crossroads; The Library Administrator's Perspective," Government Information Quarterly, 16, no. 3 (1999): 241-259. An interesting survey of directors and government documents librarians at twenty-four libraries, in New England, Lower South and Florida. The author actually visited and conducted in-person interviews, asking a series of questions designed to elicit the participants' opinions on the future of the depository program. Libraries included public libraries, and public and private academic libraries in

each region. The author finds strong support for the depository program and its aims, not only from the public institutions, but also from the private institutions.

Kahles, William, "Congress, Higher Education and the U.S. Federal Depository Program," Government Publications Review 13 (1986): 233-242. A legislative history arguing that the documents of twenty years show that Congress viewed the expansion of the depository program as assistance to higher education.

Kelley, Wayne P., "Commentary: Access to Depository Materials," Law Library Journal, 85 (1993): 413-415. A short but pithy article responding to recently published pieces in the same journal, and arguing strongly that depository libraries have an obligation to provide real public access to documents. The author was at the time Superintendent of Documents. The articles to which he was responding (and criticizing) were: James E. Murray, "Limiting Secondary Patrons' Use of Academic Law Libraries During Examination Periods," Law Library Journal 84 (1992): 365; and Barbara J. Snow, "When Goals Collide: Planning and Implementing a Restricted Access Policy at the University of Michigan Law Library," Law Library Journal, 84 (1992): 383.

Kram, Lorraine, "Why Continue to Be a Depository Library if It Is All on the Internet Anyway?," Government Information Quarterly, 15, no. 1 (1998): 57-71. This is a very helpful article. The author considers how much depository material really is available on the Internet, and the prospects for change in the future. She looks briefly at the costs of being a depository and the potential savings of more electronic distribution of

government information. Brief annotated bibliography of cost analyses.

Larson, Kathleen T., "Establishing a New GPO Depository Documents Department in an Academic Law Library," Law Library Journal, 72 (1980): 484-496. Interesting view of the beginnings of depositories in law school libraries. The author urges us to "evaluate both the benefits and drawbacks for such a step." She correctly spots that the primary drawback for law librarians is the right of public access, but includes other issues such as shelf space as well.

McKenzie, Elizabeth, Elizabeth Gemellaro and Caroline Walters, "Leaving Paradise: Dropping out of the Federal Depository Library Program," Law Library Journal, 92, no.3 (2000). In-depth discussion of the process of leaving the depository program at Suffolk University. Includes cost figures, details and analysis of the process and results.

McKenzie, Elizabeth, Robert E. Dugan and Kristin Djorup, "Perspectives on... Leaving the Federal Depository Library Program," The Journal of Academic Librarianship, 26, no. 4 (2000): 282-285. A brief discussion of the process of deciding and withdrawing from the depository program at Suffolk University. Analysis of replacement costs.

Morton, Bruce, "Doc Doldrums: A Response to the Documents Librarians' Manifesto," Government Publications Review, 20 (1993): 245-247. Argues that the depository program is an entitlement program for libraries, and that the program would be better reorganized to recognize that fact.

Orr-Waters, Laura, "Love it or Leave it: Government Depositories in Law Libraries," Legal Reference Services Quarterly, 15(3/4) (1996): 133-145. Weighs

the arguments for staying and for leaving the depository system. Includes cost figures for replacing basic documents and a selective bibliography.

Ryan, Susan M. "Square Peg in a Round Hole: Electronic Information and the Federal Depository Library Program," Journal of Government Information, vol. 24, no. 5 (1997): 361-375. Examines the history of electronic products and how this change in format is changing the meaning of dissemination for the depository program. Author discusses possible roles for non-depository information services, and the future for public access to government information. The author also has a book that may be of interest: Downloading Democracy: Government Information in an Electronic Age (Cresskill, N.J.: Hampton Press, 1996).

Schlueter, Kay, "Selection of Government Documents in Law School Libraries," Law Library Journal 71 (1979): 477-480. Interesting for an early view of depositories in law school libraries. Author surveyed law school libraries on the number and type of depository items selected, and found remarkably little consensus. "Documents should not be considered as being free acquisitions even when available through the depository system."

Smith, Diane H., Ed., Management of Government Information Resources in Libraries. Englewood, Colorado: Libraries Unlimited, 1993. Good chapters include discussions of the issues created by the shift to distributing documents in electronic form, and the costs and benefits of depository membership to libraries.

Way, Kathy A., "Quality Reference Service in Law School Depository Libraries: A Cause for Action," Government

Publications Review, 14 (1987): 207-219. Studies the quality of reference service in law school depository libraries in the Los Angeles area. Notes the variation in quality and completeness of answers given by the degrees held by the reference librarians. The rationale behind offering depository status to law school libraries was the higher quality assistance that could be offered by librarians with greater law training.

Willis, Paul A., and Richard G. Hutchins, "Law Libraries and the Depository Program," Law Library Journal, 65 (1973): 190-212. Discusses benefits of depository membership. Surveys 36 law library depositories on their selections. Interesting illustration of law libraries' changing attitude toward depository participation.

GPO Policies, Instructions, Guidelines, and Materials

A. Federal Depository Library Program Background

44 U.S.C. Chapter 19
http://www.access.gpo.gov/su_docs/fdlp/
    pubs/title44/chap19.html

Keeping America Informed
http://www.access.gpo.gov/su_docs/fdlp/
    pr/keepam.html

Snapshots of the Federal Depository Library Program
http://www.access.gpo.gov/su_docs/fdlp/
    history/snapshot.html

B. FDLP Electronic Collection Background

GPO Electronic Information Access Enhancement Act of 1993
http://www.access.gpo.gov/su_docs/fdlp/
    pubs/title44/chap41.html

Managing the FDLP Electronic Collection: A Policy and Planning Document
http://www.access.gpo.gov/su_docs/fdlp/
    pubs/ecplan.html

Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program
http://www.access.gpo.gov/su_docs/fdlp/
    pubs/study/studyhtm.html

C. FDLP Rules, Policies, and Program Goals

Collection Development Guidelines for Selective Federal Depository Libraries
http://www.access.gpo.gov/su_docs/fdlp/
    pubs/fdlm/coldev.html

**Depository Library Public Service
Guidelines for Government
Information in Electronic Format**
http://www.access.gpo.gov/su_docs
/fdlp/
    mgt/pseguide.html

**FDLP Guidelines for Substituting
Electronic for Tangible Versions of
Depository Publications**
http://www.access.gpo.gov/su_docs
/fdlp/
    coll-dev/subguide.html

FDLP Internet Use Policy Guidelines
http://www.access.gpo.gov/su_docs
/fdlp/
    mgt/iupolicy.html

**Guidelines for the Federal Depository
Library Program**
http://www.access.gpo.gov/su_docs
/fdlp/
    pubs/fdlm/guidelin.html

Instructions to Depository Libraries

http://www.access.gpo.gov/su_docs
/fdlp/
    pubs/instructions

**Recommended Specifications for
Public Access Work Stations**
http://www.access.gpo.gov/su_docs
/fdlp/
    computers/rs.html

D.   **Depository Termination Procedures
Instructions to Depository Libraries,
Chapter 1**
http://www.access.gpo.gov/su_docs
/fdlp/
    pubs/instructions/in_ch1.html#C

How Do I Cite This? Automating Reference Assistance

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In early 2000, I became interested in writing a JavaScript application that would generate bibliographic citations for government documents (DocsCite - http://www.asu.edu/lib/hayden/govdocs/docscite/docscite.htm). In part, I was interested in exploring the use of automation to see where it can help and extend what we do as reference librarians. In addition, I wanted to learn JavaScript. JavaScript is a computer language that enables authors to design interactive Web sites.

The work is based on a program by Scott Salzman, Systems Librarian at Furman University in South Carolina. He had been developing a similar application and generously allowed me to use and modify his code. He also offered encouragement and suggestions throughout development of DocsCite.

A search on the Internet turned up three other citation generators. Robert J. Tiess created an experimental program Webcite <http://members.tripod.com/~rtiess/Webcite.htm >, which builds MLA citations. The Turabian Citation Generator <http://jove.prohosting.com/~turabian/> creates citations for footnotes and bibliographies in that style. Copyrighted by Lyle Flint, StyleWizard.com <http://www.stylewizard.com/>

generates bibliographic citations in the APA format. The home page notes that the MLA format will be available soon.

DocsCite differs from those citation generators because the others do not focus on government publications. Further, with the exception of StyleWizard.com, they are limited to generating bibliographic citations from one style manual. When complete, DocsCite will handle MLA, APA, Chicago/Turabian, and the Garner/GODORT formats.

DocsCite

Currently, DocsCite creates bibliographic citations in the APA[1] and MLA[2] formats for government publications. The patron first

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[1] American Psychological Association. Publication Manual of the American Psychological Association. 4th ed. Washington, DC: American Psychological Association, 1994. Also American Psychological Association. Electronic Reference Formats Recommended by the American Psychological Association. 19 Nov. 1999. 8 May 2000. <http://www.apa.org/journals/webref.html>.

[2] Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5th ed. New York: Modern Language Association of America, 1999.

sees a page formatted in frames. On entry, only the top frame displays content. It contains two pull down menus, one for the style manual and the other for the format of the document (Print/Microform, Document on a CD-ROM, Citation for the entire CD-ROM, and an Internet document). When an entry is selected in both boxes and the search button clicked, the program generates a form specific to the

selections in the lower frame (figure 1). After the user fills out the boxes and clicks the "Submit Citation" button (at the bottom of the input form) an error checking routine may notify them through an alert box that a required field is blank. When everything is complete, a separate window opens with the formatted bibliographic citation (figure 2).
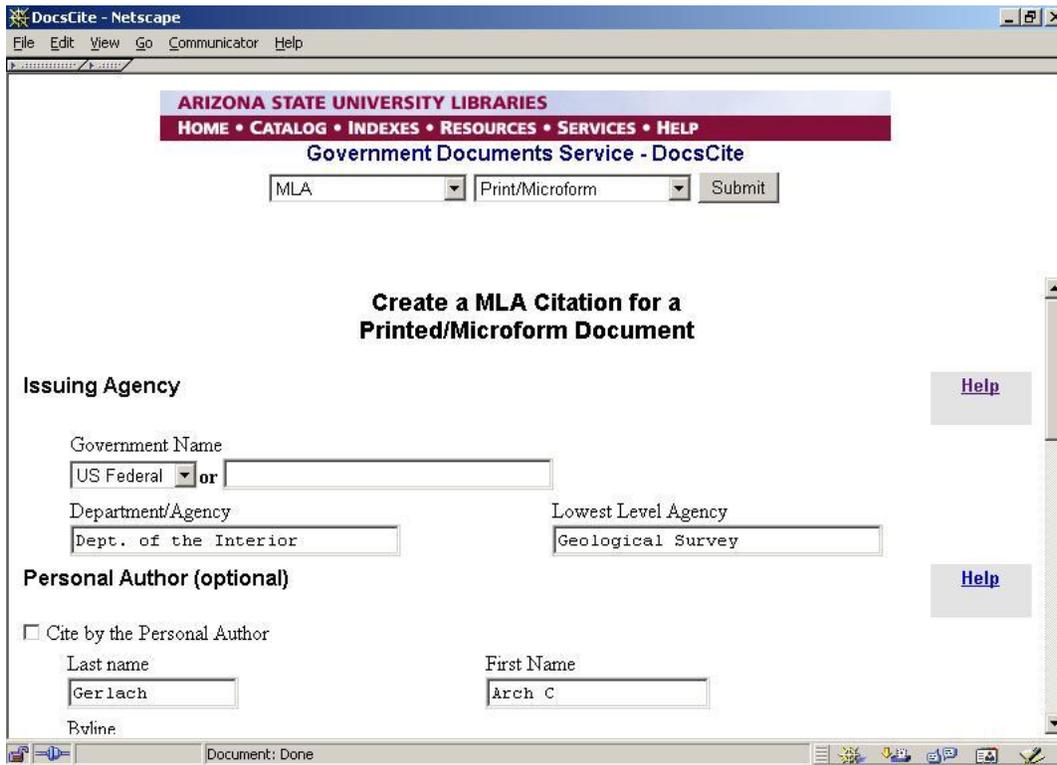
Figure 1. Upper frame and top of DocsCite input form
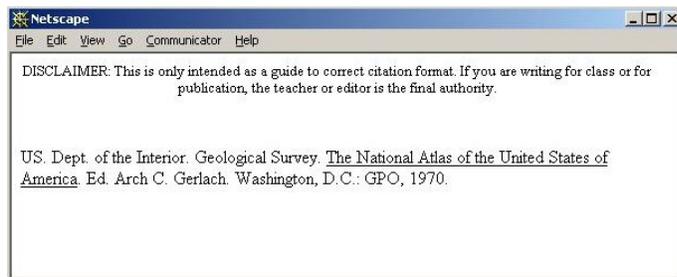
Figure 2. Bibliographic citation generated by DocsCite

Development

At the beginning of creating DocsCite, I naively thought that learning JavaScript would present the most challenge because my programming background is limited. I had a class in Fortran in the mid-1970s. In the mid-1980s I had Basic as part of a course and took a class in Pascal. As time went on and I became more comfortable with the language, designing the user interface emerged as the most difficult issue. That also became the most interesting aspect. This section traces that development.

Figure 3 shows part of the prototype created as proof of concept and as a vehicle to learn JavaScript. As can be seen, the page can generate a citation in MLA, APA, and Chicago/Turabian formats. I modified Salzman's error-checking code to help ensure that the user completes all needed information. Visible at the bottom of the figure is the selection where the user indicates whether the format of the document is physical or online. Those sections later became a major concern in designing the user interface. Because the prototype was mainly for my use, I did not worry about the design of the interface and wrote a plain page.
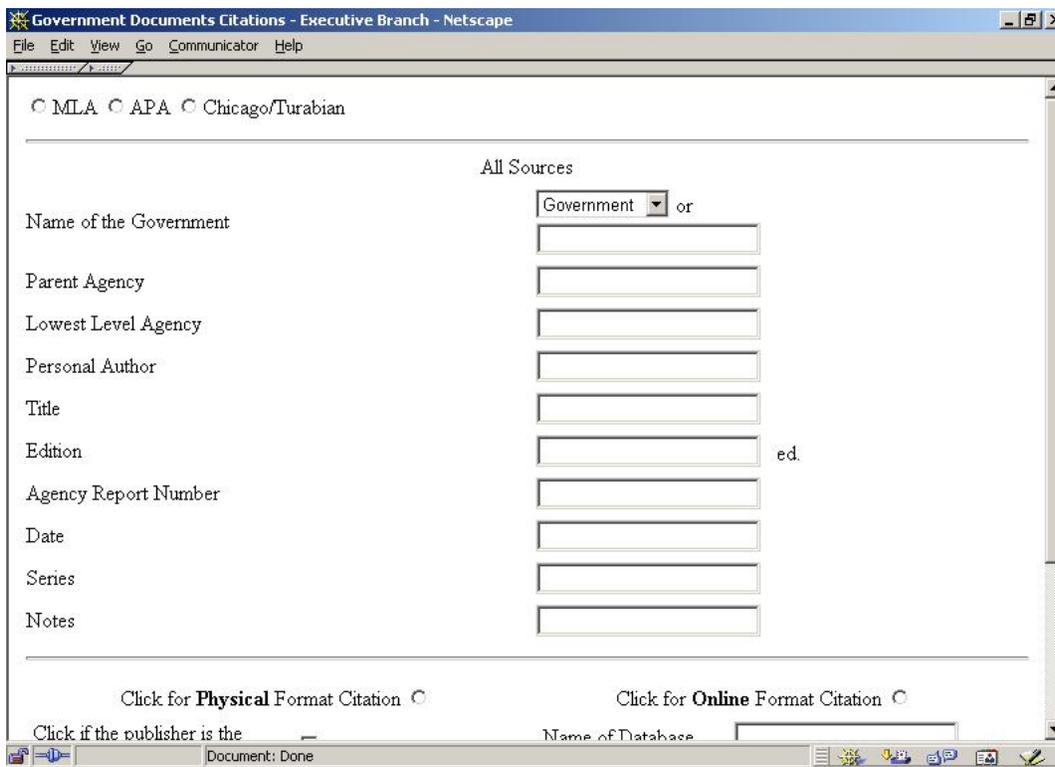
Figure 3. Prototype

To write the prototype, I studied the style manuals in order to produce the citations. I learned that each applies a different philosophy. For example, unlike the others, the Garner/GODORT style includes the SuDoc number as part of the citation[3]. Because of differences like this,

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[3] Garner, Diane L., et. al. The Complete Guide To Citing Government Information Resources: A Manual For Writers & Librarians. Rev ed. Bethesda, MD:

2000 Federal Depository Library Conference - Proceedings

I decided to create a separate page for each style manual. Separate pages would enable DocsCite to reflect the differing requirements more easily and would be easier to maintain than one large page.

The first style developed was MLA. The layout of the interface can be described as "Baroque," which is "marked by the use of complex forms."[4] As can be seen in figure 4, the user was required to select a physical or Web format and then make their way through a gauntlet of options. For example, if the publication resided on a CD-ROM, a user would have to know to also select the physical format. Unless all the entries under that section were completed, the error routine would inform the user to provide more information - a further frustration. In an attempt to help, I changed the font color of the field names to maroon. I hoped that the color would guide the user to the input box. Although adding a festive air, this change did not reduce the clutter. To further confuse matters, the help information was below the form on the same page.

Congressional Information Service, 1993. p.34.

[4] Encyclopedia Britannica Online Dictionary. Merriam-Webster Online. 3 Oct. 2000. <http://www.eb.com:180/cgi-bin/dictionary?va=baroque>.

Figure 4. MLA document format area – early version

They say, "If it ain't Baroque, don't fix it." Since it was Baroque, I e-mailed one of my sisters (a technical writer, photographer and former typesetter) for ideas on the page design. Her layout simplified the page by realigning the field labels and other elements in relation to the input boxes, editing the labels, and moving the help information to a separate page (figure 5). She also mentioned seeing reference to a way to hide unneeded fields. Displaying only the required fields for a given format further simplifies the user interface. For example, a citation for a paper document does not require a URL or date viewed.

Figure 5. Redesigned document format area

Based on her layout and thoughts, my next effort was to experiment with layers. Layers are like a stack of overhead transparencies. Separate sheets contain different sections of the form. The user's selections determine which sheets are employed. In my trial I soon learned that Netscape and the Internet Explorer differ in how they refer to elements in different layers. Continuing that track would have required DocsCite either to work for only one browser or to recognize which browser was viewing the page and to adjust accordingly. Although possible, it was more complex than my skills or available time allowed.

During this entire effort I was in contact with Salzman. He had been urging me to use frames as the method to manage the interface. He noted that using frames was a simpler solution than layers and would accomplish the goal of controlling which fields appeared on the form. I resisted that idea because I thought frames generally clutter a page, detracting from its content. When the layers avenue failed, I finally took his advice.

The Final Version

There are three windows in the frameset, one hidden below the screen (figure 6). The top window contains the ASU Libraries header as well as the menus for the style manual and the format of the document. After selecting the style manual and the format of the document the user clicks the "Submit" button. With that click, a page written for that manual loads in the hidden window (step 1 in the figure).

The page in the hidden window contains the code for creating the input form, error checking, and producing the citation. Upon loading, it checks the selected

document format in the top window (step 2). It then writes preformatted HTML, specific to that format, to the bottom visible window (step 3). When the user clicks the "Submit Citation" button

(step 4), the JavaScript code checks for errors. Finding none, it formats the input from the fields into the bibliographic citation and writes the citation to a new window in HTML (step 5).
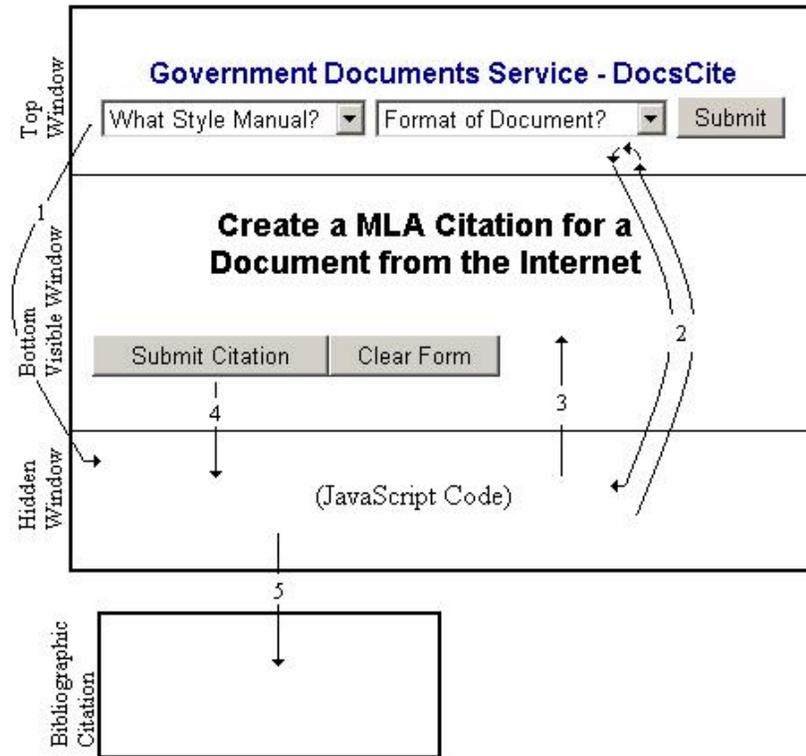
Figure 6. DocsCite flow diagram

Next Stages

DocsCite is a work in progress. The next steps will be developing modules for the Chicago/Turabian and the Garner/GODORT style manuals. In addition, sections for legal citations and congressional documents will be created. Finally, the user interface is still not quite right and will take more work.

Conclusion

JavaScript is a useful tool in developing Web resources. For example, it is used to check that a user has completed a form before forwarding it for further processing. Nevertheless, in developing DocsCite, I

learned that using JavaScript does not automatically guarantee a successful page. Designing the user interface has been, and will continue to be, a tougher problem than writing the JavaScript code.

Currently, DocsCite extends what reference librarians do by automating the mechanics of formatting a bibliographic citation, i.e., what to underline and where to place various elements. It may never be able to handle all of the intricacies of a citation question. Recently, a colleague wanted to know how to cite the Congressional Record. We assembled the citation fairly easily and continued to chat. She noted that the citation dealt with someone's testimony

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before Congress. Although she was under the impression that all testimony was in the Congressional Record, I knew that it did not include hearings where the discussion probably took place. I quickly found the hearing, verified with her that it was the right one, and we built the correct citation. I was working on DocsCite at the time and wondered if I could ever give it a level of sophistication to recognize when a patron is referring to a wrong source.

Full Text Government Periodicals Project

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Full Text Government Periodicals Project Why Create It At All?

- Need quick access to periodical issues when cataloging and binding serial titles
- No ONE place to find all of the government periodicals
- Create a product similar to the CIS Government Periodicals Index
- Provide access to full text online journals rather than just bibliographic information

Mission of the Project

- Provide serial issue access to depositories for binding and claiming purposes
- Provide full text search capability

Located the Periodicals

- University of Auburn
- University of Louisville
- Military Periodical Site

All Links Were Loaded into an Access Database

- Access assists us with the maintenance of the collection
- Only need to make changes to each record once
- Assists us in updating the periodicals on a weekly and monthly basis by keeping track of their frequency
- Use of a Web-agent

Static Database Query Arranged Alphabetically by Title

Static Database Query Arranged by SuDocs Number


What About the Search Engine?

- Received an internal grant from Washburn University of $40,000
- Participated in a partnership with the Topeka Area Bankruptcy Council
- Provide access to their decisions
- Purchased ISYSWeb
- A full text search engine warehouse
- Purchased ISYS Spider

ISYSWeb's Capabilities

- Index up to 30 different types of file formats
- Link up to 35 indexes
- Web Spider component

Web Spider Results

- Not satisfied with the ISYS Spider brief results
- Brief results were not consistent
 - Some results displayed HTML tags and others text

Deciding to Mirror

- Downloading all of the periodical issues gave us more control over them
- Provides permanent public access to them
- Mirrored with Black Widow software
- Required at least 18+ gigs of hard disk space
- Very time consuming
  – Ask Dee my documents assistant
  – Restructured our Department

Mirroring Problems

- Some sites do not allow mirroring
  – Use anti-robot files
  – Several Military sites used these
- Some formats cannot be indexed automatically
  – Zip files
- Not accessible some days
- Difficult to download images in HTML documents

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Individual Title Search
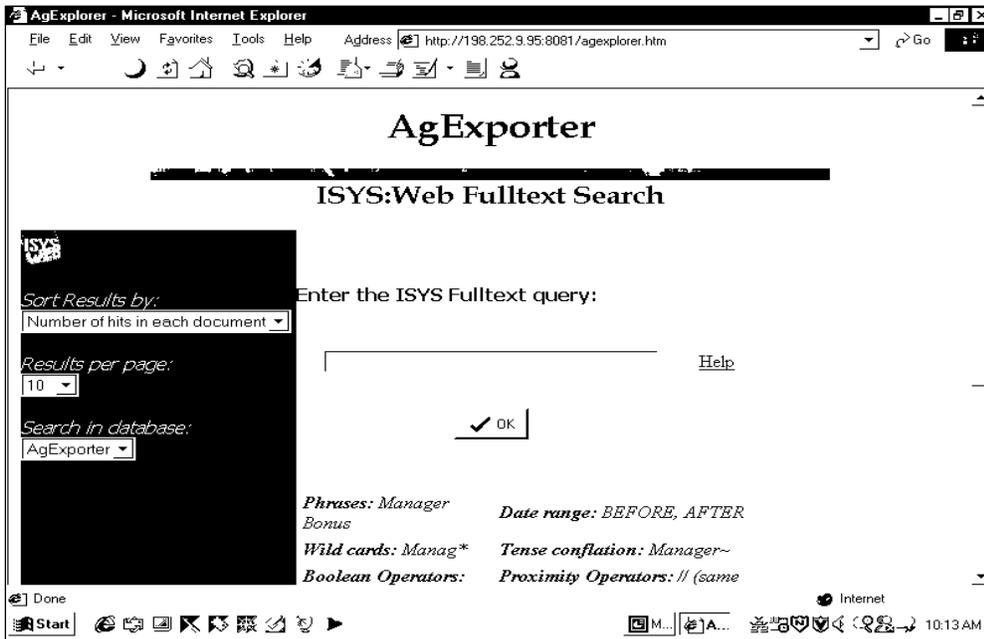
Searching the Periodicals

- Each periodical title can be searched

- The subject search was created by grouping the periodicals by broad topics and allowing the user to search more than one title at a time.

Multiple Periodical Subject Search
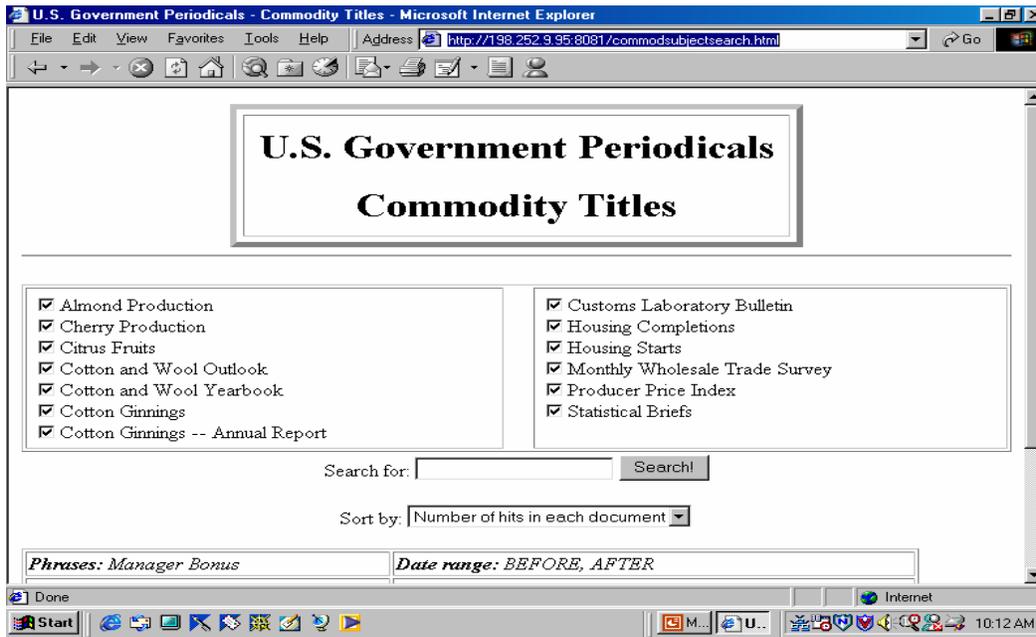
What About Backups?

- Backed up all of the data onto 6 CD-ROMS
- Search engine indexes are being backed up daily on tape

Future Plans

- Create a search engine that will search all of the periodicals at once
- Provide an FTP site where people can download the periodical issue they need
- Have a partner site at the University of Louisville, who will mirror our site
- Goal of adding five new titles a week
- Convert HTML to PDF

Lessons Learned

- Be INNOVATIVE & CREATIVE
  - Identify an electronic niche
- Be Realistic
  - Plan ahead
  - Start small & beta test your product
- In house project
  - Be patient
  - Be willing to reorganize your department or get outside funding through grants

http://198.252.9.108/home/govper.html

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