

Applied Management Sciences

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for the
Office of the Assistant Secretary for
Planning and Evaluation
Department of Health and Human Services

AMS No. G-168
(Contract No. HEW 100-79-0183)
Clearinghouse and Project Officer
Protocols for
An Exploratory Study of Human
Services Information Clearinghouses

June 1980



Applied Management Sciences

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June 26, 1980

Ms. Jean Favors
Office of the Assistant Secretary for
Planning and Evaluation
Department of Health and Human Services
Room 416E Humphrey Building
200 Independence Avenue, S.W.
Washington, D.C. 20201

Reference: Contract No. HEW-100-79-0183--Exploratory Study of Human
Services Information Clearinghouses (AMS G-168)

Dear Ms. Favors:

Enclosed are eleven copies of the final interview guide for Phase II of the Exploratory Study of Human Services Information Clearinghouses. These represent fulfillment of the contractual requirements concerning development of the Phase II interview protocol.

The guide contains all questions agreed to by yourself, Carol Baker, and Dick Bale in discussions over the past several months. To the extent possible, the interests and concerns of other members of the Department of Health and Human Services advisory group have also been incorporated. At your direction, inclusions have been limited to questions that are related to the original Phase II design.

The revised interview guide includes alternative responses to certain questions. These responses were developed as an outgrowth of the pilot test and are solely designed to facilitate coding. They are not meant to limit or direct the respondent and will not be used as questions except as probes when the initial answer does not cover this information. We will continue to record complete answers to all questions.

We would appreciate receiving a formal letter of approval from you concerning the interview guides. We will then be prepared to initiate the data collection.

Sincerely,

APPLIED MANAGEMENT SCIENCES, INC.



Todd S. Tucker, Ph.D.
President

TST/cm
& closures

cc: Jim Vandecar



INTRODUCTION

This document contains the interview protocols that will be used when conducting the site visits to 30 human services information clearinghouses and, where appropriate, their respective project officers. The protocols have been designed as a guide for the interviewer to ensure that the needed information will be collected consistently across sites. The protocol for the clearinghouses is presented first, followed by the project officer interview guide. Seven charts designed to capture statistical information from the clearinghouses have been integrated into the main body of the clearinghouse protocol to facilitate the reader's understanding of our focus. Detailed instructions and descriptions of terms relevant to completing the chart are found in the appendix.

Clearinghouse Interview Guide

Note: All questions should be asked as written and complete answers recorded. The precoded responses provided with some questions are designed solely to assist you in recording information and to facilitate coding of the data. They should not be read to the respondent or used to limit or direct the response. However, when the initial response does not cover this information, they may be used as a probe.

A. HI STORY/BACKGROUND

To begin, we want to cover some items that will provide us with the historical context needed to understand the present day objectives and operations of the CH.

1. In developing the profile of your clearinghouse for the catalog, we noted that it was founded in _____.

1.1 Is this the year in which the CH first began operating?

___ Yes ___ No; in _____

1.2 Has it always been operated by your organization?

___ Yes ___ No; previous operating organizations were:

1.3 Is the founding year also the year in which the CH was authorized?

___ Yes ___ No; in _____

2. Can you give us some background on why the CH was established (i.e., how was it determined that a clearinghouse in this area was the appropriate mechanism)?

(a)___ Legislative mandate as CH

(b)___ Legislative mandate as information resource

(c)___ Regulatory mandate as CH

(d)___ **Regulatory mandate as information resource**

(e) **Agency priority**

(f) _ **Other**

(discuss below)

3. Were any marketing, user needs assessments, or other types of studies conducted prior to the CH being established?

(a) _ **Yes, preauthorization study**

(b)___ **Yes, post authorization study**

(c) **No**

(discuss studies, and obtain citations if reports are available)

4. Has the purpose, or focus, of the CH changed over the course of its existence?

(a)___ **Yes, change in scope of coverage**

(b)___ **Yes, change in defined target audience**

(c) **Yes, change in products**

(d)___ **Yes, change in services**

(e) **Yes, change in expected impact**

(f) **No change**

(g)___ **Other**

(discuss below)

4.1 Do you believe that your CH is in an advocacy position for a particular point of view, or that it is a strictly "neutral" information resource?

(a) _____ Yes, advocate

(b) _____ Partial advocate

(c) _____ No, neutral

B. RELATIONS WITH OTHER ORGANIZATIONS (NETWORKING)

5. Is it a responsibility of your CH to serve as the major information resource for a specific organization, i.e., is the CH the information arm of an organization?

- (a) Yes, to professional organization(s)
- (b)___ Yes, to advocacy or lobby organization(s)
- (c)___ Yes, to other types of organization(s)
- (d)___ No
- (e)___ Other

(discuss)

5.1 Does the CH exchange information have linkages to any professional organizations in the field, i.e., working relationships?

___ Yes ___ No

If yes, discuss

5.2 Does your CH use NTIS, ERIC, the Government Printing Office, or another large document center as a resource for making documents available to users?

___ Y e ___ s No

5.3 If yes, what is the rationales for this arrangement?

or

5.4 If no, what would be the implications of such an arrangement on your operations?

6. **Does your CH maintain any linkages or working relationships with other clearinghouses or other types of information **service** organizations?**

- (a) **Referrals made to other organizations**
- (b)___ **Referrals received from other organizations**
- (c)___ **No contact**
- (d)___ **Other types of relationships**

(discuss below)

6.1 Do you have an Advisory Board for the clearinghouse?

___Yes ___No

6.2 If yes, what are its responsibilities?

- (a) **Review products**
- (b)___ **Select topics for products**
- (c)___ **Advise on CH policy, direction**
- (d)___ **Other**

(discuss)

6.3 To whom does the Advisory Board report?

- (a) **Project Officer**
- (b)___ **CH**
- (c)___ **Other**

(discuss)

6.4 How were the members of the Advisory Board selected?

6.5 Are Advisory Board members compensated for their time and expenses?

(a)___ **Yes, for expenses**

(b)___ **Yes, for time**

(c)___ **No compensation**

C. SCOPE OF COVERAGE

7. For purposes of the catalog, we described the content coverage of your CH as (read from catalog profile). Is there a more specific way to describe the content coverage of your CH?

8. Are there areas that are intentionally excluded from your scope of coverage?

- (a) Yes, non-U. S. documents
- (b) Yes, non-English documents
- (c) Yes, certain types of documents
- (d) Yes, certain population groups
- (e) Nothing excluded (skip to 8.2)

(discuss below)

8.1.1 Would you prefer to have the CH cover these areas?

Yes No

(discuss below)

8.2 Do you believe that the present scope of coverage is adequate for meeting your objectives, or are there related areas in which you believe you should expand?

- (a)___ **Very adequate**
- (b)___ **Minor changes preferred**
- (c)___ **Major changes preferred**

(discuss below)

9. What I would like to do now is to review your collection in terms of its size, types of materials included, and the approximate proportion of the collection by type. To do this, can we look at Chart #1?

<p>Note: Review chart and collect all necessary information. Make sure you have information for each collection maintained by the CH. If actual numbers are not available by class of information, ask for estimated percentages and note that these are estimates on the chart.</p>

9.1 Obtain descriptions of different collections in terms of purpose served by each and size of collection.

CHART #1

THE CLEARINGHOUSE COLLECTION

PART 1

Name of Clearinghouse: _____

Name or Purpose of the Collection: _____

Total Size of Collection: _____

PART 2

General Class of Source Information	<u>COLUMN A</u>		<u>COLUMN B</u>
	Materials in the Collection		Approximate Size of Collection by Class of Materials
	Yes	No	
A-V Materials			
Bibliographies			
Clippings			
Computer-Readable Tapes (developed by others)			
Conference Proceedings, Speeches			
Curriculum Guides and Materials			
Directories			
Dissertations			
Journals			
Journal Articles			

9.2 For each class of source information in the collection, obtain an illustrative example. (The purpose of this is to discuss the general definition of each class of materials in the collection.)

9.2.1 A-V Materials

9.2.2 Bibliographies

9.2.3 Clippings

9.2.4 Computer-Readable Tapes

9.2.5 Conference Proceedings, Speeches

9.2.6 Curriculum Guides and Materials

9.2.7 Directories

9.2.8 Dissertations

9.2.9 Journals

9.2.10 Journal Articles

9.2.11 Legal Documents

9.2.12 Manuals and "How To" Guides

9.2.13 Newsletters

9. 2. 14 Pamphlets

9. 2. 15 Reference Tools

9. 2. 16 Referral Files

9. 2. 17 Research Reports (Federally Funded)

9. 2. 18 Research Report (other)

Other

9. 2. 19

9.2.20

9.2.21

9.2.22

9.3 What is the rationale for including these types of documents and excluding other types?

10. Are there areas in which your CH overlaps with the scope of other information service organizations?

- (a)___ **Overlap 1 other organization**
- (b)___ **Overlap 2 other organizations**
- (c) **Overlap 3 or more organizations**
- (d)___ **No overlap**

(discuss below)

**10.1 Are there other information service organizations that are particularly complementary with your scope of coverage:
(Note: Explore unless already covered earlier in Item 6;
discuss also any need for consolidation.)**

D. TARGET AUDIENCES AND USERS

As we go through these next items, we want to be sure that we understand the way in which you define target audience, potential users, and actual users. Please let us know if our questions do not fit well with your definitions.

11. Whom is the CH intended to serve (refer to Profile)?

- (a)___ **Researchers**
- (b)___ **Administrators/managers/legislators**
- (c)___ **Practitioners/service deliveries**
- (d)___ **General public**
- (e)___ **Organizations**
- (f)___ **Special population(s)**
- (g)___ **Others (enumerate)**

11.1 How would you characterize the geographic scope of your service? (Asterisk the primary focus)

- (a)___ **International**
- (**b**) _ **National**
- (**c**) _ **State-wide**
- (d)___ **Multi-state (describe)** _____
- (**e**) **Other**

11.2 Has the primary definition of the target audience or the primary clientele changed over time?

- (a) ___ **Added target audiences/clientele**
- (b) ___ **Eliminated target audiences/clientele**
- (c) ___ **No change**
- (d) ___ **Other**

(Discuss responses below)

11.3 Are any groups of potential users intentionally excluded?

- (a) ___ **Researchers**
- (b) ___ **Administrators/managers/legislators**
- (c) ___ **Practitioners/service deliverers**
- (d) ___ **General public**
- (e) ___ **Non- U. S.**
- (f) ___ **Nonmembers**
- (g) ___ **None excluded**
- (h) ___ **Other**

12. I would like to turn now to the statistics you have on the types of individual organizations that you consider users. Can we review Chart #2?

Note: Complete the entire chart. Make sure you understand (1) whether the data represent actual statistics or estimates, and (2) the definition of users used in completing the chart.

CHART #2

USERS OF THE CLEARINGHOUSE

PART 1 - Identifying Information

Name of Clearinghouse: _____

Year for Which Data are Provided: _____

PART 2 - Overall Statistics

Total Size of the User Group: _____

Data Represents: Actual Numbers: _____ Estimates: _____

PART 3 - Definition of Users

1. Mailing list of those who automatically _____
receive one or more products or
publications.
2. Requestors of products or services only. _____
3. A combination of 1 and 2 above. _____
4. Please write in your own definition if
none of the above are appropriate.

12.1 For each class of users listed, obtain illustrative examples of the institutional affiliation or professional activity of those listed in that class.

12.1.1

12.1.2

12.1.3

12.1.4

12.1.5

12.1.6

12.1.7

12.1.8

12.2 Are these classes mutually exclusive or is there some double counting?

13. Are you generally satisfied that your user community adequately reflects the target audiences the CH is intended to-serve?

(a) **Completely reflective**

(b) **Largely reflective**

(c) **Minimally reflective**

(d) **Not at all reflective**

(e) **Don't know**

(Discuss below)

13.1 Are there additional groups that you believe should be added to your target population?

Yes (discuss) **No**

E. ORGANIZATION AND MANAGEMENT

14. Do you have an organization chart that we can review together, or could you discuss the way in which your CH is functionally organized?

(a) Functional units

(b) Team structure

(c) Other

(Discuss below)

14.1 Has the organizational structure changed significantly since you began operating?

(a) - Yes, major changes

(b) Yes, minor changes

(c) No, changes

(Discuss below)

14.2 Has the number of personnel employed at the CH changed substantially over the last three years?

(a) Increase, number of staff

(b) Decrease, number of staff

(c) Number stayed the same

(Discuss below)

14.3 Do you plan to make any major changes in the structure or operation of the CH in the next year to two years?

(a) Yes, major changes

(b) Yes, minor changes

(c) None planned

(Discuss below)

15. Does your CH use any temporary employees, where temporary means that the position is classified as temporary rather than that individual holding the position is a temporary employee?

- (a) 50 percent or more temporaries
- (b) _____ Less than 50 percent temporaries
- (c) _____ No temporaries

(Discuss below)

15.1 Are CH personnel considered Federal employees?

_____ Yes _____ No

16. Can we now look at the staffing structure of your CH by reviewing Chart #3?

Note: Fill out the entire chart. Check that FTEs are accurately calculated and that the activities associated with each function are consistent with the guidelines on the chart. Note any variations from the guidelines to assist in interpreting the data.

Need - total FTEs _____
FTEs Professionals _____
FTEs Clericals _____
FTEs Other _____

CHART #3

STAFFING

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
Function	FTE Profes- sionals Assigned	FTE Clericals Assigned	FTE Others Assigned	Explanatory Notes
5) User Services				
6) Marketing/Promotion				
7) Other a) _____ b) _____ c) _____ d) _____				

16.1 What are the typical backgrounds of the professional and "other" categories of personnel on the chart?

Note: For each position title, identify the level of training; (e.g., Bachelors, Masters, Doctoral) and whether the individuals are subject area specialists, information specialists, or experts in another field.

Position Title

Degree Level

Expertise

17. If CH refuses to divulge staffing information, ask the following questions.

17.1 Are your personnel primarily part-time or full-time personnel?

(a) Part-time

(b) _____ Full-time

17.2 Which functions are the most labor intensive?

(a) _____ Management

(b) _ Acquisition

(c) Processing

(d) _ Product development

(e) User services

(f) _____ Marketing/promotion

(g) _ Other

(Discuss below)

18. What type of contracting vehicle is being used to fund the CH?

(a) _ Fixed Price

(b) _____ Cost Plus Fixed Fee (CPFF)

(c) CPFF with ceiling

(d) _____ Cost Incentive Fee

(e) Time and Materials

(f) _ Other

(g) _____ Not applicable

19. Charts #4 and #5 are designed to obtain more detailed cost information. Can we review these charts now?

Note: Fill out Chart #4 and #5. Make sure you understand what activities are included in each function to determine where the cost data provided are inconsistent with the guidelines. Indicate those variations below to assist in later interpretation of the data.

CHART #4

CLEARINGHOUSE BUDGET

PART 1 - Identifying Information

Name of Clearinghouse: _____

When Does Your Fiscal Year Begin and End? _____ to _____
(month) (month)

PART 2 - Total Clearinghouse Budget

	<u>Total Budget</u>
Current Fiscal Year: _____	_____
Previous Fiscal Year: _____	_____
Previous Fiscal Year: _____	_____

CHART #4, PART 3

CLEARINGHOUSE BUDGET

FY _____

COLUMN A	COLUMN B	COLUMN C
FUNCTION	COST BY FUNCTION	EXPLANATORY NOTES
Overall Management or Administration		
Acquisitions		
Processing		
Product Development		
User Services		
Printing		
Marketing		
Mailing		
Other		

CHART #5
PER-ITEM COSTS

PART 1

Name of Clearinghouse: _____

Fiscal Year: _____

PART 2 - Per-Item Costs By Function

COLUMN A	COLUMN B	COLUMN C
FUNCTION	PER-ITEM COST	EXPLANATORY NOTES
1) Acquisitions		
2) Processing		
3) Product Development		
On-Going Publications		
a. _____		
b. _____		
c. _____		
d. _____		
e. _____		
f. _____		
█ _____		
h. _____		

CHART #5
PER-ITEM COSTS

COLUMN A	COLUMN B	COLUMN C
FUNCTION	PER-ITEM COST	EXPLANATORY NOTES
One-Time Publications a. _____ b. _____ c. _____		
4) User Services a. _____ b. _____ c. _____ d. _____		

20. If CH refuses to divulge budget information, ask them to discuss costs in general terms. Include the following:

20.1 Has your total budget risen or declined over the past three years?

- (a) **Risen**
- (b) **Declined**
- (c) **Stayed the Same**

20.2 What factors have contributed to this trend?

20.3 Has the cost of certain functions risen or fallen substantially over the past three years and why have these changes occurred?

20.4 Do you develop per-item cost data for CH activities and functions such as acquisitions, processing, specific products and services?

Yes **No**

21. Although we will cover this next area in more detail within each of the functional areas, we are interested in learning, the extent to which CH operations are automated. (Check and, as appropriate, describe briefly.)

(a) Acquisitions and/or Selection Support

Yes No

(b) Serials Management

Yes No

(c) Indexing/Cataloging Support

Yes No

(d) Data Entry

Yes No

(e) Preparation of Publications (e.g., photo-composition)

Yes No

(f) Searches, of Own Database

Online Batch No

(g) Searches, of External Database(s)

Online Batch No

(h) Maintenance of SDI (Selective Dissemination of Information profiles):

Online Batch No

(i) Mailing List Management

Yes No

(j) General Financial Management

Yes No

(k) Other:

(l) Not used

22. Was there a point at which automation was needed to manage a certain area more efficiently (e.g., a definite "critical mass" situation)?

23. Are there areas that you think need to be automated, or in which the system in use needs to be improved significantly?

Yes No

F. PROMOTIONAL ACTIVITIES

24. What are the major ways in which you promote the clearinghouse and its products and services?

- (a)___ Newsletter
- (b)___ News releases
- (c)___ Advertising in publications and journals
- (d)___ Periodic mailings
- (e)___ Participation in conferences
- (f)___ Exhibits
- (g)___ Journal columns
- (h)___ Other

(Discuss below, include frequencies)

24.1 Is growth of the clearinghouse audience encouraged or is it controlled because of economic factors?

___ Encouraged ___ Constrained

(discuss below)

25. What kinds of mailing lists (e.g., of the target audience; users) do you maintain? What do people on the mailing generally receive?

25.1 (If not obtained in item #12) What is the approximate size of the mailing list(s)?

25.2 How do you update the list with:

a. New names?

(a)___ **Automatically**

(b)___ **By special request**

(c)___ **Other**

b. Deletions?

G. ACQUISITIONS AND SELECTION

26. How do you identify the items you may want to acquire for your collection? (Sources scanned, contributions, etc.)

(a) Published sources (i.e., indexes, catalogs)

(b) _____ Solicitation of users

(c) Nonpublished sources

(d) _____ Other

(Discuss below)

26.1 What proportion of the items are purchased, as opposed to being acquired without charge?

Purchased: _____%

27. Once you have identified an item of potential interest, what steps do you follow in deciding whether to put it into the collection? Also, please tell us approximately how many items are involved at each step on an annual basis.

27.1 Is at least one copy of each item that is selected obtained for the collection?

- (a)___ Acquire copy of all items referenced
- (b)___ Acquire copy of more than half of the items referenced
- (c)___ Acquire copy of less than half the items referenced
- (d)___ No copies acquired

(Discuss below including types of materials collected and types not collected.)

28. What criteria are used to screen materials for inclusion in the collection?

- Evaluated for:** (a)___ Content
- (b)___ Methodology
- (c)___ Bias
- (d)___ Not evaluated

(Discuss below)

28.1 Have these criteria changed over time?

___ Yes (discuss) ___ No

28.2 Are these criteria in writing?

Yes No

29. How do you handle materials that express an explicit bias that contradicts the objectives of your CH? (unless covered in question 4.1)

(a) Included in collection

(b) Excluded from collection

(c) Other

(Discuss below)

30. How satisfied are you with the average length of time between the release or publication of an item and receipt of it by the CH?

(a) Very satisfied

(b) Somewhat satisfied

(c) Not satisfied

30.1 Average elapsed time for journal articles. (Actual time in months.)

30.2 Average elapsed time for unpublished materials. (Actual time in months.)

H. PROCESSING

31. Once an item has been received, what steps are followed in processing the document for inclusion in the collection? (Check if applicable, and follow through with questions in each area.)

31.1 Cataloging (describe, if unusual in some way):

31.2 Indexing:

31.3 (a) Controlled vocabulary used? Yes No

 Other Organization's: _____

 CH Publication: _____

 (b) Do users have access to the controlled vocabulary?

 Yes No

31.4 Abstracting:

Done for: (a) All documents

(b) Some documents (specify)

(c) None

31.5 Average abstract length (no. or words): _____

31.6 Does the abstract contain any description of the quality of the document?

____ Yes ____ No

(discuss)

32. What tools do you use to access your collections?

(a) Card Catalog

(b) _____ Computer Readable Form

(c) Published Index

(e) _ Other

(Discuss below)

33. Approximately how many items were processed (cataloged, indexed, abstracted) in the most recent complete year?

For (Fiscal) (Calendar) 19 : _____ items

33.1 Has this number increased or decreased significantly over the past three years?

(a) _____ Increased (approximate percent): _____

(b) Decreased (approximate percent): _____

(c) _____ No

33.2 Does this reflect changes in the source literature in the field, or changes in your budget?

(a)___ Changes in literature

(b)___ Changes in budget

(c) Other

(Discuss below)

34. How satisfied are you with the time between receipt of an item and its availability to users?

(a) Very satisfied

(b)___ Somewhat satisfied

(c) Not satisfied

34.1 Typical elapsed period for availability. _____
(Actual time in months.)

34.2 Typical elapsed period for announcement. _____
(Actual time in months.)

34.3 Are there seasonal or regular backlogs? _____
___ Yes (discuss why) ___ No

I. PRODUCT DEVELOPMENT AND PRODUCTS

35. What are the main ways in which you inform users about the availability of new items that have been acquired? (Discuss periodicity and cumulation)

- (a) Bibliographies
 - (b) ___ Newsletters
 - (c) Announcements
 - (d) ___ Published indexes
 - (e) Searches
 - (f) ___ SDI
 - (g) ___ Catalogs
 - (h) ___ No systematic way
- (Discuss)**

36. To help us understand your products, can we turn to Chart #6.

Note: Review chart and fill it out completely. Be sure you understand the product type for each category of product listed.

36.1 May I have a copy of your publications list?

Note: Check that each category of publication listed is also shown on the chart. Help the respondent complete the chart for any missing categories. Also ask for clarification of any categories shown on the chart that do not appear on the publications list.

36.2 Please show me a sample of each product type listed on Chart #6. For each type note the following information:

PRODUCT NAME

FORMAT

SAMPLE TOPICS

36.3 If the clearinghouse produces an index, is it cumulative?

___ Yes ___ No

36.4 If it is not cumulative, what is the rationale for this approach?

37. How are your products published (i.e., who does the printing)?

(a) _ Inhouse

(b) ___ Publishing house

(c) ___ GPO

(d) _ Other

37.1 Why is publications handled in this way?

J. USER SERVICES

38. **I would now like to discuss the services you provide to users. I'd like to start by reviewing with you Chart #7.**

Note: Review the chart and fill it out completely.

CHART #7

USER SERVICES

PART 1 - Identifying Information

Name of Clearinghouse: _____

Year for Which Data are Provided: FY _____ CY _____ 19__

Actual Data: _____ Estimates: _____

PART 2 - Volume of User Services

COLUMN A	COLUMN B		COLUMN C
Type of Service	Services Provided		Number of Requests/Services Fulfilled in Year
	Yes	No	
1) TAILORED RESPONSES TO INDIVIDUAL INQUIRIES (other than literature searches)			
2) SEARCHES (internal database)			
3) SEARCHES (external database)			
4) RESPONSES TO GENERAL INQUIRIES (that can be met by pre-assembled or pre-packaged materials)			

CHART #7

USER SERVICES

COLUMN A	COLUMN B		COLUMN C
Type of Service	Services Provided		Number of Requests/Services Fulfilled in Year
	Yes	No	
5) SDI			
6) DOCUMENT DELIVERY (of materials in the collection)			
7) DOCUMENT LOAN			
8a) REFERRALS (out of scope)			
8b) REFERRALS (for additional information)			
9) CONSULTING/TECHNICAL ASSISTANCE			
10) TRAINING (in use of CH or information resources)			
11) CONFERENCES AND WORKSHOPS (given by the CH on subject areas covered by CH)			

CHART #7

USER SERVICES

COLUMN A	COLUMN B		COLUMN C
Type of Service	Services Provided		Number of Requests/Services Fulfilled in Year
	Yes	No	
12) OTHER a. _____ b. _____ c. _____ d. _____			

39. For each service you provide, please give me a brief description of what you mean by this service.

39.1 Tailored Responses

39.2 Searches (internal database)

39.3 Searches (external database)

39.4 Response to General Inquiries

39.5 SDI

39.6 Document Delivery (of materials in the collection)

39.6.1 Do you make available copies of copyrighted items?

___Yes ___No

39.6.2 If yes, do you obtain permission from the authors? How?

39.7 Document Loan

39.8a Referrals (out of scope)

39.8b Referrals for Additional Information

39.9 Consulting/Technical Assistance

39.10 Training

39.11 Conferences and Workshops

39.12 Other

40. Have there been any substantial changes in the volume of requests for specific types of service over the past three years? (Obtain percentages)

(a) Increase in number of requests

(b) Decline in number of requests

(c) No change

41. In what format are most requests received:

(a) Mail

(b) Telephone

(c) Walk-in

(d) Computer/teletype

(e) Other

41.1 Is an 800 number available for telephone requests?

 Yes No

42. What steps are taken by the staff in responding to a request for information on a specific topic?

42.1 When you receive a request for a literature search, on the average how long does it take to send out a response? (Average in number of weeks.)

K. SERVICE/PRODUCT FEES

43. Are fees presently charged for any services or products, or have there been fees in the past?

(Discuss; include impact, if any)

(a) Fees for all products

(b) Fees for some products

(continue with Question 44)

(c) Fees for all services

(d) Fees for some services

(e) No fees (go to 43.1)

43.1 If you do not currently charge any fees, have you considered implementing any fee for services or products?

Yes No

(skip to Question 46)

**ONLY FOR THOSE WHO ANSWERED
YES TO QUESTION 43**

44. How was the fee structure established?

- (a) To recover all costs
- (b)___ To recover direct costs only
- (c)___ To recover all costs and fee or profit
- (d)___ Other

45. Do the fees revert to a revolving fund, the operating budget of the CH, to the sponsoring agency/organization, or to the U.S. Treasury?

- (a)___ Revolving fund
- (b)___ Operating budget
- (c) Sponsoring agency
- (d) U. S. Treasury
- (e) Other

(skip to Question 47)

ONLY FOR THOSE WHO ANSWERED
NO TO QUESTION 43

46. What impact would you anticipate if it were mandated that fees should be charged, on a full cost recovery basis, for all your products and services? (Probe for impact on users)

46.1 Do you see any particular problems that might arise in implementing such a policy?

46.2 What would be the impact on cost-accounting procedures (i. e., is the present accounting system adequate to determine costs in each of the product/service areas, to arrive at, for example, a cost-recovery fee schedule)?

49. Are there areas of operations or service that you would like to measure but find difficult to quantify?

50. If you were to conduct a major evaluation of the clearinghouse, what information would you want to obtain?

51. If your budget were to be substantially reduced, where would you make your reductions?

52. If your CH was no longer in existence, what impact would it have on users?

53. If your budget were to be substantially increased, where would you allocate the additional resources?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Project Officer Guide

PROJECT OFFICER GUIDE

Exploratory Study of Human Services Information Clearinghouses

Interviewer: _____

Individual(s) Interviewed: _____

Project Officer for: _____

Type of operating Agency: _____ **Federal** _____ **Private** _____ **Academic**
_____ **Other**

Date of Interview: _____

Post Interview Notes

Contact Date(s): _____

SOCIAL ORGANIZATIONAL CONTEXT

1. From the perspective of the Federal sponsoring agency, why was the clearinghouse established?

- (a) Legislative mandate as CH
- (b) _ Legislative mandate as information resource
- (c)___ Regulatory mandate as CH
- (d)___ Regulatory mandate as information resource
- (e) Agency priority
- (f)___ Other

1.1 What were its intended purpose and objectives?

1.2 What impact was it intended to have on the target audience?

2. Were any studies conducted prior to the establishment of the clearinghouse, that indicated a clearinghouse was needed, that identified users' needs, or identified information resource organizations already involved in the area?

- (a)___ Preauthorization study
- (b)___ Postauthorization study
- (c)___ No studies

(Discuss below)

3. **Have the purposes/objectives of the clearinghouse changed during the course of its operations?**

- (a)___ **Change in scope of coverage**
- (b)___ **Change in defined target audience**
- (c)___ **Change in products**
- (d)___ **Change in services**
- (e)___ **Change in expected impact**
- (f)___ **Other**
- (g)___ **No Change**

(Discuss below)

3.1 What factors contributed to this change?

4. Do you foresee any changes in direction in the next one to two years?

- (a) Change in scope
- (b)___ Change in defined target audience
- (c)___ Change in products
- (d)___ Change in services
- (e)___ Other change
- (f)___ No change

(Discuss below)

5. (If not available from the clearinghouse) Has there been more than one operating organization since the initiation of the clearinghouse?

- (a)___ Always same organization
- (b)___ One additional operator
- (c)___ Two additional operators
- (d)___ Three or more additional operators

5.1 If yes, identify previous operating agencies.

5.2 Why was there a change in the operating agency?

CONTENT OF THE CLEARINGHOUSE

Note: Review the content areas covered by the clearinghouse and types of materials collected based on the information obtained during the site visit.

6. **Do you believe this scope of coverage is appropriate for meeting the objectives of the clearinghouse?**

Yes **No**

- 6.1 **If no, are there related areas or additional types of materials which you believe should be included?**

TARGET AUDIENCES

Note: Review the target audiences of the clearinghouse as specified during the site visit.

7. Has this always been the target audience for the clearinghouse?

Yes No

7.1 If no, how has the target audience changed and what factors contributed to this change?

8. Are you satisfied that the user community adequately reflects the target audience the clearinghouse is intended to serve?

(a) Largely satisfied

(b) Partially satisfied

(c) Not satisfied

8.1 If "b" or "c" please explain.

9. From your perspective, is this the appropriate target audience for the clearinghouse?

Yes No

9.1 If no, what other groups should be served?

MANAGEMENT AND BUDGET

Note: Ask questions 10 through 13 only if the information has not been provided by the clearinghouse. If the information has been obtained, go to question 14.

- 10. What is the total budget for this clearinghouse for the current fiscal year?**
- 11. How has the budget changed over the past three years? Has it increased or decreased and by how much? (Obtain percentages for each year.)**
- (a) _____ Percent increase**
 - (b) _____ Percent decrease**
 - (c) _____ Remained the same**
- 12. What is the current FTE staffing level of the clearinghouse?**
- 12.1 For professionals?**

 - 12.2 For clericals?**

13. Has the staffing level changed substantially over the past three years? Has it increased or decreased and by how much? (Obtain actual numbers by year. If available, also find out in which functional areas the changes have occurred.)

(a) Increase

(b) ___ Decrease

(c) Remained the same

14. One aspect of this study is to identify efficient techniques for operating a clearinghouse that could be transferred to other clearinghouses. From your perspective, are there some unique features about how this clearinghouse is structured and operates that would provide useful information to other Project Officers or clearinghouses?

___ Yes ___ No

14.1 If yes, please explain what they are.

14.2 Are there some structural or operational areas in which you think this clearinghouse could learn from practices employed in other clearinghouses? (Please explain.)

MONITORING AND EVALUATION

17. Are you aware of any evaluations of the clearinghouse by an outside organization?

Yes No

17.1 If yes, can you identify the name of the evaluating organization(s) and the date(s) of the study(ies)?

18. If you were to conduct an evaluation of this clearinghouse, what indicators would you want to use to measure the effectiveness of the clearinghouse?

19. Are there any other areas in which you would like to evaluate the clearinghouse's performance, but find it difficult to obtain quantifiable data?

20. What information is available to you to support assessing the strength and weaknesses of this clearinghouse? (Look for: i.e., mechanisms used, key performance measures, and frequency of data collection.)

Appendix
Instructions to Charts
found in Clearinghouse Interview Guide

CHART #1

The Clearinghouse Collection

This chart covers the size and composition of your collection(s). If you maintain several different collections (e.g., one that feeds into a database or tool that is accessed by users and another that represents an internally used library or resource file), please complete a separate chart for each collection. Enter the name (or the purpose) of each collection at the top of each completed form.

Instructions

PART 1. Complete the identifying information at the top of the chart.

PART 2. For each of the classes of source information identified in the attached chart, please provide the following:

COLUMN A: Indicate which of the classes of materials listed are included in the clearinghouse collection.

COLUMN B: The approximate number of items presently contained in the collection for each of the applicable classes of materials.

As appropriate, identify additional categories of materials at the bottom of the chart and on additional sheets, and complete the columns for each new class of material.

CHART #2

USERS OF THE CLEARINGHOUSE

This chart covers the number and classes of users being served by your clearinghouse or information service on an annual basis. Because the definition of "users" can vary in a number of ways (e.g., those on a general mailing list, those who have made specific requests for information or publications), we also need to understand how you define users and the ways in which you maintain statistics on the population that you serve.

Instructions

- PART 1 Complete the identifying information. Please select the most recent year for which complete user statistics are available.
- PART 2 Indicate the total size of the user group and whether these data provided in the chart represent actual numbers or estimates.
- PART 3 To assist us in understanding the data, please specify your **definition** of users (i.e., is it based on number of people/organizations on the mailing list, number of requests received or is some other base used).
- PART 4. For the year indicated in Part I, present the number of users by institutional affiliation, professional category or other basis on which statistics are kept. Potential classes of users

CHART #2

USERS OF THE CLEARINGHOUSE

PART 4. might be: administrators or managers of service
(cont'd.) delivery agencies; Federal government officials;
state and local government officials; practitioners;
researchers; information specialists; private,
non-profit groups; commercial businesses; students;
parents; and the general public. Please list the
categories you use in Column A and the number of
users by category in Column B.

CHART #3

STAFFING

We would like to obtain some information on the number and type of professional positions in your clearinghouse, and its organizational structure. Please have a copy of your organization chart available for us on the day of our visit.

Instructions

PART 1. Identifying Information

Please complete the identifying information and indicate the total number of positions authorized for the current fiscal year. Also note the breakdown of positions into professional, clerical and other (such as graduate students, interns, etc.)

PART 2. Staffing By Function

COLUMN A: This column indicates the major clearinghouse functions to which staff may be allocated. The following definitions should serve as guidelines for determining how to allocate personnel to each function.

- (1) OVERALL MANAGEMENT OR ADMINISTRATION - management of overall clearinghouse activities, rather than

management of individual functions, e.g. acquisitions. Costs for management of individual functions should be included in the appropriate function.

- (2) ACQUISITIONS - activities involved in soliciting, selecting, and obtaining materials for the clearinghouse collection(s).
- (3) PROCESSING - indexing, abstracting, cataloging, accessioning, keyboarding, etc.
- (4) PRODUCT DEVELOPMENT - writing, editing, proofreading, design, layout, etc. associated with clearinghouse products, e.g. information analysis products.
- (5) USER SERVICES - includes answering requests, performing searches, research for users, filling orders, etc.
- (6) MARKETING/PROMOTION - includes promotion, advertising, publicity, exhibits at conferences, etc.
- (7) OTHER - list any functions not described in Column A here. Include a brief description of the function in Column E. Some typical "other functions" may be: Advisory Board, system maintenance or system development, or special projects.

COLUMN B: Please indicate the number of full-time equivalent (FTE) professional person-years allocated by function. Use #1 to indicate time for overall management

of the clearinghouse, build into the other functions the managerial time specifically devoted to that function. **FTEs** can be derived by adding the percentages of time each staff member devotes to a function. For example, if processing is done by three individuals spending 25%, 100%, and 35% of their time, respectively, on this function, then this would represent 1.55 **FTEs**. On the other hand, if an individual spends 100% of his/her time on a function but works only part-time (for example half-days), then the **FTEs** must be adjusted downward accordingly, in this case to .50 **FTEs**. Include all professional time allocated to each function.

COLUMN C: Please indicate all clerical **FTEs** assigned to each function using the guidelines presented above to adjust **FTEs**.

COLUMN D: Please indicate time allocated for all other categories of personnel in this column, such as graduate students,

interns, volunteers, etc., and note types of personnel in this category in Column E.

COLUMN E: Please use this column for explanatory notes concerning the types of personnel shown in Column D, variations from the guidelines concerning activities included in each function and other information needed to interpret the data.

CHART #4

CLEARINGHOUSE BUDGET

This chart covers the budget of the clearinghouse by function. It is designed to provide a picture of total costs and their allocation to specific activities.

Instructions

PART 1. Complete the identifying information and indicate the basis of your fiscal year.

PART 2. Please indicate the total clearinghouse budget for the current fiscal year and the two preceding fiscal years. For those clearinghouses operated on a contract, the total budget would be the total contract amount.

PART 3. This section requests cost data by function. Please use the most recent complete fiscal year for which data are available and indicate the fiscal year used in the space provided.

COLUMN A: Functions by which costs may be kept are listed on the chart.

Please use these categories, if possible, and indicate how you have defined or adapted these categories in Column C. Where

the categories are inappropriate or you have additional cost categories, specify them at the bottom of the chart in the space marked "other." Guidelines for the functions listed in Column A are presented below.

- (1) MANAGEMENT OR ADMINISTRATION - management of overall clearinghouse activities, rather than management of individual functions, e.g. acquisitions. Costs for management of individual functions should be included in the appropriate function.
- (2) ACQUISITIONS - activities involved in soliciting, and obtaining materials for the clearinghouse collection(s).
- (3) PROCESSING - indexing, abstracting, cataloging, accessioning, keyboarding, etc.
- (4) PRODUCT DEVELOPMENT - writing, editing, proof-reading, design, layout, etc. associated with clearinghouse products, e.g. information analysis products.
- (5) USER SERVICES - includes answering requests, performing searches, research for users, filling orders, etc.
- (6) PRINTING - costs to print or reproduce clearinghouse publications.

- (7) MARKETING - includes promotion, advertising, publicity, exhibits at conferences, etc.
- (8) MAILING - includes costs of mailing, including promotion, order fulfillment, request fulfillment, publications distribution.
- (9) OTHER - list any functions not described in Column A here. Include a brief description of the function in Column C. Some typical "other functions" may be: Advisory Board, system maintenance or system development, or special projects.

If your clearinghouse does not collect costs separately for any of these functions, but includes them in other functions, e.g. printing costs are included with Product Development, or Marketing is included in User Services, please explain in Column C next to the appropriate function.

COLUMN B. Present the cost of the function in this column. Please do not include overhead, i.e., space and utilities; printing or G & A costs in each function. Management costs directly attributable to the function should

be included. If costs cannot be broken out in this way, please note in Column C and indicate, if possible, the percent of overhead attributed to the function or the percent of managerial time that could be attributed to this function.

COLUMN C. Please use this column for all explanatory notes. Indicate any deviations from the cost allocation method we have outlined and any other considerations.

CHART #5
PER-ITEM COSTS

This chart addresses the per-item cost for key clearinghouse activities, products and services. The total budget reflects the size of the clearinghouse; per-item costs are useful for identifying the cost of a discrete unit of service.

Instructions

PART 1. Complete the identifying information and indicate the fiscal year for which data are presented.

Please select the most recent complete fiscal year for which data are available.

PART 2. Please identify, for each function, the per-item cost of performing the function.

COLUMN A: This column indicates the functions for which we wish to obtain per-item costs. For item 3, list each product series separately in the space provided. For item 5, please list separately each type of user service.

COLUMN B: Please provide the per-item or per-unit cost for each function. In calculating per-item or per-unit of

service costs, please use the
following guidelines:

- (1) ACQUISITIONS - define unit of service as per-item acquired for the collection.
- (2) PROCESSING - define unit of service as per-item cataloged, indexed, annotated, and edited for input into the collection.
- (3) PRODUCT DEVELOPMENT - list each series or class of publication separately. Indicate the cost for development of a single issue or publication, including, where appropriate, honorarium to author(s), typing, editing, internal and/or external review and preparation for printing. If printing costs can be broken out, please do not include them.
- (4) USER SERVICES - list each user service activity and identify the average cost for responding to a single user request, by activity.

COLUMN C: Use this space for explanatory notes where you have deviated from the guidelines or where additional information is needed to interpret the per-item cost data.

CHART #6

CLEARINGHOUSE PRODUCTS

This chart addresses the types of products developed annually by the clearinghouse and obtains some descriptive information about each product type. Please follow the following instructions when completing this chart.

Instructions

PART 1. Identifying Information

Please complete the identifying information and indicate the year for which data are provided.

Please select the most recent complete year for which data are available.

PART 2. Clearinghouse Products

COLUMN A: Itemize groups of similar products or series, e.g. the name of a series. Do not list all individual titles unless they are unique and cannot be characterized by a group name.. Provide a brief description of the publications represented within this group, e.g. an illustrative title.

COLUMN B: Enter the corresponding number for the general type of publication that most closely represents the content of the

COLUMN B: group listed in Column A. Some possible types are:

1. Bibliography of New Accessions
2. Index/Abstract Publications
3. Bibliography (Citation Only) on a Specific Topic
4. Bibliography, Annotated, on a Special Topic
5. Bibliography, With Abstracts, on a Special Topic
6. Bibliographic Essays
7. Directory
8. Newsletter
9. Guidance, Policy Paper
10. Literature Review
11. State of the Art Report
12. Description of Research Projects
13. Description of Programs
14. Thesaurus of Vocabulary Listing
15. Catalog

If you want to characterize your publications in terms not listed above, please enter this information in Column B.

COLUMN C: Enter the number of items the publication is issued within one year, e.g. a journal might be issued four times per year, or the clearinghouse may publish three volumes in a series per year.

COLUMN D: Enter the total number of copies distributed (not the print run.) For classes of publications, enter the

number distributed for each individual publication, e.g. how many copies are typically distributed for each issue of a journal, or for each bibliographic review.

COLUMN E: Tell us whether the products are produced by clearinghouse staff (internal) or by some other organization or person(s) outside the clearinghouse (external). If the publication is developed by some combination of internal and external sources, indicate that in Column E with a brief explanation. For example, within a series, some publications may be prepared internally and others externally or you may use outside reviewers to review internally developed products.

Please draw a line beneath each product. Use as many pages as necessary to describe all your product types.

CHART #7

USER SERVICES

This chart addresses the types of services provided and the annual volume of requests received by this clearinghouse. Please follow the instructions provided below in completing this chart.

Instructions

PART 1. Please complete the identifying information and indicate the year covered by the data presented in Part 2. Please use the most recent year for which complete data are available. Indicate whether the statistics represent actual data or estimates.

PART 2. Volume of User Services

COLUMN A: This column lists some of the services typically provided by clearinghouses. If your organization provides user services not listed in this column, please itemize them under #12 "other."

COLUMN B: Please indicate whether the clearinghouse provides each of the services identified in Column A.

COLUMN C: Please enter the number of individual requests fulfilled during the year, by type of service. If you are unable to provide actual data or numerical estimates, please indicate the percent of service by category.

Human Services

NUMBER 15

OCTOBER 1980

MONOGRAPH SERIES

Catalog of Human Services Information Resource Organizations

An Exploratory Study
of Human Services
Information Clearinghouse

PROJECT
SHARE



Prepared by:
APPLIED MANAGEMENT SCIENCES, INC.
and
CUADRA ASSOCIATES, INC.

A National Clearinghouse
for Improving the Management
of Human Services

CATALOG OF HUMAN SERVICES INFORMATION RESOURCE ORGANIZATIONS

**An Exploratory Study of Human Services
Information Clearinghouses**

Prepared By:

Applied Management Sciences, Inc.

and

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for the

**Office of the Assistant Secretary for
Planning and Evaluation
Department of Health and Human Services**

Under

Contract No.: HEW 100-79-0183

June 1980



The views expressed herein are not necessarily those of the Department of Health and Human Services or of the contractor, Aspen Systems Corporation, but are those of the authors.

PREFACE

This Catalog was prepared in accordance with Contract No. HEW 100-79-0183 for the Office of the Assistant Secretary for Planning and Evaluation of the Department of Health and Human Services. It represents completion of the initial phase of an exploratory study of human services information clearinghouses.

The conceptual framework for this Catalog was developed in a paper entitled "**Conceptual** Framework, **Definition** of Clearinghouse and a **Typology** of Clearinghouses; A Working Paper" by Applied Management Sciences, Inc. and Cuadra Associates, Inc., with the assistance of Dr. William Paisley, dated March 1980.

We wish to acknowledge the following individuals for their work in assembling this Catalog: Dr. Richard L. Bale for his guidance throughout the design and development of the Catalog; Carol Baker for adapting the conceptual framework for the Catalog and for her assistance in compiling the profiles of the information resource organizations; Jackie Miller for her aid in the preparation of the profiles; Sharon McIntyre for her work in preparation of the profiles and coding of the data; and **Carlos** Cuadra and Judy Wanger for their editorial review and insights into the world of information science. Special thanks to Susan King for her invaluable work in compiling and editing the profiles, coding the data, maintaining the records and organizing this effort.

Thanks are also given to Rudy **Rael** and the word processing staff for their work in preparing the manuscript, with special thanks to June Hamning and Diane Robinette for their careful and untiring assistance in the preparation of the profiles.

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1

INTRODUCTION

This Catalog contains descriptive profiles of 157 organizations that disseminate human services-related information on a national, regional, or statewide basis to researchers, practitioners, administrators, and the general public. It represents an attempt to identify the universe of Federally supported human services information clearinghouses as well as many of the privately supported clearinghouses and similar organizations currently providing information resources in the human services area. In addition to clearinghouses, the types of information resource organizations included in the Catalog represent information analysis centers, special libraries, "document depots," resource centers, abstracting and indexing services, and diffusion networks. Although no claim to completeness is made, the listing of Federally funded human services information clearinghouses is thought to be exhaustive. While the listing of "similar" types of information resource organizations is not exhaustive, the Catalog is sufficiently comprehensive to serve as a valuable resource guide for persons seeking sources of information regarding human services topics. For those seeking additional information resources, a listing of other guides to information resources is located in the Appendix.

How the Catalog was Developed

This Catalog has been developed as part of a broader exploratory study of human services information clearinghouses. The study is designed to develop descriptive information about the characteristics of clearinghouses in the human services area—their history and purposes, organization and structure, operating procedures and costs, and products and services. The Catalog originally was intended to include only profiles of information resource organizations defined as clearinghouses and was intended to serve two purposes: (1) to provide a basic description of the universe of Federally and privately sponsored human services

information clearinghouses, some of which would then be selected for further study; and (2) to provide government agencies and others with a handy reference guide to information clearinghouses in the human services area.

To develop a catalog of human services information clearinghouses we had to deal with two problems of definition before we could decide which organizations to include—the definition of "clearinghouse" and the definition of "human services." We immediately discovered that no concise and universally accepted definition of a "clearinghouse" existed and that we would have to develop a working definition to meet our needs. Drawing upon a literature review, discussions with several information scientists, and the expertise of the project staff, we set about defining "clearinghouse" in comparative terms that would enable us to distinguish clearinghouses from other types of information resource organizations. A list of characteristics and functions associated with organizations generally thought to be clearinghouses was prepared and compared with a comparable listing of characteristics associated with organizations that generally are not thought of as clearinghouses (e.g., publishers of abstract journals). By comparing the lists of characteristics and functions we eventually arrived at a set of seven criteria an information resource organization must meet to be defined as a clearinghouse for the purposes of the study. These criteria remain as a set of working assumptions that will continue to be tested during the course of the study. They are described below:

SPECIFYING A FOCUS	Must define its focus in terms of a specific subject area (field, area of inquiry, area of service, or topical area) and target audience. An organization that collects information on all topics would not be considered a clearinghouse.
ACQUIRING LITERATURE	Must actively engage in the acquisition of literature-based information related to its focus or maintain a database representing records of literature-based information resources. This includes organizations that serve as information linkage agents (a clearinghouse of clearinghouses). Note that "literature" is broadly defined to include audiovisual materials, speeches, descriptions of organizations or programs, etc.
DEVELOPING AN ORGANIZED COLLECTION WITH APPROPRIATE ACCESS TOOLS	Must process and organize the acquired information into a collection with indexes and other tools to provide for systematic search and access. (These tools do not have to be in computer-readable form .)

ACCEPTING INQUIRIES	Must be willing and able to accept individual inquiries made by telephone, in person or in writing. The essence of this condition is that the clearinghouse holds itself out as welcoming individual inquiries and establishes minimal requirements related to the form of the inquiry.
RESPONDING TO INQUIRIES IN A NON-STANDARD FASHION	Must be willing and able to respond to individual inquiries in a form appropriate to the inquiry. This requirement excludes information service operations in which only "standard," non-tailored responses are available.
PROVIDING A SEARCH CAPABILITY	Must be willing and able to conduct systematic searches of its information collection in response to specific individual inquiries. The essence of this condition is that the database cited in the third requirement must be available to serve individual users, as well as to support publishing activities.
ENGAGING IN OUTREACH AND DISSEMINATION	Must have: (1) an outreach program that communicates with potential users of the clearinghouse through public relations, advertising and/or needs assessments; and (2) a dissemination component that periodically informs the target audience of information available in or from the clearinghouse. This implies that the organization maintains a current mailing list of potential users. Merely having available descriptive material on the clearinghouse and its products and services does not constitute outreach' and dissemination as used here.

In addition to meeting all seven of **the** above criteria, the clearinghouse% service area had to be national, regional, or statewide in scope in order to be included in the study and in the Catalog.

The second problem of definition dealt with the meaning of the term "human services." We again found no universally agreed upon definition of the term, and its conceptualization was problematic. We therefore developed a list of the categories of services that traditionally are included within the scope of "human services." These categories were identified by a review of services provided by DHEW and an examination of literature containing lists of human services. The categories selected, in alphabetical order, include: civil rights, consumer affairs, education, **employment** and training, health, income maintenance, safety, and social services. The scope of each of these categories is described below:

<u>CATEGORY</u>	<u>SCOPE</u>
CIVIL RIGHTS	Alleviation/elimination of legal and social discrimination against special population groups, such as the handicapped, women, and ethnic minorities.
CONSUMER AFFAIRS	Protection for the public against unfair and unscrupulous business practices; consumer oriented aspects of energy, housing, community development, and transportation services.
EDUCATION	Support for all educational programs, research, and dissemination of educational information.
EMPLOYMENT AND TRAINING	Development of adequate employment and business opportunities, especially for minorities and disadvantaged individuals; vocational, occupational, and professional training and development.
HEALTH	Support for all physical and mental health programs; research and dissemination of health-related information; nutrition services.
HUMAN SERVICES, GENERAL	Management and administration of human services programs; research relating to human services.
INCOME MAINTENANCE	Aid to help all citizens, including the disadvantaged and unemployed, meet basic physical needs (food, housing, clothing).
SAFETY	Protection of the public against hazards, including occupational safety, environmental protection, and protection from criminal activity.
SOCIAL SERVICES	Aid to meet particular needs of special populations; research in social development and sociological theory.

With working definitions of the terms "**clearinghouse**" and "human services" in hand, we set out to identify as many as possible of the nation's "human services information clearinghouses" and gather basic descriptive information about them. We used a variety of methods to identify organizations for potential inclusion in the Catalog. These included a review of existing directories, such as the Encyclopedia of Information Systems and Services, (edited by Anthony **Kruzas**), a review of the specialized information files at the University of **Maryland** Center for Library and Information Science, and a search of the computerized database at the Library of Congress National Referral Center. The R&D Contracts Monthly was examined- to identify newly funded organizations. Whenever an organization that might be

considered a clearinghouse was referenced in the literature on topics related to human services, its name was placed on our list of potential clearinghouses. In addition, several potential candidates were identified through discussions with government officials and professional colleagues. Our basic approach was to place on our list of potential human services information clearinghouses every organization that came to our attention that might possibly meet the criteria discussed above. As a result of this identification process we arrived at a list of approximately 500 organizations for potential inclusion in the Catalog. We then implemented a combined data gathering and screening process.

Each organization on the list was sent a letter requesting copies of any publicly available brochures or materials describing the organization and its services and products. The responses to this request were carefully analyzed to determine whether the organization met the criteria for being defined as a human services information clearinghouse. This process led to one of three conclusions: **(1)** the organization definitely was not a human services information clearinghouse; **(2)** the organization possibly was a human services information clearinghouse; or **(3)** the organization definitely was a human services information clearinghouse. It was **fairly** easy to arrive at the conclusion that organizations definitely were not human services information clearinghouses, since they met none, or very few, of the criteria. It also was fairly easy in most cases to see that an organization met all the criteria, and definitely was a clearinghouse. In a large number of cases, however, the conclusion was **"maybe."** This situation arose from a variety of circumstances. While the seven criteria for being defined as a clearinghouse seemed quite clear cut in the abstract, in operation there were matters of degree involved which required subjective judgments. Sometimes the materials sent to us simply did not provide information regarding each criterion, and sometimes the interpretation of the information received was subject to considerable ambiguity. On occasion, we questioned how stringently we should apply the criteria, since many organizations seemed to meet most of the criteria for being defined as a clearinghouse. As a result of these uncertainties, we decided to obtain from organizations in the **"maybe"** category all the information we wanted to include in the Catalog about each clearinghouse. This would provide more information upon which to decide whether the **"maybe's"** really were clearinghouses.

In addition, the concept of the Catalog itself was evolving. Many human services information resource organizations had been identified that did not meet all

of the technical definition of clearinghouse as outlined earlier. It was decided that the scope of the Catalog should be expanded to include other types of potentially valuable resources for persons seeking information on human services topics. The decision ultimately was made to include in the Catalog, along with clearinghouses, *per se*, all of the other human services information resource organizations that we had identified.

The next step in developing the Catalog was to prepare, from the brochures and other materials sent to us, a draft profile of each organization in the "**yes**" and "**maybe**" categories. The draft profiles were then mailed back to their respective organizations with a request that they be **carefully** verified and edited and that any missing information be added to ensure that the profiles were complete.

Content of a Profile

To help the reader assess whether an organization may be a useful information resource for a specific information need, the main body of the Catalog is comprised of descriptive profiles containing the following information:

NAME, ACRONYM, ADDRESS AND TELEPHONE NUMBER OF INFORMATION RESOURCE ORGANIZATION

OPERATING

ORGANIZATION: Name of institution or company that operates the information resource organization.

SPONSORING

AGENCY: Name of Federal funding agency (if appropriate) including Division/Bureau/Department, or other organization or institution providing funds for the operation of the information resource organization.

PURPOSE:

Statement of the subject area covered and objectives of the information resource organization.

TARGET

CLIENTELE: Major target groups that the information resource organization seeks to serve.

SER VICE

A VAILABILITY: Description of any restriction³ on the clientele to which services are available.

PUBLICATIONS:

A general description of documents, newsletters, reports, bibliographies and other standardized publications prepared by the information resource organization and available for

distribution to its clientele. Includes the title of newsletters or periodicals and the periodicity. Although titles of all monographs are not provided, a listing is provided of the types of publications, such as state-of-the-art reports, annotated bibliographies and directories.

SERVICES: A listing of services available in response to individual requests for information; e.g., referral to other information sources, computerized searching of the database and document loan service.

FEES: Indication of whether publications and services are free or there are charges for some services and/or publications.

MATERIALS COLLECTED: Categories of materials included in the organization's information collection; e.g., audiovisual materials, speeches, conference proceedings, technical reports and journal articles.

ACQUISITION ACTIVITIES: Indication of how materials are identified for inclusion in the information collection and, when available, the number and types of materials being scanned. Brief description of any screening criteria used in selecting materials for inclusion in the collection.

NUMBER OF HOLDINGS: Total number of holdings in the information collection. When available, the number of holdings is shown by category of material; e.g., 10,000 books, 40,000 journal articles.

STORAGE MEDIA: Form in which the collection is stored; e.g., actual document or microfiche; and a notation as to whether there are computer-readable access tools.

YEAR FOUNDED: Year in which clearinghouse was established.

Organization of the Catalog

In addition to this introductory chapter, the Catalog is organized into two major chapters followed by an appendix and three indexes. Chapter 2 presents a conceptual framework within which to view various types of information resource organizations. By describing information dissemination and diffusion, it presents an overview of the context in which clearinghouses operate. Distinctions between information clearinghouses and other types of information resource organizations are described.

Chapter 3, the main body of the Catalog; includes the profiles of all human services information organizations identified in this study. The profiles are

arranged alphabetically by the name of the organization.

In compiling this Catalog, editorial decisions had to be made concerning the language and format to be used in the profiles of the information resource organizations. To assist the reader in understanding the Catalog, these decisions are documented below.

- o Because we relied on publicly available documents as the information base for the profiles, we elected to retain the language of the original document rather than impose a controlled vocabulary on the descriptions in the profiles. As a result, the language used to describe the information resource organizations is not consistent across profiles.
- o Where the literature did not provide more specific details about products and services, the general descriptions presented were used. This accounts for variations in the level of specificity in the description of products and services.
- o The address and telephone number presented at the top of the profile indicate the appropriate office to contact for information and services. Where the address of the operating agency differs from the mailing address, it is presented under the name of the operating agency.
- o The name of the sponsoring agency is indicated only when it differs from that of the operating agency.
- o Types of publications, rather than the titles of all products, are shown because of space limitations.
- o The existence of fees for some or all products or services is noted without reference to the fee structure to avoid the need to update the information as the cost of specific products or services is changed.

The Appendix provides a list of additional guides to information resource organizations. Some of the organizations listed in these guides also appear in this Catalog; however the focus of these guides is broader than that of this Catalog.

The Catalog concludes with three indexes designed to assist the reader to identify specific types of information. The first index is an alphabetical listing of all organizations included in the Catalog. This index will assist users interested in obtaining more information about a specific **organization**. The second index is arranged by Federal sponsoring agency and provides page references for profiles of all organizations funded by each Federal agency. This index will assist users to obtain information about the dissemination activities of specific Federal agencies. The final index is arranged by subject area and provides page references for all organizations covering a particular topical area. This index will guide readers to resources for information on a particular topic of interest.

2

CONCEPTUAL FRAMEWORK

This chapter provides a conceptual overview of the roles assumed by clearinghouses and similar information resource organizations within the broader spectrum of information dissemination and diffusion services. The first section presents the context for the development of dissemination and diffusion organizations and distinguishes between dissemination and diffusion. The second section discusses the distinctions that may be drawn between clearinghouses and other types of information resource organizations.

Historical Context for Information Clearinghouses

The concept of human services information clearinghouses became popular during the 1960s with the rapid growth in Federal human services programs and subsequent changes in traditional patterns of information flow in the affected fields. In the traditional pattern, information was generated by researchers within disciplines and by practitioners within professions. The information flowed primarily to other researchers within the same discipline and to other practitioners within the same profession. The new human services programs of the 1960s typically involved multiple disciplines and professions in efforts to solve social, health and educational problems. However, a link among disciplinary and professional information systems was not available to meet the new problem-oriented information needs.

An additional complication in the flow of human services information was the proliferation of unpublished technical reports prepared by or for government agencies. The disciplinary and professional information systems were focusing primarily on the refereed and published literature. Technical reports became a “fugitive literature,” much needed by everyone working in human services programs

(researchers, developers, assistance specialists, problem solvers, decision makers, etc.) but not readily available.

These limitations led to the consideration, during the 1960s, of alternative approaches to the acquisition, announcement, synthesis and dissemination of human services information. In particular the Federal "information community," which was also trying to solve endemic problems of information flow in the physical and biological sciences, began to investigate models of information services in other fields that might satisfy needs in the human services community. Within the broad purview of the Federal information community, it was reasonable to juxtapose (for example) the service needs of education programs and the service models of information analysis centers operated by the Department of Defense and the National Aeronautics and Space Administration.

At this time, clearinghouses came to be viewed as organizations that extended the traditional functions of libraries, depositories, disciplinary abstracting/indexing services, publication programs, etc., by providing abstracting, indexing and dissemination services. Later studies expanded the proposed functions of clearinghouses to include digesting and interpreting specialized information to meet the needs of various user groups. Given this definition of the functions of a clearinghouse, its role could be seen as facilitating the flow of the results of research to researchers, managers, practitioners and the lay public. Thus clearinghouses served a dissemination function by creating an awareness of new ideas and techniques.

The nature of this dissemination role raises the issue of the important distinction between dissemination and diffusion, a distinction based primarily upon the degree and nature of the interaction between the information giver and the information user. The two concepts are defined as:

- o Dissemination -- The act of creating an awareness or an interest in a practice considered to be a worthy solution to a need or problem among potential users, e.g., the production and distribution of printed or audiovisual materials, conferences, interpersonal communication, traveling seminars, answering queries, oral presentations.
- o Diffusion -- The process by which a practice or solution is moved from the producers and developers to consumers who adapt and translate into practice, e.g., awareness/interest activities, visitation/demonstration, technical assistance for

installation, staff training in preparation for field testing, evaluation to determine impact. 1

The distinction can be more carefully drawn by considering the information linkage activities most closely associated with dissemination and diffusion. Butler and Paisley identify three primary linkage roles: (1) resource finders; (2) process facilitators; and (3) solution givers. These roles are defined as:

- o Resource finder: a linkage agent who serves as an intermediary between a client organization and information resources to conduct information searches and find answers to clients' questions. Information is provided in written form; the linkage agent does not generally make presentations or offer recommendations.
- o Process facilitator: an agent who becomes involved in the actual problem of the client organization to assist in resolving technical and/or interpersonal problems. The process facilitator remains neutral about the problem and the selection of a solution.
- o Solution giver: an agent who assists the client organization in implementing a specific solution to a technical or interpersonal problem. The solution giver is often associated with an R&D organization or other product developer whose reputation becomes part of the solution giver's credentials.2

Clearinghouses traditionally have been associated with the resource finder (information dissemination) role, with other organizations assigned responsibility for the more "hands-on" (diffusion) types of assistance. However, it should be noted that movement toward process facilitating and solution giving represents an evolutionary process in information dissemination. Once information resources and mechanisms are in place, it is possible to establish organizations whose function it is to use this information base to foster behavioral change at the institutional level. In the field of education, for example, once the ERIC Clearinghouses were established, new organizations such as the National Diffusion Network and Education Information Centers could be created to help educators use the newly available information to make changes based upon findings reported by research and demonstration projects.

'Joseph Blake. Dissemination of Research and Development Products and Results in Vocational Education. National Academy of Sciences. 1975. pp.3-4

'Matilda Butler and William Paisley. Communication for Change in Education, Interim Report. 1974. pp. 30-31.

Distinguishing Information Clearinghouses from Other Information Resource Organizations

Information dissemination can be achieved in various ways and each type of information resource organization utilizes a somewhat different approach. Key variations in approach are related to the degree and nature of the **interaction** with the target audience, the scope of the collection, the search and retrieval mechanisms used and the extent to which the organization becomes involved in information analysis. This section addresses the distinguishing characteristics of information clearinghouses and highlights the ways in which other information resource organizations differ from clearinghouses.

The information operations that typify a clearinghouse may be grouped into three functional categories: (1) input; (2) information analysis; and (3) dissemination and user services. The input function **encompasses** identifying, selecting/screening, acquiring, processing and storing documents and materials within the scope of the clearinghouse, and providing locator tools, e.g., indexes, to the collection. The information analysis function involves synthesizing and digesting information to guide users in selecting materials, to focus the users' attention on specific issues or findings, and to help users utilize the **available** information. This function results in the preparation of products such as bulletins, announcements, bibliographies, state-of-the-art monographs and handbooks. Dissemination and user services are designed to initiate contact with the target audience, heighten their awareness of available information and directly meet their information needs. To accomplish these objectives, clearinghouses may announce advances in research, distribute copies of materials from the clearinghouse collection, respond to requests for information, link users to other sources of information, and provide on-site library services.

Although products and services vary by clearinghouse, there are certain fundamental activities an organization must perform to support the input, information analysis and dissemination and user Services functions. These fundamental activities are reflected in the screening criteria presented earlier. While these seven necessary activities of clearinghouses are not their only important characteristics, they provide a reasonable basis for differentiating clearinghouses from other information resource organizations such as libraries, "document depots," abstracting and indexing services, special libraries, information analysis centers,

resource centers, diffusion networks and information and referral services. These other types of organizations perform some of the same activities as clearinghouses, but none are involved in all of the activities fundamental to clearinghouses. In addition, some of these- organizations are involved in activities in which clearinghouses typically do not engage. It should be noted that these distinctions cannot be considered absolute; the information dissemination field is dynamic, and organizations assume new and expanded responsibilities that tend to blur some of the distinctions made in this section.

The following discussion summarizes the ways in which the other information resource organizations tend to differ from clearinghouses. The descriptions also point out activities performed by these organizations that are not typically performed by information clearinghouses.

Public libraries differ from clearinghouses in several ways. Typically, they lack a specific subject area focus and are not engaged in the awareness functions associated with outreach and dissemination activities. Their ability to respond to inquiries in a non-standardized form and the search capabilities of libraries are also somewhat limited.

The term “document depot” has been used to describe organizations that serve as archives for the purpose of responding to inquiries, usually with full text copies of documents. Components of the National Technical Information Service (NTIS) provide an example of such an organization. Document depots tend to be more limited in their range of functions than are clearinghouses. Although they collect literature, they tend not to be selective in their acquisition policy but rather receive and accept all documents forwarded by established sources. They also tend to be broad in coverage rather than focused on a specific field or area of inquiry.

Abstracting and indexing services, such as Psychological Abstracts and BIOSIS, basically are publishers. Although some abstracting and indexing services respond to individual requests and conduct searches of their database, they tend to emphasize publications rather than individual services. These organizations identify, collect, screen and process literature for the purpose of producing one or more publications.

Special libraries are, by tradition, information service facilities whose collections are restricted to a specific scope. The **Asa S. Bacon** Memorial Library of the American Hospital Association is an example of a specialized library. Nearly all specialized libraries acquire literature and accept ‘and respond to individual

inquiries; many also provide the capability of searching their collection in response to inquiries. However, they generally do not perform the outreach and dissemination activities characteristic of a clearinghouse.

Information analysis centers, such as the Drug Abuse Epidemiology Data Center at Texas Christian University, perform most of the functions of a clearinghouse but differ in the type of information collected and produced. Whereas clearinghouses produce bibliographies, abstracts, and/or state-of-the-art monographs intended to increase awareness about source documents, information analysis centers typically provide researchers and scientists with technical answers to inquiries and compile data. They are designed to analyze data, establish reference standards, and report their analyses. Because of the difference in emphasis, information analysis centers also differ from clearinghouses in terms of the types of personnel required to operate them. Clearinghouses tend to be staffed by information specialists, while information analysis centers require subject specialists who can conduct detailed technical analyses, synthesize technical findings, and respond quickly to technical questions from the field.

Resource centers are common in the field of education where they have been established to serve as centers for specialized materials and technical assistance in particular aspects of education, such as vocational education or education of handicapped children. The Regional Resource Centers (RRCs) funded by the Bureau of Education for the Handicapped provide an example of this type of organization. The RRCs are intended to assist State Education Agencies in efforts to comply with Federal laws concerning the education of handicapped children. Thus resource centers differ from clearinghouses by extending their scope beyond information dissemination to include diffusion and the fostering of institutional change.

Examples of diffusion networks include the Cooperative Extension Service and the National Diffusion Network (NDN). Diffusion networks, as the name implies, are involved in encouraging institutional change through finding resources and providing solutions and technical assistance. They differ from clearinghouses in their emphasis on facilitating change. To serve this purpose, they are staffed by individuals who provide consulting assistance rather than by information specialists. The diffusion networks also tend to have highly selective acquisition policies, limiting their collections to descriptions of successful or validated techniques or projects. Therefore, their collections may not be as extensive as those of a typical clearinghouse.

Information and referral (**I&R**) services represent yet another form of information service. They tend to maintain a collection of agency names and referral sources rather than literature because their primary function is to link individuals seeking service with the appropriate service agency. **I&R** services tend to be local in coverage, or at most statewide, because of the need to be familiar with community resources to support the referral function. As a result, no **I&R services** are included in **this** Catalog.

3

PROFILES OF HUMAN SERVICES INFORMATION RESOURCE ORGANIZATIONS

ACADEMIC COLLECTIVE BARGAINING INFORMATION SERVICE (ACBIS)

Gateway 1 Building, Box 17230
Dulles International Airport
Washington, D.C. 20041
(703) 471-7304

OPERATING ORGANIZATION: ACBIS/Project on Educational Employment Relations (PEER)

SPONSORING AGENCY: Receives partial funding from foundations.

PURPOSE: The Service gathers and disseminates information and research relative to unionization in higher education in an effort to define emerging issues and unique solutions. It acts as an objective information source on issues in the field of collective bargaining.

TARGET CLIENTELE: Higher education community at both two- and four-year institutions

SERVICE AVAILABILITY: Restricted to higher education community.

PUBLICATIONS:

- o "Fact Sheet," a monthly review of current labor relations information in higher education'
- o Special reports on topics in academic unionization and employment relations
- o Research summaries
- o "Case Citation Service," a guide to the subject location and citation for reported, relevant cases

SERVICES:

- o Seminars conducted by PEER
- o Information and consultation
- o Presentations

FEES: A fee is charged for publications.

MATERIALS COLLECTED:

- o Negotiated contracts
- o Arbitration and **judicial** decisions related to employment relations

ACQUISITION
ACTIVITIES:

ACBIS screens major labor relations reporting services, Labor Relations Press, Bureau of National Affairs, Commerce Clearinghouse and Labor Law Journals.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1973

ACCENT ON INFORMATION, INC. (AOI)

P.O. Box 700
Bloomington, IL 6170 1

OPERATING
ORGANIZATION:

Accent on Information, Inc.

SPONSORING
AGENCY:

Same as above

PURPOSE:

AOI aims to help disabled people help themselves and live more effectively by providing information resources.

TARGET
CLIENTELE:

People with physical disabilities, parents of the disabled, and professionals working with them

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o "Accent on Living" magazine
- o "Accent on Living Buyer's **Guide**" updated every other year
- o Publications of special interest

SERVICES:

- o Computerized information retrieval in response to requests
- o Computer printouts of citations
- o References to print and **nonprint** resources, organizations and associations, and sources of direct services including housing and therapy
- o Linkage to an information and service provider network

FEES:

Fees are charged.

MATERIALS
COLLECTED:

- o Product and how-to information of special interest to the disabled



**ACQUISITION
ACTIVITIES:**

AOI reviews news releases from medical equipment manufacturers, consumer magazines and a variety of other publications containing specialized information of help to persons with various types of disabilities. Screening criteria include whether the information is of immediate value and if it is practical.

**NUMBER OF
HOLDINGS:**

AOI holds 4,258 citations in its database.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1956

AdvancE, ADULT EDUCATION RESOURCE DISSEMINATION

Stayer Research and Learning Center
Millersville State College
Millersville, PA 17551
(717) 872-3481

OPERATING ORGANIZATION: Stayer Research and Learning Center/Millersville State College

SPONSORING AGENCY: Division of Adult and Community Education/Pennsylvania Department of Education

PURPOSE: The Clearinghouse is intended to disseminate information and resources to practitioners in adult education.

TARGET CLIENTELE: Administrators, teachers, counselors, researchers, teacher educators and graduate students involved with adult educational programs below the college level

SERVICES AVAILABLE: Services are available to practitioners in Pennsylvania.

PUBLICATIONS:

- o Bibliographies
- o "Notes on Adult Education," a newsletter concerned with program planning, development and delivery

SERVICES:

- o Selected references in microfiche or print
- o Human resource referrals
- o Loan of microfiche readers
- o Negotiated searches on adult education topics
- o Facilitated access and use of resources

FEES: Services are provided free of charge. Recovery of cost is necessary for copies of selected materials.

MATERIALS COLLECTED:

- o Demonstration project descriptions
- o APL materials
- o Adult education newsletters

- o Periodicals
- o Journals
- o ERIC document

**ACQUISITION
ACTIVITIES:**

'Materials relating to instruction, curriculum development, program planning and evaluation, and staff development are collected as applicable to local use.

**NUMBER OF
HOLDINGS:**

Size of collection varies according to clientele needs.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials and on microfiche.

**YEAR
FOUNDED:**

1975

ARTHRITIS INFORMATION CLEARINGHOUSE

P.O. Box 34427
Bethesda, MD 20034
(301) 881-9411

OPERATING
ORGANIZATION:

Capital Systems Group, Inc.
11301 Rockville Pike
Kensington, MD 20795

SPONSORING
AGENCY:

National Institute of Arthritis, Metabolism, and Digestive
Diseases/National Institutes of Health/Public Health
Service/DHEW

PURPOSE:

The Clearinghouse is a service to its sponsoring agency designed to help health professionals identify print and audiovisual educational materials concerned with arthritis and related musculoskeletal diseases.

TARGET
CLIENTELE:

Health professionals

SERVICE
AVAILABILITY:

Restricted to health professionals. Personal requests from patients are always referred to the Arthritis Foundation for response.

PUBLICATIONS:

- o "Arthritis Information Clearinghouse **Bulletin**"
- o Bibliographies
- o Directories
- o Fact sheets

SERVICES:

- o Searches of Clearinghouse database and other bibliographic sources in response to inquiries
- o Provision of relevant citations and abstracts
- o Referrals to appropriate sources if unable to be handled in-house

FEES:

Services are provided without charge.

**MATERIALS
COLLECTED:**

- o Abstracts and citations
- o Names and addresses of various information resources
- o Descriptions of community demonstration projects

**ACQUISITION,
ACTIVITIES:**

Information on arthritic conditions is screened and collected from:

- o **Books**, journals, pamphlets, bibliographies, catalogs, newsletters and bulletins
- o Films, slide presentations, videotapes, cassettes or other audiovisual materials, posters, exhibits and displays
- o Descriptions of community demonstration projects and of projects of other chronic diseases which can be adapted for arthritis
- o Names of individuals or organizations that would be potential sources or users of information

Materials are screened for relevancy to the scope of the clearinghouse but not evaluated on technical accuracy or quality of presentation.

**NUMBER OF
HOLDINGS:**

The database contains 1,000 citations.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1978

CANCER INFORMATION CLEARINGHOUSE

Office of Cancer Communications
National Cancer Institute
7910 Woodmont Avenue, Suite 1320
Bethesda, MD 20014
(301) 496-4070

- OPERATING ORGANIZATION: National Cancer Institute/National Institutes of Health/Public Health **Service/DHEW**
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse collects and disseminates information on materials, programs and resources related to public, patient and professional cancer education.
- TARGET CLIENTELE: Organizations and personnel engaged in public, patient and professional cancer education
- SERVICE AVAILABILITY: Restricted to professionals; the general public and patients are not served directly by the Clearinghouse but are referred to appropriate resources.
- PUBLICATIONS:
- o Topical bibliographies and catalogs which list educational materials available on specific subjects
 - o Special information packages, packets of materials available on a specific topic
 - o Current awareness services, bulletins alerting cancer-concerned organizations to new publications, programs, services, databases and audiovisual materials
 - o Quarterly accession lists
- SERVICES:
- o Selective dissemination of information to organizations working with specific cancer-related topics
 - o Individually tailored (manual and computer) searches of the Clearinghouse files and other databases
 - o Referral to other sources of educational materials and services concerning cancer education

FEES: All publications and services are free.

MATERIALS COLLECTED:

- o Cancer education materials, both print and **nonprint**
- o Unpublished documents
- o Information about ongoing cancer education programs

ACQUISITION ACTIVITIES:

Materials are identified by screening approximately 200 core journals and newsletters, publishers' catalogs, online databases and direct contact with selected organizations and research projects in relevant areas. **Materials** are screened for availability, timeliness and relevance to the following subject areas within cancer education:

- o Screening and detection
- o Cause and prevention
- o Diagnosis and treatment
- o Rehabilitation
- o Behavioral aspects

NUMBER OF HOLDINGS:

The collection consists of 6,000 items including 1,650 audiovisual materials, **550** monographs and books, 1,100 brochures, 550 documents, 1,600 journal articles and newsclippings, 350 program descriptions and 200 serials.

STORAGE MEDIA:

Holdings are stored as copies of documents; access tools are in manual and computer-readable form.

YEAR FOUNDED: **1975**

CENTER FOR COMMUNITY EDUCATION FACILITY PLANNING

Council of Educational Facility Planners, International
29 West Woodruff Avenue
Columbus, OH 43210
(614) 422-1521

- OPERATING ORGANIZATION: Council of Educational Facility Planners, International
- SPONSORING AGENCY: Council of Educational Facility Planners, International and the Charles Stewart Mott Foundation
- PURPOSE: The Center serves as a resource for agencies and individuals by providing training and technical assistance to those with responsibility for planning, designing, creating, equipping and maintaining the physical environment for education.
- TARGET CLIENTELE: Individuals, institutions and firms
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o State-of-the-art reports
 - o Facilities guides
 - o Council for Education Facility Planner Journal
- SERVICES:
- o Training
 - o Technical assistance
- FEES: A fee is charged for publications.
- MATERIALS COLLECTED:
- o Research studies
 - o Guides
 - o Kits
 - o Articles
 - o Books,

ACQUISITION
ACTIVITIES:

The Center scans and reviews 300 journals and 500 documents.

NUMBER OF
HOLDINGS:

The collection consists of 500 books and 1,000 journal articles.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1978

THE CENTER FOR TRANSPORTATION INFORMATION

Transportation Systems Center
U.S. Department of Transportation (DOT)
Kendall Square
Cambridge, MA 02142
(617) 494-2227

OPERATING
ORGANIZATION:

Transportation Systems Center/DOT

SPONSORING
AGENCY:

Center funding is transferred from departmental sponsors such as Federal Aviation Administration, Federal Highway Administration, United States Coast Guard and via general working agreements.

PURPOSE:

The Center serves as the focal point for the Department in collecting, analyzing and reporting transportation data and statistics.

TARGET
CLIENTELE:

Decision- and policymakers in the field of transportation

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o A quarterly compendium of database holdings
- o Statistical reports

SERVICES:

- o Data compilations
- o Information data tapes

FEES:

Fees are charged as appropriate.

MATERIALS
COLLECTED:

- o Statistical information on **all** forms of transportation

ACQUISITION
ACTIVITIES:

Information not available.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Access tool to the database is in computer-readable form.

YEAR
FOUNDED:

1970

CLEARINGHOUSE FOR APPLIED PERFORMANCE TESTING (CAPT)

Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, OR 97204
(503) 248-6842

- OPERATING ORGANIZATION: Northwest Regional Educational Laboratory
- SPONSORING AGENCY: National Institute of Education/U.S. Office of Education/DHEW
- PURPOSE: CAPT gathers and disseminates information, conducts research and presents training programs on performance assessment within the field of education.
- TARGET CLIENTELE: Educational and business clients dealing with proficiency measurement
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "CAPT Newsletter"
 - o Annotated bibliographies on performance assessment in various contexts
 - o Assessment guidelines
- SERVICES:
- o Training sessions
 - o Tailored information searches
 - o Consultation
- FEES: Information and annotated bibliographies are provided free of charge. Fees are charged for other services and publications.
- MATERIALS COLLECTED:
- o Materials on performance assessment methodology and its application in evaluation contexts
- ACQUISITION ACTIVITIES: The Clearinghouse solicits materials and information from **users.**

NUMBER OF
HOLDINGS:

The collection includes 300 books, papers and articles.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1974

CLEARINGHOUSE FOR HOSPITAL MANAGEMENT ENGINEERING

American Hospital Association
840 North Lake Shore Drive
Chicago, IL 60611

- OPERATING ORGANIZATION: American Hospital Association
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse is primarily concerned with the collection, storage and dissemination of information concerning hospital management engineering and its impact on health care.
- TARGET CLIENTELE: Management engineers, hospital managers and administrators
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Proceedings of conferences and forums
 - o Case studies
 - o Technical reports
 - o Clearinghouse catalog
- SERVICES:
- o Forums where case studies are reviewed
 - o Search of database for relevant abstracts
 - o Copies of documents in the collection
- FEES: Fees are charged for copies of documents.
- MATERIALS COLLECTED:
- o Management engineering reports
- ACQUISITION ACTIVITIES: Holdings are submitted by management engineers, management engineer organizations and educational program participants.

NUMBER OF
HOLDINGS:

Over 1,100 management engineering reports are maintained by the Clearinghouse.

STORAGE
MEDIA:

Holdings are stored as original and photocopies of documents.

YEAR
FOUNDED:

1974

CLEARINGHOUSE FOR OCCUPATIONAL SAFETY AND
HEALTH INFORMATION

Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH 45226
(513) 684-8474

- OPERATING ORGANIZATION: National Institute for Occupational Safety and Health (NIOSH)/Center for Disease Control/Public Health Service/DHEW
- SPONSORING AGENCY: Same as above
- FUR POSE: The purpose of the Clearinghouse is to provide information about toxicity, occupational health and safety and about substances to which workers are exposed.
- TARGET CLIENTELE: Occupational safety and health professionals such as physicians, workers, industrial hygienists and safety officers.
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Catalog of NIOSH publications
 - o Compendium of toxicity data
- SERVICES:
- o Online bibliographic retrieval of literature in the field of occupational safety and health
 - o Computerized listings of current research in the field
 - o Identification of substances to which a worker may have been exposed on the job
- FEES: Services and publications are provided without charge.
- MATERIALS COLLECTED:
- o Technical literature and journals
 - o Proceedings of scientific meetings and symposia
 - o All NIOSH documents
 - o Current documents selected from international sources

- o Toxicity data on potential workplace hazards
- o Personal files of selected occupational safety and health researchers
- o Research projects in process through the Smithsonian Science Information Exchange

**ACQUISITION
ACTIVITIES:**

Technical literature is reviewed to select information related to epidemiological studies of diseases and disorders, pathology, toxicology, analytical chemistry, engineering control and design, behavioral and motivational studies, education and training, medical monitoring and diagnostic techniques, and safety research and practice. Documents are selected based on relevance to NIOSH research interests. Toxicity data are reviewed and compiled, and current active research activities are monitored for publication.

**NUMBER OF
HOLDINGS:**

Approximately 250,000 citations and documents, and 6,000 subject-indexed records of ongoing research are included.

**STORAGE
MEDIA:**

Holdings are stored on microfiche; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1976

CLEARINGHOUSE FOR SOCIOLOGICAL LITERATURE

Department of Sociology
Northern Illinois University
DeKalb, IL 60115

- OPERATING ORGANIZATION: Clearinghouse for Sociological Literature
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse promotes communication among sociologists and social scientists by publishing materials difficult to place in traditional publishing media.
- TARGET CLIENTELE: Sociologists and social scientists
- SERVICE AVAILABLE: Unrestricted
- PUBLICATIONS:
 - o Publishes sociological documents which have not been previously published in other media
- SERVICES:
 - o Microfiche or hard copy reproductions of documents
 - o Documents are abstracted in the Sociological Abstracts
- FEES: Fees are charged to authors and users.
- MATERIALS COLLECTED:
 - o Preliminary reports on work in progress
 - o Papers presented for discussion at professional meetings
 - o Documentary materials (tables of data, computer printouts)
- ACQUISITION ACTIVITIES: The Clearinghouse screens materials for social science relevance and to determine that they are not libelous, offensive to good taste or exclusively propagandist in nature.
- NUMBER OF HOLDINGS: The collection contains 100 to 200 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche.

YEAR
FOUNDED:

1965

CLEARINGHOUSE OF RESEARCH
Pennsylvania State Bureau of Research and Training
Office of Mental Health
Eastern Pennsylvania Psychiatric Institute
Henry Avenue and Abbottsford Road
Philadelphia, PA 19 129
(215) 842-4537

- OPERATING ORGANIZATION: Pennsylvania Bureau of Research and Training
- SPONSORING AGENCY: Pennsylvania Office of Mental Health
- PURPOSE: The objective of the Clearinghouse is to serve as a mechanism for dissemination of research results and as a stimulus for research relevant to the needs of the Pennsylvania mental health/mental retardation service delivery system.
- TARGET CLIENTELE: Scientists and agencies concerned with the mentally disabled
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Information brochure
 - o State-of-the-art reports, published annually
 - o Annual report on mental health research conducted in Pennsylvania State Hospitals
- SERVICES:
- o Responses to requests for information about research projects in Pennsylvania
 - o Abstracts of research projects **and** lists of resulting publications
 - o Assistance in compiling bibliographies and locating articles on a topic
 - o Referrals to consultants and funding sources
- FEES: All publications and services are free.

**MATERIALS
COLLECTED:**

- o Information on funding resources
- o Project information
- o Research abstracts

**ACQUISITION
ACTIVITIES:**

The Clearinghouse solicits and reviews information about research in progress.

**NUMBER OF
HOLDINGS:**

The collection includes information on 2,400 mental health and mental retardation related projects.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials.

**YEAR
FOUNDED:**

1974

CLEARINGHOUSE ON CHILD ABUSE AND NEGLECT INFORMATION
National Center on Child Abuse and Neglect (NCCAN)
U.S. Children's Bureau/DHEW
P.O. Box 1182
Washington, D.C. 20013
(202) 755-0590

OPERATING
ORGANIZATION:

Herner and Company
1700 North Moore Street
Arlington, VA 22209
(703) 558-8222 (search-line number)

SPONSORING
AGENCY:

National Center on Child Abuse and Neglect (NCCAN)/U.S.
Children's Bureau/Administration for Children, Youth and
Families/Office of Human Development Services/DHEW

PURPOSE:

The Clearinghouse was created to collect, process and
disseminate information concerning child abuse and neglect.

TARGET
CLIENTELE:

Government agencies, Congress, state and local agencies,
involved professionals and concerned members of the public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Directories of information in its database
- o Brief narrative reports on special topics of current
i n t e r e s t
- o Compilations of resource materials
- o Annual reviews of the current status of child abuse and
neglect research projects and programs
- o Special, in-depth analyses of selected topics
- o Catalog of Clearinghouse publications

SERVICES:

- o Online searches of the database in response to specific
inquiries
- o Reprint of important papers on selected topics

FEES:

No fees are charged for services or publications.



**MATERIALS
COLLECTED:**

- o Bibliographic data and abstracts for published documents
- o Descriptions of ongoing research projects
- o Descriptions of programs which provide services to abused or neglected children and their parents or families
- o Descriptions of relevant audiovisual materials
- o Excerpts from current state and territorial child abuse and neglect laws

**ACQUISITION
ACTIVITIES:**

Information is indexed and stored from the following sources:

- o Literature scanning
- o National mailed surveys
- o Periodic searching of other databases
- o Personal contacts
- o Library research

**NUMBER OF
HOLDINGS:**

The collection includes 3,000 documents, 2,800 ongoing program descriptions, 160 research project descriptions, 2,400 legal references and 400 audiovisual material descriptions.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents.

**YEAR
FOUNDED:**

1975

CLEARINGHOUSE ON DEVELOPMENT COMMUNICATION (CDC)

1414 **22nd Street, N.W.**
Washington, D.C. 20037
(202) **862-** 1900

- OPERATING ORGANIZATION: Academy for Educational Development
- SPONSORING AGENCY: Office of Education/DHEW and Development Support Bureau/**U.S.** Agency for International Development/International Development Cooperation Agency
- PURPOSE: The CDC is an international center for information and materials on applications of communication technology to development problems in the Third World.
- TARGET CLIENTELE: Individuals and organizations throughout the world concerned with communication technology for international development
- SER VICE AVAILABILITY: Unrestricted; first priority is given to persons working in developing countries.
- PUBLICATIONS:
- o "Development Communication **Report**," a quarterly newsletter
 - o "Project Profiles," a quarterly case-study series-in-brief
 - o Series of information bulletins and monographs
 - o Media products such as videotapes, slidetapes and films
- SERVICES:
- o Collection of documents and materials including films, **audio-** and video-tapes
 - o Referrals to organizations with services, products and communications programs
 - o Training workshops on communication/information planning and production
 - o Access to unpublished research and reports on communication projects
 - o In-depth material on developing nations
 - o Technical information reference service in response to individual requests

FEES: Service and publications are free of charge.

MATERIALS COLLECTED:

- o Printed and nonprinted materials
- o County specific materials on education
- o Unpublished research and reports
- o Instructional approaches to education and development
- o Serials on communication and education technology

ACQUISITION ACTIVITIES:

The Clearinghouse reviews international development, communication and education literature, AID research and unpublished research from universities and organizations. **Many** documents are donated by the worldwide network of clearinghouse clientele.

NUMBER OF HOLDINGS:

The collection contains 10,000. documents and 200 films.

STORAGE MEDIA:

Presently, holdings are stored as copies of documents/ materials; a computer-readable access tool is being developed.

YEAR FOUNDED: **1972**

CLEARINGHOUSE ON DOMESTIC VIOLENCE

P.O. Box 2309
Rockville, MD 20852
(301) 428-3100

OPERATING
ORGANIZATION:

Aspen Systems Corporation
20010 Century Boulevard
Germantown, MD 20767

SPONSORING
AGENCY:

Office on Domestic Violence/Administration for Children,
Youth and **Families/DHEW**

PURPOSE:

The Clearinghouse is designed to share information on a variety of initiatives relevant to domestic violence. Information addressing the issue is collected and announced in a series of publications. The Clearinghouse also provides reference and referral services to interested individuals and organizations.

TARGET
CLIENTELE:

Federal, State and local government agencies, **service-**
oriented organizations, public interest groups, educational
institutions and private individuals

SERVICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o "Response to Violence in the Family," a monthly newsletter
- o Annotated bibliographies
- o Research monographs
- o Information packets

SER VICES:

- o Reference and referral services
- o Personalized computer searches
- o Provision of information packets, annotated bibliographies and special publications

FEES:

No fees are charged for reference services.

MATERIALS
COLLECTED:

- o Fugitive materials
- o Journal articles
- o Conference proceedings

ACQUISITION
ACTIVITIES:

Information not available.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED: 1978

CLEARINGHOUSE ON HEALTH INDEXES

Center Building, Room 2-27 NCHS
3700 East West Highway
Hyattsville, MD 20782
(301) 436-7035

OPERATING ORGANIZATION: National Center for Health Statistics/Office of Health Research, Statistics and Technology/Office of the Assistant Secretary for Health/Public Health Services/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse was established to serve as a communication channel to promote the development and application of health indexes.

TARGET CLIENTELE: All persons interested in the development and application of health indexes

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: o "Bibliography on Health Indexes," distributed quarterly
o Topical listings including retrospective searches

SERVICES: o Listings of published literature and current research projects
o Referrals to health index developers

FEES: No fees are charged for services.

MATERIALS COLLECTED: o Published and unpublished literature
o Journal articles
o Books
o Conference proceedings
o Government publications
o Speeches

- o Unpublished reports of recent developments
- o Reports on grants and contracts for current research

**ACQUISITION
ACTIVITIES:**

The Clearinghouse systematically searches current literature and indexes of literature and conducts retrospective searches to trace the development of health indexes. Unpublished material is identified through direct contact with researchers and attendance at professional meetings.

**NUMBER OF
HOLDINGS:**

The collection contains 2,500 documents.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents.

**YEAR
FOUNDED:**

1973

CLEARINGHOUSE ON SCIENCE AND HUMAN RIGHTS
American Association for the Advancement of Science (AAAS)
1515 Massachusetts Avenue, N.W.
Washington, D.C. 20005
(202) 467-4400

OPERATING ORGANIZATION: Committee on Scientific Freedom and Responsibility (CSFR)/American Association for the Advancement of Science

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse serves as a conduit for information and develops advocacy on behalf of members of the scientific community in foreign countries whose human rights and/or scientific freedoms have been violated.

TARGET CLIENTELE: Concerned scientists and scientific societies, United States and international government agencies and private human rights organizations

SERVICE AVAILABILITY: Information not available.

PUBLICATIONS:

- o A quarterly newsletter on science and human rights
- o Background papers on selected issues
- o Annual report of the AAAS Committee on Scientific Freedom and Responsibility

SERVICES:

- o Collection and review of information about scientists and alleged violations of human rights
- o Referral to professional societies for follow-up
- o Development advocacy appropriate to each case

FEES: No fees are charged.

MATERIALS COLLECTED:

- o Journal articles
- o Speeches

ACQUISITION
ACTIVITIES:

The Clearinghouse attempts to collect accurate information on individual cases.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED:

1977

CLEARINGHOUSE ON THE HANDICAPPED

Office for Handicapped Individuals
Room 338D Hubert H. Humphrey Building
Washington, D.C. 20201
(202) 245-1961

OPERATING ORGANIZATION: Office for Handicapped Individuals/Office of Human Development Services/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse is designed to improve the lives of handicapped individuals by enhancing the flow of information.

TARGET CLIENTELE: Handicapped people and the organizations providing information to them

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Resource guides for disabled persons
- o "Programs for the Handicapped," a periodical published six times a year to describe federal activities benefiting the handicapped
- o Summaries of legislation affecting the handicapped
- o Directories of federal programs and information sources for the handicapped

SERVICES:

- o Information brokerage, putting individuals in touch with information sources
- o Information networking between organizations serving the handicapped
- o Resources to state and local information providers
- o **Monitoring** developments in the field
- o Public information
- o Sponsoring conventions of information providers

FEES: No fees are charged.

**MATERIALS
COLLECTED:**

- o Information on programs serving the handicapped
- o Legislation affecting the handicapped
- o Descriptions of information capacities of organizations and Federal operations serving the handicapped
- o Descriptions of resources for the handicapped

**ACQUISITION
ACTIVITIES:**

The Clearinghouse reviews literature, programs and information relevant to handicapped people.

**NUMBER OF
HOLDINGS:**

Information not available.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials.

**YEAR
FOUNDED:**

1967

CLEARINGHOUSE - RESOURCES FOR EDUCATORS OF ADULTS (CREA)

Syracuse University
Adult Education, School of Education
223 Huntington Hall
Syracuse, NY **13210**

- OPERATING ORGANIZATION:** Syracuse University
- SPONSORING AGENCY:** Division of Continuing Education/New York State Education Department
- PURPOSE:** CREA supports the professional development of educators of adults through the acquisition and dissemination of materials, referral services and the support of relevant educational opportunities.
- TARGET CLIENTELE:** Educators of adults
- SERVICE AVAILABILITY:** Unrestricted
- PUBLICATIONS:**
- o Newsletter, published monthly, nine months each year
 - o Federal Register Review, published biweekly
- SERVICES:**
- o Referral services
 - o Loan and dissemination of materials
 - o Training on information utilization and self-directed professional development
- FEES:** Services and publications are available free of charge to educators in New York and by subscription to out-of-state educators.
- MATERIALS COLLECTED:**
- o Manuals
 - o Reports and monographs
 - o Tapes
 - o Directories

ACQUISITION
ACTIVITIES:

User responses and documents are solicited.

NUMBER OF
HOLDINGS:

The collection includes 2,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1975

COMMUNICATION AND INFORMATION DEPARTMENT

Group Health Association of America, Inc.
1717 Massachusetts Avenue, N.W., #701
Washington, D.C. 20036
(202) 483-40 12

OPERATING
ORGANIZATION:

Group Health Association of America, Inc.

SPONSORING
AGENCY:

Same as above

PURPOSE:

The Department supports the work of the Association by collecting, developing and distributing information **about the Association and Health Maintenance Organizations (HMOs)**. The Gertrude Sturges Memorial Library serves as a comprehensive resource on HMO-related materials.

TARGET
CLIENTELE:

Association's departments and personnel, Federal and Congressional officials, students and the general public

SER VICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o Bibliographies
- o Listing of **HMOs** by state
- o Informational brochures about **HMOs**
- o "**Group** Health News," a monthly publication of the Group Health Association of America, Inc.
- o "**Group** Health Journal," a semiannual professional publication
- o HMO marketing literature

SER VICES:

- o Computerized searches

FEES:

Fees are charged for some publications.

MATERIALS
COLLECTED:

- o Published and unpublished reports

ACQUISITION
ACTIVITIES:

Documents are acquired through interlibrary loan.

NUMBER OF
HOLDINGS:

The collection contains 3,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tools are in computer-readable form.

YEAR
FOUNDED:

1971

CONGRESSIONAL CLEARINGHOUSE ON THE FUTURE

3564 House Annex #2
Washington, D.C. 20515
(202) 225-3153

- OPERATING ORGANIZATION: U.S. Congress
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse serves its members with information about the future by means of seminars, reports and personal contacts and relates this information to legislation. It collaborates with other Congressional agencies and outside groups on projects and presentations.
- TARGET CLIENTELE: Members of Congress, staff and the general public
- SER VICE AVAILABILITY: Access to Clearinghouse services is through Congressional representatives. Most activities are restricted to members of Congress.
- PUBLICATIONS:
- o "What's Next," a monthly reference newsletter
 - o "TRENDS," a newsletter reflecting the findings of the Trend Evaluation and Monitoring Program
- SER VICES:
- o Regular seminars
 - o Trend Evaluation and Monitoring Program teaches emerging issues by scanning national and international publications
 - o Congressional Talent Bank, which links members of Congress to individuals involved in some future work
 - o LEGITECH, an experimental computer conferencing system involving state legislatures
 - o Speech material
 - o Dialogues with noted futurists
- FEES: Membership fee is charged.

MATERIALS
COLLECTED:

- o Catalogs of future information sources

ACQUISITION
ACTIVITIES:

Acquisition activities rely heavily on contributions from people in the field.

NUMBER OF
HOLDINGS:

A small library is maintained; total number of holdings not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1976

CONSUMER EDUCATION RESOURCE NETWORK (CERN)

InterAmerica Research Associates, Inc.
1500 Wilson Boulevard
Suite 800
Rosslyn, VA 22209
(703) 522-4616
(800) 336-0223

OPERATING
ORGANIZATION:

InterAmerica Research Associates, Inc.

SPONSORING
AGENCY:

Office of Consumer Education/Bureau of Occupational and
Adult Education/U.S. Office of **Education/DHEW**

PURPOSE:

CERN was designed to serve as a national resource and service
network in the field of consumer education.

TARGET
CLIENTELE:

Consumer educators, administrators and researchers in
community-based programs, state and local government, state
and local education agencies, colleges and universities

SER VICE
A VAILABILITY:

Restricted to target clientele; cannot serve the ultimate
consumer.

PUBLICATIONS:

- o "ConCERNs", published 11 times per year
- o Annual report
- o State-of-the-art papers
- o Resource inventory

SER VICES:

- o Information retrieval and dissemination
- o Responses to information requests
- o Library of consumer education materials and information
on-site
- o Training in consumer education through a collaborative
network
- o Technical assistance in program planning implementation
and evaluation
- o Networking among private and public dissemination and
training resources

- o Computerized searches of the CERN and other databases
- o Toll-free number for those wishing to provide information on materials

FEES: No fees are charged to target clientele.

MATERIALS COLLECTED:

- o Books and pamphlets
- o Periodicals
- o Audiovisual materials
- o Curriculum materials
- o Research studies and task force reports
- o Conference proceedings
- o Games and simulations
- o Directories
- o Bibliographies
- o Information about consumer education organizations

ACQUISITION ACTIVITIES:

Materials are identified through previous contacts with individuals and groups who produce materials in the topics of interest and through Books in Print. Materials are evaluated on structural, instructional and content criteria.

NUMBER OF HOLDINGS:

Holdings include 2,000 pamphlets, 1,500 documents and 100 audiovisual materials.

STORAGE MEDIA:

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

YEAR FOUNDED:

1979

CONSUMER INFORMATION CENTER

Pueblo, CO 81009

OPERATING
ORGANIZATION:

Government Printing Office
Public Documents Distribution Center
Pueblo, Colorado 81009

SPONSORING
AGENCY:

Consumer Information Center/General Services Administration

PURPOSE:

The Center was established to encourage Federal agencies to develop and release useful consumer information and to increase public awareness of this information.

TARGET
CLIENTELE:

Consumers and the general public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o "**Consumer** Information Catalog," a quarterly listing of federal consumer publications

SERVICES:

- o Catalogs and brochures on request

FEES:

There is a fee for some publications.

MATERIALS
COLLECTED:

- o Federal consumer information publications on selected topics.

ACQUISITION
ACTIVITIES:

The Center receives information from more than 30 Federal agencies. Topics such as automobiles, children, employment and education, exercise and weight control, food, gardening, health, housing, money management, energy conservation, travel and hobbies are included.

NUMBER OF
HOLDINGS:

Holdings include copies of over 200 publications listed in the "**Consumer** Information Catalog."

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1970

CONSUMERS UNION (CU)

256 Washington Street
Mount Vernon, NY 10550
(914) 664-6400

OPERATING ORGANIZATION: Consumers Union

SPONSORING AGENCY: Same as above

PURPOSE: Consumers Union aims to provide consumers with information and counsel on consumer goods and services, to give information and assistance on all matters relating to the expenditure of family income, and to initiate and cooperate with individual and group efforts seeking to create and maintain decent living standards.

TARGET CLIENTELE: Consumers, educators, community leaders, the press and other interested people

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Penny Power, consumer magazine for children published six times a year
- o Consumer Reports, a monthly journal
- o Films and cable TV programs
- o Books
- o Manuals on teaching of consumer education
- o Special publications
- o Press releases
- o Syndicated newspaper column, published three times weekly

SERVICES:

- o Testimony at government hearings
- o Legal actions
- o National and regional conferences and workshops
- o Consultation to consumer education specialists
- o Syndicated public service radio program, five times weekly

FEES: There is a fee for Consumers Union publications.

MATERIALS COLLECTED:

- o Test reports
- o Independent studies and surveys

ACQUISITION ACTIVITIES: Information not available.

NUMBER OF HOLDINGS: Information not available.

STORAGE MEDIA: Information not available.

YEAR FOUNDED: 1936

CONtact, INC.
P.O. Box 81826
Lincoln, NE 68501
(402) 464-0602

OPERATING
ORGANIZATION:

CONtact, Inc.

SPONSORING
AGENCY:

American Association of Advertising Agencies

PURPOSE:

CONtact is an international, nonprofit organization that ties together people, resources and information to implement new ideas and programs in the area of criminal justice, functional illiteracy and other human services.

TARGET
CLIENTELE:

Ex-offenders, criminal justice professionals and interested public

SERVICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o "Corrections Compendium," a monthly journal which examines correctional legislation and case law, reviews seminars, publications and new programs, and includes recent LEAA grants and other items of interest
- o "CONtact Newsletter," a monthly newsletter which contains information on programs in the criminal justice system
- o Directories
- o Specialized publications on various aspects of the criminal justice information
- o "The Written Word," a monthly newsletter which contains facts on functional illiteracy along with summaries of innovative programs

SER VICES:

- o Referrals to existing programs which provide direct services to individuals
- o Quick response to individual requests for information
- o Printing

FEES: Services and publications for the functional illiteracy project are free. Fees are charged for other publications.

MATERIALS COLLECTED:

- o Publication briefs
- o Statistics
- o Names and addresses of programs, agencies, individuals and communities
- o Program abstracts
- o Articles
- o Studies

ACQUISITION ACTIVITIES: For its functional illiteracy project, **CONtact** locates existing national, state and local programs that **deal** with functional illiteracy. **CONtact** also identifies programs, agencies, individuals and communities involved in phases of the Criminal Justice/Human Services System, and surveys the field on correctional issues

NUMBER OF HOLDINGS: The collection includes 10,000 items.

STORAGE MEDIA: Holdings are stored as copies of documents/materials.

YEAR FOUNDED: **1964**

CONTINUING EDUCATION TECHNICAL ASSISTANCE CENTER (CETAC)

Bureau of Higher and Continuing Education (BHCE)
Department of Health, Education, and Welfare
Washington, D.C. 20202
(202) 245-9868

OPERATING ORGANIZATION: Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, CA 94103
(415) 565-3060

SPONSORING AGENCY: BHCE/U.S. Office of Education/DHEW

PURPOSE: The project is intended to provide a national diffusion network to help assure that effective community service and continuing education programs and practices are known among states and institutions.

TARGET CLIENTELE: Practitioners in continuing education and representatives from state higher education agencies

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: 0 "CETAC Briefs," a bimonthly publication containing program and staff development information

SERVICES: 0 Workshops on topics relevant to continuing education
0 Liaison activities with dissemination agencies and continuing education associations
0 Assessment of the needs of continuing education professionals

FEES: No fees are charged.

MATERIALS COLLECTED: 0 Newsletters
0 Periodicals
0 Research reports

ACQUISITION
ACTIVITIES:

Criteria for identifying successful continuing education programs are being field tested. The resource library contains materials in the field of continuing education.

NUMBER OF
HOLDINGS:

The collection contains approximately 600 project reports, 50 books and 50 research documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1978

COOPERATIVE EDUCATION INFORMATION CLEARINGHOUSE

Cooperative Education Research Center
401 Stearns Center
Northeastern University
Boston, MA 02115
(617) 437-3780

- OPERATING ORGANIZATION: Cooperative Education Research Center/Northeastern University
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse provides information concerning cooperative education at the postsecondary level.
- TARGET CLIENTELE: Cooperative education community at the postsecondary level
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: 0 Cooperative Education Clearinghouse Index, published every other year with a supplement in alternate years
- SERVICES: 0 Reprints or photocopies
- FEES: Fees are charged for the index and reprints.
- MATERIALS COLLECTED: 0 Journal articles
0 Reports
0 Essays
0 Research reports
0 Dissertations
- ACQUISITION ACTIVITIES: Material for the index is acquired from periodicals, existing databases and current newsletters, reports and position papers. Other relevant material is solicited from users.

NUMBER OF
HOLDINGS:

The **collection includes** 500 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1971

COUNCIL FOR INTERNATIONAL URBAN LIAISON
Room 840, 818 18th Street, N.W.
Washington, D.C. 20006
(202) 223- 1434

OPERATING ORGANIZATION: Council for International Urban Liaison

SPONSORING AGENCY: State and local government and public interest associations

PURPOSE: The Council serves the urban objectives of public interest organizations in the United States, Canada and Latin American countries by the encouragement of international exchanges of practical experiences. The Council informs and urges consideration of innovations discovered in cities abroad, with the hope that they can be experimented with here and, in turn, applied to other states and local governments.

TARGET CLIENTELE: State and local government professionals, civic leaders, corporation executives and concerned citizens

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "Urban Innovation Abroad," a monthly newsletter
- o "Urban Transit Abroad," a quarterly publication issued to identify those public transportation trends and innovations around the world that are relevant to U.S. concerns
- o International Urban Reports, book-length reports focusing in depth on a single **subject**
- o "The Urban Edge," a monthly developing-country newsletter

SERVICES: o Back-up information and details of the service delivery innovations identified in publications

FEES: Fees are charged for services and publications.

MATERIALS
COLLECTED

- o Reports
- o Magazines
- o Films

ACQUISITION
ACTIVITIES:

The Council sifts through volumes of foreign language documents and publications, and carries out an extensive search through correspondents abroad in order to spot significant trends and innovations in local government that are relevant and deserve attention in this country.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1976

DISSEMIN/ACTION
3705 South George Mason Drive
Suite C-4 South
Falls Church, VA 22041
(703) 931-4420, 21

OPERATING ORGANIZATION: **Dissemin/Action**

SPONSORING AGENCY: Division of Personnel Preparation/Bureau of Education for the Handicapped (**BEH**)/U.S. Office of Education/DHEW

PURPOSE: The project is designed to help personnel preparation projects in special education to **1)** demonstrate the effect of their practices, **2)** determine the readiness of these practices for adoption or adaptation by others, and **3)** disseminate these practices to fill inservice and preservice needs.

TARGET CLIENTELE: Teacher trainers and individuals involved in personnel preparation

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- Newspaper on personnel preparation and dissemination, published twice yearly
- Working papers for the design/development of the project
- Occasional papers on dissemination
- Materials to assist projects in demonstrating effect; determining readiness for adoption and dissemination

SER VICES:

- On-site assistance and support
- Off-site advice and monitoring
- Procedures for selecting best practices for adoption
- Information on programs, projects and issues in personnel preparation in special education

FEES: Publications and services are provided without charge.

MATERIALS
COLLECTED:

- o Program and **project** descriptions
- o Information on issues and special education topics
- o State-of-the-art papers
- o Information on personnel preparation and dissemination resources

ACQUISITION
ACTIVITIES:

Materials are acquired through phone, mail and personal contacts, by soliciting the field and by searching BEH grant proposals.

NUMBER OF
HOLDINGS:

The collection includes approximately 1,100 documents/materials.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials in cross-referenced public files.

YEAR
FOUNDED:

1979

DOCUMENTATION CENTER
Urban Mass Transportation Administration (UMTA)
U.S. Department of Transportation (DOT)
400 7th Street, S.W.
Washington, D.C. 20590
(202) 426-9157

OPERATING ORGANIZATION: Information Services **Division/UMTA/DOT**

SPONSORING AGENCY: Same as above

PURPOSE: The Center processes, stores and disseminates information produced by projects funded under Sections 6, 8 and 11 of the Urban Mass Transportation Act of 1964, as amended.

TARGET CLIENTELE: Congress, Federal agencies, State and local governments, the transit industry, special interest groups, researchers, academia and private individuals

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Abstracts, an annual collection of abstracts of all reports received during the year; available through NTIS

SERVICES:

- o Referral services
- o Abstracting and indexing
- o Response to individual information inquiries

FEES: Fees are charged for most services.

MATERIALS COLLECTED:

- o Project reports

ACQUISITION ACTIVITIES: The Center collects reports prepared under UMTA-funded projects.

NUMBER OF HOLDINGS: The collection contains approximately 2,000 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents; computerized access tools are being developed.

YEAR
FOUNDED:

1971

DRUG ABUSE EPIDEMIOLOGY DATA CENTER (DAEDAC)

Institute of Behavioral Research (IBR)
Texas Christian University
Fort Worth, TX 76129
(817) 921-7674

OPERATING ORGANIZATION: IBR/Texas Christian University

SPONSORING AGENCY: National Institute on Drug Abuse/Alcohol, Drug Abuse- and Mental Health Administration/Public Health **Service/DHEW**

PURPOSE: DAEDAC collects, documents and processes the primary data for further study and documentation of drug abuse studies. DAEDAC maintains both an original data file and an aggregate literature file for computerized retrieval.

TARGET CLIENTELE: National Institute on Drug Abuse, single state agencies, university faculty and students, city and county units, private enterprise and others

SER VICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Topical compilations of data and citations

SERVICES:

- o Provision of raw data tapes with complete documentation and reports
- o Data analysis
- o Computerized retrieval of research reports for actual statistical data, bibliographic citation and special-purpose bibliographies
- o Computerized printing of the classified bibliography which is computer updated bimonthly
- o Synthesis of aggregate data
- o Single photocopies of any reports listed in the bibliography
- o Data archive for drug-related research data

FEES: Fees are charged for services. DAEDAC Information Package is available without charge.

MATERIALS
COLLECTED:

- o Raw data from original drug studies
- o Statistical data and research results from published and unpublished reports and other documents
- o Treatment records, registers and institutional records on which identification of individuals has been removed

ACQUISITION
ACTIVITIES:

Statistical data and research reports are solicited from government agencies, nonprofit organizations, universities, private enterprise and individual investigators. **Significant** and **prominent studies** are selected which **represent** tabular and summary data that have implications for epidemiological and social science aspects of drug abuse.

NUMBER OF
HOLDINGS:

The Original Data File contains 113 machine-readable raw data sets.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1973

EDUCATION MATERIALS REVIEW CENTER (EDMARC)

U.S. Office of Education
Department of Health, Education, and Welfare
Washington, D.C. 20202
(202) 245-8437, 39

- OPERATING ORGANIZATION: Office of Resources and Operations/U.S. Office of Education/DHEW
- SPONSORING AGENCY: Same as above
- PURPOSE: **EDMARC** serves as a permanent collection of textbooks and children's literature, as well as a national book examination and review center.
- TARGET CLIENTELE: Teachers, librarians, writers, curriculum planners, teacher trainers and the general public
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
 - o Bibliographies of educational materials for children
 - o Textbook classification scheme
- SER VICES:
 - o Seminars and workshops
 - o Response to written and telephoned requests for information
 - o Collection open for review
 - o Access to reviews of children's literature
- FEES: Services are provided free of charge.
- MATERIALS COLLECTED:
 - o Current textbooks
 - o Current juvenile and young adult literature
 - o Reviews of children's literature
 - o Historically significant textbooks and award-winning children's literature

**ACQUISITION
ACTIVITIES:**

Publishers submit review copies to the Center as materials are published. The staff removes textbooks after they have been revised or a substitute has been written. Children's literature is kept for one year; well-reviewed and award-winning literature is made a part of the permanent collection.

**NUMBER OF
HOLDINGS:**

The permanent collection contains 10,000 textbooks and 7,000 tradebooks; about 500 juvenile works of literature are added to the permanent collection annually.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials.

**YEAR
FOUNDED:**

1953

EDUCATIONAL FILM LIBRARY ASSOCIATION (EFLA)

43 West 61 Street
New York, NY 10023
(212) 246-4533

- OPERATING ORGANIZATION: Educational Film Library Association
- SPONSORING AGENCY: Funding sources include membership dues, festival entry fees and publication sales. Approximately 15 percent of the annual budget is derived from grants, including grants from the New York State Council on the Arts and the National Endowment for the Arts.
- PURPOSE: EFLA is a national information center for 16mm film and video. It gathers information about **films** available for use in educational and community programs, reviews and evaluates films, suggests uses for films and disseminates this information.
- TARGET CLIENTELE: Educational institutions, libraries, community agencies, religious groups, businesses and other film users
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Sightlines, a quarterly magazine focusing on a new theme in each issue
 - o "EFLA Bulletin," a quarterly newsletter
 - o Independent Film/ Video Guide, a quarterly compilation listing works exhibited in New York State showcases
 - o "EFLA Evaluations," reviews of nontheatrical films published 10 times a year
 - o Bibliographies
 - o Annotated film lists on specific topics
 - o Directories and manuals
- SERVICES:
- o American Film Festival, annual showcase for nontheatrical documentaries and short films
 - o Workshops and conferences
 - o Library open to the public

- o Reference and advisory service regarding films for particular needs, film library administration, film distribution and research for special projects
- o Referral for independent filmmakers

FEES: Fees are charged for membership and publications.

MATERIALS COLLECTED:

- o Books on film, television and video
- o Periodicals
- o Film titles
- o Catalogs of distributors, film libraries and film festivals
- o Biographical information on independent filmmakers

ACQUISITION ACTIVITIES:

EFLA scans current periodicals (e.g., Publishers' Weekly, Library Journal, Mass Media Booknotes, Booklist and others) and standard retrospective bibliographies for information on new and older materials. **EFLA's** objective is to build a comprehensive collection of books, periodicals and other materials on documentary/educational films, broadcasting, video, filmmakers and the use of audiovisual materials in education with the emphasis on reference books (filmographies, bibliographies, indexes, encyclopedias, dictionaries, annuals and directories) and history.

NUMBER OF HOLDINGS:

The library contains over 2,100 volumes, 160 periodicals, various card files and catalogs.

STORAGE MEDIA:

Holdings are stored as copies of documents/materials.

YEAR FOUNDED:

1943

EDUCATIONAL POLICIES SERVICE (EPS) POLICY
INFORMATION CLEARINGHOUSE

National School Boards Association (NSBA)
1055 Thomas Jefferson Street, N.W.
Washington, D.C. 20007

OPERATING
ORGANIZATION:

National School Boards Association

SPONSORING
AGENCY:

Same as above

PURPOSE:

The Clearinghouse helps boards and administrators develop and implement policies that improve the educational process and build productive relationships among the board, staff, students and the public.

TARGET
CLIENTELE:

School administrators and school boards

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Educational policies reference manual
- o Guides to educational policy development
- o "Updating School Board Policies," a monthly newsletter which translates new trends, court decisions and changing legal requirements into policy options
- o "The School Administrator's Policy Portfolio," monthly newsletter containing technical tips about researching, drafting, coding, and implementing policies

SERVICES:

- o Sample policies on specialized topics

FEES:

Subscription fees are charged for services.

MATERIALS
COLLECTED:

- o Policies written by urban, suburban and rural school boards

ACQUISITION
ACTIVITIES:

Policies are collected from 5,000 school districts and classified for reference by others.

NUMBER OF
HOLDINGS:

The collection contains 7,000 policies.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1970

EMPLOYMENT AND TRAINING ADMINISTRATION RESOURCE CLEARINGHOUSE

Employment and Training Administration (ETA)
U.S. Department of Labor (DOL)
Room 8221
Washington, D.C. 20213
(202) 376-7411

OPERATING ORGANIZATION: ETA Resource Clearinghouse

SPONSORING AGENCY: ETA/DOL

PURPOSE: The ETA Resource Clearinghouse is part of an information sharing network which also includes eight Regional Resource Centers listed at the end of this profile. The network is designed to bring users and their ETA information needs together. Technical Assistance and Training (TAT) documents are collected and organized by the networks staff.

TARGET CLIENTELE: Regional office staff, prime sponsors and their sub-grantees, and State Employment Agency staff

SER VICE AVAILABILITY: Information not available.

PUBLICATIONS:

- o Technical assistance guides (TAGS)
- o Training manuals/modules
- o Research and development materials
- o Program handbooks
- o Book catalogs of regional collections
- o Union catalog of network collection
- o Monthly bibliographies

SER VICES:

- o Circulating and reference library with interregional and interlibrary loan coordination
- o Computer searches
- o Limited free materials

FEES: No fees are charged.

**MATERIALS
COLLECTED:**

- o Technical assistance and training materials produced in the regional training centers and in the national office program shops
- o Reference books
- o Periodicals
- o Textbooks
- o Special collections
- o Audiovisual materials

**ACQUISITION
ACTIVITIES:**

Materials are provided by the regional and national offices as well as by prime sponsors and State Employment Agency staff.

**NUMBER OF
HOLDINGS:**

There are 9,000 documents in the entire network.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1976

**ADDRESSES OF
REGIONAL
OFFICES:**

- Region I: David Henson
ETA Regional Resource Center
U.S. DOL/ETA, Room 1703
JFK Federal Building
Boston, Massachusetts 02203
(617) 223-6498 Commercial & FTS
- Region II: Toni Barton
ETA Regional Resource Center
U.S. DOL/ETA, Room 3701
15 15 Broadway
New York, New York 10036
(212) 944-3284 Commercial
8-662-3284 FTS
- Region III: Janet Wolverton
ETA Regional Resource Center
U.S. DOL/ETA, Room 13112
3535 Market Street
Philadelphia, Pennsylvania 19101
(215) 596-6349 Commercial & FTS

Region IV: Rosa Crowley
ETA Regional Resource Center
U.S. DOL/ETA, Room 418
1371 Peachtree Street, Northeast
Atlanta, Georgia 30309
(404) 881-3267 • 7347 Commercial
8-257-3267 • 7347 FTS

Region V: **Francine** V asilomanolakis
ETA Regional Resource Center
U.S. DOL/ETA, 6th Floor
230 South Dearborn
Chicago, Illinois 60604
(312) 353-5061 Commercial & FTS

Region VIII: Larry Wieland
ETA Library
U.S. DOL/ETA, Room 16417
Federal Office Building
1961 Stout Street
Denver, Colorado 80202
(303) 837-4571 Commercial
8-327-4571 FTS

Region IX: Kenly Drummond
ETA Regional Resource Center
U.S. DOL/ETA, Room 9209
450 Golden Gate Avenue
San Francisco, California 94102
(415) 556-3502 Commercial & FTS

Region X: Karen Gilles
ETA Regional Resource Center
U.S. DOL/ETA
Federal Office Building, Room 1092
909 First Avenue
Seattle, Washington 98174
(206) 442- 1078 Commercial
8-399-7239 FTS

ENERGY INFORMATION CENTER
Center for Energy Policy and Research
New York Institute of Technology
Old Westbury, NY 11568
(516) 686-7765

OPERATING ORGANIZATION: Center for Energy Policy and Research/New York Institute of Technology

SPONSORING AGENCY: U.S. Department of Energy

PURPOSE: The Center functions as an information service' on energy conservation and technology, including conservation programs and practices, alternative energy systems, energy legislation, and public policy development.

TARGET CLIENTELE: Homeowners, business and professional persons, public officials and the news media

SER VICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "Energy Resource Notes," a monthly bibliography of selected materials on energy related matters
- o Program reports
- o Energy conservation guidelines and other occasional materials

SER VICES:

- o Television programs on energy conservation and solar energy applications
- o Seminars on energy efficiency
- o Response to information requests through searches of books, pamphlets, periodicals, reference materials, news clippings and public and private reports
- o Through TECHSEARCH, providing access to DOE Technical Information Center, NTIS, Computerized Engineering Index, Social Sciences Citation Index, ERIC and other major national technical and socioeconomic databases
- o Design, training and consulting services on establishing energy information programs and related activities

FEES: Fees are charged for some services and publication.

MATERIALS
COLLECTED:

- o Books
- o Journals and magazines
- o Government and private reports
- o Pamphlets
- o News clippings and selected commercial literature
- o Audiovisual material
- o Product announcements
- o Reprints
- o References

ACQUISITION
ACTIVITIES:

The Center continuously maintains and updates its collection.

NUMBER OF
HOLDINGS:

The collection consists of 12,000 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials and on microform.

YEAR
FOUNDED:

1975

ENVIRONMENTAL MUTAGEN INFORMATION CENTER (EMIC)

Oak Ridge National Laboratory (ORNL)
P.O. Box Y
Oak Ridge, TN 37830
(615) 574-7871

OPERATING ORGANIZATION:

Union Carbide Corporation
Nuclear Division
P.O. Box Y
Oak Ridge, TN 37830

SPONSORING AGENCY:

National Toxicology Program/National Institute of Environmental Health Sciences/National Institutes of Health/Public Health **Service/DHEW**

PURPOSE:

The Center's purpose is to collect, organize and disseminate chemical mutagenesis information.

TARGET CLIENTELE:

Research scientists, medical and educational institutions and government regulatory agencies

SERVICE AVAILABILITY:

The EMIC database is accessible online from the National Library of Medicine's TOXLINE system and the Department of Energy's RECON system.

PUBLICATIONS:

- 0 Indexed bibliographies
- 0 Literature surveys

SERVICES:

- 0 Bibliographic references on specific agents, organisms or other referenced terms.

FEES:

No fees are charged; however, services are rendered on a reciprocal information exchange basis with the requestor.

MATERIALS COLLECTED:

- 0 Journal articles
- 0 Books
- 0 Symposium proceedings

ACQUISITION
ACTIVITIES:

The Center scans key journals as they are published. Several secondary bibliographic sources are run against an EMIC profile and then scanned by the Center's staff. Copies of articles are obtained through the ORNL Library system.

NUMBER OF
HOLDINGS:

There are currently over 30,000 entries in the collection. Between 3,000 and 4,000 new documents are indexed each year.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1969

ENVIRONMENTAL TERATOLOGY INFORMATION CENTER (ETIC)

Oak Ridge National Laboratory (ORNL)

P.O. Box Y

Oak Ridge, TN 37830

(615) 574-0603

OPERATING
ORGANIZATION:

Union Carbide Corporation
Nuclear Division
P.O. Box Y
Oak Ridge, TN 37830

SPONSORING
AGENCY:

National Toxicology Program/National Institute of
Environmental Health Sciences/National Institutes of
Health/Public Health Service/DHEW

PURPOSE:

The Center was established to collect, organize and disseminate information on the evaluation of chemical, biological and physical agents for teratogenic activity. It is intended to facilitate health assessment, research planning and the prevention of duplication of effort in the field of environmental teratology.

TARGET
CLIENTELE:

Individual researchers and physicians, institutions and government research and regulatory agencies

SERVICE
AVAILABILITY:

The ETIC database is accessible online through the National Library of Medicine's TOXLINE system and the Department of Energy's RECON system.

PUBLICATIONS:

- o Literature surveys
- o Indexed bibliographies

SERVICES:

- o Bibliographic references on specific agents, organisms or other indexed terms

FEES:

No fees are charged; however, services are rendered on a reciprocal information exchange basis with the requestor.

MATERIALS
COLLECTED:

- o Journal articles

- o Books
- o Symposium proceedings

**ACQUISITION
ACTIVITIES:**

Information is obtained by scanning the open literature, including journals and secondary sources, relating to teratogenicity testing and evaluation of dietary deficiencies and chemical, biological and physical agents in warm-blood animals.

**NUMBER OF
HOLDINGS:**

There are currently over 18,500 entries in the collection, with between 1,000 and 2,000 new documents indexed each year.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1975

ERIC CLEARINGHOUSE FOR JUNIOR COLLEGES

University of California at Los Angeles
96 Powell Library Building
Los Angeles, CA 90024
(213) 825-3931

OPERATING
ORGANIZATION:

University of California at Los Angeles

SPONSORING
AGENCY:

National Institute of Education/U.S. Office of Education/DHEW

PURPOSE:

The Clearinghouse collects documents pertinent to all phases of junior college education including fugitive and published materials on students, staff, curricula, administration, organization and all related topics.

TARGET
CLIENTELE:

Anyone interested in junior colleges

SERVICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

In-house publications:

- o Topical papers that present research, models, reports of exemplary practices and other specialized **subjects**
- o Monographs!
- o Bibliographies
- o Journal articles and books
- o Quarterly newsletter
- o Publications list
- o Information Analysis Products (**IAPs**)
- o Junior college resource reviews

Publications not **produced** in-house arer

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)

- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Literature searches
- o Resource packets for conferences, workshops and seminars

FEES:

Most services and publications are free. Fees are charged for computerized literature searches.

MATERIALS
COLLECTED:

- o Research reports
- o Conference proceedings and papers
- o Surveys, studies and monographs
- o Journal articles

ACQUISITION
ACTIVITIES:

The Clearinghouse solicits documents from users; meetings dealing with any facet of the junior college; institutions conducting internal research on their operations; studies and papers prepared by state agencies, junior college governing boards, and independent consultants; and pertinent articles from educational journals.

NUMBER OF
HOLDINGS:

The collection contains 7,000 unpublished reports.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche; access tools are in computer-readable form.

YEAR
FOUNDED:

1966

ERIC CLEARINGHOUSE FOR SCIENCE, MATHEMATICS, AND
ENVIRONMENTAL EDUCATION (ERIC/SMEAC)

The Ohio State University
1200 Chambers Road, 3rd Floor
Columbus, OH 43212
(614) 422-6717

- OPERATING ORGANIZATION: The Ohio State University
- SPONSORING AGENCY: National Institute of Education/U.S. Office of **Education/DHEW**
- PURPOSE: **ERIC/SMEAC** processes, analyzes and distributes educational materials in the areas of science, mathematics and environmental education.
- TARGET CLIENTELE: Teachers, administrators, research personnel and others
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: In-house publications include:
- o Publication lists
 - o Information bulletins
 - o "**Energy** Conservation/Education Information Bulletin," a quarterly newsletter
 - o Information analysis products
- Publications not produced in-house are:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)
- SERVICES:
- o Information analysis
 - o Document delivery

- o Workshops
- o Computerized searches

FEES: **There** is a fee for computer searches and most publications; other services are free.

MATERIALS
COLLECTED:

- o Instructional materials
- o Curriculum/teacher guides
- o Research reports
- o Evaluation reports
- o Descriptions of educational or research programs
- o Books

ACQUISITION
ACTIVITIES:

Materials are solicited from users of the Clearinghouse and through agreements with many institutions and agencies.

NUMBER OF
HOLDINGS:

Several hundred thousand items are included in the collection.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR
FOUNDED:

1966

ERIC CLEARINGHOUSE FOR SOCIAL STUDIES/SOCIAL
SCIENCE EDUCATION (ERIC/ChESS)

Social Science Education Consortium
855 Broadway
Boulder, CO 80302
(303) 492-8434

- OPERATING ORGANIZATION: Social Science Education Consortium
- SPONSORING AGENCY: National Institute of Education/U.S. Office of Education/DHEW
- PURPOSE: ERIC/ChESS abstracts and indexes documents and journals for all levels of social studies and social science education.
- TARGET CLIENTELE: All persons looking for current and historical information in the "field of education including teachers, parents, administrators, education specialists, school board members, students, library/media/information specialists, professional associations and commercial and industrial organizations
- SERVICES AVAILABLE: Unrestricted
- PUBLICATIONS: In-house publications include:
- o "Keeping Up," a quarterly newsletter
 - o Information analysis publications, papers on trends or tips for social studies/social science education
 - o Resource guides
 - o Bibliographies
 - o Copies of previous ERIC/ChESS database searches
- Publications not produced in-house are:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and medium-length abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES: 0 Computerized searches of ERIC database on requested topics

FEES: Fees are charged for searches of the computerized database.

MATERIALS COLLECTED:

- 0 Curriculum guides and teaching units
- 0 Program descriptions
- 0 Bibliographies
- 0 Research reports

ACQUISITION ACTIVITIES: Users are solicited to contribute to the collections. Documents are screened for reproducibility quality, relevancy and usefulness. Specifically, the collection focuses on:

- 0 Content of the social science disciplines
- 0 Applications of learning theory, curriculum theory, child development theory and instructional theory to social science education
- 0 Research and development projects, programs and materials in social science education
- 0 Contributions of social science disciplines (anthropology, economics, political science)
- 0 Education as a social science
- 0 Comparative education, K- 12
- 0 Curriculum materials and ideas on subjects such as ethnic studies, bias and discrimination, aging, adoption, women's equity and sex education

NUMBER OF HOLDINGS: The collection contains 150,000 documents with 17,000 commercially published social studies resources.

STORAGE MEDIA: Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1963

ERIC CLEARINGHOUSE ON ADULT, CAREER AND VOCATIONAL EDUCATION

National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(614) 486-3655

OPERATING

ORGANIZATION: The Ohio State University

SPONSORING

AGENCY: National Institute of Education/U.S. Office of **Education/DHEW**

PURPOSE:

The Clearinghouse provides a variety of services to assist individuals, organizations and agencies with their information needs in the fields of adult and continuing education, career education, vocational and technical education.

TARGET

CLIENTELE: Adult-continuing, career and vocational-technical education communities

SERVICE

AVAILABILITY: Unrestricted

PUBLICATIONS:

Publications produce in-house include:

- o "ERIC Clipboard," a quarterly newsletter
- o "**Clips** from ERIC," informational bulletins
- o "Informational Analysis Series," an annual series of major reports and research papers including syntheses and interpretations of research, practice and policy
- o Bibliographies including **short** listings and major annotated bibliographies
- o Articles for publication in education periodicals

Publications not produced in-house are:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
- o Current Index to Journals in Education (CIJE), a monthly index to relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

- SERVICES:
- o General information about the ERIC system
 - o Responses to individual inquiries by mail or telephone
 - o Orientation to Clearinghouse visitors
 - o Consultation on information search problems
 - o Assistance in the use of ERIC indexes, RIE and **CIJE**
 - o Referral to additional educational resources
 - o Computer searches of ERIC and other databases
 - o Presentations and workshops on the use of ERIC and on other topics related to the Clearinghouse

FEES: Documents may be purchased from the ERIC Document Reproduction Service; computer searches of the database are conducted at a nominal cost.

MATERIALS
COLLECTED:

- o Research reports
- o Project descriptions
- o Position papers
- o Speeches and conference proceedings
- o Teaching guides and curriculum materials
- o Bibliographies
- o Evaluation studies

ACQUISITION
ACTIVITIES:

Materials are solicited from the adult-continuing, career and vocational-technical education community, and the Clearinghouse reviews many educational journals.

NUMBER OF
HOLDINGS:

As of December 1979, the total ERIC database contained approximately 180,000 documents and 210,000 journal annotations.

STORAGE
MEDIA:

Holdings are stored on microfiche; access tool is in computer-readable form.

YEAR
FOUNDED:

1966

ERIC CLEARINGHOUSE ON COUNSELING AND PERSONNEL
SERVICES (**ERIC/CAPS**)
2108 School of Education
University of Michigan
Ann Arbor, MI 48109
(313) 764-9492

- OPERATING ORGANIZATION: University of Michigan
- SPONSORING AGENCY: National Institute of Education/U.S. Office of **Education/DHEW**
- PURPOSE: The focus of the Clearinghouse is on preparing helping services personnel and updating their skills.
- TARGET CLIENTELE: Helping services practitioners, students and researchers
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS: Publications produced in-house include:
- o "Searchlights," bibliographic references with abstracts on selected popular topics based on the entire ERIC database from 1966-78
 - o "Searchlights **Plus**," expanded Searchlights which include a short text analyzing trends, issues and successful programs
 - o "**CAP** Capsule," a newsletter
 - o "**Counselor** Renewal **System**," a set of self-instructional materials designed for practicing counselors who want to update their skills
 - o Information analysis publications
- Publications not produced in-house include:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly **index** of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES: 0 Workshops on topics of high current educational interest
0 Computer searches of the ERIC database as well as Exceptional Child Education Resources, Psychological Abstracts, Sociological Abstracts and Social Scisearch
0 On-site orientations on how to use ERIC tools and materials

FEES: Fees are charged for computer searches of the database and some Clearinghouse publications.

MATERIALS COLLECTED: 0 Unpublished print materials
0 Books
0 Journals and journal articles
0 Newsletters
0 Conference presentations
0 Manuals/guides
0 Research project and program descriptions

ACQUISITION ACTIVITIES: Approximately 2,100 formal solicitations are made per year at regional, state, national and local conventions. About 60 newsletters are scanned per month for potentially relevant materials. Those screened for inclusion must have current and relevant scope, must add **knowledge** to the field, be technically reproducible and not **copyrighted**.

NUMBER OF HOLDINGS: The ERIC system contains over 300,000 documents and journal citations from the field of education..

STORAGE MEDIA: Holdings are stored on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1966

ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT

University of Oregon
Eugene, OR 97403
(503) 686-5043

OPERATING
ORGANIZATION:

University of Oregon

SPONSORING
AGENCY:

National Institute of Education/U.S. Office of Education/DHEW

PURPOSE:

The Clearinghouse provides information pertaining to educational management and facilities at the elementary and secondary levels. The Clearinghouse seeks to facilitate the exchange of information between producers and users of educational knowledge.

TARGET
CLIENTELE:

Educational administrators and decision-makers, researchers and librarians

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

Publications produced in-house include:

- o "The Best of ERIC," a four-page annotated bibliography published several times a year
- o "Research Action Briefs," a series of reports on significant empirical research studies on topics in educational management
- o "School Management Digest," concise summaries of the literature on important trends and reports on applications in schools across the nation.
- o "Directory of Organizations and Personnel in Educational Management," guides to organizations and researchers with information on school administration and facilities
- o A quarterly newsletter

Publications not produced in-house include:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length abstracts** of documents -processed by ERIC (available in many libraries or from the U.S. Government Printing Office)

- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Computerized searches of the ERIC database
- o Workshops on the use of ERIC
- o Referrals

FEES:

Fees are charged for some publications.

MATERIALS COLLECTED:

- o Books
- o Surveys
- o Bibliographies
- o Monographs
- o Speeches
- o Conference reports

ACQUISITION ACTIVITIES:

Materials are solicited from Clearinghouse users, and the staff monitors periodical literature in over 100 journals relating to educational management and facilities. Materials are selected for inclusion in the ERIC database on the basis of currency, relevancy, and content.

NUMBER OF HOLDINGS:

The Clearinghouse collection contains 6,000 copies of documents and 140,000 documents on microfiche.

STORAGE MEDIA:

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED:

1966

ERIC CLEARINGHOUSE ON ELEMENTARY AND EARLY
CHILDHOOD EDUCATION (ERIC/EECE)

College of Education
University of Illinois
Urbana, IL 61801
(217) 333-1386

- OPERATING ORGANIZATION: University of Illinois
- SPONSORING AGENCY: National Institute of Education/U.S. Office of Education/DHEW
- PURPOSE: ERIC/EECE collects, abstracts and indexes documents about child development and behavior (from the prenatal period thru age 12), day care, early childhood education and general aspects of elementary education.
- TARGET CLIENTELE: Teachers, researchers, librarians, students, legislators, parents or anyone else wanting information related to elementary and early childhood education
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS: In-house publications include:
- o "ERIC/EECE Newsletter," a bimonthly publication including summaries of recent acquisitions, announcements of new papers issued by ERIC/EECE, short reports of current research and notes on useful new documents
 - o Bibliographies of short resource lists
 - o Literature reviews
 - o Annotated bibliographies
- Publications **not** produced in-house are:
- o Resources in Education (RIE), a monthly index with **complete bibliographic information, source and medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly **index of** relevant articles published in professional journals available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

- SERVICES:
- o Computerized searches of the ERIC database
 - o Response to written or telephoned requests for information
 - o Document reproductions through the ERIC Document Reproduction Service (EDRS)
 - o Workshops

FEES: Fees are charged for computer searches and Clearinghouse publications; most other services are provided free of charge.

- MATERIALS COLLECTED:
- o Research reports
 - o Conference papers
 - o Curriculum materials and guides
 - o Unpublished papers and reports on child development and behavior, early childhood education or general aspects of elementary education
 - o Program descriptions and evaluations
 - o Surveys
 - o Bibliographies

ACQUISITION ACTIVITIES: Documents are solicited from researchers, educational practitioners, administrators and policymakers and are selected for inclusion on the basis of quality and usefulness.

NUMBER OF HOLDINGS: The entire ERIC database contains 175,000 documents and 196,000 journal citations.

STORAGE MEDIA: Documents are stored on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1966

ERIC CLEARINGHOUSE ON HANDICAPPED AND
GIFTED CHILDREN

Council for Exceptional Children
1920 Association Drive
Reston, VA 22091
(703) 620-3660
(800) 336-3728

OPERATING
ORGANIZATION:

Council for Exceptional Children

SPONSORING
AGENCY:

National Institute of Education/U.S. Office of Education/DHEW

PURPOSE:

The Clearinghouse identifies and acquires literature on the education of handicapped and gifted children.

TARGET
CLIENTELE:

Students, teachers, administrators, project writers and parents

SER VICE
A VAILABILITY:

Available to anyone searching education literature

PUBLICATIONS:

In-house publications include:

- o Fact sheets
- o Topical bibliographies
- o Synthesis papers
- o Monographs
- o Newsletters
- o Computer search reprints
- o Cumulative indexes to the Exceptional Child Education Resources (**ECER**) database

Publications not produced in-house include:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries **and** from the U.S. Government Printing Office)
- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published **in professional** journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

- SERVICES:
- o Customized computer searches of the ERIC database
 - o Answers to telephone and mail inquiries
 - o Permission for on-site use of the facilities
 - o Customized computer searches of the ECER database

FEES: Fees are charged for computer searches and most publications. Some services and publications are provided without charge.

MATERIALS
COLLECTED:

- o Research and technical reports
- o Curriculum guides
- o Program descriptions
- o Evaluation studies
- o Doctoral dissertations in special education
- o Dissemination reports
- o State-of-the-art papers
- o Conference papers
- o Bibliographies
- o Teacher guidelines
- o Government-sponsored research and program reports

ACQUISITION
ACTIVITIES:

Documents are screened according to relevance to the needs of professionals and parents who are responsible for the education of handicapped and gifted/talented children and according to relevance to the following subject **areas**:

- o Handicapped conditions, developmentally disabled, emotionally **disturbed**, learning disabled, abused/neglected, autistic and gifted/talented
- o Behavioral, psychomotor and communication disorders
- o Administration of special education services
- o Preparation and continuing education of professional and paraprofessional personnel
- o Preschool learning and development of the exceptional
- o General studies on creativity

NUMBER OF
HOLDINGS:

The collection contains approximately 40,000 books, articles and reports.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche;
access tool is in computer-readable form.

YEAR
FOUNDED:

1966

ERIC CLEARINGHOUSE ON HIGHER EDUCATION

The George Washington University
One Dupont Circle, N.W., Suite 630
Washington, D.C. 20036
(202) 296-2597

- OPERATING ORGANIZATION: The George Washington University
- SPONSORING AGENCY: National Institute of Education/U.S. Office of Education/DHEW
- PURPOSE: The Clearinghouse collects, disseminates and analyzes information on education beyond the secondary level leading to a four-year, master's or professional degree. Excluded are counseling and personnel services, junior and community colleges, and the education of teachers since each of these areas has its own ERIC Clearinghouse.
- TARGET CLIENTELE: Policymakers, students, administrators, academic decision-makers, researchers, writers, editors and anyone else who needs to keep up with research findings in higher education
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: In cooperation with the American Association for Higher Education, the Clearinghouse publishes:
- o "Research Currents," brief reviews on topical issues published eight times per year
 - o "AAHE-ERIC Research Reports," published ten times per year and includes interpretive summaries, literature reviews and bibliographies on current higher education issues
- In cooperation with the American Association of University Administrators, the Clearinghouse publishes:
- o Administrators Update, brief reviews of administrative issues, published three times per year
- Publications not produced in-house include:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and medium-length abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)

- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)
- SERVICES:
- o Customized computer searches of the ERIC database
 - o Professional assistance by area specialists
 - o Regional workshops on how to use ERIC
- FEES:
- Most services are provided without charge; fees are charged for some publications and for computer search services.
- MATERIALS COLLECTED:
- o Curriculum materials
 - o Legislative/administrative materials
 - o State-federal planning reports
 - o Literature reviews
 - o Data-based research
 - o Original theoretical papers
 - o Conference papers, proceedings
- ACQUISITION ACTIVITIES:
- Documents are solicited from writers and researchers in the field of higher education.
- NUMBER OF HOLDINGS:
- The collection includes 11,000 items from the nonjournal literature and 13,000 journal articles.
- STORAGE MEDIA:
- Holdings are stored on microfiche; access tool is in computer-readable form.
- YEAR FOUNDED:
- 1968

ERIC CLEARINGHOUSE ON INFORMATION RESOURCES (ERIC/IR)

School of Education
Syracuse University
Syracuse, NY 13210
(315) 423-3640

OPERATING
ORGANIZATION:

Syracuse University

SPONSORING
AGENCY:

National Institute of Education/U.S. Office of Education/DHEW

PURPOSE:

The Clearinghouse concentrates on documents dealing with the management and dissemination of information in the fields of education, library science and information sciences. It focuses on: (1) the areas of research, development, delivery and evaluation of information and instructional technology; and (2) the topics of personnel, personnel development, strategies, systems, procedures, materials and equipment used in these areas.

TARGET
CLIENTELE:

Educators, researchers and others interested in the field

SER VICE
A V AILABILITY:

Unrestricted

PUBLICATIONS:

In-house publications include:

- o A quarterly newsletter, which includes announcements of forthcoming publications, and notes the latest developments in areas of ERIC/IR interest and staff activities
- o Overviews
- o Guides to the literature
- o Annotated bibliographies based on, or including, ERIC documents
- o State-of-the-art papers

Publications not produced in-house are:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)

- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Response to telephone, mail or personal inquiries
- o Systematic searches of the database in response to individual inquiries
- o Reproduction of documents included in the database for users through the ERIC Document Reproduction Services (EDRS)
- o Referrals to other information sources for further assistance
- o User services workshops in the field
- o Attendance at meetings and conventions of professional associations to provide information on the ERIC system

FEES:

Most services are provided without charge; fees are charged for conducting computer searches of the database.

MATERIALS COLLECTED:

ERIC specializes in hard-to-find, noncopyrighted, unpublished documents such as:

- o Project reports
- o Speech texts
- o How-to-do-it items
- o Locally produced materials
- o Conference proceedings

ACQUISITION

ACTIVITIES:

Documents are solicited from teachers, administrators, supervisors, librarians, researchers, media specialists and others, and are selected for inclusion on the basis of relevance, quality and significance.

NUMBER OF HOLDINGS:

The collection contains 170,000 documents on microfiche, 2,600 books, 60 journal subscriptions and 100 newsletters.

STORAGE
MEDIA:

In-house holdings are stored as copies of documents and on microfiche. Access tool is in computer-readable form.

YEAR
FOUNDED:

1974

ERIC CLEARINGHOUSE ON LANGUAGES AND LINGUISTICS (CLL)

Center for Applied Linguistics
1611 North Kent Street
Arlington, VA 22209
(703) 528-4312

- OPERATING,
ORGANIZATION: Center for Applied Linguistics
- SPONSORING
AGENCY: National Institute of Education/U.S. Office of Education/DHEW
- PURPOSE: ERIC/CLL is responsible for the collection and dissemination of information in the general areas of research and application in languages, linguistics and language teaching and learning.
- TARGET
CLIENTELE: Teachers, bilingual specialists, school administrators, information specialists, researchers, students and parents
- SERVICE
AVAILABILITY: Unrestricted
- PUBLICATIONS: In-house publications include:
- o Selective bibliographies
 - o "Language in Education: Theory in Practice: collection of practical guides for classroom teachers, state-of-the-art papers, topical discussions, and annotated bibliographies published 10 times a year
 - o "ERIC/CLL News Bulletin," twice yearly publication
- Publications not produced in-house are:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts. of documents processed by ERIC (available in many libraries and from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

- SERVICES:
- o Response to information inquiries
 - o Workshops at professional meetings
 - o Computerized searches of ERIC database

FEES: Most services are free; fees are charged for computer searches and some publications.

- MATERIALS COLLECTED:
- o Papers
 - o Reports
 - o Monographs
 - o Journal articles

ACQUISITION ACTIVITIES: ERIC/CLL collects and disseminates information in the areas of foreign language education, psycholinguistics and psychology of language learning, theoretical and applied linguistics, bilingualism and bilingual education, English as a second/foreign language and uncommonly taught languages. [Materials considered for processing into ERIC are reviewed by professional subject matter specialists, who accept only those of significant quality and relevance to the field. Subject specialists are encouraged to submit papers, reports and monographs for possible inclusion in the collection.]

NUMBER OF HOLDINGS: The collection contains approximately 4,800 documents, 60 journals and the ERIC microfiche collection.

STORAGE MEDIA: Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1974

ERIC CLEARINGHOUSE ON READING AND COMMUNICATION SKILLS (ERIC/RCS)

National Council of Teachers of English
1111 Kenyon Road
Urbana, IL 61801
(217) 328-3870

OPERATING ORGANIZATION: National Council of Teachers of English

SPONSORING AGENCY: National Institute of Education/U.S. Office of Education/DHEW

PURPOSE: ERIC/RCS collects, analyzes and disseminates - educational information on the language arts and their related disciplines. It is concerned with all dimensions of human communication, especially with the acquisition of functional competence in reading, writing, speaking and listening at all educational levels, and for use in all social contexts. The Speech Communication Module gathers information on interpersonal, small group, and public communication through such mass media as radio, television, film and theater; research and teacher training in rhetorical and communication theories and their application in such activities as forensics and dramatics; nonverbal communication kinesics; and the role of communication in the teaching-learning process.

TARGET CLIENTELE: Educational community - teachers, school administrators, researchers, information specialists, professional organizations and students

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: In-house publications include:

- o "Theory and Research Into Practice" (TRIP), booklets which provide teachers with the best theory and/or research on a limited topic and present focused descriptions of interesting classroom activities that are related to the described theory and that will help teachers put the theory into practice in their classrooms
- o Extensive bibliographies
- o **Mini-bibliographies, short annotated lists of recent ERIC acquisitions on individual topics**

- o State-of-the-art reports
- o Monographs
- o Information brochures

Publications not produced in-house are:

- o Resources in Education (RIE), a monthly index with complete **bibliographic information**, source and **medium-length abstracts** of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
- o Current Index to Journals in Education (CIJE), a monthly **index of relevant articles published** in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Computer searches of the ERIC database
- o Response to inquiries

FEES:

Fees are charged for some services, such as computerized searches, copies of documents or publications.

**MATERIALS
COLLECTED:**

- o Research reports
- o Speeches
- o Literature reviews
- o Curriculum guides
- o Conference papers
- o Project or program reviews
- o Government reports

**ACQUISITION
ACTIVITIES:**

Documents are selected for contributions to the collection.

**NUMBER OF
HOLDINGS:**

The ERIC database contains 173,000 documents and 203,000 journal citations.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1967

ERIC CLEARINGHOUSE ON RURAL EDUCATION AND
SMALL SCHOOLS (ERIC/CRESS)

Box 3AP, New Mexico State University
Las Cruces, NM 88033
(505) 646-2623

OPERATING

ORGANIZATION: New Mexico State University

SPONSORING

AGENCY: National Institute of Education/U.S. Office of Education/DHEW

PURPOSE:

ERIC/CRESS is responsible for acquiring, indexing, abstracting and disseminating information related to all aspects of education of American Indians, Mexican Americans, and migrants, as well as information related to outdoor education, education in small schools and in rural areas.

TARGET

CLIENTELE: Parents, teachers, principals, education specialists, administrators, school board members, students, commercial and industrial organizations and researchers

SERVICE

A V AILABILITY: Unrestricted

PUBLICATIONS:

In-house publications include:

- o Annual newsletter with supplemental news briefs as items of interest develop
- o Bibliographies
- o State-of-the-art papers
- o Information analysis products (IAPs)
- o Fact sheets

Publications not produced in-house are:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and medium-length abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:	<ul style="list-style-type: none"> o Consultation services on the establishment and use of information centers o Computer searches of the ERIC files
FEES:	Fees are charged for some services such as computerized searches of the database and microfiche or print copies of documents.
MATERIALS COLLECTED:	<ul style="list-style-type: none"> o Research reports o Bibliographies o Program and project descriptions o Curriculum materials o Conference proceedings o Speeches o Other fugitive documents
ACQUISITION ACTIVITIES:	Documents are selected from contributions to the collection.
NUMBER OF HOLDINGS:	The collection contains 200,000 items.
STORAGE MEDIA:	Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.
YEAR FOUNDED:	1966

ERIC CLEARINGHOUSE ON TEACHER EDUCATION

One Dupont Circle, Suite 616
Washington, D.C. 20036
(202) 293-7280

OPERATING
ORGANIZATION:

American Association of Colleges for Teacher Education

SPONSORING
AGENCY:

National Institute of Education/US. Office of Education/DHEW

PURPOSE:

This ERIC Clearinghouse specializes in acquiring, evaluating, abstracting and indexing materials in the field of education personnel preparation, and selected aspects of health education, physical education and recreation education.

TARGET
CLIENTELE:

Education community

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

In-house publications include:

- o "Special Current Issues Publications" (SCIPs) concerned with emerging trends and issues within the Clearinghouse's scope
- o "Bibliographies on Educational Topics" (BETs), annotated bibliographies of materials in the ERIC database
- o Information analysis products, which synthesize ERIC literature on selected topics
- o "Quarterly Information Bulletin," a newsletter

Publications not produced in-house are:

- 0 Resources in Education (RIE), a monthly index with complete bibliographic information, source and medium-length abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
- 0 Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Computerized searches on the ERIC database

FEES: Fees are charged for some services such as computer searches.

MATERIALS COLLECTED: o Unpublished, hard-to-find documents and journal citations

ACQUISITION ACTIVITIES: Documents selected for acquisition are identified through the scanning of approximately 70 journals and newsletters in the clearinghouse scope areas as well as from conference programs of approximately 150 organizations. In addition, an average of 60 percent of the documents acquired by the Clearinghouse are unsolicited. All documents are evaluated on the basis of relevance to scope, style, clarity, substantive content, currentness and reproducibility.

NUMBER OF HOLDINGS: Holdings include 174,000 citations on microfiche and 700 documents.

STORAGE MEDIA: Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1968

ERIC CLEARINGHOUSE ON TESTS, MEASUREMENT AND
EVALUATION (ERIC/TM)
Educational Testing Service
Princeton, NJ 08541
(609) 921-9000

- OPERATING ORGANIZATION: Educational Testing Service
- SPONSORING AGENCY: National Institute of **Education**/U.S. Office of Education/DHEW
- PURPOSE: ERIC/TM is designed to provide information on educational measurement or evaluation procedures and devices, evaluation programs and projects, and human development and learning theory.
- TARGET CLIENTELE: Educators, psychologists, diagnosticians, program evaluators and researchers, counselors, administrators and the general public
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: In-house publications include:
- o Selected ERIC/TM reports
 - o Interpretive summaries
 - o Research reviews
 - o Bibliographies
- Publications not produced in-house are:
- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)
 - o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)
- SERVICES: o Computerized searches of the ERIC database

- o Responses to specific questions
- o Information on the ERIC system and how to use it
- o Document reproduction through the ERIC Document Reproduction Service

FEES: Fees are charged for some services and products.

MATERIALS
COLLECTED:

- o Research reports
- o **Monographs**
- o Critical reviews of the literature
- o Surveys, tests and supporting documents
- o Program or project reports
- o Compendia, syllabi and bibliographies
- o State-of-the-art papers
- o Speeches, newsletters and bulletins
- o Conference papers
- o Journal articles

ACQUISITION
ACTIVITIES:

Documents are acquired from national educational conferences, individuals working in the field, research organizations, and federal, state and local agencies. They are screened for professional and technical competence and quality of language and form.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored on microfiche; access tool is in computer-readable form.

YEAR
FOUNDED:

1970

ERIC CLEARINGHOUSE ON URBAN EDUCATION (ERIC/CUE)

Institute for Urban and Minority Education
Teachers College, Columbia University
New York, NY 10027
(212) 678-3436

OPERATING ORGANIZATION: Institute for Urban and Minority Education/Teachers College/Columbia University

SPONSORING AGENCY: National Institute of Education/U.S. Office of **Education/DHEW**

PURPOSE: ERIC/CUE collects, evaluates and disseminates published and unpublished materials concerning the education of urban and minority children and youth.

TARGET CLIENTELE: Instructional, lay, professional and student groups and individuals

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: In-house publications include:

- o "Urban Diversity Series," consists of state-of-the-art papers, brief reviews and annotated bibliographies
- o "Doctoral Research Series;" a group of annotated bibliographies of doctoral dissertations
- o "Equal Opportunity Review," presents brief overviews of research and practice
- o Commissioned papers
- o Conference proceedings
- o "ERIC/CUE Information Bulletin"
- o Bibliographies

Publications not produced in-house include:

- o Resources in Education (RIE), a monthly index with complete bibliographic information, source and **medium-length** abstracts of documents processed by ERIC (available in many libraries or from the U.S. Government Printing Office)

- o Current Index to Journals in Education (CIJE), a monthly index of relevant articles published in professional journals (available in many libraries or by subscription from Oryx Press in Phoenix, AZ)

SERVICES:

- o Assistance and training in using the ERIC/CUE collection of materials
- o Response to mail, phone and visitor requests
- o Brief lists of references
- o Referrals to more appropriate sources
- o Customized computer searches of the ERIC database

FEES:

Most services are provided without charge; fees are charged for some publications and for conducting computer searches.

MATERIALS COLLECTED:

- o Research reports, evaluations and surveys
- o State-of-the-art reviews and position papers
- o Bibliographies
- o Curriculum materials and resource guides
- o Occasional papers
- o **Monographs**
- o Speeches
- o Conference papers and proceedings
- o Legislative and regulatory materials

ACQUISITION ACTIVITIES:

Documents are solicited from researchers, administrators, teachers and others. Documents are evaluated for relevance, quality and significance. The Clearinghouse also monitors prominent journals which contain articles relating to urban and minority education.

NUMBER OF HOLDINGS:

The collection consists of 176,000 documents on microfiche.

STORAGE MEDIA:

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED:

1965

ETHEL PERCY ANDRUS GERONTOLOGICAL INFORMATION CENTER

University of Southern California
University Park
Los Angeles, CA 90007
(213) 741-6060"

OPERATING ORGANIZATION: University of Southern California

SPONSORING AGENCY: Same as above

PURPOSE: The Center serves as a resource for research information and materials related to the subject of life span development and aging.

TARGET CLIENTELE: Any individual or groups interested in gerontological information

SERVICE AVAILABILITY: Most services unrestricted; circulation of library materials limited to gerontology personnel and students

PUBLICATIONS: 0 Information brochure

SERVICES: 0 Computerized searches of the Center's database, AGEX
0 Computerized searches of commercial databases
0 Special documents collections and library
0 Document delivery service of Center-authored materials

FEES: There is a fee for all services.

MATERIALS COLLECTED: 0 Books
0 Monographs
0 Government documents
0 Model projects reports
0 Conference proceedings and Congressional hearings
0 Training materials

-
- o Statistical reports
 - o Bibliographies
 - o Doctoral dissertations
 - o Center-authored materials

ACQUISITION
ACTIVITIES:

The microfiche collection is acquired from the National Clearinghouse on Aging.

NUMBER OF
HOLDINGS:

The collection includes 7,000 items with approximately 800 added per year.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials and on microform.

YEAR
FOUNDED:

1966

*NOTE:

After July 9, 1980, the Center's telephone number will be **(213)** 743-5990.

EVALUATION DOCUMENTATION CENTER (EDC)

Office of the Assistant Secretary for Planning
and Evaluation (ASPE)

Room 424E H.H. Humphrey Building
2nd and Independence Avenue, S.W.
Washington, D.C. 20201
(202) 245-1 884

OPERATING ORGANIZATION: ASPE/Office of the Secretary/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Center was created to make knowledge of previous studies evaluating DHEW programs available to **DHEW** staff and others responsible for conducting new studies or needing information about performance of DHEW programs.

TARGET CLIENTELE: DHEW staff and others conducting studies of the performance of DHEW programs

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o User's guide
- o Executive summaries of completed evaluation research (available upon request)
- o Compendium of HEW Evaluation Studies, descriptions and indices of ongoing and completed evaluation studies

SERVICES:

- o Library of completed evaluation studies
- o Computerized searches of the database

FEES: Information not available.

MATERIALS COLLECTED:

- o Evaluation studies

ACQUISITION ACTIVITIES: The Center collects copies of DHEW funded evaluation studies of ongoing DHEW programs in health, education, social services

and income maintenance, including studies funded pursuant to both research and evaluation authority and “in-house” program evaluations.

NUMBER OF
HOLDINGS:

As of 1976, the Center contained summaries of 700 completed studies and 800 studies in process.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1971

FAMILY RESOURCE/REFERRAL CENTER
National Council on Family Relations (NCFR)
1219 University Avenue, S.E.
Minneapolis, MN 554 14
(612) 331-2776

- OPERATING ORGANIZATION: National Council on Family Relations
- SPONSORING AGENCY: Grants from the Charles Stewart Mott Foundation and the NCFR Education Section.
- PURPOSE: The Center collects and disseminates information and materials on the interdisciplinary field of family studies.
- TARGET CLIENTELE: Individuals and organizations working professionally in the family field and the lay community
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS: In cooperation with NCFR, the following are published:
- o Newsletter
 - o Journal of Marriage and the Family
 - o Family Relations
 - o Journal of Applied Family and Child Studies
 - o Journal of Family History
- SER VICES: o Response to information inquiries
- FEES: Fees are charged for publications and services.
- MATERIALS COLLECTED:
- o Bibliographies
 - o Program descriptions
 - o Periodicals
 - o Curricula and instructional material
 - o Journal articles and reports
 - o Books and monographs

- o Audiovisual materials
- A 0 Newsletters
- o Reference materials
- o Government documents
- o Human Resource Bank
- o Information about upcoming annual meetings and conferences
- o Information about community resource centers, study centers and dissemination network centers

ACQUISITION
ACTIVITIES:

Information and materials are solicited from people in the field. The Center also scans over 800 journals, Books In Print, major databases and fugitive materials.

NUMBER OF
HOLDINGS:

The collection includes approximately 38,000 documents with an additional 5,000 added annually.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials. A computerized access tool is being developed.

YEAR
FOUNDED:

1979

THE FEDERAL ASSISTANCE PROGRAMS RETRIEVAL SYSTEM (FAPRS)

Federal Program Information Branch
Budget Review Division
Office of Management and Budget
6001 New Executive Office Building
Washington, D.C. 20503
(202) 395-3 112

- OPERATING ORGANIZATION: Budget Review Division/Office of Management and Budget/Executive Office of the President
- SPONSORING AGENCY: Same as above
- PURPOSE: FAPRS is a computerized retrieval system whose function is to quickly identify and provide eligibility information on available Federal loan, grant and other assistance programs which may be used to meet developmental needs.
- TARGET CLIENTELE: State and local governments, public and private organizations, Indian tribes and communities within the United States
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o FAPRS information package, includes access locations in the state of the requestor
 - o Catalog of Federal Domestic Assistance
- SERVICES:
- o Computerized matching of the **requestor's** eligibility characteristics with federal assistance programs
- FEES: Varying fees are charged for services and publications.
- MATERIALS COLLECTED:
- o Descriptions of Federal assistance programs
 - o OMB circulars regarding coordination requirements
 - o Regional office addresses

ACQUISITION
ACTIVITIES:

Material is updated three times per year and is supplied by Federal agencies to OMB in accordance with Public Law 95-220, the Federal Program Information Act.

NUMBER OF
HOLDINGS:

The collection includes 1,103 Federal program descriptions.

STORAGE
MEDIA:

Holdings are stored as copies of materials; access tool is in computer-readable form.

YEAR
FOUNDED:

1975

THE FEMINIST PRESS
SUNY/College at Old Westbury
Box 334
Old Westbury, NY 11568
(516) 997-7660

OPERATING ORGANIZATION: The Feminist Press

SPONSORING AGENCY: Same as above

PURPOSE: The Press is a nonprofit, tax-exempt, educational and publishing organization working to eliminate sex-role stereotypes in books and schools, to provide instead literature with a broad vision of human potential.

TARGET CLIENTELE: Teachers, students and the general public

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: o "Women's Studies Newsletter," a quarterly publication of the National Women's Studies Association

SERVICES: o Referral to appropriate services, materials and organizations
o Reading room
o Speakers' bureau
o Consulting services to develop educational programs, in-service training for school personnel, and organize Women's Studies program
o **Prepublication** review of materials

FEES: Fees are charged for most services.

MATERIALS COLLECTED: o Books, paperbacks
o Curricular materials
o Bibliographies
o Directories

ACQUISITION
ACTIVITIES:

Information not available.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1970

FOOD AND NUTRITION INFORMATION AND EDUCATION
RESOURCES CENTER (FNIERC)

National Agricultural Library Building
10301 Baltimore Blvd., Room 304
Beltsville, MD 20705
(301) 344-3719

- OPERATING ORGANIZATION: Technical Information Systems/Science and Education Administration/ U.S. Department of Agriculture (USDA)
- SPONSORING AGENCY: Same as above
- PURPOSE: The Center is designed to provide information about human nutrition, food service management and food technology.
- TARGET CLIENTELE: School administrators, food service managers and nutrition educators and researchers
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: Information not available.
- SERVICES:
- o Books and audiovisual material loan service
 - o Photocopies of journal articles
 - o Reference services including computerized searches of databases
 - o Responses to specific questions
- FEES: Services are provided free of charge.
- MATERIALS COLLECTED:
- o Books
 - o Journal articles
 - o Audiovisual materials
- ACQUISITION ACTIVITIES: The Center collection ranges from materials appropriate to children to professional information in the fields of human nutrition, food science and food service management. The Center solicits recommendations and contributions from users.

**NUMBER OF
HOLDINGS:**

The collection includes 20,000 titles of books, audiovisual materials and journal articles.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access is through the AGRICOLA computerized database of the National Agriculture Library.

**YEAR
FOUNDED:**

1971

HEALTH EDUCATION INFORMATION RETRIEVAL SYSTEM (HEIRS)

Health Education Division
School of Hygiene and Public Health
Johns Hopkins University
550 North Broadway, Suite 212
Baltimore, MD 21205
(301) 955-379 1

OPERATING ORGANIZATION: Health Education Division/School of Hygiene and Public Health/Johns Hopkins University

SPONSORING AGENCY: Same as above

PURPOSE: The HEIR System is designed to assist in the rapid location of information related, either broadly or specifically, to public health education.

TARGET CLIENTELE: Health education practitioners, researchers, instructors and other health professionals whose interests relate to health education

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: No publications

SERVICES:

- o Searches of the database

FEES: There is a fee for obtaining copies of the bibliographic citations and abstracts.

MATERIALS COLLECTED:

- o Journal articles and related documents
- o Training manuals
- o Project monographs

ACQUISITION ACTIVITIES: Documents are culled from computerized searches of the journal literature, publishers' trade lists, U.S. Government announcements, subscription lists and reviewing services.

The collection covers philosophies of health care and health education, health service planning, health education programs, citizen participation in health services and consumer utilization of health services.

NUMBER OF
HOLDINGS:

The collection contains 6,000 reprints, chapters from books and other "hard-copy" documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents, bibliographic abstracts and citations.

YEAR
FOUNDED:

1970

HEALTH POLICY ADVISORY CENTER (HEALTH/PAC)

17 Murray Street
New York, NY 10007
(212) 276-8890

- OPERATING ORGANIZATION: **Health/PAC**
- SPONSORING AGENCY: **Health/PAC** is supported by sales of publications, small foundation grants and individual contributions.
- PURPOSE: **Health/PAC** is an independent, nonprofit public interest center involved in monitoring and interpreting developments in the health system at the local, state and national levels. It encourages low-cost, accessible health care, preventive care, accountability and an end to discrimination in health services.
- TARGET CLIENTELE: Health workers, consumers, professionals and students
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Health/PAC Bulletin," a bimonthly publication analyzing health policy issues
 - o In-depth analyses of selected health care issues
 - o Books on health care issues
 - o Pamphlets and issue packets
- SERVICES:
- o Referral to speakers and other organizations/individuals with similar interests
- FEES:** A fee is **charged** for all publications.
- MATERIALS COLLECTED:
- o Journal articles
 - o Special reports
 - o Books
 - o Listings/descriptions of films

ACQUISITION
ACTIVITIES:

Health/PAC peruses 20 journals and books of topical relevance which provide general overviews of health systems.

NUMBER OF
HOLDINGS:

The collection includes 500 books, 25 journals and 6 file cabinets of clippings.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1969

HIGH BLOOD PRESSURE INFORMATION CENTER

120/80 National Institutes of Health
Bethesda, MD 20205
(301) 652-7700

OPERATING ORGANIZATION: National High Blood Pressure Education Program (NHBPEP)/National Heart, Lung and Blood Institute/National Institutes of Health/U.S. Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Center serves as a central, national clearinghouse for the collection, evaluation and dissemination of information on hypertension.

TARGET CLIENTELE: The public, professionals, and community programs

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Bibliographies
- o Catalogs
- o Current awareness and educational materials

SERVICES:

- o Prepared packets of reprints
- o Reference and research assistance, on request
- o Distribution of educational materials developed by the NHBPEP and other Federal and private groups
- o Speakers' roster
- o Displays for meetings and conferences
- o Searches of the database

FEES: All services and publications are provided free of charge.

MATERIALS COLLECTED:

- o Information on print and audiovisual materials
- o Information on location and services of community programs and activities

- o Books
- o Periodicals

**ACQUISITION
ACTIVITIES:**

The Center monitors professional medical literature through access to computerized databases, use of catalogs and indexes, a clipping service and an active relationship with information center users involved in educational activities and delivery of health services. The Center utilizes the National Library of Medicine, National Institutes of Health facilities and other major health and education information resources. The Center also maintains ongoing relationships with major producers and distributors of educational materials to acquire information about print and audiovisual materials.

**NUMBER OF
HOLDINGS:**

The collection consists of 400 books, 140 periodical subscriptions, over 400 sample copies of patient education materials and 3,000 journal articles.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents and in vertical files, accessible through use of a semiautomated optical coincidence system.

**YEAR
FOUNDED:**

1973

HUD USER
P.O. 50x 280
Germantown, MD 20767
(301) 428-3105

- OPERATING ORGANIZATION: Aspen Systems Corporation
20010 Century Boulevard
Germantown, MD 20767
- SPONSORING AGENCY: Office of Policy Development and Research/Department of Housing and Urban Development (HUD)
- PURPOSE: HUD User is a computer-based information service designed to make the results of HUD-sponsored research easily and rapidly accessible.
- TARGET CLIENTELE: Architects, urban planners, builders, community developers, engineers, local, State and Federal government personnel; and others interested in urban and housing research
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o The Compendium, a semiannual annotated catalog of HUD-sponsored research
 - o "Recent Research Results," a periodic bulletin announcing the latest research reports
 - o Topical bibliographies
 - o Announcements of future research
 - o Brochures
- SERVICES:
- o Documentation distribution service
 - o Personalized literature searches of the computerized database
- FEES: No fees are charged.
- MATERIALS COLLECTED:
- o Published and unpublished reports of HUD-sponsored research
 - o Research summaries

- o Reports on HUD activities and initiatives
- o Guides for laymen and professionals

**ACQUISITION
ACTIVITIES:**

The database includes HUD-sponsored research on building technology, community development, conserving communities, economic development and public finance, elderly and handicapped, energy and utilities, environmental research, financial management, housing finance, housing management and housing programs.

**NUMBER OF
HOLDINGS:**

The collection contains approximately 3,000 research reports.

**STORAGE
MEDIA:**

An automated database contains abstracts citations.

**YEAR
FOUNDED:**

1978

HUMAN RELATIONS AREA FILES (HRAF)

755 Prospect Street
New Haven, CT 06520
(203) 777-2334

OPERATING
ORGANIZATION:

Human Relations Area Files, Inc.

SPONSORING
AGENCY:

Sponsored and controlled by 21 major universities and research institutions with administrative affiliation with Yale University.

PURPOSE:

HRAF is a nonprofit research corporation which seeks to promote research on man and his way of life by organizing and making widely available primary source materials and by instigating comparative and interdisciplinary research on human behavior, social life and culture. The major program for accomplishing this is the HRAF files, a specially organized cultural data archive and retrieval system.

TARGET
CLIENTELE:

Behavioral scientists, teachers, government officials, missionaries, commercial people traveling abroad and the interested reader

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Ethnographic field reports
- o Educational and technical manuals
- o Index and guides to HRAF files
- o Analytical bibliographies
- o English translations of foreign texts
- o Outlines
- o Area studies
- o Monographs
- o Inventories of ethnic groups and languages
- o Paper copy, microfiche and computer output
- o Computer tapes and decks
- o "HRAF Newsletter," published quarterly
- o Behavior Science Research: HRAF Journal of
C o m p a r a t i v e

- SERVICES:
- o Sociocultural and bibliographic research
 - o Computerized statistical tests of cross-cultural hypotheses
 - o Workshops and lectures on the nature and use of the HRAF information system
 - o Cross-cultural coding
- FEES: Fees are charged for membership, publications and research other than minor inquiries.
- MATERIALS COLLECTED:
- o Books
 - o Articles
 - o Unpublished manuscripts
- ACQUISITION ACTIVITIES: The collection is acquired through extensive bibliographic research by staff and through use of expert, external consultants.
- NUMBER OF HOLDINGS: The collection contains approximately three million pages of data in each set of the HRAF files, a small reference library, an automated bibliographic database and coded cross-cultural data.
- STORAGE MEDIA: Holdings are stored as copies of documents/materials and on microform; access tool is in computer-readable form.
- YEAR FOUNDED: 1949

INFORMATION AND TRAINING SERVICES FOR NEIGHBORHOOD DEVELOPMENT

Positive Futures, Inc. **(PFI)**
1522 K Street, N.W., Suite 910
Washington, D.C. 20005
(202) 393-6040

OPERATING
ORGANIZATION:

Positive Futures, Inc.

SPONSORING
AGENCY:

Same as above

PURPOSE:

PFI's information services focus on the review, analysis and distribution of information about legislation, regulatory actions and program and policy decisions which facilitate the development of partnerships among government, private industry and educational institutions.

TARGET
CLIENTELE:

Personnel in government, private industry, neighborhood development organizations and the academic community

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o **"PFI Pacer,"** monthly newsletter
- o Monograph series

SERVICES:

- o Resource exchange
- o Telephone hotline service
- o Response to information inquiries

FEES:

Fees are charged for some services and publications.

MATERIALS
COLLECTED:

- o Journal articles
- o Conference proceedings
- o Speeches
- o Technical reports

ACQUISITION
ACTIVITIES:

PFI continually gathers technical information about domestic and international development programs, funding sources, consumer issues, education and employment opportunities.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1973

INFORMATION CENTER ON CHILDREN'S CULTURES

United States Committee for UNICEF
331 East 38th Street
New York, NY 10016
(212) 686-5522

OPERATING
ORGANIZATION:

United States Committee for UNICEF

SPONSORING
AGENCY:

U.S. Government and private contributions

PURPOSE:

The Center collects educational and cultural materials in English about children in other lands and primary source material created for, about and by children from many lands with an emphasis on children of the developing countries.

TARGET
CLIENTELE:

Teachers, children, group leaders, scholars, librarians, editors, writers and parents

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

o Listings of information sources and reading lists

SERVICES:

o Referral to additional information sources
o Responses to mail, telephone and in-person requests for information

FEES:

There are fees for some UNICEF books and materials.

MATERIALS
COLLECTED:

- o Books
- o Periodicals
- o Pamphlets
- o Films and filmstrips
- o Tape and disc recordings
- o Pictures and photographs
- o Children's arts
- o Games and musical instruments

ACQUISITION
ACTIVITIES:

The Center scans 65 library, education and other journals, publishers' catalogs, child and adult tradebooks, university presses and special organizations' publications lists.

NUMBER OF
HOLDINGS:

Holdings include 15,000 books and pamphlets, 424 filmstrips, 124 films, 4,139 slides, 425 recordings, 510 objects, 14,260 photos and 3,500 paintings.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1967

INFORMATION CENTER ON CRIME AND DELINQUENCY

National Council on Crime and Delinquency (NCCD)
411 Hackensack Avenue
Hackensack, NJ 07601
(201) 488-0400

OPERATING
ORGANIZATION:

National Council on Crime and Delinquency

SPONSORING
AGENCY:

Same as above

PURPOSE:

NCCD provides a reviewing source for crime and juvenile delinquency literature.

TARGET
CLIENTELE:

Professionals, students, judges, prison wardens, probation and parole officers, television and newspaper writers, criminologists, law enforcement personnel and social work administrators

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Criminal Justice Abstracts, a quarterly journal containing abstracts of current publications, reviews of the literature and bibliographies
- o Guide to information sources in criminal justice
- o Crime and Juvenile Delinquency, a comprehensive and in-depth bibliographic resource

SERVICES:

- o Abstracting and indexing
- o Microfiche service

FEES:

Fees are charged for publications and services.

MATERIALS
COLLECTED:

- o **Municipal**, county, state and federal documents
- o Privately generated documents, reports and studies
- o Foreign monographs
- o Periodicals
- o Special reports

ACQUISITION
ACTIVITIES:

Documents are selected for their timeliness and research value.

NUMBER OF
HOLDINGS:

Approximately 33,000 abstracts are contained in the Information Center's retrieval system. About 15,000 abstracts and 5,000 noncopyrighted documents are also available on microfiche.

STORAGE
MEDIA:

Holdings are stored as copies of documents and microfiche.

YEAR
FOUNDED:

1960

INFORMATION CENTER ON DEAFNESS (ICD)

Gallaudet College
Kendall Green
Washington, D.C. 20002
(202) 651-5100

OPERATING ORGANIZATION: Gallaudet College

SPONSORING AGENCY: Library Research and Demonstration Program/Bureau of Elementary and Secondary Education/U.S. Office of Education/DHEW

PURPOSE: This planned information center will provide information services on aspects of deafness and programs and services for deaf people.

TARGET CLIENTELE: Hearing-impaired and hearing individuals and organizations interested in deafness

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: To be determined.

SERVICES:

- o Response to requests for information from individuals and organizations
- o Searches of appropriate computerized databases
- o Access materials from the special deafness collection of the Edward Miner Gallaudet Memorial Library

FEES: To be determined.

MATERIALS COLLECTED:

- o Print and nonprint materials

ACQUISITION ACTIVITIES: To be determined.

NUMBER OF HOLDINGS: To be determined.

STORAGE
MEDIA:

To be determined.

YEAR
FOUNDED:

1980

INSTITUTE FOR SCIENTIFIC INFORMATION (ISI)

3501 Market Street
University City Science Center
Philadelphia, PA 19 104
(215) 386-0100

- OPERATING ORGANIZATION: Institute for Scientific Information
- SPONSORING AGENCY: Same as above
- PURPOSE: ISI offers a variety of information services for individuals and organizations involved in the sciences, social sciences and the arts and humanities.
- TARGET CLIENTELE: Research scientists, librarians, engineers, clinicians, teachers, graduate students, R&D administrators and editors of journals and books
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- Current Contents, a weekly publication displaying tables of contents of significant worldwide journals and books
 - ASCATOPICS, a weekly listing of journal articles of topical interest in over 61 special areas of the social sciences
 - Arts and Humanities. Citation Index, published three times a year, including an **annual** cumulation
 - Social Sciences Citation Index, published twice a year and cumulated annually
 - Index to Social Sciences and Humanities Proceedings, published quarterly and cumulated annually
- SERVICES:
- **"Social Scisearch,"** an online interactive retrieval service for journals in the social sciences
 - Photocopies of articles reported by any ISI service
 - **"ASCA,"** an individualized, computer-produced, weekly alerting service to inform users of current articles relevant to their interests

- o Original tear sheets or photocopies of journal articles reported by an ISI service

FEES: There is a fee for all services and publications.

- MATERIALS COLLECTED:**
- o Journal and book citations
 - o Listings of conference proceedings and papers

ACQUISITION ACTIVITIES: ISI scans over 6,200 journals and over 1,300 multiauthored books in the sciences, social sciences and arts and humanities.

NUMBER OF HOLDINGS: Holdings include 2,500 journals and 325 new multiauthored books related to social science and arts and the humanities.

STORAGE MEDIA: Holdings are stored as copies of documents and on a computer bibliographic file.

YEAR FOUNDED: 1956

INTERNATIONAL AND DEVELOPMENT EDUCATION
PROGRAM (IDEP) CLEARINGHOUSE

Learning Resources Center
IN 10 Forbes Quadrangle
University of Pittsburgh
Pittsburgh, PA 15260

- OPERATING ORGANIZATION: School of Education/University of Pittsburgh
- SPONSORING AGENCY: School of Education/University of Pittsburgh and occasional grants.
- PURPOSE: The Clearinghouse collects and disseminates information on educational planning and development activities throughout the world.
- TARGET CLIENTELE: Academic faculty, staff, students and international clientele
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Research and evaluation studies
 - o Acquisition list
 - o IDEP brochure
 - o Newsletter
- SERVICES:
- o Interlibrary and interinstitutional exchange service.
- FEES: Fees are charged for copies and mailing; other services are provided without charge.
- MATERIALS COLLECTED:
- o **Nonbook** materials
 - o Reports, analyses and evaluations
 - o Student papers
 - o Educational and manpower statistics
 - o Project documents

- 0 Conference proceedings
- 0 Budgets and development plans
- 0 National reports
- 0 Books
- 0 Journals
- 0 Reference tools such as indexes and bibliographies
- 0 Bulletins and newsletters

**ACQUISITION
ACTIVITIES:**

The Clearinghouse acquires its collection through exchanges, complimentary copies and donations.

**NUMBER OF
HOLDINGS:**

The collection includes 1,000 books and 12,000 documents.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials.

**YEAR
FOUNDED:**

1966

INTERNATIONAL CANCER RESEARCH DATA BANK PROGRAM (ICRDB)

National Cancer Institute, Blair Building, Room 114
8300 **Colesville** Road
Silver Spring, MD 20910
(301) 427-8759

- OPERATING ORGANIZATION: National Cancer Institute/National Institutes of Health/Public Health Service/DHEW
- SPONSORING AGENCY: Same as above
- PURPOSE: The ICRDB Program was developed as a requirement in the National Cancer Act to collect, analyze and disseminate all data useful in the prevention, diagnosis and treatment of cancer.
- TARGET CLIENTELE: Any person involved in cancer research, including scientists and clinicians, in any country throughout the world
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Cancergrams," over 60 different monthly current awareness publications
 - o "Special Listings;" approximately 50 annual compilations describing **ongoing** research projects
 - o "Oncology Overviews," about 30 annually published retrospective bibliographies with abstracts
 - o Directories of ongoing research, cancer treatment centers and research information resources
 - o Summaries of **clinical** cancer treatment protocols
 - o Tumor classification systems monographs
- SERVICES:
- o Online searches of the CANCERLINE (CANCERLIT, CANCERPROJ and **CLINPROT**) database, or referral to local search resources, in response to specific inquiries
 - o Automatic Selective Dissemination of Information (**SDI**) for the CANCERLIT database
 - o Cancer Information Services for Developing Countries (**CISDC**), free cancer information to research scientists in developing countries

- o Specialized international activities

FEES: Fees are charged for most services and publications. To those whose research projects have been registered with the ICRDB Program, many publications are distributed at no cost.

MATERIALS COLLECTED:

- o Published cancer literature including biomedical journals, books, theses and meeting abstracts
- o Unpublished descriptions of ongoing cancer research projects
- o Clinical cancer treatment protocols

ACQUISITION ACTIVITIES: Over 2,000 biomedical journals, as well as books, theses and meeting abstracts are scanned.

NUMBER OF HOLDINGS: The collection contains 200,000 journal articles, 20,000 research project descriptions and 160,000 cancer treatment protocol summaries.

STORAGE MEDIA: Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR FOUNDED: 1974

INTERNATIONAL PHARMACEUTICAL ABSTRACTS (IPA) INFORMATION SYSTEM

American Society of Hospital Pharmacists
4630 Montgomery Avenue
Washington, D.C. 20014
(301) 657-3000

- OPERATING ORGANIZATION: American Society of Hospital Pharmacists
- SPONSORING AGENCY: Same as above
- PURPOSE: **IPA** Information System is a reference network for researching any drug- or pharmacy-related subject.
- TARGET CLIENTELE: Pharmacists, pharmacy educators, the pharmaceutical industry and health-related professionals
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS
- o "International Pharmaceutical Abstracts," a semimonthly abstract journal representing the entire **IPA** Information System data bank
 - o Trade Name Cross Reference List, an annual cumulation of trade, generic, and chemical names for drugs and medication
 - o Annotated bibliographies on selected topics
 - o Publications on selected topics
- SERVICES:
- o Magnetic tapes of sections, subject specific or complete file of International Pharmaceutical Abstracts
 - o Microform copies
 - o Special indexing services for **any** publication abstracted in the **IPA** Information System
 - o Online computer searching
- FEES: Fees are charged for all services.
- MATERIALS COLLECTED:
- o Journal articles

ACQUISITION
ACTIVITIES:

Pharmaceutical, medical and related journals are scanned and articles are abstracted.

NUMBER OF
HOLDINGS:

The collection includes 55,000 records adding approximately 7,000 each year.

STORAGE
MEDIA:

Holdings are stored as copies of abstracts; access tool is in computer-readable form.

YEAR
FOUNDED:

1964

INTERNATIONAL REFERENCE CENTER ON PSYCHOTROPIC DRUGS

Psychopharmacology Research Branch/National
Institute of Mental Health
5600 Fishers Lane, Room 9C-15
Rockville, MD 20857
(202) 655-4000

- OPERATING ORGANIZATION: Psychopharmacology Research Branch/NIMH/Alcohol, Drug Abuse and Mental Health Administration/Public Health Service/DHEW
- SPONSORING AGENCY: World Health Organization/Department of State and NIMH/Alcohol, Drug Abuse and Mental Health Administration/Public Health Service/DHEW
- PURPOSE: The Center coordinates the exchange and dissemination of information in the field of psychopharmacology.
- TARGET CLIENTELE: Researchers, psychiatrists in private practice, general practitioners and paramedical. personnel
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Psychopharmacology Bulletin, an international journal published every three months
 - o International directory of psychopharmacology investigators
- SERVICES:
- o Workshops on scientific communication at international congresses
 - o Responses to inquiries of latest unpublished information on psychotropic drug research and treatment
- FEES: No fees are charged.
- MATERIALS COLLECTED:
- o Research and treatment results
- ACQUISITION ACTIVITIES: The Center receives research and treatment results from national and international investigators.

NUMBER OF
HOLDINGS:

Materials are not collected for long-term use. Research and treatment data are kept only as **"live"** information and published in part in the Psychopharmacology Bulletin.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED:

1968

INTERNATIONAL REFERENCE ORGANIZATION IN FORENSIC MEDICINE (INFORM)

Milton Helpern International Center for the Forensic Services
Laboratory, St. Francis Hospital
Wichita, KS 67214
(316) 262-6211

- OPERATING ORGANIZATION: Milton Helpern International Center for the Forensic Sciences
- SPONSORING AGENCY: International Reference Organization in Forensic Medicine and Sciences
- PURPOSE: INFORM provides the means of communication between forensic practitioners around the world.
- TARGET CLIENTELE: Forensic scientists and practitioners, graduate and undergraduate students, law enforcement authorities and legal practitioners
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "INFORM Quarterly Newsletter"
 - o Indexed compilations of international literature
 - o Forensic journal compilations
 - o Conference proceedings
 - o International bibliography
 - o American Journal of Forensic Medicine and Pathology
 - o International **Microform** Journal of Forensic Sciences
- SER VICES:
- o Response to information inquiries
 - o Conferences and seminars
 - o Lectures and visits by international scientists
 - o Computerized retrieval searches
 - o Consultation
- FEES: Services are provided without charge to members and selected nonmembers.

**MATERIALS
COLLECTED:**

- o Journals, monographs and reports
- o Information on institutes, societies, training programs and forensic pathologists
- o Legal and scientific information related to forensic sciences
- o Videotapes and audiotapes of lectures
- o Reference files
- o Historic information

**ACQUISITION
ACTIVITIES:**

Materials are collected in exchange with colleagues from more than 100 countries.

**NUMBER OF
HOLDINGS:**

The collection contains approximately 10,000 books, periodicals and reports and approximately 250,000 articles and references.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1966

IOWA DRUG INFORMATION SERVICE (IDIS)

Westlawn, Box 330
The University of Iowa
Iowa City, IA 52242
(319) 353-4639

OPERATING ORGANIZATION: College of Pharmacy/University of Iowa

SPONSORING AGENCY: Same as above

PURPOSE: The **IDIS** was established to promote better patient care through rational drug therapy by the improved availability of drug information; to provide an organized base of specialized information on drug therapeutics to meet the drug information needs of the clinician; to expand the role of the pharmacist in providing drug information services to the hospital and community; and to stimulate the effective use of drug information resources by pharmacists and physicians.

TARGET CLIENTELE: Pharmacists, physicians, institutions and individuals responsible for dissemination of drug information

SERVICE AVAILABILITY: Restricted to subscribers

PUBLICATIONS:

- o **"IDIS Procedure Manual"** revised annually
- o **IDIS** Cross Reference Index
- o Bibliographies related to drug information

SERVICES:

- o Computer searches of Drug Literature Microfilm File
- o Drug Literature Microfilm File on a subscription basis

FEES: Fees are charged.

MATERIALS COLLECTED:

- o Journal articles
- o Disease/drug indices

ACQUISITION ACTIVITIES: **IDIS** reviews 145 English language journals each year and indexes articles from each issue concerning drug therapeutics or pharmaceuticals.

NUMBER OF
HOLDINGS:

There are 99,522 microfilmed articles and 377,500 indices of generic drug and/or disease classifications discussed in articles.

STORAGE
MEDIA:

Holdings are stored on microfiche and microfilm; access tools are in computer-readable form.

YEAR
FOUNDED:

1965

LABOR MANAGEMENT RELATIONS SERVICE (LMRS)

United States Conference of Mayors
1620 Eye Street, N.W., Suite 616
Washington, D.C. 20006
(202) 293-6790

OPERATING
ORGANIZATION:

United States Conference of Mayors

SPONSORING
AGENCY:

Same as above

PURPOSE:

LMRS functions as a national resource center and clearinghouse for data, ideas and guidance for governments in the field of labor relations.

TARGET
CLIENTELE:

Personnel specialists, public employers in local, county and state governments, and persons and organizations concerned with labor relations

SER VICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o "LMRS Newsletter," a monthly publication
- o Series of monographs on government labor relations
- o Contract clause reference manual
- o Survey of municipal employee benefits
- o Research reports

SERVICES:

- o Annual conference to review issues in local government labor relations
- o Research and evaluation projects
- o Fellowship program to train labor negotiators
- o Inquiry service to search the Reference Library and to access a network of resource contacts
- o Access to LMRS training modules and consultation service

FEES:

Fees are charged for certain services.

MATERIALS
COLLECTED:

- o Books
- o Articles and journals
- o Speeches
- o Proceedings
- o Labor contracts

ACQUISITION
ACTIVITIES:

LMRS seeks out all significant materials related to their scope.

NUMBER OF
HOLDINGS:

The collection contains several thousand documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1970

LANGUAGE AND LANGUAGE BEHAVIOR ABSTRACTS (LLBA)

Sociological Abstracts, Inc.
P.O. Box 22206
San Diego, CA 92122
(714) 565-6603

- OPERATING ORGANIZATION: **Sociological Abstracts, Inc.**
- SPONSORING AGENCY: Same as above
- PURPOSE: The abstracts are intended as a resource on what is being published about language and language behavior in journals throughout the world.
- TARGET CLIENTELE: Linguists, educators, researchers, therapists and other language specialists
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Language and Language Behavior Abstracts, a quarterly publication containing nonevaluative abstracts of relevant documents
 - o Cumulative annual index of LLBA
- SER VICES:
- o Computer searches of the database through DIALOG or direct from LLBA via "**linguafranca**"
 - o Computer searches of other databases
 - o Manual searches of the database
 - o Reproduction copies of documents by arrangement with copyright holders
- FEES: There is a fee for all publications and searches of the database.
- MATERIALS COLLECTED:
- o Journal articles
 - o Occasional papers
 - o Monographs

- o Conference proceedings
- o Technical reports

ACQUISITION
ACTIVITIES:

The service collects articles from over 1,500 journals pertaining to general theoretical studies of the **use** of language, research in linguistics, studies of language-like communication systems and information theory.

NUMBER OF
HOLDINGS:

The collection contains more than 26,000 entries.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1967

LEAGUE FOR INTERNATIONAL FOOD EDUCATION (LIFE)

1126 Sixteenth Street, N.W., Room 404
Washington, D.C. 20036
(202) 331-1658

OPERATING
ORGANIZATION: LIFE

SPONSORING
AGENCY: U.S. Agency for International Development (AID)/International
Development Cooperation Agency

PURPOSE: LIFE is organized to provide a resource for supplying technical
assistance and information concerning food technology and
nutrition to those people who are trying to find solutions to
the world's food problem.

TARGET
CLIENTELE: Personnel from AID, Peace Corps, host country industries,
governments and universities, international agencies and those
interested in world food problems

SERVICE
A V AILABILITY: Unrestricted

PUBLICATIONS: o Newsletter, published monthly
o Reference lists
o Special reports

SER VICES: o Response to information inquiries
o Workshops, seminars and conferences
o Technical assistance to those in lesser developed
countries

FEES: Publications and technical assistance are provided free of
charge to those in lesser developed countries; fees are charged
to others.

MATERIALS .
COLLECTED: o Technical reports on food science and nutrition
o Applied nutrition program evaluations
o Journal articles

ACQUISITION
ACTI VITIES:

LIFE scans 250 journals.

NUMBER OF
HOLDINGS:

The collection consists of 7,000 reports and reprints, 2,000 books and 250 periodicals.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1968

THE LIBRARY
Carolina Population Center (CPC)
University of North Carolina at Chapel Hill
University Square
Chapel Hill, NC 27514

OPERATING ORGANIZATION: Carolina Population Center/University of North Carolina at Chapel Hill

SPONSORING AGENCY: National Institutes of Health/Public Health Service/DHEW

PURPOSE: The CPC Library collects and disseminates information on population law and policy, population dynamics, family planning, fertility and migration.

TARGET CLIENTELE: Family and population planners

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Booklets and pamphlets on family planning
- o Professional materials on family planning and sexual counseling
- o Thesaurus on population and family planning
- o Carolina Population Center Microcatalog

SERVICES:

- o Computerized service producing subject bibliographies
- o Photocopies

FEES: Fees vary.

MATERIALS COLLECTED:

- o Books and journals
- o Monographs
- o Government documents and reports
- o Unpublished papers
- o Annual reports

- o Special collections such as area files, bibliographies and reprint files
- o Conference papers presented at the Association of America Annual Meetings (since 1968)

**ACQUISITION
ACTIVITIES:**

Approximately 600 journals and newsletters are scanned, as well as trade publishers' announcements, bibliographies and acquisition lists from around the world.

**NUMBER OF
HOLDINGS:**

Holdings include 6,500 books, 630 journals and newsletters, 6,500 reprints, 6,700 special collection files, 400 microfiches, 7,000 journal articles, 14,500 indexed chapters and conference proceedings, and others. The entire database contains over 50,000 citations with an average of **5,000-6,000** citations added each year.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials and on microfiche; access tools are in computer-readable form.

**YEAR
FOUNDED:**

1967

LIBRARY AND INFORMATION SERVICES

Population Reference Bureau, Inc. (PRB)
1337 Connecticut Avenue, N.W.
Washington, D.C. 20036
(202) 785-4664

- OPERATING ORGANIZATION: Population Reference Bureau, Inc.
- SPONSORING AGENCY: Same as above
- PURPOSE: PRB is dedicated to the study, analysis and reporting of **"people problems"** and serves as a source of factual information on population change and its impact.
- TARGET CLIENTELE: All those interested in population, including students, demographers, journalists, social scientists, educators and concerned laypersons
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o **"Intercom,"** the international population news magazine, published 12 times per year
 - o "Population Bulletins," concise studies of population topics, published six times annually
 - o World population data sheets, published annually
 - o Special reports on population events of particular significance, summaries of ongoing research and comprehensive coverage of new findings in areas of population-related study
 - o "Interchange: a population education newsletter designed specifically for teachers
 - o Wall charts
 - o Teaching module and education materials
- SERVICES:
- o Response to population-related questions by mail, telephone and in-person visit
 - o Referrals to other specialized information sources
 - o Training for information specialists from the U.S. and abroad
 - o Population education

FEES:	Fees are charged for membership and publications.
MATERIALS COLLECTED:	<ul style="list-style-type: none"> o Books o Journals o Hard-to-find papers and documents
ACQUISITION ACTIVITIES:	Information not available.
NUMBER OF HOLDINGS:	The collection includes 10,000 volumes and 400 serial titles.
STORAGE MEDIA:	Holdings are stored as copies of documents/materials.
YEAR FOUNDED:	1929

LIBRARY DIVISION
U.S. Department of **Housing** and Urban Development (HUD)
451 7th Street, S.W.
Washington, D.C. 20410
(202) 755-6370

OPERATING ORGANIZATION: Library Division/Administration/HUD

SPONSORING AGENCY: Same as above

PURPOSE: The Division sponsors a network including a **central** library, 10 regional office libraries and 39 area office collections to serve as an information resource for HUD personnel and as the first point of contact for the public. The Division provides information about and distribution of publications on the Department's programs, organization, functions and activities.

TARGET CLIENTELE: HUD personnel, other governmental agencies, public interest groups, local public agencies, business, industry, academia, consumer groups, trade and professional associations, technical information services, foreign institutions and the general public

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "HUD Libraries Periodical List"
- o Housing and Planning References, a bimonthly index to literature in housing
- o "Library **Publications**"
- o Analytic bibliographies
- o Surveys of the literature

SERVICES:

- o Compilation of bibliographies
- o Loan of documents
- o Reference and research services
- o Referral to information sources
- o Computerized search services (for HUD personnel only)
- o Copies of articles

FEES:

No fees are charged.

MATERIALS
COLLECTED:

- o Books
- o Periodicals
- o Government documents and reports
- o Law materials
- o Microforms
- o Maps

ACQUISITION
ACTIVITIES:

The library collects all HUD-sponsored research, HUD publications and planning reports, and recent publications from around the world.

NUMBER OF
HOLDINGS:

The collection includes over 500,000 books and documents and 1,600 periodical titles.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microform; access form is in computer-readable form.

YEAR
FOUNDED:

1967

LIBRARY/INFORMATION SERVICE
Child Welfare League of America (CWLA)
67 Irving Place
New York, NY 10003
(212) 254-7410

OPERATING ORGANIZATION: Child Welfare League of America, Inc.

SPONSORING AGENCY: Same as above

PURPOSE: The Library/Information Service provides information on child welfare.

TARGET CLIENTELE: Child welfare agencies, Federal agencies, local and national media, writers, researchers and foreign visitors

SERVICE AVAILABILITY: Information not available.

PUBLICATIONS: o Child Welfare, a journal published 10 times/year
o "CWLA Newsletter"
o Newsletters on topics of concern to the child welfare community including reports on national legislation, Federal policies and adoption
o **Books** on topics of interest in child welfare

SERVICES: Videotape lending service

FEES: Information not available.

MATERIALS COLLECTED: Information not available.

ACQUISITION ACTIVITIES: Information not available.

NUMBER OF HOLDINGS: Information not available.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED:

Information not available.

LIBRARY OF THE AMERICAN HOSPITAL ASSOCIATION (AHA)

Asa S. Bacon Memorial
840 North Lake Shore Drive
Chicago, IL 60611
(312) 280-6263

- OPERATING ORGANIZATION: American Hospital Association
- SPONSORING AGENCY: Same as above
- PURPOSE: Acting as the collector, coordinator and disseminator of health care administrative information, the library serves as a resource to help health care specialists keep up-to-date and well informed.
- TARGET CLIENTELE: Health administration specialists, including members and nonmembers of the **AHA**
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- "Administrator's Collection," bibliographies of current books and periodicals in health care administration
 - Catalog of the Library of the American Hospital Association
 - Hospital Literature Index, published quarterly
- SERVICES:
- Assistance in locating bibliographical and statistical information
 - Referral to information sources
 - Computerized searches of the Health Planning Administration Database developed in cooperation with the National Library of **Medicine**
 - Computer searches of online databases
 - Document delivery service
- FEES: Differential fees are charged for document delivery and literature searching services, as well as for publications. The structure is based on membership status.

**MATERIALS
COLLECTED:**

- o **AHA** publications
- o Books
- o Periodicals
- o Rare and classic books in health care management and administration

**ACQUISITION
ACTIVITIES:**

Materials are selected and acquired from numerous sources.

**NUMBER OF
HOLDINGS:**

The main collection consists of 30,000 books and 1,000 periodicals; in addition, the library contains rare books, classic books, current and past publications of the **AHA** and the National Health Planning Information Center depository documents.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents and on microform; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1920

MARCH OF DIMES BIRTH DEFECTS FOUNDATION

1275 Mamaroneck Avenue
White Plains, NY 10605
(914) 428-7100

OPERATING ORGANIZATION: March of Dimes Birth Defects Foundation

SPONSORING AGENCY: Same as above

PURPOSE: The Foundation makes available findings that benefit maternal and infant health and contribute to the prevention of birth defects. A computerized Birth Defects Information System (**BDIS**) provides rapid diagnostic information being developed to assist physicians.

TARGET CLIENTELE: Physicians, nurses, schools of medicine and nursing, university hospitals, medical centers and the general public

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Informational brochures and booklets
- o Audiovisual materials
- o Exhibits
- o Professional literature
- o Catalogs of the Foundation's holdings

SERVICES:

- o Computer searches of BDIS to assist physicians in the identification and detection of rare birth defect syndromes
- o Film loan service

FEES: There is a fee for some publications.

MATERIALS COLLECTED:

- o Books
- o Films
- o Reprints of professional articles

ACQUISITION
ACTIVITIES:

Information not available.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1938

MEDICAL DOCUMENTATION SERVICE (MDS)

College of Physicians of Philadelphia Library
19 South 22nd Street
Philadelphia, PA 19103
(215) 563-1238

OPERATING
ORGANIZATION:

Medical Documentation Service

SPONSORING
AGENCY:

College of Physicians of Philadelphia Library

PURPOSE:

MDS offers assistance in using the resources of the College of Physicians Library by providing extensive reference, bibliographic, selective dissemination of information, abstracting, editing, translating and other literature services.

TARGET
CLIENTELE:

Medical and allied professionals

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Annotated bibliographies and bibliographic texts
- o Abstract journals for private foundations and government agencies
- o Journal publications

SERVICES:

- o Selective dissemination of information
- o Abstracting
- o Telephone reference service
- o Telecopier service
- o Editing and medical writing
- o Photoduplication, printing and document delivery
- o Indexing and publishing
- o Retrospective searches
- o Data analysis
- o Bibliographic verification
- o MDS database availability
- o Database terminal facilities
- o Translations

FEES: Fees are charged for services.

MATERIALS COLLECTED:

- o English and foreign language journals
- o Textbooks

ACQUISITION ACTIVITIES: Acquisitions are made through the Library.

NUMBER OF HOLDINGS: Information not available.

STORAGE (MEDIA: Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR FOUNDED: 1953

NAHRO LIBRARY AND RESOURCE CENTER

National Association of Housing and Redevelopment Officials (NAHRO)
2600 Virginia Avenue, N.W., Suite 404
Washington, D.C. 20037
(202) 333-2020

OPERATING
ORGANIZATION: NAHRO

SPONSORING
AGENCY: Same as above

PURPOSE: The Center provides information to the NAHRO staff and membership on low-income housing, community development, housing rehabilitation and code enforcement.

TARGET
CLIENTELE: Community development officials, housing administrators, code enforcement officers and government officials

SERVICE
AVAILABILITY: Restricted to NAHRO members

PUBLICATIONS: o Books
o Training manuals
o Guidebooks
o Bibliographies
o Directories
o Journal of Housing
o "NAHRO Monitor"

SERVICES: o Response to inquiries

FEES: Fees are charged for publications; other services are free to members.

MATERIALS
COLLECTED: o Books
o Reports
o Audiovisual materials

- 0 Journals
- 0 Newsletters

**ACQUISITION
ACTIVITIES:**

The Center acquires published material of national interest as well as many local studies relevant to the Center's scope.

**NUMBER OF
HOLDINGS:**

The collection includes 9,000 books and reports, 600 magazine and newsletter titles, and additional articles.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents.

**YEAR
FOUNDED:**

1933

NATIONAL ASSOCIATION FOR CORE CURRICULUM, INC. (NACC)

407 D White Hall
Kent State University
Kent, OH 44242
(216) 672-7977.

- OPERATING ORGANIZATION: Kent State University
- SPONSORING AGENCY: Same as above
- PURPOSE: NACC is designed to promote the development of secondary school general education programs variously known as core, common learnings, unified studies, block-time, etc. It fosters the sharing of ideas about curriculum methods and teacher preparation for core and other humanistic interdisciplinary programs.
- TARGET CLIENTELE: Teachers, administrators, curriculum specialists and college professors
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "The Core Teacher," a quarterly newsletter
 - o Position papers
 - o Bibliographies
- SERVICES:
- o Sale of videotapes
 - o Film, filmstrip and slide-tape loan service
 - o Reduced rates on purchase of selected books
 - o Conferences
- FEES: NACC is a membership organization with annual dues.
- MATERIALS COLLECTED:
- o Audiovisual materials
 - o Addresses made at conferences
 - o Bibliographies
 - o Books

- o Pamphlets and reprints
- o Curriculum guides

ACQUISITION
ACTIVITIES:

The Clearinghouse collects materials on block-time and core curriculum.

NUMBER OF
HOLDINGS:

The collection consists of 150 books and pamphlets, 300 articles and reprints, 200 curriculum guides, 25 bibliographies and 46 audiovisual materials.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1964

NATIONAL CENTER FOR HEALTH CAREERS INFORMATION
FOR THE DISADVANTAGED

National Health Council (NHC)
1740 Broadway
New York, NY 10019
(212) 582-6040

OPERATING
ORGANIZATION:

National Health Council

SPONSORING
AGENCY:

Office of Health Resources Opportunity/Health Resources
Administration/Public Health Service/DHEW

PURPOSE:

The Center aims to provide relevant information about diverse health occupations which require varied **kinds** of educational and experiential training.

TARGET
CLIENTELE:

Young people from socioeconomic and educationally disadvantaged backgrounds, minorities and women in particular, organizations involved in health concerns and the general public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

o "200 Ways to Put Your Talent to Work in the Health **Field**"

SERVICES:

- o Technical assistance through national and regional forums, workshops and conferences
- o Educational programs
- o Publications on health careers such as guides, bibliographies, inventories and directories
- o Speakers' bureau

FEES:

Services and single-copy publications are free; fees are charged for bulk orders.

MATERIALS
COLLECTED:

- o Audiovisual materials
- o Speeches
- o Technical and professional reports

- o Newsletters
- o Journals

ACQUISITION
ACTIVITIES:

Relevant materials are acquired without evaluative criteria.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1979

NATIONAL CENTER FOR HEALTH EDUCATION (NCHE)

211 Sutter Street
San Francisco, CA 94108
(415) 781-6144

OPERATING ORGANIZATION: National Center for Health Education

SPONSORING AGENCY: Same as above

PURPOSE: The Center promotes health education for the general public to provide for informed choices in the area of lifestyle and health care. The Clearinghouse disseminates information on education programs particularly in schools and workplaces.

TARGET CLIENTELE: Health educators, health agencies, health care providers, government, employers and educators

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: 0 "NCHE News," published quarterly

SERVICES:

- 0 Advocacy of health education
- 0 Convening of health educators
- 0 Technical assistance
- 0 Responses to requests for information
- 0 Referrals to sources of funding

FEES: Fees are charged for certain services.

MATERIALS COLLECTED:

- 0 Sources of funding for projects
- 0 Patient education materials
- 0 Health education project documentation
- 0 Program evaluation information

ACQUISITION ACTIVITIES: Information not available.

NUMBER OF
HOLDINGS: Information not available.

STORAGE
MEDIA: Information not available.

YEAR
FOUNDED: 1975

NATIONAL CENTER FOR JUVENILE JUSTICE (NCJJ)

701 Forbes Avenue
Pittsburgh, PA 15219
(412) 227-6950

- OPERATING ORGANIZATION: National Center for Juvenile Justice
- SPONSORING AGENCY: National Council of Juvenile and Family Court Judges (NCJFCJ); specific projects are funded by government agencies and various foundations.
- PURPOSE: The Center serves as the research arm of the NCJFCJ, and provides information on juvenile justice.
- TARGET CLIENTELE: Judges, public officials, legislators and the press
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o KINDEX, an index to legal periodical literature concerning children
 - o Juvenile Law Digest, a monthly review of significant ~~decisions in juvenile~~ and family law
 - o "National Uniform Juvenile Justice Reporting System," a collection of juvenile court statistics for the United States
 - o Monographs on statutes analysis
- SERVICES:
- o Computer searching of KINDEX
 - o Consultation and technical assistance
- FEES: There is a fee for services and publications.
- MATERIALS COLLECTED:
- o Journal articles
 - o Juvenile court statistics
 - o Reported judicial decisions
 - o Program evaluations

ACQUISITION
ACTIVITIES:

NCJJ staff screens every reported judicial decision and over 250 legal journals to identify those dealing with issues concerning children.

NUMBER OF
HOLDINGS:

Over 7,000 articles are included in KINDEX.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1973

NATIONAL CENTER ON EDUCATION MEDIA AND MATERIALS FOR THE
HANDICAPPED (NCEMMH)

Ohio State University
Columbus, OH 43210
(614) 422-7596

- OPERATING ORGANIZATION: Ohio State University
- SPONSORING AGENCY: Originally federally supported
- PURPOSE: The NCEMMH develops, designs and disseminates educational materials and media to assist in instruction of the range of handicapped children in a wide variety of educational settings.
- TARGET CLIENTELE: Educators, administrators, support service personnel and others involved in education of handicapped children and youth
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Bibliographies in seven categories related to special education
 - o Data **preparation** manual
 - o Instructional materials thesaurus for special education
 - o Catalogs and training programs in several areas of special education
- SERVICES:
- o Access to the National Instructional Materials Information System (**NIMIS**)
 - o Inservice and preservice training through the Directive Teaching Instructional Management System (**DTIMS**)
 - o Individualized instruction packages and classroom management systems
- FEES: Fees are charged.
- MATERIALS COLLECTED:
- o References on films, instructional materials and educational technology for education of the handicapped

- o Information on the literature in special education
- o Instructional technology

ACQUISITION
ACTIVITIES:

Materials are obtained through direct contact with publishers.

NUMBER OF
HOLDINGS:

The NIMIS file contains over 37,000 abstracts of materials.

STORAGE
MEDIA:

Holdings are stored as copies of materials; access tool is in computer-readable form.

YEAR
FOUNDED:

1973

NATIONAL CLEARINGHOUSE FOR ALCOHOL INFORMATION (NCALI)

P.O. Box 2345
Rockville, MD 20852
(301) 468-2600

OPERATING
ORGANIZATION:

National Institute on Alcohol Abuse and Alcoholism
5600 Fishers Lane, Rockville, MD 20852

SPONSORING
AGENCY:

National Institute on Alcohol Abuse and Alcoholism
(NIAAA)/Alcohol, Drug Abuse, and Mental Health
Administration/Public Health Service/DHEW

PURPOSE:

The Clearinghouse is designed to provide information on a variety of topics related to alcohol problems and alcoholism.

TARGET
CLIENTELE:

Members of the scientific and professional community dealing with alcohol problems and concerned members of the public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS.:

- 0 Alcohol, Health and Research World, a quarterly journal
- 0 Directory of treatment resources
- 0 National directory of occupational alcoholism consultants
- 0 Resource list of information on community alcohol abuse prevention programs

SERVICES:

- 0 Distribution of posters, pamphlets, books and other materials published by NIAAA
- 0 Current Awareness Services provides notification of professional and technical literature through individual interest cards and grouped interest guides.
- 0 NIAAA information and feature service-overview of alcoholism information
- 0 Responses to individual requests for information
- 0 Manual or automated searches of NCALI files
- 0 Information on local treatment and counseling organizations

FEES: Fees are charged for the quarterly journal; no fees for services.

MATERIALS COLLECTED:

- o Research studies
- o Conference presentations
- o Journal articles
- o Print materials on programs, trends and opinions

ACQUISITION ACTIVITIES: The Clearinghouse scans and abstracts articles and books related to field of alcoholism.

NUMBER OF HOLDINGS: Information not available.

STORAGE MEDIA: Information not available.

YEAR FOUNDED: Information not available.

NATIONAL CLEARINGHOUSE FOR BILINGUAL EDUCATION (NCBE)

InterAmerica Research Associates, Inc.
1500 Wilson Boulevard, Suite 802
Rosslyn, VA 22209
(703) 522-0710
(800) 336-4560

OPERATING
ORGANIZATION:

Inter America Research Associates, Inc.

SPONSORING
AGENCY:

National Institute of Education and Office of Bilingual
Education/U.S. Office of Education/DHEW

PURPOSE:

The Clearinghouse was established to provide direct services to bilingual educators through its research, reference and referral section; to develop and make available timely information products to consumers interested in bilingual education; to establish a computerized database to ensure effective retrieval, processing and dissemination of information related to bilingual education; to coordinate information gathering and processing among bilingual education programs; and to support field operations by providing technical assistance to **Bilingual** Education Service Centers (**BESCs** - Title VII).

TARGET
CLIENTELE:

Teachers, students, project directors, administrators, researchers and anyone else who has an interest in bilingual education

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Commissioned papers on critical topics
- o "FORUM," monthly newsletter
- o Guide to government agency programs
- o Listing of sources of materials for minority languages

SERVICES:

- o Copies of documents in collection
- o Hot line
- o Referral services

- o Online bibliographic computer searches of its computerized files and the ERIC database, Dissertation Abstracts, Psychological Abstracts and others
- o Technical assistance
- o Conference presentations

FEES: Publications and services are provided free or at minimum cost.

MATERIALS COLLECTED:

- o Studies
- o Publications
- o Conference papers
- o Directories
- o Manuscripts

ACQUISITION ACTIVITIES:

NCBE identifies and acquires information from Title VII projects, professional organizations, Federal government projects, researchers currently involved in projects, consultants, bilingual educators at State education agencies, Congressional representatives and committees, administrators, teachers and other practitioners in bilingual education, publishers of instructional material for minority language groups and government agencies which provide services and funds of interest to minority language groups.

NUMBER OF HOLDINGS:

The collection includes 3,500 documents.

STORAGE MEDIA:

Holdings will soon be on microfiche; access tool is in computer-readable form.

YEAR FOUNDED:

1977

NATIONAL CLEARINGHOUSE FOR DRUG ABUSE INFORMATION (NCDAI)

Room 10A53, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-6500

OPERATING ORGANIZATION: National Institute on Drug Abuse/Alcohol, Drug Abuse and Mental Health Administration/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: NCDAI acts as a central collection and distribution center for scientific and general information and multimedia resource materials on drug abuse and supports a nationwide Drug Abuse Communications Network.

TARGET CLIENTELE: Federal, scientific and professional communities, Congress, youth and the general public

SER VICE A VAILABILITY: Unrestricted

PUBLICATIONS:

- o Prevention/education materials
- o Report series
- o Research monograph series
- o Annotated bibliographies
- o Technical papers
- o Treatment program monographs
- o Special reports
- o Directories of treatment programs

SERVICES:

- o Information resource materials
- o Responses to mail or phone inquiries
- o Multimedia resource center
- o Satellite information centers
- o Mailings on selected topics

FEES:	No fees are charged.
MATERIALS COLLECTED:	<ul style="list-style-type: none"> o Scientif ic/technical journals and articles o Laws/policy documents o Information on prevention, training and treatment o Audiovisual materials o Conference proceedings
ACQUISITION ACTIVITIES:	NCDAI scans publishers' catalogs, book reviews, acquisition lists from private, foreign and other government agency libraries, bibliographies, approximately 250 scientific journals, and other selection tools such as <u>Books in Print</u> , and <u>Paperback Books in Print</u> . Documents are selected if related to any aspect of drug abuse, excluding law enforcement.
NUMBER OF HOLDINGS:	Over 300 multimedia items, 9,000 books, over 300 publications and over 400 journals and newsletters.
STORAGE MEDIA:	Holdings are stored as copies of documents/materials and on microfiche.
YEAR FOUNDED:	1970

NATIONAL CLEARINGHOUSE FOR EMERGENCY MEDICAL SERVICES

Department of Health, Education, and Welfare

P.O. Box 911

Rockville, MD 20852

(303) 436-6267

- OPERATING ORGANIZATION: Health Services Administration/Public Health Services/DHEW
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse was established with the passage of the Emergency Services Systems Act to gather and disseminate current information on emergency medical services.
- TARGET CLIENTELE: Those involved with emergency medical services
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
 - o Communication guidelines
 - o Information on planning emergency medical services
- SER VICES:
 - o Response to mail and telephone inquiries
 - o Online bibliographic search services
- FEES: Publications and services are provided without charge.
- MATERIALS COLLECTED:
 - o Congressional hearings
 - o Reports
 - o Research studies
 - o Surveys
 - o Journal articles
 - o Related documents
- ACQUISITION ACTIVITIES: The Clearinghouse scans 18 journals each month; it also acquires papers and presentations from conferences and meetings.

NUMBER OF
HOLDINGS:

This collection consists of more than 10,000 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in
computer-readable form.

YEAR
FOUNDED:

1973

NATIONAL CLEARINGHOUSE FOR FAMILY PLANNING INFORMATION

P.O. Box 2225
Rockville, MD 20852
(301) 881-9400

OPERATING
ORGANIZATION:

Capital Systems Group
11301 Rockville Pike
Kensington, MD 10795

SPONSORING
AGENCY:

Office for Family Planning/Bureau of Community Health
Services/Health Service Administration/Public Health
Services/DHEW

PURPOSE:

The Clearinghouse was established to collect and disseminate information on family planning and related topics.

TARGET
CLIENTELE:

Patients and staff members in federally supported service agencies, family planning workers, educators, trainers and consumers

SER VICE
A VAILABILITY:

Restricted

PUBLICATIONS:

- o Bibliographies
- o Catalog of selected print and audiovisual patient and professional education materials
- o "The Health Education Bulletin" provides primary information for clinic staff members on selected health education topics
- o "The Information Services Bulletin" provides information about the availability of materials and resources on specific topics
- o Fact sheets
- o Directory of the Bureau of Community Health Services supported family planning grantees and clinics

SER VICES:

- o Subject searches
- o Referrals
- o Distribution of single and bulk quantities of DHEW publications

FEES: Services are free.

MATERIALS COLLECTED:

- o Patient and professional education materials
- o Serial publications

ACQUISITION ACTIVITIES:

Materials are solicited from users, producers of family planning materials and serial publications. The Clearinghouse selects patient and professional education materials for inclusion in the collection in the subject areas of:

- o Contraception and contraceptive methods
- o Teenage contraception, pregnancy and parenthood
- o Human sexuality
- o "Reproductive health
- o Examination procedures
- o Sex education
- o Menstruation, menopause and human reproduction
- o Informed consent and legal aspects of family planning
- o Population concerns related to family planning in the U.S.
- o Family planning for the mentally or physically impaired
- o Sterilization
- o Infertility
- o Abortion
- o Venereal diseases and other reproductive tract infections
- o Training and health education techniques
- o Motivation for family planning

NUMBER OF HOLDINGS: The collection includes over 3,000 items.

STORAGE MEDIA: Holdings are stored as copies of materials; access tools are in computer-readable form.

YEAR FOUNDED: 1976

NATIONAL CLEARINGHOUSE FOR HUMAN GENETIC DISEASES (NCHGD)

1776 East Jefferson Street
Rockville, MD 20852
(301) 279-4642

OPERATING ORGANIZATION: Health Services Administration/Public Health **Service/DHEW**

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse was established under the National Genetic Diseases Act and functions to, provide information on human genetics and genetic diseases, to conduct needs assessments of available material and to review existing curricular materials on genetic education. The prime goals are to link potential users with sources of information and to develop collections of materials-to fill existing gaps.

TARGET CLIENTELE: Persons providing health care, patients, teachers and students, and to the public in general

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Catalog series of print and **nonprint** human genetic and genetic disease materials
- o Bibliographies
- o Directory of informational and clinical resources
- o Descriptive brochure of NCHGD

SERVICES:

- o Response to professional and lay inquiries for informational materials and resources
- o Notations of State and Federal legislation
- o Assessment of the need for informational and educational materials in areas not covered by established sources
- o Provision of documents or copies of documents

FEES: No fees are charged.

**MATERIALS
COLLECTED:**

- o Audiovisual materials
- o Books, brochures and pamphlets
- o Journals and journal articles
- o Technical reports
- o Bibliographies

**ACQUISITION
ACTIVITIES:**

The Clearinghouse acquires materials through publisher contact, review of the literature and by purchase or gift.

**NUMBER OF
HOLDINGS:**

The collection contains over 2,000 documents.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1978

NATIONAL CLEARINGHOUSE FOR MENTAL HEALTH INFORMATION (NCMHI)

National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4517

OPERATING ORGANIZATION: National Institute of Mental Health/Alcohol, Drug Abuse and Mental Health Administration/Public Health **Service/DHEW**

SPONSORING AGENCY: Same as above

PURPOSE: NCMHI is a national center for the collection, storage, retrieval and dissemination of information about mental health issues, research findings and innovative service and training programs.

TARGET CLIENTELE: Scientific and academic communities

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Technical monographs, reviews and reports for scientists
- o Pamphlets, brochures and fliers for the general public
- o Bibliographies

SERVICES:

- o Correspondence in response to requests for information
- o Computer services: bibliographies and abstracts of literature

FEES: Services are provided, free of charge. Fees are charged when ten or more publications are ordered.

MATERIALS COLLECTED:

- o Research findings
- o Program descriptions
- o **Mental** health literature
- o Bibliographic data and abstracts for published documents

ACQUISITION
ACTIVITIES:

NCMHI subscribes to over 1,100 journals from 41 countries, and scans books, monographs, conference proceedings and grant reports.

NUMBER OF
HOLDINGS:

The database includes 365,000 abstracts with approximately 40,000 added each year.

STORAGE
MEDIA:

Bibliographic data and abstracts are stored on computer tapes.

YEAR
FOUNDED:

1963

NATIONAL CLEARINGHOUSE FOR POISON CONTROL CENTERS

Food and Drug Administration (FDA)
Rockville, MD 20857
(301) 443-6260

OPERATING ORGANIZATION: Division of Poison Control/Bureau of Drugs/FDA/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse is designed to provide useful information related to acute toxicity problems.

TARGET CLIENTELE: Poison control centers and others

SERVICE AVAILABILITY: Restricted to officially recognized poison control centers.

PUBLICATIONS:

- o "National Clearinghouse for Poison Control Centers Bulletin," a monthly informational bulletin
- o Supplements to the Poison Index card file

SERVICES:

- o Copies of publications

FEES: Publications are provided without charge.

MATERIALS COLLECTED:

- o Citations of journal articles
- o Addresses and telephone numbers of poison control centers and others concerned with providing assistance in toxic emergencies
- o Tabulations of poisoning case reports

ACQUISITION ACTIVITIES: The Clearinghouse conducts an ongoing review of over 150 journals.

NUMBER OF HOLDINGS: Information not available.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED:

1956

NATIONAL CLEARINGHOUSE OF REHABILITATION TRAINING
MATERIALS (NCHRTM)

Oklahoma State University
115 Old USDA Building
Stillwater, OK 74074
(405) 624-7684

- OPERATING ORGANIZATION: Oklahoma State University
- SPONSORING AGENCY: Rehabilitation Service Administration (RSA)/Office of Human Development Services/DHEW
- PURPOSE: NCHRTM functions as an information resource for the area of training in the field of rehabilitation.
- TARGET CLIENTELE: Professionals in rehabilitation including staff development, in-service training and continuing education personnel
- SERVICE AVAILABILITY: Restricted to rehabilitation professionals
- PUBLICATIONS:
 - o "Quarterly Memorandum," a current awareness publication
- SERVICES:
 - o Distribution of user produced material
 - o Material loan arrangement
 - o Microfiche or **xerox** copies
- FEES: Fees are charged for borrowing materials and for hard or microfiche copies of documents. Some material is free.
- MATERIALS COLLECTED:
 - o "Fugitive" materials
 - o Reports
 - o Journals
 - o Films, tapes and slides

**ACQUISITION
ACTIVITIES:**

Users are solicited for contribution to the collection. Projects funded by RSA Training Divisions automatically send in their materials.

**NUMBER OF
HOLDINGS:**

The reference collection contains 7,000 titles.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials and on microfiche.

**YEAR
FOUNDED:**

1961

NATIONAL CLEARINGHOUSE ON AGING (SCAN)

Administration on Aging
330 Independence Avenue, S.W., Room 4546
Washington, D.C. 20201
(202) 245-2158

- OPERATING ORGANIZATION: Administration on Aging/Office of Human Development Services/DHEW
- SPONSORING AGENCY: Same as above
- PURPOSE: The Clearinghouse is designed to provide an extensive file of literature to fulfill the information needs of the gerontological community and collects and disseminates information on problems of aging.
- TARGET CLIENTELE: Administrators, practitioners, researchers and the elderly
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Sets of microfiche sent to repository libraries
 - o Bibliographies
- SERVICES:
- o Custom **searches** of bibliographic database (SCAN)
 - o Copies of all documents in the database
 - o Referral to appropriate sources of information
- FEES: There **is** a fee for obtaining copies of documents from the database.
- MATERIALS COLLECTED:
- o Journal literature
 - o Document literature (i.e., research reports, training materials, speeches)
 - o Legislative materials
- ACQUISITION ACTIVITIES: The Clearinghouse scans approximately 600 journals each month and canvasses other information sources for document literature.

NUMBER OF
HOLDINGS:

The database includes approximately 3,000 citations with an additional 4,000 to be added each **year**.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR
FOUNDED:

1978

NATIONAL CLEARINGHOUSE PROGRAM OF THE COMUNITY
HEALTH INSTITUTE (NCP/CHI)

National Association of Community Health Centers, Inc.
1625 Eye Street, N.W., Suite.420
Washington, D.C. 20006
(202) 833-9280

OPERATING ORGANIZATION: Community Health Institute/National Association of Community Health Centers

SPONSORING AGENCY: Supported by member organizations

PURPOSE: The Clearinghouse serves as a resource and referral mechanism for education, training and technical materials for community ambulatory care programs and migrant health centers.

TARGET CLIENTELE: Staffs and community boards of community health centers

SER VICE AVAILABILITY: Restricted to members

PUBLICATIONS:

- o "Clearinghouse News," a bimonthly publication
- o Topical reports related to health policies and service delivery

SER VICES:

- o Responses to requests for information

FEES: Fees vary.

MATERIALS COLLECTED:

- o Training, educational, and technical materials related to community health centers and **migrant** health centers

ACQUISITION ACTIVITIES: Ongoing acquisition activities are maintained.

NUMBER OF HOLDINGS: The collection contains 500 books, 4,000 articles and 100 journals.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1970

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NATIONAL COMMISSION ON RESOURCES FOR YOUTH, INC.

36 West 44th Street
New York, NY 10036
(212) 840-2844

OPERATING
ORGANIZATION:

National Commission on Resources for Youth, Inc.

SPONSORING
AGENCY:

Government and private grants and corporate donations

PURPOSE:

The role of the Commission is to identify existing youth participation programs of quality, to bring these to the attention of others who are potential initiators of such programs and to assist in the development of new programs.

TARGET
CLIENTELE:

Teachers, administrators, counselors, youth-serving agency staff, CETA program staff, youth themselves, clergy, researchers, scholars and journalists

SER VICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o Manuals
- o Guides and case studies
- o Films
- o "Resources for Youth," a quarterly newsletter

SERVICES:

- o Field consultation
- o Training and technical assistance

FEES:

Fees are charged for Commission publications.

MATERIALS
COLLECTED:

- o Case Studies
- o Research reports about youth participation
- o Information about resources such as funding and technical assistance related to youth participation

ACQUISITION
ACTIVITIES:

The Commission validates information on programs around the country and develops case studies of those that are found to meet established standards for a good program.

NUMBER OF
HOLDINGS:

The collection includes 1,500 case studies and an extensive number of research and other materials on youth participation.

STORAGE
MEDIA:

Materials are stored as copies of documents/materials and on cards.

YEAR
FOUNDED:

1,967

NATIONAL COMMITTEE FOR CITIZENS IN EDUCATION (NCCE)

Suite 410
Wilde Lake Village, Green
Columbia, MD 21044
800 - NET-WORK (638-9675)

- OPERATING ORGANIZATION: National Committee for Citizens in Education
- SPONSORING AGENCY: Private foundations, corporations and individuals
- PURPOSE: NCCE promotes the involvement of parents and citizens in the improvement of the quality of education in public schools.
- TARGET CLIENTELE: Parents and citizens interested in public school education
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Parents' rights information and guidelines
 - o Filmstrips and tapes
 - o "Network," the paper for parents, published eight times yearly
- SERVICES:
- o Responses to inquiries about parent rights in public education
 - o Information, direct services and technical assistance to parents and citizens
 - o Legislation and policy review
 - o Research on educational rights issues
 - o Lobby for educational change
- FEES: Fees are charged for services and most publications.
- MATERIALS COLLECTED:
- 3 Fugitive materials
 - o Newsletters

ACQUISITION
ACTI VITIES:

Information not available.

NUMBER OF
HOLDINGS:

The collection contains 10,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1973

NATIONAL COMMUNITY EDUCATION CLEARINGHOUSE (NCEC)

Informatics, Inc.
6011 Executive Boulevard
Rockville, MD 20852
(In Maryland) (301) 770-3000
(800) 638-6698

OPERATING
ORGANIZATION:

Informatics, Inc.

SPONSORING
AGENCY:

The Charles Stewart Mott Foundation through a grant to the
National Community Education Association

PURPOSE:

The Clearinghouse is intended to help community education practitioners keep up-to-date with new developments, to inform them of useful materials and to **answer** questions about what others are doing that can help improve community education programs. NCEC also provides information to the general public on community education.

TARGET
CLIENTELE:

Community educators and the interested general public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o List of Clearinghouse publications
- o Directory of local programs
- o Fact sheets
- o Resource listing
- o Annotated bibliographies of materials on community education

SERVICES:

- o Response to mail, telephone and in-person requests for information
- o Referral to additional sources of information
- o Conference scheduling assistance
- o Distribution of selected materials published by the Charles Stewart Mott Foundation and the U.S. Office of Education, Community Education Program

FEES:

Services are provided without charge.

MATERIALS
COLLECTED:

- o Program descriptions
- o Journal literature on theory and practice of community education
- o Audiovisual materials
- o **Meeting** and conference schedules
- o Legislation
- o Cooperative agreements, course outlines, research reports
- o Brochures, pamphlets and newsletters

ACQUISITION
ACTIVITIES:

The Clearinghouse identifies materials by scanning journals, catalogs, current awareness notices and newsletters and through direct solicitation to program staffs and NCEC requestors. Topics covered include administrative practices, community education theory and concepts, advisory councils, recruiting and training volunteers, needs assessment, local program development, funding and legislation.

NUMBER OF
HOLDINGS:

The collection includes approximately 2,700 document abstracts in a computerized database plus an additional 2,500 printed and audiovisual materials.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

YEAR
FOUNDED:

1977

NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE (NCJRS)

Box 6000
Rockville, MD 20850
(202) 862-2900

OPERATING
ORGANIZATION:

Aspen Systems Corporation
20010 Century Boulevard
Germantown, MD 20767

SPONSORING
AGENCY:

National Institute of Justice/U.S. Department of Justice

PURPOSE:

NCJRS is a national and international centralized information resource with information on all aspects of law enforcement and criminal justice, encompassing a range of topics from arson to victimization, and from preliminary research to detailed descriptions of successful programs. NCJRS has recently established two subcomponent clearinghouse services: Clearinghouse on Fraud and Abuse of Public Funds which focuses on economic, computer and white-collar crime, and the Juvenile Justice Clearinghouse which focuses on juvenile justice and delinquency prevention.

TARGET
CLIENTELE:

Agencies, organizations and individuals involved in pursuits to further the national effort to reduce and prevent crime

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Topical bibliographies
- o Booklets
- o Translations
- o "Share Packages," collections of public information materials, prepared by criminal justice organizations across the nation
- o Document Retrieval Index (DRI), an annotated listing of all titles in the NCJRS database, supplemented annually

SERVICES:

- o Selective notification of information
- o Individualized searches of the NCJRS database
- o Referrals to additional appropriate information services

- o Document loan program, which makes the entire NCJRS document collection accessible to the public through interlibrary loan
- o Maintenance of a public reading room
- o Free microfilm copies of selected noncopyrighted documents

FEES: Fees are charged for purchasing the DRI publication; all other publications and services are free.

MATERIALS COLLECTED:

- o Bibliographies
- o Films, tape recordings, computer tapes and microforms
- o Conference paper recordings and proceedings
- o Research reports, surveys and statistical reports
- o Newsletters and brochures
- o Dictionaries, glossaries and indexes
- o Catalogs and directories
- o Manuals and handbooks
- o Periodicals, journal articles and literature reviews
- o Legislative reports and annual reports
- o Standards, patents and plans
- o Evaluation papers, monographs and dissertations

ACQUISITION ACTIVITIES:

Documents are solicited from criminal justice practitioners and researchers.

NUMBER OF HOLDINGS:

The collection contains more than 48,000 documents/materials.

STORAGE [MEDIA:

Holdings are stored as copies of documents and on microform; access tool is in computer-readable form.

YEAR FOUNDED:

1972

NATIONAL DIABETES INFORMATION CLEARINGHOUSE (NDIC)

805 15th Street, N.W., Suite 500
Washington, D.C. 20005
(202) 638-7620

OPERATING ORGANIZATION: National Institute of Arthritis, Metabolism, and Digestive Diseases/National Institutes of Health/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: NDIC provides assistance to health professionals and patient educators in informing patients about diabetes mellitus.

TARGET CLIENTELE: All individuals and organizations concerned with health care and education for diabetes patients

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "Diabetes Dateline," a newsletter of events in diabetes
- o Topical bibliographies
- o Information brochure describing the mission of the organization

SERVICES:

- o Copies of publications
- o Assistance in development of projects: public education programs, information pamphlets, and regional lists of services and resources
- o Collection and distribution point for materials

FEES: No fees are charged.

MATERIALS COLLECTED:

- o Medical and educational information related to diabetes

ACQUISITION ACTIVITIES: NDIC scans Diabetes Forecast, searches numerous databases and other primary and secondary information sources, and screens newsletters of voluntary organizations, drug

companies and professional organizations. All groups are encouraged to submit their printed materials on diabetes.

NUMBER OF
HOLDINGS:

The Clearinghouse has approximately 1,500 holdings.

STORAGE
MEDIA:

Holdings are stored as copies of documents and audiovisual materials.

YEAR
FOUNDED:

1977

NATIONAL DIFFUSION NETWORK (NDN)

Division of Educational Replication
Office of Education FOB #6
400 Maryland Avenue, S.W.
Washington, D.C. 20202

OPERATING ORGANIZATION: Division of Educational Replication/Office of Evaluation and Dissemination/U.S. Office of **Education/DHEW**

SPONSORING AGENCY: Same as above

PURPOSE: The National Diffusion Network (**NDN**) is a nationwide system established to assist schools, postsecondary institutions, and others to improve their education programs through the adoption of already developed, rigorously evaluated exemplary programs. NDN operates through two sets of projects: Developer/Demonstrators (**D/Ds**) -- exemplary education projects approved by the Joint Dissemination Review Panel (**JDRP**) and funded by the Department of Education for the purpose of helping schools and others in their own or other states adopt them; and NDN Facilitators -- projects located within each state and funded by the Department of Education to help local schools and others learn about and adopt Developer/Demonstrators. In addition, the NDN sponsors direct technical assistance, coordination and materials for **D/Ds** and facilitators, and provides descriptive materials about NDN operations.

TARGET CLIENTELE: Educators in public, private and postsecondary schools, and other education agencies interested in program improvement

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "The NDN Reporter," a bimonthly newsletter about the NDN
- o "Educational Programs That Work," an annual catalog describing NDN projects
- o Comparison charts outlining Developer/Demonstrator programs
- o Awareness, training, curriculum and evaluation materials from Developer/Demonstrator projects
- o Other publications related to program validation

- SERVICES:
- o Developer/Demonstrator project information
 - o Awareness sessions to explain exemplary program characteristics
 - o Consultation to determine match of exemplary projects to identified local need
 - o Training in conjunction with program adoptions
 - o Follow-up training and consultation after adoption

FEES: Varying fees are charged.

- MATERIALS COLLECTED:
- o Descriptive materials outlining program characteristics and available services
 - o Materials necessary for local sites to adopt and carry out program adoption

ACQUISITION ACTIVITIES: Information not applicable.

NUMBER OF HOLDINGS: Information not applicable.

STORAGE MEDIA: Information not applicable.

YEAR FOUNDED: 1974

THE NATIONAL EDUCATION LIBRARY
National Institute of Education (NIE)
U.S. Department of Health, Education, and Welfare
Washington, D.C. 20208
(202) 254-5060

OPERATING ORGANIZATION: Information Resources Division/Dissemination and Improvement of Practice Group/NIE/U.S. Office of Education/ DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Library was established to serve as a major Educational Resource Center to offer rapid and easy access to a wide range of educational and, related information and materials.

TARGET CLIENTELE: Staff of the Office of Education/DHEW and all interested persons

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Monthly acquisitions lists
- o Specialized indexes
- o Periodical Holdings List, published biennially
- o Rare book catalog
- o NIE Archives Index, published triennially
- o NIE products catalog

SERVICES:

- o Reference, retrieval and referral services
- o Selective dissemination of information
- o Training and technical assistance
- o Library services
- o Interlibrary loan services
- o Computerized searches of numerous databases
- o Photo reproduction
- o Microfilm readers and printers
- o Microfiche duplicating service

FEES: All publications and services are free.

MATERIALS
COLLECTED:

- o Books
- o Serials
- o Microforms
- o Research reports
- o NIE products collection
- o Audiovisual materials
- o Legislative and legal materials

ACQUISITION
ACTIVITIES:

The Library scans publishers' announcements and ERIC selected serials. Materials are acquired according to clients' suggestions, Federal education priorities, educational topics of national concern and the staff's professional judgment. Attempts are made to fill in gaps in current collection.

NUMBER OF
HOLDINGS:

The collection includes 140,000 books, 50,000 bound serials, 200,000 microforms, 3,000 research reports, 1,000 current serials and 1,000 audiovisual materials.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials and on microform.

YEAR
FOUNDED:

1978

NATIONAL HEALTH PLANNING INFORMATION CENTER

Center Building, Room 6-50
3700 East-West Highway
Hyattsville, MD 20782
(301) 436-6716

OPERATING ORGANIZATION: Bureau of Health Planning/Health Resources Administration/
Public Health **Service/DHEW**

SPONSORING AGENCY: Same as above

PURPOSE: The Center serves as the Bureau focal point for the collection and dissemination of health planning information.

TARGET CLIENTELE: The Health Systems Agencies, the State Health Planning and Development agencies, State Health Coordinating Councils, the Centers for Health Planning and Federal agencies having health planning related responsibilities

SER VICE AVAILABILITY: Restricted to target clientele; others are referred to the National Technical Information Service and the National Library of Medicine's file on Health Planning and Administration.

PUBLICATIONS:

- o How-to-do-it guides
- o Compilations of Bureau program information letters and program policy notices
- o Bibliographies

SER VICES:

- o Computerized searches of the database
- o Preparation of annotated bibliographies
- o Provision of published documents
- o Policy Information Hotline being field tested

FEES: Copies of published documents and the Policy Information Hotline are provided free of charge.

MATERIALS
COLLECTED:

- o Published and nonpublished materials
- o Government and contract reports

ACQUISITION
ACTI VI-TIES:

Bilateral agreements have been reached with information centers in foreign countries to acquire health planning literature from those nations. Bureau of Health Planning publications are deposited in the Center.

NUMBER OF
HOLDINGS:

The collection includes over 22,000 references.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1975

NATIONAL HEALTH STANDARDS AND QUALITY INFORMATION
CLEARINGHOUSE (NHSQIC)

Capital Systems Group, Inc.
11301 Rockville Pike
Kensington, MD 20795
(301) 881-9400

OPERATING
ORGANIZATION:

Capital Systems Group, Inc.

SPONSORING
AGENCY:

Health Standards and Quality Bureau (HSQB)/Health Care
Financing Administration/Office of the, **Secretary/DHEW**

PURPOSE:

The NHSQIC Clearinghouse provides a bibliographic and "current awareness" service for the Health Standards and Quality Bureau. It also distributes official HSQB program documents such as transmittal and memoranda and provides general administrative support to the Bureau.

TARGET
CLIENTELE:

Individuals and organizations concerned with health standards and quality review programs, and individuals and organizations concerned with the surveying and certifying of health care providers

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o "NHSQIC Information Bulletin," a monthly publication containing abstracts of recent technical documents, full reports of meetings and hearings, and summaries and announcements of coming events
- o Supplemental information bulletins
- o Annual bibliographies
- o Topical bibliographies
- o Directory of Professional Standards Review Organization (PSRO) projects
- o Listings of information resources, PSRO transmittals and acronyms
- o Thesaurus on quality of health care

SERVICES:

- o Copies of documents in the Clearinghouse collection
- o Response to questions received by telephone or by mail

- o Searches of the computerized Clearinghouse database and other commercially available databases

FEES: Services are free to Federal agency personnel and are provided at cost to other users. PSRO and HSA personnel are asked to pay for documents, but receive other services free.

**MATERIALS
COLLECTED:**

- o Monographs
- o Journal articles
- o Technical reports
- o Official documents issued by the Bureau

**ACQUISITION
ACTIVITIES:**

Materials are screened in terms of relevance to the following areas:

- o Standards of care and health facilities
- o Qualifications of health professionals
- o The survey and certification process
- o Utilization review
- o Quality assessment and quality review
- o PSRO law and its implementation
- o Economics of health care

**NUMBER OF
HOLDINGS:**

The collection contains more than 5,000 items under bibliographic control, plus an estimated 140,000 copies of over 370 program related materials.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1979 (Preceded by PSRO Information Clearinghouse, 1973-1979)

NATIONAL INFORMATION CENTER FOR EDUCATIONAL MEDIA (NICEM)

University of Southern California
University Park
Los Angeles, CA 90007
(213) 741-5408 or
800-421-8711

- OPERATING ORGANIZATION: University of Southern California
- SPONSORING AGENCY: Same as above
- PURPOSE: NICEM collects and disseminates information about **nonprint** educational material.
- TARGET CLIENTELE: Individuals and organizations using educational media
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Indexes to **nonprint** educational material, updated every two-and-a-half years (print or microfiche format)
 - o "NICEM Newsletter"
- SERVICES:
- o Accesses the NICEM data banks
 - o Online searches via Lockheed DIALOG
- FEES: Fees are charged.
- MATERIALS COLLECTED:
- o Information about **nonprint** educational media
- ACQUISITION ACTIVITIES:
- NICEM identifies and verifies **resources** for the data banks through:
- o Master Input Report Form for media processed by the Library of Congress
 - o Descriptive literature from producers and distributors
 - o Regional film catalogs

NUMBER OF
HOLDINGS:

The collection consists of approximately 500,000 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche;
access tool is in computer-readable form.

YEAR
FOUNDED:

1966

50000

NATIONAL INJURY INFORMATION CLEARINGHOUSE

Hazard Identification and Analysis
5401 Westbard Avenue, Room 625
Washington, D.C. 20207
(301) 492-6424

OPERATING ORGANIZATION: Hazard Identification and **Analysis/U.S.** Consumer Product Safety Commission

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse collects, investigates, analyzes and disseminates injury data and information relating to the causes and prevention of death, injury and illness associated with consumer products.

TARGET CLIENTELE: Consumer Product Safety Commission staff, manufacturers, consumer groups, educators, industry associations, individuals, researchers and attorneys

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- "Tabulation of Data from NEISS," a yearly summary of information from the National Electronic Injury Surveillance System (**NEISS**) which collects information on product related injuries
- "**NEISS** Data Highlights," a quarterly newsletter
- Special reports
- Summarizations of accident investigations on selected products
- Hazard analyses

SERVICES:

- Reading room
- Computer printouts of data extracted from original reports
- Microform or paper copies of original reports

FEES: Most services are free. However, when costs exceed \$25 requestor will be billed for excess.

MATERIALS
COLLECTED:

- o Investigative reports
- o Incidence of injuries report
- o Data extracted from death certificates
- o Consumer complaints and newspaper clippings

ACQUISITION
ACTIVITIES:

The Clearinghouse collects information on injury reports from emergency departments via teletype terminals. The Clearinghouse also uses information from accident investigations, death certificates, consumer complaints, other injury reports, news clippings and Medical Examiners and Coroners Alert Program .

NUMBER OF
HOLDINGS:

Three million incidence of injuries reports.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

YEAR
FOUNDED:

1973

NATIONAL INSTITUTE OF CORRECTIONS (NIC)

320 First Street, N.W.
Washington, D.C. 20534
(202) 724-3106

OPERATING
ORGANIZATION:

National Information Center
1790 30th Street, Suite 314
Boulder, CO 80301
(302) 444-1101

SPONSORING
AGENCY:

National Institute of Corrections/Bureau of Prisons/Office of
the Attorney General/US. Department of Justice

PURPOSE:

NIC's information service provides the field of corrections
with current information about correctional matters,
programs, jails, prisons, probation and parole operations. This
service augments **NIC's** activities in training, technical
assistance, research and evaluation, and policy and standards
formulation and implementation.

TARGET
CLIENTELE:

Practitioners from all areas of corrections, elected officials,
courts and others involved in the practice of corrections

SER VICE
A V AILABILITY:

Unrestricted

PUBLICATIONS:

o Published and unpublished materials related to
corrections

SER VICES:

- o Dissemination of current information on various topics
- o Referrals to NIC staff who can coordinate training or
technical assistance available to corrections from the
agency
- o Referrals to appropriate sources of specific information
- o Response to information inquiries
- o Corrections desk contracted at the National Criminal
Justice Reference Service

FEES:

Services and publications are free.

**MATERIALS
COLLECTED:**

- o Hard- and soft-bound materials
- o Correctional staff training materials
- o Descriptions of effective operations, services and programs
- o Reference materials by which to respond to inquiries directly or refer requestors to appropriate sources of information

**ACQUISITION
ACTIVITIES:**

Information is accumulated on progressive and innovative organizations, operations and services in jails, prisons, probation, parole and community corrections agencies.

**NUMBER OF
HOLDINGS:**

The collection contains 3,000 documents/materials.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1979

NATIONAL LIBRARY OF MEDICINE (NLM)

MEDLARS
8600 Rockville Pike
Bethesda, MD 20209
(301) 496-6193

OPERATING ORGANIZATION: NLM/National Institutes of Health/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: MEDLARS operates through a network of over 1,000 information centers located at universities, medical schools, hospitals, government agencies and commercial organizations, and 11 regional libraries to provide online access to the database and access to health literature.

TARGET CLIENTELE: Health practitioners, researchers, educators and students

SER VICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Index Medicus, published monthly
- o Abridged Index Medicus, published monthly
- o NLM Current Catalog, published quarterly
- o NLM Audiovisuals Catalog, published quarterly

SER VICES:

- o Access to MEDLINE, TOXLINE, CHEMLINE, RTECS, TDB, **CATLINE**, SERLINE, AVLINE, HEALTH PLANNING and ADMIN, HISTLINE, CANCERLIT, CANCERPROJ, CLINPROT, BIOETHICSLINE and EPILEPSY LINE databases
- o Copies or loans of materials in the National Library of Medicine

FEES: Some centers charge a fee for online searches of the database.

MATERIALS COLLECTED:

- o Journal articles
- o **Books**
- o Technical reports

- o Theses
- o Microfilms
- o Pictorial and audiovisual materials

**ACQUISITION
ACTIVITIES:**

References are to materials in the health sciences published after 1965.

**NUMBER OF
HOLDINGS:**

The MEDLARS collection consists of **4,500,000** references.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials; access tools are in computer-readable form.

**YEAR
FOUNDED:**

1964

THE NATIONAL MIDDLE SCHOOL RESOURCE CENTER

901 North Carrollton Avenue
Indianapolis, IN 46202
(317) 266-4611

OPERATING ORGANIZATION: Indianapolis Public Schools

SPONSORING AGENCY: **U.S.** Office of Education/DHEW

PURPOSE: The Center is designed to create an awareness of middle school education by procuring and disseminating pertinent information concerning all phases of the middle years of schooling.

TARGET CLIENTELE: Public and nonpublic school personnel, college and university personnel and personnel with State Departments of Public Instruction

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Bibliographies, published annually
- o Informational brochure
- o State middle **school survey**
- o Position paper and guidelines for implementing middle schools

SERVICES:

- o Responses to individual requests from international users
- o Consultant

FEES: Materials are free.

MATERIALS COLLECTED:

- o **Published** materials
- o Materials developed by middle school educators

ACQUISITION ACTIVITIES: Materials are solicited from users.

NUMBER OF
HOLDINGS:

The collection includes over 65 books, 250 pamphlets and reports, 21 audiovisual items and more than 2,000 teacher produced items.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1972

NATIONAL NETWORK FOR CURRICULUM COORDINATION IN
VOCATIONAL AND TECHNICAL EDUCATION

Curriculum Development Branch
Office of Education/DHEW
ROB 3, Room 5032
7th and D Streets, S.W.
Washington, D.C. 20202
(202) 245-2653

- OPERATING ORGANIZATION: There are six regional curriculum centers covering the United States; addresses for these centers are provided at the end of this profile,
- SPONSORING AGENCY: Curriculum Development Branch/Bureau of Occupational and Adult Education/U.S. Office of Education/DHEW
- PURPOSE: The Network consists of six curriculum centers and six interstate curriculum networks designed to provide an orderly system for sharing curriculum development products and services. Each center provides leadership in curriculum information resources.
- TARGET CLIENTELE: Vocational instructors (secondary, postsecondary and adult) and state consultants
- SERVICE AVAILABILITY: Unrestricted; linkage is through a State Liaison Representative (SLR) in each state.
- PUBLICATIONS:
- o Brochures
 - o Newsletters, both national and regional
 - o Catalogs
- SERVICES:
- o Evaluation of curriculum needs and coordination of curriculum development activities
 - o Field testing and evaluation
 - o Collection and dissemination of information on available and new developing materials
 - o Response to requests for materials and information
 - o Consultation and workshops
 - o Curriculum in-service training
 - o Programs for technical assistance

- o Library, microfiche and national search services
- o Interstate planning sessions

FEES: Information not available.

MATERIALS COLLECTED: Information not available.

ACQUISITION ACTIVITIES: Information not available.

NUMBER OF HOLDINGS: Information not available.

STORAGE MEDIA: Information not available.

YEAR FOUNDED: 1972

ADDRESSES FOR REGIONAL CENTERS:

Northeast Curriculum Coordination Center
Bureau of Occupational Research
Division of Vocational Education
225 West State Street
Trenton, NJ 08625

Southeast Curriculum Coordination Center
Mississippi State University
Research and Curriculum Unit
Drawer JW
Mississippi State, MI 39762

East Central Curriculum Coordination Center
Professional and Curriculum Development Unit
Department of Adult, Vocational Technical Education
100 North First Street
Springfield, IL 62777

Midwest Curriculum Coordination Center
State Department of Vocational and Technical Education
1515 West 6th Avenue
Stillwater, OK 74074

Northwest Curriculum Coordination Center
Washington State Coordination Council for Occupational Education
222 Industrial Park
Box 17
Olympia, WA 98504

Western Curriculum Coordination Center
University of Hawaii
1776 University Avenue
Honolulu, HI 96844

NATIONAL PROJECT AND TASK FORCE ON DESEGREGATION STRATEGIES

Education Commission of the States
Suite 300, 1860 Lincoln Street
Denver, CO 80295
(303) 861-49 17

- OPERATING ORGANIZATION: National Project and Task Force on Desegregation Strategies
- SPONSORING AGENCY: National Institute of Education/U.S. Office of **Education/DHEW**
- PURPOSE: The project seeks to stimulate interest in school desegregation within state government through a program 'of dissemination of information to state education officials. The project' also serves as a reference source for persons seeking information on state government desegregation activity.
- TARGET CLIENTELE: State board members, state superintendents, state education department personnel, governors and state legislators
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
 - o "Progress: A Report of Desegregation Funds in the States," a quarterly newsletter
 - o "Legal Analysis: Trends in School Desegregation Law," an occasional publication
 - o Reports on desegregation topics of interest to state education officials
- SER VICES:
 - o Response to written or telephone requests for information
- FEES: Publications are available free of charge.
- 'MATERIALS COLLECTED:
 - o State statutes, regulations and policies
 - o Information on Federal programs
 - o Reports
 - o Books

ACQUISITION
ACTIVITIES:

Materials are acquired from state education departments,
government agencies and private research organizations.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1977

NATIONAL REHABILITATION INFORMATION CENTER (NARIC)

Eighth and Varnum Streets, N.E.
The Catholic University of America
Washington, D.C. 20064
(202) 635-5826

- OPERATING ORGANIZATION: The Catholic University of America
- SPONSORING AGENCY: Rehabilitation Services Administration (RSA)/Office of Human Development Services/DHEW
- PURPOSE: The Center is intended to improve information delivery to the rehabilitation community.
- TARGET CLIENTELE: Rehabilitation professionals including direct service providers, administrators, researchers, educators, planners, disabled persons and concerned citizens
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "The Pathfinder," a bimonthly newsletter
 - o NARIC Thesaurus
 - o List of periodicals subscribed to by NARIC
 - o Bibliographies on selected topics of interest
- SERVICES:
- o Copies of material in collection if material was prepared with National Institute of Handicapped Research (NIHR) or RSA funds
 - o Referral to sources for other materials
 - o Computerized online literature searches
 - o Bibliographic citations of documents in the collection
- FEES: A fee is charged for photo duplication of documents, reproduction of audiovisual materials and computerized literature searches.

**MATERIALS
COLLECTED:**

- o Research reports
- o Audiovisual materials
- o Reference books
- o Periodicals
- o Conference proceedings
- o Other types of publications

**ACQUISITION
ACTIVITIES:**

(Materials relevant to the rehabilitation of all disability groups and professional and administrative practices and concerns are collected.

**NUMBER OF
HOLDINGS:**

The collection includes 4,000 NIHR and RSA research reports, monographs and audiovisual materials, 1,000 reference books, and 150 journals and newsletters.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1977

NATIONAL RURAL CENTER
1828 L Street, N.W., Suite 1000
Washington, D.C. 20036
(202) 331-0258

- OPERATING ORGANIZATION: National Rural Center
- SPONSORING AGENCY: Private foundations and several Federal agencies which contribute to the financial support of the Center
- PURPOSE: The Center is an independent, nonprofit organization created to develop policy alternatives and to provide information which can help rural people, especially the poor, and communities with populations under 50,000 achieve full potential.
- TARGET CLIENTELE: Officials, organizations and individuals who are interested in issues concerning rural areas
- SERVICE A VAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Rural Community Development" a newsletter which reports on community facilities, economic development, housing, social services and employment and training
 - o "Rural Public Transportation" a technical newsletter aimed at rural practitioners
 - o "Rural Health Newsletter" a technical newsletter aimed at rural practitioners
 - o "Rural Information and Bibliography Service" a monthly listing of publications added to the National Rural Center Library
 - o Directories and resource guides
 - o Conference proceedings
 - o Policy analysis publications
- SERVICES:
- o Toll-free telephone service
 - o Computerized literature searches
 - o Provision of sources of grants, loans or technical assistance for starting community programs

- o Response to individual inquiries by knowledgeable staff

FEES: Services are free; many publications are free or provided at cost.

MATERIALS
COLLECTED:

- o Speeches
- o Legislation
- o Funding sources
- o Conference proceedings
- o Congressional and executive documents
- o Journals and journal articles
- o Books
- o Technical reports and research documents

ACQUISITION
ACTIVITIES:

Information is solicited from users. Documents concerning health, employment and training, education, economic development, small-scale family farms, land use, credit, community development, balanced growth, welfare and poverty are included in the collection.

NUMBER OF
HOLDINGS:

The collection contains 5,000 volumes on rural issues.

STORAGE
[MEDIA:

Holdings are stored as copies of documents/materials and on microfiche; access tools are in computer-readable form.

YEAR
FOUNDED:

1976

NATIONAL SOLAR HEATING AND COOLING
INFORMATION CENTER (NSHCIC)

Franklin Research Center
P.O. Box 1607
Rockville, MD 20850
(800) 523-2929

- OPERATING ORGANIZATION: Franklin Research Center
- SPONSORING AGENCY: U.S. Department of Housing and Urban Development and the U.S. Department of Energy
- PURPOSE: The Center gathers information on developments in the field of solar energy and responds to questions concerning solar heating and cooling.
- TARGET CLIENTELE: Builders, architects, professional and trade groups, public officials and the general **public**
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Bibliographies on selected topics
 - o Fact sheets
 - o Annotated reading lists
 - o Brochures
 - o Source sheets
 - o Listings of manufacturers, calendar of events, professionals, speakers, building and legislative programs
 - o Technical manuals
 - o Irregular newsletters (i.e., "**HUD Solar Status**" and "**Solar Bulletin**")
- SERVICES:
- o Computerized searches
 - o Copies of materials
 - o Response to inquiries

FEES: Publications and services available free to most; profit groups may be charged for reproduction costs for large orders.

**MATERIALS
COLLECTED:**

- o Titles of films, slides and videotapes
- o Legislation
- o Directories
- o Periodicals and journal articles
- o Books and pamphlets
- o Reports
- o Conference proceedings
- o Audiovisual materials
- o Product information
- o Information about solar buildings
- o Names, addresses and telephone numbers of solar organizations, manufacturers, professionals and speakers

**ACQUISITION
ACTIVITIES:**

The Center scans 2,500 journals. Books and pamphlets on solar heating and cooling or related technologies are purchased or received through exchange agreements. U.S. Department of Energy reports are automatically acquired. Leads for data files are contacted and verified. The Center does not evaluate products or services.

**NUMBER OF
HOLDINGS:**

The collection includes 12,080 documents, 6,500 clippings and miscellaneous materials, information on 900 solar manufacturers, 1,800 solar products, 5,400 solar professionals and 3,000 solar buildings, and 1,700 items of solar legislation.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

**YEAR
FOUNDED:**

1976

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
(703) 557-4650

- OPERATING ORGANIZATION: NTIS/Science and Technology/US. Department of Commerce
- SPONSORING AGENCY: Same as above
- PURPOSE: NTIS is the central source for the public sale of U.S. and foreign government-sponsored research, development and engineering reports and other analyses prepared by national and local government agencies, their contractors or grantees, or by Special Technology Groups. NTIS also is a central source for federally generated machine processable data files, and manages the Federal Software Exchange Center.
- TARGET CLIENTELE: Business, educators, government and the general public
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "NTIS Bibliographic Data File," a magnetic tape including unpublished research summaries, available for lease
 - o Government Reports, Announcements and Index, a biweekly journal of all summaries
 - o Published searches of the database
 - o "Tech Notes," a biweekly summary of new applications of technology
 - o Abstract newsletters covering 26 areas of government research
- SER VICES:
- o Copies of full research reports in paper form or microform
 - o "NTI Search," customized online searches of the database
 - o GSA Federal **Software** Exchange Center, a clearinghouse of federally created computer programs

- o Information on machine readable products produced by the Federal government

FEES: NTIS operates on a cost recovery basis; fees are charged for products and services.

- MATERIALS COLLECTED:
- o Research, development and engineering reports
 - o Other analyses
 - o Federally generated machine processable data files

ACQUISITION ACTIVITIES: NTIS collects technical information from a diversity of sources including **Federal**, State and local government agencies, colleges and universities, special technology groups and others.

NUMBER OF HOLDINGS: The NTIS collection exceeds one million titles.

STORAGE MEDIA: Holdings are stored as copies of documents and on microform; access tool is in computer-readable form.

YEAR FOUNDED: 1950

NATIONAL YOUTH WORK ALLIANCE CLEARINGHOUSE

1346 Connecticut Avenue, N.W.

Washington, D.C. 20036

(202) 785-0764

WATS Line for Children in Custody project members (800) 424-6740

OPERATING

ORGANIZATION: National Youth Work Alliance

SPONSORING

AGENCY: Private and public funding

PURPOSE:

The Clearinghouse responds to the informational needs of community based juvenile justice and delinquency prevention programs and other types of youth services.

TARGET

CLIENTELE: Alliance members, youth workers and the general public

SERVICE

AVAILABILITY: Unrestricted; first priority is to Alliance members, others **are** served as resources allow.

PUBLICATIONS:

- o "Youth Alternatives," a monthly newsletter
- o Informational books and training manuals on youth services

SERVICES:

- o Responses to information inquiries
- o Referrals to related information resources
- o Consultation
- o Conference presentations

FEES:

Fees are charged for publications.

MATERIALS

COLLECTED:

- o Books and articles
- o Newsletters
- o Program descriptions and **reports**
- o Federal publications

- o Dissertations
- o Fugitive literature

ACQUISITION
ACTIVITIES:

The Clearinghouse solicits program information, training materials and suggestions for publications to include in its holdings.

NUMBER OF
HOLDINGS:

Holdings include 1,500 books and 400 periodicals.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1973

NUTRITION INFORMATION AND RESOURCE CENTER

Benedict House
The Pennsylvania State University
University Park, PA 16802
(814) 865-6323

OPERATING ORGANIZATION: Pennsylvania State University

SPONSORING AGENCY: Human Nutrition Program/Pennsylvania State University

PURPOSE: The Center's purpose is to provide the answer to a client's nutrition-related questions or, if necessary, to provide a referral to another professional agency or resource.

TARGET CLIENTELE: Consumers, researchers and service providers

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Fact sheets

SERVICES:

- o Response to requests for information
- o Referral to reference materials and health professionals
- o Consultation

FEES: Most services are provided without charge.

MATERIALS COLLECTED:

- o General nutrition information
- o Textbooks and educational materials
- o Audiovisual materials

ACQUISITION ACTIVITIES: Informal acquisition activities are maintained.

NUMBER OF HOLDINGS: Information not available.

STORAGE
MEDIA: Information not available.

YEAR
FOUNDED: 1974

OFFICE OF ENERGY INFORMATION SERVICES

National Energy Information Center
U.S. Department of Energy (DOE)
1726 M Street, N.W., Room 850
Washington, D.C. 20461
(202) 634-5610

OPERATING
ORGANIZATION:

Energy Information Administration (EIA)/DOE

SPONSORING
AGENCY:

Same as above

PURPOSE:

The office is intended to provide energy information and information products and to assist individuals in understanding energy trends. The office includes an Information Center for EIA publications.

TARGET
CLIENTELE:

Individuals in both the public and private sectors

SERVICES
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Program summaries
- o Applied analyses
- o Energy data

SERVICES:

- o Reference and referral for energy information
- o Copies of publications on request
- o Public reading room

FEES:

There is a fee for some **publications**.

MATERIALS
COLLECTED:

- o EIA publications

ACQUISITION
ACTIVITIES:

The office collects information on energy reserves, production, demand, consumption and prices.

NUMBER OF
HOLDINGS:

The collection includes 350 titles of EIA reports.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1974

THE ORTON SOCIETY, INC.

Suite 113
8415 Bellona Lane
Towson, MD 21204
(301) 296-0232

- OPERATING ORGANIZATION: The **Orton** Society, Inc.
- SPONSORING AGENCY: Same as above
- PURPOSE: The **Orton** Society promotes the study, treatment, and prevention of the problems associated with specific language disability, dyslexia.
- TARGET CLIENTELE: Anyone interested in the diagnosis and treatment of children with dyslexia
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Bulletin of the **Orton** Society"
 - o Monographs
 - o Annotated bibliography
 - o "Perspectives on Dyslexia," a periodic publication
 - o Cumulative index of bulletins
 - o Selected reprints
- SERVICES:
- o National conference and branch meetings
 - o Public information dissemination
 - o Reprints of papers
 - o Loan fund for teachers in training
 - o Audiotapes of annual conferences
- FEES: Fees are charged for membership and publications.
- MATERIALS COLLECTED:
- o Journal articles

ACQUISITION
ACTIVITIES:

Orton Society's Editorial Advisory Board and Publications Committee reviews manuscripts for publication as appropriate to the subject of dyslexia.

NUMBER OF
HOLDINGS:

The selection includes 2 books, 4 monographs, 29 bulletins, 2 indexes and 89 reprints.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1949

PHYSICAL EDUCATION AND RECREATION FOR HANDICAPPED INDIVIDUALS
INFORMATION AND RESEARCH UTILIZATION CENTER (IRUC)

American Alliance for Health, Physical Education, Recreation,
and Dance (AAHPERD)
1201 16th Street, N.W.
Washington, D.C. 20036
(202) 833-5541

OPERATING
ORGANIZATION:

AAHPERD

SPONSORING
AGENCY:

Same as above

PURPOSE:

IRUC collects, reviews, catalogs, packages and repackages information and materials on physical education and recreation programs for handicapped individuals.

TARGET
CLIENTELE:

Members of AAHPERD

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- "Practical Pointers," series of 12 publications per year providing functional, how-to-do-it information about physical education, recreation, sports and related activity areas involving participants with handicapping conditions
- "Topical Information Sheets," unannotated listings on topics of current interest
- IRUC Briefings, quarterly publication which provides information about programs, methods, media and materials, research, professional meetings and legislation relating to special populations
- "Topical Updates," annotated listings of resources on subjects of high current interest

SERVICES:

- Consultation

FEES:

Fees are charged for services and publications. Some publications are free to members in specified AAHPERD structures.

**MATERIALS
COLLECTED:**

- 0 Journals
- 0 Newsletters
- 0 Books
- 0 Pamphlets, fliers and brochures
- 0 Curriculum guides and program descriptions
- 0 Published and unpublished research including special projects, dissertations, master's theses and seminar papers
- 0 Information on multimedia aids and materials

**ACQUISITION
ACTIVITIES:**

Documents are solicited from users and developers.

**NUMBER OF
HOLDINGS:**

Information not available.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials.

**YEAR
FOUNDED:**

1972

PROJECT SHARE

P.O. Box 2309
Rockville, MD 20852
(301) 428-3100

- OPERATING ORGANIZATION: Aspen Systems Corporation
20010 Century Boulevard
Germantown, MD 20767
- SPONSORING AGENCY: Assistant Secretary for Planning and Evaluation/Office of the Secretary/DHEW
- PURPOSE: Project SHARE provides a variety of information on experiences in planning, management and delivery of human services by acquiring, announcing and making available relevant documents.
- TARGET CLIENTELE: State and local government officials and human service planners and administrators
- SER VICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Journal of Human Services Abstracts, a quarterly publication announcing documents recently received
 - o Executive summaries
 - o Topical annotated bibliographies
 - o Monographs
 - o "Sharing," a newsletter
 - o State-of-the-literature and state-of-the-art reports
- SER VICES:
- o Automated retrieval techniques to provide rapid, comprehensive and pertinent lists of documents
 - o Referrals to other information centers for additional pertinent information
 - o Original research
- FEES: Services and publications are provided without charge.

[MATERIALS
COLLECTED:

- o Published and unpublished papers, theses and research reports
- o Evaluation and survey reports
- o Project descriptions (completed and ongoing)
- o Descriptions of innovative practices
- o Needs assessment methodologies and social indicator reports
- o Operating manuals, implementing reports, conference proceedings, papers, speeches, minutes and how-to guides
- o Technical reports
- o Project plans and designs
- o Reports on specific human service integrating techniques
- o Bibliographies

ACQUISITION
ACTIVITIES:

Documents are solicited from state and local government officials and human service planners and managers. In addition, all relevant automated and manual publication sources are screened quarterly for relevant documents.

NUMBER OF
HOLDINGS:

The collection contains 5,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1975

PSYCHOLOGICAL ABSTRACTS INFORMATION SERVICES (**PsycINFO**)

American Psychological Association
1200 17th Street, N.W.
Washington, D.C. 20036
In Virginia (202) 853-5908
(800) 336-4980

- OPERATING ORGANIZATION: American Psychological Association
- SPONSORING AGENCY: Same as above
- PURPOSE: PsycINFO is a family of interrelated information services that provides a variety of ways to access worldwide literature in psychology and related behavioral social sciences.
- TARGET CLIENTELE: Psychologists, students, researchers and reference librarians
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- "Psychological Abstracts," a monthly publication of nonevaluative summaries of scanned material
 - "Psychological Abstracts Volume Index," an expanded subject and integrated author index published twice a year
 - Three-year cumulative indexes to psychological abstracts
 - Thesaurus of psychological index terms
 - Reference manual for **PsycINFO** users
 - "**PsychSCAN: Clinical Psychology**" and "**PsychSCAN: Developmental Psychology**:"* quarterly abstract journals
- SERVICES:
- Retrospective search and retrieval
 - Magnetic tapes of PsycINFO records to institutions for annual lease or license
- FEES: Fees are charged for all services.

**MATERIALS
COLLECTED:**

- o Scientific journals
- o Books
- o Instructional media, i.e., film, audio tape, etc.
- o Separates, i.e., technical reports, monographs, etc.

**ACQUISITION
ACTIVITIES:**

PsycINFO scans materials in psychology and related disciplines from over 1,050 periodicals and about 1,500 books, technical reports, and monographs from around the world. Materials selected for inclusion in the database are original, published contributions to the field of psychology.

**NUMBER OF
HOLDINGS:**

The database contains 325,000 holdings.

**STORAGE
MEDIA:**

Holdings are stored as abstracts; access tools are in computer-readable form.

**YEAR
FOUNDED:**

1967

PUBLICATIONS AND INFORMATION BRANCH
National Center for Health Services Research (NCHSR)
3700 East-West Highway, Room 7-44
Hyattsville, MD 20782
(301) 436-8970

OPERATING ORGANIZATION: Office of Health Research, Statistics and Technology/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: NCHSR undertakes and supports research, demonstration and evaluations on problems in the organization, delivery, and financing of health care services, serves as a focal point for coordination of health services research within the Public Health Service, and disseminates the findings of health services research to policy- and decision-makers in the public and private sectors.

TARGET CLIENTELE: Policymakers and program administrators at the Federal, State and local levels, health care providers and consumers

SERVICE AVAILABILITY: Unrestricted

- PUBLICATIONS:
- o "Research Digest Series," overviews significant research supported by NCHSR
 - o "Research Summary Series," presents executive summaries of significant results of NCHSR-supported research projects
 - o "Policy Research Series," describes findings from the research program that have major significance for policy issues
 - o "Research Report Series," provides significant research projects in their entirety upon the completion of the project
 - o "Research Management Series," presents information on NCHSR goals, research objectives and priorities, along with a listing of grants and contracts
 - o "Research Proceeding Series," reports on new research announced at key conferences, symposia and seminars sponsored by NCHSR.

SERVICES: o Basic research
 o Research funding

FEES: Publications are available free of charge.

MATERIALS
COLLECTED: o Research reports

ACQUISITION
ACTIVITIES: Collection consists of documenting final reports of all
 research, demonstrations and evaluations sponsored and
 conducted by NCHSR concerning delivery of health services.

NUMBER OF
HOLDINGS: Information not available.

STORAGE
MEDIA: Holdings are stored as copies of documents.

YEAR
FOUNDED: 1974

RADIOPHARMACEUTICAL INTERNAL DOSIMETRY INFORMATION CENTER

Oak Ridge Associated Universities
P.O. Box 117
Oak Ridge, TN 37830
(615) 576-3450
FTS 626-3450

OPERATING
ORGANIZATION:

Oak Ridge Associated Universities

SPONSORING
AGENCY:

Food and Drug Administration/Public Health Service/DHEW
and Department of Energy

PURPOSE:

The Center collects, interprets and correlates information about internal dosimetry of radioactive compounds and calculates radiation doses from administered radiopharmaceuticals.

TARGET
CLIENTELE:

Researchers, physicians and health physicists in the U.S. and other countries

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

0 Bibliographies

SERVICES:

0 Response to information requests
0 Bibliographic computer searches

FEES:

All services are free.

MATERIALS
COLLECTED:

0 Journal articles
0 Technical reports
0 Books
0 Conference proceedings

ACQUISITION
ACTIVITIES:

Nuclear medical journals, medical and scientific journals, technical reports and conference proceedings are screened routinely. References pertaining to the characteristics of radiopharmaceuticals, including distribution patterns, uptakes,

disappearance times, retention and data on variations in metabolism according to age, sex, disease and condition of the patient are included in the database. References containing information on other pertinent topics such as decay scheme data, calculation techniques, physiologic behavior, phantoms and mathematical models are also included.

NUMBER OF
HOLDINGS:

The data bank contains over 15,000 references.

STORAGE
MEDIA:

Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR
FOUNDED:

1971

REGIONAL RESOURCE CENTERS (RRCs)

Bureau of Education for the Handicapped (BEH)
U.S. Office of Education (USOE)
400 6th Street, S.W., Room 4869
Washington, D.C. 20202
(202) 472-1366

- OPERATING ORGANIZATION: Service is provided through the 16 RRCs across the United States.
- SPONSORING AGENCY: Division of Media Services/BEH/U.S. Office of Education/DHEW
- PURPOSE: The RRCs provide assistance to State Education Agencies (SEAs) and through them, to Local Education Agencies (LEAs) to help meet their responsibilities under P.L. 94-142 to develop an individualized education program (IEP) for every handicapped child. A network of 16 RRCs cover the United States; addresses for the centers are provided at the end of this profile.
- TARGET CLIENTELE: State and local education agency staff, particularly special education sections, and institutions responsible for fulfilling the IEP provisions of P.L. 94-142
- SERVICE AVAILABILITY: Services are available through the SEAs.
- PUBLICATIONS: Products vary by RRC; sample types of publications include:
- o Newsletters
 - o Monographs
 - o Information manuals
 - o Bibliographies
 - o "How-to" handbooks
- SERVICES:
- o Technical assistance
 - o Demonstrations of exemplary services
 - o Literature searches
 - o Training and workshops

FEES: Information not available.

MATERIALS
COLLECTED:

- o Handbooks
- o Manuals
- o Curriculum materials
- o Appraisal instruments
- o Legislation
- o Directories
- o SEA-developed materials, position papers, agreements and program descriptions
- o Journal abstracts
- o Conference proceedings
- o Training manuals

ACQUISITION
ACTIVITIES:

Information not available.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Information not available.

YEAR
FOUNDED:

1969

REGIONAL RESOURCE CENTERS

Northwest Regional Resource Center
Clinical Service Building, Third Floor
1590 Wiliamette Street
University of Oregon
Eugene, OR 97401
(503) 686-5641 or 687-6544

California Regional Resource Center
600 South Commonwealth Avenue
Suite 1304
University of Southern California
Los Angeles, CA 90005
(213) 381-5231

Southwest Regional Resource Center
2363 Foothill Drive, Suite G
University of Utah
Salt Lake City, UT 84109
(801) 581-6281

Midwest Regional Resource Center
Drake University
1331 26th Street
Des Moines, IA 50311
(515) 271-3936

Texas Regional Resource Center
Texas Education Agency
201 East 11th Street
Austin, TX 78701
(512) 475-1306

Mid-East Regional Resource Center
George Washington University
1901 Pennsylvania Avenue, N.W.
Suite 505
Washington, D.C. 20006
(202) 676-7200

Mid-South Regional Resource Center
University of Kentucky Research Foundation
Porter Building, Room 131
Lexington, KY 40506
(606) 258-492 1

District of Columbia Regional Resource Center
Howard University
2935 Upton Street, N.W.
Washington, D.C. 20008
(202) 686-6729

Southeast Regional Resource Center
Auburn University at Montgomery
Montgomery, AL 36117
(205) 279-9110 Ext. 258

Pennsylvania Regional Resource Center
Pennsylvania State Department of Education
443 South Gulph Road
King of Prussia, PA 19406
(215) 265-3706

Great Lakes Regional Resource Center
Michigan State Department of Education
P.O. Box 30008
Lansing, MI 48902
(517) 373-9433

Illinois Regional Resource Center
Northern Illinois University
DeKalb, IL 60115
(815) 753-0656

Ohio Regional Resource Center
Ohio State Department of Education
933 High Street
Worthington, OH 43085
(614) 466-2650

Northeast Regional Resource Center
New Jersey State Department of Education
168 Bank Street
Hightstown, NJ 08520
(609) 448-4773

New York State Regional Resource Center
New York State Education Department
55 Elk Street
Albany, NY 12234
(518) 474-2251

New York City Regional Resource Center
City University of New York
33 West 42nd Street
New York, NY 10036
(212) 790-4797 or 4408

REPORT CLEARINGHOUSE

International City Management Association
1140 Connecticut Avenue, N.W.
Washington, D.C. 20036
(202) 828-3668

OPERATING ORGANIZATION: Management Information Service/International City Management Association

SPONSORING AGENCY: Same as above

PURPOSE: The Clearinghouse collects and distributes selected reports prepared by local governments about ongoing programs in their jurisdictions, on the premise that the most valuable assistance to local governments could come from other local governments.

TARGET CLIENTELE: Local government city managers and department personnel

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS: 0 List of current titles and abstracts

SERVICES: 0 Provision of copies of reports on request

FEES: Fees are charged for copies of reports in the collection.

MATERIALS COLLECTED: 0 Reports on existing management improvement projects and programs

ACQUISITION ACTIVITIES: The Clearinghouse obtains reports of projects listed in The Guide to Management Improvement Projects in Local Government.

NUMBER OF HOLDINGS: The Clearinghouse collection contains about 50 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

Y E A R
FOUNDED:

1976

RESEARCH AND DEVELOPMENT EXCHANGE (RDx)

National Institute of Education (NIE)
Department of Health, Education, and Welfare
Washington, D.C. 20208
(202) 254-5470

- OPERATING ORGANIZATION: The RDx is operated through a network of seven regional exchanges and four central support services. For the addresses of these services, see the last page at the end of the profile.
- SPONSORING AGENCY: NIE/U.S. Office of Education/DHEW
- PURPOSE: The Network, composed of seven regional exchanges and four central support services, is designed to support state and local school improvement efforts by sharing the products, programs and knowledge base of educational research and development.
- TARGET CLIENTELE: School districts, intermediate units, state education agencies and national education associations which offer assistance to local teachers and principals
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Research Within Reach," a synthesis of reading research
 - o "Educational R&D Report," a quarterly publication
 - o Resource lists on current educational topics
- SERVICES:
- o Technical assistance to SEA staff on an individualized basis
 - o Regional and state workshops
 - o Seminars on R&D products and research outcomes
 - o Depositories offering loans of R&D products and information
 - o Regional dissemination forums for information sharing and collaboration
- FEES: Publications and services are provided without charge.

**MATERIALS
COLLECTED:**

- o Products, programs, personnel and “know-how”
- o Other educational research and development outcomes developed over the past ten years

**ACQUISITION
ACTIVITIES:**

Information not applicable.

**NUMBER OF
HOLDINGS:**

Information not applicable.

**STORAGE
[MEDIA:]**

Information not applicable.

**YEAR
FOUNDED:**

1976

**ADDRESSES OF
REGIONAL
EXCHANGES:**

- o Appalachia Educational Laboratory, Inc.
P.O. Box 1348
Charleston, WV 25325
(304) 344-8371
- o CEMREL, Inc.
(Central support services are provided through its
Research and Development Interpretation Service (RDIS))
3120 59th Street
St. Louis, MO 63139
(314) 781-2900
- o Mid-continental Regional Educational Laboratory
1800 Pontiac Street
Denver, CO 80220
(303) 399-9285
- o Northwest Regional Educational Laboratory
(Central support service through the Dissemination
Support Services (DSS))
710 S.W. Second Avenue
Portland, OR 97204
(503) 248-6837
- o Research for Better Schools; Inc.
444 N. Third Street
Philadelphia, PA 19 123
(215) 574-9300
- o Southwest Educational Development Laboratory
211 East Seventh Street
Austin, TX 78701
(512) 476-6861

- 0 SWRL Educational Research and Development Laboratory
4665 **Lampson** Avenue
Los Alamitos, CA 90720
(213) 598-7661 ext. 367

ADDRESSES OF
CENTRAL SUPPORT
SERVICES:

- 0 Resource and Referral Service (**RRS**)
National Center for Research in Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210
(614) 486-3655

- 0 System Support Service (**SSS**)
Far West Laboratory for Educational Research
and Development
1855 Folsom Street
San Francisco, California 94103
(415) 565-3179 or 3135

RESOURCE CENTER
National Center for Appropriate Technology (NCAT)
P.O. Box 3838
Butte, MT 59701
(406) 494-4572

OPERATING
ORGANIZATION: NCAT

SPONSORING
AGENCY: U.S. Community Services Administration

PURPOSE: NCAT's resource center maintains a collection of appropriate technology materials to aid in developing and applying appropriate technologies to specific needs of low-income people, and to promote locally based programs that develop individual and community self-reliance.

TARGET
CLIENTELE: Low-income individuals and groups seeking specific information on various aspects of appropriate technology

SERVICE
A VAILABILITY: Unrestricted

PUBLICATIONS:

- o Technical research reports
- o Survey reports
- o Training manuals
- o Bibliographies
- o Resource lists
- o How-to brochures
- o Policy studies and issue analyses
- o "A.T. Times," a bimonthly newspaper

SERVICES:

- o Reference services in response to mail or telephone inquiries

FEES: Some publications are provided without charge; others are provided at varying costs.

**MATERIALS
COLLECTED:**

- o Books
- o Periodicals
- o Newsletters
- o Reference works
- o Research data and reports
- o Policy papers

**ACQUISITION
ACTIVITIES:**

Documents are collected and screened for relevance to the following topical areas:

- o Community development, housing, employment and building technology
- o Agriculture, land use and environment
- o Education and health
- o Passive and active solar, alcohol fuel, biomass and renewable energy
- o Technical research and development information

**NUMBER OF
HOLDINGS:**

The collection contains 2,000 documents.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents.

**YEAR
FOUNDED:**

1976

RESOURCE CENTER FOR HEALTH SERVICES ADMINISTRATION EDUCATION

Accrediting Commission on Education for
Health Services Administration
One Dupont Circle, Suite 420
Washington, D.C. 20036
(202) 659-3939

OPERATING
ORGANIZATION:

Accrediting Commission on Education for Health Services Administration/Public Health Services/DHEW in conjunction with the Association of University Programs in Health Administration

SPONSORING
AGENCY:

The Resource Center is being supported by a grant through the Accrediting Commission from the W.K. Kellogg Foundation.

PURPOSE:

The Center collects materials on health administration education and related topics.

TARGET
CLIENTELE:

Health administration education researchers

SERVICE
AVAILABILITY:

Service availability is unrestricted; however, clientele are served by appointment and on a priority basis.

PUBLICATIONS:

o Flyer

SERVICES:

o Library and interlibrary loan
o Photocopy of materials in collection

FEES:

Fees are charged for photocopying materials.

MATERIALS
COLLECTED:

o Books
o Periodicals
o Dictionaries and quick reference sources
o Directories
o Monographs
o Accreditation survey questionnaires

- o Program information and course catalogs from university-based programs in health services administration

**ACQUISITION
ACTIVITIES:**

The collection focuses on health services administration education, with resources in such related areas as higher education, health planning, hospital administration, international health, long-term care administration, management, medical care, medical economics and public health.

**NUMBER OF
HOLDINGS:**

The collection contains over 1,000 books and monographs, more than 75 journal, magazine and newsletter titles, and files by organization, geographical area and subject.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents.

**YEAR
FOUNDED:**

1977

SAN MATEO EDUCATIONAL RESOURCES CENTER (SMERC)

San Mateo County Office of Education
333 Main Street
Redwood City, CA 94063
(415) 364-5600 Ext. 4403

- OPERATING ORGANIZATION: San Mateo County Office of Education
- SPONSORING AGENCY: San Mateo County Superintendent of Schools
- PURPOSE: SMERC is designed to meet the need for quick and widespread information to schools served by the Center.
- TARGET CLIENTELE: Educators in agencies having a contract with SMERC
- SER VICE AVAILABILITY: Service is restricted to educators in counties, special projects or regional agencies that have signed a contractual agreement with SMERC. A Linking Agent in each participating agency provides liaison between SMERC and the requesting educator.
- PUBLICATIONS:
- o "SMERC News Notes," a bulletin on significant educational developments
 - o Resource guides on topics of general interest to educators
 - o SMERC catalogs
- SER VICES:
- o Computerized searches of the ERIC databases, FIDO (the SMERC database) and selected other educational databases
 - o In-depth searches including analysis and compilation of relevant documents
 - o Professional library with centralized storage of materials
 - o Presentations about SMERC services and operations
 - o Assistance in conducting seminars on educational issues
 - o Training sessions for Linking Agents
 - o Cooperative Information Network (CIN) for communication among libraries in the San Francisco area
 - o Document delivery in microfiche or photocopy

FEES: Agencies sign a contract with SMERC for services and publications.

- MATERIALS COLLECTED:
- o Basic reference books
 - o Pamphlets
 - o Curriculum guides
 - o Sample textbooks
 - o State-adopted materials
 - o Journals

ACQUISITION ACTIVITIES: Educators are solicited to submit “fugitive” literature and materials. Journals cited in Current Index of Journals in Education are collected.

NUMBER OF HOLDINGS: Information not available.

STORAGE MEDIA: Holdings are stored as copies of documents/materials and on microfiche.

YEAR FOUNDED: 1968

SMITHSONIAN SCIENCE INFORMATION EXCHANGE (SSIE)

Room 300, 1730 M Street, N.W.
Washington, D.C. 20036
(202) 381-4211

OPERATING ORGANIZATION: Smithsonian Science Information Exchange, Inc.

SPONSORING AGENCY: Same as above

PURPOSE: SSIE assists in the planning and performance of research activities by providing up-to-date information about research in process in **all** areas-of-life and physical sciences. SSIE helps to bridge the gap between the time a research project is initiated and the time results are published.

TARGET CLIENTELE: Research investigators and research managers

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Research information packages on subjects of high current interest
- o "SSIE Science Newsletter," a newsletter containing listings of new research information packages and articles of interest to the scientific community
- o Current awareness packages

SERVICES:

- o Customized searches of the database by SSIE staff
- o Online searches by the research investigator

FEES: There is a fee for all services and publications.

MATERIALS COLLECTED:

- o Single-page notices of research in progress

ACQUISITION ACTIVITIES: Project information is supplied at the time work is funded by Federal, State and local governmental agencies, nonprofit associations and foundations, research investigators, universities and colleges and foreign organizations.

NUMBER OF
HOLDINGS:

The collection contains information on more than 300,000 current and recently completed research projects.

STORAGE
MEDIA:

Holdings are stored as copies of research notices; access tool is in computer-readable form.

YEAR
FOUNDED:

1949

SOCIAL WELFARE, SOCIAL PLANNING/POLICY, AND SOCIAL DEVELOPMENT

Sociological Abstracts, Inc.
P.O. Box 22206
San Diego, CA 92122

- OPERATING ORGANIZATION: Sociological Abstracts, Inc.
- SPONSORING AGENCY: Sociological Abstracts, Inc. and a group of scholars
- PURPOSE: Intended as a resource on what is published in social welfare, social work, poverty, social security, social problems, as well as related areas of planning and policy formulation and social and economic development.
- TARGET CLIENTELE: Researchers, planners and agencies concerned with social welfare, social planning and social development
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS: 0 Social Welfare, Social Planning/Policy, Social Development, a periodic abstract publication
- SERVICES: 0 Reproduction of **copies of** original documents
- FEES: There is a fee for the publication and **all** services.
- MATERIALS COLLECTED: 0 Journal articles
0 Monographs
- ACQUISITION ACTIVITIES: About 200 serials are screened in addition to those included in the Sociological Abstracts basic serial list. All serials abstracted are on hand.
- NUMBER OF HOLDINGS: The database is in a developmental state; it currently includes 3,000 to 5,000 items.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microform.

YEAR
FOUNDED:

1979

SOCIETY FOR NUTRITION EDUCATION RESOURCE CENTER

Society for Nutrition Education (SNE)
2140 Shattuck Avenue, Suite 1110
Berkeley, CA 94704
(415) 548-1363

- OPERATING ORGANIZATION: Society for Nutrition Education
- SPONSORING AGENCY: Same as above
- PURPOSE: **SNE's** Resource Center promotes good nutrition for all through more effective nutrition education.
- TARGET CLIENTELE: Nutrition and health educators, nutrition and food scientists, nutrition education and health paraprofessionals, food service managers, **dietitians**, clinical nutritionists, home economists and consumer specialists
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o "Nutrition Education Resource **Series**," compilations of teaching/counseling materials and references for nutrition educators
 - o "Nutrition Information Resource Series," concise guides for nutrition information
 - o Journal of Nutrition Education, published quarterly for those who interpret nutritional science and promote the development of good nutritional practices
- SERVICES:
- o Contract and consulting arrangements
- FEES: Services and publications are provided at varying cost.
- MATERIALS COLLECTED:
- o Periodicals
 - o Books
 - o Pamphlets
 - o Audiovisual materials

ACQUISITION
ACTIVITIES:

Qualified nutritionists review printed material, audiovisuals, journal articles and books for accuracy.

NUMBER OF
HOLDINGS:

The collection contains 6,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1970

SOCIOLOGICAL ABSTRACTS, INC. (SA)

P.O. Box 22206
San Diego, CA 92122
(714) 565-6603

- OPERATING ORGANIZATION: Sociological Abstracts, Inc.
- SPONSORING AGENCY: Co-sponsored by Sociological Abstracts, Inc. and the International Sociological Association
- PURPOSE: SA serves as a machine readable and retrievable repository for the contents of worldwide journals in sociology.
- TARGET CLIENTELE: Sociologists, social workers, scholars, researchers, planners, administrators and anyone interested in social and sociological matters
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Sociological Abstracts, a compendium of abstracts from sociological journals, published five times a year
 - o Listing of books sent to SA for inclusion and citations of reviews of books in sociology
 - o Cumulative annual index of SA
- SERVICES:
- o Microfiche copies of selected papers presented at association meetings and of specialized monographs not printed in journals
 - o Reproduction of copies by arrangement with copyright holders of original documents whose abstracts appear in SA
 - o Manual and computer searches of the database and reprints of abstracts through Lockheed DIALOG, the Office of Computing Activities of the University of Georgia and through SA's "Sociosearch"
 - o Computer searches of other databases
- FEES: There is a fee for all publications and searches of the database.

MATERIALS
COLLECTED:

- o Journal articles
- o Papers presented at conferences

ACQUISITION
ACTIVITIES:

SA abstracts journals published by sociological associations, sociology faculties and institutes; periodicals containing the term "**sociology**" in their titles; journals in related fields; and journals from the humanities and of general circulation wherein discussions or criticisms of sociological topics are published. In addition, authors are requested to submit materials for inclusion.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfilm; access tools are in computer-readable form.

YEAR
FOUNDED:

1953

STATE DISSEMINATION LEADERSHIP PROJECT (SDLP)

Dissemination and Improvement of **Practice/NIE**

1200 19th Street, N.W.
Washington, D.C. 20208
(202) 254-7930

OPERATING ORGANIZATION: Minnesota State Department of Education

SPONSORING AGENCY: National Institute of Education (**NIE**)/U.S. Office of Education/DHEW

PURPOSE: The SDLP provides encouragement and support for the sharing of educational information among State Education Association (SEA) policymakers, dissemination representatives, and staff of NIE. SDLP serves as a communication channel and coordinator for a network of 34 states with educational dissemination programs.

TARGET CLIENTELE: SEA dissemination representatives and state education agencies

SERVICE AVAILABILITY: Restricted to managers of state and other dissemination programs and state policymakers

PUBLICATIONS:

- o Directory of SEA dissemination representatives
- o Periodic written communications
- 0 Newsletter

SERVICES:

- o **Annual** meeting of state dissemination representatives and policymakers

F E E S : Information not applicable.

MATERIALS COLLECTED: Information not applicable.

ACQUISITION ACTIVITIES: Information not applicable.

NUMBER OF HOLDINGS: Information not applicable.

STORAGE
MEDIA:

Information not applicable.

YEAR
FOUNDED:

1978

STATISTICAL INFORMATION OFFICE
National Center for Education Statistics (NCES)
Department of Health, Education, and Welfare
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(301) 436-7900

OPERATING ORGANIZATION: NCES/U.S. Office of **Education/DHEW**

SPONSORING AGENCY: Same as above

PURPOSE: The office provides statistics from education surveys conducted by NCES and other government agencies.

TARGET CLIENTELE: Congress, education institutions and organizations, other government agencies, media, business and the general public

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o Microfiche packets on selected topics
- o "National Center for Education Statistics **Bulletins,**" occasional bulletins containing statistics on specific topics
- o Statistical reports on educational trends and conditions
- o Directories

SERVICES:

- o Response to telephone inquiries for statistics
- o Computer tapes and printouts on specific topics
- o Special statistical tabulations
- o Printed summaries or detailed analyses

FEES: There is a fee for some publications and services.

MATERIALS COLLECTED:

- o Statistical reports and analyses

ACQUISITION ACTIVITIES: The office collects information about elementary and secondary education, higher education, vocational and technical education, adult education, and libraries and media centers.

NUMBER OF
HOLDINGS:

Information not available.

STORAGE
MEDIA:

Holdings are stored as copies of documents and on microfiche;
access tool is in computer-readable form.

YEAR
FOUNDED:

1965

TEACHERS' CENTER EXCHANGE
Far West Regional Laboratory for Educational
Research and Development
1855 Folsom Street
San Francisco, CA 94103

- OPERATING ORGANIZATION: Far West Regional Laboratory for Educational Research and Development
- SPONSORING AGENCY: National Institute for Education/U.S. Office of **Education/DHEW**
- PURPOSE: The Exchange is intended to facilitate the informal sharing of information, expertise and mutual help among teachers' centers and other organizations concerned with teachers' professional growth.
- TARGET CLIENTELE: Staff and participants in teachers' centers and educators planning new centers or other innovative services
- SERVICE AVAILABILITY: Unrestricted
- PUBLICATIONS:
- o Essays on teachers' centers
 - o Manual on building a teachers' center
 - o Flyers
 - o Quarterly bulletin
 - o Monograph series
 - o Directory of teachers; centers
- SERVICES:
- o Conferences
 - o Mini-awards
- FEES: Services are free; fees are charged for some publications.
- MATERIALS COLLECTED:
- o Publications from teachers' centers

ACQUISITION
ACTIVITIES:

The Exchange staff screens materials from teachers' centers, professional journals and newspaper articles.

NUMBER OF
HOLDINGS:

The collection contains approximately 1,000 documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1975

TECHNICAL DATA CENTER (TDC)
Occupational Safety and Health Administration (OSHA)
U.S. Department of Labor (DOL)
200 Constitution Avenue, N.W., Room N2439
Washington, D.C. 20402
(202) 523-9700

OPERATING ORGANIZATION: OSHA/DOL

SPONSORING AGENCY: Same as above

PURPOSE: The Center collects, gathers and disseminates technical information directly concerned with or related to occupational safety and health.

TARGET CLIENTELE: OSHA staff, the federal community, private industry and the public sector

SERVICE A VAILABILITY: Unrestricted

PUBLICATIONS:

- o OSHA training materials
- o Microfiche/film collections from worldwide sources of literature on occupational safety and health

SER VICES:

- o Computerized searches of MEDLARS, ORBIT, DIALOG, NIOSHTIC and TRADE NAME INGREDIENTS databases
- o Library facilities for reference use only
- o Interlibrary loan arrangements for most materials in the collection

FEES: Fees are charged for some publications and training materials in accordance with the Freedom of Information Act.

MATERIALS COLLECTED:

- o Documents developed and produced by OSHA, as well as training materials
- o Technical reports

- o Translations .of journal articles
- o Audiovisual materials
- o Contract reports
- o Microfiche/film
- o Book collections
- o Journals

**ACQUISITION
ACTIVITIES:**

Materials are acquired by scanning publishers' catalogs, performing bibliographic computerized searches, and by screening literature announcements that produce materials involved with occupational safety and occupational health.

**NUMBER OF
HOLDINGS:**

The collection includes 8,000 books, 280 journals, 100,000 microfiche/film and 900 translated journal articles.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents/materials and on microform.

**YEAR
FOUNDED:**

1972

TECHNICAL INFORMATION CENTER

Office on Smoking and Health (OSH)
Park Building, Room 1- 16
5600 Fishers Lane
Rockville, MD 20857
(301) 443-1690

OPERATING ORGANIZATION: OSH/Office of Assistant Secretary for Health/Public Health Service/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Office on Smoking and Health maintains a clearinghouse through its Technical Information Center which identifies, collects, organizes and disseminates information on smoking.

TARGET CLIENTELE: Primarily, the health professional engaged in scientific research; however, current efforts include expansion of public information activities to improve services to the general public

SERVICES AVAILABLE: All services are performed without restrictions on a **first-come, first-served** basis unless otherwise specified, and are subject to staff and resource limitations of the Clearinghouse.

PUBLICATIONS:

- "Smoking and Health. Bulletin," a current awareness publication for published literature on all aspects of smoking and health, published eight to 10 times per year
- Bibliography on smoking and health, published annually
- Annual report to Congress
- Directory of ongoing research
- Legislative report, published annually on state legislation regarding smoking and health
- Special publications

SERVICES:

- Response to written and telephone inquiries
- On-line bibliographic searches
- Reproduction of articles listed in the "Smoking and Health **Bulletin**" on a limited basis

FEES: No fees are charged for services on single copy requests for publications.

MATERIALS COLLECTED: o Published literature

ACQUISITION ACTIVITIES: Scanning and acquisition is done by the College of Physicians Library in Philadelphia under subcontract. Over 3,000 serial titles are scanned and those within the Clearinghouse scope are acquired.

NUMBER OF HOLDINGS: The scientific and technical database contains over 30,000 hard copy reports.

STORAGE MEDIA: Holdings are stored as copies of documents; access tool is in computer-readable form.

YEAR FOUNDED: 1965

TECHNICAL INFORMATION CENTER (TIC)

U.S. Department of Energy (DOE)
P.O. Box 62
Oak Ridge, TN 37830

OPERATING
ORGANIZATION:

TIC/DOE

SPONSORING
AGENCY:

Same as above

PURPOSE:

TIC identifies, locates and acquires worldwide energy-related scientific and technical literature regardless of language or form. Bibliographic descriptions, abstracts and indexing of this literature are prepared and input into the computerized TIC Energy Database from which a number of announcement journals are prepared. TIC also ensures that DOE-sponsored research is reported promptly and distributed.

TARGET
CLIENTELE:

DOE personnel and contractors, commerce, industry, students and teachers of energy, and general public

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS: o

- o Energy Research Abstracts (ERA), a semimonthly journal containing indexes of all DOE and other U.S. **Government** originated literature on energy-related research and development
- o Five comprehensive monthly update abstract journals on types of energy
- o Energy Abstracts for Policy Analysis (EAPA), a monthly journal, limited primarily to nontechnical and quasi-technical articles and reports dealing with energy R&D programs, conservation, economics, **sociology** and politics, supply and demand, systems studies, policy, regulation and legislation, and environmental effects
- o Selected publications catalog
- o "**Energy Meetings:**" a monthly listing of upcoming events
- o Bibliographies
- o Energygrams
- o Technology transfer publications

- SERVICES:
- o Technical reference services
 - o Document and film request services
 - o Pamphlets and brochures for the public on request
 - o Specialized information packets for one-time use by professional groups, classes or training program
 - o Translation services
 - o Copies of microfiche of DOE reports
 - o Databases available on magnetic tape

FEES: Subscriptions are available for monthly publications.

- MATERIALS COLLECTED:
- o Technical literature from national and international sources
 - o DOE reports
 - o Engineering drawings
 - o Films
 - o Translations of technical documents

ACQUISITION ACTIVITIES: Literature is generally acquired by routine distribution, bilateral agreements with foreign establishments, publication exchanges, gifts, direct purchases from publishing outlets of technical societies and other government agencies. Journal literature, as well as other documents, are evaluated for relevancy.

NUMBER OF HOLDINGS: Over **1,000,000** items are included in the computerized database with an additional 160,000 added yearly. Film library contains 7,000 prints of 100 active film titles. The document collection contains about 600,000 DOE reports.

STORAGE MEDIA: Holdings are stored as copies of documents and on microfiche; access tool is in computer-readable form.

YEAR FOUNDED: 1946

TECHNICAL INFORMATION SYSTEMS (TIS)

National Agriculture Library
Science and Education Administration
U.S. Department of Agriculture (USDA)
Beltsville, MD 20705
(301) 344-3834

OPERATING ORGANIZATION: Technical Information Systems/Science and Education Administration/USDA

SPONSORING AGENCY: Same as above

PURPOSE: This Library is the key resource of USDA and the Cooperative Extension Service for providing information about agriculture and related sciences.

TARGET CLIENTELE: The agricultural research community, consumers and the general public

SERVICE AVAILABILITY: Unrestricted, but with USDA personnel receiving priority

PUBLICATIONS:

- o Bibliographies
- o Research directories and inventories
- o Materials explaining use of TIS resources
- o Newsletter
- o Fact sheets

SERVICES:

- o Searches of the AGRICOLA database
- o Current Awareness Literature Service (**CALS**)
- o Current Research Information System (**CRIS**)
- o Interlibrary loan
- o Photoreproduction of materials from the collection

FEES: There is no charge for most services.

MATERIALS COLLECTED:

- o Books
- o Journals

- o Popular and technical booklets
- o Pamphlets issued by USDA, State Cooperative Extension and 4-H
- o Conference proceedings
- o USDA news releases
- o Audiovisual materials on food and nutrition
- o Listing of federal and state research projects

**ACQUISITION
ACTIVITIES:**

Selection tools regularly scanned include Library of Congress proof slips, weekly record, Directory of Published Proceedings, certain scientific journals, National Bibliographies and many publisher announcements. Dealers make selections for the Library through blanket order arrangements. Materials are also received through gift and publication exchange activities. Materials are screened for their usefulness to the Department of Agriculture and the agricultural community in general, with the aid of an extensive collection development policy.

**NUMBER OF
HOLDINGS:**

The Library contains 1.7 million volumes.

**STORAGE
MEDIA:**

Holdings are stored as copies of documents; access tools are in computer-readable form.

**YEAR
FOUNDED:**

1978

TECHNICAL REFERENCE DIVISION
National Highway Traffic Safety Administration (NHTSA)
Department of Transportation (DOT)
400 7th Street, S.W., Room 5108
Washington, D.C. 20590
(202) 426-2768

- OPERATING ORGANIZATION: Technical Reference Division/NHTSA/DOT
- SPONSORING AGENCY: Same as above
- PURPOSE: The Technical Reference Division of NHTSA collects, abstracts and disseminates information about highway traffic safety to subscribers through Highway Safety Literature (HSL), a computerized database, and a monthly abstract journal.
- TARGET CLIENTELE: Individuals and organizations conducting research of highway traffic safety
- SERVICE AVAILABILITY: HSL, the database, is restricted to subscribers. The collection is available to the public for on-site use.
- PUBLICATIONS:
- o "Highway Safety Literature," a monthly journal of abstracts
 - o "Technical Reports of NHTSA, A Bibliography of 1967-1973" and annual updates
 - o "Audiovisual Catalog of NHTSA"
- SERVICES:
- o Responses to information requests
 - o Computerized search of HSL database using RECON IV
 - o Library services including reading room
- FEES: Fees are charged for some publications and services.
- MATERIALS COLLECTED:
- o Conference proceedings
 - o Technical reports

- o National Highway Traffic Safety Administration reports
- o Journal articles

ACQUISITION
ACTIVITIES:

Publications are scanned regularly for inclusion in HSL.

NUMBER OF
HOLDINGS:

The HSL data base contains 30,000 entries.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials and on microform; access tools are in computer-readable form.

YEAR
FOUNDED:

1967

TECHNOLOGY SHARING DI VISION, I-25
Office of Assistant Secretary for Governmental Affairs
U.S. Department of Transportation (DOT)
400 7th Street, S.W.
Washington, D.C. 20590
(202) 426-4208

OPERATING ORGANIZATION: Office of Assistant Secretary for Governmental Affairs/DOT

SPONSORING AGENCY: Same as above

PURPOSE: The Technology Sharing Program is designed to determine needs for technological development and transportation information in state and local governments and private industry, and to assist in meeting those needs.

TARGET CLIENTELE: State and local governments

SERVICE AVAILABILITY: No restrictions

PUBLICATIONS:

- o Selected technical reports of general and technical interest
- o Standard reference packages

SER VICES:

- o Responses to requests for technical information
- o Network between state and local users
- o Training sessions

FEES: Services and publications are free to state and local governments.

MATERIALS COLLECTED:

- o Technical reports
- o Conference proceedings
- o Bibliographies

ACQUISITION ACTIVITIES: The Technology Sharing Division monitors the program offices of operating administrations such as Federal Highway

Administration's Implementation Division and Urban Mass Transportation Administration's Office of Service and Methods Demonstration. Primary focus areas include transportation energy conservation, rural and specialized transportation, transit financing, street maintenance and hazardous materials.

NUMBER OF
HOLDINGS

Currently, the collection includes approximately 90 selected documents.

STORAGE
MEDIA:

Holdings are stored as copies of documents.

YEAR
FOUNDED:

1971

**TOXICOLOGY INFORMATION RESPONSE CENTER (TIRC)/INFORMATION CENTER
COMPLEX (ICC)**

Oak Ridge National Laboratory
Building 2024, P.O. Box X
Oak Ridge, TN 37830
(615) 576-1743
FTS: 626-1743

OPERATING
ORGANIZATION: Oak Ridge National Laboratory

SPONSORING
AGENCY: Toxicology Information Program/National Library of
Medicine/National Institutes of Health/Public Health Service/
D H E W

PURPOSE: TIRC was established as a multidisciplinary center to provide
complete information services related to toxicology
information in response to specific requests.

TARGET
CLIENTELE: Researchers, scientists, engineers, administrators and the
public

SER VICE
A VAILABILITY: Unrestricted

PUBLICATIONS:

- Information brochures
- Publication lists and fact sheets
- Selected reports of topical concern

SER VICES:

- Online access to the MEDLARS system, RECON, DIALOG, ORBIT and BRS
- Toxicology reference library
- Access to hard copy secondary sources, e.g., Biological Abstracts, Chemical Abstracts, Index **Medicus** and **Excerpta Medica**
- Access to Oak Ridge National Laboratory's computerized data files and to the resources of the University of Tennessee, Oak Ridge Associated Universities, Tennessee Valley Authority and the U.S. Department of Energy
- Access to topical, continuously updated subject files and newsletters

FEES: Fees vary.

MATERIALS COLLECTED:

- o Secondary reference sources related to toxicology
- o Newsletters

ACQUISITION ACTIVITIES: TIRC collects information and compiles subject files related to **toxicology** by accessing online databases and other secondary sources.

NUMBER OF HOLDINGS: Information not available.

STORAGE MEDIA: Holdings are stored as copies of documents.

YEAR FOUNDED: 1971

TRAINER'S RESOURCE SERVICE

400 North Capitol Street, N.W., Suite 390
Washington, D.C. 20001
(202) 628-0660

OPERATING
ORGANIZATION:

National Training and Development Service (NTDS)
400 North Capitol Street, N.W., Suite 390
Washington, D.C. 20001

SPONSORING
AGENCY:

U.S. Office of Personnel Management

PURPOSE:

The service is designed to provide access to professional services, self-development opportunities and information on training techniques and materials.

TARGET
CLIENTELE:

State and local government training officers, personnel directors, human resource developers, continuing education specialists and others involved with public sector training and development

SERVICE
A VAILABILITY:

Unrestricted

PUBLICATIONS:

- o "The Trainer's Resource Service News," published monthly
- o Directory of state and local government training officers
- o Reports on training materials
- o Curriculum resources for trainers
- o Catalogs and directbries to current training materials

SERVICES:

- o Regional conferences held twice a year
- o Responses to inquiries
- o Curriculum development on request
- o Training sessions

FEES:

Fees are charged for publications and some services; newsletter is provided on a subscription basis.

MATERIALS
COLLECTED:

- o Information materials on training resources

ACQUISITION
ACTIVITIES:

The service collects information on teaching of trainers, training for affirmative action, organizational communications, productivity improvement and local government financial management.

NUMBER OF
HOLDINGS:

Information not applicable.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1977

UNITED STATES INTERNATIONAL ENVIRONMENTAL REFERRAL
CENTER (USIERC)

Environmental Protection Agency (EPA)
401 M Street, S.W., Room 2903 WSM (PM-213)
Washington, D.C. 20460
(202) 755-1836

OPERATING
ORGANIZATION:

USIERC/EPA

SPONSORING
AGENCY:

Same as above

PURPOSE:

USIERC serves as the U.S. focal point for the United Nations Environmental Program/International Referral System (INFOTERRA). The program serves to make environmental information available to decision-makers in a timely manner and in a form that is useful,

TARGET
CLIENTELE:

National and state government agencies, business and industry, university and research institutions and others concerned with environmental matters

SER VICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

o Directory of sources of environmental information

SERVICES:

o Referral to U.S. and international sources of information on photocopied source sheets based on manual or computer search of the database

FEES:

There is no fee for referral services.

MATERIALS
COLLECTED:

o Listings of functional units with information on environmental topics and which are willing to provide appropriate information on request

ACQUISITION
ACTIVITIES:

Registration as an information source is voluntary; current testing covers 26 broad areas of environmental concern.

NUMBER OF
HOLDINGS:

Over 1,500 sources in the U.S. are listed with USIERC.

STORAGE
MEDIA:

Holdings are stored as copies of materials; access tool is in computer-readable form.

YEAR
FOUNDED:

1975

WELFARE MANAGEMENT INSTITUTE
Social Security Administration (SSA)
Office of Family Assistance
330 C Street, S.W., Room 4070
Washington, D.C. 20201
(202) 245-0362

OPERATING ORGANIZATION: Welfare Management Institute/Office of Family Assistance/
SSA/DHEW

SPONSORING AGENCY: Same as above

PURPOSE: The Institute's purpose is to facilitate the transfer of exemplary and innovative management technology to state and local public assistance agencies. Operation of a clearinghouse is one aspect of the Institute's program.

TARGET CLIENTELE: State and local welfare agencies, AFDC administrators

SERVICE AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "Welfare Management Institute Exchange," a quarterly newsletter
- o "How They Do It" series, descriptions of specific management practices in use to resolve particular problems
- o "Management Aids and Summaries," brief summaries of experiments and demonstrations
- o State management practices

SERVICES:

- o Referral to materials on specific problems
- o On-site technical assistance
- o Conferences, meetings and training programs

FEES: No fees are charged.

MATERIALS COLLECTED:

- o Training materials
- o Project proposals and reports

- o Management reports and summaries
- o Procedure/policy manuals and handbooks
- o Articles on management practices
- o Federal publications
- o Intake forms
- o ADP printouts and reports
- o Conference and seminar proceedings
- o State annual plans
- o Issue-oriented discussion papers
- o Systems descriptions

**ACQUISITION
ACTIVITIES:**

The Clearinghouse solicits information from state and local program managers.

**NUMBER OF
HOLDINGS:**

The collection consists of 350 documents.

**STORAGE
MEDIA:**

Holdings are presently stored as copies of documents/materials. Development of an automated data processing system is planned.

**YEAR
FOUNDED:**

1979

WOMEN'S ACTION ALLIANCE LIBRARY

Women's Action Alliance, Inc.
370 Lexington Avenue, Room 603
New York, NY 10017
(212) 532-8330

OPERATING
ORGANIZATION:

Women's Action Alliance, Inc.

SPONSORING
AGENCY:

Same as above

PURPOSE:

The Library is designed to address the information needs of feminist programs, women's groups, foundations and the media.

TARGET
CLIENTELE:

Programs, groups and individuals concerned about equality for women

SERVICE
AVAILABILITY:

Unrestricted

PUBLICATIONS:

- o Women's Action Almanac, a resource guide to women's issues and programs
- o How-to booklets related to women's issues

SERVICES:

- o Responses to information requests
- o Listing of services for women in New York City area
- o Listings of national women's organizations, women's media and women's centers nationwide
- o Reading room

FEES:

Services are provided without charge; fees are charged for publications.

MATERIALS
COLLECTED:

- o Books
- o Pamphlets
- o Periodicals
- o Study reports
- o **Nonprint** media

ACQUISITION
ACTIVITIES:

The Library scans 250 women's periodicals.

NUMBER OF
HOLDINGS:

The collection contains 1,000 books and 300 serials, in addition to other materials.

STORAGE
MEDIA:

Holdings are stored as copies of documents/materials.

YEAR
FOUNDED:

1971

WOMEN'S EDUCATIONAL EQUITY COMMUNICATIONS [NETWORK (WEECN)

Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, CA 94103
(415) X5-3000

OPERATING

ORGANIZATION: Far West Laboratory for Educational Research and Development

SPONSORING

AGENCY: Women's Educational Equity Act Program/Office of the Commissioner/US. Office of Education/DHEW

PURPOSE:

WEECN is a two-way communications system and an information service concerned with educational equity for women at all educational levels from preschool through reentry and continuing education.

TARGET

CLIENTELE: Teachers, administrators, counselors, curriculum specialists, preservice and inservice trainers, researchers, students, parents and concerned citizens

SERVICE

AVAILABILITY: Unrestricted

PUBLICATIONS:

- o "Network News and Notes," an occasional bulletin which serves as a forum for the exchange of ideas
- o Information guides
- o Annotated bibliographies
- o Resource catalogs
- o A directory of organizations and programs concerned with furthering women's educational equity
- o Resources in Women's Educational Equity (RIWEE), a semiannual index/abstract publication

SERVICES:

- o Preassembled sets of materials
- o Specially assembled sets of resources drawn from WEECN's information files
- o References to print resources, nonprint resources, organizations and associations, programs and projects
- o Referrals to other, more specialized information services
- o Copies of short articles, documents, checklists, etc.

- o Assistance in learning about computerized information sources
- o Computer searches of educational information collections maintained by other organizations

FEES: Fees are charged for computer searches and some products.

MATERIALS COLLECTED:

- o Instructional and training materials
- o Descriptions of educational curricula, programs and treatments
- o Evaluative studies
- o Supporting data, research, and other information for nonsexist program and materials development

ACQUISITION ACTIVITIES:

In addition to soliciting journal articles and nonprint materials from users, WEECN maintains contact with Education Resource Information Center (ERIC) document sources, government agencies, women's organizations, state and local commissions, coordinators of women's programs, etc. Periodicals, newsletters and conference listings are scanned routinely. Documents are screened for relevance to WEECN's scope.

NUMBER OF HOLDINGS:

WEECN currently has 15,000 citations in its database and 2,200 items in its library collection.

STORAGE MEDIA:

Citations are stored on a computerized database.

YEAR FOUNDED:

1977

APPENDIX

Guides to Information Resources

- Consortium of Associations for Education Dissemination. Private Organizations and Associations: Information Resources for Education. Arlington, Virginia: 1978.
- Eusidic and Sanders, James. Information Market Place 1978-79: An International Directory of Information Products and Services. New York, New York: R. R. Bowker and Co., 1978.
- Far West Laboratory for Educational Research and Development. Dissemination Networks: Information Resources for Education. San Francisco, California: 1978.
- Feaster, Thelma; Peterson, John; Lynd, Charles and **Bina, James**. Databases and Clearinghouses: Information Resources for Education. Columbus, Ohio: Resource and Referral Service, National Center for Research in Vocational Education, Ohio State University, 1979.
- General Accounting Office. Federal Information Sources and Systems as of December 31, 1976: 1977 Congressional Sourcebook Series. Washington, D.C.: U.S. Government Printing Office, 1977.
- Jennings, Margaret (**ed.**). Washington Information Workbook. Washington, D.C.: Washington Researchers, 1979.
- Kruzas, Anthony (**ed.**). Encyclopedia of Information Systems and Services, Third Edition. Detroit, Michigan: **Gale Research Co., 1978.**
- U.S. Department of Health, Education and Welfare, Office of Human Development Services. Directory of National Information Sources on Handicapping Conditions and Related Services. Washington, D.C.: U.S. Government Printing Office, 1980.

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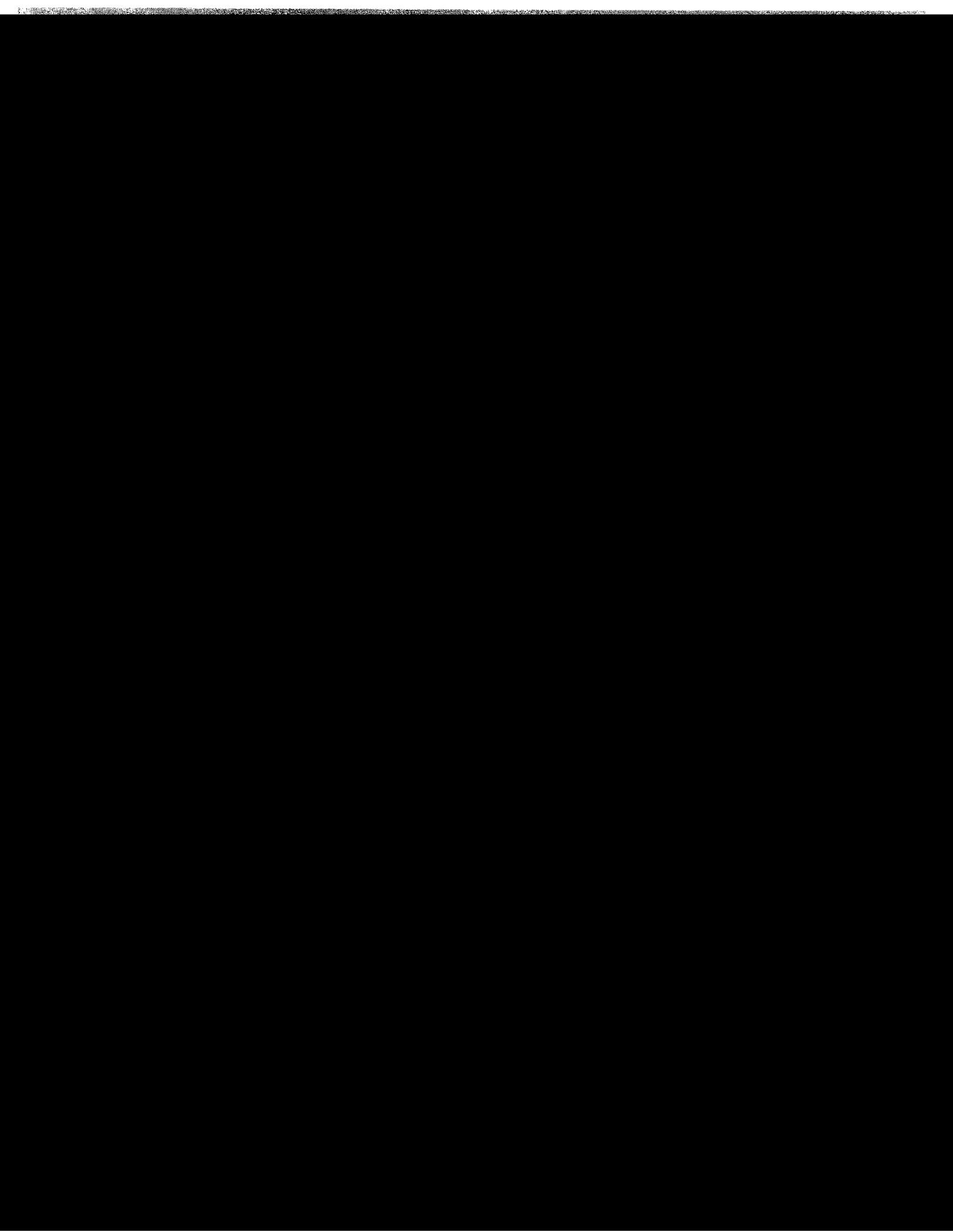
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HUMAN SERVICES— Monograph Series No. 15

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Assistant Secretary for
Planning and Evaluation
Project Share

DHEW Publication No. OS-76-130



AMS G-168

Prepared For:

The Office of Assistant Secretary for Planning and Evaluation
Department of Health and Human Services

By:

Applied Management Sciences, inc.
and
Cuadra Associates, Inc.

PHASE III RESEARCH PLAN

December 1980

in Accordance with Contract No. HEW-100-79-0183



INTRODUCTION

This document is a research plan for the conduct of Phase III of the "Exploratory Study of Human Services Information Clearinghouses". It presents an outline of the work to be performed in conducting the two major tasks of Phase III--the development of an analytic policy report and the testing of a publication evaluation technique.

This plan should be regarded as a discussion paper that provides a framework for the December 16, 1980 meeting of the Department of Health and Human Services project review team. It suggests methods for implementing the decisions reached by the Policy Group regarding the direction and focus of Phase III at the September 4, 1980 meeting. The selection of topics for the analytic policy report and the identification of the key procedures for, and questions to be addressed in, the user survey/expert assessment are the major decisions that remain to be made for Phase III.

THE ANALYTIC POLICY COMPONENT

Rationale

The Phase II management studies focused on the structure, operation, and funding of human services information clearinghouses. Because of the need to gather a large volume of information in a limited amount of time, it was not possible to pursue policy questions and their implications in any detail. However, in designing this project and in conducting the Phase II management studies, several policy issues surfaced. The

Analytic Policy Report provides an opportunity to address some of the policy issues of greatest concern to policymakers and information specialists.

Scope of the Effort

The Analytic Policy Report will provide information about key policy topics pertaining to the design, structure, or operation of human services information clearinghouses. Budgetary constraints limit the scope of the report to an analysis of no more than three topics. Each topic will be addressed in the format of a policy brief designed to inform policymaking by clarifying the key questions and issues and by identifying the implications of accepting alternative approaches. The emphasis will be on analysis of the topics from a qualitative, rather than a quantitative, perspective.

Sources of information for the policy briefs will include: additional analysis of the data collected in Phase II; telephone interviews with key respondents; and, if necessary, a limited number of visits to local sites for more in-depth discussions. A large data collection effort is neither anticipated nor feasible, because of the limited resources available.

Topics to Address

The discussion below identifies the topics that seem most appropriate for the Phase III research and suggests how they might be approached. These topics include:

- Alternative models for the dissemination of information;
- Trends in approaches to information dissemination;
- Approaches to serving different target audiences;
- Marketing activities; and
- Process of preparing publications.

Alternative Models for the Dissemination of Information: The Phase II analysis identified several different approaches to the design and structure of information clearinghouses that can be regarded as alternative models for the dissemination of information. These models include:

1911

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY

Date: July 28, 1980

To: See Addressees Below
From: Jean Favors_{4-F}
Subject: Clearinghouse Evaluation

The Evaluation is well along into Phase II and progressing quite smoothly. Attached for your information are:

- o the final version of the Catalog,
- o Protocols for the interviews, and
- o aschedule for the site visits.

If you are interested in observing one of the site visits, please let me know and I will arrange the details. I feel that it would be useful to the group and AMS would be more than delighted.

A joint meeting of the advisory groups is scheduled for September 4, 1980 at 9:30 a.m. in room 529 A, HHH. The agenda will include a full report on the site visits, a discussion of Phase II analytic tasks and plans and issues that must be resolved regarding Phase III. I anticipate that the meeting will last all day and would appreciate your attendance. AMS is preparing material which will be distributed well in advance of the meeting.

I look forward to seeing you on September 4.

Attachment

Addressees

- Mark Abramson, E&TA
- Bruce Craig, AOA
- Penny Erickson, NCHS
- Walt Francis, PS ✓
- Terry Freeman, OHIP
- George Greenberg, SSP
- Lyn Wolff, SSP

**Status of Site Visits for Phase II of the
Exploratory Study of Human Services
Information Clearinghouses**

I Clearinghouses Scheduled

<u>Date</u>	<u>Clearinghouse</u>
July 21, 1980	Project SHARE ERIC Clearinghouse on Reading and Communication Skills
July 22, 1980	Clearinghouse on Child Abuse and Neglect
July 23, 1980	Clearinghouse for Hospital' Management Engineering
July 24, 1980	National Technical Information Service
July 28, 1980	Research and Development Exchange
July 29, 1980	Cancer Information Clearinghouse
July 31, 1980	Clearinghouse on Bilingual Education Labor Management Relations Service
August 4, 1980	Welfare Management Institute
August 5, 1980	National Health Standards Quality Information Clearinghouse
August 6, 1980	Evaluation Documentation Center Consumer Education Resource Network
August 11, 1980	National Clearinghouse for Emergency Medical Services
August 21, 1980	National Clearinghouse for Mental Health Information
August 25, 1980	National Solar Heating and Cooling! Information Center
August 27, 1980	Office on Smoking and Health Technical Information Center



II Clearinghouses Already Completed (Pilot Sites)

**ERIC Clearinghouse for Junior Colleges
Women's Educational Equity Communications Network
Arthritis Information Clearinghouse**

III Clearinghouses Agreeing to Participate But Not Yet Scheduled

**National Center for Appropriate Technology, Resource Center
Family Resource/Referral Center
National Center for Juvenile Justice
San Mateo Educational Resources Center
*National Clearinghouse on Aging***

IV Clearinghouses From Which No Commitment Has Been Received

**Clearinghouse for Applied Performance Testing
High Blood Pressure Information Center
National Health Planning Information Center
Clearinghouse on Health Indexes
ERIC Clearinghouse on Adult, Career and Vocational Education**

~~V Clearinghouses Declining to Participate~~

~~**National Clearinghouse on Aging**~~

VI Alternates Selected

National Clearinghouse for Alcohol Information

- integrated vs. autonomous clearinghouses;
- centralized vs. decentralized clearinghouses;
- contractor operated clearinghouses vs. those operated by the government with limited or no outside assistance.

Each of these dichotomies is, in reality, a continuum with different organizations located at different points on the spectrum. In addition, each clearinghouse represents a combination of these models, so that a clearinghouse may be: integrated, centralized, and operated by the government; autonomous, centralized, and operated by the government; autonomous, centralized and operating under contract; or any other combination of models.

For those who must design future clearinghouses and for those considering redesign of existing clearinghouses, it would be helpful to understand:

- the premises underlying each model;
- the factors contributing to the adoption of each model;
- the perceived benefits and limitations of each model; and
- the implications of each model for operating procedures and staffing needs.

The Phase III research can explore these questions for any one set of models (i.e., integrated vs. autonomous or contractor operated vs. government operated) or for all three sets by conducting further analysis of the Phase II data, supplemented by a series of telephone interviews. If all three sets of models are explored., this would be the major focus of the Analytic Policy Report.

Another important distinction in terms of approaches to information dissemination is whether or not clearinghouses offer technical assistance and consultative (TA&C) services, which are beyond the core reference and referral services offered by most clearinghouses. These TA&C services include conferences, consulting, training workshops, and other types of technical assistance. The increasing availability of these services may represent a trend in the evolution of information dissemination mechanisms and may be worthy of further examination.

Technical assistance and consulting are offered by clearinghouses to varying extents that may be reflective of the information dissemination pattern within each subject area. The decision as to whether a clearinghouse offers-- and the extent to which it offers--technical assistance and consulting types of services also has implications for clearinghouse funding and staffing. The rationale for providing or not providing these services could be explored. The need for the clearinghouses to provide such services could be analyzed in terms of the availability of other information resources in each field to perform this function. The impact on staffing and funding needs can be considered, as well.

Trends in Approaches to Information Dissemination: One way of making information in the clearinghouse's database more widely available is making the clearinghouse's database publicly available. Since this approach seems to be emerging as a trend for the future, it could be studied in greater detail. With the trend toward the increasing availability of computer terminals in offices and academic institutions, more people will have access to online information systems. It is therefore probable that more clearinghouses will move toward making their databases publicly available through an online service. To help plan for this development, the Phase III research could explore how clearinghouses that have made, their databases publicly available, how they have prepared for this step, and how the change affected the demand for their services. Impediments to making the database publicly available could be explored with some clearinghouses that are not planning to move in this direction. The implications of making the database publicly available for the future service role of clearinghouses and the potential need to redefine their user service functions could also be considered.

Approaches to Serving Different Target Audiences: The ability of an information resource organization to serve different target audiences is also a possible topic for policy analysis. Some fields have established different information resource organizations to serve different audiences; whereas other fields have a single clearinghouse that serves

multiple audiences and prepares different publications for each audience. To the extent that the latter approach is feasible, the potential for overlap and duplication is reduced. Because of the concern for reducing duplication, this issue may be worth pursuing. Why each approach has been selected, problems that have arisen, and perceptions of how effective alternative approaches would be could be discussed with key respondents.

Marketing Activities: Marketing activities and costs are frequently embedded in other clearinghouse activities. To understand how this activity is performed and the costs associated with it, clearinghouses could be asked about the methods used and the time devoted to marketing activities. The discussion could include marketing of clearinghouse publications, promotion of the clearinghouse, and efforts to solicit contributions to the collection. The limitations imposed on promotional efforts and contrasts to promotional activities of commercial publishers could also be explored. This may be an important area for study because our preliminary findings suggest that despite the importance of marketing to the visibility of the clearinghouse, the activity seems to receive less emphasis at publicly supported clearinghouses than it does at commercial publishers.

Process of Preparing Publications: Clearinghouse publications are the major output of the information analysis function performed by clearinghouses. Publications are designed to address the major topics of concern to the field, and to present information in a format that will be useful to the target audience. To understand better how clearinghouses identify the needs of the target audience and how they attempt to address those needs, the process of preparing publications could be explored in greater detail. Key questions might include the following:

- How are topics for publications selected?
- How is a decision about the appropriate format or type of publication on each topic made?
- How is an author selected?
- How are draft publications reviewed and assessed? and
- What is the intended impact of selected publications?

The study team recommends selecting the policy issues for Phase III from the list provided above, although the concluding chapter of the Descriptive Report outlines several additional policy issues, as well. This recommendation is made because we believe these issues have important and immediate implications for the design of human services information clearinghouses and they are amenable to study within the resource constraints of this project. In addition, further exploration of several of these topics may also enhance the ability to monitor and evaluate clearinghouses.

THE MONITORING AND EVALUATION COMPONENT

Rationale

Clearinghouses operate in a service- and education-oriented environment and, therefore, do not typically have access to some of the classic marketplace measures of utility and quality, such as sales and profits, that are used as evaluation measures by other organizations in the broader information industry. Sales and profits data are used in private industry to ensure that managers are held accountable for the activities they direct. In the case of clearinghouses, we have found that the feedback received from users is not always aggregated in a manner that provides a basis for accountability or can serve as input for forward planning. Therefore, alternative measures appropriate for this special operating environment are needed to provide some accountability for clearinghouse publications and services.

As indicated in the Phase II Descriptive Report, most of the human services information clearinghouses have developed one or more types of feedback mechanisms that provide for some ongoing evaluation of publications, services, and collection development activities. However, because of budgetary and other constraints, these efforts tend to be informal (e.g., response cards or forms that are placed in publications or response packages) or fragmentary--not part of a total evaluation program--and the results are frequently only informally tabulated and analyzed. In addition, outside the ERIC system, there has been no effort to use consistent measures that would permit comparative analyses across clearinghouses.

To help establish a broadly based framework for ongoing clearinghouse' evaluations, particularly a framework that can be used for both intra- and inter-clearinghouse evaluations, Phase III of the Exploratory Study of Human Services Information Clearinghouses involves the development and pilot test of a set of evaluation procedures that can, themselves, be assessed for their effectiveness, utility, and general applicability. Although clearinghouses differ in the range and type of publications and services that they offer, there is sufficient commonality among them to support such a multiple-clearinghouse approach.

Scope of the Effort

The monitoring and evaluation component involves consideration of the methods used in the past to monitor and evaluate information, dissemination efforts and the design and pilot testing of a strategy for evaluating the quality and utility of clearinghouse publications. Accomplishing this first objective requires conducting a literature review and using the results as input to the design of a model monitoring and evaluation system for clearinghouses. The second objective will be addressed through the linked user survey/expert assessment.

A complete evaluation of the utility and quality of the publications and services of a human services information clearinghouse would require the conduct of three separate mini-studies:

- a publications evaluation;
- a user services evaluation; and
- a visibility evaluation.

A publications evaluation would provide information on the overall quality of clearinghouse publications and their utility both to the intended audience and to other recipients of the publication. The assessment could be made either by experts in the field or by actual recipients of the document. A user services evaluation would collect information from individuals who contacted the clearinghouse for specific reference requests or for bibliographic services. It would focus on the adequacy, responsiveness, and quality of the services provided. A

visibility evaluation would provide some measure of the market penetration of the clearinghouse by determining the extent to which members of the target audience are aware of, willing to contact, and have had contact with the clearinghouse. This type of evaluation would involve a survey of active and inactive users of the clearinghouse, as well as non-users, and would identify their reasons for use or non-use of the clearinghouse, the frequency of their contacts, and the purpose of their contacts.

The funds available for this study preclude design and pilot testing of the complete evaluation model described above. However, to ensure that progress toward this model is achieved, the study will conduct a publication evaluation, testing a linked user survey/expert assessment approach to determine the most cost-effective approach to publication evaluation. In addition, the final report on the evaluation component of Phase III will contain a prototype user services evaluation and a visibility evaluation that could be pilot tested in the future.

The output of the Phase III effort will be a monitoring and evaluation report that presents:

- A literature review of previous monitoring and evaluation efforts and suggested performance measures that could be used to support comparative analysis;
- The aggregated results of the user survey/expert assessment and an indication of the feasibility and utility of this approach in future evaluation efforts; and
- The design for a complete evaluation model for human services information clearinghouse services and publications.

The Literature Review

The literature review will emphasize the types of measures that have been used to monitor and evaluate information dissemination efforts and the problems that have been encountered in applying the measures and interpreting the results. This information will serve to inform the recommendation of measures that could be used for comparative analysis of clearinghouses. Literature on the following topics will be discussed:

performance measures for assessing internal operations, measures used to assess the quality and utility of publications and services; and measures for assessing the impact of information services.

The measures that have been used successfully in the past will be compared to the measures currently in use at human services information clearinghouses. The currently used measures that hold the most promise for comparative analyses will be noted, If additional measures appear feasible, they, too, will be identified.

The Linked User Survey/Expert Assessment

The linked user survey/expert assessment is designed to answer the following questions.

- Is the commonly used pre-publication review by experts a reliable predictor of the usefulness of a publication to its intended audience and other users; and, if it is a reliable predictor, are informal, periodic ongoing user evaluations sufficient for performance accountability?
- What dimensions of quality and utility, as applied to publications, are most useful for planning purposes, and are user reactions to certain dimensions more powerful discriminators than others?
- Are there more effective points in time for evaluations to be conducted (e.g., does an evaluation accompanying the publication produce higher response rates and/or different responses than an evaluation conducted weeks or months after receipt of the publication)?

These questions are of interest both to individuals responsible for designing evaluations of information resource organizations and to those responsible for operating information resource organizations and interpreting the results of user surveys.

In addition, tabulation of the results obtained from the users can provide preliminary answers for the participating clearinghouses to such questions as:

- Are clearinghouse publications written and presented in a format that is appropriate to the needs of the users?
- Do users consider clearinghouse publications useful to the conduct of their work?

- Is one type of publication (e.g., a bibliography or a literature review) more useful to a particular, type of audience than another?
- Do users with varied professional responsibilities and from varied organizational affiliations assess the same publication differently?
- How do users utilize clearinghouse publications?

Answers to the questions outlined above are of interest to policymakers who must decide whether to fund clearinghouses, and to clearinghouse personnel responsible for designing and developing publications.

The evaluation plan described herein builds upon methodologies that are already in place within clearinghouses. It also builds upon a highly relevant study conducted in 1972 for the (then) U.S. Office of Education (USOE).^{1/} The purpose of this earlier study was to evaluate the quality and utility of several types of USOE-supported information analysis publications, including, among others, those produced by the ERIC clearinghouses. Through a multiple-survey methodology, data were obtained from a cross-section of educators regarding their level of familiarity with, and judgments on, the quality and utility of a selected number of information analysis publications.

To assess the quality and utility of clearinghouse publications, we propose to link two different methodologies, both of which are presently used in some form by a number of clearinghouses. (These two methodologies, although implemented independently of each other, were also used in the previously referenced USOE study.) They are: (1) a review of selected publications from each of the three clearinghouses by sets of experts from each field; and (2) a review of these same publications by clearinghouse users -- those who have requested or automatically received a copy of one of these publications.

^{1/}Judith Wanger. Evaluation Study of NCEC (National Center for Educational Communication) Information Analysis Products Final Report. Vols. I and II. System Development Corporation: Falls Church, Va.: 1972

The focus of this two-fold evaluation approach will be on the contrast between the resulting assessments--by experts and users--to provide some preliminary answers to a basic question: how well experts can predict the likelihood that a given publication--or publications within a specific class--will be well received by the target audience and/or other users. Clearinghouses that presently use experts in their publication review cycles generally initiate these reviews in advance of final publication and distribution. The proposed methodology, of necessity, differs in the time frame that is being used for the expert assessment, but we do not believe that the proposed post-publication review will affect the utility of the study results.

This particular evaluation objective has been selected because considerable savings could accrue to clearinghouses if it were possible to establish, in principle, the "predictor usefulness" of pre-publication expert reviews. While post-publication assessments are important, too, the most critical feedback points occur prior to final investments in the printing, announcement, and distribution of publications. If quality controls can be established prior to these final investments, then only periodic, post-publication assessments by users may be needed. If we should learn that expert reviews are not particularly reliable predictors, clearinghouses will need to consider alternative approaches, including the less frequently used pre-publication field tests with members of the intended audiences.

Study Procedures

The pilot test and, in particular, the survey instrument, will be useful input in the development of these and other alternative approaches. The key considerations for this component involve: (1) selection of clearinghouses to participate in the study; (2) selection of the experts who will perform the independent review; (3) selection of publications to be reviewed; (4) definition of survey procedures; and (5) design of survey instruments. Each of these is addressed separately below, although decisions in one area necessarily affect design considerations in the other areas.

Selection of Clearinghouses: The criteria to be used in sampling the three clearinghouses whose publications will be evaluated are dictated, in part, by the overall objectives of this study and, as well, by requirements generated by the methodology. The key criteria are that:

- The clearinghouses should be Federally sponsored (perhaps limited to those funded by DHHS) and should represent both those operated by government employees and by contractors.
- The subject scope of the selected clearinghouses should be sufficiently narrow in focus so that a single set of experts can be used to assess all the selected clearinghouse publications.
- The clearinghouses must produce the range of publication types identified for inclusion in the Publication Evaluation.
- The clearinghouses must have a recordkeeping system in place that can accommodate the methodological requirements for identifying recipients of the publications, and be willing to institute additional procedures that will be required in the conduct of the Publication Evaluation.

The overriding criterion to be applied in the final selection is that each clearinghouse Project Officer and Director be willing to participate. Participation in this pilot test will involve some amount of extra work for the staff, and the ability and willingness of personnel to be responsive to the project's needs is critical to the success of the project. We propose to provide the participating clearinghouses with their own survey data, so that they will derive some special benefits from their participation.

Selection of Experts: We propose to identify a set of four experts in the content area covered by each participating clearinghouse. Each of the three sets of panelists will be asked to read a total of six different publications produced by the particular clearinghouse to which they have been assigned, and to complete an expert-assessment form for each.

For purposes of this study, an "expert" is defined to mean an individual who is recognized to be an authority on the subject area covered by a particular clearinghouse. The "authority" of these individuals should be derived from contributions to the literature that represent the reporting of significant research and/or developments in

their respective fields. Because clearinghouses typically have such experts on their staffs and/or use such individuals as official and unofficial consultants, we will want to ensure that none of the panelists has been associated with the-clearinghouse--as a reviewer, author, advisory board member, or staff member of a sponsoring or operating agency/institution-- at any time during the past five years..

We will initiate the expert-identification process by contacting the clearinghouse Project Officers and Directors for a "starter" set of five names. We will then contact each of these experts and ask that they identify an additional set of from 3 to five names of individuals in the field who meet our criteria: Those who have received multiple nominations will be the primary candidates for membership on the expert panel. The primary requirement is that the expert be recognized as an authority by his or her peers in the field. We will not consider familiarity with the clearinghouse or its activities as either a requirement or a basis for exclusion.

Selection of Publications: We propose to work with each of the three clearinghouses to identify the sets of six publications that are to be included in the evaluation study. We will select comparable types of documents in at least four of the six cases, so that some of the data can be aggregated across clearinghouses. The types of documents (and numbers, per category) that we recommend for inclusion are:

- Bibliographies, with abstracts or annotations (2)
- State-of-the-art reports or critical literature reviews (2)
- Other types of documents, such as directories, catalogs, practical-guidance manuals or papers, or journals (2)

To ensure that the publications selected are representative of the current activity of the clearinghouse and to increase the likelihood that recipients of the survey will recall the publication they are being asked to review, we reconend that the publications selected 'should have been announced and/or distributed within the previous 12 months. One exception to the proposed time frame that may be applied is in the case

of publications that were issued somewhat earlier but have remained "best sellers" (in terms of the number of requests a clearinghouse has continued to receive),

After the publications have been selected, we will ask each of the clearinghouses to provide the following types of data about each item'

- How the publication was developed (e.g., internally, outside, or cooperatively), from topic selection through printing; the relationship of the item to other items in the clearinghouse publication program (e.g., whether it is part of a series or a basic work that has been re-written and re-formatted for different audiences); and its preparation costs.
- Ways in which the availability of the publication was announced (over the previous six months) and whether it received some direct (as opposed to on-request) distribution.
- Numbers of copies that have been disseminated directly to one or more target groups, and distributed on request. In addition, we will attempt to obtain the numbers of copies that have been disseminated through any other channels (e.g., NTIS, GPO, or a professional association).
- Clearinghouse expectations, in terms of intended audiences, intended uses, and the likely number of copies that might be distributed over the period of one year.

A survey form will be developed to obtain this information in a standard way from each clearinghouse, for each publication. These data will be used to characterize the sample of publications included in the study and to provide dimensions for analyses performed on the aggregated data. Additional data on clearinghouse expectations will be obtained to help put the interpretation of results into some perspective.

Selection of Survey Participants: The pilot test will target to obtain at least 50 assessments per publication from the user survey. Assuming that a response rate of at least 75 percent can be achieved in the field survey, questionnaires will be sent to at least 75 requesters per publication-- randomly selected from a list of individuals who requested or automatically received the publication. A given clearinghouse user will receive only one questionnaire, so that duplicates of requesters or recipients, across documents, will need to be identified and assigned to only one publication. To accomplish this

sampling, we will ask each clearinghouse to compile lists of recipients for each publication. The project staff will conduct the sampling.

Survey Instrument Design: The dimensions of quality and utility that are of potential interest in this study are incorporated into the draft questionnaire that is presented in the Appendix. A single instrument will be used for both the expert and user surveys. Users will be asked to respond in terms of their own needs and perceptions of the field. Experts will be told the intended purpose of and target audience for the publication and will be asked to respond as though they were a member of this audience (i.e., to role play).

The final instrument will be composed and printed so that all items will fit on two pages printed on both sides. A single cover letter/instruction sheet will accompany the form. As indicated at the top of the draft questionnaire, we propose to tailor each instrument to the specific publication that is being reviewed. A set of Publication Descriptions will be produced on sticky-back paper and affixed in the box that has been designated for this purpose. Each publication description will contain a complete citation and an annotation that characterizes the type of document, its content, and any other appropriate "recall triggers."

The design of the instrument reflects choices that have been made to ensure that: (1) a high response rate is obtained; (2) information is gathered in a form that can be used for analysis; (3) and information is collected that is of most use to clearinghouses. Consequently, the rating scales are the same for each dimension of quality and utility, and the demographic data has been structured to fit a taxonomy that permits comparative analysis. To ensure greatest utility, the draft questionnaire may be reviewed by the participating clearinghouses prior to making the design final.

Analysis and interpretation of the Data

All data from this study will be reported in the aggregate, within and across clearinghouses. In return of their assistance, we will provide a set of survey returns to each of the clearinghouses that

participates in the study. (Each clearinghouse will receive only its own returns and all individual response codes will be removed prior to providing these copies.)

As one important part of the overall evaluation design, we will ask clearinghouse personnel to complete a set of questions regarding the publications to be covered in the field survey. Some of these questions will be purely descriptive, e.g., the cost of each publication and the way in which it was prepared. However, another set of questions will obtain their expectations regarding the intended purposes and uses of the publication and acceptable "success" ratings.

We are proposing the inclusion of this last set of questions in the design so that some baseline data will be available for interpreting the study results. As an illustration of the interpretation problem that would otherwise be encountered (and was encountered in the USOE study), we can pose this question: if 25 percent of the surveyed users rate a publication as being "good," or even better than good, is this an acceptable rating? In other words, is 25 percent--or 50 percent, or 85 percent--an indicator that the clearinghouse has met its objectives?

We are not suggesting that such a priori expectations should remain fixed over time, or that they should necessarily be the same for all publications. But, until evaluation studies become associated with certain precedent baseline data and with certain performance objectives, the objectives will always remain of academic interest and lend themselves to considerably different interpretations.

APPENDIX

DRAFT QUESTIONNAIRE ITEMS FOR EXPERT AND USER FIELD SURVEY: PUBLICATION EVALUATION

The publication that we would appreciate your reviewing is identified and described below.

PUBLICATION DESCRIPTION

1. Because publications can be used in a number of different ways, it will help us first to know how you have used this publication. Please check the one response below that matches your use.

Have read the publication with a particular purpose in mind (please describe purpose:)

(Go to Question 2)

Have skimmed the publication with no specific use in mind at this time. (Go to Question 2)

Have not yet read or skimmed the publication. (If you are unable to skim or read the publication within the next week, please go on to Question 3 of this questionnaire.)

2. The following chart identifies a number of different areas of quality and usefulness. For each of the areas identified in the left-hand column, please check the rating that best represents your evaluation of the publication. The 5-point rating scale represents the following adjectives:

1 = Extremely

4 = Not very

2 = Very

5 = Not at all

3 = Acceptably

You will need to read these rating-scale choices in the context of each particular area. For example, the choice points for the first area would be read as follows: 1 = Extremely authoritative; 2 - Very authoritative, etc. Please provide your considered judgment for each area, using the central choice point (3) only when it best reflects your opinion, and using the unnumbered responses only if necessary. (If you are answering Question 2, please skip Question 3 and go on to Question 4.)

QUALITY	RATINGS						
	1 Extremely...	2 Very...	3 Acceptably...	4 Not very...	5 Not at all...	No Opinion	Not applicable
Authoritativeness							
Accuracy							
Appropriateness and reasonableness of organization							
Appropriateness of length							
Clarity of writing							
Comprehensiveness of scope and coverage							
Contribution of format, including typography and illustrations, to readability							
Up-to-dateness (timeliness)							
USEFULNESS							
As an introduction to the topic							
In identifying experts							
In identifying programs/projects							
In identifying research							
In providing an update, e.g., of trends and new developments, in the field							
In obtaining practical guidance							
OVERALL QUALITY AND UTILITY							
Relevance of topic to needs in the field							
Relevance of topic to my specific needs							
Relevance of approach (e.g., type of document and content selection) to my specific needs							
Significance of publication's contribution to literature in the field							I /

3. If you have not read or skimmed the publication, please indicate why.

The publication has just arrived.

You have not yet had time to review the publication but plan to review it in the future.

The publication arrived too late to be useful for your needs.

The publication does not seem sufficiently pertinent to your needs or interests to warrant review.

Other (please specify) _____

(Go on to Question 4)

4. Are you aware of publications on this topic produced by sources other than this clearinghouse?

Yes (Go on to Question 5)

No (Go on to Question 6)

5. If yes, would you rate this publication in comparison to publications produced by other sources as:

A very useful publication

Not unusually useful, but worth having available

Not sufficiently useful to justify its publication

No opinion

(Go on to Question 6)

6. If you had not obtained this publication from the clearinghouse, what would you have done?

Gone to the library to obtain materials

Asked colleagues for information

Gone to another clearinghouse in the field for assistance

Relied on other resources already in your possession

The need for this publication was not very great and you would not have made any effort to obtain information from another source.

Other (please specify) _____

7. As a result of reading the publication, did you use the information or the publication in any of the following ways? (Check as many as appropriate.)

Used the facts or recommendations to make a decision

Applied the information in your own work

Used the information to give advice to other people

Examined other documents

Consulted with author(s) or other persons identified in the publication

Passed the publication on to a colleague(s) to read

Other (please specify) _____

The following questions are intended to provide some background information on yourself and on your awareness and use of the clearinghouse that produced the publication that you have just reviewed.

8. Check the one choice below that best and most specifically represents the type of organization in which you work. In a few cases, you are also asked to check another more specific response. (Please read all choices before making your selection. If none of them applies, please check OTHER and describe your organization. If receipt of the clearinghouse publication was not associated with any professional responsibilities, please check Requested as a private citizen.)

Government agency (and, also check one): **Federal** **State** **Local**

University, college, or other post-secondary institution

- Pre-School through high school (including all administrative and instructional units)
- Medical institution (e.g., hospital, clinic, or research center)
- Public or private social-service delivery agency or service
- Business or industrial firm
- Not-for-profit research organization, association, or foundation
- Library or information center (and also check one): public state
 - university/college school business/industry clearinghouse
 - commercial information broker other: _____
- Requested as a private citizen, for non-professional use
- Other (please specify): _____

9. Check the one choice below that best describes the capacity in which you requested this information. (Please select the most specific description and the one that best describes your primary responsibilities relating the use of this information.)

- Legislator
- Administrator or manager (e.g., in a Federal, state or local governmental agency, non-profit agency, principals)
- Educator (e.g., teacher, instructor, professor)
- Health-services practitioner (e.g., nurse, doctor, clinical psychologist)
- Social-services practitioner (e.g., social worker, counselor, case worker)
- Researcher
- Librarian or information specialist
- Requested/received as a private citizen
- Other (please specify): _____

10. Indicate below the frequency with which you use the clearinghouse that produced this publication.

- I have not used this clearinghouse before; I obtained this document from another source.
- I had my first contact with this clearinghouse when I requested this publication.
- I have previously requested information from this clearinghouse. (If this response is checked, please also check one of the choices below.)
 - One previous request
 - 2-5 previous requests
 - Over 5 previous requests
 - I do not recall the number of previous contacts with this clearinghouse.

11. How did you first hear about the availability of this publication?

- I did not hear about it directly; I obtained a copy from (please check below):
 - our library
 - a professional association
 - a colleague
 - another clearinghouse
 - other (please specify): _____
- I learned about it in the following way (please check below):
 - from newsletter or other announcement sent by the clearinghouse
 - from newsletter or other announcement sent by some other organization
 - from a column in a journal that I read
 - at a conference or meeting
 - as a result of an inquiry I made at the clearinghouse
 - it was sent to me without my specifically requesting a copy
 - other (please specify): _____

Thank you for your cooperation in this study.

Please return the completed form in the pre-paid return envelope, or send to:

Applied Management Sciences
962 Wayne Avenue, Suite 701
Silver Spring, MD 20910

ATTENTION: **HHS CLEARINGHOUSE STUDY**