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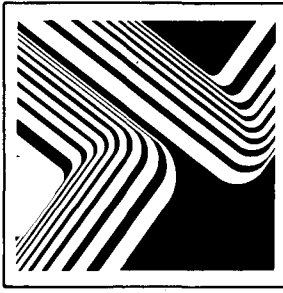
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TI Meeting Overview - Part II

Vol. 7, No. 10

October, 1983

Editor's Note: This article continues the report on the August 1983 Technical Information Meeting held at the Technical Information Center in Oak Ridge. Part I appeared in the September issue.

At the TI Meeting, Technical Information Officers and Publication Managers discussed various issues, including copyrights and patents, printing and microfiching guidelines, report submission and distribution, nonreport deliverables, the oversight and appraisal questionnaire, handling of limited reports, networking of library holdings, report cataloging access, and use of data bases. TIC and DOE policies on several issues are highlighted below:

Copyrights and Patents

TIC asked that copyrighting of DOE-funded scientific and technical information should be coordinated with the Center. Such coordination will ensure that any copyright actions are consistent with the provisions of DOE Order 1430.1 and with TIC dissemination.

To prevent disclosure of information that would adversely affect the patent interests of the Department or of the performing organization, the latter must obtain patent clearance from the responsible DOE patent group before the information is released to the public. The performing organization must use DOE Form RA-426 or Form RA-427 when transmitting its reports to the patent group and to TIC.

Printing and Microfiching Guidelines

Specific requirements for printing and microfiching quality information products were discussed in detail. Guidelines for preparing reproducible master copy are:

1. Type text on good-quality 8 1/2 x 11 white bond paper, on one side only; typed copy should be clear, with no erasures.
2. Be sure that typewriter fonts or keys are clean, and use a good-quality film ribbon and sharp, clear, dark characters no smaller than 8 point (elite).

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3. Use Roman numerals for title and other prefatory pages; use Arabic numerals for text pages.
4. Single-space all text material.
5. Supply continuous-tone black-and-white glossy print photographs.
6. Supply line drawings in black ink.
7. Use fold-ins for oversize illustrations.
8. Double-check the report for completeness.
9. Originals good, clean, typed copy with no erasures.
10. Remove company names, logos, or similar material from camera-copy text pages.

For assistance in preparing reproducible copy for print or microfilming, contact the Director, Publishing Division, Technical Information Center, P.O. Box 62, Oak Ridge, TN 37830, FTS 626-1323 or commercial (615) 576-1323.

(Continued on page 2)

PUB-416

(TI MEETING, continued)

Oversight and Appraisal

The contractor appraisal program is the responsibility of the Operations Offices. It is designed to provide a look into an organization's scientific and technical information activities to determine whether or not they are being carried out in an efficient and effective manner consistent with regulations and program objectives.

According to DOE Order 1430, a contractor's in-house library is to be evaluated separately. This is advantageous to the library because it can shed light on the premise that library functions should not be viewed as overhead but rather as a contributory factor to the R&D process.

Matters of interest to both the Technical Information Services Program (TISP) and field organizations were discussed by the TI Officers on August 18. The next meeting of the TI Officers is planned for spring 1984 in Las Vegas.

Wrap-up: TIC's FY 1984 Objectives

The main objectives of TIC for the coming fiscal year, and beyond, are to:

- Strengthen relationships between Headquarters, program offices, and other DOE offices
- Develop long-range plans for nonbibliographic data bases
- Tailor services and products to serve users better
- Continue emphasis on quality control
- Make a strong commitment to improve scientific and technical information
- Support and enhance the DOE/RECON system
- Provide full text of documents to users via optical discs

energinfo

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- Emphasize the importance of a strong scientific and technical information program for research and development.

To assist TIC in realizing these goals, all users are encouraged to submit their ideas and comments. Feedback is always welcome.

—And Other Activities

Again this year, participants were treated to Tennessee hospitality. On Tuesday evening at the Clark Center Park, a wonderful cookout, coordinated by Clata Worley, was prepared. Highlights of the feast included Kansas City steak, giant Idaho baked potatoes, and fresh fruit salad. Everyone spent a very pleasant evening enjoying food, music, and conversation among the trees, flowers, birds, and bugs!

TYMNET Beefs Up Directory Security

As a security precaution, TYMNET has established a password system for accessing their online Public Information Directory, which contains current lists of telephone access numbers and other useful material about the network. Until recently, users could access the Directory by typing the public user name "INFORMATION," a semicolon (;), and a carriage return. Now users must have a password to get into the Directory. To obtain your password, call TYMNET Customer Service at:

(800) 336-0149

or

(703) 442-7875

If you have questions about the password system, TYMNET advises that you contact your sales representative.

Weapons Data Information Group Meets

The seventh meeting of the Weapons Data Information Group was held on August 15 at the Technical Information Center in Oak Ridge, Tennessee, just before the August Technical Information Meeting. There were 28 attendees, the largest number of participants ever to attend a meeting of the Group.

The Weapons Group, established in 1974 by the DOE Defense Program Office, consists of representatives from the Technical Information Services Program (TISP), Defense Programs, DOE field offices, and contractor organizations. It serves as liaison between the TISP and DOE field offices and contractors and provides advice concerning technical information requirements and issues facing the nuclear weapons community.

At the August meeting, the Group discussed current plans for upgrading support services to the weapons data community.

DOE Order 1430.1: Report Distribution Guidelines Changed

Editor's Note: *The following article continues a review of DOE Order 1430.1 by TIC Program Analyst William Buchanan at the Technical Information Meeting on August 16, 1983.*

Last spring, changes were made in the rules regarding printing and distributing scientific and technical documents. Prior to these changes, no more than 100 copies of any report published by a DOE-funded facility could be distributed outside of standard distribution without approval of the DOE Office of Public Affairs or its designate.

Standard distribution is a computer-based, TIC-managed system designed to provide automatic distribution of scientific and technical reports to all DOE offices, individuals, contractors, and researchers who need the information to carry out their program responsibilities or authorized research. Under the new rules, if a report requires dissemination outside standard distribution channels to meet program objectives, the program office coordinates such dissemination with TIC.

Coordination with TIC ensures that multiple copies are not sent to the same addressee, that dissemination is made in a cost-effective manner, that it follows policy

as it relates to bilateral agreements, and that routine overprinting is avoided.

This type of broader, official distribution is carried out in one of two ways:

- (1) Copies for standard distribution and any additional mailings, together with address lists (mailing labels, if possible) are sent to TIC, which makes the distribution.
- (2) Standard-distribution copies are sent to TIC, and the generating organization makes the additional distribution. In this case, the authorizing program office and TIC approve the dissemination, and TIC is supplied a copy of the dissemination plan (with names and addresses when appropriate) for the master report file.

The responsibility for keeping standard distribution lists and category definitions current is shared by the program office and TIC. TIC refers the lists to the program offices periodically for review and maintains the authorized lists and the records of dissemination. The program offices update and correct the lists and keep information generators informed of their responsibilities in the dissemination process.

TIC ANSWERLINE

ATOMINDEX; Engineered Systems

Q: *Is there an International Nuclear Information Service (INIS) data base online? If not, how can I get information from INIS ATOMINDEX?*

A: The entire contents of ATOMINDEX are included in the Energy Data Base (EDB) and, as a subset of EDB, can be accessed through DOE/RECON and the commercial systems on which EDB is available. Foreign nuclear energy reports cited in ATOMINDEX are available for sale from Engineered Systems, Inc., TIC's microforms contractor, and the National Technical Information Service (NTIS).

Q: *How can contractors purchase reports from Engineered Systems?*

A: When printed copies of DOE reports are available, DOE contractors are provided copies without charge from the Technical Information Center. If the Center does not have stock, you may purchase microfiche and/or blowback copies from Engineered Systems (ESI).

Costs per fiche vary; if you subscribe to all reports processed through the system, the current cost is \$0.105 per fiche; if you select specific categories of reports, it is \$0.21 per fiche; and, if you order an individual document by report number, \$0.55 per fiche (the average size of a report is about 1.3 fiche).

The cost for blowback copy is \$0.166 per page for the first 100 pages and \$0.09 per page for additional pages (this is comparable with the NTIS page cost for blowback copy).

If you do not have an account with ESI, payment must accompany your order. Two types of accounts are available—a deposit account and a billing account. For information on establishing an account or to place an order, write:

Customer Services Division
Technical Information Center
P. O. Box 62
Oak Ridge, TN 37830



Numerical Data Index: TIC Needs Your Help in Review

The Numerical Data Index (NDI) contains descriptors characterizing the numerical data content of more than 60,000 documents entered over the past three years. The Technical Information Center is initiating a review of the usage and usefulness of the NDI, and your help is needed.

D labels are added to appropriate subject descriptors to indicate the presence of numerical data on specific subjects in entries for the Energy Data Base. These data may be for physical quantities such as densities, melting points, and power demand factors; for the number of occurrences of certain events (e.g., failure of a piece of equipment); or for coefficients or parameters such as the rate of a particular chemical reaction. The descriptors may refer to the system investigated (materials, compounds, electronic equipment, solar collectors, electric batteries, etc.); the action or process involved (e.g., heat transfer, chemical reactions, fuel consumption, power generation); the quantity, property, or characteristic measured (thermal conductivity, power demand factor, prices, R-values); or the method of determination (experimental, theoretical, compiled, etc). These descriptors are drawn from the EDB thesaurus during indexing of the document. DOE report literature is especially well represented in the NDI.

Since the EDB reload, the numerical data descriptors have been searchable using the /ND suffix. Personal Energy Profiles or other search structures constructed before the reload should be reviewed to make search prefixes and search logic correspond with the new version of EDB (See *Energinfo*, June-July 1983, p. 1, and August, p. 6). The Technical Specialists in the Center's Science and Technology Division (see the list in the August issue) will assist you in restructuring search strategies and particularly in using the NDI.

If you have used the NDI in the past, please drop us a note outlining your experiences and giving us your comments and suggestions. Also, if you are willing to assist in evaluating the NDI, let us hear from you. A three-month study is anticipated, ending in January 1984.

We would like you to compare your experience of NDI with other methods of locating pertinent numerical data, e.g., scanning journal articles and reports, or

abstracts from bibliographic data bases. Any time savings realized are of particular interest. Comments on comprehensiveness, timeliness, uses, and usefulness of the NDI, as well as suggestions for improvements, would be appreciated.

—Dora Moneyhun and Charles Stuber, TIC

New Address for DOE/RECON Payments

DOE program offices and other federal agencies can now mail remittances for use of the DOE/RECON system to the following address:

Department of Energy
P.O. Box P
Oak Ridge, TN 37830

Union Carbide Corporation — Nuclear Division, which operates DOE/RECON for the Technical Information Center and serves as a financial agent for DOE, can accept payments made out to the Department of Energy at the above address. This change will make it easier for some DOE program offices and other federal agencies to transact financial business relating to the use of the DOE/RECON system.

DOE/RECON Statistics

DOE/RECON uptime for September was 93.5%. There were 4,535 user sessions, and 106,864 citations were output via the PRINT commands.

—Leon Yount, DOE/RECON Staff,
ORNL

Recent Use of DOE/RECON: January — June 1983

The following table summarizes DOE/RECON use records over the six months from January through June 1983. Data bases are listed by the number of sessions.

File Name	Sessions	Search time (hours)	Citations	
EDB	Energy Data Base	19,522	3,384.50	598,443
NSA	Nuclear Science Abstracts	3,103	301.08	30,314
NSC	Nuclear Safety Information Center	1,255	341.31	111,257
RIP	Energy Research in Progress	915	179.24	5,635
EMI	Environmental Mutagens	688	109.06	26,496
RHF	Report Holdings File	337	34.71	10,030
EPD	Electric Power Data Base	289	41.40	2,906
FED	Federal Energy Data Index	269	41.32	1,440
GAP	General and Practical Information	268	27.20	3,257
WRA	Water Resources Abstracts	267	49.92	10,035
ETI	Environmental Teratology	246	31.29	5,617
CRI	Critics Legal Data Base	159	14.58	413
EIR	Energy Information Resources	153	16.71	1,433
FRC	Fallout Records Centralization	150	19.49	3,531
EIS	Epidemiology Information System	132	33.30	172
TUL	Tulsa Data Base	124	20.63	743
NES	National Energy Software	114	15.97	15
GID	Government and Industry Data Exchange	92	9.82	260
SER	Serial Titles Data Base	85	6.03	0
PRD	Power Reactor Docket Information	79	7.83	238
FRP	Federal Research in Process	74	3.55	66
RSI	Radiation Shielding Information	67	4.13	2,046
SEP	Separations Science Data Base	64	11.42	119
NRC	National Referral Center	62	7.03	0
NTB	NASA Tech Brief File	56	6.91	170
IPS	Issues and Policy Summaries	54	3.72	67
GRP	German Research in Progress	51	4.72	17
ERG	Enhanced Oil and Gas Recovery	49	4.93	22
NEA	Nuclear Energy Data Bank	45	2.35	0
NDJ	Aneuploidy Data Base	43	1.75	1,744
NSR	Nuclear Structure Reference	43	2.83	733
FEF	Foreign Events File	41	9.85	211
WRE	Water Resources Research	40	3.22	145
CHT	Chemicals in Human Tissues and Fluids	39	4.94	54
SUP	TIC Thesaurus Supplement	33	1.86	2,461
PHP	Petroleum Handling and Processing	27	3.39	83
RSC	Radiation Shielding Codes	24	0.91	3
CIM	Central Inventory of Models (DOE)	22	1.19	821
GEO	Geological/Geochemical Uranium Aspects	21	1.35	0
MEI	Minority Economic Impact	18	1.22	134
ARF	Agent Registry File	12	0.60	0
STI	Sandia Technology Transfer	11	0.52	0
Total		29,141	4,768.23	821,131

DOE/RECON Calendar of Events

1983

November 24-25 DOE/RECON Holiday: Thanksgiving

December 23-26 Christmas Holiday

1984

January 23 Basic DOE/RECON Training: Introductory
Module on Using Terminals (optional session for
novice users)
Solar Energy Research Institute, Golden, CO

January 24-25

Basic DOE/RECON Training (for newer users)
Solar Energy Research Institute, Golden, CO

January 26

Joint Session: EDB and NTIS data bases on
commercial search systems
Solar Energy Research Institute, Golden, CO

January 27

DOE/RECON Update Training (for experienced
DOE/RECON searchers)
Solar Energy Research Institute, Golden, CO

Please send training reservations to DOE/RECON Training Coordinator, Lawrence Berkeley Laboratory, Bldg. 50, Room 130, Berkeley, CA 94720, telephone: (415) 486-6307 or FTS 451-6307.

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