Phase II: A Project to Create a Web-Accessible Index to Four Oklahoma Periodicals

Amigos Fellowship Final Report
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Submitted by

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Phase II: A Project to Create a Web-Accessible Index to Four Oklahoma Periodicals
Project Report, Spring 2002

Overview

In May 2001, the Amigos Bibliographic Council awarded the Oklahoma State University (OSU) Library a $1510.00 grant to create a Web-accessible index to the most frequently consulted periodicals in Oklahoma libraries. Indexing of the periodicals began with the 2000 issues onward. In June 2002 the Oklahoma Periodicals Index was made available to the public from the Oklahoma State Library Web pages.

The project began in spring 2000 upon successful completion of the initial Amigos grant entitled, "A Survey of Select Oklahoma Libraries to Determine the Usefulness of an Index to Oklahoma Periodicals." The compiled results from this initial survey showed that the five most frequently subscribed to Oklahoma publications in the selectively surveyed Oklahoma libraries were: *The Chronicles of Oklahoma, The Oklahoma Observer, Oklahoma Today Magazine, Outdoor Oklahoma*, and *Persimmon Hill*. The survey also found, a large majority (over 70 percent) of the libraries would find an index to Oklahoma publications useful and that if such an index existed the periodicals would be used more frequently. Although, *The Oklahoma Observer* was one of the periodicals selected as one of the top five it was not indexed due to its newspaper format.

Proposal Highlights

Abstract

The proposal abstract outlined the background of the project from the initial Amigos grant entitled: "A Survey of Select Oklahoma Libraries to Determine the Usefulness of an Index to Oklahoma Periodicals." The four periodicals to be index were named along with a description on how such a database would help increase access to the articles of these periodicals via a Web-searchable index located on the Oklahoma State University Library's Web server.

<u>Objectives</u>

The two objectives in the proposal included:

1. To create an index to the four most frequently consulted periodicals in Oklahoma libraries: *The Chronicles of Oklahoma, Oklahoma Today Magazine, Outdoor Oklahoma*, and *Persimmon Hill.*

2. To make this index easily available to libraries throughout the State of Oklahoma by using software which provides a searchable Web interface that will be accessible via the OSU Library Web pages.

<u>Strategy</u>

The Strategy summarized the research by the group to determine the best method to create an online index, the issues that would be addressed and taken as the project unfolded, and the promotion of the index once it was made available.

<u>Schedule and Report</u>

Work on the project was to begin in June 2001 with the indexing of the 2000 issues and continue indefinitely. Retrospective indexing was to be included and the final report to be completed in June 2002.

Project

The following pages describe how the project was accomplished.

May-June 2001

During a May meeting an initial plan was discussed and a timeline outlined. Each member was assigned a periodical title and guidelines were discussed on the format in which data would be entered. The selected indexing software, Reference Manager (RM), was ordered. Project members began promoting the index within the library community by sharing the survey results from the first Amigos grant in a poster session at the Oklahoma Library Association Annual Conference and by writing an article for the May issue of the *Oklahoma Librarian*.

July 2001

The RM indexing software arrived and the principle investigator met with the library Systems Department staff to determine the best method to provide the necessary access to the software for the project members. It was decided that one server would be dedicated to the project and the project members would have access to the networked software from each member's individual computers. The software was, then, downloaded onto each participant's machine. While testing the Reference Web Poster software, used to make the index Web-searchable, it was discovered to be incompatible with RM. The problem could be resolved with a software patch, which was ordered.

Project members began familiarizing themselves with the RM software. A template (see Appendix A) was created with key fields selected for entering data (i.e., title, keyword, subject heading, series title) along with the format (i.e., journal). Indexing standards for entering titles, author names, volume numbers, pagination, titles, subtitles, keywords, Library of Congress Subject Headings and series titles were established.

August 2001

Members began indexing their assigned periodicals starting with the issues for the year 2000 onward. Questions, comments, and questions that arose were discussed among members in meetings and via e-mail. Projection goals were set. Project member, JaNae Kinikin accepted a library position out-of-state and Janet Ahrberg assumed her duties as principle investigator.

September 2001

The members met to discuss problems and questions about indexing the periodicals. The group reviewed the standards. A decision was made to exclude photo essays, editorials, and letters to editors. Indexers were given the prerogative to exclude minor articles were considered insignificant or dated (e.g., announcements). The decision was also made not to indicate illustrations as part of index record. A projection goal was set to complete the indexing of 2000 issues by the end of September. To ensure quality, records were checked for spelling errors, typos, consistency, correct volume numbering, assignment of subject headings and keywords. The principle investigator served as the reviewer.

October 2001

The RM software patch was received and loaded onto the server making the RM and Reference Web Poster systems compatible. The index's databases were uploaded and test searches were deemed successful. The Reference Web Poster was available in the test mode at the web address: http://139.78.49.4/ris/risweb.isa. Project members became more familiar with working with RM, especially in entering keywords correctly so articles could be indexed properly for retrieval.

November-December 2001

Each member continued to index articles. It was discovered that the records saved to the Reference Manager software were not automatically updated in Reference Web Poster. Working with the Systems Department staff member, Duane Denham, the project leader learned that changes/additions to the periodical databases required an additional step so they could be properly updated. Instructions for updating the databases were sent by email to the group. After rebuilding the databases, Mr. Denham was notified so the Reference Web Poster databases could be refreshed.

Ms. Kinikin relinquished her indexing duties from the project and the principle investigator assumed her indexing responsibility for her periodical title.

January-February 2002

The members met to discuss the progress of the index and the next steps for moving forward with the index. These steps included: 1) planning a meeting with Shelia Johnson, the Assistant Dean of Libraries for Public Services and Collections, to update her on the index's progress and ask for approval to move the database from test to production; 2) developing the index's homepage; and 3) promoting the index in the future.

The issues regarding the publicity of the index was also addressed. These issues included: 1) contacting the libraries who participated in the initial grant survey; 2) making a presentation at a future Oklahoma Library Association Conference; 3) including an announcement in the Oklahoma Library Association bulk mailing; 4) asking the editors of the four indexed periodicals to announce the index in their respective journals; and 5) writing an article for the *Oklahoma Librarian* and other publications.

It was agreed the library faculty would preview the index for feedback before making the index available to the public.

The design and content of the index's homepage (see Appendix B) began after reviewing other online searchable indexes websites. Project member, Suzanne Holcombe, assisted by entering the information into an HTML file and making the index temporarily available at: http://www.library.okstate.edu/govdocs/perindex. The index was named: The Oklahoma Periodicals Index.

The principle investigator met with the Beth Reiten, the Digital Library Services Librarian, to discuss the logical placement of the index within the OSU library's website database directory once the index would be available to the public. Ms. Reiten provided a link to the index in the Library's "Indexes and Databases A-Z list," as well as by placing it in the multidisciplinary column of the subject listing pages. A link to the index on the library's homepage would also be created under the "What New" or "Online Updates."

March 2002

The index was previewed by the library faculty and received favorable comments and helpful suggestions. The project members met with Shelia Johnson and she approved the hiring of a student worker to begin entering the retrospective issues beginning with 1999. Ms. Ahrberg coordinated the hiring of the student worker with the library's administration office. The student worked in the Cataloging Department at a computer station and was supervised by Ms. Ahrberg. Before making the database available to the public it was agreed that all the 2001 issues must be completed.

The website was planned to be officially launched in August or September 2002. This time frame would allow for more issues to be entered into the index and increase the number of searchable citations. During the summer publicity plans would be addressed and the library would assist with the index's publicity. A link for the index was recreated when the index moved from test to production. The official web address is: http://www.library.okstate.edu/database/perindex.htm.

April 2002

A student worker, Shyam Sunder Uma Chander, was hired and began work in late April entering citation information from all four periodicals beginning with the 1999 issues and working retrospectively. The student entered the title, author name (s), periodical title, pagination, volume information, and series title. He added keywords of proper names only if they appeared as part of the title. The project members would later add keywords and subject headings to the citations. The principle investigator made the decision to postpone making the index available before the end of the spring session. A revision to the section "On How to Search the Index" was needed to include more information based on the earlier faculty suggestions. In addition, making the index available during a slow period at the library would allow for any problems to be resolved before the full scale launching of the index in the fall.

May 2002

Internet searches were conducted for websites using the Reference Manager software to find examples of instructions on how to search the software. The index's homepage was revised to include search tips for searching the software. The Assistant Head of Social Studies and Humanities, Steve Locy, was consulted as a reviewer for the revision. He suggested minor edits.

It was discovered that most of the websites using the RM software use the Advanced Search instead of Quick Search as the default search. After further testing, a decision was made to change the search default to the Advanced Search primarily because it allows for searching both the indexed and non-indexed fields rather than just the indexed fields as with the Quick Search.

The student worker continued with the retrospective indexing.

June 2002

An annotation about the index and a link to the index was written and made available on the Library's "Indexes and Databases A to Z list." The principle investigator met with Ms. Reiten, and Bonnie

Richardson, Coordinator of Publications and Communications, to discuss preparation for making the index available to the library community from the OSU Library server. Ms. Reiten and Ms. Richardson collaborated on changes to the Reference Web Poster searching software so that it coordinated with the rest of the OSU Library Web pages. Ms. Richardson would coordinate the library's part in publicizing the index.

Michael Kim, an Assistant Professor/Assistant Cataloger from the OSU Library joined the project.

The index was made available to the public. At the time of this report there were 1,906 citations entered in the index databases. The student worker completed his hours on June 21, 2002. Below are the list of periodicals and the coverage dates available for the index.

Chronicles of Oklahoma	1991-
Oklahoma Today	1993-
Outdoor Oklahoma	1993-
Persimmon Hill	1994, 1996-

Evaluation

<u>Objectives</u>

The first objective was to create an index to the four most frequently consulted periodicals in Oklahoma libraries. Each of the librarians involved this project successfully met this objective by separately indexing her assigned periodical for the year 2000 and forward using the Reference Manager software. The four indexes created were successfully uploaded to the Web server designated for this project.

The second objective was to make this index easily available to libraries throughout the state of Oklahoma by using software, which provides a searchable Web interface that will be accessible via the OSU Library Web pages. This objective has been met by making the indexes searchable available through the OSU Library's server at: http://www.library.okstate.edu/database/perindex.htm

<u>Strategy</u>

The strategy outlined in the grant proposal was followed, with the exception of project members adding keywords and Library of Congress Subject Headings to the retrospective issues entered by the student worker. Those issues will gradually be assigned terms by the project members. The citations of these retrospectives issues are retrievable through a non-indexed search by title.

Future Approaches

The Oklahoma Periodicals Index is a small, but growing and developing index. To help increase the number of citations, in a timely manner, the project members could hire a student worker to assist with entering of additional retrospective journal issues. In addition, other Oklahoma periodicals might be indexed. It would be beneficial to the project for members to attend indexing workshops to increase their indexing expertise and knowledge of web indexes. Finally, new or updated software for the Web-searchable index and for the index databases to improve retrieval and storage may be purchased. For these considerations, additional funding may be pursued.

Conclusion

Overall, the project was a success. The two objectives outlined in the grant were successfully met. We determined the best indexing software for our project that could be accessed via the Web using the Reference Web Poster interface. Now that the index is available via the Web through the OSU Library's web pages the possibility of increasing access to these periodicals is now a reality. The index will continue to increase in the number of citations with project members indexing current issues of the periodicals as they become available. A production schedule for assigning keywords and subject headings to retrospective issues entered by the student will be implemented. With the planned promotion of the index, Oklahoma libraries and beyond will become aware of the index and find it a useful tool for finding articles about the state.

On behalf of the project members and the Oklahoma State University Library we would like to thank Amigos for the support of this indexing project.

Janet H. Ahrberg/Principle Investigator
6/2002

Appendix B

Oklahoma Periodicals Index

An Index to Four Key Oklahoma Periodicals

Chronicles of Oklahoma   *Outdoor Oklahoma*
Persimmon Hill   *Oklahoma Today*

Search the Index

Introduction

Coverage

Availability

How to Search the Index

Search Tips

About the Periodicals

Index History

About the Artwork

Introduction

The Oklahoma Periodicals Index provides a searchable online index to articles about people, places, history, culture, wildlife, and natural history in the state of Oklahoma with some coverage outside the state. The index consists of four key periodicals: *The Chronicles of Oklahoma, Oklahoma Today, Outdoor Oklahoma, and Persimmon Hill.*

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Coverage

Issues for 2000 to the present are fully indexed. Issues for 1999 and earlier are currently being entered, and keywords and subject headings will be added gradually as part of a retrospective project. Indexers have excluded reviews, editorials, photo essays and some minor articles.

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Availability

All of the periodicals are available at the Oklahoma State University Library. Other libraries and institutions within the state may subscribe to these periodicals. Check your local library.

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How to Search the Index

The Index is searchable by using the Reference Web Poster software. To effectively search using the software, it is recommended that new searchers start by reading and/or printing some basic tips found in the SEARCH TIPS below. More detailed searching instructions and further information can be found in .!::!.f.!..P. on the Reference Web Poster index screen.

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Search Tips

- *Advanced V5. Quick Search*

  The Advanced Search is the selected default option. Advanced Search allows searching for terms in either the indexed and non-indexed fields or a combination of the two. Quick Search searches only the indexed fields. The Advanced Search allows multiword terms (i.e. phrase searching) to be searched without having to include quotation marks.

- *Searching for Personal Names*

  Searching for personal names can be tricky. In a keyword search (indexed field) enter the forename first and the surname last (e.g. Will Rogers). For a non-indexed field search, enter the surname first and then the forename (e.g. Barnard, Kate). INCLUDE the COMMA and the SPACE.

  Names that include initials are problematic. In a keyword search, the forename should be entered and the initial without a period (e.g. William S for William S. Hart) or enter the forename only (e.g. William).

- *Wild Card Searching*

Both Advanced and Quick Search assume wild card searches at the end of two or more characters entered as a search term. For example, for the term "fish" the result may include "fishes" and "fishing." DO NOT input an asterisk (*) or it will be searched for as such.

- *Marking the Citation Records of Interest*

  Records if interest can be marked and later downloaded to a disk or printed. Click on the check box next to the record, or for all of the records click on the Mark All button at the top of the list.

- *Printing Records*

  Records may be printed individually from the screen or by clicking on Show Marked List to print the citation records.

- *Exporting Records*

  Records may be exported to a disk as a text file using the RIS FORMAT. Click on the Export button and select the RIS FORMAT button. Two other export options are available but are limited by individual user's access to the necessary plug-ins.

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About the Periodicals

Chronicles of Oklahoma is the official journal of the Oklahoma Historical Society. The Chronicles offer a wide coverage of articles on Oklahoma history from the past to the present, including biographical sketches of Oklahoma historians. Published quarterly. OSU call number: 976.605 C557

Note: As part of the OSU Oklahoma Digitalization Project, full text is available for volumes 1-5 (1923-1927) at: http://digital.librarv.okstate.edu/Chronicles/bookshelf.html

Oklahoma Today is the official magazine of the state of Oklahoma. This popular culture magazine focuses on Oklahoma's people, places, history and culture around the state. Published bimonthly.
OSU call number: M394 T37 0415 T035 (GOY, Docs)

Outdoor Oklahoma is the Oklahoma Department of Wildlife Conservation's magazine. Articles on conservation, hunting, fishing, wildlife, natural history, and camping are featured. Published bimonthly.
05U call number: M394 W81 0945 (Gov. Docs)

Persimmon Hill is published by the National Cowboy & Western Heritage Museum. The magazine provides a broader coverage than just Oklahoma by providing articles about people, places, history, and culture in the West. Published quarterly.
OSU call number: 978.085 P466

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Index History

In May 2000, the Amigos Bibliographic Council awarded the OSU Library a grant to survey Oklahoma libraries to determine the usefulness of an index to selected Oklahoma publications. Over 70% of surveyed libraries responded that an index to Oklahoma publications would be useful, and that if such an index existed the periodicals would be used more frequently. The survey results also showed that the four most commonly subscribed to periodicals by Oklahoma libraries are: *Chronicles of Oklahoma, Oklahoma Today, Outdoor Oklahoma,* and *Persimmon Hill.* In May 2001, a second Amigos grant was awarded for the purchasing of software to create an index database and to make it available via a searchable Web-interface on the Oklahoma State University Library Web pages. The four librarians involved in this project would like to thank those libraries who participated in the survey and the Amigos Bibliographic Council for their financial support.

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About the Artwork

Indians Traveling is by Brevet Brigadier General Seth Eastman (1808 -1875), unanimously regarded as one of the foremost recorders of Indian life. A number of his works are on display at the U.S. Capitol.

In 1847 he was appointed by the Bureau of Indian Affairs to illustrate Henry Rowe schoolcraft's "Indian Tribes of the United States 1851 -1857."

ThiS monumental six-volume set was selected by the OSU Library for its two-millionth volume in 1999. Both sets of books were printed by the Government Printing Office and are part of the OSU Library's Government Documents collection.

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Search the Index

Produced by the Oklahoma State University Library with generous support from the Amigos Bibliographic Council Inc.

Last update: June 12, 2002
Questions and Comments to: jahrber@okstate.edu
URL: http://www.library.okstate.edu/database/perindex.htm

Microsoft Knowledge Base Article -238307
OrgChart2: "There Isn't Enough Memory" or "Unable to Open"

The information in this article applies to:

- Microsoft Organization Chart 2.0
- Microsoft PowerPoint 2000

This article was previously published under Q238307

SYMPTOMS

When you insert an organization chart into a Microsoft PowerPoint slide, you may receive the following message:

There isn't enough memory available to read MS Org Chart.

When you insert an organization chart into a Microsoft Word document, you may receive the following message:

There is insufficient memory. Save the document now.

When you insert an organization chart into a Microsoft Excel worksheet, you may receive the following message:

Cannot start the source application for this object.

If you start Microsoft Organization Chart 2.0 alone, you receive the following message:

Unable to open file. You may be out of memory or disk space. Check disk space, close other applications, then try again. Press Fl for Help.

CAUSE

This problem occurs when there are too many fonts installed under Microsoft Windows. The exact number of fonts that causes the problem depends on the names of the fonts, and the location from which you installed them. Typically, the problem occurs when you install over 600 fonts but can be as few as 300.

RESOLUTION

If you have more than 600 fonts, you will have to reduce the number of installed fonts. Remove a few fonts at a time. Restart Windows after you remove a number of fonts to get below the limit, and then start Organization Chart.

NOTE: You can move these fonts to any other folder besides the Fonts folder in your Windows directory. Moving a font out of the fonts folder effectively uninstalls a font without having to delete it.

NOTE: Whe you remove the fonts, do not remove the following:

- Arial
- Courier New
- Marlett
- Symbol
- Times New Roman
- Tahoma
- WingDings

Microsoft Office and other programs use these fonts. Do not delete or remove them.

If this does not work, then you may be experiencing problems with the Msoprefs.232 and the Msoclip.232 files. These are preference files and store data and settings for Orgchart.

These files are located in your Windows directory. Just delete them, then start Organization Chart. It will re-create these files.

STATUS

Microsoft has confirmed that this is a problem In the Mlcrosoft products that are listed at the beginning of this article.