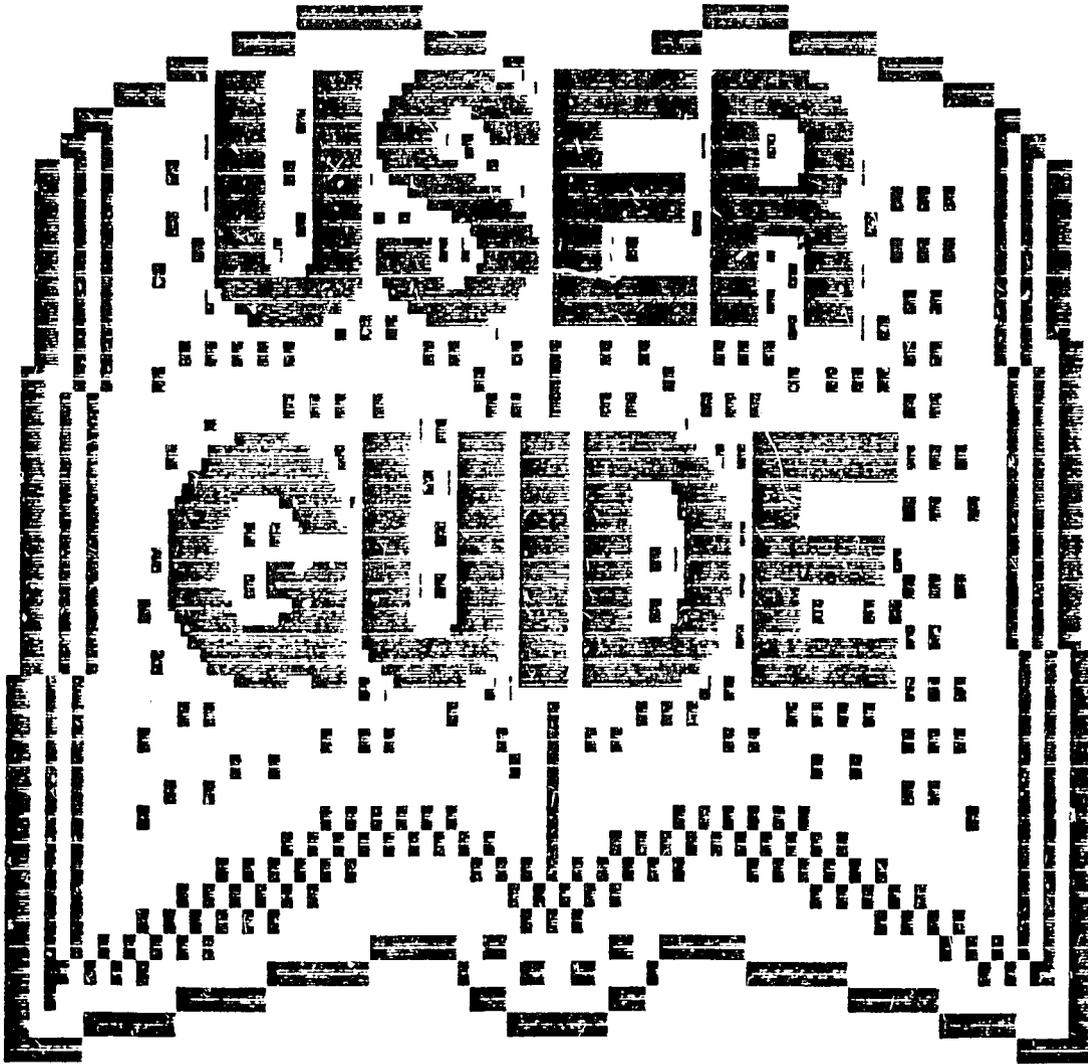


PN-AP-937  
10576  
81

C O C P

LIBRARY



Prepared by

Holly Sheftell

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## INTRODUCTION

Welcome to the LIBRARY of the CONSORTIUM for INTERNATIONAL CROP PROTECTION. The materials in this library have been organized and computerized for the convenience of CICP employees, consultants, students and others interested in the information it contains.

The library SPECIALIZES in crop protection literature pertaining to SPECIFIC COUNTRIES, but also has a wide variety of non-country specific information on crop pests, integrated pest management, pesticides, livestock and public health, and more.

The "librarian" at CICP is an IBM Personal Computer XT Model 286, with a 40MB Fixed Disk Drive upgraded with a 20MB Hardcard. SCI-MATE is the database program used. Each literature record is entered into the WordPerfect 4.2 word-processing program, which is then down-loaded onto the SCI-MATE program. The entire system is backed up by the ARCHIVE program which uses a Mini Data Cartridge. In order to operate, these programs require a microcomputer with at least 256K RAM.

This guide has been provided so that with a few instructions, the LIBRARY and its computer can be quickly mastered.

**PART I**  
**HOW TO ENTER COMPUTER DATA**

## DESCRIPTION OF CATEGORIES

The library references are organized on the shelves by category. The following are brief descriptions of each of the 15 categories.

A. **BIEC** Biology/Ecology

Material of the life sciences including geographical distributions of plants, animals; on organisms not in one of the other categories of INSE, NEMA, PEST, PLPA, VERT, or WEED

B. **COUN** Country/Region Profiles

Any reference to a specific country, two or more countries, and area of a specific country, major geographical region

C. **INSE** Insects

Any reference to one or more specific insect species or other arthropods which is neither country-specific (COUN), nor a general reference on integrated pest management if insect pests

D. **IPM** Integrated Pest Management

A reference specifically using the term integrated pest management, integrated control, integrated pest control, integrated crop protection in the title or using another term but dealing with IPM (unless it deals with a specific pest organism)

E. **LIPH** Livestock/Public Health

Any reference specifically dealing with livestock and/or public health pests or public health in general

F. **MISC** Miscellaneous

Catch-all category for references that do not fit in a specific category

G. **NEMA** Nematodes

Any reference dealing specifically with nematodes

**H. PCID Pesticides**

Reference dealing with a specific pesticide, pesticide management, pesticide laws, pesticide safety, equipment, human health or environmental problems, benefits

**I. PEST General Pests**

Reference dealing with pests other than INSE, NEMA, PLPA, VERT, WEED, or complexes of two or more unrelated pests

**J. PLPA Plant Pathogens**

Any reference to one or more specific plant pathogens, or a general text on this subject

**K. PLPR Plant Protection**

A reference specifically using the term plant protection or crop protection in the title. References in this category usually contain information covering many of the categories in this list (ie. INSE, IPM, NEMA, etc.) Stored products and stored product pests also fall into this category.

**L. SPCR Specific Crops**

Reference to pests of a specific crop or crops(e.g., cereal crops) or studies on specific crops

**M. TACT Pest Control Tactics**

Reference to pest control tactic other than PCID

**N. VERT Vertebrates**

Reference to vertebrate pests of crops and public health

**O. WEED Weeds**

Reference to specific weeds or general weed text

## ENTERING DATA into WordPerfect

### I. Turning Computer on

1. Plug computer cord into electronic surge protector.
2. Turn surge protector switch to "on" position. Red light on surge protector will come on.
3. While facing the computer, flip the switch on the right side of the computer base to "on" position. You will hear the computer start to warm up. While the computer is booting up, the screen begins to show various numbers, and you will hear one beep. This indicates that the computer is operating properly.

### II. Accessing the WordPerfect program

1. When the computer has finished booting up, the screen displays the following:

**C >**

This is called the "C prompt."

2. Type the letters "**wp**" into the computer, and press the carriage return key, indicated here as (Enter):

**wp (Enter)**

3. This will bring you into the WordPerfect program and show you an empty document screen.

### III. Getting into the correct category file

1. You now want to retrieve a category file for data entry. Press **(Shift) (F10)**. The bottom of the screen will read "**document to be retrieved: .**" Note: All library document names have the extension "**.lib**," so the complete name of a category is "**\*.lib**," where \* = BIEC or COUN or INSE, etc. For example, the complete names for these files are "**biec.lib, coun.lib, and inse.lib.**" Type the name of the document in which you will be working, and press (Enter).
2. The first page of the document is now on the screen. At the beginning of the document, set the margins by pressing

**(Shift) (F8), 3**

**10, (Enter), 69, (Enter).**

Now go to the end of the document to make the next entry by pressing "(Home), (Home), (↓)" (the down arrow.)

**IV. Adding more templates to the file**

1. The documents in the library are entered into the computer on the following template:

```
****  
CG  
TI  
AU  
DT  
PB  
VL  
PG  
IS  
LN  
DC  
CT  
CN  
CR  
PS  
KW  
NV  
LC
```

If there are no more empty templates, you need to create some. Determine how many individual templates you need to correspond with the number of entries (books, etc.). For example, 20 different books will need 20 individual templates. Note: multiple copies of a book go on only ONE template (see page 13, nos. 16 & 17 of field descriptions). Now enter the following sequence:

**(Esc) n** where n = number of templates  
(Do NOT press Enter)

**(Alt) (F10) jj (Enter)**

2. The computer will immediately generate "n" copies of the template to the end of the document.
3. You can now begin to enter data into the computer.

## V. Using the Speller

1. WordPerfect is equipped with an automatic spelling proofreader. After entering data and before exiting the file, always engage the Speller.
2. Move to the first page of the section you want to spell check. Now turn on the Speller. To do this press **(Ctrl) (F2)**. After the Speller comes on, press the " 2 " for "check: page" . The Speller will start at the top of the page, highlighting each word it does not recognize, and offering alternative spellings. As you enter the letter corresponding to the correct spelling, the Speller replaces the incorrect word with the correct word, and then moves on to the next incorrect word.
3. If a misspelled word is highlighted, but the Speller does not offer an alternative, press "4" to "edit" and then type the correct spelling.

Note: Just because the Speller highlights a word does not necessarily mean the word is misspelled. The Speller has a limited vocabulary and cannot recognize the following types of words:

proper names, abbreviations, foreign languages, scientific names, etc.

4. When the Speller identifies one of these words as misspelled, press the " 2 " so that the Speller will skip over that word each time it appears in the rest of the document.
5. When there are no more misspelled words, you will see a final word count at the bottom of the document. Press the " spacebar " to exit the Speller.

## VI. Exiting from the computer

1. If you plan to leave the computer for an extended period of time, always save the file you are working on. This is done by properly exiting from the program. Enter the following:

**(F7)**

The computer asks "Save document? (Y/N) Y." Press

**(Enter)**

The computer asks "Document to be Saved:  
C: WORD \*.LIB," where \* = a category name. Press

(Enter)

The computer asks "Replace C: WORD \*.LIB? (Y/N) N."  
Press

" y "

The computer finally asks "Exit WP? (Y/N) N."  
If you will be returning to work on the computer  
during the same day, press

" n "

The screen will show an empty document. Leave the  
computer on, since repeatedly flipping the on/off  
switch causes unnecessary wear on the computer.

2. If you are leaving for the day,

press " y "

so you will now have the C prompt on the screen.  
Follow the directions for Backing up the Computer  
Entries on page 21. When you have completed the  
backup, turn the computer switch to the off position,  
turn the surge protector also to the off position,  
and unplug the computer cord from the surge  
protector. Finally, replace the dust cover over the  
keyboard and you are ready to leave.

## VII. Other helpful hints for using WordPerfect

1. **TIMED BACKUP** - This WordPerfect program has an  
automatic "Timed Backup." This means that every 10  
minutes, the file you are currently working on is  
automatically saved and stored in the computer  
memory. In the event of a power outage, or perhaps  
an accidental flip to the off position of the surge  
protector switch, the data you have entered before  
the last timed backup will not be lost.

When the power is resumed and the computer re-boots,  
get back into the WordPerfect program. The computer  
will ask you: "Are other copies of WordPerfect  
currently running? (Y/N)." Answer " n."

You will now have an empty document screen. Get into  
the WordPerfect file directory by pressing (F5). The  
backup file can be located at the bottom of the  
directory under the name: (WP)BACK.

Retrieve this file and continue working in it, being sure to rename it, and using it to REPLACE the ORIGINAL file when you properly exit.

If you are working in the original file instead of the backup file, and the computer beeps once, then offers you the following message:

**Old backup exists. 1 Rename 2 Delete**

press the " 2 " to keep only the current backup file.

The backup file will be automatically deleted when you properly exit from the current document.

2. **DIRECTORY** - To look at the list of library files in the WordPerfect directory press (F5), then type:

**\*.lib (Enter)**

This will bring only those files with the extension ".LIB " to the screen.

3. **SEARCH** - While in a file, you can conduct a search for a word, phrase, number, etc. This is helpful in quickly getting you back to the location of your last entry. To start the search, press (F2). In the bottom left corner you see:

**Srch:**

Type a word or phrase that appears in the entry you want to find. Then press (F2) again to initiate the search. It is most helpful to choose a word(s) unique to that entry, because the computer searches for only the first occurrence of that sequence of characters. For example, if you were to search for the following entry, the most useful word would be **smith, r.f. or reynolds, h.t. or 1966:**

\*\*\*\*

CG IPM  
TI Principles, Definitions and Scope of Integrated  
Pest Control (from the Proceedings of FAO Symposium  
on Integrated Pest Control)  
AU Smith, R.F., Reynolds, H.T.  
DT 1966  
PB FAO, Rome  
VL 1  
PG 11-17  
IS  
LN english

DC conference paper  
CT  
CN  
CR  
PS  
KW principles of IPM  
NV 1 copy  
LC 59

Aside from capitalized letters, it is imperative to type the characters exactly as they appear in the document; otherwise, the computer will not be able to find what you want.

4. **BLOCK/MOVE** - When you need to type in a set of books consisting of several volumes, you can avoid repetitive typing by typing the information from the first book one time, "blocking" it and then copying it. To do this bring the prompt to the beginning of the section you want to copy.

Turn the "block" on by pressing **(Alt) (F4)**

The bottom left corner will read "**block on.**" Use the down arrow to block the template until you get to the end of the section you want to copy. Now, press

**(Ctrl) (F4)**

This gives you a menu. Press " 2 " to "**Copy Block.**" Now bring the prompt to the top of the next entry and press:

**(Ctrl) (F4)**

This time you press " 5 " to "**retrieve text.**" Without moving the prompt you can retrieve the text as many times as you need by pressing:

**(Ctrl) (F4) 5**

## SAMPLE TEMPLATE

Each reference is entered into WordPerfect on a preset template. The template is made up of 17 different fields, with each field represented by a two-letter field code. This code corresponds to a field name. Below on the left is an example of how the empty template appears on the screen, on the right are the field names represented. The field names do not appear on the computer template.

\*\*\*\*

CG	=category
TI	=title
AU	=author
DT	=date
PB	=publ.
VL	=vol.no.
PG	=pages
IS	=ISBN
LN	=language
DC	=doc.type
CT	=continent
CN	=country
CR	=crop
PS	=pests
KW	=key words
NV	=no.vol.
LC	=location

Each field name is briefly described on the next two pages.

## DESCRIPTION OF FIELDS

- 1) **category** -- The reference materials are organized in the library under the following category headings:
- BIEC = biology/ecology
  - COUN = country/region
  - INSE = insects/arthropods
  - IPM = integrated pest management
  - LIPH = livestock and public health
  - MISC = miscellaneous
  - NEMA = nematodes
  - PCID = pesticides
  - PEST = general pests
  - PLPA = plant pathogens
  - PLPR = plant protection
  - SPCR = specific crops
  - TACT = tactics
  - VERT = vertebrates
  - WEED = weeds
- 2) **title** -- The title of the reference material as it appears on the cover and/or cover page. If original title is in a language other than english, the translated english title is placed first, in parentheses; following this is the original title.  
Example: (Pest Control) Control de las Plagas  
If "Conference Proceedings" is included in the title, also include the date and location of the conference as it appears in the title.  
If a book is based on conference proceedings, add the above information but set it off from the rest of the title by parentheses.
- 3) **author** -- Last name first, then first initial(.)second initial(.), if given, with no space between first and second initials. If there is more than one author, separate authors by (,) 's. If there is an editor(s) instead of an author(s), name is followed by an (, ed. or , eds.)  
Example: Smith, J.D.  
Smith, J.D., Jones, C.M., Jr.  
Smith, J.D., ed.  
Smith, J.D., Jones, C.M., Jr., eds.  
If no author or editor is given, type **anonymous**.

- 4) **date** -- Copyright date or date of most recent printing. If there is none given, then, date of release (for technical reports, extension literature, etc.). If unpublished, then, date written. If no date, type **n.d.**
- 5) **publ.** -- Name of Publisher, City, (State, Country if city is not major). May be an organization. If document is a reprint, the name of the journal is placed here. Example: John Wiley & Sons, New York  
EPA, Washington, DC  
FAO, Rome  
University of California, Berkeley  
Peter M. Dolinger Associates, Menlo Park, CA.  
Jour. of Econ. Entom.
- 6) **vol.no.**-- Volume number as it is written on publication: 1, 2, 3, or I, II, III, etc. Institution control number: EPA-600/3-79-031. If reference is a book in a technical series, include series name: ACS Symposium Series 73. If journal, give volume and issue: 2:12. If no volume number given, then, leave blank.
- 7) **pages** -- Total number of pages if numbering begins with 1. If a reprint, page numbers from original journal: 227-236. If no page numbers given, type **unpaged.**
- 8) **ISBN** -- International Standard Book Number. Located on copyright page in references published after 1969. Example: 0-8412-0443-0. If no ISBN given, then, leave blank.
- 9) **language** -- Language in which reference is printed. If more than one, list languages: english/french/spanish. If there are multiple copies of reference, with each copy translated to a different language, list languages: english, french, spanish. If reference is not in english, but has an english summary: japanese, with english summary.
- 10) **doc.type** -- Bibliography, book, book chapter, conference paper, conference proceedings, journal, non-research extension literature, reprint, technical report, thesis, workshop report

- 11) **continent**-- NA, SA, Australia, Europe, Africa, Asia, plus CA, Caribbean and South Pacific. List if reference is applicable to only that continent(s), as in desert locust migration, beetles of North America, etc.
- 12) **country** -- List if reference is applicable to only that country or countries, as in pesticide recommendations for a specific USA state or rice in the Philippines, etc.
- 13) **crop** -- List if there is reference to a specific crop or crops using the common name.
- 14) **pests** -- List if there is reference to a specific pest or group of pests (defined more specifically than "insects", "plant pathogens", "weeds", etc.) Name species by name given, whether it is scientific or common; name groups of organisms by common name. Separate pests with (\*).  
Example:  
hemiptera \* fruit flies \* Meloidogyne \*  
rodents \* Mosca domestica
- 15) **key words**-- Words are assigned by their hierarchy under each category in the key words list, using descriptors most pertinent to reference (condensing chapter titles is helpful or listing single words). More than one category can be represented. Separate each key word unit by (\*).  
Example in the category IPM:  
principles \* crop loss assessment \*  
tactics - biological control, host resistance, pheromones \* PCID - environmental impact  
Avoid redundancy. If the title of the book uses key words, do not add the same key words under the KW field, i.e., a book titled: Biological Control
- 16) **no.vol.** -- Total number of copies of reference in the library. Example: 1 copy  
2 copies
- 17) **location** -- Position of reference on shelf. References are in numbered sequence.  
PCID SPCR IPM  
32 , 598 , 1014

## WordPerfect SAMPLE ENTRIES

The following are examples showing how different library material is entered into WordPerfect.

### (1) for a BIBLIOGRAPHY

\*\*\*\*

CG PCID  
TI Guides and Manuals for Pesticide Applicator Training:  
January 1979-August 1985, Citations from AGRICOLA  
AU Bebee, C.N.  
DT 1976  
PB USDA, Washington  
VL Bibliographies and Literature of Agriculture Number 47  
PG 208  
IS  
LN english  
DC bibliography  
CT NA  
CN USA  
CR  
PS  
KW application  
NV 1 copy  
LC 177

### (2) for a BOOK

\*\*\*\*

CG PCID  
TI Formulation of Pesticides in Developing Countries  
AU  
DT 1983  
PB United Nations, New York  
VL  
PG 217  
IS  
LN english  
DC book  
CT  
CN  
CR  
PS  
KW LDCs  
NV 1 copy  
LC 19

**(3) for a CONFERENCE PAPER**

\*\*\*\*

CG IPM  
TI Principles, Definitions and Scope of Integrated Pest  
Control (from the Proceedings of FAO Symposium on Integrated  
Pest Control)  
AU Smith, R.F., Reynolds, H.T.  
DT 1966  
PB FAO, Rome  
VL 1  
PG 11-17  
IS  
LN english  
DC conference paper  
CT  
CN  
CR  
PS  
KW principles of IPM  
NV 1 copy  
LC 59

**(4) for a CONFERENCE PROCEEDINGS**

\*\*\*\*

CG PLPA  
TI Proceedings Fourth Meeting of the International Council on  
Lethal Yellowing, Fort Lauderdale, Florida, August 13-17,  
1979  
AU Thomas, D.L., Howard, F.W., Donselman, H.M., eds.  
DT 1980  
PB University of Florida, Fort Lauderdale  
VL Publication FL-80-1  
PG 22  
IS  
LN english  
DC conference proceedings  
CT  
CN  
CR coconut palms  
PS Mycoplasma \* Spiroplasma \* Achleplasma  
KW bionomics, losses, identification, control: insect vectors  
NV 1 copy  
LC 80

**(5) for a NON-RESEARCH EXTENSION LITERATURE**

\*\*\*\*

CG NEMA  
TI Study Guide for Agricultural Pest Control Advisers on  
Nematodes and Nematicides  
AU anonymous  
DT 1976  
PB University of California, Berkeley  
VL Sale Publication No. 4045  
PG 41  
IS  
LN english  
DC non-research extension literature  
CT NA  
CN USA  
CR  
PS  
KW control  
NV 2 copies  
LC 2, 3

**(6) for a REPRINT**

\*\*\*\*

CG IPM  
TI (Integrated Pest Control and Some Fundamental Concepts) O  
Controle Integrado de Pragas e Seus Conceitos  
AU Heinrich, W.O.  
DT 1971  
PB O Biologico  
VL 39  
PG 255-259  
IS  
LN portuguese  
DC reprint  
CT  
CN  
CR  
PS  
KW principles of IPM  
NV 1 copy  
LC 175 (reprint box)

**(7) for a TECHNICAL REPORT**

\*\*\*\*

CG COUN  
TI Critical Review Of Natural Enemies Of Insect Pests Of Rice  
In South And South East Asia And Their Potential For  
Biological Control; Proposals For Biological Control Studies  
To Assist In Development Of Integrated Pest Control In Rice  
In South and South East Asia  
AU Greathead, D.J.  
DT 1979  
PB Commonwealth Institute of Biological Control, Slough,  
Great Britain  
VL  
PG 126  
IS  
LN english  
DC technical report  
CT Asia  
CN Philippines \* Thailand \* Indonesia \* Malaysia \* Sri Lanka  
\* India \* Bangladesh  
CR rice  
PS  
KW TACT \* agricultural pests  
NV 1 copy  
LC 167

**(8) for a STUDENT THESIS**

\*\*\*\*

CG COUN  
TI Human Impact On Renewable Natural Resources Of Central  
America  
AU Rodriguez, D.C.  
DT 1977  
PB York University, Ontario  
VL  
PG 201  
IS  
LN english  
DC thesis  
CT CA  
CN  
CR  
PS  
KW demographics \* agriculture \* conservation  
NV 1 copy  
LC 437

**(9) for a WORKSHOP REPORT**

\*\*\*\*

CG COUN

TI Proceedings Of The UC/AID - University Of Alexandria,  
A.R.E., Seminar/Workshop In Pesticide Management, March 5-10,  
1977

AU anonymous

DT 1977

PB University of Alexandria, Arab Republic of Egypt

VL

PG 175

IS

LN english

DC workshop report

CT Africa

CN Egypt

CR cotton

PS

KW IPM - tactics - cultural control \* PCID \* agromedical  
approach to pesticide management \* application - safety \*  
legislation - registration \* production \* residues - analysis  
\* environmental impact - monitoring in LDCs usage statistics

NV 2 copies

LC 85, 86

## DOWN-LOADING WordPerfect to SCI-MATE

This section explains how to enter (down-load) the WordPerfect file into the SCI-MATE Database Program.

### I. Formatting the file

1. From the beginning of the WordPerfect file you are planning to down-load, go through each template to confirm that each entry is consistent with the following format:

\*\*\*\*

CG

TI

.

.

.

LC

\*\*\*\*

CG

TI

.

.

.

LC

\*\*\*\*

CG

TI

.

.

.

LC

2. Erase any unused templates.
3. Return to the beginning of the first template and type the following after the fourth asterisk:  
**HS/CICP-LIBRARY.** The first line of the file should now read:

**\*\*\*\*HS/CICP-LIBRARY**

### II. Saving the document in DOS format

1. When you are finished editing the document, press

**(Ctrl) (F5) 1**

At the bottom of the screen, it reads "Document to be Saved: C: WORD \*.LIB," where \* = category name. Type the following: **worktext.dat (Enter)**

Now exit the document by pressing:

**(F7) (enter) (enter)**  
**"n" "y"**

2. The C prompt is now on the screen.

### III. Copying the document

1. At the C prompt, type the following:

**copy c:/word/worktext.dat d:/scimate (Enter)**

### IV. Down-loading the file

1. At the C prompt type

**Library (Enter)**

You are now in the SCI-MATE program.

2. Enter the following sequence and the file will be automatically down-loaded:

**2 (Enter) 4 (Enter)**

3. A WORK file has now been created. When SCI-MATE gives you a new menu, press "1" to "Copy WORK file to USER file", then press "2" to "Copy all Records from WORK file to USER file."
4. After the file is down-loaded, SCI-MATE asks "Do you want to delete WORK file? (Y/N)," press

**" y "**

The computer asks "Are you sure?" Press

**" y "**

5. After WORK file is deleted, return to the SCI-MATE menu by pressing:

**8 (Enter)**

Exit SCI-MATE by pressing:

**6 (Enter)**

## BACKING UP THE COMPUTER ENTRIES

The CACP library computer is modified with a Mini Data Cartridge drive for a menu-driven backup program called **ARCHIVE**. The backup program should be run at the end of each day if any data have been entered into the computer.

### I. Entering the ARCHIVE program

1. While the computer is still on, remove the Mini Data Cartridge from its plastic storage case and place it into the rectangular opening under the diskette drive of the computer, with its open side facing the computer, and its metal side down.
2. At the C prompt, type the following

**qs**

then press (Enter).

3. At the Main Menu, select the following by using the up or down arrows

**Backup to tape**

then press (Enter).

### II. Engaging the backup program

1. Select the drive you wish to back up using the up or down arrows. Hint: backup drive C first.
2. Next, select the type of backup. Use the arrows to select "Changed files."
3. The computer will ask you to "Enter an identification string for the backup." Type the following:

**backup for drive c**

Then press (Enter) twice.

### III. Exiting the ARCHIVE backup program

1. After the backup is finished, the computer offers the following message:

**Backup completed successfully**

Press (Enter) to return to the Main Menu.

2. From step 3 under I. **Entering the ARCHIVE program**, repeat the process for D drive. When the backup for D has been successfully completed, return to the Main Menu and press (Esc) until you get to the C prompt.
3. Remove the Mini Data Cartridge from the computer drive, and return it to its plastic storage case.

Note: If the Cartridge is left in the computer drive and the computer is turned off, be sure to remove the Cartridge before the computer is turned on again. Do not boot up the computer with the Cartridge in the drive!

PART II  
HOW TO SEARCH THE LIBRARY

## INTRODUCTION TO SEARCHING THE LIBRARY COMPUTER

Looking for references in the CACP LIBRARY computer is similar to searching a card catalog, only it is much easier!

First, take a look at the KEY WORDS list on page 25. It has been designed as a quick reference, based on user needs. It is divided into 15 categories corresponding to those on page 2 (BIEC, COUN, INSE, ...WEED). Each category is then broken down into subcategory headings, and in some cases, further divided into more specific descriptors. All words and phrases appearing in the LIST have been designated as KEY WORDS.

In addition to the KEY WORDS, SCI-MATE will search for an author, a title, a date, and any other information that appears in the entry.

To begin a literature search, you must (1) tell SCI-MATE what word or phrase you want searched and then (2) command SCI-MATE to initiate the search. The computer tells you the number of "hits" (references containing the search word or phrase), shows you each entry one by one on the screen, and prints the hits if that is what you want.

For best results, become familiar with the KEY WORDS LIST prior to your search.

## LIST OF KEY WORDS

- I. BIEC
- A. General Biology
    - 1) behavior
    - 2) development
    - 3) genetics
    - 4) physiology
  - B. Ecology
    - 1) communities
    - 2) ecosystems
    - 3) food chain
    - 4) limnology
    - 5) modeling
    - 6) population dynamics
    - 7) resource management
  - C. Evolution
    - 1) adaptation
    - 2) dispersal
    - 3) diversity
    - 4) systematics
  - D. Miscellaneous
    - 1) microbiology
    - 2) bacteriology
    - 3) mycology
    - 4) bibliography
    - 5) botany, etc.
- II. COUM
- A. Africa
  - B. Asia and South Pacific
  - C. Australia and New Zealand
  - D. NA
  - E. CA
  - F. SA
  - G. Europe
  - H. Antarctic
- III. INSE
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
      - c) behavior
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Economic Entomology
    - 1) agricultural pests
    - 2) urban pests
    - 3) forest pests
  - C. Coleoptera
  - D. Diptera
  - E. Hemiptera
  - F. Homoptera
  - G. Hymenoptera
  - H. Isoptera
  - I. Lepidoptera
- IV. IPM
- A. Principles
  - B. Cost/Benefit
    - 1) analysis
    - 2) thresholds
  - C. Crop Loss Assessment
  - D. Case Studies
  - E. Implementation
  - F. Tactics
    - 1) cultural control
    - 2) biological control
    - 3) host resistance
    - 4) monitoring
      - a) forecasting
      - b) modeling
    - 5) pheromones
    - 6) autocidal control
    - 7) pesticides
  - G. Miscellaneous
- V. LIPH
- A. Disease Vectors
    - 1) INSE
    - 2) YERT
    - 3) NEMA, etc.
  - B. Arthropod Pests
  - C. Miscellaneous
- VI. MISC
- A. Demographics
  - B. World Hunger
  - C. Agriculture
    - 1) agronomy
    - 2) fertilizer
    - 3) research
    - 4) livestock
    - 5) techniques
  - D. Development
    - 1) LDCs
    - 2) technology transfer
    - 3) assistance
  - E. Environmental Quality
    - 1) conservation
    - 2) pollution
  - F. Science
    - 1) anthropology
    - 2) geography
    - 3) sociology, etc.
  - G. Miscellaneous
    - 1) biographies
    - 2) arms control
    - 3) statistics
    - 4) reference, etc.
- VII. NEMA
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
      - c) behavior
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Miscellaneous
- VIII. PCID
- A. Application
    - 1) equipment
      - a) aerial
      - b) ground
    - 2) safety
      - a) protective clothing, equipment, materials
      - b) material safety data sheets
    - 3) spillage
    - 4) uses
      - a) rates
      - b) formulations
      - c) usage statistics
    - 5) record keeping
  - B. Chemistry and Biochemistry
    - 1) general reference
    - 2) metabolism
    - 3) mode of action
    - 4) stability
    - 5) synthesis
    - 6) production
  - C. Cost/Benefit
    - 1) economic impact
    - 2) efficacy
  - D. Environmental Impact
    - 1) bioaccumulation
    - 2) monitoring
    - 3) movement and change
    - 4) non-target organism
  - E. Residues
    - 1) monitoring
    - 2) persistence
    - 3) tolerance levels
      - a) food
      - b) feed
      - c) other
  - F. Resistance
  - G. Legislation
    - 1) cancellation
    - 2) certification
    - 3) disposal
    - 4) labeling
    - 5) packaging
    - 6) storage
    - 7) transportation
    - 8) registration
- IX. PEST
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
      - c) behavior
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Miscellaneous
- X. PLPA
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
      - c) behavior
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Fungi
  - C. Viruses
  - D. Bacteria
  - E. Non-infectious Diseases
  - F. Miscellaneous
- XI. PLPR
- A. INSE
  - B. IPM
  - C. NEMA
  - D. PCID
  - E. PEST
  - F. PLPA
  - G. Quarantine
  - H. Stored Product
    - 1) storage methods
    - 2) pests
  - I. TACT
  - J. VERT
  - K. WEED
  - L. Miscellaneous
- XII. SPCR
- A. Beverage Crops
  - B. Cereal Crops
  - C. Deciduous Fruits
  - D. Fiber Crops
  - E. Forage Crops
  - F. Pulse/Legume Crops
  - G. Nut Crops
  - H. Oil/Oilseed Crops
  - I. Root Crops
  - J. Sugar Crops
  - K. Miscellaneous
- XIII. TACT
- A. Cultural Control
  - B. Biological Control
  - C. Host Resistance
  - D. Monitoring
    - 1) forecasting
    - 2) modeling
  - E. Pheromones
  - F. Autocidal Control
  - G. Miscellaneous
- XIV. VERT
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
      - c) behavior
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Rodents
  - C. Birds
  - D. Miscellaneous
- XV. WEED
- A. General
    - 1) systematics
      - a) morphology
      - b) field identification
    - 2) bionomics
      - a) ecology
      - b) physiology
    - 3) control
      - a) pathology
      - b) other
    - 4) distribution
  - B. Miscellaneous

## CONDUCTING A LITERATURE SEARCH

### I. Accessing the SCI-MATE program

1. After turning the computer on, enter the following at the C prompt:

**"library" (Enter)**

You will now be in SCI-MATE, a menu-driven program.

2. Access the MANAGER menu by pressing

**2 (Enter)**

3. Search the USER file by pressing

**1 (Enter)**

### II. Searching the texts

1. You want to **"search for text."** In this search you can have the computer:

a) search the entire file before "hits" are displayed ("hits" are individual records that contain the key word(s) for which you are searching)

or

b) display the "hits" as they are retrieved.

You should use method a) to find out how many hits there are, since the computer could possibly retrieve hundreds of records. Therefore, enter the following:

**3 (Enter)**

2. Now you see the following on the screen:

**Enter a search statement or ? for help**

3. The "HELP" section will explain how to enter a search statement. The information is summarized below:

a) The computer does not differentiate capital letters from lower case letters.

b) You can substitute parts of words using " # " as a wildcard:

**#cide** will indicate pesticide, insecticide, nematocide, genocide, etc.

**#cid#** will indicate pesticidal, pesticides, pesticide, etc.

**197#** will indicate the years 1970 through 1979.

**smith, r.#** will indicate the author smith, r.f., smith, r., etc.

c) You can search for these patterns:

Example:

i) a single word or phrase

**integrated pest management**

ii) a single word or phrase in a specific field

**author=smith, r.#**

iii) a combination of words and/or phrases when:

a AND b (only the records with both)

**biological control and ipm**

a OR b (all records with either)

**pesticide or environmental impact**

a ANDNOT b (all records with a but not if b is in the record)

**pesticide andnot general reference**

iv) You can also combine search statements:

a AND b ANDNOT c

**orthoptera and control andnot PCID**

4. After typing in the search statement, press (Enter)

### III. Additional notes on searching

1. The search does not need to be limited to the key words. A search can be conducted for any word(s)

that might appear in any field, such as an unusual word in a known title ie., Agromedical or agromed#.

2. Since names sometimes change, such as scientific names or country names, include previous names in the search statement. For example:

**Cydia pomonella or Carpocapsa pomonella or Laspeyresia pomonella or codling moth**

**Bangladesh or East Pakistan.**

3. With each additional word entered between the Boolean operators (and, or, andnot), you increase the risk of typing a mistake, i.e., adding an additional space, adding punctuation marks in the wrong position, etc. The computer WILL NOT interpret what you are trying to search; it only compares and matches characters. The chance of making a mistake in the above example could be reduced by entering the following instead:

**Cydia or Carpocapsa or Laspeyresia or codling**

#### IV. Displaying and processing Hits

1. After entering the search statement, the computer generates a "hits" list. The screen shows how many records were searched and how many records were retrieved. These are called hits. Following is the Display/Process Hits menu.

DISPLAY / PROCESS HITS

Current USER File : CICP

-----  
Would you like to:

1. Display and Edit Hits (3 on list)
2. Sort Hits
3. Copy Hits to WORK File
4. Generate a Columnar Report for the Hits
5. Generate Labels from the Hits
  
6. Begin A New Search
7. Return to the MANAGER Menu

Select a number:



to return to the MANAGER menu. Next, press

**4 (Enter)**

to Display/Copy WORK file Records.

2. In the WORK FILE SUBSYSTEM menu, press

**2 (Enter)**

to display the WORK file. The following menu appears on the screen:

**DISPLAY WORK FILE**

---

Do you want to:

1. Display Single Records with Print Option
2. Display and Print Entire WORK File
3. Return to the WORK FILE SUBSYSTEM Menu

Select a number:

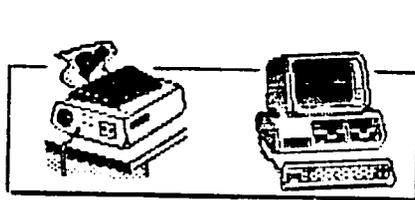
To print the entire WORK file, press

**2 (Enter)**

and the printing will commence.

3. After you have finished printing the results of your search, return to the MANAGER menu by following the directions on the screen. From the MANAGER menu, you can start a new search or you can return to the main menu to exit from SCIMATE.

MAP OF CICP LIBRARY



partition

desk

desk

partition

table

CICP	COUN
CIPCCOUN	
CICP	CGUN

COUNINSE	PLPA
COUN	INSE
SPCR	SPCR

IPM	MISC
TACT	
TACT	
WEED	
NEMA	
VERT	MISC
LIPH	
PEST	
BIEC	MISC

JOUR
JOUR
JOUR
JOUR

REFR	JOUR	JOUR
------	------	------

PCID	PCID	PCID
PLPR		

KEY

- |                                  |                         |
|----------------------------------|-------------------------|
| BIEC - biology/ecology           | MISC - miscellaneous    |
| CICP - CICP publications         | NEMA - nematodes        |
| COUN - country/region            | PCID - pesticide        |
| INSE - insects                   | PEST - general pests    |
| IPM - integrated pest management | PLPA - plant pathogens  |
| JOUR - journal                   | PLPR - plant protection |
| LIPH - livestock/public health   | REFR - reference        |
|                                  | TACT - tactics          |
|                                  | VERT - vertebrate pests |
|                                  | WEED - weeds            |