



## StreamNet Library

# Reference Material Submission Procedures 2010

Prepared by: StreamNet Library Staff, Columbia River Inter-Tribal Fish Commission

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

<b>Physical Copies</b>	<b>Electronic Copies</b>
Attn: StreamNet Librarian Columbia River Inter-Tribal Fish Commission 729 N.E. Oregon Street, Suite 190 Portland, Oregon 97232	fishlib@critfc.org, oftl@critfc.org

## Procedures for Submitting Reference documents to the StreamNet Library:

- I. Search the StreamNet Library (<http://www.fishlib.org>; click on "Search for Books and Documents", to see if the document already exists in the Library.
    - If a StreamNet ID is already assigned, use this number as a reference when sending in your data. Your work is complete.
    - If the item is found in the catalog, but does not have a StreamNet ID, go to number 2.
    - If the item is not found, go to number 3.
  
  - II. If the item is found in the StreamNet Library catalog, scan the cover and/or title page and use the StreamNet ID as the filename (i.e., sn90064.pdf). If you are submitting a physical copy, write the StreamNet ID on the photocopy. The Librarian will add the number to the existing document and catalog record.
  
  - III. When submitting a new document (not found in the StreamNet Library catalog), assign the reference a StreamNet ID within the range assigned to your agency. If the document is an update of an existing one, treat it as a **NEW** submission. Along with any reference material submitted to the Library, a completed Reference Material Submission Form must be included. (See Appendix A) This form provides the StreamNet Librarian with important background information about the reference material.
    - Write the StreamNet ID 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.
    - For digitized documents, use the StreamNet ID as the filename. (i.e. sn50823.pdf)
    - Library staff will check the items sent and notify the submitting agency of any discrepancies.
    - Library staff will catalog materials according to international cataloging standards established by the OCLC Bibliographic Utility and/or the Library of Congress.
1. **Documents:**
    - a) 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. Note the page numbers used for the reference in the notes field of the Reference Submission form.
    - b) 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 submission form.
    - c) Documents are to be sent directly to the Library. Use the ZIP file format to ensure delivery of electronic documents.
    - d) Electronic versions of documents may be submitted with the following standards
      - Minimum of 300 dpi scan. Poor copies should be 400 dpi. Color should be 600 dpi
      - Use gray scale or error diffusion setting for black and white documents.
      - Different size pages should be saved in separate files (sn50823-11x17.pdf, sn50823-8x14.pdf)
  2. **Personal Communications:**
    - a) These include conversations, telephone calls, presentations, emails and other types of correspondence. (See Appendix B for standard citation formats and a memo form)
    - b) Library staff will treat other memos submitted as "personal communications." These types of memos often have printed data tables attached.

- c) 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 and 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 assign keywords and subjects

3. **Spreadsheets / Databases:**

- a) Spreadsheets and database 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. Information about spatial data sources should follow the Federal Geographic Data Center (FGDC) format.
- b) **Static data sets** --- A copy should be sent to the Library with a cover memo, which 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.
- c) **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.

## Procedures for Correcting Reference documents in the StreamNet Library:

- I. If an update of a document becomes available, notify the Library and treat the document as a NEW submission.
  - A. The exception is Draft to Final versions of reports. Please let me know when you are substituting the final version of a report for a draft. These documents will share the same RefID.
  
- II. 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. (ReIDxAgency in StreamNetX provides this information).
  - 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

Preference is for these columns to be used in a spreadsheet to submit to the StreamNet Library via email. Date, Agency and Compiler can be noted in the body of the email.

Ref ID	Title	Author(s)	Publisher	Year	Comments
[RefID]	[Title]	[Author]	[Publisher]	[Year]	Notes about submission. Further information that can be used to identify the document.
99999	Syrup bubble trauma	Butterworth, M.S.	ODFW	n.d.	Incomplete document, cannot photocopy over 100 pages
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	Title page only, document already in library collections.

## 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.

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### StreamNet

Memorandum of Conversation to Document Data Collected

October 19, 2012

From: [Click here and type 1st person's name]

To: [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: Sample Pick List for Publisher Field in Reference Table

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This list is not exhaustive. Please call the Library (503) 736-3581 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)
BOR	(Bureau of Reclamation)
BPA	(Bonneville Power Administration)
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)
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 D: Assigned Ranges for Document Submissions

Pre-Data Exchange	0 to 1,000
Washington Dept. of Fish & Wildlife	10,000 to 19,999 ; 100,000 to 199,999
Columbia River Inter-Tribal Fish Commission (including Library-assigned StreamNet ID's)	20,000 to 29,999 ; 200,000 to 299,999
U.S. Fish & Wildlife Service	30,000 to 39,999 ; 300,000 to 399,999
Idaho Dept. of Fish & Game	40,000 to 49,999 ; 400,000 to 499,999
Oregon Dept. of Fish & Wildlife	50,000 to 59,999 ; 500,000 to 599,999
Pacific States Marine Fisheries Commission (Regional Staff)	60,000-69,999 ; 600,000 to 699,999
	70,000 to 79,999 ; 700,000 to 799,999
Montana Fish, Wildlife & Parks	80,000-89,999 ; 800,000 to 899,999
California Dept. of Fish & Game	90,000-99,999 ; 900,000 to 999,999