StreamNet Library

Reference Material Submission Procedures

2000

Prepared by: StreamNet Library Staff, Columbia River Inter-Tribal Fish Commission
StreamNet Project Regional Staff, Pacific States Marine Fisheries Commission

Bonneville Power Administration
Columbia River Inter-Tribal Fish Commission
Idaho Department of Fish and Game
Oregon Department of Fish and Wildlife
Montana Fish, Wildlife, and Parks
Pacific States Marine Fisheries Commission
Shoshone-Bannock Tribes
U.S. Fish and Wildlife Service
Washington Department of Fish and Wildlife

- Mail reference materials to:

  Attn: StreamNet Librarian
  Columbia River Inter-Tribal Fish Commission
  729 N.E. Oregon Street, Suite 190
  Portland, Oregon 97232

Procedures for Submitting Reference documents to the StreamNet Library:

1) Search the StreamNet Library (http://www.streamnet.org; click on "Library", click on "Search for Books and Documents") to see if the document already exists in the Library. If a **3** or **5** digit number is already assigned, use this number as a reference when sending in your data. This is all you have to do.
   - If the item is **not** found go to number 3.
   - If the item is found but has a **6**-digit number, go to number 2.

2) If the item is held in the Library, send a photocopy of the cover page, with your 5-digit number on it. The Librarian will add the number to the existing document and record.

Note: A 6-digit number indicates that the document has not been assigned a StreamNet number, but is already available in the Library.

3) Along with any reference material submitted to the Library, a completed Reference Material Submission Form must be included. (See Appendix A) This will provide the StreamNet Librarian with important background information about the reference material. The forms are available online in PDF and Word format at http://www.streamnet.org/sn_sub_form.html.

4) Documentation for data should be sent to the Library as soon as possible after submitting data to the Data Manager.

   A. Paper documents:

      1. If the 'document' that you are submitting is made up of pages taken from a larger document, every effort must be made to obtain and submit the entire document.
         - If this is impractical, a copy of the cover and/or title page and the table of contents (including lists of tables and figures) should accompany the document.

      2. Originals of documents are to be sent directly to the Library. See address above.

   B. Personal Communications: These include conversations, telephone calls, presentations, emails and other types of correspondence. (See Appendix B for standard citation formats and a memo form)

      1. Notes, which document conversations, should be prepared using professional presentation standards. Copies of the notes should have the highest quality resolution possible and a memo should be prepared to serve as the cover page. The memo must include
         - StreamNet RefID
         - Contact person
         - Other conversation participants, including person writing notes, if different from contact
         - Date of the conversation, presentation, etc.

- Subject matter
- Any other relevant information that will help

2. Library staff will treat other memos submitted as "personal communications." These types of memos often have printed data tables attached.

C. Electronic Submissions: All electronic data submissions should include a copy of the StreamNet Metadata Form that was sent to the StreamNet Data Manager with the data. This form contains information that is helpful to the Librarian when cataloging the data. The form is available in PDF and Word format at http://www.streamnet.org/sn_sub_form.html. Information about spatial data sources should follow the Federal Geographic Data Center format. Electronic data generally come in one of two different ways, best characterized as "static" and "dynamic."

1. Static data sets --- A diskette/cd-rom should be sent to the Library with a cover memo. The memo must include:
   - StreamNet RefID
   - Title for the submission
   - Format of the data (i.e., what program and version is needed to read the disk),
   - Number of files
   - Sizes of files (irrelevant for dynamic data)
   - Names of the files
   - Contact person responsible for the data. Include an agency name and phone number for the contact person.

2. Dynamic databases --- It is not practical to send to the Library something that is continually changing or growing. In these cases, send a memo (as described above) with the following additions:
   - How the user can access the data
   - Agency and department of the computer
   - Name/ID of the computer
   - Dates of the files at the time they were referenced
   - URL or an FTP address, if applicable.
   - Contact person, agency, and department of the organization providing the online data so that a user can gain access to the raw data and to the context of the data.

5) When submitting a new document, assign the reference a 5-digit number within the range assigned to your agency. If the document is an update of an existing one, treat it as a **NEW** submission.
   - You may wish to subdivide your number range amongst the compilers in your agency to avoid multiple assignments to the same number.

6) Write the 5-digit number in pencil on the upper right corner of the front of the document. If this location is unsuitable (dark cover, etc.), use the upper right corner of the title page/next sheet.

7) Notify the Library that materials have been sent (phone or email). Include the Reference submission form with the materials.

8) Library staff will check the items sent and send an email notifying the submitting agency of receipt. Any discrepancies will be noted in the receipt email.

- Missing documents,
- Title or number or date mismatched
- Documents which have already been assigned numbers

9) Library staff will catalog materials according to internal protocols.

Procedures for Correcting Reference documents in the StreamNet Library:

1) If an update of a document becomes available, send a copy of the document to the Library. Treat the document as a **NEW** submission.

2) If a previously submitted document is found to contain inaccurate data, the following procedures should be followed.

   A. If there is an entirely new reference document with better data being submitted, "point" your data on the system to the new reference, and assign the reference a new number.

   B. Contact the staff at PSMFC to check if anyone else has pointed data to the document that you have concerns about. Discuss your concerns with the Data managers for the agencies involved.

   C. If all relevant people are in agreement regarding the quality of the data, send a memo on letterhead to the Library that can be attached to the reference in question, stating that the data in the document has been deemed unreliable. Make sure there is a date and name on the memo and that the data in question are clearly identified (e.g., "Table 7-1 on page 45 showing steelhead redd counts. . ."). The memo should also refer users to other places to look for data that are more reliable.

   D. If the original document still has value in the Library collection, the item will be kept and the memo will be attached. Also, the Library will enter the text of the memo into the note field of the catalog record.

   E. If the original document is determined to have no value to the collection (for whatever reason), it will be removed from the collection. The Data managers will be notified via email.

Appendix A: Reference Data Submission Form

The following can be copied and pasted into a new document for submission to the StreamNet Library. If you tab in the last cell of the row, the table will add another row. Please allow the borders to remain as this makes it easier for the Library staff to read the submission forms.

StreamNet Library
Reference Submission Form

Date: Wednesday, April 26, 2000
Submitting Agency: [Click **here** and type Agency and Compiler]

Ref ID	Title	Author	Publisher	Year	Notes
[RefID]	[Title]	[Author]	[Publisher]	[Year]	Incomplete document, cannot photocopy over 100 pages
99999	Syrup bubble trauma	Butterworth, M.S.	ODFW	n.d.	
99997	[Pieces of lint trapped in gravel beds on the White Salmon river]		s.n.	1999	Electronic data, static file
99998	Big salmon v. little salmon	Anderson, H.C.	BPA	1995	Incomplete document, cannot photocopy over 100 pages

Appendix B: Citation Forms for non-standard documents

These examples are based on: Council of Biology Editors, Style Manual Committee. 1994. *Scientific style and format: the CBE manual for authors, editors, and publishers.* Cambridge: Cambridge University Press.

Electronic Correspondence:
Author's last name first initial. Date of Message. Title or subject line [type of medium]. Available from: Protocol, Address and Path.

    1) Smith J. 1997 Feb 13. Re: Scientific style [email to Keck A.] Available from: smithj@psu.edu

    2) Doe J. 1997 Feb 13. Citation formats [discussion online]. Available from : List BI-L via listserv@binvmb.cc.binghamton.edu

Telephone / Personal Conversation:
Caller's last name First initial. Date of Conversation. Subject of conversation [type of medium].

    1) Anderson H.C. 1889 June 1. Ducklings in Copenhagen [conversation with Grimm B.] Notes taken by Grimm B.

    2) McCaffrey A. 2000 Jan 1. Relevance of dragons to the new millenium [telephone call with Wrede P.] Call initiated and notes taken by McCaffrey.

The following can be cut and pasted into a new document, then sent to StreamNet Library.

StreamNet Library

Memorandum of Conversation to Document Data Collected

April 26, 2000

[Click **here** and type 1st person's name]
[Click **here** and type 2nd person's name]

[Click **here** and type date of conversation]   Conducted via: [Click **here** and type]

[Click **here** and type notes about how conversation relates to data submitted to StreamNet Project]

[Click **here** and type your name]
[Click **here** and type job title]

Appendix C: Reference Table from Exchange Format Documentation

E. Reference Information

E1. Reference Table

Field Name	Field Description	Req	Max Wid	Type	Codes/Conventions
RefID	Unique StreamNet reference ID number	Yes	N/A	Int	Pre-Data Exchange - 0 - 1,000 WDFW = 10,000 to 19,999 CRITFC = 20,000 to 29,999 USFWS = 30,000 to 39,999 IDFG = 40,000 to 49,999 ODFW = 50,000 to 59,999 PSMFC = 60,000-69,999 MFWP = 80,000-89,999 CDFG = 90,000-99,999
Author	Author (first only from Compiler. Others filled in by Library.)	Yes	N/A	Text	Anderson, D. A.
Title	Title	Yes	N/A	Text	Full title of document
Year	Year Published	Yes	N/A	Smallint	Year that the document was published
Publisher	Publisher	Yes	100	Char	Document printer. (see Appendix E for list of Publishers)

Appendix E: Sample Pick List for Publisher Field in Reference Table

This list is not exhaustive. Please call the Library (503) 731-1304 if you need assistance finding/creating a publisher. The information in parentheses is not entered in the table, but is included to give the compilers a sense of how Publisher entries are established. The specific office/location for the Publisher is not relevant for the Publisher field and a fuller entry will be added in the Author field in the full catalog record.

AAAS   (American Assoc. for the Advancement of Science)
ABA   (American Bar Association)
ABC-CLIO
ADFG   (Alaska Dept. of Fish and Game)
AFS   (American Fisheries Society
AFSEEE
BLM   (Bureau of Land Management)
BPA   (Bonneville Power Administration)
Bureau of Reclamation
California Cooperative Fishery Research Unit
CBFWA   (Columbia Basin Fish & Wildlife Authority)
CDFG   (California Dept. of Fish and Game)
CH2M Hill
CRITFC   (Columbia River Inter-Tribal Fish Commission)
EPA   (Environmental Protection Agency)
IDFG   (Idaho Dept. of Fish and Game)
MFWP   (Montana Fish, Wildlife and Parks)
NMFS   (National Marine Fisheries Service)
NPS   (National Park Service)
ODFW   (Oregon Dept. of Fish and Wildlife)
PSMFC   (Pacific States Marine Fisheries Commission)
Shoshone-Bannock Tribes
USACE   (U.S. Army Corps of Engineers)
USFS   (U.S. Forest Service)
USFWS   (U.S. Fish and Wildlife Service)
WDFW   (Washington Dept. of Fish and Wildlife)

Appendix F: Assigned Ranges for Document Submissions

Pre-Data Exchange - 0 - 1,000
WDFW = 10,000 to 19,999
CRITFC = 20,000 to 29,999
USFWS = 30,000 to 39,999
IDFG = 40,000 to 49,999
ODFW = 50,000 to 59,999
PSMFC = 60,000-69,999
MFWP = 80,000-89,999
CDFG = 90,000-99,999

Filename: References.doc
Directory: \\mykiss\webdata\ftp\pub\streamnet\doc_files
Template: C:\Microsoft Office\Templates\Normal.dot
Title:
Subject:
Author: Douglas Burch
Keywords:
Comments:
Creation Date: 04/26/00 2:49 PM
Change Number: 2
Last Saved On: 04/26/00 2:49 PM
Last Saved By: karen
Total Editing Time: 0 Minutes
Last Printed On: 04/26/00 2:50 PM
As of Last Complete Printing
     Number of Pages: 9
     Number of Words: 1,833 (approx.)
     Number of Characters: 10,452 (approx.)