

Use of Pro-Cite in the NOAA Central Library

Janice Beattie
NOAA Libraries
Rockville, Maryland

ABSTRACT

In the past five years, the market in library-related software has increased tenfold. There are separate packages for cataloging, acquisitions, circulation, integrated library systems and software that aids in other library functions. This paper addresses the latter.

At present the main NOAA library, along with the regions and a few of the field libraries, is using bibliographic tools called Pro-Cite and Pro-Search. Using these, along with Biblio-Link (an aid to downloading citations), we are compiling bibliographies, eliminating the time-consuming efforts of data entry.

After two years of being closed for repairs, the NOAA Central Library reopened in the fall of 1988 fully operational. One of the first services reestablished was producing bibliographies. To enhance and streamline the processing of bibliographies, the decision was made to procure a bibliographic software package. Pro-Cite was chosen. This package enables a bibliography to be prepared without concern for format or punctuation rules—the software does it for you.

Personal Bibliographic Software produces Pro-Cite and its support programs: Pro-Search, a gateway to searching Dialog, BRS and other online databases, and Biblio-Links, a program that converts records downloaded from online database systems directly into Pro-Cite records.

In preparing our bibliographies, we use the three packages. All are menu driven, with online help screens included. Pro-Cite allows manual input. There are twenty predefined workforms for twenty types of documents—from books to audiovisual materials—and six use-defined workforms to customize your needs. The joy of the system is combining Pro-Cite and Biblio-Links. At present, we use Biblio-Links for Dialog and BRS (there are links for OCLC, RLIN, MEDLARS, STN and others). You simply download records as you normally do, then start the Biblio-Link program; following directions, the records will automatically be translated and transferred into the correct Pro-Cite workform. It should be noted that Biblio-Links requires records with tagged fields—in Dialog this means Format 4 or adding 'TAG' to the 'Type' or 'Print' statement. An untagged version is now available but not very reliable.

Once the Pro-Cite database has been created, you can edit, format, sort, index, and print. The editing includes basic word-processing functions like block to copy, move or delete text, and global find-and-replace (to find and replace each occurrence of a word or phrase automatically). You can also easily insert or delete records while in the editing mode. Another feature is finding and deleting duplicate records that might occur when downloading from different online database services (or even different databases on the same service). Pro-Cite uses the sort function to detect the duplicate records; you then have the option of selecting the record to be deleted.

After the bibliography is edited and sorted, it is ready to be printed. Pro-Cite allows you to decide on the layout and format of the bibliography from the options screen. Margins, spacing and other standard components are set from this screen. You can also choose the bibliographic style from predefined formats (Punctuation Files) such as ANSI, MLA, Turabian, Chicago, etc., or you can create a Punctuation File to your own specifications. Each citation will be automatically arranged and punctuated correctly.

From the Option screen, the output option for the bibliography is set. The software allows you to preview your formatted citations on screen. Setting it to disk saves the bibliography on a disk in standard ASCII format; setting it to printer sends the bibliography directly to the printer. At the NOAA Library, setting the bibliography to disk is used, and the final editing is finished with WordPerfect 5.0 software.

The NOAA Central Library has used the versatile capabilities of Pro-Cite to produce a serial holdings list and an inventory of the rare book collection. For the serial list and the rare book inventory, the customized features of the software were used. A special workform was used for each, thereby incorporating the special fields such as holdings (hldg), condition (cond), language (lang), and translation (tran) for the serials, and including the fields for accession number (acc#), condition (cond), call number (call) and Key words (key) for the rare books.

The next feature to be customized was the Style or Punctuation Files to produce the published list. We wanted to include some of the special fields we had used in the workform. This was easily accomplished. Once the Pro-Cite database is established, it can be searched a number of ways. A file can be searched on all fields or on specific fields using Boolean Operators (AND, OR, and NOT), greater-than and less-than operators, and parentheses to group terms. This searching capability is extremely useful, but not as fast as one might want. The Quick Search feature is much faster, but is limited to searching the author, title and date fields. One helpful feature is being able to search on the results of a previous search.

Pro-Cite and Biblio-Links are available for IBM and its compatibles, including the M300 Workstations and the Apple Macintosh. There are twelve Biblio-Links for the IBM and three for the Macintosh. The programs require a minimum of 256K RAM and two disk drives or a hard disk. I'd recommend the hard disk. The manual for the version 1.4 is well written and well indexed, making it extremely useful.

The Personal Bibliographic Software packages used by the NOAA Central Library have made producing bibliographies less of a drudgery. They have enabled the compilation of the serial holdings list and the rare book inventory with a minimum of labor. Pro-Cite is a powerful and versatile package. It can be a joy, it can be frustrating, and it can be a challenge — it's all in how much time, energy, or imagination you want or need to put into a product.

BIBLIOGRAPHY

- Aluri, R. and Bosch, S. 1987. "Pro-Cite: A Tool for Creating and Updating Bibliographies." *Community and Junior College Libraries* 5(1):93-109.
- Brogan, Martha L. and Kvavik, Robert B. 1988. "A Customized Database on Scandinavian Government." *College & Research Libraries News* 49(11):735-739.
- Burg, B. A. and Talient, E. 1988. "The Searcher's Toolkit." *Information Technology Libraries* 7(4):455-459.
- Cheney, D. and Jenks, G. 1988. "To Pro-Cite or Not to Pro-Cite." *Library Software Review* 7(6):411-417.
- Colglazier, M. Jr. 1988. "A Book Catalog Produced from USMARC Records Using BiblioFile, Pro-Cite, Biblio-Link, and Word Perfect." *Information Technology and Libraries* 7(4):417-29.
- Fuller, Sherrilynne 1988. "Pro-Cite: For Bibliographic Databases and Bibliographies (Software Review)." *Information Today* 5(9):11,14.
- Grimes, J. G. 1986. "Creating a Serials Database for Multiple Collections Through Use of Pro-Cite." *Microcomputers for Information Management* 3(3):233-44.
- Grotophorst, C. W. 1987. "MAKEDB, A Low Cost Alternative to Sci-Mate, Pro-Cite, et al.-Usable with Free 'Generic' Retrieval Systems." *Database* 10(2):66-72.
- Hanson, T. A. and Hanson, A. C. 1989. "Managing Bibliographies with Pro-Cite." *Aslib Proceedings (UK)* 41(2):75-83.
- Hoyle, N. and McNamara, K. 1987. "Biblio-Link and Pro-Cite: The Searcher's Workstation." *Database* 10(1):73-8.
- Hughes, J. J. 1988. "Biblio-Link-Pro-Cite's Helping Hand." *Bits and Bytes Review* 2(2):12-13.
- Hughes, J. J. 1988. "Pro-Cite-Professional Bibliographic Software." *Bits and Bytes Review* 2(2):1-11.
- Joy A. 1989. "Using Biblio-Link ... for Those Other Databases." *Database* 12(1):26-9.
- Karr, R. D. 1987. "Pro-Cite." *Computers and the Humanities* 21(1):70-72.
- Knauth, M. 1989. "Bibliographies Made Easy: A Look at Pro-Cite." *Computers in Libraries* 9(4):22-4.
- Lundeen, G. 1989. "Software for Managing Personal Files." *Database* 12(3):36-48.
- Mace, Scott 1988. "Mac Software Tames the Bibliography." *InfoWorld*, August 8, 1988.
- McClelland, B. 1988. "From Logon to Typeset Document in Under Ten Minutes." *Online* 12(6):66-71.
- Nordine, E. R. 1987. "Pro-Cite." *Technical Services Quarterly* 4(4):101-7.
- Pagell, Ruth A. 1988. "Downloading and Post-processing: What You Can Do After the Search is Over and How." *Online '87, Proceedings of the Conference, Anaheim, California, 20-22 Oct 87*. Part 1: 153-159.
- "PBS Acquires Sci-mate Products." *Link-up*, March 1, 1989.
- "PBS Releases BRS Biblio-Link Upgrade." *Information Today*, April 1, 1989.

- Peters, C. 1986. "One Alternative to Cataloging Microformat Collections." *Serials Review* 12(4):65-67.
- Petrik, B. 1988. "Systems for Personal Scientific and Thematic Databases." *Vyber Informaci Organizacni a Vypocetni Techniky* (Czechoslovakia) no. 4: 435-40.
- Powis, K. 1988. "Bibliographic Record Creation (Pro-Cite, Version 1.3)." *Library Software Review* 7(5):355-6.
- Powis, K. 1987. "Pro-Cite (Bibliographic System)." *Library Software Review* 6(1):43-4.
- Rosenberg, V. 1987. "Literature Management Software for the Scholar's Workstation." *Library Software Review* 6(1):29-30.
- Saari, D. S. and Foster, G. A. 1989. "Head-to-head Evaluation of the Pro-Cite and Sci-Mate Bibliographic Database Management Systems." *Database* 12(1):22-38.
- Saffady, W. 1988. "Pro-Cite for the Macintosh." *Library Computer Systems and Equipment Review* 10(1):72-80.
- Strube, K., and others 1989. "The Librarian As Consultant and Editor for Personal File Management Software." *Medical Reference Services Quarterly* 8(1):33-43.
- Wachtel, R. E. 1987. "Personal Bibliographic Databases." *Science* 27(235):1093-1095.
- Weinstein, D. 1987. "Pro-Cite1.2 (Software Review)." *Social Science Microcomputer Review* 5(2):234-5.