



Doc's Prescriptions

Ohio GODORT

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TO THE MEMBERS:
OHIO GODORT

Carol Singer

I'm very pleased that our Fall meeting will center on the use of CD-ROM technology. It should give us an opportunity to examine the advantages and disadvantages of this format.

I'm excited about the wonderful new points of access this format provides for bibliographic indexes. From the moment I saw the CIS Masterfile in action, I knew that I conceived a passion for purchasing it. I am also eagerly anticipating having access to census data which wasn't available to me in the past.

I am, however, concerned about four things: first, the cost of the equipment necessary to use the CD-ROMs; second: the necessity of learning dBase III Plus in order to manipulate the census data; third, the allotment of staff time to maintain the equipment and to assist users to manipulate census data; fourth, the longevity of CD-ROMs, which are reported to have a shelf-life of ten years.

I look forward to working together to find solutions to these problems and learn to use this format to its fullest potential.

WELCOME TO CINCINNATI

I hope that everyone is able to attend the Fall Meeting on the 21st of October. I have requested good weather for that weekend.

Graham Walden, Program Chair, has put together an interesting meeting for us on some of the new CD-ROM products. Additional details are printed later in the newsletter. Graham has also started planning for the Spring Meeting. It will tentatively address the impact of CD-ROMS on documents and document reference work. I would like to have some articles for the Spring issue of the newsletter on your experiences with CDs, online catalogs, and online data bases. By Spring we will all have had some experience with the Census Test Disc II. What has worked for your library and patrons? Or, if you have a question you would like to have answered, please let me know and I will try to find someone to answer it.

Mary Prophet, Denison University, contacted me on her Library's concerns about the GPO document user survey. She was calling several libraries in the state to see what their reaction was to the survey, the instructions and how it was going to be done physically in various libraries. Contact Mary if you have questions or would like to know some of the responses that she received.

The fiche are coming again! We received the first of the new microfiche shipments this past week, its been a long time. It sounds like GPO has worked out a good system of contracts for the fiche, I hope it all goes as planned. Government procurement and contracts are another world.

We got Census Test Disc II in the mail today. The other test sites in Ohio are Case Western Library, University of Akron Library, Toledo Public Library, State Library of Ohio, and Kenyon College. I have just glanced at the information and manual that comes with the CD, but they look useful. There is a list of dealers for the Microsoft MS-DOS CD ROM Extensions. I am enclosing a copy of page 11 & 12 from the packet, it explains why you need to have a microsoft extension. As I understand it, everything depends on when you purchased your CD-ROM drive, some drives now come with the microsoft extension, but other will have to have one installed. Fortunately, the UC Reference Department has a very nice CD-ROM expert, who keeps track of things like this. I have asked Randy Roberts to write a short article for this issue on some basic things you need to know about CDs and what has worked for us. I will try have additional articles in the Winter issue of the newsletter on how other libraries are coping with this new technology.

Margaret Powell's bibliography will help you get started on your reading about CD-ROMs. I hope that Coleen Parmer's and Carol Singer's articles on dBase will also help you, if you are looking into data base management systems.

The Ohio DOC column will be a joint venture for awhile. Sherry Mosely will be doing most of the research and phone calls. I get to think up some of the questions and to write it. We both will be very glad of any assistance that you can give us.

I want to thank all of the contributors to this issue of DOC'S PRESCRIPTIONS for their excellent articles and for being so prompt. I get to go on vacation now! But first I to read the survey instructions, get the Census Test Disk II up, figure out how to work the new phone system, read the Hannah manual and find someone to explain my syntax error in my dBase mailing label program. Maybe I'll just wait until I come back.

AROUND THE STATE

Ellen Conrad, Government Publications Associate, Andrews Library, The College of Wooster, has just completed a revised and updated edition of her useful index to the L.C. Science Tracer Bullet series. It has been published in RSR 16:49-56 No. 3 1988.

The University of Toledo has received word that the depository libraries in their area will be inspected by GPO later this year.

Jean Sears and Margaret Lewis, Document Librarians at Miami University, have an article in the latest issue of Government Publications Review 15:323-341, 1988. "Currency of Selected U.S. Federal Government Agency Annual Reports Received by Depository Libraries," contains, in addition to a statistical report on the currency of the 412 selected reports, listings of the reports by sudoc number giving the status of the report and what happened to it if it is no longer current.

The Marx Law Library at the University of Cincinnati has subscribed to Hannah Information Systems. They are being trained September 12, 1988. The Law Library will be the main contact for this, but the UC Documents Unit will have access through Law's account.

Congratulations to Coleen Parmer, the new Document/Reference Librarian at Bowling Green University. Her first day in the Reference Department is October 1, 1988.

The University of Cincinnati's new phone system is still being installed. If you cannot reach me at 513-475-5009, try 513-556-1874.

HAVE YOU SEEN

I want to thank Alice Jones, of the Marx Law Library for lending me her copies of Jurisdocs, which is the newsletter of the American Law Libraries Association Documents Group. Each issue contains several interesting columns and short reports from various meetings. The Fall 1987 issue also had a short annotated bibliography on the Office of Child Support Enforcement on pages 27-29 by Kevin Fredette. The same issue has an article on "Nominee Ginsburg and the Congress: a Briefly Annotated Chronology," on pages 14-22. The article was done by Cheryl Nyberg, a regular contributor, and contains excerpts from Judge Ginsburg's congressional testimony. It includes several quotes from his July 17, 1985 testimony in support of OMB Circular A-130. The Winter 1988 issue of Jurisdocs has Cheryl Nyberg's "Freedom of Information: Resources," on page 36-42. In the Spring issue Nyberg's column was on recent federal and state documents containing subject compilations of state laws.

I think The Threat From Substandard Fasteners: Is America Losing Its Grip? (Y 4.En 2/3:100-Y) should get an award of some sort for its title.

OF INTEREST

The Federal Travel Directory (GS 1.29:) is prepared to help federal employees plan trips. The prices given may not apply to your everyday patrons as they are government contract or discount rates, but the directory will help anyone to find out what airline goes to various cities and it gives arrival and departure times. It also gives information on car rentals and hotels. A new feature is ground transportation information--where the airport is located, how long it takes to get into the city, cost of the limousine service and who operates it, with a phone number. The directory is updated monthly.

Jim Voelker, from the 6th District U.S. Circuit Court in Cincinnati provided this question and answer. Where do you find an "imputed applicable federal rate"? AFRs are revised and published monthly in the IRS Bulletin. The August rates were in the August 1st issue. The September rates were available on LEXUS by the last week of August. While looking for this I also discovered that a full size copy of new IRS Form 8594 (Asset Acquisition Statement) is printed on page 61 and 62 of the August 8th issue of the IRS Bulletin.

DOC TECH

Miami University is getting the Autographics Monthly Catalog on CD.

The Marx Law Library at UC and the US 6th District Circuit Court now have fax machines. What other libraries in the state have fax equipment?

"Federal Information on CD-ROM: What's happening." dttp 16:No.2 June 1988 p. 75-80, contains a report on the October 15, 1987 Depository Council Meeting on CD-ROMS. There is a short history of the CD-ROM technology and information on what the various federal agencies are doing.

Northern Kentucky University Documents Department uses a cordless phone in their stack area. They originally got it as one person had to cover more than one phone on that level in the evenings, but they now use when they have to go to the stacks to get an answer to a reference question.

OHIO DOCS

Crime in Ohio has not been published since 1983. The Bureau of Criminal Identification and Investigation no longer processes and publishes these statistics. The Bureau now acts as a collection agent forwarding the forms and information to the FBI. If you need statistics that are more detailed than the Uniform Crime Reports, the BCI suggests that you contact your local police department for data from the forms they sent to the FBI.

The 1987 Ohio Vital Statistics had not been published as of August 11, 1988.

The Ohio Bureau of Employment Services has discontinued Labor Turnover Rates (OES 194.16/14:) with December 1981 and Ohio Labor Market in 1985.

Labor Force Estimates (OES 194.16/17-2:) began in 1986 and Labor Market Review (OES 194.6/2:) began in 1985.

Sherry has to sent to me a photocopy of the Ohio Labor Market Information Directory that she recently received from OBES. It was published in December 1986, by the OBES, Labor Market Information Division, 145 South Front Street, P.O. Box 1618, Columbus, Ohio 43216. The directory was not an Ohio Depository title. It contains detailed information on the publications of OBES giving the source of the data, limitations, frequency, geographic area covered and the level of detail available. There is also a section on other sources of Ohio labor market information with titles, information about the contents of the publications and how to get them. A reduced copy of the OBES order blank is attached, (Researched by Sherry Mosley)

CINCINNATI MEETING OF OHIO GODORT

PARKING

There will be a charge for parking on the UC campus. The best place to park is in the garage under the library. Then go to the elevator and come up to the 4th floor, which is the entrance level to the Langsam Library. If the Library Garage is filled, there should be space available in the College of Business Garage next to the Library Garage.

MEETING ROOMS

I have reserved several rooms for our meeting in the Library. The informal discussion period and the business meeting will take place in room 641. The program may be in room 461. It will depend on the equipment needed and the number of people attending. Signs will be posted.

LUNCH

Lunch will be "on your own." There are several restaurants and fast food places in the area. We will have a list of some of our favorite choices available at the meeting.

TOURS, DEMONSTRATIONS, ETC.

The University of Cincinnati has the following CD-ROMS on campus: Dialog's ERIC and NTIS databases, the Census Bureau's Test Disc I and II, and Marcive's demonstration disc for their cleaned up version of the GPO tapes. We also have a copy of the Oxford English Dictionary on CD-ROM.

The Public Library of Cincinnati and Hamilton County will set up a tour of their library for us Thursday evening if anyone is interested. They have the Autographics CD.

Hannah Information Systems database will be available in the Reference Department if anyone would like to see and use it.

DINNER

If anyone who is coming in Thursday night or staying over Friday night would like to go out to dinner, let me know where you are staying and we will get a group together.

In spite of all the dire predictions about the heat in New Orleans, I found it was a wonderful place to hold a convention. As usual it was important to get the GODORT Annotated Schedule to see when and where the meetings would be held. I didn't get to the convention until Saturday, so I missed the important GODORT FDTF Business meeting. I understand that Mr. Fossedal sent Bonnie Trivizas to be his representative due to budget constraints. Some wondered if that was really the reason or if he just didn't want to face the "heat" in New Orleans. Of course there was much discussion about the microfiche situation, but the people I spoke with felt that the problems were being resolved in as timely fashion as possible. There was remarkably little controversy. Are we just worn down and demoralized? (for an update see ADMIN. NOTES, Vol. 9, No. 11, July 1988).

The Law and Political Science Section of the ACRL and GODORT/IDTF sponsored an excellent program. The panel discussion got me all fired up about the immense amount of information available from International Government Organizations.

I was unable to attend the GODORT Reception at the Milton Letter Branch. This mansion was built in 1907 and is listed in the National Register of Historic Places. By all accounts, the reception was a huge success, and our own Graham Walden was commended for his work with the GODORT Membership Committee in planning this gathering.

The Congressional Information Service Breakfast with Herbert S. White, Dean of the Indiana University Library School, was--as usual-- very well attended. If you haven't heard him speak, take every opportunity to do so. He is very entertaining while hitting hard on many issues dear to documents librarians' hearts!

We left the breakfast to go directly into one of those marathon meetings requiring more stamina than any mortal has. This was "Finding the Answer to Your Toughest Reference Questions: Training the General Information Provider to Use Government Information." It was moderated by Gary Purcell and was billed as "a series of presentations on how different institutions have gone about introducing government information to those staff members who do not normally work with this type of information". Unfortunately, although each presentation was thoughtfully prepared, the session was far too long. There were seven (7) panel participants.

Tuesday's business meeting consisted of awards, committee reports, and action items. A report will appear in detail in DTTP. Three resolutions went to Council concerning the paper distribution of the Congressional Record, the microfiche problems, and a resolution in support of the recommendations from the Special Committee in Freedom and Equality of Access to Information.

Of special interest to me was the report of the Education Committee. It is continuing work on the GODORT Guides to Government Publications. These will be distributed free or at low cost. Drafts have been sent to the Publications Committee for approval. The Education Committee has volunteers to prepare the first 25 sheets and will put out a call if volunteers are needed for more. The Committee hopes to be able to begin completing this project by midwinter.

The value of a convention like this is in meeting people from other depositories, comparing procedures and war stories, and getting a sense of the state of the profession. I also need the injection of the vitality of the "new blood." I am still convinced that there is creative and assertive leadership in documents librarianship, and that this is the place to be for a feeling of accomplishment and growth.

Mapping and technology have always worked very close together. If you read about the history of cartography you will find that mapmakers are usually in the forefront in applying new technologies. However, this effort has usually been applied to the production of paper maps. Mapmakers have been using computer technology for many years. Almost all cartographic curricula include courses in computer mapping and interpretation of data. With computer produced maps the information to be mapped is usually collected and manipulated by the computer. The information is coded into the computer in a digitized form and the computer then creates an image from this information. Many of these systems are used commercially but have not been available publically until recently. The commercial systems produced paper maps which were sold through the regular channels. Only as the graphic capabilities of the publicly available computers have been refined, have we seen actual maps produced on a computer screen. Many of the home computers (such as Macintosh) have a base map included in their graphics package upon which you can plot data to create your own map.

The most common use of the computer in maps has been the storage of indexing data. This may take the form of gazeteers such as the USGS publication National Gazetteer of the United States. The published volumes are parts of Professional Paper 1200 but the preliminary volumes are computer print-outs, fiche or magnetic tapes of the Geographic Names Information Service (GNIS). Buckminster Publishing has a Place Name Index on CD Rom which appears to utilize the same information.

In the past many types of information were stored in computers and could be retrieved by a geologically defined search. Thus, a great deal of Census information could be compiled for a certain geographical area and easily retrieved. Strategic Planning, Inc., sells a package for the IBM PC which presents demographics, survey or marketing data by state, county, zip code, or Census Tract. Chadwyck Healy's Supermap product presents county level 1980 Census data on CD Rom.

Maps have been available on microfiche for many years. Several historical series have been filmed by the Library of Congress, the Western Association of Map Libraries and others for purchase by libraries. Now computer produced fiche are made of various databases including gazeteers.

Maps which have been stored in computerized form for many years are a natural product to produce on CD Rom. Perhaps the only limiting factor will be the size of the market. Since the initial master is very expensive to produce, map products must attract a sizeable market to be financially feasible. Several products are now being proposed or have made their initial appearance on the market. DMA will produce 10-12 CD Rom products in 1989 of maps at 1:200,000 scale or smaller. USGS has issued prototypes of possible CD Rom products including maps (Prototype 2) (Administrative Notes, v. 9, no. 8, p.22). DeLorme Mapping Systems has produced the first digital World Atlas on a compact disc. This has been demonstrated but is not yet marketed widely (SLA G&M Div. Bull., 147, p. 61). Geovision Inc. has released the Geodisc Georgia Atlas on CD Rom and plans to produce one for each of the fifty states in the future. This atlas is particularly intriguing because of a variable scale which allows you to "zoom" in on some data at a scale of 1:3000 approximately. (baseline v. 9, no. 4, p. 105)

It will be interesting to see how these products perform. We may all have to prepare for multiple computer terminals in our maps collections instead of map cases for future equipment purchases.

WHAT OMB HATH WROUGHT! or
The smaller shape of the census to come (1990)

George A. Kline

The OMB--Census Bureau battles, testing the design, size and implementation are over and a treaty has been signed (no mention of "in whose blood"). According to Census and You, April-May 1988 (a new, improved? version of Data User News) the sample for the long form will go to 17.7 million housing units, down from the 1980 level of 19.3 million. This article notes that the sample quantity "will relieve" those untapped 1.6 million units from the wear and tear of responding. A plausible comment might ask what later relief there will be for the public agencies and the marketing industry (bow towards Mammon) when that dreaded spectre of Undercount fudges up the figures on poverty and \$70,000+ households respectively.

The long form will now include a query on cost of utilities/fuels for both the owner and renter. The value of a housing unit or the rent paid shifts now to the short form, along with the "total rooms" question. Plumbing characteristics and condo questions shift to the long form. We'll have more data on the monetary factors for the nation's housing. But the fascination of knowing almost for certain how many flush johns occupy this great land fades now into trivia Limbo.

Deleted questions are activity 5 years ago, marital history, and weeks spent looking for work from the population side. From the housing side, lost are access to unit, number of stories in the building, number of bathrooms (!!), air conditioning, heating equipment, types of water heating and cooking fuels, and the presence of an elevator.

New reporting items are a question on congregate housing; the crucial factor here concerns the inclusion of meals in rent. Further new questions deal with mortgages and home equity loans, condo fees, and the costs of mobile homes. Disability questions also increase.

Out of this shuffle a census user might become discouraged with the population questions dropped as mentioned above. While state employment/unemployment figures from the State's agencies will note sex and marital status, the showcase of a national sample in a national statistical series puts the information before more probing eyes. And the possible permutations using the STF tapes are then untapped. But the business of Census is also the business of politics. The Bureau must give away some peripheral items in order to defend the cherished, crucial core questions. The final tally has not been as dire as once was feared. Some of the gods are still smiling upon us.



UC recently received the following Congressional hearings on the census:

Role of Minority Communities in Decennial Census (Y 4.P 84/10:100-63).

The Decennial Census Improvement (Y 4.P 84/10:100-51).

Census residency rules: Military Personnel Abroad (Y 4. P 84/10:100-49).

CD-ROM: A BRIEF REVIEW OF THE CURRENT LITERATURE
Margaret S. Powell

Faced with a request to supply a bibliography on CD-ROM, something which has already been done several times, I decided to reinterpret the request and bring the latest published bibliographies on CD-ROM up to date. Even that would have been a monumental task because of the tremendous amount of literature which has appeared on this subject in the last three years. So I settled on the following brief review of the current literature, which is intended to point a way through the maze, instead of creating a massive citation list, which would fill this issue and which would be outdated as soon as I typed it.

The December 1987 issue of the Wilson Library Bulletin, which was devoted to CD-ROM, the industry, the market, its promise and its pitfalls, also contained an extremely helpful, but short, annotated bibliography of pertinent sources. Included were citations to and evaluations of some basic background books, a listing of the major journals covering the field, a few other recent bibliographies, and several conference proceedings. See: Rachel, Michael. "How to keep up: Absolutely essential CD-ROM reading." Wilson Library Bulletin 62:41-42 Dec. 1987.

While all of the articles in this issue were interesting and timely, the most useful and exciting, in my opinion, was the straight-shooting, clear-eyed, critical evaluation of this revolutionary technology by Barbara Quint, "How is CD-ROM disappointing? Let me count the ways." op cit., pp. 32-34, 102. Mark her words carefully, before committing all of your megabucks to these end-of-the-rainbow disks.

A very useful directory of library vendors and their CD-ROM products appeared on pages 21 and 22 of this same issue.

Since December and the Wilson Library Bulletin issue, of course, this fast moving field has continued to move and change. A brief DIALOG search of the literature since 1987 revealed a substantial number of new articles and monographs on various aspects of CD-ROM technology. The pivotal year, as far as Library Literature periodical indexers were concerned, was 1985. Three articles on CD-ROM were listed then along with the materials under "Optical discs See also Floppy disks, Video disks". The following year a new subject category, "CD-ROM", was established, heading a full column of relevant citations. Although a great bulge appeared in the literature of 1987 (three columns of articles listed), citations in the first half of 1988 have already equalled this total. For a sampling of the material available, check Library Literature or DIALOG's LISA (File 61). A few of the particularly enticing periodical articles listed follow:

Alberico, R. "Justifying CD-ROM." Small Computers in Libraries 7:18-20 Feb. 1987.

Bardes, D. "Don't wait to adopt CD-ROM." Library Software Review 6:94-96 Mar./Apr. 1987.

"CD-ROM vs online: can both exist?" Bulletin of the American Society for Information Science 14:14-27 Oct./Nov. 1987

Herther, N.K. "CDROM at [1987] ALA: a conference report." Online 11:96-100 Nov. 1987.

_____. "How to evaluate reference materials on CD-ROM." Online 12:106-108 Mar. 1988.

_____. "The next CD evolution: Compact disk-interactive (CD-I): an interview with Bert Gall." Online 12:68-70 Jan. 1988.

Pearce, K.J. "CD-ROM: caveat emptor [impact of CD-ROM on instructional and research activities of Columbia University]" Library Journal 113:37-38 Feb. 1, 1988.

Peters, C. "Databases on CD-ROM: comparative factors for purchase." The Electronic Library 5:154-160 June 1987.

Price-Wilkin, John. "OPTTEXT: government publications on CD-ROM." RSR 15:9-14 Summer 1987. CD-ROM versions of the Code of Federal Regulations and the Federal Register.

Reese, J. and R. Steffey. "ERIC on CD-ROM: a comparison of DIALOG OnDisc, OCLC's Search CD450 and SilverPlatter." Online 11:42-54 Sept. 1987.

Sy, K.J. CD-ROM and related technologies: challenges for federal information policy." Bulletin of the American Society for Information Science 13:26-27 Aug./Sept. 1987.

Tenopir, Carol. "Publications on CD-ROM: librarians can make a difference." Library Journal 112:62-63 Sept. 15, 1987.

Vandergrift, K.E. and others. "CD-ROM: perspectives on an emerging technology." School Library Journal 33:27-31 June/July 1987; 33:22-25 Aug. 1987. Includes annotated bibliographies.

Other recent bibliographies, not listed in Rechel's article, include:

Byerly, Greg. Online and on-disk searching: A dictionary and bibliographic guide. Littleton, CO: Libraries Unlimited, 1988. (Sept.)

Saffady, William. Optical-storage technology, 1987; A state of the art review. Westport, CT: Meckler, 1987. Bibliography: p. 85-104.

Video-based information systems; a guide for educational business, library, and home use. Chicago: American Library Association, 1985.

Somewhat surprisingly, the most recent Books in Print and Forthcoming Books in Print list only a handful of other monographs on the subject, including a children's book and two maintenance and repair manuals. For example:

Buddine, Laura and Elizabeth Young. The Brady guide to CD-ROM. New York: Prentice-Hall, 1987.

Heller, Neil R. and Thomas Bentz. Compact disc troubleshooting & repair. Indianapolis, IN: H.W. Sams, 1988.

Hendley, A.M. (Tony). Videodiscs, compact discs and digital optical disk systems; an introduction to the technologies and the systems and their potential for information storage, retrieval and dissemination. Hatfield, Herts: Cimtech, 1985.

McComb, Gordon and John Cook. Compact disk player maintenance and repair manual. Blue Ridge Summit, PA: Tab Books, 1987.

It seems that most library, or resource-related conferences and meetings held in recent months have included CD-ROM on the agenda. One of the sessions at the Depository Library Council Meeting, October 1987, highlighted CD-ROM projects of several federal agencies and announced distribution of government information in CD-ROM format to the depository library community. (I keep hoping that the next box we open will contain the second Census disk.) Minutes from that session and other related reports have since appeared in Administrative Notes this year, which can provide an overview of federal activities in this field.

Last spring, (April 27, 1988), ACRL/CJCLS and the Community College Association for Instruction and Technology sponsored an extremely comprehensive and successful Techno-Com Teleconference on CD-ROM, moderated by Nancy Melin Nelson, editor of the periodical CD-ROM Librarian. The Meckler-produced workbook for this teleconference contained excellent summary articles and listed several useful sources, including:

Hendley, A.M. (Tony). CD-ROM and optical publishing systems; an assessment of the impact of optical read-only memory systems on the information industry and a comparison between them and traditional paper, microfilm, and online publishing systems. Westport, CT: Meckler, 1987.

Micrographics and optical storage equipment review. Vol. 10-1985- Westport, CT: Meckler. (Annual) Earlier title: Micrographics equipment review.

Nelson, Nancy Melin. CD-ROMs in print, 1987. Westport, CT: Meckler, 1987. 1988-1989 to be published July 1988.

_____. Library applications of optical disk and CD-ROM technology. Westport, CT: Meckler, 1987.

Obviously, these sources represent only a few of the many ways to keep up with this field. Since almost everything seems to have CD-ROM in it, it should not be a difficult task to keep informed.



PRINTING ADDRESS LABELS

"It's easy!"

Nani Ball

I had been told it would be easy to print address labels, so I started in on the project with confidence--and it was easy. My library has made various uses of the data base program Professional File. For example, we have one file that keeps track of the library budget, another has just been developed for printing overdue notices, and I have used the program for an items number file, entering all the items we select (about 25%). We are using a Zenith AT compatible, but the Professional File program is also available for Apple computers.

For the GODORT Members file I designed records to accommodate name, address information, phone number and membership status.

NAME:

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

ADDRESS 4:

PHONE NUMBER:

DUES PAID THROUGH:

Professional File has a built-in save feature. As each record is completed, and you press F10 to go on to the next, your record is automatically saved. When all the records were completed and I was ready to print the labels, I simply answered the program prompts to indicate first, which fields to print, next, which records to print (in this case all), and finally to indicate the page description. The key here is to fill in the correct page length. Each record is printed on a page. If you leave the default page length which is 66 lines, you get one name and address on each 8 1/2 x 11 page. Changing the page length to 6 lines worked very well for label printing. The first labels I printed were not positioned exactly right in the printer. The addresses with five lines were running over onto the next label, but there was extra room at the top of each label. A little adjusting corrected that problem. The only other problem was that some of the addresses had lines too long for the width of the label and it was necessary to edit the address lines to a maximum of 32 characters.

The same data base will be used to print a list of Ohio GODORT members. I will want to print out the membership list in alphabetical order by last name and as the records are designed now, they can only be sorted by first name in the name field. To solve this problem I will add another field to each record with just the last name and use this for alpha sorting.

A database management program allows you to organize, store and retrieve information in a computer. Such a program also allows you to sort information in a variety of ways and generate reports of that information. Any manual file, from address lists to shelflists, can be automated with a database management program. The first step is to decide which manual files to convert and then determine what information you want in the system and in what ways you want to retrieve the information. For instance, if you wanted to create an address file, you would probably want to be able to retrieve by name, perhaps by institution, city, or ZIP code. You might want to be able to generate address labels or a list of names in alphabetical order. Would phone numbers be useful?

The database software program that you select depends upon the size of the database (the amount of information you want in your program) and the flexibility that you need. A number of excellent, inexpensive programs are perfectly suitable for a small, simple file such as the address database discussed above. I have had experience with PC File and File Express and both are easy to learn and inexpensive (around \$40.00). I used PC File to set up a simple item number database. This database contained only six fields of information: item number, format, whether we selected it or not, and whether three nearby institutions had selected it or not. While it was easy to set up and use, it did not have as much information as it should have had. Other databases are more flexible but frequently more complicated.

dBase III Plus is not a simple database management program. It is not easy to learn and it most definitely is not inexpensive (the lowest price I've seen is about \$400.00). It does, however, have amazing capacity and power. It can hold a billion records and 128 fields per record. It could readily handle a library collection. It has a tremendous amount of retrieval and reporting flexibility. The very power of the program makes it complex to use and challenging to learn. In smaller programs such as Pc File operations can be done in one or two keys strokes, but in dBase III Plus it takes a number of small steps to perform most functions. This is because the program is designed to hold so much information and perform so many operations.

dBase started out as a programmer's program, no amateurs please. dBase III Plus is the newest version and, with its greatly enhanced ASSIST program, is more user friendly than earlier versions. You can run dBase with direct commands, such as CREATE QUERY, GO TO, LOCATE, etc., or use the ASSIST program which places a template on the screen and drives the program with menus. With the menu in place, dBase looks more like the software programs we non-experts know. Although there are some functions which can not be operated in the ASSIST program, I have never needed them. It is likely that, once you have learned to use the ASSIST program and are comfortable with it, you could go on to learn to run the program with direct commands, which are faster and more powerful. The direct commands, however, are intimidating to newcomers, and I would recommend starting with the ASSIST program.

While dBase III Plus is expensive and challenging to learn, there are several reasons to spend the time and money. It is large enough to hold all the records for the GPO Item Numbers, with all the information you could possibly want. If you did not want to tackle setting up your own program, the University of California at Riverside database is available for purchase from the depository

library that created it. This database contains all the active item numbers, titles, SUDOC numbers, notes, selection information, and more, and can be modified to reflect your institution's selections. You must, however, have dBase III or dBase III Plus to operate it. (Full information is available in Administrative Notes, v. 7, no. 18, p. 2-3).

GPO is in the process of automating many of their in-house files using dBase III Plus. Their database, nicknamed Pamala, currently contains four information files, three of which are generated from the Biennial Depository Library Surveys. As GPO gains expertise in dBase more applications will be found. While the files they are creating right now are not public files, there probably will come a time when they will use dBase to create files suitable for distribution--although no such plans currently exist.

Finally, if you are going to automate files, you might as well start with a program which has virtually unlimited capacity and flexibility. The more you work with a database management system, the more comfortable you feel, and the more applications you find. With dBase you will not run out of room or options.



DOCS DETECTIVE:
THE ELECTRONIC SHEFLIST

Carol Singer

We've all had to struggle with the limitations of a card shelflist. Indeed, some of us have had to struggle with the limitations of not having any kind of shelflist.

Last fall I decided to remedy the situation by computerizing my shelflist. We ordered a Wyse IBM-compatible microcomputer with a 40mb hard disc and a high-density 1.2 mb floppy discs drive. The computer arrived this spring and I began experimenting with dBase III Plus. I chose dBase because it is a commonly used database program and because the Census Bureau issues floppy discs and CD-ROMs designed to be used with dBase.

After trying several formats, I settled on five fields: classification number, title, publication date, format and a notes field. There are many other fields that might be useful to other libraries, but these are sufficient for my purposes. These fields also make it very easy for students to enter the information directly from the shipping lists.

One of the nicest features is that I can now perform title/keyword searches or classification number searches. I can even print out a list of all documents that begin HE 1.2:, are in microfiche, and were published in 1985, if I wish.

My biggest limitation is that the database is so new that I have fewer than 2,500 entries. As we own 171,000 government documents, we have quite a lot of work ahead of us.

We were not able to get the Census Test Disc up and working in time to make the deadline for mailing. We have been having problems getting our microsoft extension installed. It is very true, you have to follow the instructions exactly! We will keep trying and should have it by the first of October if you have any questions.

In place of the information on Census Test Disc II, I am enclosing a short list of material that we have found on radon. There is a list of EPA phone numbers for each state given in the NEW YORK TIMES Wed. , September 14, 1988, page 13 (National Edition). The number for Ohio is 1-800-523-4439. We called and they are sending some information.

Radon and indoor air pollution, 1985. (Y 4.Sci 2:99/66)

Indoor air pollution, 1985. (Y 4.P96/10: S. hrg. 99-210)

Citizens guide. (EP 1.8:C49/2)

Radon reduction . . . (EP 1.8:R 11/2)

Radon contamination, how federal agencies deal with it.
(Y 4.P96/10:S. hrg. 100-657)

Radon reduction methods, a homeowner's guide. (EP 1.8:R11/2)

Radon reduction techniques for detached houses: technical guidance
(EP 1.8:R11)

Karen

"HERE'S LOOKING AT U,CLID"

UCLID, the University of Cincinnati Libraries Information Database, has changed the face of library use at the University of Cincinnati. The computerized card catalog has replaced wooden drawers and cabinets with computer terminals and keyboards; 3x5 cards with display screens; and traditionally limited library hours with expanded access from a home or office computer.

First introduced to the public in September 1986, UCLID presently contains over 875,000 titles of books, journals, government documents, audio-visual materials and microforms. This represents approximately 80-85% of the holdings of all of UC's 18 libraries (Langsam Library, the college and departmental libraries, the Medical Center Libraries, the Law Library, the Clermont College Library, and the Raymond Walters College Library) -- the first time ever in the University's history that access to all of these collections has been found in one place.

There are two methods of access to the information contained in UCLID. The first of these, known as Easy Access, is a menu-driven system which requires little or no training. In addition to the same routes traditionally used in card catalogs -- author, subject, and title -- Easy Access offers a combined author/title search as well as the ability to search directly from a list of subject headings.

The second method of access requires use of a fairly simple command language. Though it does require some instruction, Direct Command adds a great deal of power and flexibility to searching UCLID, including: the ability to browse titles by their call numbers; searching by key words in corporate and governmental bodies; combining multiple authors, subjects and titles in one search; even searching by SuDoc number!

UCLID currently supports 131 hardwired terminals located around the University's campuses, as well as nearly 50 phone lines for dial access from a user's home or office computer. Dial access to UCLID is free -- the user pays only regular telecommunications (i.e., long-distance) charges -- and is available from 7:30 am to midnight, seven days a week. If you would like more information about UCLID, including instructions on accessing UCLID from your home or office, contact the Library Systems Office (513-475-5861).

Elaine Martina
Library Systems
Development Office

Ohio Bureau of Employment Services
 Labor Market Information Division
 P.O. Box 1618
 Columbus, Ohio 43216

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Ohio At Work: A Chartbook		
Ohio Occupational Almanac		
Unemployment Compensation Reports (RS 199, 199T, 300, 236.2, 237.1)		

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Yes, I will be attending the Fall Ohio GODORT Meeting in Cincinnati on October 21, 1988.

I would like to see a demonstration of UCLID before the meeting on Friday. _____

I would be interested in attending a demonstration of the DIALOG NTIS CD-ROM in the Engineering Library before _____ or after the meeting _____.

We would be interested in a tour of the Public Library of Cincinnati and Hamilton County. _____.

I/We will be coming in Thursday evening and would like to go to dinner. _____

I/We will be staying over Friday night and would like to go to dinner. _____

The new mailing label is correct _____. If not please make corrections on label and return.

