THE USE OF PRO-CITE AS A COMPUTERIZED CATALOG IN A MARINE SCIENCE LIBRARY

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ABSTRACT

LUMCON Library implemented an automated catalog using Personal Bibliographic Software’s Pro-Cite together with its OCLC Biblio-Links. The features of the software which allow for searching, sorting, editing, printing, merging, deleting, and indexing make it a good bibliographic database management tool. The optional Biblio-Link utility programs also allow for the ready transfer of records from other systems.

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LUMCON Library implemented an automated catalog in June, 1989 using Personal Bibliographic Software’s Pro-Cite. Pro-Cite is a database management system designed for bibliographic references. It contains pre-defined workforms for books, journal articles, reports, conference proceedings, dissertations, maps, etc. (20 total) all in one database, yet each type of reference is treated differently for printing.

LUMCON utilizes Pro-Cite together with the optional OCLC Biblio-Link utility which transfers downloaded OCLC records to Pro-Cite. Downloaded records are captured by OCLC’s terminal software SaveScreenS, which save both bibliographic records and label sets. While there are currently less than 1,000 records in the computerized catalog at LUMCON, plans are to go through a retrospective conversion of roughly 2,500 items which are presently in the traditional card catalog. As many as 2,000 additional donated items could eventually be added to the computerized catalog, as well. LUMCON Library will probably use a vendor for the retrospective conversion task.

Each Pro-Cite database can hold up to 32,000 records, depending on record size. Each Pro-Cite field is variable length so as little or as much information as needed can be entered. Each Pro-Cite record is also variable length—each can contain up to 16,000 characters, or ten pages of text.

While Pro-Cite comes with twenty pre-defined workforms (templates), it also
allows for the creation of up to six user-defined workforms, with up to forty-five fields each.

With Pro-Cite entire records or any individual fields may be searched. Simple or complicated search expressions using Boolean logic (AND, OR, NOT connectors), parentheses, greater-than or less-than operators, etc. can be constructed. Searching can also be done by workform type, record number, or date.

If online databases are used to gather references, Pro-Cite can find duplicate records based on author, title, and date fields or any set of fields specified.

Pro-Cite can be used to create fully formatted bibliographies in many standard styles. Pre-programmed styles can be changed or users can design their own. Examples of ready-to-use styles are ANSI (American National Standards Institute), CBE (Council of Biology Editors), JCHEMSOC (Journal of the Chemical Society), SCIENCE (Science Magazine), etc. At least twenty-two styles are ready to use.

Import, a Pro-Cite utility, converts word processing text files and records from other databases into Pro-Cite format. Pro-Cite also scans word processing documents for abbreviated, in-text bibliographic references and produces a list of the complete citations by accessing the master Pro-Cite file.

Databases created with Pro-Cite for the IBM can be used with Pro-Cite for the Macintosh, and vice versa.

To run Pro-Cite, simply type "procite" and press Enter. Pro-Cite’s opening screen appears and is followed by the Open or Change Database menu.

See Screen 1

At LUMCON it is necessary to arrow down to the Change Database Directory and type in a directory path because LUMCAT, our computerized catalog, is in the OCLC directory. Otherwise, press Enter after highlighting the Open a Pro-Cite Database option. A list of available databases appears in a pop-up window at the right of the screen. Arrow down to whatever database is required and press Enter. Pro-Cite performs a short validity check on the database before opening it. This is done in order to check for damage to the database before it is opened.

See Screen 2

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When Pro-Cite's Main Menu appears, read each option and the short description to its right. Options are highlighted using the arrow keys. The Home key accesses context-sensitive Help screens throughout the program. To dismiss a Help screen, press Esc.

The upper left corner of the screen indicates which Pro-Cite database you are in. In the upper right corner of the screen, "26 Records" indicates the number of records in the database. And "26 Selected" indicates how many records are selected. Selected records are a subset of the total number of records.

Searching in Pro-Cite selects records. The results of a search become a selected set. This selected set is a subset of the larger database. If another search is performed after selecting records, only that selected set of records will be searched unless you select all of the records again.

To begin searching, choose the Select option from the Main Menu and choose Search from the Select Menu. A text box will appear in the center of the screen.

See Screen 20

Enter the search expression here. A search expression can be up to 250 characters long. After a search expression has been entered, press Enter to perform the search. When the search is completed, Pro-Cite will indicate in the top right corner of the screen the number of records found. Function key definitions are listed along the bottom of the screen.

The truncation character in Pro-Cite is the asterisk (*). It can be used either at the beginning or at the end of a word. It cannot be used in the middle of a word.

The Boolean operators--AND, OR, and NOT--are used in Pro-Cite to link search elements. Parentheses can also be used in searching. Search expressions inside the parentheses are always handled first.

There are three types of searching in Pro-Cite. The first type is full text searching. Enter a word or phrase and Pro-Cite searches all fields in all records for a match. To search for a single word, just type the word into the search expression box and press Enter. To search for a phrase, type quotation marks around the phrase.

Authority lists can be used to enter information into the search expression. Authority lists help ensure that you are searching with the correct terms. Use F3, for example, to access the Index authority list.
See Screen 21

Move the arrow to "Information Management" and press Enter. This phrase is automatically entered as the search expression. Press Enter to perform the search.

The second type of searching is field searching. If a search is performed as AUTHOR=Katz or TITLE= information, the program will search all of the Author or Title fields, respectively. Note that searching is not case sensitive. The field names above were capitalized only for clarification.

The fastest mode for searching is Quick Search. With Quick Search it is necessary to have either an author name or a title. This option can be chosen instead of Search for the quickest search results.

Once records are selected, use the Browse option from the Select Menu to show three records simultaneously in an abbreviated form.

See Screen 22

The first selected record to match the search appears in the center of the screen and is highlighted. This middle record is called the active record. To view the active record, choose View and the full bibliographic record appears.

See Screen 23

The Forsel and Baksel options on the Browse Menu Bar represent "Forward Selected" and "Backward Selected" respectively. Using these options, one can move more rapidly through the set of selected records. The Desel option (Deselect) allows removal of the active record from the set of selected records should it become necessary to reduce the number of records in a set.

Press Esc to dismiss the record. Choose eXit to return to the Select Menu from the Browse Menu.

According to Pro-Cite, the third kind of searching involves special searches—by record number and by date. Record numbers may be used in searching by specifying the field name RECNUM. A RECNUM search is usually performed with a "greater than" or "less than" qualifier. For example, the following search will select all records with record numbers 11 and above:

recnum>10

The date field in Pro-Cite is a very important one. The software converts a date into a consistent format if it is entered in one of the following ways:
See Screen 24

If a specific year is searched for, all records with that year in the Date field will be retrieved, even if a month or day show up in the Date field. It is possible to search for more than just a year by placing double quotation marks around the date, for example, date="10-88". The "greater than" and "less than" qualifiers can also be used in date searching.

To view records within the Sample database, one may move into the Edit mode by highlighting that option and pressing Enter. The Wilfred Ashworth record appears on the screen.

See Screen 3

This record refers to a journal article written by Wilfred Ashworth. The workform type is shown in the lower left corner of the screen. The record number of the bibliographic record is shown in the lower right corner. Notice the four-letter field abbreviations on the left side of the screen. The Edit Menu Bar across the bottom of the screen enables movement among records by using Next and Prev (Previous).

By either highlighting the Edit option and pressing Enter or typing e, one can move into Pro-Cite’s full screen Editor. The Edit Menu Bar is replaced with the definitions of the function keys as they are used for editing.

See Screen 4

The full name of the field is given in the lower left corner of the screen, Author (Ana.) for Author Analytic. To edit a field, move the cursor to the appropriate field by pressing Enter and type to add text to the field.

See Screen 5

For example, to add an abstract to the record, move the cursor to the first column of the Abstract field and begin typing. It is not necessary to press Enter at the end of each line. The program automatically "word wraps" for you.

The last field of every record is the Index Terms field. The index terms for this particular record are History and Philosophy. Index terms are separated by single slashes.

Text can be moved within the same record by using the function keys at the bottom of the Edit screen. Function keys available in Pro-Cite’s Edit mode are:

F5 DelBlk Deletes a marked block of text
F6 RecNum Changes the record number of this record
F7  DelEdl  Deletes text to the end of the line
F8  DelEof  Deletes text to the end of the field

To save any changes made to records, hit the F10 key labeled Done.

There is a faster way to move through the database than using Next and Prev. One can move more directly to a specific record by using the Jump option from the Edit Menu Bar. In order to use Jump, one must know the first few characters of the author's last name. One need enter only the first three or four characters of the author's surname. This is all the system will read.

See Screen 6

To see the reference to the article written by Stanley Stasch, choose the Jump option. When prompted for the alphabetic key, type STAS and press Enter. Jump moves you from the Copleston record to the Stasch record in one move.

See Screen 7

Authority lists are lists of author names, journal titles, index terms or other information. Items from an authority list can be entered into records automatically without the need to retype. Pro-Cite, however, makes no provision for checking the consistency of indexing terms. Authority lists are accessed in Pro-Cite's full screen editor by using Shift with the function keys F1, F2, F3, F4 and F5.

Shift  F1  Accesses the Authors authority list
Shift  F2  Accesses the Journals authority list
Shift  F3  Accesses the Index authority list
Shift  F4  Accesses a list of authority lists
Shift  F5  Accesses the correct authority list for the field containing the cursor (author, title or index)

Press Esc to dismiss any authority list that is open.

To enter new records into the database:

1. Choose the workform type for the new record.
2. Choose Insert from the Edit Menu Bar.
3. Type the text of the record.
4. Use the F10 key to add the record to the database.

To choose a workform for a new record, use the Workfm option from the Edit Menu Bar. A list of the available workforms appears.

See Screen 8

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After viewing the list of workforms, bring the arrow to Books-Short and press Enter. Nothing appears to happen. However, the default workform has just been changed. Now choose the Insert option from the Edit Menu Bar. A blank Books-Short workform appears.

See Screen 9

This is the same record after the text has been entered.

See Screen 10

The four slashes (////) at the end of the list of authors names indicate to Pro-Cite that there are multiple authors for this citation, but not all of their names are listed.

If the next record to be added is a reference to a journal article, the default workform must be changed from Books-Short to Journals-Short or Journals-Long. (LUMCON usually uses the long form to capture as much information as possible.) The same procedure as described above can be followed to change the default workform.

Press F10 to add the record to the database. Choose eXit from the Edit Menu Bar to return to the Main Menu.

The Index feature in Pro-Cite is used to create subject bibliographies. Records containing the same subject heading are grouped under that term.

There are four types of indexing that can be performed using Pro-Cite:

1. **Author** - Author indexing is generally used on the author fields. This type of indexing preserves the author's name as a single unit.
2. **Title** - Title indexing is generally used on title fields. It takes up to as many characters as you specify from the field, and uses this as the index entry. This type of indexing can serve as a kind of authority list of journal titles, for example.
3. **Word** - Word indexing is most useful with titles for editing purposes.
4. **Index** - Index indexing is used with the Index field. This type of indexing can provide a kind of authority list of subject terms in the database.

To begin indexing, choose the Index option from the Main Menu. The Index menu appears. Choose Options to begin preparing the index.
See Screen 18

Note that any type of indexing can be used on any field. To specify the type of indexing, place the letter A, T, W, or I beside the field you want indexed. To create a subject heading listing or bibliography, for example, use the Index Terms field. Arrow to Indx, the last field in the list, and type I.

The Index Options correspond to the function keys located at the bottom of the screen. Press F10 to accept the indexing options.

In a one-person library, it is extremely valuable to have a bibliographic database management package which allows for expansion of the database with a minimum of data entry and/or editing. The Bibliol-Links make transferring records from other systems much easier. There are Bibliol-Links not only for OCLC, but also for DIALOG, BRS, NOTIS, STN, MEDLARS and other systems. These utilities eliminate the need to manually enter information that has been retrieved from searches of other databases. Some editing of transferred records is required, but it is minimal.

I would like to note one other marine science library using Pro-Cite for an automated catalog. Bob Burkhart reports that the Florida Marine Research Institute has a database consisting of 5,000 records. He says there has been no significant slowing down of processing time with this number of records in the database. This is encouraging news. Having the recommended hardware is extremely important in this regard. System requirements call for at least 256K, two disk drives, and DOS 2.x. The Florida Marine Research Institute also maintains a separate Pro-Cite database of about 2,000 records consisting mainly of reprint citations not housed elsewhere in the collection. Bob also notes that Current Contents on Disk can be imported into Pro-Cite. All of this seems to attest to the flexibility of this database management system.

REFERENCES


Pro Cite. 1986. Software Reviews on File 2 (Dec.):817-818.


NOTE: My thanks to Pro-Cite for their permission to include copies of their screens in this paper.
Proper Date Formats in Pro-Cite

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1/30/89</td>
<td>1-30-89</td>
<td></td>
</tr>
<tr>
<td>Spring 1989</td>
<td>Spring-Summer 1989</td>
<td></td>
</tr>
<tr>
<td>1/1989</td>
<td>1-1989</td>
<td>1/89</td>
</tr>
<tr>
<td>1-89</td>
<td>1989</td>
<td></td>
</tr>
<tr>
<td>500 BC</td>
<td>500 B.C.</td>
<td>BC 500</td>
</tr>
</tbody>
</table>

Screen 24
Proper Date Formats

| Auth | Acheson, Willard |
| Ttl  | The Information Officer in the University Library |
| Jnl  | Library Association Record |
| Date | December 1979 |
| Vol/Id | 41 |
| Issn | 583-584 |
| Note | |
| Abst | |
| Call | Library/Information management/University |

[ Journals - Short ] Selected [ 10 ]

Screen 3
Next and Previous
<table>
<thead>
<tr>
<th>Auth</th>
<th>Copleston, Fredericx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tit</td>
<td>History of philosophy</td>
</tr>
<tr>
<td>Publ</td>
<td>Garden City</td>
</tr>
<tr>
<td>Date</td>
<td>1965</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VoID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>Some volumes have 2 parts</td>
</tr>
<tr>
<td>Note</td>
<td>This is an old but important work in the long list of treatises that have attempted to evaluate the roles of various philosophers in the history of the field.</td>
</tr>
<tr>
<td>Call</td>
<td>History/Philosophy</td>
</tr>
</tbody>
</table>

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**Screen 4**

*Edit a Record*

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**Screen 5**

*Edit and Add Text*
### Screen 8

**List of Workforms**

<table>
<thead>
<tr>
<th>Auth</th>
<th>Title</th>
<th>Publ</th>
<th>Date</th>
<th>ISBN</th>
<th>Note</th>
<th>Abst</th>
<th>Call</th>
<th>Indx</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [Books - Short]
- [Journals - Short]
- [Journals - Long]
- [Reports]
- [Newspapers]
- [Dissertations]
- [Trade Catalogs]
- [Letters]
- [Manuscripts]
- [Conference Proceedings]
- [Maps]
- [Music Scores]
- [Sound Recordings]
- [Motion Pictures]
- [Audiovisual Material]
- [Video Recordings]
- [Art Works]
- [Computer Programs]
- [Data Files]

**Jump Workfm Exit**

**[230]**

### Screen 9

**Empty Workform**

Pro-Cite for IBM personal computers and compatibles
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Ann Arbor, Michigan 48106

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