RM-CESU Project Completion Report

Project Title: **Complete Bibliographic Database at Glacier National Park**
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Tasks/Deliverables as Reported by the Investigator:
1. Complete editing SOURCES records (~ 445 records). Done (finished going through these records one-by-one, choosing the correct workform, putting data in the correct fields and re-indexing them.

2. Review remaining SOURCES records (785 additional records). Done (reviewed previously edited SOURCES records and made additional minor fixes).

3. Mark all records for sensitivity - (3000 plus records). Done. 66 marked sensitive. (I did this conservatively. It would be useful to have someone with more expertise look through the ones that have been marked and unmark any that don't warrant this status).

4. Scan keywords for consistency (between each other and against the thesaurus). Done.
   Additional Keyword work:
   - Verified the validity of new terms (terms that weren't previously in the thesaurus) by searching for them in reference sources (e.g., dictionaries), the IT IS database (for species names), and, when all else failed, online. There were a small number of terms that I couldn't verify, but that seemed valid. These were left alone. (I also got help verifying local geology terms. I want to acknowledge the woman who helped me, but I can't remember her name at the moment. Here initials were TLT).
   - Added general keyword terms to records that didn't have them. [Note: "General Keywords" are terms like "Animal Studies" and "Plant Studies" – there are roughly 10 of these terms. They were used with at least ½ of the park bibliographies nationwide. The NatureBib database has moved away from the use of these terms. It now has a category for choosing only one term from a list of 30 or more. I stuck with the older method because it was already in place and I feel it is more useful.]
   - Labeled geographic keywords as such (to distinguish them from general keywords or subject keywords – the distinction between geographic and subject terms is not currently made in the online system).

5. Verify species names (use ITIS database as an authority). Done (part of the keyword verification process I describe above.)

6. Look for and merge duplicate records. Done.

I found 874 potential duplicate pairs, went through them all and found 96 actual duplicates. These were deleted before the data was sent in for loading.

7. Load records back into the online system at http://www.nature.nps.gov/nrbib. Done (I submitted the data to Wendy Schumacher to do this)

8. Provide a written summary documenting database status and accomplishments under this scope of work. (This report).

Additional completed tasks:

- Created an MSAccess application to view the content of the database using graphs.

- Edited GRBIB records:
    - Identified and merged duplicates
    - Pulled out publication, map scale and proceedings information from the notes field and put it in the correct fields
    - Made sure each record used the correct workform (many used the journal article workform, but were really reports or conference proceedings)
    - Deleted inappropriate keywords (e.g. "general", "controls", "data") and document type keywords (e.g. "Analytic", "Book")
    - Other little cleanup tasks (e.g. there were author names that included the author role "investigator" – I removed this since on the actually name belongs in this field)

- Additional minor cleanup tasks:
    Identified correct matches for minimal NPSpecies citations and merged them
    Standardized author names, where possible (i.e. spelled out initials when the full name was known)
    Made sure all holdings records had a location code in the PARK_CODE field
    Ran abstracts through a spell-checker and corrected obvious mistakes.