Information management in the special library of a scientific federal agency

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Gliederung

• Einführung
• Datenbanken und Recherchieren
• Suchmöglichkeiten
• Zeitschriften in elektronischer Form
• Veröffentlichungen von Mitarbeitern
• Normen und technische Regelwerke
• Intranet, u. a. Themen
This slide shows an overview of possible or existing Systems for managing information

- Data processing, techniques for information
- Projects
- occupational health and safety
- environmental protection
- Personal
- Managing of quality
- Information
- And others
This slide goes more into detail for the information systems that are used in our institution.

Information systems:
- For the public audience – using the internet
  - For the general public / citizens
  - For the scientific audience
- For the employees of our government agency – via intranet
  - General information, e. g. the telephone book
  - Special information;
    - e. g. databases, reference works, catalogues

Slide 5
This shows the option of enlarging the present intranet to the management of knowledge
Managing of information

- Databases
- Treatment of procedures
- Training for the use of the internet
- Archiving
- Abilities and skills
- Communities (of knowledge)
- Projects
- Document management
- Editing of the whole intranet (the internal network)
Informationsversorgung (klassisch)

- Bücher, Loseblattwerke
- Zeitschriften, Aufsätze aus Zeitschriften
- Normen und technische Regelwerke
- Dokumentenlieferdienste
- Lesesaal
- Sacherschließung, Titelaufnahme, teilweise Auswahl, u.a.

Classical means of supplying information
- Books,
- Journals, articles from journals
- Standards and sets of technical rules
- Document supply services
- Reading room
- subject indexing, cataloguing, selection, and others
- Searching for researchers of our house
- Database of external addresses

Slide 7
Databases from external hosts via the internet that we have to pay for

- Datenbank TEMA (Technik und Management, FIZ Technik)
- Web of Knowledge (Thompson Dialog)
  WOS: Web of Science
  CCC: Current Contents Connect
- RÖMPP Online (Thieme Verlag)
- CRC MATERIALSnetBASE (CRC Press), u.a.
- Umwelt-Online (UWS Umweltmanagement)
Hosts and databases that we get free of charge
  • Medline the well known medical database
  • JURIS Juridical information
  • And others
Kostenpflichtige Hosts

- STN Karlsruhe / FIZ Karlsruhe
- FIZ Technik
- u.a.

FIZ = Fachinformationszentrum

Hosts to whom we have to pay royalties
- STN Karlsruhe / FIZ Karlsruhe
- FIZ Technik (Technique)
In our institution the “central management of (scientific) information” is part of the library

- We create and maintain databases:
  - Membership in committees and similar institutions
  - Publications of members of our institution
  - Standards that have been bought (including those as .pdf)
- Editing of the whole intranet (the internal network)
- System for the directory of “knowing people” (experts)
- Centrals database of addresses- this project has been cancelled because of internal problems
- Training, sharing and exchange of expertise
- Searching
Portal to the (scientific) contents
We maintain the contents on an external sever at the “Hochschul-Bibliotheks-Zentrum” in Cologne
The advantage is the a lot of databases are accessed via a single interface.
When searching journals the researcher must not know the publisher of a journal or article
Ansprech-Partner-System ANS
Searching the intranet for experts inside our institution
Refers to organisations, not to persons
This uses a database using the following data:
- Databases:
  - Membership in committees and similar institutions
    Who is the member, which keywords are in the name of the committee?
  - Publications of members of our institution
    Name of the author and title and keywords of the publication
  - Standards that have been bought (including those as .pdf)
    Which individual has bought a standard?
- Keywords for the internal departments, based on the official record for several years
- Description and keywords of the internal departments as published in the internet
System for the directory of “knowing people” (experts) ANS
This is a small beginning towards a system for finding experts within our house

Slide 14
Who does what?
One of the databases used for our “ANS”
This lists the keywords associated with a department (or sub-department) of our house

Slide 15
Ordering of books via internet at a bookseller
All of the employees of our house can order books immediately from their desktop- provided they got an informal permission of one out of about 50 people (the superior) who agrees to pay. The book then is supplied to the library for cataloguing and registration in the Database (lending) and then sent to the person, that ordered it.

Slide 16
Zeitschriften - in elektronischer Form

• 5 Verlage: American Chemical Society, Elsevier, IoP (Inst. of Physics Publishing), Springer (mit Kluwer), Wiley. Ca. 3.000 kostenpflichtige Zeitschriften + 2.500 kostenlose


• Verhandlungen u.a. mit: Am. Phys. Soc.,

Journals in electronic formats
  About 3,000 journals we pay for and about another 2,500 that are free of charge
• Negotiations with other publishers like American Physical Society
Some of these contracts have been negotiated together with a consortium of other institutions in Berlin, like the Free University.

Slide 17
Zugang zu Zs in elektron. Form BAM / EZB Regensburg

Access to journals in electronic formats at BAM via the EZB Regensburg
EZB = Elektronische Zeitschriftenbibliothek (Electronic library of journals)

Slide 18
Effort to identify and then cancel journals that are no longer (urgently) needed
In an effort to administer this task, lists were published in the intranet and the sub-departments had to decide, order with us an pay in future years.

Slide 19
Datenbanken / Dateien in der Bibliothek

- **Gretaethe**
  Gremientätigkeiten

- **Publica**
  Datenbank der Veröffentlichungen von MA der BAM

- **OPAC** (Online Buch- / Bibliothekskatalog: Alephino)
  und Zeitschriftenverwaltungsprogramm (N.O.S)

- **Wer macht was?**

- **Normen** und technische Regelwerke

Databases that are maintained by the library
- Membership in committees and similar institutions
- Publications of members of our institution, including posters and lectures
- OPAC the online catalogue of the library and a system for administering the journals
- “Who does what?”
- All standards, making those standards, that have been bought (including those as .pdf) and by whom

Slide 20
Publications of members of our institution
This database can be searched by anyone via the internet

Slide 21
Copyright for publications
Problem when we want to host these on a server other than that of the publisher: Normally the copyright remains with the publisher, So we can not store them and that means those we can not include them in our searching of full-texts.

Slide 22
Why should our employees report their publications to the library?

- They will be found on the internet
- When accessing the pages of departments etc. the lists of publications are generated automatically (planned)
- Tables for the annual report can be generated automatically (no need to write them with word)
- Central and complete storage of copies in print or electronically
Zukünftig Speicherung der Texte (.pdf):
in einer „Datenbank“, Aufruf über einen Link in der Datenbank Publica

Pflege der Texte
(neue Versionen der Speicherformate)
Revision of actuality of important standards and technical rules

- Still valid?
- Changes, withdrawals
- News standards to a given index-term?
- New standards within the class of the international classification of standards?
Searching standards
The result includes the reverence to those standards that are available in our house – either in print, in a standards-pocketbook by DIN or in electronic formats.
Searching for:
Committees and similar institutions: who is our member?
Which committees and similar institutions is an employee member of?

Slide 27
That part of the intranet, that is written or devised by the library
All of our services, including the portal are accessible from these page.

Slide 28
Members of the staff of the library were part of a team that restructured and redesigned the intranet.

Slide 29
Denkbares Konfliktpotential vermeiden

- Nur das beginnen, was voraussichtlich auch kontinuierlich gepflegt werden kann.
„Nützliches Wissen macht weiser als viel Wissen.“
Aichilos, 525 bis 456 v. Chr.

Useful knowledge makes wiser than a great amount of knowledge.