AN INNOVATIVE APPROACH TO DISPLAY AND PRESERVATION OF FACULTY PUBLICATIONS

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ABSTRACT: Since 1984, the publications of the School of Veterinary Medicine Faculty have been displayed in the library with a photograph of the respective faculty member. The bibliographic citations for these publications are published in the library publication, Library Lagniappe. The bibliographic information is entered into a database. The database allows information for each publication to be obtained by author, title, and key word. At the present time, the best method of preservation for these reprints is being studied.

This paper will discuss the development and functionality of the Faculty Publications bulletin board, file, and database maintained by the staff of the Louisiana State University School of Veterinary Medicine Library.

The Louisiana State University School of Veterinary Medicine admitted its first students to the professional curriculum during the 1973-74 academic year. The Veterinary Medicine Building, located on the west side of the campus near the Mississippi River, was dedicated in October of 1978. It houses six academic departments, the Veterinary Medicine Library, the Veterinary Teaching Hospital and Clinics, the Louisiana Veterinary Medical Diagnostic Laboratory, and the Gillis W. Long Hansen’s Disease Center Research Branch Laboratory. (1) The library is centrally located and occupies approximately 8,000 square feet, with a seating capacity of 100. Current holdings include 46,000 volumes and approximately 1,600 periodical titles.

In 1984, the administration of the Louisiana State University School of Veterinary Medicine decided to recognize its faculty for their research by displaying the publications in the School of Veterinary Medicine Library. The entrance of the Library has two indented exhibit cases. One was modified to display the reprints. All published materials including articles, books, chapters and abstracts were to be included in the display. The author must be a member of the faculty of the School of Veterinary Medicine at the time of publication. The reprint displayed would be accompanied by a 3” x 5” black and white photograph of each School of Veterinary Medicine author. The decision was also made to develop a database of the faculty publications.

Several purposes are fulfilled by displaying the publications with photographs of the faculty member. It provides a means of publicizing the researcher and the research that is being done at the School of Veterinary Medicine. It also places a name with a face for the School of Veterinary Medicine students who do not have some faculty as teachers until their third or fourth year of instruction.

A letter describing the display and requesting reprints was sent to the School of Veterinary Medicine faculty. The idea of displaying their publications was overwhelmingly received by the School of Veterinary Medicine faculty. Since the initial request in 1984, the faculty have continued to support this display by voluntarily supplying the reprints of their publications. In addition, journals and new books are scanned to ascertain that all publications are acquired.
The exhibit case was covered with a light colored burlap. The 3" x 5" black and white photographs were matted in contrasting colors. White plastic letters were used to identify the display as FACULTY PUBLICATIONS. The photographs used in the display were obtained from the files of the School's Biomedical Communications Unit. The first page of the reprint and all corresponding faculty photographs were arranged to provide an attractive display. Photographs of School of Veterinary Medicine faculty who collaborated on an article were clustered around the publication to show joint authorship.

At the outset of this project, one exhibit case was sufficient to display the publications received. The development of research programs and the increased number of faculty publications necessitated the expansion of the display to the second exhibit case. It was decided that the display needed to be updated. The two exhibit cases were lined with black velvet. New signs indicating FACULTY PUBLICATIONS were made using gray mat boards with black lettering. The decision was made to use colored photographs of the faculty. With the assistance of the School’s administration, guidelines for photographs were established and letters requesting new photographs were sent to all faculty members. Photograph sessions were scheduled. Within a short time, the library had received almost all faculty members’ photographs. A file of photographs of the faculty is maintained in the Library.

As a publication is received, a bibliographic card is made for database entry for each School of Veterinary Medicine author. Complete bibliographic information and key words are included on each card. The cards are filed for entry into the database and the publication is set aside to be displayed. The faculty photograph is retrieved from the faculty file of reprints. If the photograph is not on file, a request for a photograph is made to the Biomedical Communications Unit of the School of Veterinary Medicine.

After approximately six weeks, the publications are removed from the exhibit case and given to the Acquisitions Librarian to be listed in the School of Veterinary Medicine Library’s bimonthly publication LIBRARY LAGNIAPPE. Besides providing additional publicity of the School’s research efforts, a bibliographic record of each publication displayed is provided. The file of faculty publications is maintained in a steel filing cabinet. Hanging folders are arranged alphabetically by author. Within the hanging folder are manila folders arranged by date of publication. Originally, plans were made to bind the publications by year. Binding as a means of preservation is not an accepted method by today's standards. Other alternatives to the preservation of these reprints are now being investigated.

After the procedure for collecting and displaying these publications were in place, attention was turned to software and hardware available for the development of the database for School of Veterinary Medicine Faculty Publications. The computing equipment being used in the School at this time was DEC (Digital Equipment Company). After consultations with the staff programmer, it was determined that existing software for use with DEC was too cumbersome and time-consuming to use, and did not meet the needs of the database to be developed. Attempts to write a program for a database were unsuccessful.

After several demonstrations, a decision was made to use REFERENCE MANAGER, a microcomputer-based software package that is used to store bibliographic references on a computer system. REFERENCE MANAGER is a commercial product from Research Information Systems, Inc. REFERENCE MANAGER offers the capability of entering references at the keyboard or by downloading from online services such as MEDLINE, DIALOG, Paper Chase, BRS, and with future updates from a CD-ROM such as SilverPlatter or Compact Cambridge.

Features of REFERENCE MANAGER are:
(Taken from Ver. 5.0) (2)

1. Can be used on just about any IBM or IBM-compatible computer, including PC/XT/AT and the IBM PS/2.

2. Memory capacity:
   - provides one database of up to 65,000 references
   - maximum number/length of authors/editors: 255 per reference
     (Each author name may be up to 255 characters in length)
   - maximum number/length of key words: 255 per reference
     (Each key word may be up to 255 characters in length)
   - maximum length of journal name: 255 characters
     (Up to 3 synonyms may be defined for each journal)
   - maximum length of abstract (notes) supported: 32,000 + characters
3. Retrieval speed: Independent of database size. Most retrievals are completed in 2 to 3 seconds.

4. Retrieval capabilities:
   — any retrieval parameter (author, key word, journal, year of publication, editor, word or phrase) appearing in the title or notes, pending reprint request status, document type, reference number or from a previously created transfer file
   — Boolean logic (AND, OR, and NOT)
   — wild card searching (*) acts as a wild card in search parameters
   — can sort by any field
   — can limit searches to items found in one field only

5. Transfer file can be used to create a new transfer file, to hold selected references, to remove references from a transfer file, or to permanently delete a transfer file from the hard disk.

6. Reports: sorts by any field to create author, department and annual reports

7. Other features:
   - fields can be added to customize a template, not limited to predefined templates
   - can add text information, not limited to the downloaded information
   - a special indicator reminds the user of the database whether she/he has a reprint of an article in the file or whether one has been requested
   - checks the existing database for duplicate entries each time a reference is entered
   - generates final manuscripts with in-text citations and bibliography lists
   - generates alphabetical lists of key words and journals.

Other available modules of REFERENCE MANAGER are: SLIDE MANAGER (to keep track of slides and to organize and store lectures); CAPTURE MODULE (importing of references you have downloaded from on-line services such as MEDLINE or Paper Chase, or from CD-ROM services such as SilverPlatter or Compact Cambridge); JOURNAL FORMATS (predefined bibliographic formats for more than 100 journals) and the SPLICER MODULE (which allows retrieval of references while editing a manuscript in a word processor and inserting them into the text.) The School of Veterinary Medicine does not currently subscribe to any of these modules.

REFERENCE MANAGER was installed on an IBM-XT in the School of Veterinary Medicine Library. Guidelines for input were established and a student assistant was hired to do input from the keyboard. Additional guidelines, aside from those provided by the program, include addition of information to be included in the key word and notes fields. It was decided to use MeSH headings for animal species so as to provide accuracy when searching for work that may have been done on a certain species (e.g., dogs, canine). The Department affiliation was also added as a key word so that a Departmental list of publications could be retrieved. Also, the year of publication was added to the key word field so that all publications within a given year could be collected.

As a check for completeness in the beginning of this project, literature searches were done to check for articles written by the Louisiana State University's School of Veterinary Medicine faculty. It was found that the faculty had provided a nearly complete list when initially asked for their list of publications.

As this project has continued, the faculty of the School of Veterinary Medicine have continued to provide the School of Veterinary Medicine Library with their publications. The Library staff performs literature searches periodically in order to identify publications of the faculty of the School of Veterinary Medicine. Semi-annually, a list is produced of the publications in the database for each faculty member and is sent to them for correction, approval, or update.

Version 5.0 of REFERENCE MANAGER was purchased in 1991. The new version provides faster searching and a larger capacity for references. In order to assure correctness and completeness of the database, it is important to edit, backup, and update the database. REFERENCE MANAGER has a “detect duplicate” feature. Once an entry has been edited and determined to be correct, the system allows the user to choose “Dup Check” to compare this reference with all the references in the database. If a possible duplicate is found, both references will be shown on a split screen, with the reference the user is entering in the top half, and the existing reference on the bottom half. After comparing these references, pressing any key will return to the final editing screen of the new reference. REFERENCE MANAGER checks for duplication again and alerts the user if it finds any. Backup must be done as a safeguard, especially when a substantial number of references have been added. It is suggested to keep an “archive” backup of the database on separate disks. Updating is done on a regular basis. An effort must be made to follow all established guidelines and to make changes in procedures if necessary because usefulness of a database is measured by its accuracy. (3)
As librarians are most often the users of databases either online or in print, developing and using this database were made easier. Often the librarian or information specialist can identify what information needs to be in a database such as this in order to be used effectively. As the database is used more, we see future possibilities for the use of this database.

It is a recognized fact that publications are an indication of the research activity at any academic institution. Publications are also used as a criteria for promotion and tenure. In addition, librarians use faculty publications to determine research interests for collection development. Thus it is important for academic medical center librarians to maintain a record of the publications written by their faculty. (4) The Louisiana State University School of Veterinary Medicine continues to encourage use and development of the Faculty Publications Display and Database.

BIBLIOGRAPHY