



DocumentOr

Web address: <http://library.willamette.edu/digor/documentor/>

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A Newsletter of the Documents Interest Group of Oregon

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Message from the Chair

Arlene Weible
DIGOR Chair

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I would like to start my first column as DIGOR Chair by thanking Ted Smith for all of his work as Chair over the last year. I am especially happy that he will continue to be very involved in DIGOR, not only by serving as Past Chair, but also as he joins me in putting together the DocumentOr. I would also like to thank Lisa Rowilson, who graciously agreed to serve as Secretary after Karen Nordgren resigned, and to Dena Hutto, DIGOR Chair elect, who has helped out with just about everything. I consider myself very lucky to have such a great slate of officers to work with in the upcoming year.

In my term as Chair, my primary goal is to find ways to promote cooperation among the state's government depository libraries, especially in the area of coordinating collections and services. The age of electronic dissemination of government information has made it clear that no one library can provide all the services and materials now available. While I know that Oregon's government depository libraries have a long tradition of working together, there are new tools available that will assist us even further in coordinating our collections. For example, the Documents Data Miner

(<http://chaco.niar.twsu.edu/govdocs/GdocFrames.asp>) can facilitate the evaluation of federal depository item selections among the state's depositories. Also, a newly formed ORBIS group, the Government Documents Task Force (GDTF), will no doubt serve as a catalyst for activities that will benefit all libraries with government information collections in the state. According to its charge, the GDTF will "discuss and determine activities that might be undertaken by the ORBIS consortium and other collaborators in the Northwest to coordinate and improve bibliographic access, collection development, and maintenance of government documents, including local, state, regional, U.S., UN and other international documents." For more information about GDTF, see <http://libweb.uoregon.edu/orbis/GDTF-charge.html>

Other DIGOR activities I look forward to in the upcoming year include participation in a State Library group advising the development of an Oregon Government Information Locator Service (GILS), and the sponsorship of a Oregon Library Association conference program on Oregon tribal government documents. The Oregon GILS planning

group recently met with myself, Carrie Ottow from OSU, and Greg Cutting from Lake Oswego Public Library to get advice about the development of a pilot project. This is an exciting opportunity for librarians to provide input into the development of state government information dissemination practices, and I'm sure that DIGOR will have ample opportunities to be involved with this project as it develops over the next year. The OLA conference program will include our own Tom Stave from University of Oregon, and George Wasson, founder and director of the Southwest Oregon Research Program (SWORP). This is an excellent opportunity for DIGOR to provide an educational program for all of our library colleagues, as well as ourselves!

As you can see, we have a busy year ahead of us. DIGOR's activities can only be a success with the active support and participation of its members, and there are many opportunities to become involved that do not require a large time commitment. If you would like more information, or have ideas for other activities, I would like to urge you to get involved by either attending an upcoming meeting, or by getting in touch with me directly.

NEXT DIGOR MEETING

December 4, 1998

The Valley Library

Willamette Industries Seminar Room, Room 3622

Oregon State University

Corvallis, Oregon

11:00 am-12:30 pm - Business meeting

12:30-1:30 pm - Lunch

1:30-3:30 pm - Tour/Discussion

As we have the opportunity to tour the new facilities at OSU, we will discuss the organizational challenges of space allocation, for both collections and public services.

For directions and parking information, please

contact: Carrie Ottow (Carrie.Ottow@orst.edu)

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LIBRARY PROFILE

Government Documents and the University of Oregon Library

Government documents at the UO Library have been centralized in a single collection only since 1975. That portion includes half a million items in paper, and twice as many microforms. The largest part by far is the U.S. collection, which is developed through a 76% depository profile, and supplemented by special acquisitions of non-depository items. Examples of the latter are selected reports of the Congressional Research Service, environmental documents relating to the Northwest, and non-depository microfiche from the *American Statistics Index (ASI)*. Most U.S. documents, including non-depository titles, are classified by SuDoc numbers, and since 1996 have been included in the library's online public access catalog (OPAC). In addition to the 1975-date materials there are significant sets of historical documents, which are described later.

Current sets of non-federal resources in the Documents Collection include five major categories.

- 1) Oregon depository documents (1978-present) are classed by OrDoc numbers and fully represented in the OPAC.
- 2) Oregon local government *planning* documents (1960s-date) number about 3000 volumes and currently have no OPAC records; they are, however, listed in a locally maintained database. Smaller numbers of *financial* documents from selected local governments are represented with OPAC records.
- 3) Canadian depository documents (1965-present) are classed by Canadian government catalogue numbers (which are found as notes in OCLC records), and have been included in the OPAC since 1996.
- 4) European Union depository publications and documents (1965-present, but with earlier official records), are included in the OPAC since 1990 and divided between the Documents and general (Knight) collections.
- 5) United Nations documents (1946-present) have OPAC records, with the exception of "mimeos". UN official records and mimeos are located in the Documents Collection, while general publications are in the Knight collection.

Historical depth is one of the collection strengths. Designated in 1883, the UO Library is the second oldest U.S. depository on the West Coast--a free GAO report to the librarian who can identify the first such depository! The best tool for identifying older--that is, pre-1975--documents in the general collections is the card catalog. There are, however, important sets in the Documents Collection itself that may have no records in either the card catalog or the OPAC. The following list is not complete, but suggests the sorts of materials in this category:

- *U.S. Serial Set* and *American State Papers* (nearly complete, 1789-date)
- *Congressional Record* and predecessors (complete, 1790-date)
- Congressional committee hearings and prints (paper 1900-date; microfiche 1833-1935)
- U.S. Census reports (nearly complete, 1790-date)
- *Official Gazette* of the U.S. Patent and Trademark Office (1872-date)
- *British Parliamentary History* and *Parliamentary Debates* (1067-date)
- *British Sessional Papers* in paper, microprint and microfiche (1731-date)
- *Canadian Sessional Papers* (1867-1925) and *Parliamentary Debates* (1867-date).
- *French Journal Officiel* (1943-date)
- German Bundestag's *Stenographische Berichte* (1949-date)
- League of Nations official records and publications (nearly complete, 1920-1945)
- Bound sets of agency annual reports of 16 states (ca. 1860-1920)

The Documents & Microforms Department is located on the main floor of the Knight Library. Ted Smith (tedsmith@oregon.uoregon.edu) and Tom Stave (tstave@oregon.uoregon.edu) are the Documents Librarians. For a more detailed description of various collections, please visit the following web sites: <http://libweb.uoregon.edu/govdocs/docsmap.htm> (for a clickable map of the Documents and Microforms collections, with descriptions of the contents), and (<http://libweb.uoregon.edu/govdocs/micropg.htm> (for descriptions of major sets in microform).

Internet Resources Review

World News Connection

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The *Foreign Broadcast Information Service* (FBIS) reports have been a staple in depository libraries for years. This series of reports, a product of the Central Intelligence Agency designed as a current awareness service for U.S. policymakers, provided translations and transcripts of news media from throughout the world. Many of the sources included in FBIS were otherwise unavailable to library users, making FBIS an indispensable product for those interested in international perspectives on current events and international affairs. In 1996, a decision was made to discontinue the distribution of paper and microfiche copies of the FBIS Reports in favor of online dissemination. *World News Connection* is the publicly available Internet-era successor to FBIS.

World News Connection provides access to the same source material as the FBIS reports: broadcasts, newspaper articles, official news agency transmissions, conference proceedings and government statements. Coverage is focused on socioeconomic, political, scientific, technical, and environmental issues and events of significance to U.S. officials. Unfortunately, however, WNC's database does not represent 100% of the old FBIS coverage. The migration of the service to an online environment coincided with a heightened sensitivity on the part of news media to copyright concerns- particularly in regard to electronic dissemination of information. While FBIS had produced the paper reports for years with no objections from the various sources, with *World News Connection* the agency has found it necessary to negotiate copyright clearance and royalty payments with the copyright holders. In some instances the necessary permissions could not be obtained, so that some sources formerly included are no longer available. Still, the *World News Connection* database contains the bulk of what formerly went into the FBIS reports, and remains an essential resource for libraries with a clientele interested in global issues. The stated policy of the site is to keep the previous two years' reports available online, with older data to be archived to CD-ROM. However, I have noticed that

reports often remain available well after their stated purge date. The CD-ROM product is available as a depository item (PREX 7.10/3.; item number 0856-A-11).

World News Connection uses the World Wide Web as its dissemination method. Users need a forms-capable web browser to access the database. Several Web browsers are compatible with WNC, but the site's technical requirements note that the system was designed to perform best using Netscape Navigator version 2.0 or above. There are several options for searching. "Free text searching" performs a keyword search on the full records, with the system analyzing the terms, adding related terms and then ranking the results by relevance. A "region/topic" search lets users select the desired FBIS region and/or choose from a pre-defined list of topics. The "structured search" is the most powerful, allowing users to construct searches using traditional Boolean operators "and", "or", "not" and proximity operators to search on specific fields. Limiting by date is possible with any of these searches. There is also an option to scan the latest headlines for a specific FBIS region, which is a useful feature for patrons who regularly use the service to keep up with events in a certain world region. Under certain subscription options, it is possible to create "profiles" to regularly perform predetermined searches. Overall, the searching capability of the system is quite flexible and robust, able to accommodate novice and expert searchers alike.

Access to the service can be by either single user subscriptions or network access. A basic single user subscription (no "profiles") is \$65 per month. Network access is \$2,500 annually for one simultaneous user, \$6,000 annually for 2-5 users, and \$10,000 annually for 6-10 users. There is no provision for free or discounted access by depository libraries.

Digitizing for the Web on a Limited Budget

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As a reference librarian working with Oregon state agencies I've been frustrated that many important Oregon documents are not available on the Web or in electronic format in a timely manner. So rather than

just complain I have taken it upon myself to do something about it. You would be surprised how much you can really do by yourself with very little money.

Don't have a lot of money? Not much is really needed. The recent drop in scanner and PC prices has made digitization affordable to almost anyone. If you have been waiting now is the time to jump into scanning. The secret for success is to have the proper equipment and software. As you might guess there is a lot of good and bad stuff out there.

When selecting a scanner the software for both twain transfer (for images) and OCR for text (optical character recognition) are critical to your success and ease of producing a quality documents. I have learned this the hard way. Most scanners come with proprietary imaging software that can place severe limitations (with no other options) on your scanner settings when scanning for image reproduction. Using your scanner for OCR text can also be a challenge but one often easily solved. As for the computer equipment, I have been using a hand me down dedicated 486 PC workstation.

I've been scanning images for a couple of years now and have had pretty good success with images. The following pages are very popular. In fact, the television series *X-Files* is using the Gutenberg Bible page for researching a future episode.

Governors of Oregon

<http://www.osl.state.or.us/csimages/governors/gov.htm>

Oregon Historic Capitols

<http://www.osl.state.or.us/csimages/capitols/index.htm>

Book of Kells

<http://www.osl.state.or.us/csimages/kells/bk.htm>

Gutenberg Bible

<http://www.osl.state.or.us/csimages/bible/bible.htm>

My recent efforts have centered around digitizing important current and historic Oregon documents. For examples, see my documents page at:

<http://www.osl.state.or.us/csimages/docs/docs.htm>. My first efforts produced pdf format files for the web using Adobe Acrobat or the html save feature in MSWord for Office. These files require Adobe Reader software for viewing, which is available at:

<http://www.adobe.com/prodindex/acrobat/readstep.html>.

The resulting pdf files are faithful facsimiles of the original document but are usually quite large in size and present a display problem for the end user. Now, I am experimenting with producing Excel, MSWord, and text versions of the same documents, and in this effort I have recently been successful.

The first decision in digitizing a paper document is to decide if you want an image format that looks like the original (facsimile) or whether a text version will serve your purpose of sharing the information or data. For facsimile/image versions, the process I use in producing pdf formatted files is to:

- Scan the original paper document using my HP ScanJet scanner using HP Precision Scan software. This software is very inflexible yet produces a pretty good image. I save the image as bmp format.
- Open the document in Adobe Photoshop (Paintshop Pro or other software should work just as well!) and save the document as eps format so that Adobe Acrobat Distiller plug-in will accept it.
- Open the eps version into Adobe Distiller (which comes with Adobe Acrobat) and compress the file into pdf format.
- Open the pdf formatted pages into Adobe Acrobat which allows me to compile all of the scanned pages into a single pdf document.
- Upload the document to my web server and place links on my web pages.

This can be a very time-consuming process requiring hours of scanning time. You will also need considerable space on your web server for storing large pdf files.

For text, Excel, MSword versions, I scan the original paper document using my HP ScanJet scanner using Presto OCR software. It is available at <http://www.newsoftinc.com/nsiweb/index.html>. This software is extremely flexible, with a very low error rate. It faithfully reproduces tables and charts and allows you to edit and export your document to a variety of formats including Excel, DBF, Text, MSWord and more. One in MSWord, pdf files can be produced using the Adobe Acrobat plug-in. Proofread your resulting documents carefully!! An excellence enhanced version of the software Presto PageManager is often bundled with a purchased UMAX scanner.

I recently attended a digitization planning Western Council of State Libraries Conference in Denver and came away with some wonderful knowledge and ideas (I now just need some skills). In reality I am still just a beginner in the world of scanning and digitization and would really like to hear from all of you out there in documentland regarding your experiences, suggestions or whatever on digitization. You can post messages to the DIGOR listserv at digor@lists.uoregon.edu

Anyone interested in a DIGOR sponsored workshop on digitization of documents? If so, please let me know!

Scanner. Cost: \$80

Craig's equipment list

Scanners

- HP ScanJet 5100C (at work) -- HP PrecisionScan is very inflexible software - nothing else available at this time for HP. Cost: \$250.
- UMAX Scanner (at home) -- Vista scan is great software. Cost: \$200 est. I also use Presto PageManager OCR software purchased for \$50.

Computer

- 486 PC with 16MB RAM 1.3G hard drive 66Mh. -- I use this workstation only for scanning. The more RAM the better!! - use a Pentium if available!

Software

Image Manipulation

- Photoshop3 (Photoshop5 is now available) Teacher or academic prices are very cheap (under \$200). Retail cost: \$600+
- Paintshop Pro (shareware) Available from: <http://www.screenshot.com/Graphic&Multi.htm#2> Cost: \$39.00

PDF formatting

- Adobe Acrobat (with MSWORD97 saves as PDF plug-in) -- Teacher or academic prices are very cheap (under \$100). Retail cost: \$295
- MSWORD97 -- Teacher or academic prices are very cheap. Cost: \$90

OCR formatting

- Presto OCR (shareware) Available from: <http://www.newsoftinc.com/nsiweb/index.html>. Cost: \$49.95
- Textbridge Pro -- This software is popular, but I have not had good success with it using the HP

Minutes of the last DIGOR Meeting September 18, 1998 Southern Oregon University Ashland, OR

Submitted by:
Dena Hutto
DIGOR Vice Chair
Email: dena.hutto@reed.edu

Present: M. Buchanan, D. Hollens, D. Hutto, S. McKnight, G. Newborg, C. Ottow, D. Spidal, T. Stave, A. Weible.

Preliminaries

Chair Arlene Weible called the business meeting to order at 11:00 AM.

Minutes of the Spring 1998 meeting were approved as published in the August 1998 issue of Documentor.

Announcements

- Deb Hollens: Southern Oregon University will host a 2-day workshop on the Census, to be given by Cam Macintosh, Census Bureau Seattle office.
- Tom Stave: University of Oregon is considering hosting a workshop on NAICS sometime this fall.
- Arlene Weible: She drafted and DIGOR officers approved a letter expressing support of S. 2288, the Wendell H. Ford Government Publications Reform Act of 1998. The outlook for passage of the bill in the 105th session of Congress is not good.
- Dena Hutto: Orbis Council has approved her proposal to create a Government Documents Task Force, which is charged with identifying activities to improve access to government information and cooperation with other organizations in Oregon and the region. Orbis library directors will be asked to appoint institutional representatives this fall. Portland State University, as the Oregon regional depository, will also be asked to participate in the work of the task force.

Regional Depository Librarian's Report

Gwen Newborg, Portland State University and regional depository librarian for Oregon, reported that Karen Nordgren, formerly the library technical assistant for Documents at PSU, has accepted a professional librarian position at Emporia State University, Kansas. Gwen expects to begin screening applications for the vacancy next week. She also reported that PSU is making plans to move the government documents collection from its current location in the basement to the fourth floor of the library.

Old Business

Office of Secretary: Karen Nordgren was elected DIGOR secretary for 1998/99 at the last meeting. Due to her departure from the state, DIGOR officers asked Lisa Rowlison, Lewis and Clark College, to serve as secretary this year. Lisa accepted, although she was unable to attend this meeting.

Oregon Library Association Conference Program: Tom Stave reported that he has enlisted the Warm Springs tribal government to assist with the DIGOR at the next OLA conference, which will be on Oregon tribal documents. A program proposal is due to OLA by September 30th. Tom volunteered to take charge of writing and submitting the proposal. There was a lively discussion of possible titles for the program.

DIGOR Web Site: Arlene Weible and Ted Smith have volunteered to work on revising and updating the web site. Arlene led a discussion of appropriate content for the site. The membership agreed that resources from DIGOR programs and links to Oregon depository libraries should be on the site. There was little interest in information on international resources.

New Business

Oregon GILS (Government Information Locator Service) project. Washington State has obtained grant money to begin GILS projects in western states that do not yet have GILS projects. The Oregon State Library adopted this initiative in Oregon, and it has asked DIGOR to suggest appointees to a planning committee. Carrie Ottow, Oregon State University, and Polly Westover, Beaverton Public Library, were recommended as possible members.

Next Meeting

Carrie Ottow agreed to host the next DIGOR meeting will be held on Friday, December 4, 1998, at the new

Valley Library at Oregon State University. Several program ideas were discussed.

The business meeting was adjourned at 12:15.

Program

Deb Hollens invited three members of the Southern Oregon University faculty to describe how instruction about government resources is integrated into their courses. A lively discussion of about library instruction and government resources followed their presentation.

1998-99 DIGOR Officers

Chair: Arlene Weible, Willamette University
email: aweible@willamette.edu

Past Chair: Ted Smith, UO
email: tedsmith@oregon.uoregon.edu

Vice Chair/Chair Elect: Dena Hutto, Reed College
email: dena.hutto@reed.edu

Secretary: Lisa Rowlison, Lewis & Clark College
email: rowlison@lclark.edu

Newsletter Co-Editors:
Arlene Weible, Ted Smith



The logo for the Oregon Library Association features the words "Oregon", "Library", and "Association" stacked vertically in a blue, serif font. The "O" in "Oregon" is significantly larger than the other letters, and the "A" in "Association" is also larger than the other letters in that word. The text has a slight drop shadow effect.

Make a Wave: Educate, Advocate, Lead
1999 OLA Conference

Seaside Convention Center, Seaside, Oregon

Keep checking the OLA Web page for details
March 31 - April 2, 1999
<http://www.open.org/ola/conference/index.html>
