

The Southwest Region
Natural Resource Bibliography Project
Final Report
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INTRODUCTION

The Southwest Region Natural Resource Bibliography Project (SW-NRBIB) commenced in May 1994 following the procedures and protocols of the National Park Service's (NPS) servicewide bibliography project, directed and funded by the NPS Inventory and Monitoring (I&M) Program. The initial goal of SW-NRBIB was to create a computer based annotated bibliography and supportive cataloging information on all documents related to the natural resources of 30 designated parks in the region. The goal was later expanded to include all 36 of the 38 parks in the region (Table 1). A second objective was to develop a comprehensive and thoroughly reviewed thesaurus or list of subject terms related to the database which would serve the needs of not only the Southwest project, but provide the base for all other NPS NRBIB projects in other regions. A third objective, that originated as

the project was in progress, was to develop a procedure for cross referencing documents located in the NPS Technical Information Center (TIC) in Denver in the appropriate park database. The resultant bibliography, made available on Pro-Cite software, and thesaurus were provided to each park, the System Support Office in Santa Fe, the NPS Inventory and Monitoring Office, TIC, and other interested parties.

SCOPE OF THE PROJECT

Park specific databases were developed for 36 NPS units in the Southwest Region (Table 1). Two parks which were not included in this project were Fort Smith National Historic Site (FOSM) and Chamizal National Memorial (CHAM). Both of these parks are located in urban settings; they possess primarily cultural resources. A total of 12,985 records were cataloged for these databases. The distribution of the records among the parks is listed in Table 1.

DATABASE DEVELOPMENT

Software

Pro-Cite bibliographic software was used to store the bibliographic citations of the document as well as related cataloging information such as the place where the document was stored, subject matter terms, and catalog number. Pro-Cite

contains twenty-six predefined workforms. Thirteen of these Pro-Cite workforms were used for this database. The contents and structure of the eight workforms most commonly used in this project are given in Table 2 (Book-Long, Conference Proceedings, Theses and Dissertations, Journal, Letter, Manuscript, Map and Report).

Copies of Pro-Cite purchased for this project were the DOS version. In November of 1995, the Windows version of Pro-Cite became available and several parks expressed interest in converting their databases. Parks converted to Pro-Cite for Windows included Bandelier National Monument (BAND), Big Bend National Park (BIBE), and Padre Island National Seashore (PAIS). Databases can be converted between versions so they remain compatible, although some new features in Windows cannot be converted back to DOS. The Windows version allows for quicker searching, easier browsing, and enhanced editing capabilities but it requires increased hard disk space.

Pro-Cite was designed for personal collections and has many useful features for bibliographic record management, however it can be difficult to use without introductory training. In order to help make it easier for park personnel to use Pro-Cite, all interested park staff were given hands on training. In addition, handouts were distributed with brief information about searching, printing and data entry (Appendix III).

ACQUISITION OF INFORMATION

The primary source of documents entered into the databases was located at the parks. Typically, documents were found in several locations including the park library, resource management collections, private offices and administrative files.

It was not uncommon to find references in parks which pertained to research performed in other parks. In some of these instances, the staff in the park where the research was completed did not have a copy of the research report. In these cases, parks became reference points for other parks. Detailed records were not maintained, therefore in Appendix II "park sources" are not listed under "Other Document Locations." Additional sources of documents were the Southwest Regional Office Library and the Natural Resource Division's research bibliography.

As each document was entered, its citation list was reviewed for additional documents not yet encountered. These were entered as "citation only" records and upgraded if and when the actual document was located. Some parks were closely affiliated with local agencies or universities. In such cases, an effort was made to search these collections as well.

To find published material which may not have been collected by the park, we searched major natural resource related commercial bibliographic databases (OCLC, TreeCD 1939-April 1995, Georef 1985-March 1995, Water Resources 1967-April 1995, Oceanographic & Marine Resources 1960-June 1995, CAB 1984 - present, BIOSIS Jan 1989-Dec 1990, July-Dec 1993, Jan-June 1994,

Agricola 1979-March, 1995, Fish & Fisheries Worldwide 1971-present, Uncover, and the Expanded Academic Index). The final source of records was the Technical Information Center (TIC) database located in Denver, Colorado. The TIC database uses software which is not compatible with Pro-Cite, so a program was developed to convert these records to a form which can be imported into Pro-Cite.

All projects of this scope and magnitude offer challenges to the personnel involved. One major challenge was making sure that the database was comprehensive, without wasting time and resources tracking down obscure documents. A second major challenge was a result of the general disarray of many park collections. Documents can be scattered throughout the park and difficult to locate. Many collections are not managed, so document locations may change frequently and location information in the database must be either general or reflect this change.

As a consequence of these limitations, we viewed this project as a one-time effort to build a reasonably comprehensive database. As the database is updated with new documents, older documents not previously found may also be entered in an ongoing effort to work toward comprehensiveness. For materials scattered throughout the park, the best available solution would be to collect all the pertinent documents, bind the documents or place them in folders and clearly label them as to their permanent location. This would ensure that even if materials were moved, their "correct" location could be discerned and they could be returned to the "correct" location.

THESAURUS DEVELOPMENT

Subject access is an important feature of the database. It is possible to search titles and abstracts for subject terms, but because variations in terminology make this awkward, standardized keywords have been assigned to each record. There is no limit to the number of keywords included in a given record. These keywords are listed with cross references and scope notes in a thesaurus which can be used by searchers or data entry people to lead them to the most appropriate term or terms.

The effort to produce a thesaurus for this project began with a core list of terms from the Pacific Northwest Region's bibliography effort. As the number of subjects encountered in documents increased and individuals from other regions became interested in using the same thesaurus for consistency, the need for a more systematic effort and quality control also increased. To address this, individuals with subject expertise were hired to review the thesaurus and programs were written to recognize clerical errors and enable the updating process to be less time consuming.

The disk copy of the thesaurus attached to this database is a Windows help file, which can be displayed and searched while a user is working with the database.

Inherent with the use of the thesaurus are the individual decisions made on which terms to use. This is particularly true in the use of species specific names. Since the audience for this database includes researchers, as well as those with less

subject expertise, it is important to include access to common names as well as scientific names. An effort has been made to use the names with which park personnel are most familiar. However, this approach is not without problems since a species may occur in more than one park and inconsistencies between common name use between parks may be encountered.

The thesaurus is constantly being updated by NRBIB project leaders, as new concepts are encountered from NRBIB projects currently in progress, and errors corrected. As a result, it is difficult for all personnel using the thesaurus to always be working with the most recent version. At this time, most of the terms included are from the Pacific Northwest Region and the Southwest Region and the funds for the thesaurus development have come from those regional projects. We anticipate using funds from the Midwest, Southeast, and Western NRBIB projects to support continued development of the thesaurus to cover unique subjects identified in those regions.

Currently, we consider that the best solution to resolving conflicts over terminology is to continue in an effort to be responsive to park needs and provide cross references between synonymous terms. In the future, with new technology, it may be possible to enter any one of a number of synonyms and have them equally accepted. To deal with the problem of people across the country having immediate access to the most up-to-date version of the thesaurus, we are looking at the possibility of having the thesaurus loaded into a computer that is accessible through an NPS network.

QUALITY CONTROL

A number of sources of error can occur in the database. These include misspellings and typographical errors by the data entry person, errors in the documents themselves which are repeated in the database (misspellings, inaccurate citations), and errors based upon lack of knowledge or misinformation from reference sources including park staff and subject experts used for consultation as well as published references. Correcting errors is a time consuming task, but it is important, because errors can make a record difficult to locate and errors lower the users' confidence in the database.

To minimize spelling errors, each database was spell checked and reviewed. Since Pro-Cite does not have spell checking capabilities, its indexing feature was used to create a list of all words found in the database. This list was loaded into a spell checker found in a word processor software program and screened for errors.

Some spelling errors are difficult to recognize such as misspellings of author names. Author names cannot be automatically spell-checked, but lists of author names were scanned to highlight probable errors. For instance, if Sung, M. T. appeared in 5 documents all referring to the geochemistry of a given rock formation and Song, M. T. appeared in 1 document referring to the same topic, that individual record was changed.

To minimize inconsistencies among records, lists of field contents were generated and scanned. For example, in a list of date field entries, it is easy to spot a numerical entry 04/17/95 among the preferred, full-spelling entries April 17, 1995.

STAFFING

Many individuals contributed to the successful completion of this project (Appendix I). Individuals were hired through ads posted at library schools and through recommendations by park staff. Some personnel stayed with the project and moved from park to park while other individuals only worked at one park. There are advantages to both situations. When personnel stayed with the program, the continuity of data entry between parks was improved and the time spent on training was reduced. Disadvantages included the potential for burnout from constant travel and the difficulty of providing a continuous schedule without inconveniencing either the park staff or the employee. When an individual was hired for a specific park (often a former seasonal employee or a spouse), the investment in training was high, although it was less so if the park held a substantial document collection. The benefits were that the individual was already familiar with the park resources and was known to the staff. Therefore, the employee was more likely to find relevant material and encounter less discomfort or resistance. After the project was completed, there was the possibility that the individual would stay at the park and act as a resource for

others attempting to use the database and as an expert on the contents of the collection.

Experience has shown that the basic skills pertinent for this work are subject expertise (in all fields related to natural resources), a knowledge of library and bibliographic database concepts, computer literacy, and a personality consistent with the work. This includes the ability to work at a computer terminal for many hours, tolerance of less than ideal working and living conditions, and the ability to be sensitive to the park staff. It is difficult to find all the desired characteristics in one individual. A compromise is to find individuals with some of the desired characteristics and an enthusiasm for the work, then support them in their weak areas. This was accomplished by answering questions pertaining to computers, library issues, or natural science subjects.

DATABASE MAINTENANCE

Individuals on the staff at each of the parks were provided with written and oral instructions on how to use the databases and the Pro-Cite software. For example, they were shown how to use Pro-Cite to search for records and how to add or modify existing records. They were also given handouts which summarized this information (see Appendix III for copies of edited handouts).

For maintenance at the regional level, the original plan was that the regional librarian would take on the role of

coordinating the acquisition and dissemination of new versions of the database (potentially doing some error-checking and other management tasks). However, in September of 1995, the region lost its full-time librarian and the remaining seasonal, part-time librarian does not have the time to take on these tasks in addition to her existing work load.

It is difficult for park staff to find the time to develop expertise for database maintenance work. Some parks hope to use volunteers for maintenance and others have added it as a collateral duty for an existing staff positions. One park is attempting to hire library students through the AmeriCorps program.

Maintenance of the database involves adding new records that are consistent with existing records, modifying records to reflect changes (if a document is moved to a new location), and redistributing updated versions of the database. It will be difficult to achieve this without an individual designated to provide support and oversee the various efforts occurring at the park level.

We recognize that the long-term maintenance of the databases produced by this project requires ongoing support at all levels of the organization. This could be accomplished through the existing NPS library program or through the Inventory & Monitoring Program. Support could come from one individual or tasks could be distributed. For instance, one person could act as the Pro-Cite consultant while another did the editing and other computer work. The best solution would probably involve

integration with other programs, rather than isolation as an individual project. We recognize that there is overlap with the library program, the Investigator's Annual Report program, and the efforts to manage spatial and non-spatial data.

ADDITIONAL PRODUCTS

Project funds were sufficient to perform additional work not originally specified in the cooperative agreement, but they were relevant to the project. As described below, these included collaboration with TIC, work on improving park library collections, providing parks with missing documents, enhancements to the thesaurus, and additional training.

TIC Collaboration

Staff at the Technical Information Center (TIC), located in Denver, Colorado, maintain a collection of maps, documents, and a database, theoretically for all work produced by the NPS. It was important to include references to these documents in the NRBIB database so personnel using the database could cross reference the work with TIC. Unfortunately, the TIC database is currently on a main frame computer system which is cumbersome to search and cannot be directly down loaded into other database software. Richard Arokhaar, an NPS librarian in the Seattle office, was hired to solve this problem. He has considerable experience writing programs to manipulate bibliographic databases and

assisted us with writing a conversion program. Richard wrote a program which converted the text output from the TIC database into a form which can be imported directly into Pro-Cite. That program is now available to anyone who would like to convert a TIC database into Pro-Cite for their own use.

Efforts to Improve Park Collections

Most parks have insufficient support for their libraries and it was common to find collections which lacked organization. This made it difficult to locate materials and to know where to return them so that the items could be found again in the future. The databases created for this project include specific location information. In particularly difficult situations, we took the time to help create some form of organization in the collection. For example, dividing the collection into general categories and labeling it. At other times, the workload involved was too great and we just did the best we could with the time allotted.

Document Delivery

At every park, a significant number of references could not be located. Presumably, some of this is a result of documents being lost or taken to other parks. Others were published independently of the park and never sent to the park. After completing the initial project, project staff have been attempting to locate and photocopy these documents and send them

to the parks. (Note: It is a violation of copyright law to use a photocopy in a permanent collection. Our intent in doing this is to let the resource management staff of the park see what is available and consider purchasing the published version.)

Thesaurus Program

As the number of entries to the thesaurus increased, its maintenance (including adding terms, checking for inconsistencies, and removing terms) became increasingly difficult. When use of the thesaurus in print or digital text form became cumbersome, Richard Arokbaar was hired to create programs which can be run periodically to locate errors. Errors that are controlled include incorrect alphabetization, inconsistencies in the form or spelling of a term, and inconsistencies in cross references between terms. He also wrote a program which allows the thesaurus to be exported as a Windows help file. This allows the thesaurus to be displayed while using any Windows based program. It also makes it easy to search for terms and to jump from a cross reference to an actual term.

Training and Coordination with other NPS Activities

In the interest of making the NRBIB effort consistent servicerwide, we participated in meetings with individuals from both the Mid-Atlantic and the North Atlantic Regions. Also, we continue to maintain contact with those involved with NRBIB

projects not funded through the University of Idaho CPSU. Currently, the University of Idaho CPSU is conducting NRBIB projects in the Midwest, Southeast, and Western Regions of the NPS. Our overall goal is to assure consistency across all NRBIB databases. We also attended a meeting of the NPS library program managers to be aware of their efforts and make sure that ours were compatible. In addition, we were invited to a GIS metadata meeting to discuss the possibility of using the thesaurus for that project.

Table 1. Parks included in the project.

Park Name	Code	Records
Alibates Flint Quarries NM (see LAMR)	ALFL	140
Amistad NRA	AMIS	114
Arkansas Post N MEM.	ARPO	31
Aztec Ruins NM	AZRU	147
Bandelier NM	BAND	779
Big Bend NP	BIBE	1,486
Big Thicket N PRES	BITH	923
Buffalo NR	BUFF	742
Canyon de Chelly NM	CACH	199
Capulin Volcano NM	CAVO	136
Carlsbad Caverns NP	CAVE	1,245
Chaco Culture NHP	CHCU	136
Chickasaw NRA	CHIC	287
El Malpais NM	ELMA	307
El Morro NM	ELMO	89
Fort Davis NHS	FODA	75
Fort Union NM	FOUN	36
Gila Cliff Dwellings NM	GICL	34
Guadalupe Mountains NP	GUMO	2,044
Hot Springs NP	HOSP	355
Hubbell Trading Post NHS	HUTR	30
Jean Lafitte NHP and Pres	JELA	513

Table 1. Continued: Parks included in the project.

Lake Meredith NRA/	LAMR	140
Alibates Flint Quarries NM (combined)	ALFL	
Lyndon B. Johnson NHP	LYJO	93
Navajo NM	NAVA	111
Padre Island NS	PAIS	909
Palo Alto Battlefield NHS	PAAL	7
Pea Ridge NMP	PERI	117
Pecos NHP	PECO	237
Petroglyph NM	PETR	234
Salinas Pueblo Missions NM	SAPU	39
San Antonio Missions NHP	SAAN	130
Sunset Crater Volcano NM	SUCR	200
Walnut Canyon NM	WACA	133
White Sands NM	WWSA	584
Wupatki NM	WUPA	343
Total Records		12,985

Table 2. Pro-Cite workforms used in the NRBIB Project. Numbers refer to Pro-Cite Standard Workforms.

Field Name	Book Long	Conference Proceedings	Theses & Dissertations
AUTH, author, analytic (1)	X	X	X
TITL, title, analytic (4)	X	paper title	X
AUTH, author, monographic (7)	X	editor, compiler	-
AURO, author role, monographic (8)	-	editor, compiler, role	-
TITL, title, monographic (9)	X	proceedings title	-
LTTO, letter to (10)	-	-	-
DTMT, date of meeting (12)	-	X	-
PLMT, place of meeting (13)	-	X	-
PLPU, place of publication(18)	X	X	X
PUBL, publisher name (19)	X	X	University
DATE, date of publication (20)	X	X	X
VOID, volume identification (22)	-	-	-
ISID, issue identification (24)	-	-	-
RPID, report identification (23)	-	-	-
LOC, location in work, pages, (25)	X	X	-
EXTN, extent of work (26)	X	X	-
SIZE, size (28)	-	-	-

Table 2. Continued: Pro-Cite workforms used in the NRBIB Project. Numbers refer to Pro-Cite Standard Workforms.

Field Name	Book Long	Conference Proceedings	Theses & Dissertations
SCAL, scale (29)	-	-	-
SRTI, series title (32)	X	X	-
NOTE, notes (42)	X	X	X
ABST, abstract (42)	X	X	X
CALL, call number (44)	X	X	X
DESC, keywords (45)	X	X	X

Table 2. Continued: Pro-Cite workforms used in the NRBIB Project. Numbers refer to Pro-Cite Standard Workforms.

Field Name	Journal	Letter
AUTH, author, analytic (1)	X	X
TITL, title, analytic (4)	X	-
AUTH, author, monographic (7)	-	-
AURO, author role, monographic (8)	-	-
TITL, title, monographic (9)	journal title	-
LTTO, letter to (10)	-	X
DTMT, date of meeting (12)	-	-
PLMT, place of meeting (13)	-	-
PLPU, place of publication (18)	-	-
PUBL, publisher name (19)	-	-
DATE, date of publication (20)	X	-
VOID, volume identification (22)	X	-
ISID, issue identification (24)	X	-
RPID, report identification (23)	-	-
LOC, location in work, pages, (25)	X	-
EXTN, extent of work (26)	X	X
SIZE, size (28)	-	-
SCAL, scale (29)	-	-
SRTI, series title (32)	-	-
NOTE, notes (42)	X	X
ABST, abstract (42)	X	X
CALL, call number (44)	X	X
DESC, keywords (45)	X	X

Table 2. Continued: Pro-Cite workforms used in the NRBIB Project. Numbers refer to Pro-Cite Standard Workforms.

Field Name	Manuscript	Map	Report
AUTH, author, analytic (1)	X	-	-
TITL, title, analytic (4)	X	map title	-
AUTH, author, monographic (7)	-	compiler	X
AURO, author role, monographic (8)	-	-	-
TITL, title, monographic (9)	-	-	Report title
LTTO, letter to (10)	-	-	-
DTMT, date of meeting (12)	-	-	-
PLMT, place of meeting (13)	-	-	-
PLPU, place of publication (18)	-	-	X
PUBL, publisher name (19)	-	X	X
DATE, date of publication (20)	X	-	X
VOID, volume identification (22)	-	-	-
ISID, issue identification (24)	-	-	-
RPID, report identification (23)	-	-	-
LOC, location in work, pages, (25)	-	-	-
EXTN, extent of work (26)	X	X	X
SIZE, size (28)	-	X	-
SCAL, scale (29)	-	X	-

Table 2. Continued: Pro-Cite workforms used in the NRBIB Project. Numbers refer to Pro-Cite Standard Workforms.

Field Name	Manuscript	Map	Report
SRTI, series title (32)	X	X	X
NOTE, notes (42)	X	X	X
ABST, abstract (42)	X	X	X
CALL, call number (44)	X	X	X
DESC, keywords (45)	X	X	X

Appendix I. Personnel involved with the project

Name	Project Duties	Duration (months)
Paul Anliker	database editing	4
Richard Arokbaar	computer programs and TIC database conversion	9
Mike Bergeson	thesaurus editing, document delivery	7
Molly Brower	BUFF, CHIC, PERI, WWSA databases	12
Barbara Hart	thesaurus editing, accuracy assessment	10
Ronni Hill	CACH, GUMO, PAIS, WWSA databases	12
Tim Jones	BAND database	4
Michelle LeCarr	SUCR, WACA, WUPA, databases	2
Marlene McCluskey	PETR database	3
Kevin McDonough	BIBE database	3
Arleen Myers	database editing, commercial database search	4
Colleen Orth	database editing	4
Catherine Rhodes	thesaurus review	1
Jean Robinson	ALFL, AMIS, CAVO, CHCU, ELMA, FODA, FOUN, GICL, LAMR, LYJO, PAIS, PETR, SAAN, WWSA databases	12

Appendix I. Continued: Personnel involved with the project

Name	Project Duties	Duration (months)
Arnold Van Pelt	BIBE database	12
Rusty Van Pelt	BIBE database	3
Janet Williams	AZRU, ELMO, HUTR, databases	6

Appendix II. Individual Park Efforts

Alibates Flint Quarries National Monument (ALFL)

(see Lake Meredith National Recreation Area (LAMR))

Amistad National Recreation Area (AMIS) (see LAMR)

Contact person: Rod Danner, (210)775-7491

Number of records in database: 114

Number of documents held at TIC and not found elsewhere: 4

Number of citations to documents not found: 21

Location where Pro-Cite was installed: Library computer

Notes:

Trained Chris (member of the park staff). The park staff hoped to begin adding records and planned to create a database called "newrecs" which could be combined with the final NRBIB database for the park.

Park Locations for Documents:

East Diablo Ranger Station

Library (shelves & vertical files)

Management Assistant's Office

Other Document Locations:

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center (TIC)

Arkansas Post National Memorial (ARPO)

Contact person: Lora Hall, (501)548-2207

Number of records in database: 31

Number of documents held TIC and not found elsewhere: None

Number of citations to documents not found: None

Location where Pro-Cite was installed: Laura Hall's computer

Note: Small park, no complications.

Park Locations for Documents:

Central files

Library

Other Document Locations:

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Aztec Ruins National Monument (AZRU)

Contact person: Terri Nichols, (505)334-6174

Number of records in database: 147

Location where Pro-Cite was installed: Since this was not originally an I&M park, we did not have a copy of Pro-Cite to install here. However, they already had a copy, so the park staff was given Pro-Cite training.

Appendix II. Continued: Individual Park Efforts

Bandelier National Monument (BAND)

Contact person: Steve Fettig, (505)672-3861 x546
Number of records in database: 779
Number of documents held at TIC and not found elsewhere: 18
Number of citations to documents not found: 168
Location where Pro-Cite was installed: Steve Fettig's
computer, windows version)

Notes: Bandelier had an existing database in a program called "Papyrus." These records were merged into the NRBIB database. The collection had been moved several times and future moves were anticipated. Based on park staff recommendations, document locations were made more general than usual. Project personnel did not go to outside organizations to search for records, though there may have been some (or many) at the nearby Los Alamos National Laboratories. The difficulty of distinguishing park relevant material and the mass of information available through the lab was overwhelming and staff decided that only laboratory documents that were located in the park would be entered. It is hoped that at some future point, sharing of documents between the monument and the laboratory would become routine.

Park Locations for Documents:

- Archeologist's Office
- Ecologist's Library
- Fire Management Office
- Library
- Resource Management Library (vertical files & shelves)

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resources Center Library
- Southwest System Support Office (Natural Resources Program Office)

Big Bend National Park (BIBE)

Contact person: Mike Fleming, (915)477-2251 x143
Number of records in database: 1,486
Number of documents held at TIC and not found elsewhere: 87
Number of citations to documents not found: 235
location where Pro-Cite was installed: Resource
Management/Science Library computer

Notes:

Big Bend had a Pro-Cite bibliography effort underway when this project began. We hired the person who had started this effort and he made some slight modifications in the way records were entered to be consistent with the project. There is still one major difference - species names include a string of the taxonomic hierarchy - but this should not significantly

Appendix II. Continued: Individual Park Efforts

interfere with database searching. In addition to the park collection, we entered documents found at Sul Ross State University in Alpine, TX. The university staff has performed a significant amount of research in and around the park. We also made sure that all citations in the Man and the Biosphere (MAB) bibliography, published in the mid 1980's, were incorporated into NRBIB. Another source of information that should be incorporated, when it becomes available, is the Chihuahuan Desert bibliography which is currently in preparation. Big Bend's natural resource document collection is consolidated in the Science and Resource Management Library.

Park Locations for Documents:

- Science & Resource Management Library

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Sul Ross State University Library
- Southwest System Support Office (Natural Resources Program Office),
- Technical Information Center (TIC)

Big Thicket National Preserve (BITH)

Contact person: Paul Whitefield, (409)839-2691

Number of records in database: 923

Number of documents held at TIC and not found elsewhere: 82

Number of citations to documents not found: 73

Location where Pro-Cite was installed: Library computer and Paul Whitefield's computer

Notes: Big Thicket had an existing Pro-Cite database and a volunteer librarian who had been maintaining it. This database had index terms from the Library of Congress Subject Headings list. These are not entirely consistent with the list of terms used for this project. To compromise, the old headings were left intact and the new headings added. The volunteer librarian for the park is a former head librarian of the local university and there is a significant park related collection at Lamar University which was included in the database.

Park Locations for Documents:

- Chief of Resource Management's Office
- Geophysical and Oil and Gas Wells Operations Files
- Lands office archive
- Library (shelves & vertical files)
- Resource Management Central Files
- Resource Management Specialist's Office
- Woodville Ranger Office

Appendix II. Continued: Individual Park Efforts

Other Document Locations:

- Commercial Databases (see p.5)
- Environmental Protection Office
- Intermountain Cultural Resource Center Library
- Lamar University (Beaumont, TX)
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center

Buffalo National River (BUFF)

Contact person: John Apel, (501)741-5443 x116
Number of records in database: 742
Number of documents held at TIC and not found elsewhere: 37
Number of citations to documents not found: 30
Location where Pro-Cite was installed: George Oviatt's
computer

Park Locations for Documents:

- Hydrologist's Office
- Library
- Management Vertical Files & Shelves
- Water Quality Lab

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center

Canyon de Chelly National Monument (CACH)

Contact person: Tara Travis, (602)674-5511
Number of records in database: 199
Number of documents held at TIC and not found elsewhere: 16
Number of citations to documents not found: 9
Location where Pro-Cite was installed: Library computer

Notes: Documents were found in the regional office and the park. Another possible source of information was the Navajo Nation, but it turned out that they did not have the type of documents we were looking for.

Park Locations for Documents:

- Interpretive Ranger's building
- Library (shelves, lateral files, map case, archive boxes,
central files)
- Resource Manager's files

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources
Program Office)

Appendix II. Continued: Individual Park Efforts

Technical Information Center

Capulin Volcano National Monument (CAVO)

Contact person: John Batzer, (505)278-2201

Number of records in database: 136

Appendix II. Continued: Individual Park Efforts

Number of documents held at TIC and not found elsewhere: 16

Number of citations to documents not found: 9

Location where Pro-Cite was installed: Resource management
computer

Park Locations of Documents:

Administrative Office

Library

Natural Resource Management Office, map file

Visitor Center information desk

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center

Carlsbad Caverns National Park (CAVE)

Contact people: Jeff Denny, (Museum Curator), (505)785-2233
x457 and Bill Route (Natural Resource Management Specialist)

Number of records in database: 1,245

Number of documents held at TIC and not found elsewhere: 28

Number of citations to documents not found: 203

Location where Pro-Cite was installed: Bill Route's computer

Notes: Because of the substantial overlap of relevant
documents, Carlsbad Caverns and Guadalupe Mountains databases
were combined.

Park Locations of Documents:

Cave Resources Office, video collection

GIS Coordinator's map case

Interpretive Library (shelves, reprints, video and audio
cassette collections)

Museum Storage Room

Resource Management Library (shelves, file boxes)

Resource Management Specialist's Office (shelves, files,
maps)

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center

Appendix II. Continued: Individual Park Efforts

Chaco Culture National Historical Park (CHCU)

Contact person: Hershell Schultz, (505)786-7014

Number of records in database: 136

Number of documents held at TIC and not found elsewhere: 15

Number of citations to documents not found: 77

Location where Pro-Cite was installed: Computer in shared resource management office.

Notes: Many of the documents written about Chaco Canyon are archeological, but contain natural resource related information (e.g., faunal remains). These documents were entered and the natural resource element was emphasized in the abstract and the keywords.

Park Locations of Documents:

Administrative Office (Central Files)

Library

Natural Resource Management Office

Visitor Center

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources Program Office)

Technical Information Center

Chickasaw National Recreation Area (CHIC)

Contact person: Ron Parker (Resource Management Specialist and replacement for Gordon Reetz), (405)622-3161 x403

Number of records in database: 287

Number of documents held at TIC and not found elsewhere: 15

Number of citations to documents not found: 15

Location where Pro-Cite was installed: Resource Management Specialist's computer

Note: Searched for documents in Resource Management Office, library at Travertine Nature Center, vertical files at headquarters, and files located in the warehouse.

Park Locations of Documents:

Headquarters Building, Vertical Files

Resource Management Office

Warehouse

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources Program Office)

Technical Information Center

Appendix II. Continued: Individual Park Efforts

El Malpais National Monument (ELMA)

Contact person: Leslie deLong (Museum Curator), (505)285-4641
x18

Number of records in database: 307

Location where Pro-Cite was installed: Leslie deLong's
computer

Number of documents held at TIC and not found elsewhere: 3

Number of citations to documents not found: 45

Notes: The majority of relevant documents were found in the library and the Resource Based Inventory (RBI) files at the park. We also searched collections at the BLM office (formerly land management agency), the local public library, and the local college library. There were a few unique documents in each of these outside locations, but not substantial numbers.

Park Locations of Documents:

Curatorial Collection (Bally building)

Library (shelves, vertical files)

RBI files

Resource Management Office (map box, file cabinet)

Other Document locations:

Bureau of Land Management, Grants Field Office

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Library, New Mexico State University, Grants, NM

Mother Whiteside's Public Library, Grants, NM

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center

El Morro National Monument (ELMO)

Contact person: Michelle Pelletier, (505)783-4226

Number of records in database: 89

Number of documents held at TIC and not found elsewhere: None

Number of citations to documents not found: None

Location where Pro-Cite was installed: Library computer (copy
purchased by park)

Notes: This park was not on the original I&M list, but turned out to have some significant natural resources (given the small size of the park).

Park Locations of Documents:

Chief Ranger's Office

Library (copy purchased by park)

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Appendix II. Continued: Individual Park Efforts

Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center

Fort Davis National Historic Site (FODA)

Contact people: Mary Williams (Historian/Librarian) and Allan
Morris (Chief Ranger), (915)426-3225
Number of records in database: 75
Number of documents held at TIC and not found elsewhere: None
Number of citations to documents not found: 6
Location where Pro-Cite was installed: Allan Morris'
computer.

Park Locations of Documents:

Administrative Office
Documents file
Library
Map File
Museum Curator's Office
Supervisory Ranger's Office

Other Document Locations:

Commercial Databases (see p.5)
Davis Mountains State Park
Intermountain Cultural Resource Center Library
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center

Fort Union National Monument (FOUN)

Contact person: Frank Torres, (505)425-8025
Number of records in database: 36
Number of documents held at TIC and not found elsewhere: 10
Number of citations to documents not found: None
Location where Pro-Cite was installed: General computer in
ranger office.

Note: A small historic park with a few natural resource
concerns.

Park Locations of Documents:

Library map case
Natural Resource Files

Other Document Locations:

Commercial Databases (see p.5)
Intermountain Cultural Resource Center Library
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center

Appendix II. Continued: Individual Park Efforts

Gila Cliff Dwellings National Monument (GICL)

Contact people: Elizabeth Gross (USFS) and Doug Thompson
(NPS), (505)536-9461

Number of records in database: 34

Number of documents held at TIC and not found elsewhere: 2

Number of citations to documents not found: 3

Location where Pro-Cite was installed: There was no
appropriate location for installation so it was not installed
at this time.

Notes: This is primarily a small culturally oriented park
which is managed by the National Forest Service for the
National Park Service. There were very few documents which
fit the objectives of this project and a lack of computer
resources to make it useful and available to the staff.

Park Locations of Documents:

- Information Desk
- Natural Resource Management Office
- Visitor Center break room map case

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center

Guadalupe Mountains National Park (GUMO)

Contact person: Fred Armstrong (Resource Management
Specialist), (915)828-3251 x132

Number of records in database: 2,044

Number of documents held at TIC and not found elsewhere: 22

Number of citations to documents not found: 311

Location where Pro-Cite was installed: Computer in Resource
Management office complex

Note: Because of substantial overlap of relevant documents,
Carlsbad Caverns and Guadalupe Mountains databases were
combined.

Park Locations of Documents:

- Administrative Office Files
- Archives
- Chief Ranger's Office
- Curator's Office
- Dog Canyon Ranger District Office
- Library
- Museum file cases
- Resource Management Office (map case, hallway book case,
and Resource Specialist's Office)
- Superintendent's Office

Appendix II. Continued: Individual Park Efforts

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center Office

Hot Springs National Park (HOSP)

Contact person: Steve Rudd (Resource Management Specialist),
(501)624-3124

Number of records in database: 355

Number of documents held at TIC and not found elsewhere: 7

Number of citations to documents not found: 37

Location where Pro-Cite was installed: On the Resource
Management Specialist's Computer

Notes: This database includes modified records from the
curatorial database, many of which are references to
individual photographs.

Park Locations of Documents:

- Chief Ranger's Office
- Fordyce Building curatorial collection
- Fordyce Library
- Natural Resource Library

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center Office

Hubbell Trading Post National Historic Site (HUTR)

Contact person: Aleta Knight, (520)755-3475

Number of records in database: 30

Location where Pro-Cite was installed: Since this was not
originally an I&M park, we did not have a copy of Pro-
Cite to install. However, they already had a copy via the
Library Program, so they were given Pro-Cite training.

Notes: This is a small, primarily cultural park which was not
on the original list of parks for the project.

Park Locations of Documents:

- Chief Ranger's office
- Library

Jean Lafitte National Historical Park and Preserve (JELA)

Contact person: David Muth, (504)589-3882 x128

Number of records in database: 513

Number of documents held at TIC and not found elsewhere: 5

Appendix II. Continued: Individual Park Efforts

Number of citations to documents not found: 120

Location where Pro-Cite was installed: Natural Resource
Specialist's computer

Note: The park staff hoped to add to the database from their
general library collection.

Park Locations of Documents:

Headquarters

Chief of Resource Management Office

Library

Map Collection

Natural Resource Specialist's Files

Resource Management Central Files

Barataria Unit

Central files

Library

Map case

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center Office

**Lake Meredith National Recreation Area (LAMR) and Alibates
Flint Quarries National Monument (ALFL)**

Contact person: John Wesley Phillips (Environmental
Protection Specialist), (806)865-3874

Number of records in database: 140

Number of documents held at TIC and not found elsewhere: 12

Number of citations to documents not found: 37

Location where Pro-Cite was installed: One of many computers
used by John Wesley Phillips

Notes: These two parks were treated as a single unit for this
project.

Park Locations of Documents:

EPA office files

Herbarium storage room

Library files

Map case

Ranger Station

Other Document Locations:

Commercial Databases (see p.5)

Intermountain Cultural Resource Center Library

Southwest System Support Office (Natural Resources
Program Office)

Technical Information Center Office

Appendix II. Continued: Individual Park Efforts

Lyndon B. Johnson National Historical Park (LYJO)

Contact person: John Tiff (Historian), (210)868-7128 x245
Number of records in database: 93
Number of documents held at TIC and not found elsewhere: 6
Number of citations to documents not found: 5
Location where Pro-Cite was installed: John Tiff's computer

Park Locations of Documents:

- Library shelves
- Library vertical files

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)
- Technical Information Center Office

Navajo National Monument (NAVA)

Contact person: Russ Bodnar, (520)672-2366
Number of records in database: 111
Number of documents held at TIC and not found elsewhere: None
Number of citations to documents not found: 18
Location where Pro-Cite was installed: This park was not on the original I&M list, so they did not receive a copy of Pro-Cite.

Notes: Despite the fact that this was not originally an I&M park, it has significant natural resources and there was a small group of documents specifically related to natural resources.

Park Locations of Documents:

- Collections Room
- Library
- Ranger Files
- Rare Book Collection

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)
- Technical Information Center Office

Padre Island National Seashore (PAIS)

Contact person: Darel Echols, (512)949-8173
Number of records in database: 909
Number of documents held at TIC and not found elsewhere: 29
Number of citations to documents not found: 134
Location where Pro-Cite was installed: Darel Echols' computer

Appendix II. Continued: Individual Park Efforts

Notes: Received a copy of the Windows version of Pro-Cite.

Park Locations of Documents:

- Chief of Resources Management Office
- Donna Shaver's office (National Biological Service)
- GIS office
- Library
- Map Case
- Museum (Administration Building)
- Natural Resources Management and Science Office
- Resources Management Specialist's Office

Other Document Locations:

- Aransas National Wildlife Refuge
- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)
- Technical Information Center Office

Palo Alto Battlefield National Historic Site (PAAL)

Contact person: Aaron Mahr, (210)541-2785

Number of records in database: 7

Number of documents held at TIC and not found elsewhere: None

Number of citations to documents not found: None

Location where Pro-Cite was installed: GIS computer

Notes: This park was not originally on the I&M list, but was added when funds were available at the end of the project. The park staff was in the process of organizing their library and had purchased Pro-Cite. They had no documents available to be entered, so the purpose of the trip to the park was to deliver the small database from the Regional Office collection and provide training in the use of Pro-Cite.

Document Locations:

- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)

Pea Ridge National Military Park (PERI)

Contact person: John Knox, (501)451-8122

Number of records in database: 117

Number of documents held at TIC and not found elsewhere: 5

Number of citations to documents not found: 11

Location where Pro-Cite was installed: Chief Ranger's computer.

Park Locations of Documents:

- Administrative Office slide cabinet
- Library
- Ranger Office files

Appendix II. Continued: Individual Park Efforts

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)
- Technical Information Center Office

Pecos National Historical Park (PECO)

Contact person: Bobbi Simpson (Natural Resource Management Specialist), (505)757-2611

Number of records in database: 237

Number of documents held at TIC and not found elsewhere: 3

Number of citations to documents not found: 22

Location where Pro-Cite was installed: Bobbi Simpson's computer

Park Locations of Documents:

- Administrative office (library, archeology map file)
- Cultural Resource Management Office
- Natural Resource Management Office

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Southwest System Support Office (Natural Resources Program Office)
- Technical Information Center Office

Petroglyph National Monument (PETR)

Contact person: Reed McCluskey, (505)839-4429

Number of records in database: 500

Number of documents held at TIC and not found elsewhere: 2

Number of citations to documents not found: 234

Location where Pro-Cite was installed: Computer in lunchroom area

Note: The park is located near a major metropolitan area (Albuquerque) and is managed jointly with the city. Numerous documents prepared outside the park are peripherally relevant, but not centrally relevant to the park. Many of these are included in the database.

Park Locations of Documents:

- Administrative Office
- Archaeology Office
- Planning Office
- Resource Management Office

Other Document Locations:

- Albuquerque Planning Library
- Albuquerque Public Library
- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library

Appendix II. Continued: Individual Park Efforts

New Mexico Environment Department Library
New Mexico Museum of Natural History
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center Office
University of New Mexico, Centennial and Zimmerman
Libraries
Map Rooms

Salinas Pueblo Missions National Monument (SAPU)

Contact person: Loretta Moseley (Resource Management
Assistant),
(505)847-2585

Number of records in database: 39

Number of documents held at TIC and not found elsewhere: 4

Number of citations to documents not found: None

Location where Pro-Cite was installed: Pro-Cite was already
installed on the library computer

Park Locations of Documents:

Gran Quivira Library
Visitor Center Library

Other Document Locations:

Commercial Databases (see p.5)
Intermountain Cultural Resource Center Library
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center Office

San Antonio Missions National Historical Park (SAAN)

Contact person: Dan Steed (Chief of Resource Management),
(210)229-5722

Number of records in database: 130

Number of documents held at TIC and not found elsewhere: 2

Number of citations to documents not found: 2

Location where Pro-Cite was installed: Library computer

Park Locations of Documents:

Assistant Superintendent's files
Central Files
Conservation Maintenance Office map case
Law Enforcement Room, video cabinet
Library
Mission San Jose Supervisor's Office

Other Document Locations:

Commercial Databases (see p.5)
Intermountain Cultural Resource Center Library
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center Office

Appendix II. Continued: Individual Park Efforts

Sunset Crater Volcano National Monument (SUCR), Walnut Canyon National Monument (WACA), and Wupatki National Monument (WUPA)

Contact person: Jeri deYoung (acting resource manager),
(520) 556-7040

Number of records in database: 200 (SUCR), 133 (WACA), 343
(WUPA)

Number of documents held at TIC and not found elsewhere: 23

Number of citations to documents not found: 56

Location where Pro-Cite was installed: Pro-Cite was delivered
to the park staff for installation.

Notes: Since these parks are closely associated and
administered together by an office in Flagstaff, AZ, they were
combined into one database. The location fields use codes
which are preferred by the parks, but are somewhat cryptic to
those from outside.

Park Locations of Documents:

- Flagstaff headquarters office
- Walnut Canyon library
- Walnut Canyon photo collection
- Wupatki library
- Wupatki photo collection

Other Document Locations:

- Commercial Databases (see p.5)
- Intermountain Cultural Resource Center Library
- Other Parks
- Southwest System Support Office (Natural Resources
Program Office)
- Technical Information Center Office

Walnut Canyon National Monument (WACA)

(see Sunset Crater Volcano National Monument (SUCR))

White Sands National Monument (WHSA)

Contact person: Resource Management Specialist (Bill Fuchs
has departed and Bill Conrod is his replacement)

Number of records in database: 584

Number of documents held at TIC and not found elsewhere: 18

Number of citations to documents not found: 177

Location where Pro-Cite was installed: Resource Management
Specialist's computer

Notes: There are numerous records in the database referring to
the White Sands Missile Range which surrounds the park; they
have some common resources.

Park Locations of Documents:

- Administrative Files
- Interpretation Office

Appendix II. Continued: Individual Park Efforts

Library
Resource Management Office
Visitor Protection Office, Protection Division Files
Other Document Locations:
Commercial Databases (see p.5)
Intermountain Cultural Resource Center Library
Other Parks
Southwest System Support Office (Natural Resources
Program Office)
Technical Information Center Office
White Sands Missile Range Environmental Services Division
Reference Library

Wupatki National Monument (WUPA)

(see **Sunset Crater Volcano National Monument (SUCR)**)

Appendix III. Edited Handouts Distributed to the Parks

Section A. Searching Pro-Cite for DOS

Section B. Searching Pro-Cite for Windows

Section C. Creating New Records

Section D. Advice for Creating Useful Records

Section E. Data Entry by Field Name

Section F. Pro-Cite Vocabulary

Section G. Sources of Information for Help

Section H. Printing Bibliographies from Pro-Cite for DOS

Appendix III. Section A. Searching Pro-Cite for DOS

Searching Pro-Cite for DOS

The following is a brief set of instructions to enable the reader to do a simple search. At the end are notes about making a search more sophisticated.

1. Open Pro-Cite

Go to the DOS prompt
Type the words "cd procite". The "c:\procite>" prompt will appear.
At the prompt, type the word "procite".

2. Open the database

At the main menu, press the letter "d" on the computer keyboard, this will open the database menu.
At the database menu, press the letter "o" for "open database" and the name of the database should appear.
Use the arrow keys to select the database and press ENTER.

****If the listing of databases did not appear, hit Esc to take you back to the databases menu, then press "d" for "change database directory." Press ENTER, then type in the path (c:\procite\park code) - fill in your park's four letter code.**

3. Searching the database

After selecting the correct database in Step 2, the main menu screen will be shown again. Press "s" for "search database," then press "a" for "select all" (the menus will not change), then press "s" for "search selected records."

4. The search screen is now ready. Simultaneously press the F4 and shift keys; a list of terms will appear. Use the Page Up/Page Down or arrow keys to find a key word and press ENTER.
5. After pressing the ENTER key, the entire database will be searched for the words you entered.
6. When the search is completed, press Esc three times to return to the main menu.
7. Press "b" to "browse" the database. The first 4 fields of three records will appear. Any records which matched

Appendix III. Section A Continued: Searching Pro-Cite for DOS

the search will be highlighted. To see other records that matched the search, press "t" for "next selected record", or "v" for "previously selected record." The middle record is always the "active record." To view the "active record" in complete form, press "e" for "view", then press Esc to move on.

Critical Concepts:

Each record in the database is either "**selected**" or "**not selected**" at any given time. When searching or printing only the selected records will be searched or printed. To select all records, go to the main menu, press "s" for "search database" and "a" for "select all", or, if you are at the search screen, press F6.

The database operates as if the records were index cards in a file. When moving to the next or previous record, it is as if you are moving toward the beginning or end of the file. When at the end of the selected records, a message will appear stating "No more selected records. Press <Space> to continue. This does not mean that every selected record has been viewed. However, it does mean that the end (or beginning) of the file has been reached.

Advanced Searching:

Limiting to a field

One can search only one field for a match (e.g., the author field, the title field, or the descriptor field). With a large database, this will make the search much faster. To accomplish this type of search, go to the search screen and press the F2 key. Arrow down to the desired field and press "Enter." Type the desired or key words after the equal sign (e.g., #45=rabbits).

Choosing terms from other lists (Authors, formats, document types)

Go to the search screen and press F4. A directory of available lists will appear (usually Authors, Descriptors, Format and Doctype). Use the arrow key to select the desired list, then press the "Enter" key.

Combining terms

AND: To search for records in which two key words occur, type an "and" between them, e.g., map **and** vegetation type

Appendix III. Section A Continued: Searching Pro-Cite for
DOS

OR: To search for records in which either of two words occur type an "or" between them, e.g., mammals **or** animals **or** invertebrates.

AND NOT: To eliminate searching for records that have a specific word in them, place an "and not" before the desired word, e.g., bison **and not** management. If you are interested in bison behavior, but not management, this would help limit the search. However, be careful with this technique because you will miss records that discuss behavior and management in the same document.

Erasing the screen: Press F8

Selecting all the records again: Press F6

Appendix III. Section B. Searching Pro-Cite for Windows

Searching Pro-Cite for Windows

The following is a brief set of instructions to direct the reader through a simple search.

1. Double click on the Pro-Cite icon to open Pro-Cite.
2. Open the database (If it does not appear automatically). Choose "Open" under the "File" menu. Select the database and choose "OK" in the File Open window or after you click on File you can select the database from the list given and click on your choice.
3. The first view of the database will be the "Quick Search View." The two types of searching possible from this point are described below:
 - a. The first type of search is a search on the first element of the field on which the database is sorted, e.g., the first author if the database is sorted by author, the first letters in the title if the database is sorted by title, etc. To change the sort, click on the "View" command on the toolbar at the top of the screen and choose "Sort By." Click on the desired sort, e.g., Author/Title/Date, Record Number, etc. If the desired sort is not on the list, choose "Configure Available Sorts." You may click choose a sort from the list or "Define Custom Sort". When the desired sort has been determined, click in the lower half of the screen and start typing the word or name desired. A "Find Record" box will appear with the word typed inside it. Click on "OK" and the record closest to the keyword you type will be highlighted. Double click on the record to view it.
 - b. Another type of search is on the elements listed in the upper left hand box, e.g., Authors, Titles-Journals, and Keywords. Click on the desired choice and a list will appear on the upper right hand corner of the screen with each Author, Title or Keyword and the number of times it appears in the database. Click on the selected record and a corresponding list of records will appear in the main window. Double click on the record to view it.
4. To complete a search on words imbedded in the record or to combine elements (e.g., a keyword plus an author), choose "Search" under the "View" menu. The search screen will appear. Type in the search (see the following section on search options). If the "Refine Search" box is checked and a previous search was just done, the search will take place only on the records found in the previous search.

Appendix III. Section B. Continued: Searching Pro-Cite for Windows

Searching NRBIB

To find documents specific to a park: Search for the four letter park code in the keyword field (e.g., keyword=BIBE)

To find documents held at a specific location: Search for the four letter park code or the park name in the call field (e.g., call=BIBE)

Search Options

Terms: To find all the records with a specific term, you can type a single word by itself. If you want to search for a phrase, place quotes around it. If a portion of a word needs to be found, use an asterisk (*) to truncate the word (e.g., comp* will find computers, computing, computations, etc.).

Limiting by field: To specify the field(s) you want to search, click on the "Fields" button and select the field from the list. Click on the field, then place an equal sign after the field and type in the desired search word (e.g., author=Jones).

Combining search elements: To look for records that meet more than one criteria you must use operators. Click on the "Operators" button to see the options. A search may be written like this: author=Jones and title=water quality.

Using term lists: To avoid typing in terms and names and possibly risk a misspelling, click on the "Terms" button for a list of available search words. Double click on the author, title or keyword you want to search for. If the list that appears in the "Insert Term" window is not the desired list, click on the arrow key in the upper right corner for more options.

Other Capabilities (see the Pro-Cite manual for details)

Searching by date or a span of dates

Searching by record number (the number automatically assigned by Pro-Cite)

Saving a search expression to use with another database or at a later date

Appendix III. Section C. Creating New Records

Using Pro-Cite for DOS and starting from a template

(Templates are dummy records which contain brief instructions for entering data in each field)

1. Open the database.
2. At the Main Menu, press "E" (Edit, Insert, View). A record will be displayed.
3. Press "j" to "jump."
4. A window will open asking for a record number. Type "1" or the number of the template desired, if known. NOTE: If the new window opens and asks for an alphabetic letter, change the database settings. Go to "Customize" in the Main Menu and select "Database Settings." The "Bibliographic order" will indicate "Alphabetic". Press the space bar to change it to "Record Number." Press F10 to save.
5. Press "1" to proceed to the first template. The bottom left hand corner will indicate the name of the first template (e.g., Books-Long, Report, etc.). Press "n" to scroll through a list of templates and select the one desired.

Workform Name/Code.....Documents used for

1-audiovisual (N).....	photographs and slides
2-book-long form (A).....	published books
3-conference proceedings (K).....	collection of papers from a meeting
4-dissertation (G).....	PhD dissertation, MS thesis
5-journal-short form (D).....	article in a journal or magazine
6-letter/correspondence (I).....	memos, letters
7-manuscript (J).....	unpublished works
8-map (L).....	map(s)
9-report (E).....	report (If the report is unpublished, use the manuscript form.
10-video recording (Q).....	videos

6. **IMPORTANT:** Press "U" to make an exact duplicate of the record. If this step is forgotten and the template is used without making a duplicate, another template can be copied from the "Template" database. See the instructions at the end of this handout.

Appendix III. Section C. Continued: Creating New Records

7. Begin entering information. See the following section about what information to enter in each field. It is not necessary to fill in every field.

Using Pro-Cite for DOS and starting from a blank form

1. Open the database.
2. At the Main Menu, press "E" (Edit, Insert, View). A record will be displayed.
3. Press "W" (Change Workform) and select the workform needed (see the workforms on the previous page).
4. Press "I" (Insert) to open a blank workform.
5. Begin entering information. See section 2 for advice on creating useful records. It is not necessary to fill in every field.

Creating a new record in Pro-Cite for Windows

1. Select "New Record" from the "Database" menu or press the F9 key. A blank record will appear.
2. Choose the desired workform by clicking on the workform box in the upper left hand corner of the screen and choosing from the list that appears. Descriptions of the workforms can be found in Chapter 5 of the Pro-Cite Reference Manual. Below are some commonly used workforms:

<u>Workform Name.....</u>	<u>Documents used for</u>
audiovisual material.....	photographs and slides
book-long form.....	published books
conference proceedings.....	collection of papers from a meeting (includes fields for date and location of meeting)
dissertation.....	PhD dissertation, MS thesis
journal-short form.....	article in a journal or magazine
letter (correspondence).....	memos, letters (includes field for "recipient," none for "title")
manuscript.....	unpublished works (no fields for publisher information)
map	map (includes fields for scale, size)
report.....	report (includes a field for report number. If the report is unpublished, use the manuscript form)
video recording.....	videos (includes field for type of video, e.g., VHS)

Appendix III. Section C. Continued: Creating New Records

3. Begin entering information. See the following section for hints on what information to enter in each field. It is not necessary to fill in every field.

4. When finished, press F10 or choose "Save Record" from the "Database" menu.

Appendix III. Section D. Advice for Creating Useful Records

Advice for Creating Useful Records

Every record should satisfy the following questions:

1. Will a user be able to find the record?

Since users find records by entering words which are matched with words in the database, it is very important to avoid abbreviations and misspellings. The only abbreviations used in this database are "US" and the two letter codes for state names. Since acronyms can be ambiguous, they should be avoided or followed by the full spelling in parentheses.

2. Once a user finds a records, will she/he be able to decide whether the document it describes will be useful?

The abstract is the most important part of the record for this purpose. It should give the user enough information to determine whether or not the document will contain useful information.

3. Once a user decides the document will be useful, will she/he be able to find it?

This depends on how complete the location information is in the record. Be as specific as possible when recording this information. A key element, beyond the control of the data entry person, is document movement within the park. Any user of the bibliography will need help to keep this variable in mind when searching for documents.

Appendix III. Section E. Data Entry by Field Name

Abstract

This is the place to provide information about the subject matter contained in the document. Imagine what would help the user decide whether it's worthwhile to search out his document. Sometimes the table of contents is a good summary and can be typed as an abstract. This is also the place to make references to related documents (e.g., a rough draft or an unpublished version).

Article Title

This is the title of a paper published in a journal or an article published in a magazine. Type it exactly as it appears. If it is misspelled, make a comment about this in the note field, so someone using the database will not mistake it for a typographical error.

Author, Analytic and Author, Monographic

Some workforms have more than one author field (Author 1//Author 2). The first author field is for the author of a section of the work (e.g., a chapter in a book or a single paper in conference proceedings). The second field is for the author of the work as a whole. If you are describing the work as a whole, use only the second author field and leave the first blank. Each author is separated from others by a double slash (//). This allows Pro-Cite to distinguish between authors.

Names of individuals are entered as follows: Last name, first, middle=Jr. Entering names in this sequence allows Pro-Cite to distinguish last names from first and middle names. An equal sign before titles such as "Jr." tells Pro-Cite this is not part of the name. If you know the full name, spell it out, otherwise use initials.

Organization names are entered as follows: =Name of Organization. An equal sign tells Pro-Cite that what follows is not an individual's name.

Author Affiliation

This is the name of the institution the author is affiliated with. Type it as it appears on the document. This information may not be available.

Author Role

Use only if there is one author or all the authors have the same role, e.g., editor, compiler, project manager.

Appendix III. Section E Continued: Data Entry by Field Name

Author, Subsidiary

This refers to someone who has revised an existing work (e.g., a translator).

Availability

Information is entered in this field about where a document can be purchased (e.g., the Government Printing Office).

CODEN

A CODEN is an international code assigned to a journal or magazine. Another code with a similar purpose is the ISSN.

Call Number

The location of the document is described in this field. Enter the region code followed by a hyphen, the park code followed by a space-slash-space and then the item's location (e.g., Region Code-Park Code / Description of location). The item's location should have the park name spelled out, followed by the name of the collection (e.g., library or vertical file) and the name of the file or the call number. Be sure to write the description so that an individual will be able to find the document quickly.

If the document is held by an agency outside the National Park Service, enter a description of the document location and any other useful information to help someone locate the item (e.g., phone number or address).

If a citation is found, but the location of the document is unknown, type "citation only, document not found." Give the source of the citation in the note field, including title, author(s) and date.

Cartographer

Enter the name of the map maker the same way you would an author (e.g., Last name, First name, Middle name).

Collection Title

Refers to the name of a collection of documents (e.g., in an archive).

Connective Phrase

Used when a record describes a portion of a larger work. Enter a word or phrase which reflects how a section of work is contained in the work as a whole (e.g., in, within, chapter 3 of).

Appendix III. Section E Continued: Data Entry by Field Name

Date of Copyright

Generally a work is documented in the same year that it is produced. Occasionally, with later editions of a work, the copyright edition is different. A copyright date can be identified by the symbol in front of the date (c).

Date of Publication

The year is the most important element in the date of publication. Type in all four digits. If there is a span, write out all four digits of each year with a hyphen between them (e.g., 1987-1988, not 1987-88). You may add the month and day if they are available. Spell out the month. If you don't know the date, make an educated guess, based on clues like the dates of references. Type it like this: 199? or 1992?. If you can not determine what decade it belongs to, type "no date." If there are several items (e.g., several newspaper clippings in a folder or several photographs in a collection), you may need type more than one date.

Date of Meeting

For conference proceedings, the date on which the conference took place is entered here. Use the same form as for the publication date (e.g., month, date, year).

Director

If a director is listed for a video cassette, enter her/his name here, using the same form as author names (e.g., Last name, First name, Middle name).

Appendix III. Section E. Continued: Data Entry by Field Name

Distributor

If a distributor is listed for a video, enter the name here as it appears on the video.

Document Type

This field is not used in this database.

Edition

Used to indicate that this is a second or third (etc.) edition of a work. Note that draft and final reports are not considered "editions" for this purpose. For these add [DRAFT], [FINAL] at the end of the title.

Editor/Compiler

Enter the name of an editor or compiler the way you would an author (e.g., Last name, First name, Middle name).

Appendix E. Section E Continued: Data Entry by Field Name

Editor/Compiler Role

Enter "compiler" or "editor" or a term that best describes what the person listed in the editor/compiler field contributed to the work.

Extent of Work

This field reflects the size of the work. Use an appropriate descriptive term (e.g., cassettes, maps, photos). For a printed document, list the number of pages (e.g., #pp.) or for slides enter the number of slides (e.g., # slides). If the pages are not numbered, estimate and enter the estimate like this: 40+ pp.

ISBN

This abbreviation stands for "International Standard Book Number," which is a 10 digit number assigned to each published book.

ISSN

This abbreviation stands for "International Standard Serial Number" which is a number assigned to each journal or magazine. See also **CODEN**.

Issue Identification

Enter the number by itself, but do not include the word "issue." Journals are generally published in volumes. A volume usually contains all the issues for one year (January-December). Each issue may also have an issue number (e.g., issue 5 would be the fifth issue in the current volume). There may not be an issue number or the issue number may be the date.

Journal Title

Enter the entire title. Write out the complete title, if known. Do not guess at the full spelling, if not known, because it is very easy to be wrong. If the exact name of the journal is not clear, than use your own judgment (e.g., bulletin of the American Society of X vs. The American Society of X Bulletin).

Keywords

There are five types of information that fit in this field:

1. General area of study (e.g., GEOLOGY, ANIMAL STUDIES, MANAGEMENT)
2. Subject terms (taken from the existing subject list, if possible)
3. Document type terms (e.g., Environmental Impact Statement (EIS), annual report, checklist)

Appendix E. Section E Continued: Data Entry by Field Name

4. Format terms (e.g., map, video, photographs)
5. Geographic area (e.g., park name, state name, geographic feature such as a lake or mountain)

The format for entering information in this field is as follows: GENERAL AREA OF STUDY/keyword 1/keyword 2 (etc.)/format/document type/Geographic location.

The keyword field is one of the most important portions of the record. Many searchers will want more information on a given topic and this is the best way for them to find everything they want. When selecting a term to assign for the keyword field, ask yourself the following questions:

1. If a person was searching for documents on a particular topic, would he or she find this one useful?
2. If a person was searching for documents on a particular topic, would he or she be discouraged because this document was not found?

Use the most specific term(s) that accurately describe the document. For example, if the document is about pocket gophers, use "pocket gophers" rather than "rodents" or "mammals" or "animals". Always check the list of existing terms before assigning new terms. When adding a new term, you should consider whether or not anyone will be searching for items on this topic and whether or not there is another term that is more commonly used or less ambiguous.

If the subject is a name: Follow the name of a feature (lake, mountain, etc.) by the name of the park or of the state. Follow the name of a place by the name of the state (e.g., San Juan County, NM).

If the subject is a species: Start with the common name and add the scientific name in parentheses (e.g., mountain goat (*Oreamnos americanus*)). If only the common name is available, fill in the scientific name later. If only the scientific name is available, add the type of animal or plant in parentheses (e.g., *Cicindela politula* (tiger beetle)).

Letter to

Enter the name of the individual the letter or memo is addressed to with the first name followed by the last name (e.g., First name, Last name).

Location in work

This field is used when describing a portion of a document rather than the entire document. For a book or report citation, the numbers are preceded by the letter "p"

Appendix III. Section E Continued: Data Entry by Field Name

(e.g., p. ##-##). For a journal citation, the span of numbers stands alone (e.g., ##-##).

Medium Designator

This field is not used in this database.

Notes

This is the place for comments about the actual document. Comments may include the physical condition of the work, whether information is sensitive, whether this is the only existing copy, notes about missing information, notes about misspelled titles, and other knowledge that you may have concerning this document. Also, when you are entering a citation and the actual document has not been found, this is the place to enter the title of the document in which you found the citation.

Packaging Method

This field is not used in this database.

Paper/Section Title

This field is used for conference proceedings. The title of the paper within the proceedings is entered here. Follow the rules for titles.

Place of Meeting

This field is used for conference proceedings. Enter the meeting location as it appears on the document, city followed by state (e.g., City, State).

Place of Publication

This field is used for city, state or country. Use the two letter abbreviation for the state name. This is one of the few codes used in the database.

Proceedings Title

This field contains the title of the conference proceedings. It is entered the same as other titles. Enter the title of the individual paper or section in the "paper/section title" field.

Producer

Enter the name of the producer of the video in the same form as the author field (e.g., Last name, First name, Middle name or =organization name).

Producer role

Enter the word which best describes the producer's role (e.g., "producer"), if appropriate.

Appendix III. Section E. Continued: Data Entry by Field Name

Publisher

This is the field for names or organizations involved in producing the document. Sometimes the publisher is the author and if this is the case, repeat the name here. If there is more than one organization involved, type the name of the first organization followed by "and", then type the name of the second organization.

Report Identifier

Enter report numbers in this field. Include any words that accompany the report number (e.g., NPS report #).

Reproduction Ratio

This field is not used in this database.

Scale

Type the scale of the map as it is shown in the map legend.

Section

Use this when describing a section of a report. Type the title of the section in the same way as any other title is recorded.

Series Editor

If the document belongs to a series (e.g., a group of publications with a group name), and the editor of the series is given, enter the name in this field. The name is entered just as an author name would be recorded (e.g., Last name, First Name, Middle name).

Series Editor Role

If there is a series editor, enter the name of that person or organization's role, in this field (e.g., "series editor").

Series Issue ID

If the document belongs to a series (e.g., a group of publications with a group name), and an issue number is given for this work in the series, enter it here as it appears on the document (e.g., "issue 5").

Series Title

A series is a group of publications with a group name. Enter the name in the same way as any title would be.

Series Volume ID

If the document belongs to a series (e.g., a group of publications with a group name), and a volume number is given

Appendix III. Section F. Pro-Cite Vocabulary

Pro-Cite Vocabulary

analytic (versus monographic): An analytic author or title refers to the author or title of a larger work (e.g., a chapter in a book or a section of a report). Usually the entire work is of interest, but occasionally only one section may be of interest.

authority list: A standardized list of words or phrases used as keywords (e.g., "threatened and endangered species", not "T&E species" or "E&T species").

call number: The number found on the spine of a library book. This number determines where the book is located in the library. For park databases, this field is used for the location of the item.

field: Each record describes one item. Each record consists of several fields. Each field contains one type of information (e.g., the authors or the abstract).

keyword: Terms added to a record to make searching easier. Generally they are subject terms like "fire management" or "animals," but they could also be terms like "aerial photographs" or "slides."

monographic (versus analytic): monographic authors or titles refer to an entire work as opposed to sections of a document. This is encountered more often than analytic.

series title: If a book or report belongs to a group of similar documents it may have a title for that group or series (e.g., "Water Resource Reports, number 5").

workform: A workform is a record type. There is a workform for books, articles, dissertations, etc. The different kinds of workforms are listed and explained in Section C. Each workform contains the fields that are appropriate to that type of document. For example, the map workform contains a field for "scale" and the article workform contain a field for "journal title."

Appendix III. Section H. Printing Bibliographies from Pro-Cite for DOS

Printing Bibliographies from Pro-Cite for DOS

1. Open the database. From the Main Menu press "D" for "Databases", then press "O" for "Open Database." Press the enter key.
 2. Select the record(s) to be printed in one of the following ways:
 - To print the entire database**, from the Main Menu screen type "S" for "Search Database", then type "A" for "Select All". Press the Esc key to return to the Main Menu. In the upper right hand corner of the screen, you will see the number of records in the database and the number selected.
 - To print only selected records in the database**, from the Main Menu screen type "S" for "Search Database", then type "A" for "Select All". Now type "S" again for "Search Selected Records." The search expression screen will be displayed. Search for the desired records by typing a given topic or author. See the handout entitled - Section A: Searching Pro-Cite for DOS for instructions on how to complete a search.
 3. After selecting the records to be printed, press the Esc key to return to the Main Menu.
 4. Choose how you want the list of citations to be printed. The most common methods are alphabetical by author, alphabetical by subject and chronologically by date. Press "I" for "Index" and "S" for "Select Fields." A list of all the fields contained in Pro-Cite will be displayed.
 - To order citations by author**, press "A" to place an "A" in the "Auth" field. Use the arrow keys to get to the next "Auth" field and press the "A" again, then go to the third "Auth" field and press "A".
 - To order citations by title**, use the arrow keys to go to the "Titl" field, then press "T" to put a "T" next to the field name. Use the arrow keys to get to the next two "Titl" fields and do the same.
 - To order citations by date**, use the arrow keys to get to the "Date" field, then press "T" to put a "T" by the field name.
 - To order citations by subject**, use the arrow keys to get to the "Desc" field (at the end of the list), then press "D" to put a "D" by the field name.
- When you are finished, press the F10 key to save your selections.
5. Now you are ready to select the layout. From the Index window press "L" for "Layout Options."

Appendix III. Section H. Continued: Printing Bibliographies
from Pro-Cite for DOS

To print a list of citations, press the space bar until "Produce: Subject bibliography" appears.

To print a list with record numbers only, press the space bar until "Produce: Subject list with record numbers" appears.

In the same window, you will make choices for the rest of the layout options. The following describes these options:

Restart citation numbering for new entry will determine whether the citations are listed consecutively from the beginning of the list to the end or whether the numbering starts over for each new section (e.g., each new author, subject, title or date depending on which you choose).

Heading style will determine whether the heading is in uppercase, underlined, uppercase and underlined, or plain.

Heading repetition will determine if each citation has its own heading or if the heading appears once followed by all relevant groups.

Word size indicates how Pro-Cite will make decisions on ordering of citations. For example, by typing 4 in this box, Pro-Cite will look for only the first four letters and will not order "Brown" and Brownlow" beyond the first four letters. A rule of thumb is type in 25 for ordering by authors and dates, 80 for ordering by subjects, and 150 for ordering by titles.

6. Press the F10 key when you have completed selecting the layout options.

7. Press "I" for "Index." The computer will then begin indexing. The % completed will be indicated at the bottom of the screen.

8. When the indexing is completed, press the Esc Key to return to the Main Menu.

9. Now press "P" for "Print."

10. Press "O" for "Output", then press the Enter key. Use the arrow keys to select a choice for output (e.g., a WordPerfect Document or ASCII Text file), then press the Enter key. Use the arrow to explore all the options. When satisfied with all the selections, press "P" to "Print." The file will need to be named. Type the entire path name (e.g., c:\docs\authlist.txt). Press the Enter key and the list will print. This can take some time for long lists.

11. When the printing is completed, press the Esc key to return to the Main Menu. The index must be cleared before

Appendix III. Section H. Continued: Printing Bibliographies
from Pro-Cite for DOS

the database can be searched again. Do that now by pressing
"I" for "Index", then "I" again for "Clear Index."

12. Exit from Pro-Cite, then find and print the document that
was created.



As the nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering sound use of our land and water resources; protecting our fish, wildlife, and biological diversity; preserving the environmental and cultural values of our national parks and historical places; and providing for the enjoyment of life through outdoor recreation. The department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration.