



EPA

CLEAN LAKES

CLEARINGHOUSE



Clean Lakes Program (WH-553) Washington DC 20460

INTRODUCTION

LOADING/ACCESS

SEARCHING

DOCUMENTS

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CLEAN LAKES CLEARINGHOUSE

What is the Clean Lakes Clearinghouse?

The Clean Lakes Clearinghouse is an information resource on lake restoration, protection, and management. The Clearinghouse was initiated by the EPA's Clean Lakes Program to provide technical information to EPA/federal personnel, state and local lake managers/associations, and researchers.

What are the Services of the Clean Lakes Clearinghouse?

The Clean Lakes Clearinghouse provides:

- a computerized database with abstracts and citations of technical material and information from:
 - journal articles
 - Clean Lakes Program reports
 - NALMS conference proceedings
 - government documents
- responses to requests for information on specific lake topics
- bibliographies on "hot topics"
- user support for answering questions, troubleshooting, and implementing changes to meet user needs

What Kinds of Information Does the Database Provide?

The Database contains information on:

- lake ecology
- lake problems such as nutrients, acidification, and toxic substances
- lake management and protection
- in-lake restoration techniques
- watershed management
- point/nonpoint sources of pollution
- water quality assessment
- modeling

How Can You Get More Information?

Call: Clean Lakes Clearinghouse User Support:
(202)382-7111

Or write: U.S. Environmental Protection Agency
Clean Lakes Program (WH-553)
Washington, D.C. 20460

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1200 Sixth Avenue, Seattle, WA 98101

**CLEAN LAKES CLEARINGHOUSE DATABASE
SUBJECT AREA HIERARCHY**

Lake Ecology

Aquatic Ecosystems

Benthic Zone/Littoral Zone/Marginal Zone/

Pelagic Zone/Profundal Zone

Epilimnion/Hypolimnion/Metalimnion

Aquatic Organisms

Algae

Aquatic Plants

Bacteria

Fish

Insects

Phytoplankton

Zooplankton

Lake Processes

Decomposition

Eutrophication

Hydraulic Residence Time

Inflow/Outflow

Mixing

Overturn

Photosynthesis

Stratification

Water Chemistry

Acidity/Alkalinity/pH

Biochemical Oxygen Demand/Chemical Oxygen Demand

Hard Water/Soft Water

Nitrogen

Phosphorus

Lake Problems

Acid Rain

Algae

Anoxia

Aquatic Macrophytes

Fishkills

Nutrients

Sedimentation

Taste/Odor

Toxic Substances

Lake Management and Protection

Fisheries Management

Government Programs & Policy Making

Lake Associations

Legislation/Ordinances/Zoning

Public Attitudes/Public Participation

In-Lake Treatment

- Acidification Mitigation
- Aeration
- Algicides
- Artificial Circulation
- Biological Control
- Dilution
- Drawdown
- Dredging
- Flushing
- Harvesting
- Herbicides
- Hypolimnetic Withdrawal
- Nutrient Inactivation
- Nutrient Precipitation

Watershed Management/Best Management Practices

- Animal Waste Management
- Buffer Strips/Grassed Waterways
- Conservation Tillage/Contour Farming/Crop Rotation
- Detention/Sedimentation Basins
- Diversion
- Erosion Control
- Integrated Pest Management
- Range/Pasture Management
- Shore Stabilization/Streambank Stabilization
- Stormwater Management
- Street Cleaning
- Wastewater Treatment

Point/Nonpoint Sources of Pollution

- Nonpoint Source Pollution
 - Acid Mine Drainage
 - Agricultural Runoff
 - Construction Runoff
 - Highway Runoff
 - Septic Systems
 - Silviculture
 - Urban Runoff
- Point Source Pollution
 - Combined Sewer Overflow
 - Industrial Wastes
 - Municipal Wastes

Water Quality Assessment

- Monitoring
- Statistical Analysis
- Trophic State Indices

Modeling

- Computer Modeling
- Mathematical Modeling
- Simulation Modeling

SAMPLE RECORD

Accession Number	717
Record Type	CAT
Personal Author	SETIA, PARVEEN; MAGLEBY, RICHARD
Corporate Author	USDA
Main Title	MEASURING PHYSICAL AND ECONOMIC IMPACTS OF CONTROLLING WATER POLLUTION IN A WATERSHED
Publisher	NALMS, WAHSINGTON, D.C.
Subject w/ Thes.	COSTS AND COST ANALYSIS; MODELING; GOVERNMENT AGENCIES; MATHEMATICAL MODELING; NONPOINT SOURCE POLLU- TION; BEST MANAGEMENT PRACTICES; GOVERNMENT PROGRAMS
Abstract	ANALYZES AGRICULTURAL (BEST MANAGEMENT PRACTICES) & CONSERVA- TION ALTERNATIVES FOR REDUCING NONPOINT SOURCE POLLUTION IN HIGHLAND SILVER LAKE, IL. RESULTS SHOW COSTS & EFFECTIVENESS OF RURAL CLEAN WATER PROGRAM. DIS- CUSSES PHYSICAL & MATHEMATICAL MODELS.
Database	LAKE
Geo Code	05IL
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ACCESS TO THE CLEAN LAKES CLEARINGHOUSE DATABASE

The Clean Lakes Clearinghouse provides access to technical information on lake restoration, protection, and management through a computerized bibliographic database. The Database is available to users in three ways: through a personal computer program, through the EPA mainframe, and by requesting a bibliography from Clean Lakes Clearinghouse User Support.

Personal Computer Access

The Database can be loaded to a personal computer for use at your convenience. If you choose this access method the Database will be sent on diskettes, with the necessary supporting documentation, from which you will load the database file and menu programs onto a personal computer hard disk. This option requires that you have an IBM or IBM compatible personal computer, approximately 3 megabytes of hard disk space, and dBASE III+ software. The Database diskettes and supporting documentation will be sent free of charge to anyone with the required hardware and software.

Mainframe Access

The Clean Lakes Clearinghouse Database has been loaded to EPA's mainframe in an online library catalog system (OLS). The OLS is available to anyone with a mainframe account.

Call-in Access

If you cannot access the Database through your personal computer or mainframe terminal you can request a search on a specific lake topic from Clean Lakes Clearinghouse User Support at (202)382-7111. You will be sent a printed bibliography listing records from the Database on that topic, as well as information on how to obtain documents of interest. This service is also performed free of charge.

USING THE DATABASE ON THE MAINFRAME

Online Library System

The Clean Lakes Clearinghouse Database has been loaded on EPA's IBM 3090 mainframe in the Online Library System (OLS), a modified library application written in BASIS. The OLS also has several other files such as the holdings for the EPA Headquarters Library and three of EPA's Regional libraries.

Access to OLS

You must have an account on the IBM 3090 in order to use the OLS. Contact your Regional ADP Coordinator if you do not already have an account. Call RTP User Support at (FTS) 629-7862 or 1-800-334-2405 (CML) to identify your ADP Coordinator.

Logging onto the Mainframe

Procedures for signing onto the IBM 3090 vary depending on your location and on type of terminal. Contact your local computer support personnel for assistance or call RTP User Support at the above number for log-on instructions.

Logging onto the OLS is described in more detail in the Clean Lakes Clearinghouse documentation notebook under "Searching".

BASIS/TECHLIB
CLEAN LAKES (LAKE)
ONLINE LIBRARY SYSTEM (OLS)
PATRON GUIDE

September 1989

Prepared for:

U.S. ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Prepared by:

COMPUTER SCIENCES CORPORATION
Applied Technology Division
79 T.W. Alexander Drive
Research Triangle Park, NC 27709

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PREFACE

The PATRON GUIDE is designed for all OLS users and contains introductory information about BASIS, an explanation of how to access the OLS, a description of the PATRON MENU, a discussion of common BASIS commands, and a discussion of thesaurus usage. The appendices contain a list of fields and prefixes in each of the databases, information about the EBCDIC collating (sorting) sequence, and a list of related documentation.

The following documentation conventions pertain to system use:

1) After entering menu options or system commands, press the <RETURN> key (if you are operating a VT100 terminal or a personal computer with VT100 emulation) or the <ENTER> key (if you are operating an IBM 3270 terminal or personal computer with 3270 emulation card such as IRMA).

2) User input is shown in upper-case type, underlined, on pictures representing menus.

ENTER SELECTION --> II
Search for titles containing: WATER

and in upper-case type surrounded by double quotes (e.g., Enter "Q" to exit from the OLS.) within the text of the document. However, you may omit the double quotes and enter information in any combination of upper and lower case.

3) A single asterisk (*) is a "wildcard" character used to specify a group of data or data items that fit a certain pattern. Requesting data with the keyword ACID* will retrieve ACID, ACIDITY, ACIDIFICATION, ACIDIC, etc. (e.g., "ACID" followed by any other characters).

4) Three asterisks (***) indicate that users who are operating IBM 3270 terminals or using 3270 terminal emulation packages must press <ENTER> to continue.

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Appendix D
DATA DICTIONARY

The Data Dictionary has not yet been compiled.
Refer to Appendix A for all available information
about each field or prefix.

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1.0 INTRODUCTION

The Clean Lakes database (LAKE) is a resource for obtaining information concerning lake management, protection, and restoration. The database was initiated in January 1988 in order to provide information dealing with topics such as restoration techniques, water quality assessment, lake problems, modeling, lake ecology, and other related topics. The database is now available as a file in the Online Library System (OLS) to all EPA personnel and to state government offices that have an account on the EPA mainframe. This means that bibliographic information from the Clean Lakes database may be accessed Agency-wide via the OLS.

BASIS is a database which is optimized for storing large amounts of textual data. The OLS is a modified version of the BASIS library application called TECHLIB (TECHnical LIBrary). The OLS provides instantaneous electronic access to the Clean Lakes database and to a cumulative Headquarters Library catalog, EPA report abstracts, and EPA Regional files.

Clean Lakes database and other library patrons may search the OLS through simple menus or through the powerful BASIS command language.

BASIS/TECHLIB and the OLS are installed at the EPA National Computer Center (NCC) IBM 3090 in Research Triangle Park, N.C., and may be accessed Agency-wide via the 3090.

2.0 ACCESS TO THE ONLINE LIBRARY SYSTEM

You must have an account on the IBM 3090 in order to use the OLS. Contact your Regional ADP Coordinator if you do not already have an account. If you do not know who your Regional ADP Coordinator is, contact User Support at 1-800-334-2405 (CML) or 629-7862 (FTS).

Procedures for signing on (or "logging on") to the IBM 3090 vary depending on your location and on what type of terminal you are using. Contact your local support personnel for assistance, or call User Support at the above number for logon instructions.

The steps below assume that you have successfully logged on to the IBM and are now at the TSO "READY" prompt.

If you have any problems gaining access to the OLS which occur after you get to the TSO "READY" prompt, call 1-919-541-9287 and ask for the TECHLIB DATABASE ADMINISTRATOR. If your problems occur before you see the TSO "READY" prompt, contact your local support personnel, or call User Support.

If you have any questions regarding the contents of the Clean Lakes database (i.e. questions directly related to the bibliographic information stored in the database), you may call Clean Lakes User Support for assistance. The number is (202)382-7111 (CML) or 382-7111 (FTS).

NOTE: Advanced users may wish to do all their work through ISPF. These users should select ISPF option 6 before proceeding to the steps below. Interpret all references to the TSO "READY" prompt as including the ISPF option 6 prompt.

2.1 Invoking TECHLIB

At the TSO "READY" prompt, type the word "TECHLIB" and press <ENTER>.

```
READY
TECHLIB
```

The system will display a bulletin which is designed to alert you to any changes in or news about the OLS. MAKE A HABIT OF READING THIS BULLETIN. The top of the bulletin contains the date and time it was last changed, for your convenience.

```
***** TECHLIB BULLETIN: 9/26/89 17:00 EST *****
FOR HELP, contact the TECHLIB Database Administrator at
      (non-FTS) 919-541-9287, or send EMail to TECHLIB/DBA.
```

```
>>>> Use N, not C, to access National Catalog database.
>>>> Clean Lakes database now available with "L" option.
>>>> Important EMAIL sent to all librarians today (9/26/89) RSVP...
```

```
OCCL current thru 9/08/89.  Fiche thru 8/25/89 was mailed 9/07/89.
NTIS current thru 8/89.    Fiche thru 8/89   was mailed 9/07/89.
HAZW current thru 6/89.
```

The PATRON and LIBRARIAN GUIDES are now available online.

```
>>>>> SEARCHING TIPS <<<<<<
>> You may search OCLC numbers (FIND OCLC=...) without leading zeroes.
>> SEARCH STRINGS CONTAINING BLANKS MUST BE ENCLOSED IN DOUBLE QUOTES.
>> WHEN COMBINING SEARCHES, USE "AWOL" (And WithOut Links) rather than
  "AND". See the PATRON GUIDE for an explanation.
>> NTIS report number searching: Use "FIND RNO=" and don't put any
  punctuation in the number. Ex: FIND RNO=EPA6701234, not EPA/670-12-34.
***** END OF BULLETIN *****
```

PRESS ENTER TO CONTINUE, Q TO QUIT -->

Press "Q" if you have changed your mind and wish to quit TECHLIB and return to the TSO "READY" prompt. If you press <ENTER>, either the OUTPUT DEFAULTS MENU or the DATABASE SELECTION MENU will appear. The DATABASE SELECTION MENU will appear if you have already set up your output defaults. If you have never set up any output defaults, the OUTPUT DEFAULTS MENU will appear so that you can do so.

2.2 The OUTPUT DEFAULTS MENU

The first time you ever use TECHLIB, you must establish where and how any output you generate while using the OLS should be printed. Thus, if you have never used the OLS, you will be prompted to enter certain printer output parameters. These parameters will be saved by the OLS, and they will become your "output defaults". You will never have to respecify these values unless you wish to change them.

On subsequent occasions that you use TECHLIB, you may change these values by selecting the "D" option from the DATABASE SELECTION MENU. The screens to change output defaults look almost exactly like the screens to enter the output defaults on the very first time you use TECHLIB. In the following example, you will see how to change your output default values.

Your current output defaults always display on the DATABASE SELECTION MENU. Suppose that you want to print the OLS PATRON GUIDE on 8-1/2x11 white unlined paper punched for a three-ring binder, on a laser printer at the National Computer Center. Your normal defaults are to print on standard forms at your local printer, which happens to be called R222. You have consulted your local computer support person, and so you know that the white paper you want is forms type ON71, that printing on the laser printer requires class F, and that the NCC computer is R0.

Select the "D" option:

ONLINE LIBRARY SYSTEM		<< DATABASE SELECTION MENU >>		US:	DB:
N	NATIONAL CATALOG (OCLC + NTIS EXTRACTS)				
H	HAZARDOUS WASTE				
L	CLEAN LAKES				
T	TRANSLATIONS				
1	REGION I				
4	REGION IV				
9	REGION IX				
P	PRINT PATRON GUIDE AT DEFAULT OUTPUT DEVICE				
G	PRINT LIBRARIAN GUIDE AT DEFAULT OUTPUT DEVICE				
S	PRINT SHELF LIST AT DEFAULT OUTPUT DEVICE				
D	CHANGE DEFAULT PRINTER OUTPUT VALUES				
	(BIN:B132 DEST:R222 FORM:STD CLASS:A)				
ENTER SELECTION LETTER, OR Q TO QUIT --> Q					

and the OUTPUT DEFAULTS MENU appears:

ONLINE LIBRARY SYSTEM << OUTPUT DEFAULTS MENU >> US: DB:

"BIN" SPECIFIES WHERE PRINTED OUTPUT FROM REPORTS AND/OR PRINT COMMANDS SHOULD GO. DEFAULT IS TO HAVE OUTPUT MAILED TO YOU VIA 4TH CLASS U.S. MAIL, OR YOU MAY SPECIFY ANY VALID BIN NUMBER (4 CHARACTERS STARTING WITH B, C, D, F, M OR L).

OLD BIN: B132 DEFAULT BIN: MSEC NEW BIN:

"DEST" SPECIFIES WHAT PRINTER WILL BE USED TO PRINT OUTPUT. DEFAULT IS TO HAVE OUTPUT PRINTED AT NCC-RTP, OR YOU MAY SPECIFY A REMOTE PRINTER NUMBER (USUALLY "R" OR "N" FOLLOWED BY NUMBER).

OLD DEST: R222 DEFAULT DEST: RO NEW DEST: RO

"FORM" IS THE TYPE OF PAPER TO USE. DEFAULT IS STANDARD FORMS, OR YOU MAY SPECIFY ANY FORMS TYPE WHICH IS VALID FOR YOUR LOCATION. CONSULT YOUR LOCAL COMPUTER OPERATOR FOR HELP.

OLD FORM: STD DEFAULT FORM: STD NEW FORM: ON71

"CLASS" IS THE OUTPUT CLASS. DEFAULT IS STANDARD PRINT CLASS, OR YOU MAY SPECIFY ANY CLASS WHICH IS VALID FOR YOUR LOCATION. CONSULT YOUR LOCAL COMPUTER OPERATOR FOR OPTIONS.

OLD CLASS: A DEFAULT CLASS: A NEW CLASS: E

Note that if you simply press <ENTER>, the "OLD" values are kept. If you are entering output defaults for the first time, pressing <ENTER> will cause the system default values to be stored for you.

Once you have finished entering or changing your output defaults, the DATABASE SELECTION MENU will reappear. Your changed values are shown on that screen:

```
ONLINE LIBRARY SYSTEM  << DATABASE SELECTION MENU >>  US:  DB:

      N      NATIONAL CATALOG (OCLC + NTIS EXTRACTS)
      H      HAZARDOUS WASTE
      L      CLEAN LAKES
      T      TRANSLATIONS
      1      REGION I
      4      REGION IV
      9      REGION IX

      P      PRINT PATRON GUIDE AT DEFAULT OUTPUT DEVICE
      G      PRINT LIBRARIAN GUIDE AT DEFAULT OUTPUT DEVICE
      S      PRINT SHELF LIST AT DEFAULT OUTPUT DEVICE
      D      CHANGE DEFAULT PRINTER OUTPUT VALUES
              (BIN:B132 DEST:RO FORM:ON71 CLASS:F)

ENTER SELECTION LETTER, OR Q TO QUIT -->
```

Since the range of valid BIN, DEST, FORM and CLASS parameters is so broad, very little validation can be done on these values. Therefore, if you entered invalid values, you may see error messages of the following form after selecting a database:

```
IKJ56875I  SYSOUT DATA SET NOT ALLOCATED, DESTINATION UNDEFINED TO SUBSYSTEM
```

If this happens, quit the OLS or the database as soon as you are given the opportunity, go back to the TSO "READY" prompt, and start over. If you do not start over with valid output parameters, results are unpredictable.

Consult the EPA Online User's Guide, or call User Support (phone number in Section 1.0) if you need more information than is given below about BIN, DEST, FORM, and CLASS.

2.2.1 The BIN Parameter

The bin number ("BIN") determines where printed output is placed after printing. The bin number is two to four characters long (leading zeroes of the numeric portion may be omitted). The following table contains information about the meaning of different format bin numbers.

BIN NUMBER	DISTRIBUTION SITE
Bnnn	National Computer Center bin at RTP for user retrieval or RTP area courier delivery. Replace nnn with bin number assigned by DPSS.
Cnnn	To be distributed to Washington, DC area user by courier at the user's expense. Replace nnn with courier bin number.
Dnnn	Hold at the WIC (EPA Headquarters) for user retrieval. Replace nnn with the bin number assigned by WIC.
Fuuu	To be distributed by DPSS-RTP personnel via Express Mail, Priority 1 (overnight service), at the expense of the user represented by the User-ID initials uu.
Muuu	To be distributed by DPSS or I/O Control personnel via U.S. Fourth Class at RTP, to the user represented by the User-ID initials uu.

When the OLS asks you to enter a BIN, if you simply press <ENTER>, your output will be assigned a bin number consisting of M plus your three-letter User-ID. Since 4th class mail is slow, it is to your advantage to specify a bin number if possible. If your group does not already have an assigned bin number, you may request one from your Group Leader, Project Officer, or ADP Coordinator.

2.2.2 The DEST Parameter

The destination code ("DEST") is a code that identifies a specific printer or set of printers in a specific city and building.

The most common format for a destination code is "R" or "RMT" (for Remote printer) or "N" (for Node) followed by a one- to three-digit number. In some cases, both a Node and a Remote may be required.

There is one other possible format for destination code: if printouts are to be routed to a logical mainframe (LMF), you may specify the first two letters of the LMF city -- "DA" for Dallas, "AT" for Atlanta, etc.

The table below contains some example destination codes.

DEST CODE	PRINTER LOCATION
R0	National Computer Center, Research Triangle Park, NC
R321	Computer Sciences Corp., Research Triangle Park, NC
N3	WIC, Washington, DC
AT	EPA Region 4, Atlanta, GA
N7	EPA Region 2, New York City, NY
N9	EPA Region 8, Lakewood, CO
N10	EPA Region 6, Dallas, TX
DA	EPA Region 6, Dallas, TX
N11	EPA Region 10, Seattle, WA
N13	EPA Region 7, Kansas City, KS
N14	EPA Region 3, Philadelphia, PA
N15	NJ EPA Water Resources, Trenton, NJ
R320	EPA OAQPS, Mutual Bldg., Durham, NC
R255	Electronic hold queue at NCC
HOLD	Electronic hold queue at NCC

When the OLS asks you to enter a DEST, if you simply press <ENTER>, your output will be assigned to print at R0. If you do not know the DEST number for the printer closest to you, contact your Group Leader, Project Officer, or ADP Coordinator.

Be aware that if you leave output on hold and do not explicitly release it, it will be deleted from the system after it has been in the queue for some part of three working days. A working day is defined as a day during which NCC regularly processes user jobs (i.e., days other than Sundays or holidays). Do not select a DEST of HOLD or R255 unless you are familiar with the procedures for examining and releasing output which is in the hold queue.

2.2.3 The FORM Parameter

The forms type ("FORM") specifies what type of paper must be in the printer before your output will be printed.

The table below contains some example FORM types which are valid for NCC and the WIC:

FORM CODE	SIZE	DESCRIPTION
1800	14-7/8" x 11"	unlined
ON71	*8-1/2" x 11"	unlined, 3-hole punch
ON51	*8-1/2" x 11"	unlined, no holes
STD	14-7/8" x 11"	reverse side of lined paper
8381	12 x 8-1/2	unlined, compressed laser print

* Measurement without sprocket holes.

2.2.4 The CLASS Parameter

The output class ("CLASS") specifies the SYSOUT class. This parameter is closely related to the FORM parameter, and may imply a particular FORM. Don't worry too much about this value, as you will rarely want to change it. The most commonly used classes at the NCC are shown in the table below.

CLASS	MEANING
A	Printed output on standard system printer with single-part, unlined 14-7/8" x 11" white paper printed at 6 lines/inch.
D	Printed with upper/lower case (Washington Information Center N3 only).
F	Printed output on the IBM 3800 laser printer (local to RTP only, not currently available at most remote sites).
M	Printed output greater than 50,000 lines.
P	Printed output goes to the electronic hold queue.
Z	Dummy class. Output will not be printed.

When the OLS asks you to enter a CLASS, if you simply press <ENTER>, your output will be printed on STD forms. (See table above.) Available class values vary from site to site, so consult your local computer operator for additional options. See the EPA Online User's Guide, PNTNFORM member, for a full discussion of NCC/WIC options.

2.3 The DATABASE SELECTION MENU

The DATABASE SELECTION MENU allows you either to select a database for searching, or to perform a utility function such as printing the user guide(s), running a shelf list (for librarians only), or changing your default output values. Your current default output values are also displayed, for easy reference. The DATABASE SELECTION MENU looks like this:

```
ONLINE LIBRARY SYSTEM  << DATABASE SELECTION MENU >>   US:   DB:

      N      NATIONAL CATALOG (OCLC + NTIS EXTRACTS)
      H      HAZARDOUS WASTE
      L      CLEAN LAKES
      T      TRANSLATIONS
      1      REGION I
      4      REGION IV
      9      REGION IX

      P      PRINT PATRON GUIDE AT DEFAULT OUTPUT DEVICE
      G      PRINT LIBRARIAN GUIDE AT DEFAULT OUTPUT DEVICE
      S      PRINT SHELF LIST AT DEFAULT OUTPUT DEVICE
      D      CHANGE DEFAULT PRINTER OUTPUT VALUES
              (BIN:B132  DEST:RO  FORM:ON71  CLASS:F)

ENTER SELECTION LETTER, OR Q TO QUIT -->
```

As usual, you may enter "Q" to quit the OLS and return to the TSO "READY" prompt.

2.3.1 Printing Patron or Librarian Guides

If you select "P" to print the BASIS/TECHLIB OLS PATRON GUIDE, or "G" to print the BASIS/TECHLIB OLS LIBRARIAN GUIDE, the output will be printed at the printer and on the forms specified by your output defaults. The LIBRARIAN GUIDE may only be printed by library staff members who know the password for this option. Note that these are the generic user guides; the manual you are reading is the BASIS/TECHLIB CLEAN LAKES OLS PATRON GUIDE.

2.3.2 Changing Default Printer Output Values

If you select "D" to change default printer output values, the OUTPUT DEFAULTS MENU described in Section 2.2 above will appear. You may then re-enter each default value.

2.3.3 Printing a Shelf List

A shelf list is a list of holdings for an entire library or library collection which is sorted by call number. Patrons may not request shelf lists. Contact Clean Lakes User Support if you need to use this function.

2.3.4 Selecting a Database

If you select one of the menu options representing a database, you will be prompted for a database id. Clean Lakes database users should type "PATRON" at the prompt, or press <ENTER> (since PATRON is the default database id).

```
ONLINE LIBRARY SYSTEM  << DATABASE SELECTION MENU >>  US:  DB:

      N      NATIONAL CATALOG (OCLC + NTIS EXTRACTS)
      H      HAZARDOUS WASTE
      L      CLEAN LAKES
      T      TRANSLATIONS
      1      REGION I
      4      REGION IV
      9      REGION IX

      P      PRINT PATRON GUIDE AT DEFAULT OUTPUT DEVICE
      G      PRINT LIBRARIAN GUIDE AT DEFAULT OUTPUT DEVICE
      S      PRINT SHELF LIST AT DEFAULT OUTPUT DEVICE
      D      CHANGE DEFAULT PRINTER OUTPUT VALUES
              (BIN:B132  DEST:R0  FORM:0N71  CLASS:F)

ENTER SELECTION LETTER, OR Q TO QUIT --> L
ENTER DATABASE ID (PATRON OR LIBXXXX, DEFAULT IS PATRON) -->
```

If you mistyped your database id or password, you may be shown a message which looks like this:

```
USER ERROR.  You are not an authorized user.
Do you want another data base?
/
```

If this happens, just type the word "NO" in response to the slash prompt. You will be returned to the DATABASE SELECTION MENU.

After correctly specifying a database and your database id, you will be shown a welcome message, the date on which this database was last updated, and the total number of records in this database.

Next you will be asked what type terminal you are using. The welcome message and terminal type prompt will look something like this:

```
WELCOME TO THE EPA ONLINE LIBRARY SYSTEM
  The Last Update Was on 890817
  The Total Number of Records is 1600

What type of terminal or terminal emulation software are you
using (V for VT100, I for IBM3270, or press ENTER for OTHER)?
--> V
```

If you are using an IBM 3270 or 3270-type terminal, or if you are using a personal computer that contains a 3270 emulation card (such as an "IRMA", "DCA" or "PCOX" card), answer "I" in response to the terminal type question. If you are using a VT100 terminal, answer "V". If you are using a personal computer without a 3270 emulation card or any other kind of terminal, press <ENTER> to select OTHER terminal.

2.4 Opening Menu Display

You will now be shown the opening menu that is appropriate for your database id.

Because your database id is PATRON, the PATRON MENU will be displayed. Refer to Section 3.0 for a discussion of the PATRON MENU.

3.0 USING THE OLS AS A PATRON

The PATRON MENU allows you to search for Clearinghouse documents by title, personal author, corporate source, subject, keywords (title, subject and abstract simultaneously), call number, and year of publication. Select one of these options by entering the two-character code that corresponds to the selected search category.

The PATRON MENU also offers online help for all menu options, lets you display and combine search results, lets you clear current searches from the right side of the screen, provides additional options which would not fit on the PATRON MENU, lets you exit to BASIS and enter BASIS commands, and provides the standard "Q" to Quit option.

The PATRON MENU looks like this:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	
AU Authors (personal)	
CS Corporate Sources	
SU Subjects	
KY Keywords (MTI+SU+AB)	
CL Call Number	
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION --> <u>TI</u>	
Search for titles containing: <u>CARP</u>	

Results from searches performed from the PATRON MENU are displayed in a list on the right side of the screen. An entry in this list consists of the search request (such as "TI=CARP") and the number of items found for that request. The OLS has room to display a maximum of sixteen document sets. If you have created more than sixteen document sets and wish to see the complete list of your document sets, select the "D" option from the PATRON MENU, or clear all your existing document sets with the "C" option. All of the two-character "SEARCH BY" options are discussed in Section 3.1. All of the single-character "OTHER OPTIONS" are discussed in Section 3.2.

3.1 "Search by" Options

In the OLS, an attempt has been made to have search requests constructed through the menus match the syntax used by BASIS at the command level. For example, a search request like the following:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	
AU Authors (personal)	
CS Corporate Sources	
SU Subjects	
KY Keywords (MTI+SU+AB)	
CL Call Number	
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION --> <u>TI=CARP</u>	

is very similar to the BASIS command

FIND TI=CARP

However, the menus are designed to prompt you for the various parts of the search request, so that you are not required to know the BASIS syntax. The example FIND on the next page shows this prompting.

Also in the example on the next page, note that the results from the first search appear on the right side of the subsequent display of the PATRON MENU. There are 7 documents in the LAKE database which have the word "carp" in the title field.

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE

SEARCH BY:

TI Titles
AU Authors (personal)
CS Corporate Sources
SU Subjects
KY Keywords (MTI+SU+AB)
CL Call Number
LB Library Code
YR Year of Publication
DB Database

SEARCH RESULTS:

TI=CARP - 7 ITEM(S)

OTHER OPTIONS:

H Help
D Display/Print/Combine
C Clear Current Searches
A Additional Options
X Exit to BASIS
Q Quit this Database

ENTER SELECTION --> TI

Search for titles containing: WATER

Again, the results of your search appear on the right side of the screen:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE

SEARCH BY:

TI Titles
AU Authors (personal)
CS Corporate Sources
SU Subjects
KY Keywords (MTI+SU+AB)
CL Call Number
LB Library Code
YR Year of Publication
DB Database

SEARCH RESULTS:

TI=CARP - 7 ITEM(S)
TI=WATER - 246 ITEM(S)

OTHER OPTIONS:

H Help
D Display/Print/Combine
C Clear Current Searches
A Additional Options
X Exit to BASIS
Q Quit this Database

ENTER SELECTION -->

As you become more familiar with the OLS, you may want to start using shortcuts such as entering "TI=WATER" at the "ENTER SELECTION -->" prompt, but you always have the choice of how to do your work.

Whether you are searching through the menus or at the BASIS command level, there are a few things you must know about constructing searches. If you are searching an alphabetic or alphanumeric field such as title, author, subject, call number, etc., you may search for a single word, a phrase, or a complete entry. If you search for any string which contains blanks, you must enclose the entire string in double quotes:

```
TI="ENVIRONMENTAL PROTECTION AGENCY"  
AU="JOHN SMITH"  
SU="ALUM TREATMENT"  
CL="TD803.N34 1988"
```

You may also use the wildcard character ("*") to truncate a word or phrase. The wildcard character may appear at the beginning, middle, or end of the word or phrase. Wildcard characters and double quotes may be combined.

```
TI="ENV* AGENCY"      (find all agencies with Env* in name)  
AU="SMITH, J*"        (find all Smiths with initial J)  
SU=ALUM*              (find alum treatment, aluminum, etc.)  
CL="TD803* 1988"
```

Whenever you specify a phrase to be searched, BASIS actually searches for each word of the phrase separately. Therefore, you cannot specify the order of the words within the phrase. The capability to search for words in a particular relationship to each other is known as "proximity searching". You cannot do proximity searching through the menus, although you may use the SCAN command at the BASIS command level to do so. See Section 4.2.2 for more information about the SCAN command.

As an example of "order insensitivity", if you request TI="Env* Agency" from BASIS, BASIS will retrieve "Agency for Environmental Protection" as well as "Environmental Protection Agency". In the author search for "Smith, J*", BASIS will retrieve "John Smith", "Joan Quintana Smith", "Smith Jones III", "J.B. Smith", "Smith, J.R.", and so on. That is, any author with the name Smith and the initial J somewhere in his/her name will match the search criterion "Smith, J*".

Another concept commonly used in literature searching is "stopwords". A list of common words has been defined so that these words, when they appear in a phrase, do not get indexed. You would never want to search for all titles containing the word "the", for example. Also, when entering a search request, there is no need for you to have to specify "The History of the World". Instead, since "of" and "the" are stopwords, you could simply enter "History of the World", "History World", or even "World History" and still retrieve the title "The History of the World". Refer to Appendix C for a complete list of stopwords used in indexing OLS databases.

One final thing to know about alphanumeric searches is that they are not "case-sensitive". That is, you may enter your request in any combination of upper- and lower-case letters, and regardless of the case of the data in the database, if the sequence of letters is the same, you will get a match. For example, if the author field of a document in the database contains "Wendy Nelson", you may enter your search request as "WENDY NELSON" or "wendy nelson" or even "WeNdY nElSoN", and still retrieve the same document.

When you are searching numeric fields, you may search for a single value, a range of values, or a set of values defined with a logical operator such as Greater Than (GT), Less Than (LT), Greater than or Equal to (GE), Less than or Equal to (LE), or Equal to (EQ). The only numeric field which can be searched from the PATRON MENU is the year of publication. Some examples of year searches appear in Section 3.1.8.

The sections which follow briefly describe each "Search By" option available from the PATRON MENU, and give an example or two of each search. These examples are cumulative, and so you will see the results from each search displayed on the screen of the following search. If, after reading these sections, you need additional information on how to search a particular field, consult the Data Dictionary in Appendix D of this manual.

3.1.1 Search by Title

The TI option allows searching for materials by title. Enter a word, phrase or complete title, with or without articles such as "a" and "the".

This is an alphanumeric search, and all rules explained in Section 3.1 apply. Examples of title searching are shown in Section 3.1.

3.1.2 Search by Personal Author

The AU option allows searching by personal author. (If you want to search by corporate author, use the CS option.) The format of the name is irrelevant as the OLS will search for all parts of the name separately. If the author's complete name is not available, users may search with the surname, first name, or initials.

This is an alphanumeric search, and all rules explained in Section 3.1 apply. The search AU=KLESSIG would result in the following display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	
KY Keywords (MTI+SU+AB)	
CL Call Number	
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION -->	

3.1.3 Search by Corporate Source

The CS option allows searching by corporate source. (If you want to search by personal author, use the AU option.) The format of the name is irrelevant as the OLS will search for all parts of the name separately. If the complete source name is not available, users may search with a portion of the name.

This is an alphanumeric search, and all rules explained in Section 3.1 apply. The search CS="LAK*" would result in the following display:

```
ONLINE LIBRARY SYSTEM  << PATRON MENU >>  US: PATRON  DB: LAKE
```

SEARCH BY:

TI Titles
AU Authors (personal)
CS Corporate Sources
SU Subjects
KY Keywords (MTI+SU+AB)
CL Call Number
LB Library Code
YR Year of Publication
DB Database

SEARCH RESULTS:

TI=CARP - 7 ITEM(S)
TI=WATER - 246 ITEM(S)
AU=KLESSIG - 9 ITEM(S)
CS=LAK* - 26 ITEM(S)

OTHER OPTIONS:

H Help
D Display/Print/Combine
C Clear Current Searches
A Additional Options
X Exit to BASIS
Q Quit this Database

ENTER SELECTION -->

3.1.4 Search by Subject

The SU option allows searching by keyword. Keywords must be entered exactly as they are printed in the Keyword List which can be found in the Appendix of the Clean Lakes Clearinghouse documentation notebook. Entries may be truncated with the wildcard symbol.

This is an alphanumeric search, and all rules explained in Section 3.1 apply. The search SU="ALUM TREATMENT" would result in the following display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION -->	

3.1.5 Search by Keywords

The KY option allows searching by topic within the title field, keyword field, and the abstract field. This search is more comprehensive than the SU search (previously described in 3.1.4) because it adds the title and abstract words to the pool of words or phrases searched. Note that there are 4 more documents retrieved by the KY search (as opposed to the SU search) because of this addition of title and abstract words.

This is an alphanumeric search, and all rules explained in Section 3.1 apply. The search KY="ALUM TREATMENT" would result in the following display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	KY="ALUM TREATMENT" - 76 ITEM(S)
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION -->	

3.1.6 Search by Call Number

The CL option allows searching for publications described by a particular call number. In the Clean Lakes database the call number field contains EPAX numbers (call numbers assigned to EPA Headquarters Library documents) as well as Library of Congress call numbers. Due to the multiplicity of types of numbers entered in this field it is always wise to end the call number with the wildcard character.

This is an alphanumeric search, and all rules explained in Section 3.1 apply. The search CL="EPAX 8804-004*" would result in the following display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	KY="ALUM TREATMENT" - 76 ITEM(S)
LB Library Code	CL="EPAX 8804-004*" - 1 ITEM(S)
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION -->	

3.1.7 Search by Library Code

This search is relevant only for OCLC data in the NCAT database. Therefore, the LB option is not explained in this document.

3.1.8 Search by Year of Publication

The YR option allows searching by year of publication. You must enter a four-digit publication year to search for items published during a particular year.

To search for items published within a specific time span, enter two publication years in the format BBBB:EEEE, where BBBB is the four-digit beginning publication year and EEEE is the four-digit ending publication year. Ending publication years must be greater than beginning publication years. Do not leave any spaces on either side of the colon. Range searches include both endpoints in the resulting document set.

Another way to search a range of years is to specify a single year and a logical operator such as GT (Greater Than), LT (Less Than), GE (Greater than or Equal to), LE (Less than or Equal to), or EQ (Equal to).

Although the OLS will accept wildcard-truncated entries in this search category, the resulting search will be extremely slow.

Here are some example searches and their meanings:

YR=1985	(everything published in 1985)
YR=1974:1976	(everything published in 1974, 1975, or 1976)
YR EQ 1985	(everything published in 1985)
YR LT 1980	(everything published before 1980)
YR GE 1987	(everything published in 1987 or later)

This is a numeric search, and all rules explained in Section 3.1 apply. The search YR=1988 would result in the following display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE

SEARCH BY:

TI Titles
AU Authors (personal)
CS Corporate Sources
SU Subjects
KY Keywords (MTI+SU+AB)
CL Call Number
LB Library Code
YR Year of Publication
DB Database

SEARCH RESULTS:

TI=CARP - 7 ITEM(S)
TI=WATER - 246 ITEM(S)
AU=KLESSIG - 9 ITEM(S)
CS=LAK* - 26 ITEM(S)
SU="ALUM TREATMENT" - 72 ITEM(S)
KY="ALUM TREATMENT" - 76 ITEM(S)
CL="EPAX 8804-004*" - 1 ITEM(S)
YR=1988 - 86 ITEM(S)

OTHER OPTIONS:

H Help
D Display/Print/Combine
C Clear Current Searches
A Additional Options
X Exit to BASIS
Q Quit this Database

ENTER SELECTION --> YR GT 1980

The previous search, YR GT 1980, would result in this display:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	KY="ALUM TREATMENT" - 76 ITEM(S)
LB Library Code	CL="EPAX 8804-004*" - 1 ITEM(S)
YR Year of Publication	YR=1988 - 86 ITEM(S)
DB Database	YR GT 1980 - 1201 ITEM(S)
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION -->	

3.1.9 Search by Database

This search is relevant only for OCLC data in the NCAT database. Therefore, the DB option is not explained in this document.

3.2 Other Options

The PATRON MENU contains several "OTHER OPTIONS": Help, Display/Print/Combine, Clear Current Searches, Additional Options, Exit to BASIS, and Quit this Database.

3.2.1 Help

Entering "H" at the selection prompt causes general information about the Help facility to display at the terminal. This general help will tell you how to get help on the other menu options.

3.2.2 Display/Print/Combine

Entering "D" at the selection prompt displays search results in ever-increasing detail. First, the OLS lists all document sets created since your OLS session began, or since the previous Clear. Assuming that you had performed the sample searches shown in all the above examples, the PATRON MENU would look like this:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	KY="ALUM TREATMENT" - 76 ITEM(S)
LB Library Code	CL="EPAX 8804-004*" - 1 ITEM(S)
YR Year of Publication	YR=1988 - 86 ITEM(S)
DB Database	YR GT 1980 - 1201 ITEM(S)
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION --> <u>D</u>	

After selecting the "D" option, the following screen would appear:

10/ list		
.ITEMS.	LINE	REQUEST
*	7	1/ TI=CARP
*	246	2/ TI=WATER
*	9	3/ AU=KLESSIG
*	26	4/ CS=LAK* (2 TERMS COMBINED)
*	72	5/ SU=ALUM TREATMENT
*	76	6/ KY=ALUM TREATMENT
*	1	7/ CL=EPAX 8804-004*
*	86	8/ YR=1988
*	1201	9/ YR GT 1980

Specify the document set you wish to display by its LINE NUMBER.
To combine document sets, use the connectors AWOL, OR or AWOL NOT.
AWOL stands for And WithOut Links. See Patron Guide for more.
Ex: 1 AWOL 2
You may also use parentheses to help clarify the combining logic.
Ex: (1 OR 4) AWOL NOT 2
To return to the PATRON MENU, press ENTER.

Enter line numbers(s) -->

To view the titles of the documents in a particular document set, specify the line number of that document set at the "Enter line number(s)" prompt. For example, entering 1 would display the set of documents which have the word "carp" in the title.

To combine document sets, specify the document sets by line numbers and combine them with connectors such as AWOL, OR, or AWOL NOT. Think of "AWOL" as a synonym for "AND", and apply the normal rules of boolean logic when constructing your combined search. Use parentheses as necessary to make precedence explicit. As you might expect, if an item is part of two different document sets, the union of those two document sets will only include one copy of the item.

As an example, if you want to create a document set containing items with the word "water" in the title which were published in 1988, you would type 2 AWOL 8 (or 8 AWOL 2) at the "Enter line number(s)" prompt.

10/ list

.ITEMS.	LINE	REQUEST
*	7	1/ TI=CARP
*	246	2/ TI=WATER
*	9	3/ AU=KLESSIG
*	26	4/ CS=LAK* (2 TERMS COMBINED)
*	72	5/ SU=ALUM TREATMENT
*	76	6/ KY=ALUM TREATMENT
*	1	7/ CL=EPAX 8804-004*
*	86	8/ YR=1988
*	1201	9/ YR GT 1980

Specify the document set you wish to display by its LINE NUMBER.
To combine document sets, use the connectors AWOL, OR or AWOL NOT.
AWOL stands for And WithOut Links. See Patron Guide for more.

Ex: 1 AWOL 2

You may also use parentheses to help clarify the combining logic.

Ex: (1 OR 4) AWOL NOT 2

To return to the PATRON MENU, press ENTER.

Enter line numbers(s) --> 8 AWOL 2

Note that the connectors do not have to be in capital letters.

The resulting ITEM DISPLAY looks like this:

ITEM	MAIN TITLE	<< TOTAL: 17 >>
1	WATER QUALITY GRADIENTS IN THE SANTEE-COOPER LAKES, SOUTH CA	
2	AGRICULTURAL NONPOINT SOURCE CONTROL: EXPERIENCES FROM THE R	
3	MEASURING PHYSICAL AND ECONOMIC IMPACTS OF CONTROLLING WATER	
4	BALANCING COMPETING USES FOR WATER RESOURCES - A GRIFFY LAKE	
5	CHANGES IN THE MORPHOMETRY OF LAS VEGAS WASH AND THE IMPACT	
6	SEDIMENT-WATER INTERACTIONS IN FARM DUGOUTS PREVIOUSLY TREAT	
7	LAKE RESTORATION. JANUARY 1977-MAY 1988 (CITATIONS FROM THE	
8	POTENTIAL LINKS BETWEEN EUTROPHICATION AND THE FORMATION OF	
9	DEVELOPMENT OF THE MINNESOTA LAKE WATER QUALITY MANAGEMENT M	
10	EVALUATING WATER QUALITY EFFECTS OF LAKE MANAGEMENT IN FLORI	
11	DETERMINING THE STATISTICAL SENSITIVITY OF THE WATER QUALITY	
12	RESEARCH SCIENTIST'S PERSPECTIVE ON THE MANAGEMENT OF KESTER	
13	ASSESSMENT OF WATER QUALITY IN CORPS OF ENGINEERS RESERVOIRS	
14	WATER COLLECTING SYSTEM FOR UNDER-ICE SAMPLING	
15	OVERVIEW OF THE CLEAN WATER ACT	

Press ENTER for more, T for Top of list, V to View item(s),
P to Print item(s), Q to Quit item display -->

As you can see, the titles of the first 15 items in your document set are shown on the first page of the ITEM DISPLAY. The total number of items in the document set is displayed on the top line of each page of the ITEM display. If you wish to see subsequent pages of this list of items, simply press <ENTER>:

ITEM	MAIN TITLE	<< TOTAL: 17 >>
16	STATES' RESPONSIBILITIES FOR MEETING THE REQUIREMENTS OF THE	
17	TENNESSEE VALLEY AUTHORITY'S EXPERIENCE WITH RESERVOIR WATER	

Press ENTER for more, T for Top of list, V to View item(s),
P to Print item(s), Q to Quit item display -->

To return to the first page of the list, enter "T" to redisplay the Top page of the list.

To return to the PATRON MENU, enter "Q".

To view items on your terminal screen, enter "V". Here is a sample View request:

ITEM	MAIN TITLE	<< TOTAL: 17 >>
16	STATES' RESPONSIBILITIES FOR MEETING THE REQUIREMENTS OF THE	
17	TENNESSEE VALLEY AUTHORITY'S EXPERIENCE WITH RESERVOIR WATER	

Press ENTER for more, T for Top of list, V to View item(s),
P to Print item(s), Q to Quit item display --> V

Enter item number or range of items --> 3-5,16,15

The item(s) you specify do not have to be on the page you are looking at. Also, as you can see from the above example, you may request multiple items and/or a range of items. You may separate items or ranges by commas, and separate the endpoints of a range with a dash ("-"). You may also use the word "ALL" to refer to all items in the document set. Do not leave any blank spaces in the item specification.

The output from the above View request is as follows:

Item 3

Accession Number 717
Record Type CAT
Call Number #####
Personal Author SETIA, PARVEEN; MAGLEBY, RICHARD
Corporate Author USDA
Main Title MEASURING PHYSICAL AND ECONOMIC IMPACTS OF
CONTROLLING WATER POLLUTION IN A WATERSHED
Publisher NALMS, WASHINGTON, D.C.
Subject w/ Thes. COSTS AND COST ANALYSIS; MODELING; GOVERNMENT
AGENCIES; MATHEMATICAL MODELING; NONPOINT SOURCE
POLLUTION; BEST MANAGEMENT PRACTICES; GOVERNMENT
PROGRAMS
Abstract ANALYZES AGRICULTURAL (BEST MANAGEMENT PRACTICES) &
CONSERVATION ALTERNATIVES FOR REDUCING NONPOINT
SOURCE POLLUTION IN HIGHLAND SILVER LAKE, IL.
RESULTS SHOW COSTS & EFFECTIVENESS OF RURAL CLEAN
WATER PROGRAM. DISCUSSES PHYSICAL & MATHEMATICAL
MODELS.
Database LAKE
GEO Code 05IL
Pub Date MM/DD/YY 07/01/88
ID Number 717
Location NALMS, (202)833-3382
Document Source LAKE & RESERVOIR MANAGEMENT, VOL. IV, NO. I,
1988(63)
Rcd Last Mod Date 890817
Year Published 1988
Date Added 890817
Security Code 1

Item 4

Accession Number 751
Record Type CAT
Call Number #####
Personal Author JONES, WILLIAM W.
Corporate Author INDIANA UNIV
Main Title BALANCING COMPETING USES FOR WATER RESOURCES - A
GRIFFY LAKE EXAMPLE
Publisher NALMS, WASHINGTON, D.C.
Subject w/ Thes. LAKE RECREATION; LAKE MANAGEMENT; DRINKING WATER;
ENVIRONMENTAL IMPACT; LAKE USES
Abstract DESCRIBES DEVELOPMENT OF LONG-RANGE USE &
MANAGEMENT PLAN FOR GRIFFY LAKE, IN UTILIZING
SOCIOLOGICAL & ENVIRONMENTAL DATA. GOAL OF PLANNING
WAS TO RESOLVE CONFLICTS OVER COMPETING USES OF
LAKE (RECREATION, DRINKING WATER & SENSITIVE
HABITAT PROTECTION).

Database LAKE
 GEO Code 05IN
 Pub Date MM/DD/YY 07/01/88
 ID Number 751
 Location NALMS, (202)833-3382
 Document Source LAKE & RESERVOIR MANAGEMENT, VOL. IV, NO. I, 1988(73)
 Rcd Last Mod Date 890817
 Year Published 1988
 Date Added 890817
 Security Code 1

Item 5

Accession Number 758
 Record Type CAT
 Call Number #####
 Personal Author ROLINE, RICHARD A.; SARTORIS, JAMES J.
 Corporate Author US BUREAU OF RECLAMATION
 Main Title CHANGES IN THE MORPHOMETRY OF LAS VEGAS WASH AND
 THE IMPACT ON WATER QUALITY
 Publisher NALMS, WASHINGTON, D.C.
 Subject w/ Thes. WATER QUALITY; EFFLUENTS; WETLANDS; NUTRIENT
 LOADING; FLOODS
 Abstract DESCRIBES CHANGES IN LAS VEGAS WASH (LOSS OF
 WETLANDS FROM FLOODING LEADING TO CHANNELIZATION)
 THAT EFFECTED WATER QUALITY IN LAKE MEAD. WETLANDS
 USED TO REMOVE NUTRIENTS FROM SEWAGE TREATMENT
 RUNOFF. WETLANDS DECLINE LOWERED WATER QUALITY IN
 LAKE MEAD.

Database LAKE
 GEO Code 09NV
 Pub Date MM/DD/YY 07/01/88
 ID Number 758
 Location NALMS, (202)833-3382
 Document Source LAKE & RESERVOIR MANAGEMENT, VOL. IV, NO. I, 1988(135)
 Rcd Last Mod Date 890817
 Year Published 1988
 Date Added 890817
 Security Code 1

Item 16

Accession Number 1531
 Record Type CAT
 Call Number #####
 Personal Author LAPENSEE, FRANK
 Corporate Author US EPA
 Main Title STATES' RESPONSIBILITIES FOR MEETING THE
 REQUIREMENTS OF THE CLEAN WATER ACT
 Publisher NORTH EASTERN IL PLANNING COMMISSION; (NALMS),
 CHICAGO, IL
 Subject w/ Thes. CLEAN WATER ACT; LEGISLATION; STATE GOVERNMENT;

Abstract WATER QUALITY ASSESSMENT; FUNDING; CLEAN LAKES PROGRAM
OUTLINES LAWS AUTHORIZING CLEAN LAKES PGM & STATE RESPONSIB TO DEVELOP LAKE WATER QUAL ASSESSMENT REPORTS. DESCRIBES FUNDING LIMITATIONS TO EPA'S FINAN & TECH ASSISTANCE TO STATES. CURRENT EPA EFFORTS INCLUDE: LAKE RESTOR MANUAL; RESEARCH; CLEARINGHOUSE.

Database LAKE
Pub Date MM/DD/YY 05/18/88
ID Number 1531
Location NALMS, (202)833-3382
Document Source ENHANCING STATES' LAKE MANAGEMENT PROGRAMS, 1989(5-6)
Rcd Last Mod Date 890817
Year Published 1988
Date Added 890817
Security Code 1

Item 15

Accession Number 1530
Record Type CAT
Call Number #####
Personal Author FENNER, KENNETH
Corporate Author US EPA, REGION V
Main Title OVERVIEW OF THE CLEAN WATER ACT
Publisher NORTH EASTERN IL PLANNING COMMISSION; (NALMS), CHICAGO, IL
Subject w/ Thes. CLEAN WATER ACT; LEGISLATION; TOXIC; STANDARDS; CLEAN LAKES PROGRAM; WATER QUALITY; STATE GOVERNMENT; STORMWATER MANAGEMENT; NONPOINT SOURCE POLLUTION

Abstract WATER QUALITY ACT, 1987 CONTINUED REGULATORY PGMS OF CLEAN WATER ACT & FOCUSED ATTENTION ON TOXIC CONTROLS DEVELOPED BY APPLIC OF STATE WATER QUALITY STANDARDS. CLARIFIED/EXPANDED EPA AUTHORITY TO MANAGE STORMWATER, ANTIDegradation, NPS & CLEAN LAKES PGMS

Database LAKE
Pub Date MM/DD/YY 05/18/88
ID Number 1530
Location NALMS, (202)833-3382
Document Source ENHANCING STATES' LAKE MANAGEMENT PROGRAMS, 1989(1-3)
Rcd Last Mod Date 890817
Year Published 1988
Date Added 890817
Security Code 1

Press ENTER to continue -->

Pressing <ENTER> at the preceding prompt will return you to whatever page of the ITEM DISPLAY you were looking at when you selected the V option.

To print items on your default printer (which you specified on the OUTPUT DEFAULTS MENU when you began this OLS session), enter "P" at the prompt. Items will be printed in the same format as the Viewed items above, and you will specify which items to Print in the same way that you specified items to View. A sample Print request is shown below, and is followed by the resulting screen output. The actual printed output is not included in this manual.

ITEM	MAIN TITLE	<< TOTAL: 17 >>
------	------------	-----------------

16	STATES' RESPONSIBILITIES FOR MEETING THE REQUIREMENTS OF THE	
17	TENNESSEE VALLEY AUTHORITY'S EXPERIENCE WITH RESERVOIR WATER	

Press ENTER for more, T for Top of list, V to View item(s),
P to Print item(s), Q to Quit item display --> P

Enter item number or range of items --> ALL
11/ print=10 all for ALL

Order number 890928-130421-PATRON -001-001 with 17 of 17 items
will be printed off-line. Number of lines per page = 54.

Press ENTER to continue -->

This information is shown on your screen so that you will know that your print request has been processed. You do not need to remember the order number or any of the other information. Pressing <ENTER> will return you to the ITEM DISPLAY.

ITEM	MAIN TITLE	<< TOTAL: 17 >>
------	------------	-----------------

16	STATES' RESPONSIBILITIES FOR MEETING THE REQUIREMENTS OF THE	
17	TENNESSEE VALLEY AUTHORITY'S EXPERIENCE WITH RESERVOIR WATER	

Press ENTER for more, T for Top of list, V to View item(s),
P to Print item(s), Q to Quit item display --> Q

Pressing "Q" will return you to the PATRON MENU. All the previous searches you did will still be available, and will still be printed on the right side of the PATRON MENU.

3.2.3 Clear Current Searches

Entering "C" at the selection prompt allows you to clear your list of document sets. The "C" option clears ALL the document sets you have created, whether you created them through the PATRON MENU or at the BASIS command level. The right side of the PATRON MENU will be cleared as well.

Clearing your searches does NOT affect the actual documents in the database. Once you have cleared your document sets, they are simply no longer available for displaying, combining, or printing.

You might want to clear your searches because you wish to begin an entirely new search strategy, and you find the presence of your previous document sets distracting. Also, if you do not need any of the existing document sets any longer, you may wish to have the right side of the PATRON MENU available to display your new search results.

Before the Clear:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	TI=CARP - 7 ITEM(S)
AU Authors (personal)	TI=WATER - 246 ITEM(S)
CS Corporate Sources	AU=KLESSIG - 9 ITEM(S)
SU Subjects	CS=LAK* - 26 ITEM(S)
KY Keywords (MTI+SU+AB)	SU="ALUM TREATMENT" - 72 ITEM(S)
CL Call Number	KY="ALUM TREATMENT" - 76 ITEM(S)
LB Library Code	CL="EPAX 8804-004*" - 1 ITEM(S)
YR Year of Publication	YR=1988 - 86 ITEM(S)
DB Database	YR GT 1980 - 1201 ITEM(S)
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION --> <u>C</u>	

After the Clear:

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PATRON DB: LAKE	
SEARCH BY:	SEARCH RESULTS:
TI Titles	
AU Authors (personal)	
CS Corporate Sources	
SU Subjects	
KY Keywords (MTI+SU+AB)	
CL Call Number	
LB Library Code	
YR Year of Publication	
DB Database	
OTHER OPTIONS:	
H Help	
D Display/Print/Combine	
C Clear Current Searches	
A Additional Options	
X Exit to BASIS	
Q Quit this Database	
ENTER SELECTION --> <u>D</u>	

Now if you select the Display option, there are no document sets, and you will receive a message telling you so:

1/ list
.ITEMS. LINE REQUEST
None of the document sets have been defined
Specify the document set you wish to display by its LINE NUMBER.
To combine document sets, use the connectors AWOL, OR or AWOL NOT.
AWOL stands for And WithOut Links. See Patron Guide for more.
Ex: 1 AWOL 2
You may also use parentheses to help clarify the combining logic.
Ex: (1 OR 4) AWOL NOT 2
To return to the PATRON MENU, press ENTER.
Enter line numbers(s) -->

Press <ENTER> to return to the PATRON MENU.

3.2.4 Additional Options

There are no additional options available at this time. When additional options have been developed, a secondary screen will be displayed in response to the selection of "A" from the PATRON MENU.

3.2.5 Exit to BASIS

Entering "X" at the selection prompt allows you to exit the OLS menus and enter BASIS commands at the BASIS command prompt. The most commonly used BASIS commands are described in Section 4.0 of this manual. When you exit the OLS menus, you will receive a brief message reminding you how to return to the menus.

** To Return to the Menus, Enter /PATRON	**
** Enter Your BASIS Command at the Prompt	**
1/ <u>/PATRON</u>	

3.2.6 Quit this Database

Entering "Q" at the selection prompt returns you from the PATRON MENU to the DATABASE SELECTION MENU (described in Section 2.3).

4.0 WORKING AT THE BASIS COMMAND LEVEL

This section is designed to provide a brief overview to the most common uses of the most important BASIS commands. Just as it is possible to communicate at a rudimentary level without knowing every idiom or every syntactical detail of a human language, you can "speak BASIS" without knowing every bit of the richness of the BASIS command language. If you wish to know more about the BASIS command language, you should obtain a copy of the BASIS USER'S REFERENCE MANUAL from Information Dimensions, Incorporated, the vendor of BASIS. See Appendix B, Related Documentation, for ordering information.

4.1 Basic BASIS Command Level Concepts

4.1.1 Why Work at the BASIS Command Level?

The preceding section of this manual explained how to access the Online Library System (OLS) through the PATRON MENU. This menu was created so that users may retrieve and examine OLS data without having to remember BASIS command syntax or know anything about the underlying structure of a BASIS database. However, there are a few disadvantages to working through the PATRON MENU.

As with all menu interfaces, you gain simplicity at the price of speed and flexibility. Even though BASIS always performs searches and displays data at the same processing speed, it takes YOU longer to enter your commands through the PATRON MENU, because you must wait to be prompted for almost every piece of information needed. For example, it takes several steps via the OLS menus to ask for "all the documents written about dredging or dredge spoil by an author named Lyman for EPA Region 1". When using BASIS directly, you can make that request in one step:

```
FIND KY=DREDGE* AWOL AU=LYMAN AWOL GEOCODE=01*
```

NOTE: This command may seem very cryptic, but everything you need to know in order to decipher it is explained below, in the section about the FIND command.

As a second example, consider the data-displaying capabilities available through the OLS menus. From the ITEM DISPLAY (which lists item numbers and main titles only), you may View or Print individual items in full detail, with every field in each document included. However, you may wish to obtain information at a level of detail between title-only and everything-in-the-document: "title(s), personal author, call number and year of publication", for example. This is not possible through the menus, but from the BASIS command level, you can make such a request quite easily:

```
DISPLAY TI,AU,CL,YR FOR ALL
```

As a third example, you may have noticed that documents are displayed in a seemingly random order, rather than alphabetically by title, or with most recently published items first. In fact, documents are displayed in order of internal BASIS number (roughly corresponding to the order in which they were

entered into the OLS). This is not a particularly convenient order for research and bibliographic purposes, but sorting documents before the display would slow the display down considerably, especially if the search set contains more than 100 documents. Rather than impose an order -- and a corresponding slowdown -- on menu users, documents are simply displayed in BASIS order from the PATRON MENU. However, if you are working from the BASIS command level, you have access to the SORT command, and can order your documents any way you like before displaying or printing them. This command sorts by main title within year of publication:

SORT YR,MTI

There are other BASIS commands in addition to SORT which are not necessary in order to retrieve or display data, and which are thus not available through the PATRON MENU, but which may be quite useful to advanced users. Some of these commands (SCAN, BROWSE) are explained below. A few additional commands, plus information about creating your own reports and command procedures ("profiles") can be found in the BASIS User's Reference Manual published by IDI, the BASIS vendor. If you wish to use any of these commands or capabilities, you must leave the PATRON MENU and work at the BASIS command level.

4.1.2 Manipulating Document Sets

Each time you search a BASIS database, whether from the OLS menus or from the BASIS command level, one or more search sets (or "document sets") are created. SCAN and SORT also create additional document sets. For easy reference, each document set is assigned a number. Unless you specify otherwise, BASIS always assumes that it should perform subsequent actions on the most recently created document set (i.e., the highest-numbered set).

In order to see the contents of a document set, display the document set at your terminal with the DISPLAY command (see Section 4.3.1), or print the document set at your default printer with the PRINT command (see Section 4.3.2).

4.1.2.1 The LIST command

If you need to refresh your memory about what document sets you have created during your current BASIS session, the LIST command lists all document set numbers and the search requests which created each set. The output from this command will look very similar to the output from the PATRON MENU Display/Print/Combine option:

5/ <u>LIST</u>		
. ITEMS.	LINE	REQUEST
* 72	1/	SU=ALUM TREATMENT
* 2	2/	KY=SHADOW LAKE
* 1	3/	SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
* 18	4/	GEOCODE=08SD
5/		

The leftmost column shows the number of documents in the document set, the middle column of numbers shows the document set number (or "line number"), and the rightmost column repeats the search request.

Like DISPLAY and PRINT, the LIST command does not create a new document set, and so the BASIS prompt line number does not get incremented.

4.1.2.2 The /NEW command

If you want to delete all the document sets you have created thus far (for example, because you wish to start a new search strategy, and don't want your document set list to contain irrelevant sets), the /NEW command will delete the document sets and reset the document set line counter to 1. You must type the slash before the word NEW. When you Clear Current Searches from the PATRON MENU, you are actually executing the /NEW command.

4.1.3 Entering and Leaving the BASIS Command Level

You can easily move back and forth between the PATRON MENU and the BASIS command level during a BASIS session. Document sets created at the BASIS command level will NOT appear on the right side of the PATRON MENU; however, they ARE still available (until you do a "C"lear from the menu or a "/NEW" from BASIS) and will be listed whenever you do a "D"isplay from the menu or a "LIST" from BASIS).

When you exit the OLS menus and drop to the BASIS command level, you will be greeted with a screen that looks something like this:

```
** To Return to the Menus, Enter /PATRON      **
** Enter Your BASIS Command at the Prompt    **
1/
```

The number preceding the slash is the current document set line number, and may not be "1" when you exit the menus. As you create new document sets, BASIS will increment the line number before redisplaying the prompt.

If you wish to exit from BASIS without going back to the PATRON MENU, enter QUIT. If you wish to go back to the PATRON MENU, enter /PATRON.

4.1.4 Special Characters and Other Features

The following are special characters that can be used with BASIS:

* is the wildcard character. (See explanation and examples in Section 3.1 of this manual.)

? is used to request BASIS help.

For example,

?TOPICS

shows you on which specific topics BASIS help is available.

% lets you put more than one BASIS command on a single line.

For example,

FIND KY=WATER%SORT MTI%DISPLAY ALL FOR ALL

would perform all three specified commands before redisplaying the BASIS prompt.

+ is used at end of a line, to continue a long BASIS command.

The following example shows how use of the plus sign would look on your screen:

```
1/ FIND CS="NORTH AMERICAN LAKE MANAGEMENT SOCIETY" OR +
Find... CS="NALMS"
```

4.1.5 BASIS Physical Database Organization

This section describes the organization of a BASIS database. You don't need to know this information to use the Online Library System, but your use of the OLS will be facilitated by a conceptual understanding of how the data is organized.

BASIS documents are stored in a file called the "head file".

In addition, important portions of each BASIS record are stored in a separate file, called the "index file". Use of an index file allows fast retrieval of textual information, just as important words and phrases in a textbook can be located quickly in a book's index.

BASIS also allows a second kind of indexing. Numeric data can be retrieved more efficiently if it is in its own special file. BASIS calls this numeric index the "range file".

BASIS can use a thesaurus to improve access to information by clarifying terminology, defining relationships between terms, and providing cross references. The "thesaurus file" contains the information necessary to provide these functions during data validation and indexing.

When records are added, deleted, or modified in a BASIS database, the change does not take effect immediately. Instead, the transaction (the add, delete, or change) is stored in a holding area known as the "queue file". Until the database is updated by the DBA, deleted records are not gone from the head file and indexes, added records will not be retrieved by searching, and modified records cannot be retrieved by any of the new information they contain (because they must first be reindexed during the update process).

Because the queue file is so important, a backup copy of it is maintained by BASIS. This backup file is known as the "journal file".

Each OLS database is updated on a different cycle, depending on the amount of activity it undergoes. The Clean Lakes database will be updated quarterly.

4.1.6 Field Names, Field Prefixes and Maps

This section of the OLS Patron Guide is not applicable to Clean Lakes database users.

4.2 Retrieving Database Information

4.2.1 The FIND Command

By now, you already know the most important BASIS command -- FIND. The syntax of the FIND command is:

FIND prefix="search text"

where

prefix is one of the searchable field names (See Appendix A for a list of searchable field names);

"search text" is the information for which you are searching (quotation marks are only needed if there is more than one word in "search text");

and there are no spaces on either side of the equal sign.

Section 3.1 contains information about how to retrieve data from numeric and alphanumeric fields. For brevity, that information will not be repeated here. However, further discussion of the logic of combining document sets is in order.

Combining document sets is done using Boolean operators such as

AND, AWL, AWOL	(both one and the other)
AND NOT, AWL NOT, AWOL NOT	(one and not the other)
OR	(one or the other or both)

You probably recognize AND, AND NOT, and OR, but the other operators may be unfamiliar to you. AWL stands for And With Links, and AWOL stands for And WithOut Links. Clean Lakes database users should only use AWOL, OR, or AWOL NOT to combine document sets.

Here is an example of a combined search, including the commands to search a numeric field, and the resulting output:

1/	FIND KY=LAND* AWOL AU=BROWN AWOL YR GE 1980
*	422 1/ KY=LAND* (9 TERMS COMBINED)
*	7 2/ AU=BROWN
*	2766 3/ YR GE 1980
*	3 4/ KY=LAND* AWOL AU=BROWN AWOL YR GE 1980
5/	

4.2.2 The SCAN Command

Not all (but most) fields in the database are searchable with the FIND command. The only way to search a non-searchable or "non-indexed" field is to use the SCAN command. SCAN does a sequential search through a document set. This implies first that you must create a document set before using SCAN, and second that retrieval using SCAN will be slower than retrieval using FIND (because FIND uses an index). In fact, you should not use SCAN on a document set of more than a few hundred items, because it is so slow. However, if you should need to search a field that is not indexed, the SCAN command is invaluable.

The basic syntax of SCAN is:

```
SCAN=docset fieldnames "search text"
```

where

- docset is the line number of the document set to be scanned;
- fieldnames is the name of one or more fields to be scanned, separated by commas;
- "search text" is the information for which you are searching (quotation marks are only needed if there is more than one word in "search text");
- and there are no spaces on either side of the equal sign.

For example, the statement

```
SCAN=3 LOCATION NALMS
```

scans the LOCATION field of all items in document set 3 for the institution name "NALMS". If you do not specify which docset to SCAN, BASIS will SCAN the most recent previously created document set.

The statement

```
SCAN CORP, LOCATION NTI*
```

simultaneously scans the CORP (corporate author) and LOCATION fields of all items in the previous document set for all words starting with NTI (this would help you access documents that can be located through the National Technical Information Service, NTIS). The asterisk (*) acts as a wildcard. You may use wildcard characters at the beginning, in the middle, or at the end of a word. Quotes were omitted from the word NTI, since it is just one word.

Here is an example SCAN command and its resulting output.

```
1/ FIND KY=DREDGE* AWOL AU=LYMAN AWOL YR GE 1980
* 141 1/ KY=DREDGE* ( 2 TERMS COMBINED)
* 3 2/ AU=LYMAN
* 1366 3/ YR GE 1980
* 2 4/ KY=DREDGE* AWOL AU=LYMAN AWOL YR GE 1980
5/ SCAN LOCATION NTI*
* 2 5/ SCAN 4 LOCATION NTI*
6/
```

BASIS is telling you that it scanned the LOCATION field of document set 4 for the word "NTI*", and found that both of the items in that document set have "NTI*" in this field.

SCAN has several other functions. You may SCAN for the presence (PR) or absence (AB) of a field in the records of a particular document set.

SCAN PR DOC

scans the last document set for the presence of the DOC (Document Type) field. All documents from that set which do contain a DOC field will be saved into a new document set. Similarly,

SCAN AB DOC

will create a document set of all documents which do not contain a DOC field (documents from which the DOC field is ABsent).

Ambiguity could arise if you have a field in your database called PR or AB. Using a pound sign ("#") indicates to BASIS that the following character(s) specify a field number or a field name. It is necessary to specify the character "#" when you want to distinguish between a field and a meaningful BASIS operator. Therefore, to SCAN for the absence of the abstract field, enter:

SCAN AB #AB

To scan the abstract field for the phrase "ACID RAIN", enter:

SCAN #AB "ACID RAIN"

The SCAN command can also be used to determine whether or not two fields hold the same data. You will need to use the pound sign in this case, too.

SCAN DTMOD EQ #DTADD

will create a document set of items which have the same value in the DTMOD and DTADD fields.

Relational tests may be conducted, using the standard LT, GT, LE, GE, NE and EQ operators:

SCAN LOCATION NE EJB

finds all items with a LOCATION other than "EJB".

SCAN may also be used to do proximity searching, or "distance searching":

SCAN MTI ACID ADJ RAIN

scans the main title field for the word ACID adjacent to the word RAIN (i.e., with only non-alphanumeric characters between them).

Distance can be expressed in words (W) or characters (C):

SCAN #AB ACID W<20 ENV* W>4 AGENCY

scans the abstract field for the word ACID followed within twenty words by a word starting with ENV followed at least four words later by AGENCY, while

SCAN LOCATION E C=2 P C<10 J

scans the LOCATION field for an E followed by any two characters and a P, and within ten more characters a J.

The SCAN command also has extremely sophisticated pattern matching characters. However, since almost all fields of the OLS databases are indexed, the likelihood that you will ever want to search the database using SCAN is very small.

If you need to find out which fields are indexed and which fields are not, consult the Database Field Cross-Reference in Appendix A. If you need more detailed information about SCAN, consult the BASIS USER'S REFERENCE MANUAL (citation and ordering information in Appendix B).

4.2.3 The SORT Command

The default order of retrieval is by accession number. SORT allows the user to rearrange a defined document set based on the contents of a field, subfield, or partial field. Spaces and other special symbols are considered characters by the SORT command. Thus, the terms "REG1", "REG.1" and "REG 1" would all be sorted differently. SORT can arrange document sets in ascending or descending order and, if desired, write the results to an output file. The following discussion and sort examples are based on these previously created document sets:

```
1/ FIND SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
*   72   1/ SU=ALUM TREATMENT
*   2   2/ KY=SHADOW LAKE
*   1   3/ SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
4/ FIND GEOCODE=08SD
*   18   4/ GEOCODE=08SD
5/
```

When sorting, you may sort any previous document set that has been created. If you wish to sort a document set other than the most recently created set, you must explicitly state the line number of the document set with the "LINE=n" parameter, where "n" is the line number. Examples of the SORT command are shown below.

SORT MTI

sorts on one field (main title), using the most recently created document set.

SORT,LINE=3 MTI,AUTH

sorts on two fields (main title and personal author), using the third document set. You may add additional fields to the sort, up to 12 total sort fields, by listing the fields (separated by commas), one after the other.

SORT NTISNU(1:4)

sorts based on only the first four positions of the NTIS order number. By default, BASIS will only sort the first 30 characters of a field. If you need the field to be sorted on more than 30 characters, you will need to use the partial field notation described above.

The default sort sequence is in ascending order (alphabetical, followed by numbers 0-9). Be aware that special characters such as "&" or "%" may sort to unexpected places. The exact sort sequence is determined by the internal numeric representation of each character in the EBCDIC character set.

You may also sort in descending order.

```
..... SORT,LINE=2 NTISNU/D
```

sorts the second document set by the NTISNU field, from highest to lowest.

When sorting a document set, you may indicate that you would like the records that do not meet the sort criteria to be dropped from the document set.

```
..... SORT CORP DROP
```

sorts a document set by the corporate source field, but omits records that do not contain a value for the corporate source from the new document set.

You may also have the results from a sort placed into an output file. You may use any of the sort statement types described above, but you must also add the KEEP(DATA=name) parameter. File name "name" must be a file that you have previously created and allocated using TSO.

```
..... SORT CORP DROP KEEP(DATA="MTICORP")
```

sorts the previous document set by corporate author, drops documents which do not have a corporate author, and saves the resulting document set to the file with TSO DDNAME MTICORP.

An example document set SORT appears on the next page. A LIST of existing document sets is shown before the SORT, for clarity. The output from a DISPLAY of the main title field is included after the SORT, to show that the new document set did indeed get rearranged.

5/ LIST

	.ITEMS.	LINE	REQUEST
*	72	1/	SU=ALUM TREATMENT
*	2	2/	KY=SHADOW LAKE
*	1	3/	SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
*	18	4/	GEOCODE=08SD

5/ SORT=4 MTI
* 18 5/ GEOCODE=08SD SORT=4 MTI

6/ DISPLAY MTI FOR 1-5

Item 1

Main Title ACCUMULATION OF SEDIMENT, NUTRIENTS, AND CESIUM-137
 IN PRAIRIE POTHOLES IN CULTIVATED AND NONCULTIVATED
 WATERSHEDS

Item 2

Main Title AGRICULTURAL SOURCES OF NITRATE CONTAMINATION IN A
 SHALLOW SAND AND GRAVEL AQUIFER OF EASTERN SOUTH
 DAKOTA

Item 3

Main Title CAPITOL LAKE FINAL REPORT

Item 4

Main Title DEVELOPING NONPOINT SOURCE CONTROL STRATEGIES FOR
 BIG STONE LAKE: TWO APPROACHES

Item 5

Main Title EFFECTIVENESS OF BMP'S AND SEDIMENT CONTROL
 STRUCTURES AND THEIR RELATIONSHIP TO IN-LAKE WATER
 QUALITY

6/

4.2.4 The BROWSE Command

This command allows you to browse the thesaurus of any OLS database which has a thesaurus. Browsing a thesaurus can help you construct more effective database searches, since by examining the thesaurus, you will learn which terms are valid for a particular field, and what the relationships between thesaurus terms are.

Invoke BROWSE by typing the word "BROWSE". BROWSE will prompt you to enter the term for which you want more information. To end BROWSE, type "END", "STOP", or "BASIS".

Once in BROWSE, enter a term to retrieve the corresponding relationships. When you enter a term at the BROWSE command line, BROWSE will list all existing narrower, broader, related, and preferred terms for that term. The definition of the selected term will also be displayed if available.

You may also do stem searching, by entering a term stem (the beginning of a term followed by the wildcard character ("*")). When you use the wildcard character, only preferred terms will be displayed. To see all of the relationships of a term, the exact preferred term must be specified.

For Clean Lakes database users a print version of the Keyword List can be found in the Appendix of the Clean Lakes Clearinghouse documentation notebook.

4.3 Examining Search Results

You can examine the search results with either the DISPLAY command or the PRINT command. The DISPLAY command will show you the document set at your terminal; the PRINT command will print the document set at your default printer.

4.3.1 The DISPLAY Command

The basic syntax of the DISPLAY command is:

```
DISPLAY=docset field(s) FOR item(s)
```

where

docset is the line number of the document set to be scanned;
field(s) means one or more field names separated by commas (and no spaces), or the word "ALL";
item(s) means an item number (a sequential number within docset), a list of item numbers separated by commas (and no spaces), a range of item numbers separated by a dash, a combination of ranges and lists, or the word "ALL";
and there are no spaces on either side of the equal sign.

For DISPLAY, every field on the list, searchable or non-searchable, may be used in field(s). See Appendix A for a list of searchable and non-searchable fields.

Below are several examples of the DISPLAY command.

```
DISPLAY=3 MTI,AUTH FOR ALL
```

displays the main title and personal author fields for all items in document set 3.

```
DISPLAY MTI,AUTH FOR 5
```

displays main title and personal author for the fifth item in the document set.

```
DISPLAY ALL FOR 2-4,17,1
```

displays all fields for items 2, 3, 4, 17, and 1, in that order.

```
DISPLAY
```

displays fields contained in the mapped field "QK" (accession number, main title, personal author, call number, holdings, and ID number such as OCLC number, PB number, or DID number) for the first 10 items. See Section 4.1.6 for a discussion of mapped fields.

```
DISPLAY ALL FOR ALL
```

displays all fields for all items in the document set. Sample output for this Command appears on the next page.

Command appears on the next page.

6/ <u>LIST</u>		
.ITEMS.	LINE	REQUEST
*	72	1/ SU=ALUM TREATMENT
*	2	2/ KY=SHADOW LAKE
*	1	3/ SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
*	18	4/ GEOCODE=08SD
*	18	5/ GEOCODE=08SD SORT=4 MTI
6/ <u>DISPLAY=3 ALL FOR ALL</u>		
Item 1		
Accession Number	936	
Record Type	CAT	
Call Number	#####	
Personal Author	GARRISON, PAUL J.; KNAUER, DOUGLAS R.	
Corporate Author	WISCONSIN DEPT OF NATURAL RESOURCES	
Main Title	LAKE RESTORATION: A FIVE-YEAR EVALUATION OF THE MIRROR AND SHADOW LAKES PROJECT, WAUPACA, WISCONSIN	
Publisher	WISCONSIN DEPT OF NATURAL RESOURCES, MADISON, WI	
Subject w/ Thes.	ALUM TREATMENT; PHOSPHORUS LOADING; PHOSPHORUS CONCENTRATION; DIVERSION; STORMWATER MANAGEMENT; ARTIFICIAL CIRCULATION; OXYGEN CONCENTRATION; NITROGEN CONCENTRATION	
Abstract	DISCUSSES LAKE RESTORATION FOR MIRROR & SHADOW LAKES, WI WHICH INCLUDED DIVERSION OF STORM SEWERS TO REDUCE EXTERNAL PHOS LOADING & APPLICATION OF ALUMINUM SULFATE TO REDUCE INTERNAL LOADING. BOTH REDUCED EPILIMNETIC PHOS & NITROGEN. AERATED MIRROR LAKE.	
Database	LAKE	
Other Number	EPA-R-804687	
GEO Code	05WI	
Pub Date MM/DD/YY	03/01/83	
ID Number	936	
NTIS Number	PB83-176578	
EPA Report No	EPA-600/3-83-010	
Location	NTIS, (703)487-4650	
Rcd Last Mod Date	890817	
Year Published	1983	
Date Added	890817	
Security Code	1	
6/		

Since the DISPLAY command does not create a new document set, the line number of the BASIS prompt was not incremented.

The output from another DISPLAY command is shown on the next page.

6/ DISPLAY=1 MTI

Item 1

Main Title CONTROL OF INTERNAL PHOSPHORUS LOADING IN TWO
SHALLOW LAKES BY ALUM AND AQUATIC PLANT HARVESTING

Item 2

Main Title DELAVAN LAKE: A RECOVERY AND MANAGEMENT STUDY

Item 3

Main Title LONG LAKE RESTORATION PROJECT: FINAL REPORT

Item 4

Main Title LIMNOLOGICAL INVESTIGATION OF MEDICAL LAKE, WA
THREE YEARS AFTER A WHOLE-LAKE ALUM TREATMENT

Item 5

Main Title RESTORATION OF MEDICAL LAKE: FINAL REPORT

Item 6

Main Title ALUMINUM SULFATE TREATMENT OF A EUTROPHIC
RESERVOIR: RATIONALE, APPLICATION METHODS, AND
PRELIMINARY RESULTS

Item 7

Main Title ALUM INJECTION INTO SEDIMENTS FOR PHOSPHORUS
INACTIVATION AND MACROPHYTE CONTROL

Item 8

Main Title WAPATO LAKE RESTORATION: A DISCUSSION OF DESIGN
CONSIDERATIONS, CONSTRUCTION TECHNIQUES AND
PERFORMANCE MONITORING, FINAL REPORT

Item 9

Main Title FEASIBILITY STUDY OF LAKE RESTORATION IN SPY POND,
ARLINGTON

Item 10

Main Title LAKE MOREY DIAGNOSTIC-FEASIBILITY STUDY: 1980-1984

6/

4.3.2 The PRINT Command

The PRINT statement syntax is exactly the same as the DISPLAY syntax. However, output will go to your default printer instead of to your terminal screen. (See Section 2.2 of this manual for a discussion of output default values.)

6/ LIST

	.ITEMS.	LINE	REQUEST
*	72	1/	SU=ALUM TREATMENT
*	2	2/	KY=SHADOW LAKE
*	1	3/	SU="ALUM TREATMENT" AWOL KY="SHADOW LAKE"
*	18	4/	GEOCODE=08SD
*	18	5/	GEOCODE=08SD SORT=4 MTI

6/ PRINT ALL FOR ALL

Order number 890928-130421-PATRON -001-002 with 18 of 18 items will be printed off-line. Number of lines per page = 54.

6/

Since the PRINT command does not create a new document set, the line number of the BASIS prompt was not incremented.

You may quit this database from the BASIS command level, by typing QUIT at the BASIS prompt. As you leave this database, the OLS will give you an informative message about any print datasets you have created during your current session. Note that it is not possible to print these datasets without leaving the OLS.

6/ QUIT

Order number 890928-130421-PATRON -001 routed (2 prints).
IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE TECHLIB
DATABASE ADMINISTRATOR AT 919-541-9287

Goodbye

If you used the /PATRON command to return to the PATRON MENU, and then selected the "Q" option from the PATRON MENU, the print messages would look like this:

**** YOU ARE NOW LEAVING THE LAKE DATABASE ****

GOODBYE

Order number 890928-130421-PATRON -001 routed (2 prints).

In either case, you would be returned to the DATABASE SELECTION MENU:

ONLINE LIBRARY SYSTEM << DATABASE SELECTION MENU >> US: DB:

N	NATIONAL CATALOG (OCLC + NTIS EXTRACTS)
H	HAZARDOUS WASTE
L	CLEAN LAKES
T	TRANSLATIONS
1	REGION I
4	REGION IV
9	REGION IX
P	PRINT PATRON GUIDE AT DEFAULT OUTPUT DEVICE
G	PRINT LIBRARIAN GUIDE AT DEFAULT OUTPUT DEVICE
S	PRINT SHELF LIST AT DEFAULT OUTPUT DEVICE
D	CHANGE DEFAULT PRINTER OUTPUT VALUES
	(BIN:B132 DEST:R0 FORM:8381 CLASS:F)

ENTER SELECTION LETTER, OR Q TO QUIT --> Q

If you enter "Q" to quit, you will be returned to the TSO "READY" prompt.

Appendix A

DATABASE FIELD CROSS-REFERENCE

BASIS FIELDS	BASIS PREFIXES	BASIS LABELS	BASIS FIELD#	WHICH DBS USE?
AB	AB	Abstract	1000	-N-HL---
ACCN	ACCN	Accession Number	1	ONTHL149
AU	AU	<< MAP >>		ONTHL149
AUTH	AUTH	Personal Author	100	ONTHL149
CALLNO	CALLNO	Call Number	50	-NTHL149
CL	CL	<< MAP >>		ONTHL149
CORP	CORP	Corporate Author	110	ON-HL149
CS	CS	<< MAP >>		ONTHL149
DB	DB	Database	1001	ONTHL149
DOC	DOC	Document Type	7	ONTHL-4-
DOCSRC	DOCSRC	Document Source	1015	----L---
DTADD	DTADD	Date Added	1036	ONTHL149
EPARPTNU	EPARPTNU	EPA Report No	1009	---HL---
GEOCODE	GEOCODE	GEO Code	1004	---HL---
IDNO	IDNO	ID Number	1007	---HL-49
KY	KY	<< MAP >>		ONTHL149
LASTMOD	LASTMOD	Rcd Last Mod Date	1017	ONTHL149
LOCATION	LOCATION	Location	1013	---HL1--
MTI	MTI	Main Title	245	ONTHL149
NTISNU	NTISNU	NTIS Number	1008	---HL---
OTHERNO	OTHERNO	Other Number	1002	----L---
PRCODE	PRCODE	Project Code	1018	----L---
PUBDATE	PUBDATE	Pub Date MM/DD/YY	1005	---HL---
PUBL	PUBL	Publisher	260	0--HL1--
QK		<< MAP >>		ONTHL149
RNO	RNO	<< MAP >>		ONTHL149
SU	SU	<< MAP >>		ONTHL149
SUBJ	SUBJ	Subjects	600	ON-HL149
SUBT	SUBT	Subject w/ Thes.	601	----L---
TI	TI	<< MAP >>		ONTHL149
TYPE	TYPE	Record Type	2	ONTHL149
YR	YR	Year Published	1033	ONTHL149

Use BASIS FIELDS in DISPLAY statements, and use BASIS PREFIXES in FIND statements. The BASIS LABEL is the name shown to the left of the data during a DISPLAY or ITEM VIEW. The BASIS FIELD# is the field number assigned by BASIS. Users more commonly use the FIELD NAME to refer to fields. WHICH DBS USE? tells you which databases use this BASIS field: 0=OCLC, N=NTIS, T=TRANslations, H=HAZW (Hazardous Waste), L=LAKE (Clean Lakes), 1=EHAL (Region 1, Boston), 4=EKAL (Region 4, Atlanta), 9=ERAL (Region 9, San Francisco). DESCRIPTION explains the origin of each field: a tag number for OCLC & NTIS, or field name in quotes for HAZW & LAKE.

Appendix B

RELATED DOCUMENTATION

BASIS/TECHLIB CLEAN LAKES (LAKE) ONLINE LIBRARY SYSTEM (OLS) PATRON GUIDE

Designed for all users of the Clean Lakes OLS.

Describes accessing the OLS, using the PATRON MENU, and working at the BASIS command level. Also includes a list of searchable fields in the database.

FREE. May be requested from the Clean Lakes Librarian (address below).

BASIS/TECHLIB CLEAN LAKES (LAKE) ONLINE LIBRARY SYSTEM (OLS) LIBRARIAN GUIDE

Designed for librarians and Database Administrators (DBAs) of the Clean Lakes OLS.

Describes using the librarian menus, generating reports, performing data entry functions, and using the SHEFLIST utility.

FREE. May be requested from the Clean Lakes Librarian (address below).

BASIS/TECHLIB CLEAN LAKES (LAKE) ONLINE LIBRARY SYSTEM (OLS) PRODUCTION CONTROL MANUAL

Designed for Clean Lakes DBAs and control clerks working under DBA authority.

Describes update procedures, report generation, paper and microfiche product distribution, and other technical information.

FREE. May be requested from the TECHLIB/DBA (address below).

BASIS/TECHLIB ONLINE LIBRARY SYSTEM (OLS) PATRON GUIDE

Designed for all users of the OLS.

Describes accessing the OLS, using the PATRON MENU, and working at the BASIS command level. Also includes a list of searchable fields in the database.

FREE. May be printed using the TECHLIB "P" option, or requested from the TECHLIB/DBA (address below).

BASIS/TECHLIB ONLINE LIBRARY SYSTEM (OLS) LIBRARIAN GUIDE

Designed for librarians and Database Administrators (DBAs).

Describes using the librarian menus, generating reports, performing data entry functions, and using the SHEFLIST utility.

FREE. May be printed using the TECHLIB "G" option, or requested from the TECHLIB/DBA (address below).

BASIS/TECHLIB ONLINE LIBRARY SYSTEM (OLS) PRODUCTION CONTROL MANUAL

Designed for DBAs and control clerks working under DBA authority.

Describes update procedures, report generation, paper and microfiche product distribution, and other technical information.

FREE. May be requested from the TECHLIB/DBA (address below).

RELATED DOCUMENTATION (cont.)

BASIS User's Guide

Designed for any OLS user who works at the BASIS command level (i.e., outside the OLS menus). More generic and more exhaustive than the Hazardous Waste Online Library System User Guide. Describes fundamental BASIS capabilities and commands in detail. \$25. May be ordered from IDI (address below).

BASIS User's Reference Manual

Designed for DBAs or personnel updating the database. Describes BASIS capabilities and commands in detail. \$40. May be ordered from IDI (address below).

BASIS Utilities Guide

Designed for DBAs or personnel updating the database. Describes BASIS utility programs used for database maintenance. \$40. May be ordered from IDI (address below).

DBA Guide to BASIS

Designed for DBAs or personnel updating the database. Explains how to design, load, and maintain a database, write the DDL, and develop reports. \$40. May be ordered from IDI (address below).

DBA Topics Manual

Designed for DBAs or personnel updating the database. Describes BASIS features and capabilities, such as data entry methods, loading a database, database files, indexing, security, thesaurus, validation, and messages. \$40. May be ordered from IDI (address below).

DBA Reference Manual

Designed for DBAs or personnel updating the database. Describes capabilities and syntax of the BASIS Menu Language, Report Language, DDLs, and profiles. \$40. May be ordered from IDI (address below).

ORDER MANUALS FROM:

U.S. EPA
Clean Lakes Program (WH-553)
Washington, D.C. 20460

(202) 382-7111 (CML)
382-7111 (FTS)

Techlib Database Administrator
Computer Sciences Corporation
PO Box 12767
RTP, NC 27709

(919) 541-9287
EMAIL: TECHLIB/DBA

Information Dimensions, Inc.
Attn: Documentation Order Department
655 Metro Place South
Dublin, OH 43017-1396

(614) 761-8083

Appendix C

STOPWORDS USED IN INDEXING OLS DATABASES

"A"; "ABOUT"; "AFFECT"; "AFFECTED"; "AFFECTING"; "AFFECTS";
"AFTER"; "AGAIN"; "AGAINST"; "ALL"; "ALMOST"; "ALSO";
"ALTHOUGH"; "ALWAYS"; "AMONG"; "AN"; "AND"; "ANOTHER";
"ANY"; "APPARENT"; "ARE"; "ARISE"; "AS"; "ASIDE"; "AT"; "AWAY";
"BE"; "BECAME"; "BECAUSE"; "BECOME"; "BECOMES"; "BEEN"; "BEFORE";
"BEING"; "BETWEEN"; "BOTH"; "BRIEF"; "BUT"; "BY";
"CAME"; "CAN"; "CANNOT"; "CERTAIN"; "COULD";
"DID"; "DO"; "DOES"; "DONE"; "DUE"; "DURING";
"EACH"; "ED"; "EITHER"; "ELSE"; "ENOUGH";
"ESPECIALLY"; "ETC."; "ETC."; "EVER"; "EVERY";
"FOLLOWING"; "FOR"; "FOUND"; "FROM"; "FURTHER";
"GAVE"; "GETS"; "GIVE"; "GIVEN"; "GIVING"; "GONE"; "GOT";
"HAD"; "HARDLY"; "HAS"; "HAVE"; "HAVING"; "HERE"; "HOW"; "HOWEVER";
"IF"; "IMMEDIATE"; "IMMEDIATELY"; "IMPORTANT"; "IMPORTANTLY";
"IMPORTANCE"; "IN"; "INTO"; "IS"; "IT"; "IT'S"; "ITSELF";
"JUST";
"KEEP"; "KEPT";
"LARGELY"; "LIKE";
"MADE"; "MAINLY"; "MAKE"; "MANY"; "MAY"; "MIGHT"; "MORE"; "MOST"; "MOSTLY";
"MUCH"; "MUST";
"NEARLY"; "NEITHER"; "NEXT"; "NO"; "NONE"; "NOR"; "NORMALLY"; "NOT";
"NOTED"; "NOW";
"OBTAIN"; "OBTAINED"; "OF"; "OFTEN"; "ON"; "ONLY"; "OR"; "OTHER";
"OUGHT"; "OUR"; "OUT"; "OVERALL"; "OWING";
"PAST"; "PERHAPS"; "POOR"; "PRESENT"; "PREVIOUS"; "PRIMARILY"; "PROMPT";
"QUICK"; "QUITE";
"RATHER"; "READILY"; "REALLY"; "RECENT"; "REGARDING"; "RESPECTIVELY";
"RESULTED"; "RESULTING";
"SAID"; "SAME"; "SEEM"; "SEEN"; "SEVERAL"; "SHALL"; "SHOULD"; "SHOW";
"SHOWED"; "SHOWN"; "SHOWS"; "SIMILAR"; "SIMILARLY"; "SINCE";
"SLIGHTLY"; "SO"; "SOME"; "SOMEWHAT"; "SOON"; "STATE"; "STRONGLY"; "SUCH";
"THAN"; "THAT"; "THE"; "THEIR"; "THEIRS"; "THEM"; "THEN"; "THERE";
"THEREFORE"; "THESE"; "THEY"; "THIS"; "THOSE"; "THOUGH";
"THROUGH"; "TO"; "TOO"; "TOWARD"; "TOWARDS";
"UNDER"; "UNLESS"; "UNTIL"; "UP"; "UPON"; "USE"; "USED";
"USEFUL"; "USEFULNESS"; "USING"; "USUALLY";
"VARIOUS"; "VERY";
"WAS"; "WERE"; "WHAT"; "WHEN"; "WHERE"; "WHETHER"; "WHICH";
"WHILE"; "WHOSE"; "WHY"; "WIDELY"; "WILL"; "WITH";
"WITHIN"; "WITHOUT"; "WOULD";
"YET";

Appendix D
DATA DICTIONARY

The Data Dictionary has not yet been compiled.
Refer to Appendix A for all available information
about each field or prefix.

FINDING YOUR DOCUMENT

You Have a Citation-- Now What?

Once you have searched the Database you will have a list of citations -- information about documents, but not the documents themselves. To get the complete document, look at your Database printout for the two fields: 'Journal/Book Title' and 'To borrow or purchase'.

Source

The field labelled 'Journal/Book Title' tells you the source of the article or paper if it is part of a larger volume. If the document is a journal article this field will give you the journal name, volume, issue, and pagination. For example, all the NALMS conference papers referenced in the Database have a source field that lists the title of the conference proceedings, the date, and page number of the desired paper.

Location

There are several places you can borrow or purchase documents. Your options are listed in the field labelled 'Location' or 'To borrow or purchase'.

- o NALMS - the North American Lakes Management Society will distribute copies of its conference proceedings or individual articles from the proceedings. Call (202)833-3382.

- o NTIS - the National Technical Information Service sells technical government documents. Both Clean Lakes Program Reports and other government documents are available through NTIS. (NTIS will sell either photocopies or fiche copies.) Call (703)487-4650.

- o GPO - the Government Printing Office sells a broad spectrum of general interest and technical government publications. Call Superintendent of Documents, Order and Information Desk, (202)783-3238.

o EPA libraries - some journals and reports are available through the EPA library network. If this is the case the 'To borrow' field will list a 3-letter code for one of 28 EPA regional or lab libraries. You can use the library list in your Clean Lakes Clearinghouse information packet to find the addresses and phone numbers for these libraries. Note that each library has its own lending procedures. Contact the library in question for more information on borrowing their materials.

o Clean Lakes HQ - the Clean Lakes Program Headquarters phone number will be listed in 'To borrow' for some journal articles or conference proceedings that are kept on file in that office. Call (202)382-7111 or (FTS)8-382-7111.

o Depository libraries - many government documents are available for use at no cost through the Federal Depository Library System. Call (202)382-7111 or (202)275-3635, or write to US Government Printing Office, Office of Marketing, Mail Stop SM, Washington, D.C. 20401 for a list of the depository libraries nearest you.

EPA Libraries

Some documents represented in the Database can be borrowed from an EPA library. If the "To borrow or purchase" field has one of these 3-letter codes, use this list to contact that library.

<u>Library Code</u>	<u>Location</u>	<u>Phone Number</u>
EHA	EPA Region 1 Boston, MA 02203	(617)223-5791
EHB	Environmental Res Lab Narragansett, RI 02882	(401)838-6025
EIA	EPA Region 2 New York 10278	(212)264-2881
EIC	EPA Region 2 Field Off Edison, NJ 08837	(201)340-6762
EJA	EPA Region 3 Philadelphia, PA 19107	(215)597-0580
EJB	EPA Headquarters Library Washington, D.C. 20460	(202)382-5921
EJC	Law Library Washington, D.C. 20460	(202)382-5919
EJD	Central Regional Lab Annapolis, MD 21401	(301)922-3752
EJE	OTS Non-Confidential Information Center Washington, D.C. 20460	(202)382-3944
EKA	EPA Region 4 Atlanta, GA 30365	(404)257-4216
EKB	Library Services Office Research Triangle Park, NC 27711	(919)629-2777
EKC	Environmental Res Lab Gulf Breeze, FL 32561	(904)686-9011
EKD	Environmental Res Lab Athens, GA 30613	(404)250-3324

EKE	Office of Air Quality Planning & Standards Research Triangle Park, NC 27711	(919)629-5514
EKF	ASRL - Meteorology Lab Research Triangle Park, NC 27711	(919)629-4536
ELA	EPA Region 5 Chicago, IL 60604	(312)353-2022
ELB	Environmental Res Ctr Cincinnati, OH 45268	(513)684-7707
ELC	Motor Vehicle Emissions Lab Ann Arbor, MI 48105	(313)374-8311
ELD	Environmental Res Lab Duluth, MN 55804	(218)780-5538
EMA	EPA Region 6 Dallas, TX 75202-2733	(214)255-6444
EMB	Robert S. Kerr Environmental Res Lab Ada, OK 74820	(405)743-2241
ENA	EPA Region 7 Kansas City, KS 66101	(816)757-2828
EOA	EPA Region 8 Denver, CO 80202-2413	(303)564-1444
EOB	National Enforcement Investigations Center Denver, CO 80225	(303)776-3219
ERA	EPA Region 9 San Francisco, CA 94105	(415)454-8076
ERB	Environmental Monitoring and Systems Lab Las Vegas, NV 89109	(702)545-2648
ESA	EPA Region 10 Seattle, WA 98101	(206)399-1289
ESB	Covallis Environmental Research Lab Corvallis, OR 97330	(503)420-4731

APPENDIX

KEYWORD LIST

REGION/STATE CODES

DATABASE FIELDS

**CLEAN LAKES CLEARINGHOUSE DATABASE
KEYWORD LIST**

The Keywords List is a compilation of the major concepts that appear in lake restoration literature. These are the keywords that are used to index every record, so this list can be used as a searching aid for looking up specific topics.

Use the "Subject Area" hierarchy in your information packet to get a broader look at the topics included in the Database.

KEYWORD LIST

Acid Deposition
Acid Lakes
Acid Mine Drainage
Acid Neutralizing Capacity
Acid Precipitation see Acid Rain
Acid Rain
Acidification Mitigation
Acidity
Aeration
Aerobic Bacteria
Agricultural Runoff
Air Pollution
Algae
Algal Blooms
Algicides
Alkalinity
Allochthonous
Alum Treatment
Aluminum
Ammonia
Anaerobic Bacteria
ANC see Acid Neutralizing Capacity
Animal Waste Management
Animal Wastes
Anoxia
Aquatic Biology
Aquatic Ecosystems
Aquatic Macrophyte Harvesting
Aquatic Macrophyte Management
Aquatic Macrophytes
Aquatic Microbiology
Aquatic Organisms
Aquatic Plants
Aquatic Weeds see Aquatic Macrophytes
Aquifer
Artificial Circulation
Autochthonous
Bacteria
Barriers
Bathymetric Mapping
Benthic Zone
Benthos
Best Management Practices
Bioaccumulation
Bioassay
Bioavailability
Biochemical Oxygen Demand
Biological Control
Biological Parameters
Biomanipulation see Biological Control

Biomass
Biota
Birds
Blue-green Algae
BMPs see Best Management Practices
Boating
BOD see Biochemical Oxygen Demand
Bottom Screens see Sediment Covers
Buffer Strips
Buffering
Cadmium
Calcium
Calcium Carbonate Treatment see Liming
Calcium Nitrate Treatment see Riplox Treatment
Canals
Carbon
Carbon Dioxide
Carcinogens
Carlson's Trophic Index
Cattails
Chemical Effluents
Chemical Oxygen Demand
Chemical Parameters
Chlordane
Chlorination
Chlorophyll A Concentration
Chlorophyll Mapping
Clarity see Transparency
Clean Lakes Program
Clean Water Act
Climate
Coal Mining see Mining
COD see Chemical Oxygen Demand
Coliform Bacteria
Color
Combined Sewer Overflow
Community Support see Public Attitudes
Computer Applications
Computer Modeling
Computer Programs
Conductivity
Conservation
Conservation Districts
Conservation Tillage
Construction
Contour Farming
Copper
Copper Sulfate Treatment
Costs and Cost Analysis
Criteria
Critical Areas
Crop Rotation
Crustacea
Cultural Eutrophication

Cyanobacteria see Blue-green Algae
Dams
Data Analysis
Data Management
DDT
Debris
Decomposition
Deep Water see Depth
Denitrification
Depth
Destratification
Detention Basins
Detergents see Phosphate Detergents
Detritus
Diatoms
Dichlorodiphenyltrichloroethane see DDT
Dikes
Dilution
Dioxins
Dissolved Gases
Dissolved Oxygen
Dissolved Solids
Diversion
Downstream
Drainage
Drainage Basin see Watershed
Drainage Lakes
Drawdown
Dredge Spoil
Dredging
Drinking Water
Dumps see Landfills
Dystrophic
E. Coli see Escherichia Coli
Economic Impact
Ecoregions
Ecosystems
Effluents
Emissions
Enclosure Experiments
Engine Exhausts see Emissions
Environmental Impact
Environmental Protection Agency
EPA see Environmental Protection Agency
Epilimnion
Equipment
Erosion
Erosion Control
Escherichia Coli
Estuaries
Eurasian Watermilfoil
Eutrophic
Eutrophication
Evaporation

Experimental Design
Export
External Phosphorus Loading
Fall Overturn
Farms
Fecal Coliform see Coliform Bacteria
Fecal Material
Feeding Habits
Fertilizers
Fetch
Filtration
Fish
Fish Community
Fish Contamination
Fish Harvest
Fish Tissue Analysis see Fish Contamination
Fisheries Management
Fishing
Fishkills
Flood Control
Flood Plain
Floods
Flow Rate
Flow Volume
Flushing
Flushing Rate
Fly Ash
Food Chain
Forests
Funding
Geography
Geology
Glacial Lakes
Global Warming
Government Agencies
Government Policy Making
Government Programs
Government Regulations
Grass Carp see Biological Control
Grassed Waterways
Great Lakes
Green Algae
Greenhouse Effect see Global Warming
Groundwater
Groundwater Contamination
Habitats
Hard Water
Harvesting see Aquatic Macrophyte Harvesting
Hazardous Substances
Hazardous Waste see Hazardous Substances
Heavy Metals
Herbicides
Highway Construction see Construction
Highway Runoff

Human Health
Hydraulic Budget
Hydraulic Residence Time
Hydrilla
Hydroelectric Power Plants
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Water Treatment
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Weather
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Wetlands
Wind
Winterkill
Zinc
Zoning
Zooplankton

REGION/STATE CODES

Use this list to find the proper code for searching a region or a state.

REGION	STATE	CODE
01	Connecticut	01CT
01	Maine	01ME
01	Massachusetts	01MA
01	New Hampshire	01NH
01	Rhode Island	01RI
01	Vermont	01VT
02	New Jersey	02NJ
02	New York	02NY
02	Puerto Rico	02PR
02	Virgin Islands	02VI
03	Delaware	03DE
03	Washington, D.C.	03DC
03	Maryland	03MD
03	Pennsylvania	03PA
03	Virginia	03VA
03	West Virginia	03WV
04	Alabama	04AL
04	Florida	04FL
04	Georgia	04GA
04	Kentucky	04KY
04	Mississippi	04MS
04	North Carolina	04NC
04	South Carolina	04SC
04	Tennessee	04TN
05	Illinois	05IL
05	Indiana	05IN
05	Michigan	05MI
05	Minnesota	05MN
05	Ohio	05OH
05	Wisconsin	05WI
06	Arkansas	06AR
06	Louisiana	06LA
06	New Mexico	06NM
06	Oklahoma	06OK
06	Texas	06TX
07	Iowa	07IA
07	Kansas	07KS
07	Missouri	07MO
07	Nebraska	07NE
08	Colorado	08CO
08	Montana	08MT
08	North Dakota	08ND
08	South Dakota	08SD
08	Utah	08UT
08	Wyoming	08WY

09	Arizona	09AZ
09	California	09CA
09	Guam	09GU
09	Hawaii	09HI
09	Nevada	09NV
09	American Samoa	09AS
10	Alaska	10AK
10	Idaho	10ID
10	Oregon	10OR
10	Washington	10WA

CLEAN LAKES DATABASE FIELDS

FIELD NAME	DESCRIPTION
title	title of report or paper
authors	personal authors
corpauth	work affiliations of personal authors
pubinfo	publisher & publication place
source	title of book or journal that contains paper
location	institution for borrowing/buying documents
typedoc	restoration project/diagnostic feasibility study/classification survey (applies to Clean Lakes Project Reports)
geocodes	region/state or "Can" for Canada, "Eur" for Europe
keywords	keywords
ntisno	NTIS document number
epano	EPA document number
callno	library call number
docno	accession number
otherno	other identifying numbers such as EPA contract numbers, Dialog database numbers, etc.
abstract	brief abstract describing document
date	publication date
projectcde	internal project number