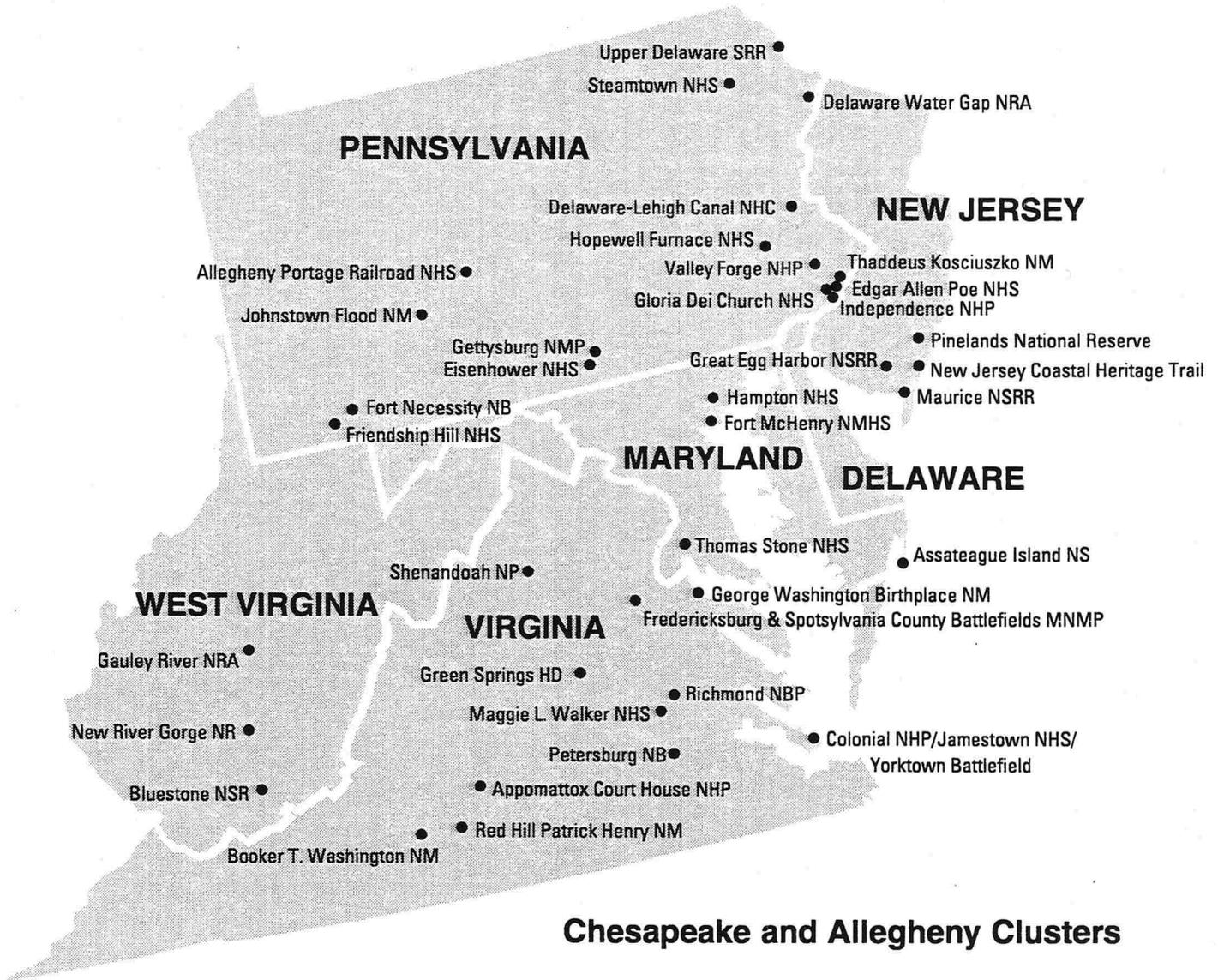


**NATURAL RESOURCE BIBLIOGRAPHY FOR THE
NATIONAL PARKS IN THE NATIONAL CAPITAL
REGION AND THE CHESAPEAKE AND ALLEGHENY
CLUSTERS OF THE NORTHEAST REGION**

Katharine L. Derge¹, Arleen Myers², Scott Tiffney¹,
Carolyn Argentati², Hugh Devine², and Richard H. Yahner¹

Natural Resources Report NPS/PHSO/NRR-98/004



United States Department of the Interior • National Park Service



**NATURAL RESOURCE BIBLIOGRAPHY FOR THE
NATIONAL PARKS IN THE NATIONAL CAPITAL
REGION AND THE CHESAPEAKE AND ALLEGHENY
CLUSTERS OF THE NORTHEAST REGION**

Katharine L. Derge¹, Arleen Myers², Scott Tiffney¹,
Carolyn Argentati², Hugh Devine², and Richard H. Yahner¹

Natural Resources Report NPS/PHSO/NRR-98/004

¹School of Forest Resources
Ferguson Building
The Pennsylvania State University
University Park, PA 16802

²College of Forest Resources
North Carolina State University
Box 7106
Raleigh, NC 27695-7106

Cooperative Agreement 4000-3-2012
Supplemental Agreement 11
and
Cooperative Agreement 4000-2-1006
Supplemental Agreement 12

January 1998

National Park Service
Philadelphia Support Office
Stewardship and Partnerships
US Custom House
200 Chestnut Street
Philadelphia, PA 19106

Table of Contents

List of Tables	ii
Executive Summary	iii
Introduction	1
Database Development	1
Software	1
Initial Staff Training and Coordination.....	4
Scope and Acquisition of Information.....	4
Editing of Databases	5
Thesaurus Maintenance and Development	5
Database Delivery	6
Park Installation	6
Database Maintenance	7
Problem Issues And Other Project Directions	7
Project Coordination	7
Nation-wide Database.....	7
Networking Updates	8
Sensitive Document Issues	8
GIS Metadata	8
Conclusions And Future Directions	9
Appendix A: Park-Specific Data	10
Appendix B: Training Documents	19
Appendix C: List Of Authoritative Sources For Scientific And Common Names	85

List Of Tables

Table 1. Parks included in the NRBIB project for the Northeast Region, 1995-1997	2
Table 2. Parks included in the NRBIB project for the National Capital Region, 1995-1997.	3

Executive Summary

As part of the National Park Service (NPS) Inventory and Monitoring (I&M) program, a project was initiated in 1995 to develop a Natural Resource Bibliography (NRBIB) database for 33 national parks in the I&M program in the National Capital Region and the Chesapeake and Allegheny clusters of the Northeast Region. The primary goal of this project was to create a computer-based annotated bibliography and supportive cataloging information for all materials related to the natural resources of each park. A secondary goal was to update the thesaurus or list of subject terms that has been used for all other NRBIB projects in the NPS.

Personnel at The Pennsylvania State University and North Carolina State University divided the parks in the National Capital Region and the Chesapeake and Allegheny clusters of the Northeast Region geographically and worked on each separately but cooperatively. The project commenced in August 1995 and was completed by October 1997. ProCite bibliographic software was used to compile the bibliographic databases.

The NRBIB database targeted all reports and other published or unpublished materials, including memoranda, photographs, maps, and museum specimens, which contained information about natural resources of a park and its immediate area. The primary sources of information were housed within the parks, but the NPS Denver Service Center Technical Information Center database and commercial citation databases were also searched for relevant materials. After data entry was completed for each park, subject terms were added to the database, using the NRBIB thesaurus as a reference. Terms not found in the thesaurus were periodically added to it. After editing the database, project personnel delivered it to a given park and conducted ProCite training.

No national plan is currently in place to provide for ongoing database maintenance, but the University of Idaho is investigating potential strategies for this. Because NRBIB projects were distributed among a variety of universities and agencies, coordination at the national level was sporadic, which made it difficult to standardize data entry practices and share information. Records containing sensitive species information are not an important issue at this point, but may become so if the databases are made publicly available. An attempt was made to collect Geographic Information System (GIS) metadata along with NRBIB data at one park. This met with moderate success but was not conducted elsewhere due to project time constraints. If the NRBIB database is to have continuing value, provisions for continual maintenance and updating, as well as Internet access to the NPS-wide database, are crucial. Combinations of GIS metadata collection and NRBIB updating should be considered in the ongoing database maintenance effort.

Introduction

As part of the National Park Service (NPS) Inventory and Monitoring (I&M) program, an initiative was begun in 1992 to develop a Natural Resource Bibliography (NRBIB) database for all national parks in the I&M program. This report is the final report of the NRBIB project in the National Capital Region and the Chesapeake and Allegheny clusters of the Northeast Region (formerly Mid-Atlantic Region).

The primary goal of this project was to create a computer-based annotated bibliography and supportive cataloging information for all materials related to the natural resources of the 33 parks designated for inclusion in the project. A secondary goal was to update the thesaurus or list of subject terms, which has been used for all other NRBIB projects in the NPS, as well as develop a separate thesaurus with terms for use only in the two project regions. The resultant bibliographies, associated ProCite software, and thesaurus were provided to each park, to the cluster support offices, and to the Servicewide NRBIB project leaders at the University of Idaho.

In order to compile the databases and the thesaurus, cooperative agreements were established between the NPS and both The Pennsylvania State University (PSU) and North Carolina State University (NCSU). Personnel at the two universities divided the workload of parks primarily according to geographic location and worked separately but cooperatively (Tables 1-2). The project commenced in August 1995 and was completed by October 1997. Database and thesaurus products were shared between the two groups; this final report is a compilation of both efforts.

Database Development

Software

ProCite bibliographic software was used to compile the bibliographic databases. ProCite is a software package designed for management of library resources. It allows for storage of bibliographic citations of the material as well as related cataloging information such as the document location, appearance of the item, subject matter terms, and catalog number. ProCite contains 26 predefined workforms specific to each document type (e.g., book, journal, report) and also allows creation of user-defined workforms. This project used only predefined ProCite workforms.

Copies of ProCite originally purchased for each park in this project were the DOS Version (2.1). In November 1995, a Windows version (3.1-3.4) became available, and parks were offered this version as an alternative if their computers were Windows-based. Databases can easily be converted from the DOS version to the Windows version, although some features are lost in the conversion from Windows to DOS. The Windows version allows for quicker searching, easier browsing, World Wide Web referencing, and enhanced editing capabilities but requires increased hard disk space. The Windows version is still being refined by ProCite, and updated versions have been made available to registered users. The version of ProCite installed at each park is indicated in Appendix A.

Table 1. Name, code, number of database records, and university responsible for each park included in the NRBIB project for the Northeast Region, 1995-1997.

Name	Code	No. Records	University Responsible ¹
Allegheny Portage Railroad NHS / Johnstown Flood NM	ALPO/JOFL	45	PSU
Appomattox Courthouse NHP	APCO	82	NCSU
Assateague Island NS	ASIS	639	NCSU
Booker T. Washington NM	BOWA	49	NCSU
Colonial NHP	COLO	607	NCSU
Delaware Water Gap NRA	DEWA	2009	PSU
Fredericksburg and Spotsylvania NMP	FRSP	200	NCSU
Fort Necessity NB	FONE	192	PSU
Friendship Hill NHS	FRHI	264	PSU
George Washington Birthplace NM / Thomas Stone NHS	GEWA/THST	127	NCSU
Gettysburg NMP / Eisenhower NHS	GETT/EISE	927	PSU
Hopewell Furnace NHS	HOFU	215	PSU
New River Gorge NR / Bluestone NSR / Gauley River NRA	NERI/BLUE /GARI	402	NCSU
Petersburg NB	PETE	91	NCSU
Richmond NB	RICH	139	NCSU
Shenandoah NP	SHEN	2803	PSU
Upper Delaware SRR	UPDE	1543	PSU
Valley Forge NHP	VAFO	271	PSU

¹PSU = The Pennsylvania State University, NCSU = North Carolina State University

Table 2. Name, code, number of database records, and university responsible for each park included in the NRBIB project for the National Capital Region, 1995-1997.

Name	Code	No. Records	University Responsible ¹
Antietam NB	ANTI	166	PSU
Catoctin Mountain Park	CATO	381	PSU
Chesapeake and Ohio Canal NHP	CHOH	999	PSU
George Washington MP	GWMP	319	NCSU
Greenbelt Park	GREE	109	NCSU
Harpers Ferry NHP	HAFE	144	NCSU
Manassas NBP	MANA	167	NCSU
National Capital Parks-East	NACE	394	PSU
Prince William Forest Park	PRWI	261	NCSU
Rock Creek Park	ROCR	385	PSU

¹PSU = The Pennsylvania State University, NCSU = North Carolina State University

ProCite was designed for personal collections and has many useful features for bibliographic record management; however, it can be difficult to use without introductory training. Therefore, as part of the installation and delivery of the final database, interested personnel at each park were given hands-on training in the use of the software. This also served as an opportunity for the project staff to further explain the goals and products of the project and encourage park staff to use and update their database. As shortcuts to the lengthy ProCite manuals, project staff developed training handouts with simple steps to adding records, searching, editing, and printing bibliographies (Appendix B).

Initial Staff Training and Coordination

In October 1995, project staff from both universities met in Fredericksburg, Virginia, to plan the approach to the project and discuss use of the ProCite software. Ms. Marilyn Ostergren from the Southwest Region NRBIB project trained the staff in the NRBIB ProCite format and suggested approaches to information acquisition and common problem situations. Data entry format and project procedures were thus standardized for both regions. At this meeting, parks were divided between the two staff groups as well. Finally, prior to beginning data acquisition at the parks, a letter was sent to each park introducing park staff to the goals and procedures of the NRBIB project.

Scope and Acquisition of Information

The NRBIB database targeted all reports and other published or unpublished materials, including memoranda, photographs, maps, computer data files or databases, and museum specimens, which contained information about the natural resources of a park and its immediate area. Natural resources in this case included flora, fauna, soil, air, water, geological features, and the factors affecting them, such as mining, grazing, pollution, and recreation. Materials that were general in scope and lacked specific reference to the park were not included in the database.

The primary sources of documents entered into the databases were contained within the park itself. Typical document locations included resource management office libraries and files, park libraries, and administrative files. Preliminary searches were concentrated in the resource management offices. Other offices, such as nature centers and administrative buildings, were searched as time permitted. Often, references pertaining to research in another park were found. They were entered into a database for the appropriate park. Additional documents were also found by searching the citation lists of research reports. Documents not yet encountered were entered into the database as "citation only" and upgraded if and when the actual document was located. An additional source of park documents was the University Park, Pennsylvania office of the Chief Scientist for The Philadelphia Support Office. The Center for Urban Ecology of the National Capital Region, Washington, D.C., was not searched because of time constraints but could potentially house pertinent documents. An effort to catalog their materials is being conducted separately from this project.

Project staff searched for additional published materials using major natural resource-related commercial bibliographic databases, including Biological Abstracts, Wildlife and Fisheries Review, Fish and Fisheries Worldwide, CARL UnCover, Agricola, CAB, GeoRef, GEOBASE, Selected Water Resources Abstracts, Oceanographic and Marine Resources, Tree

CD, and Wildlife Worldwide. The citations added to the databases in this way were flagged "citation only" in the Notes field. Because the number of citations obtained this way was fairly low, cut and paste functions were used to transfer citations from a word processing document into ProCite. In conducting these searches, NCSU staff attempted to locate journals containing articles from the "citation only" records and to provide copies of these articles to the park involved. They were able to provide articles for approximately 50% of the records labelled originally as "citation only."

The final source of materials was the Technical Information Center (TIC) database located in the NPS Denver Service Center in Denver, Colorado. The TIC maintains a database of their collection of maps and documents and theoretically all work produced by the NPS. A program developed for the NRBIB project converts TIC records into a format that can be imported into ProCite to more easily search for pertinent documents.

A common challenge of NRBIB projects across the country has been managing the time spent searching for documents while trying to produce a comprehensive database as efficiently as possible. Many of the parks visited were in transition between personnel or office buildings, resulting in a general disarray of collections. The database project attempted to be as detailed as possible in these situations, while recognizing that document locations were likely to change over time. In these parks, it was particularly important to encourage participation of the park staff in maintaining the database. Some parks decided to use the NRBIB database as an organizational tool for relocating or reorganizing their collections.

Editing of Databases

Prior to installing a database at a park, the NRBIB staff carefully examined it for errors from the data entry process. Some errors, such as misspellings and inaccurate citations, occurred in the original document and could not be changed. Records obtained from different locations could be repetitive, but ProCite is capable of locating duplicate records to speed the editing process. Project staff attempted to minimize spelling errors, especially in the author, title, and keyword fields, thereby improving search capabilities across records. ProCite does not have spell-checking capabilities, but lists of entries can be created with the indexing feature. This list can then be manually searched for errors or loaded into a word processor program for spell-checking. Lists of author names also were manually scanned to search for discrepancies. Finally, the list of subject terms was checked to ensure that it was consistent with the existing thesaurus in spelling and word use. New terms were added to the thesaurus as needed.

Thesaurus Maintenance and Development

A primary use of NRBIB databases is to search for related documents using subject terms. ProCite has a separate field for subject terms ("Descriptors" in DOS version, "Keywords" in Windows version), which enables more powerful searching capabilities than searching for keywords in titles. There is no limit to the number of subject terms in a given record, and searches on subject terms can search across multiple records. Thus, it is important to use a standardized list of subject terms, referred to as a thesaurus, for all records in the NRBIB project. The thesaurus lists subject terms and includes cross references and scope notes to lead data entry personnel and users of the database to the most appropriate term or terms.

The NRBIB thesaurus started from a core list of terms used in the bibliographic effort of the Pacific Northwest Region. During the completion of the Southwest Region NRBIB project, the thesaurus was expanded, reviewed, and continually updated. Terms generated by the Northeast and National Capital regions' project were reviewed and added to the NPS-wide thesaurus.

As regional terms and species names continued to accrue in the NPS-wide thesaurus, it became increasingly unwieldy for general use (a printed version in 10 point font is 786 pages long and growing). For this project, the PSU team decided to retain a copy of the thesaurus terms used in the Northeast and National Capital regions for a more regional thesaurus. All terms used in the databases from the PSU half of the project were included in the regional thesaurus. Any of these terms that were new to the NPS-wide thesaurus were sent for addition to the comprehensive NPS-wide thesaurus. Mr. Scott Tiffney continually updated the regional thesaurus, adding cross references and term descriptions where necessary. Species names were confirmed with authoritative sources (Appendix C). When the parks received their final database, they received a printed copy of the regional thesaurus as well. The NCSU team did not compile a regional thesaurus, but trained park personnel in the use of the NPS-wide thesaurus as a Windows help file. Accessing the thesaurus as a help file provided fast and easy searching and a source for cutting and pasting terms into ProCite. Because the regional thesaurus was created merely for the convenience of the parks visited by the PSU team, the lack of inclusion of terms from NCSU did not cause a problem.

Database Delivery

Park Installation

When a park database was edited and all information sources were searched and compiled, the final database was installed at the park along with the ProCite software. At this time, the project staff member introduced the park resource management staff to the database and trained them in use of ProCite. The training usually consisted of verbal instructions accompanied by written instructions (Appendix B) for basic tasks, such as searching, editing, adding records, and printing bibliographies. Most parks designated one or two staff members to learn how to use the database, but some requested that larger groups be trained. Small groups were preferred so that the trainee could sit at the computer and carry out instructions for hands-on experience.

A challenge of the project was to persuade park personnel that their NRBIB database could be a time-saving device, rather than another demand on already limited time and personnel. Most of the parks with significant natural resources quickly understood the application of their ProCite database in locating documents in their collections, creating subject bibliographies, and cataloging information not held by the park. The value of the database was not as obvious, however, at parks where the primary emphasis was on cultural resources or where only a few natural resource documents are generated each year. Personnel at each park were encouraged during the training process to use ProCite for other resource management activities, such as report bibliographies and general document collections. Another method to improve ProCite user skills was to recommend the use of ProCite to document other collections, such as cultural resources or law enforcement.

Database Maintenance

Maintenance of the database will involve adding new records that are consistent with existing records, modifying records to reflect changes such as new locations, and redistributing updated versions. Without an individual in the support office designated to provide support and encouragement, this will be difficult to achieve consistently within all parks. However, during installation and training, park staff were encouraged to take on the task of maintaining the database. As discussed above, some parks appeared more receptive to the use and maintenance of the database than others, which could lead to an uneven distribution of maintenance efforts among parks.

At the completion of the project, parks were contacted and requested to send any database updates to the project staff. This reminder may have encouraged a small effort at database maintenance. Periodic repetition of this request by someone at the support office may help continue the maintenance effort and ensure that the database is being used and maintained at many levels.

Service-wide NRBIB project staff at the University of Idaho are in the process of drafting an agreement that would make provisions for continuing financial and personnel support for database maintenance. Possible methods include "circuit-riding" data entry personnel who would periodically visit parks to input new information, park personnel uploading new records into the national database, or support office data entry coordinators.

Problem Issues And Other Project Directions

Project Coordination

The involvement of personnel at various universities throughout the country was an effective means of completing the NRBIB projects, but the lack of central coordination occasionally created difficulties in sharing and standardization of information. The NCSU team relied heavily on the advice of Ms. Marilyn Ostergren, who manages the NPS-wide thesaurus and has been working on NRBIB projects in the western U.S. since 1993. Even with the level of interaction that occurred among Ms. Ostergren, PSU, and NCSU, the final databases from PSU and NCSU differed slightly in format (e.g., capitalization in titles). On a service-wide basis, there may be other discrepancies among the databases. Although the immediate goal of the project has been database creation (i.e., each park has a database of its natural resource materials), a secondary goal has been the creation of a NPS-wide database. This database could be used in a variety of ways: by personnel at a given park to learn how others have handled common problems, by researchers looking for potential projects; or by related government agencies (e.g., U.S. Forest Service, U.S. Environmental Protection Agency).

NPS-wide Database

The NRBIB represents a vast resource of research information that could benefit the greatest number of users if publicly available, for example, on the Internet. Mr. Richard Aroksaar of the NPS Pacific Northwest Region is in the process of determining the most

effective means of adding various ProCite databases to the Internet. Once this process is available, NRBIB staff plan to put an NPS-wide database on the Internet as well.

Networking Updates

Maintenance and updating of the NRBIB databases will become more problematic as the databases become available to multiple users at different locations. At the completion of this project, each database will be housed by the park, at least one support office, and The University of Idaho. If a park adds or changes records, these changes need to be made on the other copies of the database as well. The creation of a NPS-wide database will expand this problem. NRBIB staff are currently recommending that semi-annual updates to the databases be coordinated by the support offices. Any new records added by the parks can be added to the other copies of the database. In cases where existing records have been edited, a copy of the entire database will have to be sent as an update.

Sensitive Document Issues

As data entry progressed, several parks expressed concern that public availability of research information could negatively impact sensitive (e.g., endangered) species and sites in parks. NRBIB database records and their abstracts, however, generally do not contain specific location information, though this information may be contained in the original materials. Because parks reserve the right to withhold sensitive species information from the public, it will be the responsibility of resource managers to determine accessibility to complete documents. Nevertheless, some park managers felt that records referring to sensitive species would be problematic, because they document the existence of these species in the park. For example, personnel at many parks were concerned about records confirming the existence of American ginseng (*Panax quinquefolius*), a plant subject to extractive poaching, within the park boundaries. In some parks, controversial materials were withheld from the database, but the park staff kept a separate catalog of them for their own records. Before compilation of a NPS-wide database or public availability of the database, such as on the Internet, records concerning sensitive species could be flagged so that their existence is noted at the local database level but is omitted from the NPS-wide database.

GIS Metadata

The NCSU team experimented with combining NRBIB data entry with compilation of Geographic Information System (GIS) metadata while visiting Assateague Island National Seashore. Executive Order 12906, "Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure," requires federal agencies to use the Standard for Digital Geospatial Metadata to document data produced in 1995 and later. Legacy data (data produced before 1995) are not subject to the standard; but because the pre-1995 metadata are still valuable, the earlier data were cataloged as well. ProCite was originally examined as a potential vehicle for metadata entry, but ProCite workforms are limited to 45 fields, which are too few for even the simplest post-1995 metadata template. Metadata were instead entered into templates created using standard word processing software. Because ProCite and the NRBIB standards did not

prove useful for metadata entry at Assateague Island National Seashore, continuation of metadata work at other parks was not considered a valuable use of NRBIB staff effort.

While the relevance of metadata collection to NRBIB data collection is not immediately apparent, there are long-range applications for connection of the two data types. Computer databases are becoming more complex and interconnected, and it is conceivable that one day metadata records could be included in the NRBIB. A researcher could then retrieve both the bibliographic records and the records describing relevant spatial data available for a park or subject; the spatial data then could be used to create illustrative maps. This capability would be of great value in situations where parks cover large amounts of territory and a multitude of habitats, or where park lands are intertwined with urban areas, such as Santa Monica Mountains National Recreation Area near Los Angeles, California.

Conclusions And Future Directions

The future usefulness of the NRBIB databases is contingent on continual updates to retain the value of the information. For example, many parks had bibliographies available in paper format, but most of these were compiled in the 1970s and 1980s and were not current. These were produced by personnel at parks as well as personnel at universities and other research organizations. Some park personnel observed that someone from the region or from an outside organization periodically inventoried their materials, but the park often did not receive the product, and the inventory was soon outdated. When installing the NRBIB at the parks, NRBIB staff have attempted to instill in the park personnel some awareness of the usefulness of the databases to their work. Nevertheless, without regional support, the NRBIB databases will likely go unmaintained in the future. Information concerning national parks is becoming readily available to the general public, and in the face of increased public interest in and scrutiny of national park policies and actions, it is imperative that the parks be able to access documents needed for prudent and sound resource management. This will be feasible through ongoing institutionalized support for the NRBIB database on both local and national levels.

Appendix A
Park-Specific Data

NORTHEAST REGION

Philadelphia Support Office

Contact person: John Karish (814) 865-7974

Date of installation: 1/97

Version of ProCite: Dos

Location of installed database: Office of the Chief Scientist, University Park, PA

Number of records in database: 566

Number of records for documents not found: none

Comments: An NRBIB database was created for the documents contained within the Chief Scientist's office, using the NRBIB record number codes CHSO and ALSO. This office is also the location (installed 12/97) of the comprehensive database containing all of the park databases for the Chesapeake and Allegheny clusters of the Northeast Region (specific park information follows).

Chesapeake Cluster

Appomattox Court House National Historical Park (APCO)

Contact person: Ronald G. Wilson (804) 352-8987

Date of installation: 8/21/97

Version of ProCite: Windows

Location of installed database: Resource management computer

Number of records in database: 82

Number of records for documents not found: 4

Assateague Island National Seashore (ASIS)

Contact person: Carl Zimmerman (410) 641-1443

Date of installation: 2/24/97

Version of ProCite: Windows

Location of installed database: Library computer

Number of records in database: 639

Number of records for documents not found: 20

Comments: ASIS already had a ProCite database of their resource management holdings. This database was modified and enlarged to include all relevant NRBIB materials.

Booker T. Washington National Monument (BOWA)

Contact person: Tina Orcutt (540) 721-2094
Date of installation: 8/19/97
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 49
Number of records for documents not found: 1

Colonial National Historical Park (COLO)

Contact person: Chuck Rafkind (804) 898-8677
Date of installation: 2/29/96
Version of ProCite: Windows
Location of installed database: Library computer
Number of records in database: 607
Number of records for documents not found: 14

Comments: COLO already had a ProCite database of their natural resource materials. This database was modified and enlarged to include all relevant NRBIB materials.

Delaware Water Gap National Recreation Area (DEWA)

Contact person: Beth Johnson (717) 588-2428
Date of installation: 1/98
Version of ProCite: Windows
Location of installed database: Resource management office computer (Pierce House)
Number of records in database: 2009
Number of records for documents not found: 154

Comments: DEWA and UPDE share many resources; documents that pertain to both are included in both park databases, with the locations at both parks included.

Eisenhower National Historic Site (EISE)

see Gettysburg National Military Park (GETT)

Fredericksburg and Spotsylvania National Military Park (FRSP)

Contact person: Susan Alberts (540) 373-0834
Date of installation: 4/3/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 200
Number of records for documents not found: none

George Washington Birthplace National Monument (GEWA) and Thomas Stone National Historic Site (THST)

Contact person: Karen Beppler (804) 224-1732
Date of installation: 10/18/96
Version of ProCite: Windows
Location of installed database: Library computer
Number of records in database: 127
Number of records for documents not found: 1

Comments: One database contains records for both parks. There are 112 records specific to GEWA and 16 records specific to THST, with some overlap between them.

Gettysburg National Military Park (GETT) and Eisenhower National Historic Site (EISE)

Contact person: Burt Frost (717) 334-3777
Date of installation: 1/31/97
Version of ProCite: Windows
Location of installed database: Resource management office computer
Number of records in database: 927
Number of records for documents not found: 26

Comments: One database contains records for both parks. All 927 records pertain to GETT, and 413 of these also pertain to EISE.

Hopewell Furnace National Historic Site (HOFU)

Contact person: Roger Stone (610) 582-8773
Date of installation: 8/21/96
Version of ProCite: Windows
Location of installed database: Park Headquarters library computer
Number of records in database: 215
Number of records for documents not found: 2

Petersburg National Battlefield (PETE)

Contact person: Dave Shockley (804) 732-0171
Date of installation: 4/3/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 91
Number of records for documents not found: none

Richmond National Battlefield Park (RICH)

Contact person: Mike Brennan (804) 795-6019
Date of installation: 3/28/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 139
Number of records for documents not found: 3

Shenandoah National Park (SHEN)

Contact person: Tom Blount (540) 999-3497
Date of installation: 12/97
Version of ProCite: Windows
Location of installed database: Inventory and Monitoring Building library computer
Number of records in database: 2803
Number of records for documents not found: 191

Comments: The SHEN database is the most thorough and detailed database of the ones done by PSU. Park staff are exploring the possibility of connecting the database with the park GIS data on an FTP site on the Internet.

Thomas Stone National Historic Site (THST)

see George Washington Birthplace National Memorial (GEWA)

Upper Delaware Scenic and Recreational River (UPDE)

Contact person: Don Hamilton (717) 729-7842
Date of installation: 10/9/97
Version of ProCite: Windows
Location of installed database: Records mangement office computer
Number of records in database: 1543
Number of records for documents not found: 35

Comments: UPDE controls (owns) a minimal amount of park lands and many of the records are from outside sources. DEWA and UPDE share many resources; documents that pertain to both are included in both park databases, with the locations at both parks included. UPDE may put their copy of ProCite on a park network so more staff members can use the database.

Valley Forge National Historical Park (VAFO)

Contact person: Brian Lambert (610) 296-2583

Date of installation: 10/9/97

Version of ProCite: Windows

Location of installed database: Huntington's Quarters, Nature Center

Number of records in database: 271

Number of records for documents not found: 14

Allegheny Cluster

Allegheny Portage Railroad National Historic Site (ALPO) and Johnstown Flood National Memorial (JOFL)

Contact person: Brian Eick (814) 886-6128

Date of installation: 2/13/96

Version of ProCite: Windows

Location of installed database: Resource management office computer

Number of records in database: 45

Number of records for documents not found: 7

Comments: One database contains records for both parks. Thirty-three of the 45 records pertain to JOFL as well as ALPO. The rest are only from ALPO. This is a very small database and may be put on a network between the offices of JOFL and ALPO.

Bluestone National Scenic River (BLUE)

see New River Gorge National River (NERI)

Fort Necessity National Battlefield (FONE)

Contact person: Connie Ranson (412) 329-5809

Date of installation: 9/21/96

Version of ProCite: Dos

Location of installed database: Resource management office and park library

Number of records in database: 192

Number of records for documents not found: 2

Comments: This park shares some records with FRHI. Locations of documents in both parks are included.

Friendship Hill National Historic Site (FRHI)

Contact person: Kitty Seifert (412) 725-9190
Date of installation: 2/5/97
Version of ProCite: Dos
Location of installed database: Park Headquarter library computer
Number of records in database: 264
Number of records for documents not found: 4

Comments: This park shares some records with FONE. Locations of documents in both parks are included.

Gauley River National Recreation Area (GARI)

see New River Gorge National River (NERI)

Johnstown Flood National Memorial (JOFL)

see Allegheny Portage Railroad National Historic Site (ALPO)

New River Gorge National River (NERI), Bluestone National Scenic River (BLUE), and Gauley River National Recreation Area (GARI)

Contact person: Katy Miller (304) 465-0508
Date of installation: 2/12/96
Version of ProCite: Windows
Location of installed database: Resource Management computer
Number of records in database: 402
Number of records for documents not found: 25

Comments: One database contains records for all three parks. There are 353 records specific to NERI, 33 records specific to BLUE, and 52 records specific to GARI, with some overlap between them.

NATIONAL CAPITAL REGION

Center for Urban Ecology (CUE)

Contact person: Jim Sherald (202) 342-1443 ext. 208
Date of installation: 11/97
Version of ProCite: Windows
Location of installed database: Jim Sherald's office

Comments: This office is the location of the comprehensive database containing all of the park databases for the National Capital Region (specific park information follows).

Antietam National Battlefield (ANTI)

Contact person: Ed Wenschhof (301) 432-2243
Date of installation: 8/3/96
Version of ProCite: Dos
Location of installed database: Natural resource management computer
Number of records in database: 166
Number of records for documents not found: none

Catoctin Mountain Park (CATO)

Contact person: Jim Voigt (301) 416-0536
Date of installation: 8/3/96
Version of ProCite: Dos
Location of installed database: Resource management computer
Number of records in database: 381
Number of records for documents not found: none

Chesapeake and Ohio Canal National Historical Park (CHOH)

Contact person: Pat Toops (301) 739-4200
Date of installation: 12/12/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 999
Number of records for documents not found: 75

Comments: The park was in the process of relocating documents at the time of the database installation. Location information is being revised by park staff.

George Washington Memorial Parkway (GWMP)

Contact person: Dan Sealy (703) 285-2704
Date of installation: 3/6/97
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 319
Number of records for documents not found: 21

Comments: GWMP already had a ProCite database containing selected natural resource documents. This database was modified and enlarged to include all relevant NRBIB materials.

Greenbelt Park (GREE)

Contact person: Shelly Gigliotti (301) 344-3944
Date of installation: 10/17/96
Version of ProCite: Windows
Location of installed database: Ranger Station computer
Number of records in database: 109
Number of records for documents not found: none

Comments: The administration of Greenbelt Park is overseen by the National Capital Parks-East office. The Greenbelt database records were therefore all included in the NACE database, but Greenbelt received its own database of only GREE records.

Harper's Ferry National Historic Site (HAFE)

Contact person: Bill Hebb (304) 535-6038
Date of installation: 4/2/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 144
Number of records for documents not found: 6

Manassas National Battlefield Park (MANA)

Contact person: Bryan Gorsira (703) 754-8694
Date of installation: 11/13/96
Version of ProCite: Windows
Location of installed database: Resource management computer
Number of records in database: 167
Number of records for documents not found: 10

National Capital Parks-East (NACE)

Contact person: Steve Syfax (202) 690-5185
Date of installation: 1/31/97
Version of ProCite: Windows
Location of installed database: Computer of park librarian
Number of records in database: 394
Number of records for documents not found: none

Comments: This office oversees administration of many small park units in eastern Washington D.C. and Maryland and Virginia, including Piscataway Park (PISC), Kenilworth, and Greenbelt Park (GREE). Of these parks, Greenbelt received its own database of just the GREE records (see Greenbelt Park).

Prince William Forest Park (PRWI)

Contact person: Ann (Sartori) Brazinski (703) 221-2176
Date of installation: 11/12/96
Version of ProCite: Windows
Location of installed database: Resource Management computer
Number of records in database: 261
Number of records for documents not found: none

Comments: PRWI already had a ProCite database containing resource management documents. This database was modified and enlarged to include all relevant NRBIB materials.

Rock Creek Park (ROCR)

Contact person: Bob Ford (202) 282-7621
Date of installation: 6/17/97
Version of ProCite: Windows
Location of installed database: Natural Resource Mangement computer
Number of records in database: 385
Number of records for documents not found: none

Comments: Rock Creek Park administers many smaller park units in Washington D.C. and Maryland, including Glover-Archbold Park and Battery Kemble Park. Records for all these parks are included in this database.

Appendix B
Training Documents

Contents

NCSU Training Documents	20
PSU Training Documents	35

Section 1: Adding records to your Pro-Cite database (DOS version)

Creating a new record using templates

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

1. Open the database.
2. At the Main Menu, hit "E" (Edit, Insert, View). A record will be displayed.
3. Hit "j" to "jump"
4. When it asks you to enter a record number, type 1 (or the number of the template you want, if you know it.)
**note: if it asks for an alphabetic letter rather than a number, you will need to change your database settings - check your manual for instructions, or call for help.*
5. If you hit "1", you will be at the first template. In the bottom left-hand corner it will say which template it is (e.g. Books-Long, Report, etc.). Hit "n" to move through the templates until you find the one you need:

- record # 1: Reports (workform E)
- record # 2: Books, or book chapters (workform A)
- record # 3: Journal articles (workform D)
- record # 4: Dissertations/Theses or school papers (workform G)
- record # 5: Memos or Letters (workform I)
- record # 6: Conference Proceedings or papers presented at meetings (workform K)
- record # 7: Maps (workform L)
- record # 8: Audio recordings (workform N)
- record # 9: Videos (workform Q)
- record # 10: Computer files (workform T)
- record # 11: Photographs or Slides (workform P)
- record # 12: Unpublished items (manuscripts, etc.) (workform J)

6. **IMPORTANT:** Hit "U". This will make an exact duplicate of the record (if you forget and type onto the template itself without making a duplicate, you can copy the templates from the "Template" database - see the instructions below).

7. Fill in the record by following the directions in this handout (listed alphabetically by the name of the field).

Creating a new record from scratch:

1. Open the database.
2. At the Main Menu, hit "E" (Edit, Insert, View). A record will be displayed.
3. Hit "W" (change Workform) and select the workform you will need:

Journal articles: Use form D
Books or chapters in books: Use form A
Reports: Use form E
Dissertation/Thesis/School paper: Use form G
Conference Proceedings: Use form K
Memos or Letters: Use form I
Maps: Use form L
Photographs or Slides: Use form P
Videos: Use form Q
Audio recordings: Use form N
Computer file: Use form T
Unpublished document: Use form J (Manuscript)

4. Hit "I" (Insert) to bring up a blank workform.
5. Enter information according to the conventions listed below.

Repairing templates:

1. First, go to the record that you created by typing over the template (it will have a record number 1-12, because those are the numbers of the templates).
2. Hit "U" to make a duplicate copy of that record. (Check the record number to see that it is now greater than 12).
3. Now go back to your previous record and hit "D" to delete it. (You can get back by using the "J" command and entering the record number.)
4. Go to the Main Menu (by hitting ESC until you're there), then hit "D".
5. Hit "O" for "open database" and use the arrow keys to select the "template" database.
6. Hit "S" for "search database" then "N" for "select none."
7. Hit ESC to get back to the Main Menu.

8. Hit "E" to get into the records.
9. Now use the "N" (next) and "P" (previous) keys to find the template/templates you want to copy.
10. When you find one, hit "S" to "select" that record.
11. When all the templates you want have been selected, hit "X" to go back to the Main Menu.
12. Hit "U" for "utilities", then "C" for "copy selected records and workforms."
13. Hit "O" for "open database" and select your park database by using the arrow keys. The records will be copied into your database.
14. The last step is to open your database again by selecting "D" from the Main Menu, selecting "O" to list the database and using the arrow keys to get to the one you want.

Section 2: Adding records to your Pro-Cite database (Windows version)

[Note: this handout assumes a basic knowledge of Windows operating procedures]

Opening the database

1. Double click on the Pro-Cite icon.
2. If a database comes up that you don't want, choose "Close" from the File menu.
3. To open the database you want, choose "Open" from the File menu. Double click on the database folder if necessary, then double click on the name of the database you want to open.

Creating a new record using templates

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

4. If the first twelve records in the list are not templates (sample records with instructions for entering data in each field), sort the database by record number. From the View menu, select "Sort by" and choose "record number" and "ascending." Make a note of the current settings in case you need to return the database to its original order.
5. Cursor down through the list until you reach the workform that describes the item you wish to add to the database. Press return or double click to open the template.
6. Make a duplicate of the template. In order to do this, from the Database menu select "New record", and then from the Edit menu choose "Insert previous record."
7. Fill in the fields as explained in the template, and then delete the instructions. To move from field to field, use the tab key (shift-tab to move up) or point and click. (If you accidentally overwrite the template, you can copy a new one from the template database. See the section below for instructions.)
8. When finished entering data for the record, press F10 to save and "Close" twice from the Edit menu to close the record and template windows. Return to step five to add more records.

Creating a new record from scratch

4. Press F9 to create a new record.
5. Click on the workform menu (upper left corner of the record) and select the appropriate workform.
6. Enter data according to the conventions listed below.

7. When finished entering data for the record, press F10. Return to step four to add more records.

Repairing templates:

1. First, open the record that you created by typing over the template. (It will have a record number 1-12, because those are the numbers of the templates).
2. From the Database menu, choose "new record." (Check the record number to see that it is now greater than 12.) From the Edit menu choose "Insert previous record," and then press F10 to save the new record.
3. From the File menu, choose "close," and then type Control-D to delete the accidental record.
4. Now you have to replace the template. Do this by opening the database named "template.dat."
5. Cursor through the list until you find the work form which was overwritten. If no records are marked (see status line at bottom of screen) type Control-M to mark the record. If other records are marked (they will have an "x" in the box to the left of them in the list), type Control-shift-K to clear the marked set, and then Control-M to mark the highlighted record.
6. From the Database menu, choose "Copy marked records."
7. Double-click on the name of the database in which the template was overwritten.
8. From the File menu, choose "Close."

Section 3: Conventions for entering information

General philosophy

Every record should satisfy these 3 tests...

1) *Will a user who wants this record be able to find it?*

Since users find records by entering words which are matched with words in the database, it is very important to avoid abbreviations and misspellings (a search on "integrated pest management" will not find a misspelling such as "intgrated pest management" or an abbreviation such as "integrated pest mgt.", or an acronym such as "IPM"). The only abbreviations used in this database are "US" and the two-letter codes for state names. Since acronyms can be ambiguous or meaningless, they should be avoided. It's fine to use both the acronym and the full spelling in parentheses.

2) *Once a user finds this record, will s/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 know whether the document will contain useful information.

3) *Once a user decides the document will be useful, will s/he be able to find it?*

This depends on how complete the location information is, (and whether the documents are moved around in the park, but that's another story) so be as specific as possible here.

Workform guidelines

<i>Use this workform...</i>	<i>for...</i>
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 or school paper
journal, long	article in a journal or magazine
letter (correspondence)	memos, letters (includes field for 'recipient', none for 'title')
manuscript	unpublished works include unpublished reports
map	maps (includes fields for scale, size)
report	often have a "report number", otherwise similar to a book -- if the report is unpublished, use the "manuscript" form
video recording	videos (includes field for type of video -- e.g., VHS)

Entry guidelines (alphabetically by field name)

Abstract (Abst):

Provides information about the subject matter contained in the document. Imagine what would help the user decide whether it's worthwhile to search out this document. Sometimes the table of contents is a good summary and can be typed in 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:

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

Author, Analytic & Author, Monographic (Auth):

* Note: some workforms have **more than one author field**. If so, the first author field ("analytical") is for the author of a section of the work (e.g. a chapter in a book or a single paper in a conference proceedings), and the second field ("monographic") 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 ProCite to distinguish between multiple authors.) If you know the full name, spell it out, otherwise use initials. If no author is identified, enter "=author unknown".

Last name, first, middle =any title such as editor, or Jr.
Mills, James H.=Sr.
=author unknown

Entering names in this way 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.

Organizations that are considered authors are entered as follows. (Again, an equal sign tells Pro-Cite that what follows is not a individual's name.)

=name of organization
=American Geological Society

Author Affiliation:

Name of the institution with which the author is affiliated. Type it as it appears on the document.

Author Role:

Use only if there is one author (or all authors have the same role). Used for things like "editor", "compiler", "project manager".

Author, Subsidiary:

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

Availability:

Rarely used. This is where you can enter information about where the document can be purchased. (e.g., through the Government Printing Office)

CODEN:

Rarely used. A CODEN is an international code assigned to a journal/magazine. Similar to ISSN.

Call Number (Call):

Describes the location of the document. Enter the region code followed by a hyphen, followed by the four-letter park code, followed by a space, a slash and another space " / ". Then describe the items location, spelling out the park name, then name of the collection (e.g. library or vertical file) and the name of the file or the call number. Be sure that this is descriptive enough that an individual will be able to go directly to the document without looking through several others.

REGION CODE-PARK CODE / Description of location

NEFA-NERI / New River Gorge National River, Vertical file, "water quality" file

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

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

Cartographer (Cart):

Enter the name of the map maker the way you would an author. (i.e., Last name, first, middle)

Collection title:

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

Connective Phrase:

Only used when record refers to a portion of a larger work. Enter a word or phrase which describes how a section of a work refers to the work as a whole. (e.g. "In"..., "Within"..., "Chapter 3 of"...)

Date of Copyright:

Rarely used in this database. Generally a work is copyrighted in the same year that it is produced. Occasionally (particularly with latter editions of a work), the copyright date is different. A copyright date can be identified by the symbol in front of the date (a letter 'c' in a circle).

Date of Publication:

The year is the most important element. Type in all four digits. If there is a span, write out all four digits of each year with a hyphen between (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, guess (based upon clues like the dates of references) and type it like this: 199? or 1992?. If you can't guess 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 to resort to "various dates".

Month day, 19##

January 26, 1994

Date of Meeting (DtMt):

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

Descriptors:

see Keywords

Director (Dctr):

If a director is listed for a video cassette, enter her/his name here in the same form you enter author names. (i.e., Last name, first, middle)

Distributor (Dist):

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

Document Type:

Not used in this database.

Edition:

Rarely used in this database. Indicates if this is a second or third (etc.) edition of a work. (Draft and final reports are not considered 'editions' for this purpose.)

Editor/Compiler:

Enter the name of an editor/compiler the way you would an author. (i.e., Last name, first, middle)

Editor/Compiler Role

Enter 'compiler' or 'editor' or whatever term describes what the person listed in the editor/compiler field did.

Extent of Work (Extn):

This reflects the size of the item. Use the appropriate descriptive term (e.g. cassettes, maps, photos). For a printed document, list the number of pages. If the pages are not numbered, guess and enter your guess like this: 40+ p.

p., # slides, etc.

ISBN:

Rarely used. This stands for "International Standard Book Number," a 10-digit number assigned to each published book.

ISSN:

Rarely used. This stands for 'International Standard Serial Number' which is a number assigned to each journal/magazine published. See also 'CODEN'.

Issue Identification:

Enter the number by itself (don't include the word issue). Journals are generally published in volumes. A volume is usually 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 be no issue number, or the issue number may be the date.

Journal Title (Jrnl):

Enter the entire title. (Don't abbreviate if you know the full spelling, but don't guess at the full spelling -- it's very easy to be wrong.) If the exact name of the journal isn't clear, (e.g. bulletin of the American Society of X vs. The American Society of X bulletin), use your judgment.

Keywords:

There are actually 5 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 (such as Environmental Impact Statement (EIS), annual report, or checklist)
- 4.) Form terms (such as map, video or photographs)
- 5.) Geographic area (park name, state name, geographic feature such as a lake or mountain)

NRBIB: CODE-#### / GENERAL AREA OF STUDY/subjects/form/document type/Geographic location

NRBIB: NERI-1000 /AQUATIC SCIENCES /water resource management /water quality /pollution /fish /invertebrates /checklist /video /New River Gorge National River, WV

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

- 1) If I was searching for documents on this topic, would I be happy that this one was found?
- 2) If I was searching for documents on this topic, would I be upset that this one 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 for existing terms before assigning new terms.

If you do add a new term ask yourself "will anyone be searching for items on this topic?", and "is this the right word to use - is there another term that is more commonly used and/or less ambiguous?".

If the subject is a name, follow the name of a feature (lake, mountain, etc.) by the park code in parentheses, or, if you don't know that it's in the park, by the state.
follow the name of a place by the state it's in.

Sandstone Falls (NERI)
San Juan County, NM

If the subject is a species, start with the common name and add the genus and species in parentheses.

common name (genus species)
mountain goat (Oreamnos americanus)

If you only have the common name, use that and fill in the rest later. If you only have the scientific name, add the type of animal or plant in parentheses.

Scientific name (type)
Abies magnifica (tree)

Letter to (Ltto):

Enter the name of the individual the letter or memo is addressed to (in normal order, not inverted like an author name).

First name, middle, last
Smoky D. Bear

Location in work (Loc):

This field is used when you are describing a portion of a document rather than the entire document. For a journal citation, the span of numbers stands alone (without the designation "p.").

p. ##-## (for books or reports) ##-## (for journal articles)
p. 23-27 (for books or reports) 23-27 (for journal articles)

Map Type:

Not used in this database.

Medium Designator:

Not used in this database.

Notes (Note):

This is the place for comments about the document itself (the physical condition of the copy, the relationship to other document (e.g. a draft version), whether the information is sensitive, whether this is the only existing copy, comments about missing information, notes about misspelled titles. Also, when you are entering a citation and have not found the actual document, this is the place to enter the title of the document in which you found the citation.

Packaging Method (PaMe):

Used to describe type of videocassette -- enter "VHS", "Beta", or "Pal"

Paper/Section Title (PapR):

For conference proceedings, the title of the paper within the proceedings is entered here. (Follow the rules for titles).

Place of Meeting (PIMt):

For conference proceedings the meeting location is entered here (as it appears on the conference proceedings).

Place of Publication (PIPb):

The city and state, or country. Use the two-letter abbreviations for state names. This is one of the few abbreviations used in the database.

Proceedings Title:

Title of conference proceedings. Enter as you would other titles. Enter title of individual paper or section in the 'paper/section title' field.

Producer (Prod):

If a producer is listed for a video, enter the name here in the same form as in the author field. (i.e., Last name, first, middle, or =Organization name)

Producer Role:

Enter the word describing the producer's role (e.g., "producer,") if there is one.

Publisher (Publ):

This is the place for names of organizations involved in producing the document. Sometimes the publisher is the author. If this is the case, go ahead and repeat the name here. If there is more than one organization involved, type the name of the first, then the word "and", then the name of the second.

Report Identifier (RpID):

Enter report numbers here (there may be more than one). Include any words that accompany the number. (e.g., NPS Report #...)

Reproduction Ratio:

Not used in this database.

Scale (Scal):

Type the scale of the map as it is shown on the map (if available).

Section:

In the Report Form, this is where you type the title of a section of the report if you are describing only a section rather than the report as a whole. (Rather uncommon.) Enter it the way you would any other title.

Series Editor

If the work belongs to a series (a group of publications with a group name), and the editor of the series is given, enter the name here as you would an author name. (i.e., Last name, first, middle.)

Series Editor Role:

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

Series Issue ID:

If the document is part of a series (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 (SrTi):

A "series title" is a overall title for a collection of documents published as a series. (Enter as you would any other title.)

Series Volume ID:

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

Size:

This refers to physical size (e.g. number of cassettes, width and length of a map).

Storage Location:

Not used in this database. Use the 'Call Number' field to record the location of the item.

Title, analytic & Title, monographic (Titl):

*note: in some workforms, there is more than one title field. The first is for the title of a section (chapter, etc.). Use this if you are only describing this portion of the work. The second title field is for the title of the entire work.

Enter the title the way it appears on the document. If it is misspelled, make a note of this in the note field.

Sometimes it isn't clear what the exact title is, or the document may not have a title. Do your best. If there is no title, create one (e.g., "Untitled: Handwritten Wildlife- Observation Notes"). If there are several titles, choose the one that seems most official (the one on the title page, if there is one). If the document is a draft, preliminary copy, etc. you may add this information in brackets (e.g. [Draft]).

University (Univ):

The affiliation of the author of a document

Name of university, name of department

State University, Department of Geosciences

Volume Identification:

Simply type the number of the volume. Journals are generally published in volumes. A volume is usually 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 be no issue number, or the issue number may be the date.

Section 4: Vocabulary terms and sources for further information

analytic (versus monographic): An analytic author or title is the author or title of a section of a larger work (a chapter in a book or a section of a report). Usually you will be interested in the work as a whole, but occasionally you may be interested in only one section, then this comes in handy.

authority list: A list of words/phrases in the form they should be used consistently. You may have an authority list for keywords. This will tell you how a concept is expressed in the database (e.g. "threatened & endangered species", not "T&E species" or "E&T species").

call number: This is the number found on the spine of a book in the library. It determines where the book is located in a 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 (for example the authors or the abstract).

keyword: Terms added to a record to make searching easier. (Generally they are subject terms like "fire management" or "black bears (*Ursus americanus*)" but they could also be terms like "aerial photographs" or "slides".

monographic (as opposed to analytic): monographic authors or titles are authors/or titles of an entire work (as opposed to sections of the work). This is what you'll encounter most often.

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

workform: A workform is a record type. There are workforms for books, workforms for articles, workforms for dissertations, etc... (these are listed and explained in the first section of this handout). Each workform contains the fields that are appropriate to that type of item. For example, the map workform contains a field for "scale" and the article workforms contain a field for "journal title".

Sources of more information:

Procite for Windows manuals (Reference Manual and User's Guide)

Online Help (click on the Help button in Procite)

Procite in the NPS manual (available through the Park Service Library Program)

Thanks to Marilyn Ostergren for the use of her materials in the preparation of these.

PRO-CITE IN THE NATIONAL PARK SERVICE

National Park Service Natural Resource Bibliography

Manual of Procedures

Table of Contents

<u>Title</u>	<u>Page</u>
"A Natural Resource Bibliographic Database for the Parks in the Chesapeake / Allegheny Clusters and the National Capital Field Area of the National Park Service" (project decription and background)	1
Basic Pro-Cite (DOS) Procedures:	
Starting Pro-Cite (DOS Version)	3
Exiting Pro-Cite (DOS Version)	4
Searching Pro-Cite (DOS Version)	5
Adding Records to your Database (DOS Version)	7
Editing Records in your Database (DOS Version)	9
Printing Bibliographies from Pro-Cite (DOS Version)	10
Basic Pro-Cite (Windows) Procedures:	
Starting Pro-Cite (Windows Version)	14
Exiting Pro-Cite (Windows Version)	15
Searching Pro-Cite (Windows Version)	16
Adding Records to your Database (Windows Version)	18
Editing Records in your Database (Windows Version)	20
Printing Statndard Bibliographies from Pro-Cite (Windows Version)	21
Printing Subject Bibliographies from Pro-Cite (Windows Version)	24

Guidelines for New Records:

NRBIB (Natural Resource Database) Scope 27

Guidelines for Entering Information 28

Pro-Cite Workform Field Abbreviations (DOS Version) 40

Pro-Cite Workform Field Abbreviations (Windows Version) 43

NPS Natural Resource Bibliography: List of SUBJECT Terms 46

NPS Natural Resource Bibliography: List of FORMAT Terms 47

NPS Natural Resource Bibliography: List of DOCUMENT Terms 48

NPS / NRBIB: NEFA & NCFA Thesaurus

National Park Service Natural Resource Bibliography Thesaurus 49

A NATURAL RESOURCE BIBLIOGRAPHIC DATABASE FOR THE PARKS IN THE CHESAPEAKE/ALLEGHENY CLUSTERS AND THE NATIONAL CAPITAL FIELD AREA OF THE NATIONAL PARK SERVICE

As part of the National Park Service's (NPS) Inventory and Monitoring Program, a project has been initiated to develop a Natural Resource Bibliographic Database for national parks. This database will describe all reports and other documents, including photos, maps, and museum specimens, which contain information about the natural resources of the park and its immediate area. This project began in the Pacific Northwest Region in 1992, and in the Alaska, Rocky Mountain, and Southwest regions in 1994. Beginning in August 1995, the project will be initiated in the parks in the Chesapeake/Allegheny clusters and the National Capital Field Area. Eventually there will be a servicewide resource bibliography accessible on CD-ROM.

Description and Goals

The goal of this project is to develop a Natural Resource Bibliographic Database. The database will include the bibliographic citation, an abstract of the material, keywords, its storage location, and other important information. It will include all materials related to the natural resources of each specific NPS unit. Natural resources in this case include flora, fauna, soil, air, water, rocks, and activities that affect them, such as mining, grazing, polluting, logging, and recreating. The project is expected to take 2 years to complete.

The NPS has adopted the bibliographic software called PRO-CITE as the servicewide standard for this project. PRO-CITE is menu-driven and very flexible in search methods; items can be found by subject, author, date, location, etc. Items can be viewed on screen, printed in bibliographic formats, or incorporated into word processing documents.

Procedures

In order to compile the database, cooperative agreements have been signed with The Pennsylvania State University and North Carolina State University. Personnel at these universities will be dividing the parks, primarily geographically. We will visit each NPS unit in our "half" of the field area and systematically examine collections of natural resource materials (e.g., documents, slides, maps, etc.) and enter relevant citations into the database. Some parks may already have some form of automated bibliography for their libraries; when possible we will convert these into PRO-CITE. Depending on the size of the park, we expect it to take between 1 week to several months to complete a given park. We will have our own computers and enter the information directly into them.

When this process is completed, we will edit the database for accuracy and uniformity. We will also be searching other sources (e.g., regional office, university libraries) and adding additional citations. When we have a finished database for a park, we will deliver it, install PRO-CITE at the park, and train interested personnel in its use. When databases for all parks have been completed, a combined database will be available. It should be noted, however, that only a limited specific amount of funds have been provided from WASO to accomplish the total project, so the time spent at any given park may not be adequate to complete the database. In these cases, it is hoped that park staff will be able to complete the task as time permits.

Long-Term Maintenance

Each park will be provided with its own copy of PRO-CITE software, instructions for use, and the bibliographic database. The databases are to be maintained at each unit, with the staff entering new records when they become available. The system support office will have a master copy of the combined database, which will periodically be updated from the individual park's copies.

Role of the Parks

We will contact each unit again before we make our visit to begin the project. Each park should designate a staff member to be our contact person for the purpose of organizing the visit. During our visit, any assistance that may be available with locating records, either in the park or in other locations (e.g., adjacent public lands), entering data, and transferring data from existing park databases would be greatly appreciated. We ask the park to provide us with a workplace, and if necessary for converting existing files, access to a park computer. We may also ask for housing at the parks if available.

Upon completion of the database we will need to train at least one staff member on its use. For some of the smaller units, we may organize combined training sessions, but this is still just a consideration.

Contacts

If there are any questions regarding any aspect of the project feel free to contact either Kathy Derge or Scott Tiffney at the Pennsylvania State University.

Kathy Derge
Rm 204 Ferguson Building
The Pennsylvania State University
University Park, PA
16802
(814) 863-1904
kld8@psu.edu

Scott Tiffney
Rm 204D Ferguson Building
The Pennsylvania State University
University Park, PA
16802
(814) 863-1904
sdt3@psu.edu or via ccmil

Starting Pro-Cite (DOS Version)

STEP 1 : Opening Pro-Cite

- 1) Begin at the DOS prompt: **C:\>** (pressing: **ESC** will often get you there).
- 2) Type: **cd\procite** and press: **ENTER** to get to the **C:\PROCITE>** prompt.
- 3) At the **C:\PROCITE>** prompt, type: **procite** and press: **ENTER**.
- 4) At the **Pro-Cite** screen, either hit the spacebar or wait for the **Main Menu** screen to appear.
- 5) You are now ready to begin using your Pro-Cite database. Follow the steps in the handouts provided for the particular procedure you wish to perform or consult the Pro-Cite manual.

Exiting Pro-Cite (DOS Version)

STEP 1 : Quitting your Application

- 1) Press: **ESC** until you are back at the Main Menu.
- 2) At the Main Menu, if your database is still open (you will know this if all items in the Main Menu are accessible and can be highlighted) type: **d** for **Databases**.

STEP 2 : Closing your Database

- 1) At the Databases Menu, type: **c** for **Close Current Database**.
- 2) Press: **ESC** to return to the Main Menu (items 2 through 8 should now no longer be accessible).

STEP 3 : Leaving Pro-Cite

- 1) Type: **q** for **Quit**.
- 2) Back in DOS at the **C:\PROCITE>** prompt, type: **cd..** to return to the **C:\>** prompt.

Searching Pro-Cite (DOS Version)

STEP 1 : Opening your Database

- 1) At the Main Menu, type: **d** for **Databases**.
- 2) At the Databases Menu, type: **o** for **Open Database**.
- 3) The name of your database should appear.
- 4) Use the arrow keys to select it and press: **ENTER**.

STEP 2 : Begin Your Search

- 1) Back at the Main Menu, type: **s** for **Search Databases**.
- 2) Type: **a** for **Select All** (there will be no menu change when you do this).
- 3) Type: **s** for **Search Selected Records**. You should now be at the **Search Expression** screen.

STEP 3 : A Basic Search

- 1) At the **Search Expression** screen, press: **F2**. The **Pro-Cite Fields** window will appear.
- 2) Use the arrow keys to select the Pro-Cite field you wish to search (Consult the **Pro-Cite Workform Field Abbreviations** handout for a description of each field, its field number and abbreviation), then press: **ENTER**. Your search field number or abbreviation will appear in the **Search Expression** window.
- 3) Type in your search term(s)* for your selected search field immediately following the = sign.

**If you are using more than one search term for your selected search field, you must combine each word with "and" (e.g. gypsy and moth) or enclose them in quotation marks (e.g. "gypsy moth").*

- 4) Wait a moment and Pro-Cite will display your search result at the bottom right-hand corner of the **Search Expression** screen. Press: **ESC** three times until you return to the Main Menu.

STEP 4 : Viewing your Search Results

- 1) At the Main Menu, type: **b** to **Browse** the database. You will see the first 4 fields of three records in your database. The records which match your search will be highlighted.
- 2) To see the records which match your search, type: **t** for the next selected record [**nextsel**] or type: **v** for the previous selected record [**prevsel**]. The record in the middle window is always the "active record" (the "active record" is the only record you are allowed to **viEw** at any one time).
- 3) Type: **e** to view [**viEw**] the "active record" . Press: **ESC** to browse other selected records.
- 4) When you are finished viewing your records, press: **ESC** until you return to the Main Menu.

Adding Records to your Database (DOS Version)

STEP 1 : Open your Database

- 1) From the Main Menu, type: **d** for **Databases**, then type: **o** for **Open Database**.
- 2) Select your database and press: **ENTER**.

STEP 2 : Adding a New Record

- 1) At the Main Menu, type: **e** for **Edit, Insert, View**. A record in your database will appear.
- 2) Type: **w** for **setWorkform** and the **Workforms** window will appear.
- 3) Using the arrow keys, select the workform best suited for your record.*

**When first selecting a workform you may wish to use the following general guidelines:*

Information Source

Book or Chapter
in Book
Journal Article
Report
Dissertation or Thesis
Conference Proceedings
Memo or Letter
Map
Photographs or Slides
Video
Audio Recording
Computer File
Unpublished Document

Preferred Pro-Cite Workform

A: Book - Long
D: Journal - Short
E: Report
G: Dissertation
K: Conference Proceedings
I: Letter
L: Map
P: Audiovisual Material
Q: Video Recording
N: Sound Recording
T: Data File
J: Manuscript

- 4) Highlight the selected workform for your record and press: **ENTER**.
- 5) Type: **i** for **Insert** to bring up a blank copy of your selected workform.

- 6) Using the arrow keys, type in the information for your record according to the conventions listed in the Guidelines for Entering Information handout.

Step 3 : Saving your Record

- 1) When you are finished typing in your record, press: **F10** to save your record (If you wish, use the **Page Up** and **Page Down** keys to scan your new record for any final changes or corrections. If corrections are needed, type: **e** for Edit and using the arrow keys type in your corrections. Press: **F10** again to save your corrections).
- 2) Press: **ESC** to return to the Main Menu.

Editing Records in your Database (DOS Version)

STEP 1 : Open your Database

- 1) From the Main Menu, type: **d** for **Databases**, then type: **o** for **Open Database**.
- 2) Select your database and press: **ENTER**.

STEP 2 : Editing a Record

- 1) Using the Searching Pro-Cite handout find the record(s) you wish to edit, making sure that only the record(s) you wish to edit are "selected". Press: **ESC** until you return to the Main Menu.
- 2) At the Main Menu, type: **e** for **Edit, Insert, View**. A record in your database will appear.
- 3) Either type: **t** for the next selected record [**nexTsel**] or type: **v** for the previous selected record [**preVsel**] to locate the record(s) you wish to edit.
- 4) Once you have found a selected record, type: **e** for **Edit** and using the arrow keys, type in any changes to your selected record.
- 5) When you are finished editing each selected record, press: **F10** to save the changes.
- 6) Press: **ESC** to return to the Main Menu.

Printing Bibliographies from Pro-Cite (DOS Version)

STEP 1 : Open your Database

- 1) From the Main Menu, type: **d** for **Databases**, then type: **o** for **Open Database**.
- 2) Select your database and press: **ENTER**.

STEP 2 : Select Records for your Bibliography

For All Records in a Database

- 1) At Main Menu type: **s** for **Search Database**.
- 2) Type: **a** for **Select All**.
- 3) Press: **ESC** and return to the Main Menu.
- 4) At the Main Menu, you will see the number of records and the number of selected records at the top right-hand corner.

For Selected Records in a Database

- 1) At Main Menu type: **s** for **Search Database**.
- 2) Type: **a** for **Select All**.
- 3) Type: **s** for **Search Selected Records**.
- 4) At the **Search Expression** window search the records you want to print out, following **STEP 4** of the Searching Pro-Cite handout.
- 5) Press: **ESC** until you return to the Main Menu.

STEP 3 : Order your Selected Records*

**Pro-Cite allows you to order your selected records, or citations, in a variety of ways. The most common are alphabetically by author, alphabetically by subject, or chronologically by date.*

- 1) At the Main Menu, type: **i** for **Index**, then type: **s** for **Select Fields**. The **Fields for Index** screen should appear with a list of all of the fields in Pro-Cite.

2) Here is where you can choose how you want to order your citations:

By Author

Using the arrow keys, type: **a** to put an "A" beside each of the **Auth** fields (there are three in all).

By Title

Using the arrow keys, type: **t** to put a "T" beside each of the **Titl** fields (there are three in all).

By Subject

Using the arrow keys, type: **d** to put a "D" beside the **Desc** field (found at the end of the right column).

By Date

Using the arrow keys, hit "t" to put a "T" beside the **Date** field (found in the middle column).

3) When finished using one of the options above, press: **F10** to save your option.

STEP 4 : Format Your Bibliography

1) Type: **1** for **Layout Options** for the **Layout Options** window.

2) At the **Layout Options** window, choose the type of list* you wish to produce by hitting the space bar to change the **Produce** selection.

***Produce** Options: A) **Subject bibliography** produces a list of citations for a given subject or subjects. Your choice of ordering your selected records becomes the type of subject bibliography that is produced (e.g. ordering by author will produce list of citations by author).

Produce Options 1, 2 and 3 are commonly used when searching your database, while Option 4 is primarily used when inputting or editing records in your database.

B) **Subject list with record numbers** produces a list of record numbers for a given subject or subjects. Again, your choice in ordering your selected records becomes the type of subject list that is produced (e.g. ordering by author will produce a list of record number(s) by author).

C) **Subject list** produces a list of the subjects you have ordered (e.g. ordering by author produces a list of authors).

D) **Authority list** produces a list of the subjects you have ordered and stores it internally in your database as an .IND file.

3) Still at the **Layout Options** window, you can now make a number of further choices:

A) **Restart citation numbering for new entry** Use the spacebar to determine whether your citations will be listed consecutively from the beginning of the list to the end [**Yes**] or whether the numbering will start over for each new section (e.g. each new author, or title, or subject, or date depending on how you ordered them) [**No**].

B) **Heading style** Use the spacebar to select the style for each section of your bibliography [**Plain, Uppercase, Underline, and Uppercase and underlined**].

C) **Heading repetition** Use the spacebar to determine whether each citation will have its own heading [**With every citation**] or just once, followed by the relevant citations [**Once per group**].

D) **Word size** Type in the number of letters you want Pro-Cite to use in determining your selected order. For example, if you have ordered your citations by author and type 10 for your **Word size**, Pro-Cite will only look at the first 10 letters of authors' names in order to arrange them alphabetically. Some general guidelines for **Word size** are:

a) When ordered by author or date, type **25**.

b) When ordered by subject, type **80**.

c) When ordered by title, type **150**.

4) When you are done selecting in the **Layout Options** window, press: **F10** to save your options.

5) Type: **i** for **Index** and Pro-Cite will start indexing (i.e. ordering) your selected records.

6) When finished indexing, press: **ESC** to return to the Main Menu.

STEP 5 : Printing Your Bibliography

- 1) Type: **p** for **Print**. The **Print** menu should appear.
- 2) Type: **o** for **Output**, then press: **ENTER**. Use the arrow keys to select an output option [**Screen Preview**, **Printer**, **ASCII Text File**, **WordPerfect Document**, or **Microsoft Word Document**], then press: **ENTER**. If you select **ASCII Text File**, **WordPerfect Document**, or **Microsoft Word Document** you will be prompted: Enter name of output file when you print. Type the whole path for a word processing document (e.g. c:\wpdocs \authors.txt) or an ASCII text file (e.g. a:\authors.txt), then press: **ENTER**.
- 3) Back at the **Print** menu use the arrow keys to explore other options for the actual printing of your bibliography [**Formatting Options**, **Page Layout**, **Field Options**, and **Numbering Options**].
- 4) When you are finished selecting print format options, type: **p** to print your bibliography. Follow and answer any on-screen prompts as they appear.
- 5) When Pro-Cite is finished printing, press: **ESC** to return to the Main Menu.

STEP 6 : Clearing the Index

- 1) If you are planning to exit Pro-Cite or search the database again, you should clear the index. From the Main Menu, type: **i** for **Index**. The **Index** menu will appear.
- 2) Type: **i** again for **Clear Index**.
- 3) At the **Do you want to clear the INDEX? (Y/N)** prompt, type: **y**. Press: **ESC** to return to the Main Menu.

Starting Pro-Cite (Windows Version)

STEP 1 : Opening Pro-Cite

- 1) Beginning at Windows Program Manager, locate and double-click on the **ProCite** file. The **ProCite** icon window should appear.
- 2) In the **ProCite** icon window, double-click on the **ProCite 3.1** icon.

STEP 2 : Opening your Database

- 1) If your database has previously been opened, after double-clicking on the **ProCite 3.1** icon your database will automatically open to Pro-Cite's Quick Search View screen and you are ready to begin any procedure. If, however, you are opening your database for the very first time, you will need to follow these steps:
 - A) After double-clicking on the **ProCite 3.1** icon, a blank **ProCite 3.1 for Windows** screen will appear. Select **F**ile for the **F**ile menu and click once.
 - B) From the **F**ile menu, select **O**pen... and click once. The **File Open** dialog box will appear.
 - C) From the **File Open** dialog box, double-click on database in the **D**irectories: window and your database should appear in the larger **F**ile **N**ame: window.
 - D) Click once on your database and it should appear in the upper window under **F**ile **N**ame: .
 - E) Once your database appears, click once on the **OK** button and your database will open to Pro-Cite's Quick Search View screen and you are now ready to begin any procedure.
- 2) At the Quick Search View screen, you are now ready to begin using your Pro-Cite database. Follow the steps in the handouts for the particular procedure you wish to perform or consult the Pro-Cite manuals.

Exiting Pro-Cite (Windows Version)

STEP 1 : Closing your Database

- 1) From the Quick Search View screen, select **F**ile and click once. The **F**ile menu will appear.
- 2) From the **F**ile menu, select **E**xit and click once to close and save your database. The **ProCite** icon window will appear.

STEP 2 : Exiting Pro-Cite

- 1) Double-click on the  in the upper left-hand corner of the **ProCite** icon window to return to Windows Program Manager

Searching Pro-Cite (Windows Version)

STEP 1 : Begin your Search

- 1) From the Quick Search View screen, select **V**iew and click once. The **V**iew menu will appear.
- 2) From the **V**iew menu, select **S**earch and click once. The Search Expression screen will appear with a cursor (I) in the upper search window. (If there is already a search expression there, highlight it by clicking once on the cursor and holding, while sliding the cursor over the search expression. Once the unwanted search expression is completely highlighted, press: **DELETE**)

STEP 2 : A Basic Search

- 1) At a blank Search Expression screen, click once on the **F**ields... button and the **S**earch **F**ields dialog box will appear.
- 2) Select the Pro-Cite field you wish to search by clicking on the arrow buttons (⬆ or ⬇) in the **S**earch **F**ields dialog box and highlighting the field by clicking on it once. (Consult the **Pro-Cite Workform Field Abbreviations** handout for a description of each field and its field number) After highlighting the selected field, click once on the **O**K button. Your selected field will appear in the upper search window of the Search Expression screen.
- 3) Click once on **O**perators... button and the **S**earch **O**perators dialog box will appear. Following the brief descriptions of each operator, select an operator for your search by clicking on it once to highlight it, and then, clicking once on the **O**K button. Your selected search operator will appear in the upper search window of the Search Expression screen.
- 4) Finally, click once on the **T**erms... button and the **I**nsert **T**erm dialog box will appear. Click once on the **I** button directly beneath the words "**I**nsert **T**erm" and a pull-down window of search fields will appear.
- 5) Select the search field for your search and click on it once. A list of the searchable terms for that field will appear in the **T**erm window.
- 6) Using the arrow buttons (⬆ or ⬇) to move through the list, select the term you wish to search for by clicking on it once to highlight it. Click once on the **I**nsert **T**erm button and then once on the **C**lose button. You will now be back at the Search Expression screen and your search term will have been inserted to complete your search expression.

- 7) When you are finished entering your search expression, click once on the **Search** button. Wait a moment, and Pro-Cite will display, by author, title and date, the records which match your search expression in the lower search window of the Search Expression screen.

STEP 3 : Viewing your Search Results

- 1) To view any record that matched your search expression, double-click on it in the lower search window. Wait a moment and the full record will appear. Scroll through the record by clicking on the arrow buttons (⏪ or ⏩) on the far right of the **Edit Record** screen.
- 2) When you are finished viewing a record and wish to view another, click on either the ▶ button (next record) or the ◀ button (previous record) to the right of the **Record Number:** window.
- 3) When you are finished viewing your selected records, return to the Search Expression screen by double-clicking on the ◻ button in the left-hand corner of the **Edit Record** screen.
- 4) At the Search Expression screen, select **View** and click once.
- 5) From the **View** menu, select **Quick Search** and click once to return to the Quick Search View screen.

Adding Records to your Database (Windows Version)

STEP 1 : Opening a New Record

- 1) From the Quick Search View, select **D**atabase and click once. The **D**atabase menu will appear.
- 2) Select **N**ew Record from the **D**atabase menu and click once. A blank Pro-Cite workform will appear.
- 3) Before typing in the information for your record, you should select the proper workform for that information.* Click once on the button to the left of **Record Number:** . A pull-down list of Pro-Cite workforms will appear.

**When first selecting a workform you may wish to use the following general guidelines:*

<u>Information Source</u>	<u>Preferred Pro-Cite Workform</u>
Book	Book, Long Form
Chapter in Book	Book, Chapter
Journal Article	Journal, Short Form
Report	Report
Dissertation or Thesis	Dissertation
Conference Proceedings	Conference Proceedings
Memo or Letter	Letter (Correspondence)
Map	Map
Photographs or Slides	Audiovisual Material
Video	Video Recording
Audio Recording	Sound Recording
Computer File	Data File
Unpublished Document	Manuscript
Newspaper Clippings	Newspaper

- 4) Click on the arrow keys (or) to scroll through the workform list and select the workform for your record by clicking on it once. Wait a moment and a blank version of your selected workform will appear in the **New Record** window.
- 5) Using the **TAB** keys to move between fields, type in the information for your record according to the conventions listed in the Guidelines for Entering Information handout.

STEP 3 : Saving your Record

- 1) When you are finished typing in all the information for your record, save your record by selecting **D**atabase and clicking once for the **D**atabase menu.
- 2) From the **D**atabase menu, select **S**ave **R**ecord and click once.
- 3) Back at the Search Expression screen, select **F**ile and click once for the **F**ile menu. From the **F**ile menu, select **C**lose and click once.

Editing Records in your Database (Windows Version)

STEP 1 : Finding your Record

- 1) From the Quick View Search screen, select the record(s) you wish to edit following **STEPS 1 and 2** of the Searching Pro-Cite handout.
- 2) Select the record you wish to edit by double-clicking on it in the lower search window of the Search Expression screen.

STEP 2: Editing a Record

- 1) After double-clicking on the record you wish to edit, wait a moment and you should be in the **Edit Record** screen. Use your **TAB** key to move between the fields in the record and type in any changes to your record.
- 2) When you are finished editing a record, double-click on the button in the left-hand corner of the **Edit Record** line. The prompt: "**Save Changes to database record?**" will appear. Click once on the **Yes** button and your changes will be saved and you will return to the Search Expression screen.
- 3) When you are finished editing your record(s), from the Search Expression screen, select **View** and click once for the **View** menu.
- 4) From the **View** menu, select **Quick Search** and click once to return to the Quick Search View screen.

Printing Standard Bibliographies from Pro-Cite (Windows Version)

STEP 1 : Select Records for your Bibliography

For All Records in a Database

- 1) From the Quick Search View screen, select **All Records** from the window in the upper left-hand section of the screen and click once. (If all records have already been selected nothing will happen)

For Selected Records in a Database

- 1) From the Quick Search View screen, select **View** and click once.
- 2) From the **View** menu, select **Search** and click once.
- 3) At the Search Expression screen, follow **STEP 2** of the Searching Pro-Cite handout.

STEP 2 : Format your Bibliography

- 1) From either the Quick View Search screen (all records) or the Search Expression screen (selected records), select **Bibliography** and click once. The **Bibliography** menu will appear.
- 2) From the **Bibliography** menu, select **Print Bibliography...** and the **Bibliography Setup** screen will appear.
- 3) Select the folder tab **General** and click once. In the **General** folder you can now make a number of choices:
 - A) **Items to Print** allows you to select which records you want to print. The default setting of **All Records in List** is the best choice, since it refers to the records you are currently viewing (all records or selected records)
 - B) **Destination** allows you to select where you want your bibliography printed. If you are sending your bibliography to **Printer**, when you select **OK** to print, you will be prompted to make choices regarding **Print Range**, **Print Quality** and **Copies** from a **Print** dialog box. From the **Print** dialog box, you should also select the **Setup...** button and click once. From the **Print Setup** dialog box, select your **Printer**, **Orientation** and **Paper** options. Click on the **Options...** button to explore further printer setup options. If you are printing your bibliography to a **Word Processor File**,

when you select **OK** to print, you will be prompted with a **Save As** dialog box in which you must select the **File Name:**, **Directories:**, **Drives:**, and **Save File as Type:** (Word, WordPerfect and ASCII text) for your bibliography.

- C) **Reference List Title** will print what you type into this box as the title for your bibliography.
 - D) **Reference List Order** will determine the order in which your records will appear in your bibliography. The default order of **Author/Title/Date** is most commonly used.
 - E) **Output Style** will determine the bibliographic style used to format each record in your bibliography.
- 4) Next, select the folder tab **Reference** and click once. In the **Reference** folder, you can select a number of record formatting options such as **Font and Size**, **Indentation**, **Spacing**, and **Numbering** of your records.
- 5) Select the folder tab **Fields** and click once. In the **Fields** folder, you can modify the fields that will appear in your records.
- A) **Optional Fields** allows you to select additional fields not included in the bibliographic style selected in **Output Style** of the **General** folder. To include any of these fields in your records, select the box beside the item you wish to include and click once. An **X** should appear in the box indicating it will be included in your records.
 - B) **Short Form** allows you to override the selected bibliographic style and select only those fields you wish to appear in your records.*

**The "Short Form" option should only be used when you require specific fields to appear in your records. If you do not want this option you must delete the "X" from the "Use Short Form" box, otherwise it will override your selected bibliographic style and produce records with only the selected fields.*

Use the **Short Form** option as follows:

- a) Select the box beside **Use Short Form** and click once. An **X** should appear in the box.
- b) Click once on the **Select Fields...** button and the **Selected Fields** dialog box will appear.
- c) Select the fields you wish to include in your records clicking on them once to highlight them, remembering that in the **Short Form** option only those fields you highlight will appear in your records (Consult the **Pro-Cite Workform Field**

Abbreviations handout for a description of each field, its field number and abbreviation).

- d) When you are finished highlighting the fields you wish include in your records click once on the **OK** button in the **Selected Fields** dialog box.
- 6) Select the folder tab **Page** and click once. In the **Page** folder you can select page formatting options such as **Margins** and **Page Numbers** . Experiment with the different page formatting options by either typing them in or clicking once to remove or produce an **X** .

STEP 3 : Printing your Bibliography

- 1) When you are finished selecting all the **Bibliography Setup** options in the **General** , **Reference**, **Fields**, and **Page** folders, click once on the **OK** button and Pro-Cite will begin to print your bibliography.
- 2) When Pro-Cite is finished printing, it will return you to the screen where you first selected **Bibliography**. If you printed all the records in your database, Pro-Cite will return you to the Quick View Search screen. If, however, you printed only selected records and are at the Search Expression screen, select **View** and click once and the **View** menu will appear. From the **View** menu select **Quick Search** to return to the Quick Search View screen.

Printing Subject Bibliographies from Pro-Cite (Windows Version)

STEP 1 : Select Records for your Subject Bibliography

For All Records in a Database

- 1) From the Quick Search View screen, select **All Records** from the window in the upper left-hand section of the screen and click once. (If all records have already been selected nothing will happen)

For Selected Records in a Database

- 1) From the Quick Search View screen, select **View** and click once.
- 2) From the **View** menu, select **Search** and click once.
- 3) At the Search Expression screen, follow **STEP 2** of the Searching Pro-Cite handout.

STEP 2 : Format your Subject Bibliography

- 1) From either the Quick View Search screen (all records) or the Search Expression screen (selected records), select **Bibliography** and click once. The **Bibliography** menu will appear.
- 2) From the **Bibliography** menu, select **Print Subject Bibliography...** and the **Bibliography Setup** screen will appear.
- 3) Select the folder tab **General** and click once. In the **General** folder you can now make a number of choices:
 - A) **Items to Print** allows you to select which records you want to print. The default setting of **All Records in List** is the best choice, since it refers to the records you are currently viewing (all records or selected records)
 - B) **Destination** allows you to select where you want your subject bibliography printed. If you are sending your subject bibliography to **Printer**, when you select **OK** to print, you will be prompted to make choices regarding **Print Range**, **Print Quality** and **Copies** from a **Print** dialog box. From the **Print** dialog box, you should also select the **Setup...** button and click once. From the **Print Setup** dialog box, select your **Printer**, **Orientation** and **Paper** options. Click on the **Options...** button to explore further printer setup options. If you are printing your subject bibliography to a **Word**

Processor File, when you select **OK** to print, you will be prompted with a **Save As** dialog box in which you must select the **File Name:**, **Directories:**, **Drives:**, and **Save File as Type:** (Word, WordPerfect and ASCII text) for your subject bibliography.

- C) **Reference List Title** will print what you type into this box as the title for your subject bibliography.
 - D) **Reference List Order** will determine the order in which your records will appear in your subject bibliography. The default order of **Author/Title/Date** is most commonly used.
 - E) **Output Style** will determine the bibliographic style used to format each record in your subject bibliography.
- 4) Next, select the folder tab **Reference** and click once. In the **Reference** folder, you can select a number of record formatting options such as **Font and Size**, **Indentation**, **Spacing**, and **Numbering** of your records.
- 5) Select the folder tab **Fields** and click once. In the **Fields** folder, you can modify the fields that will appear in your records.
- A) **Optional Fields** allows you to select additional fields not included in the bibliographic style selected in **Output Style** of the **General** folder. To include any of these fields in your records, select the box beside the item you wish to include and click once. An **X** should appear in the box indicating it will be included in your records.
 - B) **Short Form** allows you to override the selected bibliographic style and select only those fields you wish to appear in your records.*

**The "Short Form" option should only be used when you require specific fields to appear in your records. If you do not want this option you must delete the "X" from the "Use Short Form" box, otherwise it will override your selected bibliographic style and produce records with only the selected fields.*

Use the **Short Form** option as follows:

- a) Select the box beside **Use Short Form** and click once. An **X** should appear in the box.
- b) Click once on the **Select Fields...** button and the **Selected Fields** dialog box will appear.
- c) Select the fields you wish to include in your records clicking on them once to highlight them, remembering that in the **Short Form** option only those fields you

highlight will appear in your records (Consult the Pro-Cite Workform Field Abbreviations handout for a description of each field, its field number and abbreviation).

- d) When you are finished highlighting the fields you wish include in your records click once on the **OK** button in the **Selected Fields** dialog box.
- 6) Select the folder tab **Page** and click once. In the **Page** folder you can select page formatting options such as **Margins** and **Page Numbers**. Experiment with the different page formatting options by either typing them in or clicking once to remove or produce an **X**.
- 7) Finally, select the folder tab **Terms** and click once. In the **Terms** folder you can select a number of options specifically for subject bibliographies:
 - A) **Reference List** options include **Subject Terms Only** which will print a list of the selected subject terms only, while **Subject Terms and Reference List** will print each selected subject term with the related records underneath. An **X** beside **Repeating Subject Terms** will print a subject term above each related record, while an **X** beside **Recycling Reference Numbers** will repeat the numbering of records for each subject term.
 - B) **Include** options provide for **Subject Term Counts** which will print the number of records containing the selected subject term beside or underneath that subject term, while **List of Record Numbers** will print the Pro-Cite record numbers of the records that contain the selected term beside or underneath that subject term.
 - C) **Subject Term Layout** and **Styles** options have a number of print layout and printing options for your subject bibliography. Explore the options available by clicking once in the appropriate box to select an item with an **X**.

STEP 3 : Printing your Subject Bibliography

- 1) When you are finished selecting all the **Bibliography Setup** options in the **General**, **Reference**, **Fields**, **Page** and **Terms** folders, click once on the **OK** button and Pro-Cite will begin to print your subject bibliography.
- 2) When Pro-Cite is finished printing, it will return you to the screen where you first selected **Bibliography**. If you printed all the records in your database, Pro-Cite will return you to the Quick View Search screen. If, however, you printed only selected records and are at the Search Expression screen, select **View** and click once and the **View** menu will appear. From the **View** menu select **Quick Search** to return to the Quick Search View screen.

National Park Service Natural Resource Database (NRBIB) Scope

Subject scope of materials to be included:

"All materials related to the natural resources of the park/monument/historic site"

"natural resources": flora, fauna, soil, air, water, rocks, and activities that affect them (i.e. mining, grazing, air or water pollutants, logging, farming, recreational activities...).

"related to the park": resources within the park itself, or within the region (the region will vary, for example, the region for mammals/birds/plants may be the valley or forest the park is in, while the region for geology might be a larger area which includes a given rock formation).

Format scope of materials to be included:

"Include any and all documents that convey significant and relevant information"

"all documents": both print and non-print formats, published and unpublished materials, including reports, books, journal articles, memos, field notes, maps, videos, specimen collections, slides, photographs, data files.

Scope of materials not to be included:

Documents which cover a very large region that goes well beyond the park (i.e. the entire state), unless there is a section specific to the park, or entries in the index for the park.

Documents which describe a resource of the park (i.e. a certain animal that lives there), but it isn't clear as to a specific location.

Documents which are for the general public and contain no potentially new information (i.e. general subject matter that would be contained in documents such as newspaper articles, pamphlets, and popular magazines articles).

This database is not intended to be an inventory of the park's library collection. Instead this database should be the place where someone can find specific information regarding the natural resources of the park itself. To find more general information they can consult the park's library or other larger library collections. There are a lot of gray areas. Lean on the side of including documents if they seem relevant. Be especially generous with unpublished materials that may not exist anywhere else, and more stingy with published material that can be found in a typical university or public library collection.

Guidelines for Entering Information

The following is an alphabetical list of the more common Pro-Cite fields you will encounter when entering and updating records in your database. Included in this list are the field abbreviations (for DOS version), field numbers, brief descriptions of the type of information you should enter and examples of how you should enter that information in each of the fields.

Abstract [Abst] field # 43 :

The abstract field is the place to provide specific information about the subject matter contained in the document. Because of copyright restrictions it is not advisable to merely type in an author's abstract, but you may instead type in the table of contents or paraphrase the document's subject matter yourself.

Author [Auth] fields # 1,7,16 :

There are three author fields in most Pro-Cite workforms:

- 1) **Author (Analytic)** refers to the author of a section of a larger work (e.g. author of a chapter in a book or a single paper in a conference proceedings).
- 2) **Author (Monographic)** refers to the author of a larger work as a whole (e.g. author of a book).
- 3) **Author (Subsidiary)** refers to the author of a work whose contribution to that work is secondary to that of the principle author (e.g. illustrator of a book).

Enter author(s) as follows, using // to separate authors and = for organizations or titles:

FORMAT: Last name, First name Middle name or initial

EXAMPLES: Smith, John David//Jones, Robert M.
Smith, John//Jones, R.
Smith, J. D.//Jones, R. M.
Smith, John D.=Jr.//Jones, R.=Dr.
=National Audubon Society

Call Number [Call] field # 44 :

The call number field is where you describe the location of the document. The call number should contain the field area code (for the Northeast Field Area this is NEFA; for the National Capital Field Area this is NCFA), the four-letter park code, the park name, and a brief description of the document's location. Enter the call number as follows:

FORMAT: REGION CODE-PARK CODE / Description of location

EXAMPLES: NEFA-FONE / Fort Necessity National Battlefield, Park
Headquarters, Administration files, file N32

NCFA-SHEN / Shenandoah National Park, Maintenance Building,
Resource Specialist's Office, Gypsy Moth file

If the document is held outside the park service, enter a description of the document's location and any other relevant location information.

EXAMPLES: NEFA-JOFL / Johnstown Museum, 1 Front Street, Johnstown, PA

NEFA-ALPO / National Railroad Association, 555-1212

If a citation is found, but the location of the document is unknown, type: **citation only, document not found** and describe the location of the citation in the note field.

EXAMPLE: NEFA-FRHI / citation only, document not found

Cartographer [Cart] field # 7 :

Enter the name of the map maker(s) in the same way as the author field.

FORMAT: Last name, First name Middle name or initial

EXAMPLES: Andrews, Charles Philip//Walters, Richard M.
Andrews, C. P.//Walters, R.
Andrews, Charles P.=Jr.//Walters, R. M.=Dr.
=Pennsylvania Geological Survey

Date of Publication [Date] field # 20 :

The year is the most important element. Type in all four digits. If there is a span type out all four digits of both years with a hyphen between. You may add the month and day if they are

available. For documents with unknown dates guess and type it using a ? . If you are unable to guess the date type: **no date**. If there is a collection of several items (e.g. photographs or newspaper clippings) you may use: **various dates**. Enter the date of publication as follows:

FORMAT: Month day, year

EXAMPLES: December 25, 1960

December 1960

1960

1960-1961

1960?

196?

no date

various dates

Date of Meeting [DtMt] field # 12 :

This field is found in the Conference Proceedings workform. Enter information only if the date of meeting is known. Like date of publication, enter the date of meeting as follows:

FORMAT: Month day(s), year

EXAMPLES: December 20-25, 1960

December 25, 1960

December 1960

Descriptors [Desc] field # 45 :

There can be as many as 6 different types of information, each separated by a / , that can be included in this field. Some elements are mandatory while others are simply preferred:

- 1) **Record Number** refers to the five-letter project code **NRBIB:** (i.e. **Natural Resources Bibliography**), followed by the four-letter park code and a four-digit record number. This is a **mandatory** element and appears as follows:

FORMAT: Five-letter project code: four-digit park code - four-digit record number

EXAMPLES: NRBIB: ALPO-0035

NRBIB: FONE-0741

For the DOS version of Pro-Cite enter this element at the start of the Descriptors [Desc] field. In the Windows version of Pro-Cite enter this element at the start of the Notes [Note] field.

- 2) **Subject Term(s)** refers to a general subject area for the document, usually taken from the **SUBJECT (DOS)** or **Keywords (Windows)** authority lists or the **List of Subject Terms** provided. You may use more than one subject for a document, separated by a / , but no more than two subject terms per document. This element is mandatory and typed in uppercase letters as follows:

FORMAT: capitalized SUBJECT TERM(S)

EXAMPLES: GEOLOGY
ECOLOGY/PLANT STUDIES

- 3) **Descriptor Term(s)** refers to those terms which best describe the subject matter of the document, usually taken from the existing **DESC (DOS)** or **Keywords (Windows)** authority lists, or the **NPS Natural Resource Bibliography Thesaurus** provided. Try to list these mandatory terms in order from **general to specific**, separating each term by a / .

FORMAT: descriptor term/descriptor term/descriptor term

EXAMPLES: animal behavior/grazing/sika deer (Cervus nippon)
water resource management/water quality/turbidity

It is important that you use the most specific term(s) to describe the document. There are two formats you should be aware of when typing in a descriptor not found in the **DESC (DOS)** or **Keywords (Windows)** authority lists:

- A) If the descriptor is a name of a feature, follow the descriptor with the capitalized park or state abbreviation in parentheses:

FORMAT: Name of Feature, (*capitalized* STATE or PARK abbreviation)

EXAMPLES: Hazel River (SHEN)
South Fork Dam (PA)

If the descriptor is the name of a place, follow the place name with the capitalized state abbreviation.

FORMAT: Place Name, *capitalized* STATE *abbreviation*

EXAMPLES: Luray, VA
Valley Forge, PA

- B) If the descriptor is a species, start with the common name followed by the genus or species name in parentheses:

FORMAT: common name (scientific name)

EXAMPLES: snakes (Serpentes)
gypsy moth (*Lymantria dispar*)

- 4) **Document Type** refers to the type of document. You may find an appropriate term in the **DOCUMENT (DOS)** or **Keywords (Windows)** authority lists, if not, you may decide to omit this part of the descriptor field.

FORMAT: document type

EXAMPLES: annual report
checklist

- 5) **Format Type** refers to any formats which are included in the document or make up a substantial part of the document. Try to use only those terms present in the **FORMAT (DOS)** or **Keywords (Windows)** authority lists. If you fail to find a term that applies to your document, you may omit this field.

FORMAT: format type

EXAMPLES: map
video cassette

- 6) **Geographic Area** refers to the park(s) mentioned in the document. This element includes the park name(s) followed by the state abbreviation and should always be the final element in this field.

FORMAT: Park Name, *capitalized* STATE *abbreviation*

EXAMPLES: Catoctin Mountain Park, MD
Gettysburg National Military Park, PA

Finally, if when combining all 6 elements of the **Descriptors [Desc]** field for a given document, it should appear as one of the following:

FORMAT: RECORD NUMBER/SUBJECT TERM(S)/descriptor term(s)/document type/format type/Geographic Area

EXAMPLES: NRBIB: GETT-0154/PLANT STUDIES/plants/threatened and endangered species/checklist/Gettysburg National Military Park, PA

NRBIB: SHEN-0008/AQUATIC STUDIES/hydrology/water supply/water quality/Environmental Impact Statement (EIS)/video cassette/Shenandoah National Park, VA

Director [Dctr] field # 16 :

Enter the name of the director of a video cassette in the same way as the author field:

FORMAT: Last name, First name Middle name or initial

EXAMPLES: Sandburg, William Patrick
Sandburg, William P.
Sandburg, W. P.
Sandburg, William P.=Jr.

Distributor [Dist] field # 19 :

If a distributor is listed on a video, list the name of the distributor as it appears on the video.

FORMAT: Distributor Name

EXAMPLES: Nature Films America
United Artists International

Extent of Work [Extn] field # 26 :

This field represents the relative size of an item. For a document enter the extent of the work as follows:

FORMAT: *number of pages* p.

EXAMPLE: 135 p.

If the document has no page numbers, guess at the number of pages and include a + sign as follows:

FORMAT: *approximate number of pages* + p.

EXAMPLE: 45+ p.

For other media use the appropriate descriptive term:

FORMAT: number of item item description

EXAMPLES: 24 slides
3 maps

Issue Number [IsID] field # 24 :

Journals are generally published in volumes and then issues. Type in the issue number here by itself.

FORMAT: issue number

EXAMPLE: 8

Journal Title [Jrnl] field # 9 :

This field appears in journal workforms. Enter the entire title of the journal as it appears on the document or citation, or use your best guess if the complete title is not clear:

FORMAT: Title of Journal (*as it appears*)

EXAMPLES: The American Society of Paleontology Bulletin
Northeastern Wildlife

Letter to [Ltto] field # 10 :

This field appears in the Letter workform only. Unlike the author field, enter the name of the individual the letter or memo is addressed to in normal order as it appears on the document:

FORMAT: First name Middle name or initial Last Name

EXAMPLES: Daniel J. Booth
Daniel James Booth
Daniel Booth

Location in work [Loc] field # 25 :

This field is used when you are describing a portion of a document rather than the entire document. For journal articles enter the span of pages as follows:

FORMAT: *first page - last page*

EXAMPLE: 231-245

For books and reports enter the span of pages, preceded by: **p.** , as follows:

FORMAT: p. *first page - last page*

EXAMPLE: p. 231-245

Notes [Note] field # 42 :

This is the place for comments about the document itself such as physical condition, version, number of copies, misspellings, and if you are entering a citation and have not found the actual document, enter the title of the document where you found the citation. If you are entering information in the Windows version of Pro-Cite begin this field with the four-letter park code, followed by a four digit record number (see **Record Number** in the **Descriptors** field). Separate each item of information with a ; as follows:

EXAMPLES: front cover missing; draft version; three copies
citation found in "Pennsylvania Wildlife" (1992) by D. Fisher
final version; "Ecology" misspelled in title

Packaging Method [PaMe] field # 27 :

This field is the place to enter information regarding the type of format for video cassettes:

FORMAT: *VIDEO MEDIA FORMAT*

EXAMPLES: VHS
BETA

Paper Title [Papr] field # 4 :

This field is found in the Conference Proceedings workform. Enter the title of the paper within the conference proceeding as it appears on the item and follow the rules for titles.

FORMAT: Title of paper (*as it appears*)

EXAMPLE: Gypsy Moth Infestation at Shenandoah National Park

Place of Meeting [PIMt] field # 13 :

For conference proceedings the meeting location is entered here. Enter the place followed by the state abbreviation.

FORMAT: City, *capitalized* STATE *abbreviation*

EXAMPLE: Valley Forge, PA
Sharpsburg, MD

Place of Publication [PIPb] field # 18 :

Enter the place of publication here including the city and state abbreviation or, when outside the United States, the country abbreviation.

FORMAT: city, *capitalized* STATE *abbreviation* or COUNTRY *abbreviation*

EXAMPLES: Washington, DC
Toronto, CN

Producer [Prod] field # 7 :

If a producer is listed for a video, enter the name of the individual here in the same form as the author field.

FORMAT: Last name, First name Middle name or initial

EXAMPLES: Davis, Anthony James
Davis, Anthony J.
Davis, A. J.=Dr.
=Audubon Society of Maryland

Publisher [Publ] field # 19 :

This is the place for the name(s) of the person(s) and/or organization(s) involved in producing the item. If there is more than one person or organization involved, separate each with an **and** .

FORMAT: Name of Publisher (*as it appears*)

EXAMPLES: Steven Howe Publishers
Steven Howe Publishers and Northwest Publishers
Steven Howe and Chris Squires

Report Identifier [RpID] field # 23 :

Enter here report numbers, as they appear on the document (there may be more than one). Include any words that accompany the number.

FORMAT: any combination of words, letters and/or numbers

EXAMPLES: 85-001-25
USGS 96-23167
Technical Report VT-0023

Scale [Scal] field # 29 :

This field appears in the Map workflow. Type the scale of the map as it is shown on the map.

FORMAT: number : number

EXAMPLE: 1 : 2400

Section Title [Sect] field # 4 :

In the Report workflow, this is where you enter the title of a section of a report (if you are describing only that section rather than the report as a whole). Follow the same format as the **Title** field.

FORMAT: Title of Section (*as it appears*)

EXAMPLE: Deer Habitat in Pennsylvania

Series Title [SrTi] field # 32 :

A "series title" is an overall title for a collection of documents published as a series. Enter this using the same format as the Title field.

FORMAT: Series Title (*as it appears*)

EXAMPLE: Water Resources Investigative Reports

Size [Size] field # 28 :

This refers to the physical size of an item (e.g. map, photographs).

FORMAT: width x length

EXAMPLE: 24 x 32

Title [Titl] fields # 4,9,11 :

There are two primary title fields in some Pro-Cite workforms:

- 1) **Title (Analytic)** refers to the title of a section of a larger work (e.g. title of a book chapter or a single paper in a conference proceedings).
- 2) **Title (Monographic)** refers to the title of a larger work as a whole (e.g. title of a book).

Enter the title the way it appears on the document. If the you are not sure what the exact title is or there is no title, do your best to create an appropriate one. If there are several titles, choose the one that seems most official.

FORMAT: Title (*as it appears*)

EXAMPLES: Vegetation study for Gettysburg National Military Park
Behavioral ecology of black bears in the Shenandoah Valley

University [Univ] field # 19 :

In the Dissertation workform, this where you enter the entire name of the university at which the dissertation was received. Include the name of the department if available.

FORMAT: Name of University, Name of Department

EXAMPLES: The Pennsylvania State University, School of Forest Resources
St. John's University, Department of Environmental Science

Volume Number [VoID] field # 22 :

Journals are generally published in volumes and then issues. Type in the volume number here by itself.

FORMAT: volume number

EXAMPLE: 103

Pro-Cite Workform Field Abbreviations (DOS Version)

<u>FIELD NO.</u>	<u>FIELD ABBR.</u>	<u>FIELD DESCRIPTION</u>
1	Auth	Author (Analytic)* or Catalog Author or
	Arts	Artist or
	Comp	Composer
2	AuRo	Author Role (Analytic)* or
	CoRo	Composer Role or
	ArRo	Artist Role
3	Affl	Author Affiliation (Analytic)*
4	Titl	Title (Analytic)* or Article Title or Catalog Title or Map Title or Program Title or
	Sect	Section Title or
	PapR	Paper Title
5	Medm	Medium Designator or Data File or Medium or Computer Program
6	CoPh	Connective Phrase
7	Auth	Author (Monographic)** or Programmer or
	Edtr	Editor/Compiler or
	Cart	Cartographer or
	Prod	Producer
8	AuRo	Author Role (Monographic)**
	EdRo	Editor/Compiler Role or
	CaRo	Cartographer Role or
	PrRo	Producer Role
9	Titl	Title (Monographic)** or Collection Title or Proceedings Title or Report Title or Recording Title or

*Analytic = Section or Part of a Larger Work

**Monographic = Larger Work as a Whole

<u>FIELD NO.</u>	<u>FIELD ABBR.</u>	<u>FIELD DESCRIPTION</u>	
	Jrnl	Journal Title	
10	Ltto	Letter To	
11	Titl	Title or	
	News	Newspaper Title	
12	DtMt	Date of Meeting	
13	PIMt	Place of Meeting	
14	Medm	Medium Designator	
15	Edit	Edition or	
	Vers	Version	
16	Auth	Author (Subsidiary)***	***Subsidiary = Added Features or Elements of a Work
	Perf	Performer or	
	Dctr	Director	
17	AuRo	Author Role (Subsidiary)***	
	PeRo	Performer Role or	
	DcRo	Director Role	
18	PIPu	Place of Publication	
19	Publ	Publisher Name or	
	Univ	University or	
	Dist	Distributor	
20	Date	Date of Publication or Date of Letter	
21	Copy	Date of Copyright	
22	VoID	Volume Identification or	
	Sect	Section of Newspaper or	
	CtNo	Catalog Number or	
	AqNo	Acquisition Number	
23	RpID	Report Identification or	
	MxNo	Matrix Number	
24	IsID	Issue Identification or	
	PtNo	Plate Number	

<u>FIELD NO.</u>	<u>FIELD ABBR.</u>	<u>FIELD DESCRIPTION</u>
25	Loc	Location in Work
26	Extn	Extent of Work or Extent of Letter
		or
	Time	Timing
27	PaMe	Packing Method
28	Size	Size of Work
29	Scal	Scale
		or
	RpRt	Reproduction Rate
30	SrEd	Series Editor
31	SrRo	Series Editor Role
32	SrTi	Series Title
33	SrVo	Series Volume Identification
34	SrIs	Series Issue Identification
35	DcTy	Document Type
36	CoPh	Connective Phrase
37	Aval	Availability
38	StLo	Storage Location
39	CODN	CODEN
40	ISSN	International Standard Serial Number
41	ISBN	International Standard Book Number
42	Note	Notes
43	Abst	Abstract
44	Call	Call Numbers
45	Desc	Descriptors

Pro-Cite Workform Field Abbreviations (Windows Version)

<u>FIELD NO.</u>	<u>FIELD DESCRIPTION</u>	
(01)	Author (Analytic)* or Catalog Author or Artist or Composer	
(02)	Author Role (Analytic)* or Composer Role or Artist Role	*Analytic = Section or Part of a Larger Work
(03)	Author Affiliation (Analytic)*	
(04)	Title (Analytic)* or Article Title or Catalog Title or Map Title or Program Title or Title/Subject or Section Title or Paper Title	
(05)	Medium Designator or Medium, Data File or Computer Program or Map Type	
(06)	Connective Phrase	
(07)	Author (Monographic)** or Author/Programmer or Editor/ Compiler or Cartographer or Producer	
(08)	Author Role (Monographic)** or Editor/Compiler Role or Cartographer Role or Producer Role	**Monographic = Larger Work as a Whole
(09)	Title (Monographic)** or Collection Title or Proceedings Title or Report Title or Recording Title or Journal Title	
(10)	Letter To	
(11)	Title or Newspaper Name or Translated Title	
(12)	Date of Meeting	
(13)	Place of Meeting or Area	

FIELD NO.	FIELD DESCRIPTION
(14)	Medium Designator
(15)	Edition or Version
(16)	Author (Subsidiary)*** or Performer ***Subsidiary = Added
(17)	Author Role (Subsidiary)*** or Performer Role or Director Role Features of a Work
(18)	Place of Publication
(19)	Publisher Name or University or Distributor
(20)	Date of Publication or Date of Letter
(21)	Date of Copyright or Original Publication Date
(22)	Volume Identification or Section or Catalog Number or Acquisition Number
(23)	Report Identification or Matrix Number
(24)	Issue Identification or Plate Number or Column Number
(25)	Location in Work or Page(s)
(26)	Extent of Work or Extent of Letter or Timing
(27)	Packaging Method
(28)	Size of Work
(29)	Scale or Frequency of Publication

<u>FIELD NO.</u>	<u>FIELD DESCRIPTION</u>
(30)	Series Editor
(31)	Series Editor Role
(32)	Series Title
(33)	Series Volume Identification
(34)	Series Issue Identification
(35)	Documeny Type or Language
(36)	Connective Phrase
(37)	Availability
(38)	Storage Location
(39)	CODEN
(40)	International Standard Serial Number
(41)	International Standard Book Number
(42)	Notes
(43)	Abstract
(44)	Call Number
(45)	Keywords

NPS Natural Resource Bibliography: List of SUBJECT Terms

ANIMAL STUDIES

AQUATIC STUDIES

ARCHEOLOGY

ATMOSPHERIC SCIENCES

ECOLOGY

ETHNOLOGY

GEOGRAPHY

GEOLOGY

HISTORY

MANAGEMENT

PALEONTOLOGY

PLANT STUDIES

RECREATION

NPS Natural Resource Bibliography: List of FORMAT Terms

aerial photographs

artifacts

audio recording

computer disk

computer file

computer print-out

filmstrip

infrared photographs

LANDSAT images

map

microfiche and microfilm

photographs

questionnaires

slides

specimens

transparencies

video cassette

NPS Natural Resource Bibliography: List of DOCUMENT Terms

annual report

bibliography

checklist

database

diaries and journals

directory

environmental assessment

Environmental Impact Statement (EIS)

field notes

guidebook

handbook

interpretive document

laws and legislation

legal documents

manual

newspaper clippings

oral history

plan

research proposal

research report

survey

Appendix C

List of Authoritative Sources for Scientific and Common Names

Plants

USDA Plants database: <http://trident.ftc.nrcs.usda.gov/plants/plntmenu.html>

National Plant Germplasm System: <http://www.ars-grin.gov/npgs/>

A field guide to eastern trees. George A. Petrides. Houghton Mifflin Company, New York. (1988)

Vertebrates

Checklist of vertebrates of the United States, the U.S. Trust Territories and Canada. Richard C. Banks, Roy M. McDiarmid, Alfred L. Gardner. US Fish and Wildlife Service Resource Publication 166, 79 p. (1987)

Fish and Wildlife Reference Service: <http://www.fws.gov/search/fwrefser.html>

Birds

Check list of North American birds, sixth edition. American Ornithologists' Union Committee on Classification and Nomenclature. American Ornithologists' Union, 877 p. (1983)

Thirty-seventh supplement to the American Ornithologists' Union checklist of North American birds, Auk 106: 532-538. (1989)

A complete list of the birds of the world. Richard Howard and Alick Moore. Harcourt Brace Jovanovich, New York. (1991)

A field guide to eastern birds. Roger Tory Peterson and Virginia Marie Peterson. Houghton Mifflin Company, New York. (1980)

Mammals

Revised checklist of North American mammals north of Mexico, 1991. J.K. Jones, Jr, R.S. Hoffmann, D. W. Rice, C. Jones, R. F., Baker, M.G. Engstrom. Occasional Papers of the Museum, Texas Tech University 146, 23 p. (1992)

A world list of mammalian species. G. B. Corbet and J. E. Hill. Cornell University Press, Ithaca, NY. (1980)

Reptiles and Amphibians

Catalogue of American amphibians and reptiles, 1-100. American Society of Ichthyologists and Herpetologists, Herpetological Catalogue Committee
1963-1970. American Society of Ichthyologists and Herpetologists.

Standard common and current scientific names for North American amphibians and reptiles, third edition. Joseph T. Collins. Society for the Study of Amphibians and Reptiles
Herpetological Circular 19, 41 p. (1990)

A field guide to reptiles and amphibians: Eastern and Central North America. Roger Conant and Joseph T. Collins. Houghton Mifflin Company, New York. (1991)

Fishes

Common and scientific names of fishes from the United States and Canada, fifth edition.
American Fisheries Society, Special Publication 20.

National Audubon Society field guide to North American fishes, whales, and dolphins. Herbert T. Boschung, Jr., James D. Williams, Daniel W. Gotshell, David K. Caldwell, and Melba C. Caldwell. Alfred A. Knopf, New York. (1994)

Freshwater Invertebrates

Freshwater invertebrates of the United States. Robert W. Pennak. John Wiley & Sons, New York. 803 p. (1979)

Mollusks

Common and scientific names of aquatic invertebrates from the United States and Canada: mollusks. Donna D. Turgeon, Arthur E. Bogan, Eugene V. Coan, William K. Emerson, William G. Lyons, William L. Pratt, Clyde F.E. Rober, Amelie Scheltema, Fred G. Thompson and James D. Williams. American Fisheries Society Special Publication 16, 277 p. (1988)

Insects and Arthropods

Common names of insects & related organisms. Floyd G. Werner. Entomological Society of America, College Park, MD, 132 p. (1989)

American insects: a handbook of the insects of America north of Mexico. Ross H. Arnett, Jr. (1985)

An introduction to the aquatic insects of North America, 1984. R.W. Merritt and K.W. Cumins, eds. *in* An introduction to the study of insects. Donald J. Borror, C.A. Triplehorn, N.F. Johnson. Sanders College Publishing, Philadelphia. (1989)

National Audubon Society field guide to North American insects and spiders. Lorus Milne and Margery Milne. Alfred A. Knopf, New York. (1994)

Butterflies

The common names of North American butterflies. Jacqueline Y. Miller. Smithsonian Institution Press, Washington DC, 177 p. (1992)

Decapod Crustaceans

Common and scientific names of aquatic invertebrates from the United States and Canada: decapod crustaceans. A.B. Williams, I.G. Abele, D.L. Felder, H.H. Hobbs, Jr., R.B. Manning, P.A. McLaughlin, and I. Perez Farfante. American Fisheries Society Special Publication 17, 77 p. (1989)