

OCEAN DRILLING PROGRAM

CURATION BIBLIO

USER'S MANUAL

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Introduction

The Biblio program was developed to help correlate participating scientists to their publications, sample requests, and the core samples used in their analyses. The program can be used to search for, enter, or make changes to this information.

Document Layout

This document is broken into four sections. The first two describe the login procedure and the contents of the main Biblio window. The third section describes how to start a new record, with descriptions for each entry field and the three record associations. The final section describes how to search for, and open, an existing record. There are also two appendices at the end of the document. Appendix A displays screen shots highlighting the differences between IR/SR windows and abstract/dissertation/journal windows. Appendix B provides troubleshooting information.

Starting Biblio

1. In order to run Biblio, your computer must have the Java Runtime Environment (JRE). Please check with IS if you are unsure of your computer's JRE status.
2. Start Biblio by either double clicking on the **Biblio** icon (if available on your desktop), or by clicking on the **biblio.bat** file. This opens the **Login** window (see Figure 1).

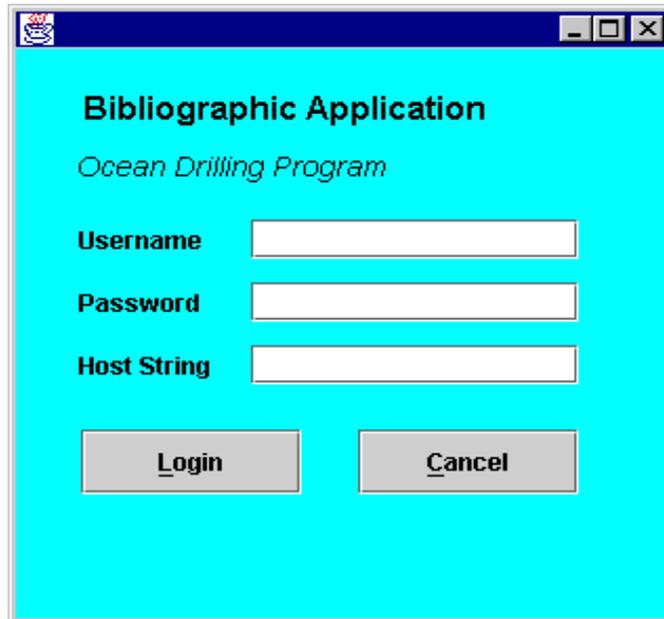


Figure 1. The Login window for Biblio.

3. Enter the Username, Password, and Host String. The Username is **biblio**. The Host String for testing is **shoretest**. For production it is **shore**.
4. Use the mouse or the <Tab> key to navigate through the entry fields. <Tab> moves the cursor forward one field, and <Tab+Shift> moves it back one field.
5. Click on **Login** to open Biblio, or **Cancel** to exit the login without starting the program.

Note: Please be patient, as it may take a minute for the program to make a connection to the database.

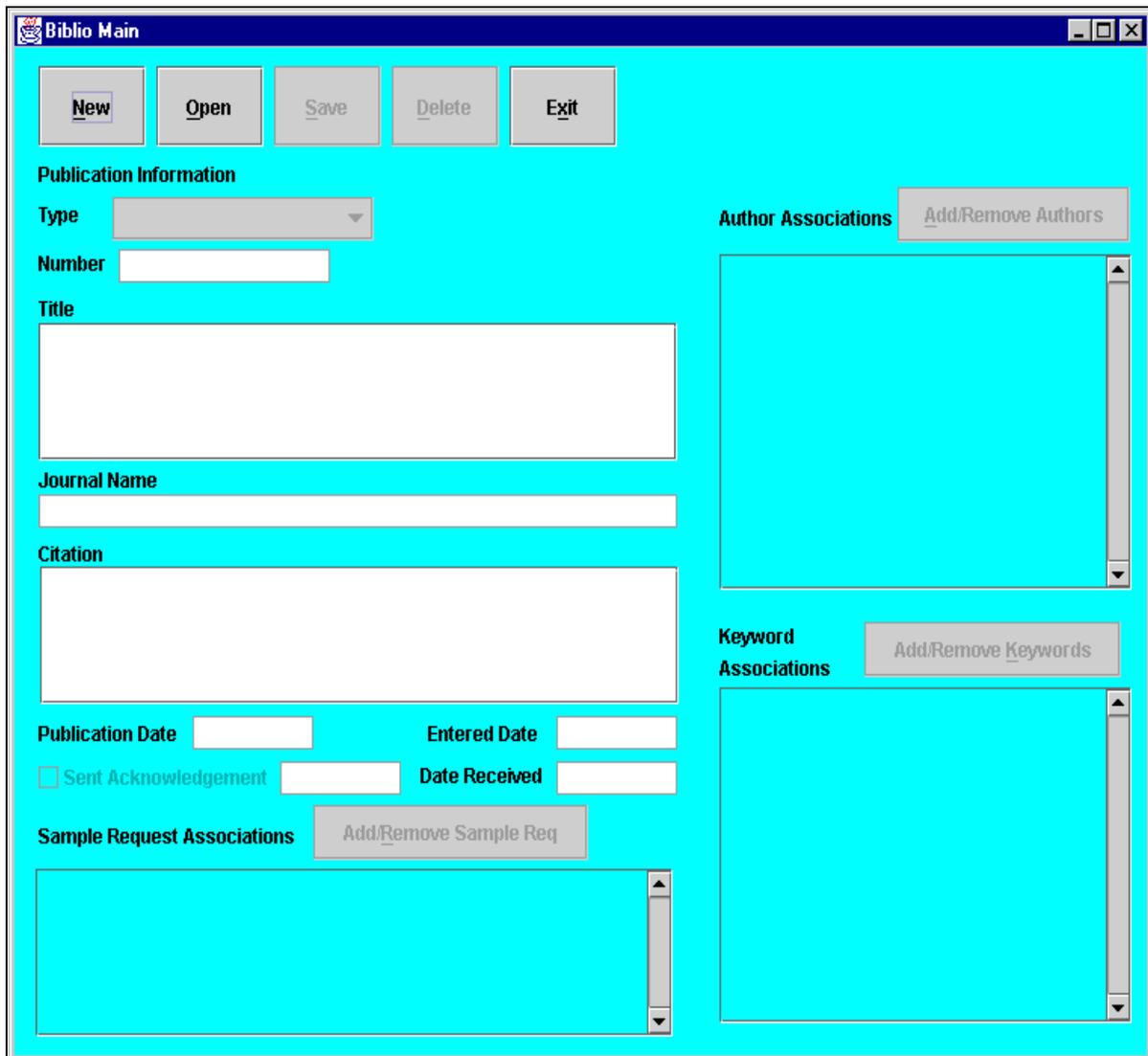
6. Incorrect login information causes the following error to be displayed. If you continue to receive this error after verifying the login, please notify IS.



Figure 2. Login error message.

The Main Biblio Window

After a correct login, the main Biblio window opens (see Figure 3).



The screenshot shows the 'Biblio Main' window with a dark blue title bar. At the top, there are five buttons: 'New', 'Open', 'Save', 'Delete', and 'Exit'. Below these are several sections:

- Publication Information:** Includes a 'Type' dropdown menu, a 'Number' text box, a 'Title' text box, a 'Journal Name' text box, and a 'Citation' text box.
- Author Associations:** Features an 'Add/Remove Authors' button and a large empty list area with a vertical scrollbar.
- Keyword Associations:** Features an 'Add/Remove Keywords' button and a large empty list area with a vertical scrollbar.
- Sample Request Associations:** Features an 'Add/Remove Sample Req' button and a large empty list area with a vertical scrollbar.
- Metadata:** Includes 'Publication Date', 'Entered Date', 'Date Received', and a checkbox for 'Sent Acknowledgement'.

Figure 3. Main Biblio window.

- When this window first opens, only the **New**, **Open**, and **Exit** buttons are activated. The other buttons become active when a new record is requested, or an existing one is opened.
- When an existing record is opened, all information associated with that record is displayed on this window.
- Information for new records is entered on this window or the Associations windows, which are opened by clicking one of the **Add/Remove** buttons.

Biblio Buttons

New: this button starts a new record. The main screen will open with all entry fields blank. Notice that the “Type” box and all buttons except Save and Delete are now active. The short-cut <Alt+N> performs the same function as **New**.

Open: this button opens the “Publication Search” window, which can be used to retrieve an existing record (see "Opening Existing Records" p. 13). Same as <Alt+O>.

Save: this button saves a new record or changes made to an existing one. Same as <Alt+S>.

Delete: this button deletes the current record. Same as <Alt+D>. The following warning is generated when you click Delete. “Yes” continues the deletion; “No” cancels the deletion.

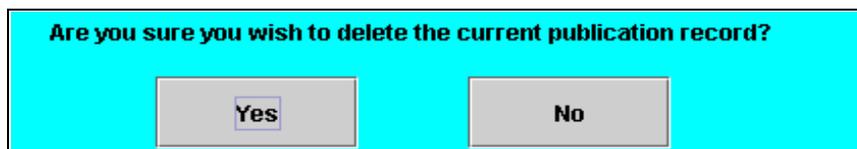


Figure 4. Deletion warning message.

Exit: this button exits the Biblio program. Same as <Alt+X>.

Note: if you have any unsaved changes in the current record, clicking New, Exit, or Open displays the following message. “Yes” saves any changes; “No” discards them.



Figure 5. Message when opening a new record.

Add/Remove Authors: this button opens the “Author Associations” window. From here you can add or remove authors from the current publication (see "Author Associations" p. 9). Same as <Alt+A>.

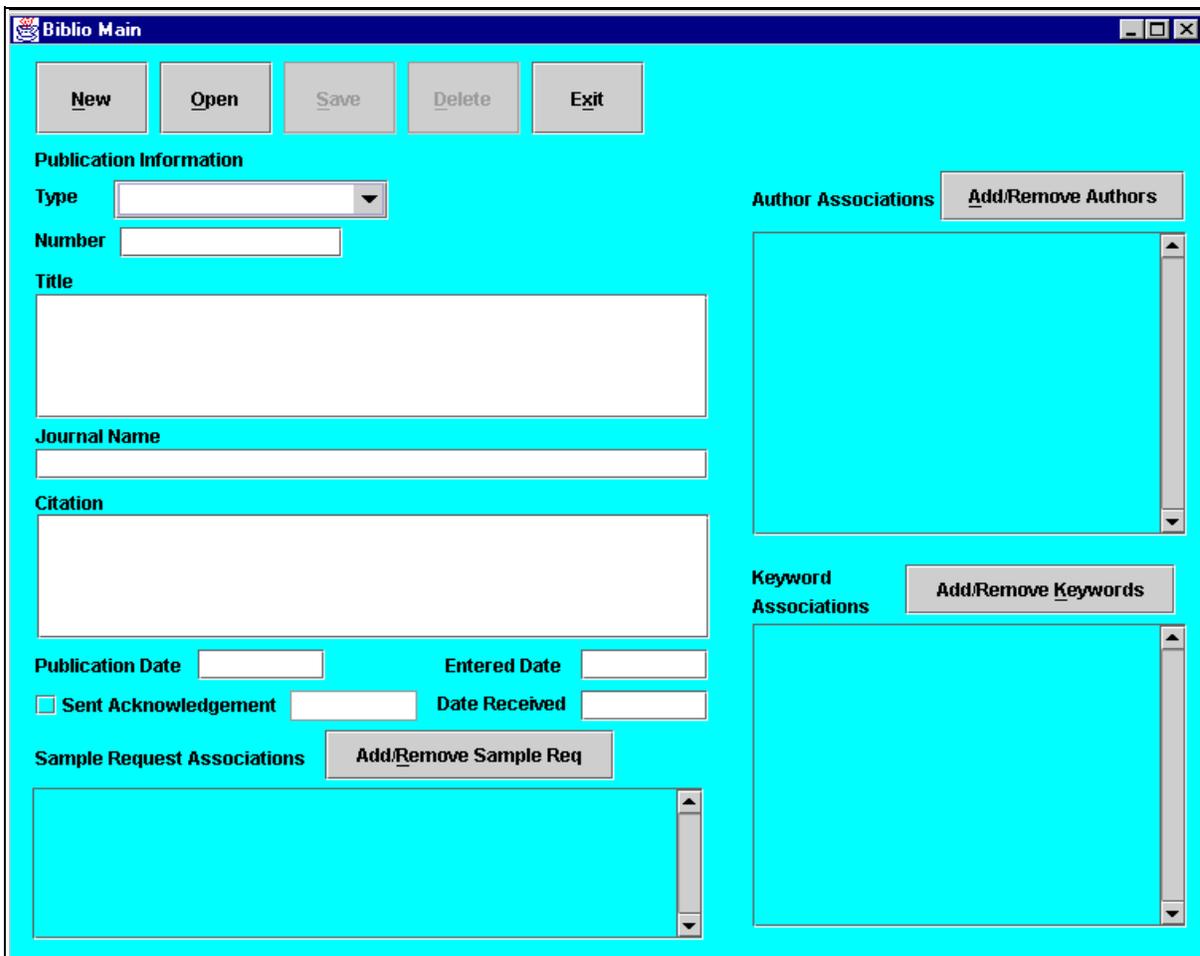
Add/Remove Sample Req: this button opens the “Sample Request Associations” window. From here you can add or remove sample request numbers from the current publication (see "Sample Request Associations" p. 10). Same as <Alt+R>.

Add/Remove Keywords: this button opens the “Keyword Associations” window. From here you can add or remove keywords or leg/site/hole associations from the current publication (see "Keyword Associations" p. 11). Same as <Alt+K>.

New Records

Click on the **New** button to refresh the main window and activate all entry fields and buttons (except **Save** and **Delete**). From here, enter all information for a specific publication including author, keyword, and sample request associations (see Figure 6).

Note: this is an example of a window for a dissertation, abstract, or journal. The Initial Reports and Scientific Results contain the additional entry field “Leg”. Please see Appendix A for an example of this type of window.



The screenshot shows a window titled "Biblio Main" with a blue title bar. At the top, there are five buttons: "New", "Open", "Save", "Delete", and "Exit". Below these is the "Publication Information" section, which includes a "Type" dropdown menu, a "Number" text field, a "Title" text area, a "Journal Name" text field, and a "Citation" text area. To the right of the "Title" field is the "Author Associations" section, which has an "Add/Remove Authors" button and a large empty list box. Below the "Citation" field are "Publication Date" and "Entered Date" text fields, and a "Sent Acknowledgement" checkbox with a "Date Received" text field. To the right of the "Date Received" field is the "Keyword Associations" section, which has an "Add/Remove Keywords" button and a large empty list box. At the bottom left, there is a "Sample Request Associations" section with an "Add/Remove Sample Req" button and a large empty list box.

Figure 6. A new record ready for entry.

Note: You must enter the publication type, number, and title (and leg for IR or SR publications) in order to save the record.

Required Information

The publication type, number, and title (and leg for SR and IR publications) are required to save the record. The following describes each of these entry fields.

Type

Select the type of publication from the dropdown list provided (see Figure 7).

The image shows a screenshot of a web form titled "Publication Information". The form has a light blue header. Below the header, there are three input fields: "Type", "Number", and "Title". The "Type" field is a dropdown menu that is currently open, showing a list of options: "None Selected", "Abstract", "Dissertation", "Initial Report", "Journal", and "Scientific Result". The "Number" and "Title" fields are empty text boxes.

Figure 7. "Type" selections.

- **Abstract** - information presented at a professional meeting.
- **Dissertation** - written work required for graduate studies.
- **Initial Report** - ODP publication.
- **Journal** - traditional paper publication.
- **Scientific Result** - ODP publication.

Leg

The leg entry is only available and required for Scientific Results and Initial Results publications records. Enter the leg number that the scientists sailed on and collected data for the publication.

Number

Assign a reference number for each record. Each publication type has a separate numbering system. There is a four digit limit on the number entry.

- abstracts, dissertations, and journals are numbered in sequential order.
- initial reports and scientific results are numbered by their leg/volume number (these are the same) and the chapter number of the article within the volume (e.g. 134 10).

There is no easy way to determine the next sequential number to assign to abstracts, dissertations, and journals. The best way to do this is to start from the main window:

1. Click on the **Open** button. This opens the "Publication Search" window, which searches for existing records (see Figure 8). From here, search for the latest number entered for a

specific publication type.



Figure 8. Search for a publication from this window.

2. From the “Publication Type” dropdown list, select the type of publication (either abstract, dissertation, or journal).
3. Click on the **Search** button. A list of all publications for the specified type will be displayed (see Figure 9).

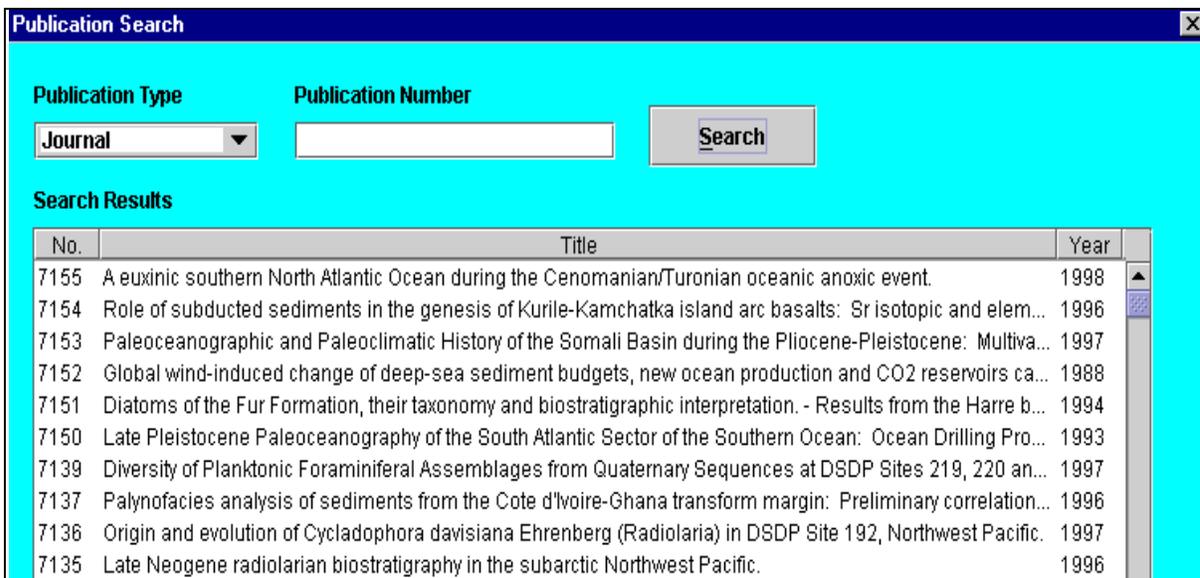


Figure 9. All journal publications in database.

4. From the list, determine the latest publication number entered. Enter the next sequential number as the “**Number**” entry in your new record (e.g. the latest journal number in Figure 9 is 7155. For a new journal record, you would enter the number 7156).

Title

Enter the entire title of the publication in the available field. There is no limit on the number of characters.

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Optional Information

While the remaining fields are optional (in the sense that they are not necessary for saving records), much of the information is still **vital** for record tracking. **Be sure to fill in as much information as available.** The following describes the remaining entry fields.

Journal Name

Enter the journal name in which the paper is published. In-house (ODP) publications will be Initial Reports or Scientific Results. Dissertations probably will not have a journal name, as they are not usually published; enter the university name instead. Abstracts may be published in one book that contains all abstracts from the meeting; enter the meeting name and year (e.g. Fall 1999 AGU).

Citation

Citation refers to the volume number (if available) and the page numbers of the paper.

Publication Date

Enter the date stamped on the dissertation, volume, abstract, or professional journal.

Entered Date

This refers to the date the publication record was entered in the Curation Biblio database.

Date Received

Refers to the date ODP received a scientist's publication.

Sent Acknowledgement

Refers to the date an acknowledgement was sent to the scientist, stating that ODP received their publication. This field is not activated until the check box is marked.

Sample Request, Author, and Keyword Associations

Refers to the sample requests, authors, and keywords and leg/site/hole associated with the current publication. This information is entered at alternate windows, which are activated by clicking on their corresponding buttons. These options are described in more detail in "Association Entries" p. 9.

Note: once all information is entered for the current publication, be sure to save the record from the main window. This is the only Save button that saves to the database (others only save to memory).

Association Entries

Note: at each Associations window you can select more than one author, keyword, or sample request from the generated **Lists**. To choose a block of selections, hold down <Shift> while clicking on the first and last selection in the block. To choose multiple individual selections, hold down <Ctrl> while clicking on each individual selection.

Author Associations

Add authors to the current record at the “Author Associations” window.

1. From the main window, click on the **Add/Remove Authors** button. This opens the “Author Associations” window (see Figure 10).

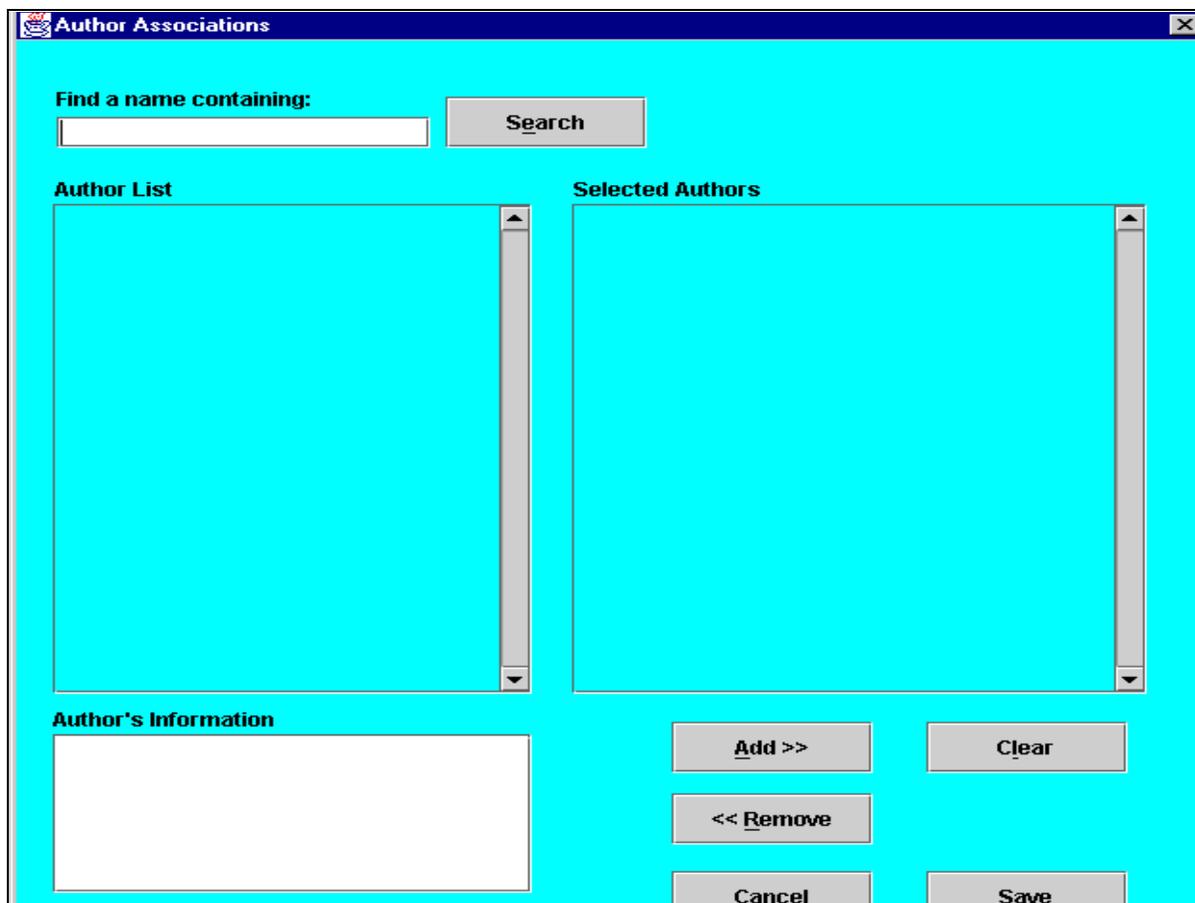


Figure 10. Add or remove an author from this window.

2. In the “Find a name containing” field, enter one or more author’s names (separated by commas), or partial names.
3. Click on **Search**. This displays an **Author List** that corresponds to the name entry.
4. From this list, select the author(s) you want associated with the current record by highlighting it, then clicking **Add**. The name is added to the **Selected Authors** box.

5. Remove a selected author at any time by highlighting it, then clicking **Remove**.
6. While highlighted, the author's address is displayed in the **Author's Information** box.

Note: If an author does not exist in the database, or if author information requires editing, it must be done through the Gate program. Please refer to the Gate User's Manual.

7. Click on **Save** to save the author information to memory. To save it to the biblio record in the database, you must also click on the **Save** button on the main window.
8. **Cancel** closes the current window (and discards any unsaved changes) and re-opens the main window. **Clear** refreshes the window and clears all entry fields.

Sample Request Associations

Add sample requests to the current record at the "Sample Request Associations" window.

1. From the main window, click on the **Add/Remove Sample Req** button. This opens the "Sample Request Associations" window (see Figure 11).

The screenshot shows a window titled "Sample Request Associations". At the top, there is a search section with the text "Find a request containing:" followed by two input fields labeled "Request Number" and "Request Part No", and a "Search" button. Below the search section are two large, empty list boxes: "Sample Request List" on the left and "Sample Requests Selected" on the right. At the bottom left of the window is a text area labeled "Purpose". At the bottom right, there are four buttons: "Add >>", "<< Remove", "Cancel", and "Save". A "Clear" button is also present between the "Add >>" and "Clear" buttons.

Figure 11. Enter a sample request association here.

2. Enter the sample request number and request part number, if known. (If you enter nothing in the part # field, all parts associated with the request # will be listed). These are the numbers assigned by the curators when samples are requested by scientists.
3. Click on **Search** to display a **Sample Req. List** that corresponds to the number entry.
4. From this list, select a sample(s) that you want associated with the record by highlighting it, then clicking **Add**. The request moves to the **Sample Requests Selected** box.
5. Remove a selected sample request at any time by highlighting it, then clicking **Remove**.
6. Click on **Save** to save the sample request(s) to memory. To save the request(s) to the biblio record in the database, you must also click **Save** on the main window.
7. **Cancel** closes the current window (and discards any unsaved changes) and re-opens the main window. **Clear** refreshes the window and clears all entry fields.

Keyword Associations

Add keywords to the current record at the “Keyword Associations” window.

From the main window, click on the **Add/Remove Keywords** button. This opens the “Keyword Associations” window (see Figure 12).

Figure 12. Select keyword associations here.

This window actually performs two types of associations: keyword and leg/site/hole. You may perform just a L/S/H association, just a keyword association, or both. These associations can be used to query the Curation Biblio database from a separate program.

Creating leg/site/hole associations

1. Enter a leg, a site, a hole, or any combination of the three in the entry fields and click **Search**. This creates a **Leg/Site/Hole List** corresponding to the entries.
2. From this list, select the leg/site/hole you want associated with the current record by highlighting it and clicking **Add**. The L/S/H is added to the **Selected** box.
3. Remove a selected L/S/H at any time by highlighting it, then clicking **Remove**.
4. Click on **Save** to save the selections to memory. To save the selections to the Biblio record in the database, you must also click on **Save** on the main window.
5. Click on **Clear** to clear the L/S/H portion of the window and start over.

Creating keyword associations

1. Select a keyword group from the dropdown list provided (see Figure 13). Use the scroll bar to view all options. This creates a **Keyword List**.



Figure 13. Available keyword groups.

2. From the **Keyword List**, select a keyword(s) that you want associated with the current record by highlighting it, then clicking **Add**. The word is then added to the **Keywords Selected** box.
3. Remove a selected keyword at any time by highlighting it, then clicking **Remove**.
4. Click on the **Save** button to save the keyword associations to memory. To save the keywords to the Biblio record in the database, you must click on **Save** on the main window.
5. **Clear** refreshes all keyword fields. **Cancel** closes the current window (and discards any unsaved changes) and re-opens the main window.

Note: view completed associations from the main window. An author, sample request, or keyword association can be removed from a record at any time by returning to their respective windows and using the “Remove” function.

Opening Existing Records

Any record entered in the database can be opened from the main window. Record information can be edited or updated, including author, sample requests, and keyword associations.

1. From the main window, click on the **Open** button. This opens the “Publication Search” window (see figure 14).

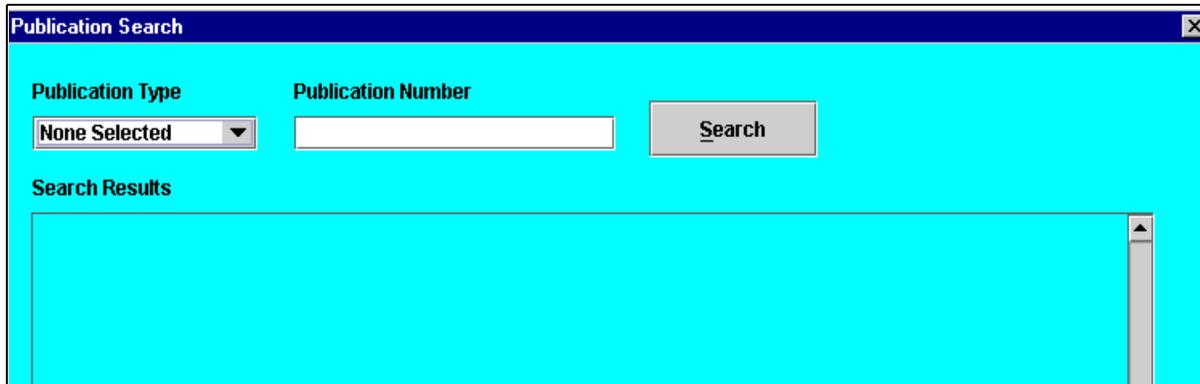


Figure 14. The publication search window.

2. Select the type of publication from the dropdown list options (journal, abstract, dissertation, SR, IR). You can also enter the publication number if known.
3. Click on the **Search** button. This displays a list of records matching the entries (see Figure 15). If only one match is made, that record is automatically opened on the main window.

Note: the SR and IR search results will also contain a leg number column. Please see Appendix A to view an example of this type of window.

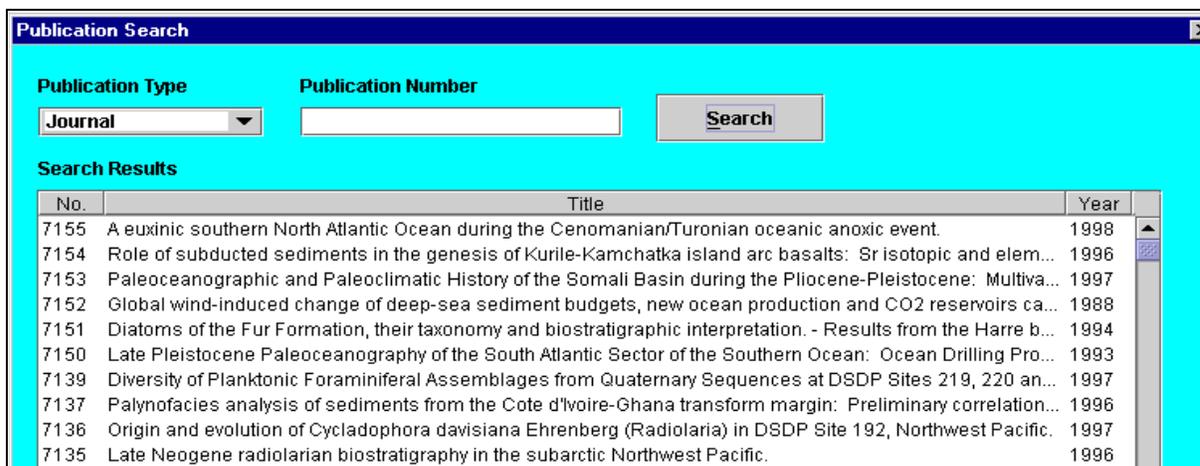


Figure 15. List of journal publications in database.

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4. Select a record from the list by clicking on it once (for some publications types, you may have to double click to select a record). This re-opens the main window and displays the record information and all associations (see Figure 16).
5. Click **Cancel** to return to the main window without selecting a record.

Biblio Main

New Open Save Delete Exit

Publication Information

Type: Journal

Number: 7155

Title: A euxinic southern North Atlantic Ocean during the Cenomanian/Turonian oceanic anoxic event.

Journal Name: Earth and Planetary Science Letters

Citation: Vol. 158, pp. 165-173.

Publication Date: 1998 Entered Date: 11/09/1998

Sent Acknowledgement Date Received: 05/01/1994

Sample Request Associations: Add/Remove Sample Req

Author Associations: Add/Remove Authors

Rank	Title	Last Name	First Name	M.I.
1	Dr.	Hinrichs	Kai-Uwe	
2	Dr.	Rinna	Joachim	

Keyword Associations: Add/Remove Keywords

Figure 16. An existing journal record.

6. From here you can edit or add any information. You can also open any of the association windows and add or remove authors, sample requests, or keyword associations (remember that associations can only be edited at their respective windows, which are opened with the association buttons on the main window).

Note: be sure to save before exiting the program, or any unsaved changes will be discarded.

Appendix A: SR and IR Windows

The following is an example of an existing Scientific Results publication record. Notice the additional “Leg” field. The Initial Reports publications screen is identical in appearance.

Biblio Main

Publication Information

Type: Scientific Result

Number: 83 Leg: 127

Title
Tectonic Sythesis and Implications of Japan Sea ODP Drilling. In Tamaki, K., Suyehiro, K., Allan J., McWilliams, M., et al., Proc. ODP, Sci. Results, 127/128, Pt. 2: College Station, TX (Ocean Drilling Program), 1333-1350.

Journal Name

Citation

Publication Date: 11/1992 Entered Date: 07/27/1993

Sent Acknowledgement Date Received: 05/01/1994

Author Associations Add/Remove Authors

Rank	Title	Last Name	First Name	M.I.
1	Dr.	Tamaki	Kensaku	
2	Dr.	Suyehiro	Kiyoshi	
3	Dr.	Allan	James	F.
4	Dr.	Ingle, Jr.	James	C.
5	Dr.	Pisciotta	Kenneth	A.

Keyword Associations Add/Remove Keywords

Leg	Site	Hole	Keyword
			ODP LEG 127
			ODP LEG 128
			ODP LEG 128

Sample Request Associations Add/Remove Sample Req

Req Num	Req Part	Rec'd	Goal	Purpose
11827	A	05/08/89	12/01/92	We propose to assess the r...
11836	A	05/01/89	12/01/92	We will measure in-situ stre...
12050	A	10/06/89	12/01/92	The purpose of this researc...
12184	A	02/18/90	12/01/92	Continuation of sampling fo...

Figure 17. SR publication record.

The following is an example of a Scientific Result “Publication Search” screen. Notice the additional **Leg** column as compared to the search screen for abstracts, dissertations, and journals.

Publication Search

Publication Type: **Scientific Result** (dropdown menu)

Publication Number:

Search (button)

Search Results

Leg	No.	Title	Year
2	7156	Coarse fraction minerals of sands in Cascadia margin sediments.□	1995
127	89	Data Report; Results of Geochemical Well Logging in the Japan Sea, Sites 794, 796, and 797, Leg ...	1992
127	88	Data Report: Geochemical Logging Results from the Sea of Japan: Sites 798 and 799. In Tamaki, K...	1992
127	87	Data Report: Geochemistry and Mineralogy of Ash Layers from Legs 127 and 128 in the Japan Sea.	1992
127	86	Data Report: Uranium, Thorium, and other Trace Elements in Strip Samples from Cores 128-798B-...	1992
127	85	Data Report: Pliocene-Pleistocene Holocene Trace Metal Data from Holes 794A,795A, and 797B. In ...	1992
127	84	Data Report: Electrical Resistivity Experiment in the Yamato Basin. In Tamaki, K., Suyehiro, K., Allan ...	1992
127	83	Tectonic Sythesis and Implications of Japan Sea ODP Drilling. In Tamaki, K., Suyehiro, K., Allan J., M...	1992
127	82	Neogene Kinematics in the Japan Sea Region and Volcanic Activity of the Northeast Japan Arc. In T...	1992
127	81	Geothermal Measurements: Thermal Evolution of the Japan Sea Basins and Sediments. In Tamaki,...	1992
127	80	Composition and Correlation of Physical-Property Results from Japan Sea Basin and Rise Sites, Le...	1992
127	79	Diagenetic Reactions in Deeply Buried Sediments of the Japan Sea: a Sythesis of Interstitial-Water ...	1992
127	78	Lithostratigraphy and Compositional Variation of Neogene Hemipelagic Sediments in the Japan Se...	1992
127	77	Biostratigraphic and Biochronologic Synthesis of Legs 127 and 128: Sea of Japan. In Tamaki, K., Su...	1992
127	76	Subsidence of the Japan Sea: Stratigraphic Evidence from ODP Sites and Onshore Sections. In Ta...	1992
127	75	Structural Features in Leg 128 Cores: Relationship with the Tectonic Evolution of the Japan Sea. In ...	1992
127	74	Performance of the Ocean Broadband Downhole Seismometer at Site 794. In Tamaki, K., Allan, J., ...	1992
127	73	Can Opal-A/Opal-CT BSR Be an Indicator of the Thermal Structure of the Yamato Basin, Japan Sea.	1992
127	72	Seismic Stratigraphy of the Kita-Yamato Trough. In Tamaki, K., Allan, J., McWilliams, M., et al., Proc. ...	1992
127	71	Consolidation Characteristics and Permeabilities of Sediments from the Japan Sea (Sites 798 and ...	1992
127	70	Seismic Evidence of Anisotropy in the Yamato Basin Crust. In Tamaki, K., Allan, J., McWilliams, M., e...	1992
127	69	Detailed Crustal Structure of Northern Yamato Basin. In Tamaki, K., Allan, J., McWilliams, M., et al., P...	1992
127	68	Broadband Downhole Digital Seismometer Experiment at Site 794: a Technical Paper. In Tamaki, K....	1992
127	67	Estimating IN-SITU Stress Field from Basaltic Rock Core Samples of Hole 794C, Yamato Basin, Ja...	1992

Cancel (button)

Figure 18. A SR search window.

Appendix B: Troubleshooting

If you work with multiple programs or windows open at the same time, you may experience what appears to be a “glitch” with the Biblio program.

Users who operate with multiple programs open at the same time often navigate between the programs with the representative buttons on the Start bar, rather than minimizing the windows when switching between programs. With Biblio, only the main window has a navigational button. If you look at your Start bar, you should see a button with the Java logo (cup of steaming coffee) and the words “Biblio Main.”

The “glitch” occurs when you are working in any of Biblio’s windows other than Biblio Main. If you open another program, then try to click on the Biblio navigational button to re-open the screen you were previously working on, only the Main window will appear. You will also notice that it is in a locked state. No buttons work and you cannot type in any of the fields.

The reason this happens is because Biblio locks the main window when any other window in the program is open. In order to find the window you were working on, you will have to either minimize all the other programs you have open, or click on <Alt> + <Tab> and select the Java icon from the dialog box. Once you do this, the working window of Biblio will appear.

You should now be able to continue with the work you were doing on this window, or Cancel out of it and re-open the main window (which will now be activated).