

Spring 2000



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LTER DataBits
Information Management Newsletter of
The Long Term Ecological Research Network
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◆ *Frequently Asked Questions*

What guidance is there for new LTER information managers?

- Karen Baker (PAL)

The addition of three new sites to the network in the year 2000 prompted the creation of an informal online guide for new LTER Information Managers: <http://www.icesb.ucsb.edu/lter/dm/projects/imguide> Topics covered include communications, administration contributions requiring attention, research contributions requiring attention and references. The references give a good overview of the history of individual and network efforts with respect to data management. This synthesis of information will be updated on an ongoing basis. Plans are developing to add the FAQ and GOOD-READ entries from the LTER IM Newsletter, "Databits", to this guide to provide additional background for information managers new to the LTER network.

I have a large number of CD's to label. What are my options?

- Karen Baker (PAL)

Since technology has developed to the point that a CD can be created at a reasonable cost either through duplication or replication, it is important to consider the CD packaging. Making an optimum master disk (i.e. with a track-at-once session rather than multisession recording) is just the beginning of the CD creation process. A traditional plastic CD case provides for a front insert and/or back plus spine inserts which can be generated with software associated with the CD burner. Because of the cost of generating and handling these inserts, an alternative design would be to use a slim jewel case with no inserts putting all the cover information on the label or the CD itself. There are a variety of label types to consider, from least expensive to more costly: paper, inkjet, silkscreen and offset printing. The first two are typical options when disks are duplicated while the latter two are used when disks are replicated. The paper label can be

generated by any pc given purchase of special paper and software but questions of longevity of the paper solution exist. The inkjet provides full color solution using a midrange cost printer (~\$800-\$2000) which can be found in small production shops today (although perhaps destined to appear in copy centers within the year much like the historical development of large format plotter availability). This solution uses a blank CD purchased with a white ink background on which colors are printed. Production costs are approximately \$3 per disk including the jewel case, copy and label with an order of more than 100. The silk screen option begins in the same cost range but cost increases with the number of colors and requires production of more than 500 CD's. The offset printing is most expensive but allows for full color (CMYK) printing. Note a CD is an original product so copyright exists with its production. University report series already have begun to issue technical report numbers to CD publications although a paper copy of a brief overview of the contents is often requested.

Where can I find information on how to copyright data, web material, or other documents?

- Karen Baker (PAL)

With the increasing production of web sites and CD products, the question of copyright arises for the information manager. The US law provides copyright as a form of protection to the authors of "original works of authorship". Copyright exists from the time a work is created in fixed form. With works made during employment, the employer (not the employee) is considered the author. The owner of the copyright can authorize use, reproduction, modification and distribution. A copyright often provides a statement regarding 'as is" basis with respect to warranties.

Online help includes a US Copyright Office web site:

<http://lcweb.loc.gov/copyright> and a readable synthesis and FAQ by Terry Carroll: <http://www.aimnet.com/~carroll/copyright/faq.home.html> A university often provides copyright information via the offices of publication, public counsel and/or technology transfer. These offices may have a copyright disclosure form for material that needs to be marketed or licensed. Copyright registration is not required, but registration with the university provides the benefit of having an advocate to pursue copyright infringements.

A recently generated Palmer CD carried the following copyright:

"Copyright(C) January 2000, The Regents of the University of California
Permission to use, copy, modify and distribute the contents of this CD for educational, research and non-profit purposes, without fee, and without a written agreement is hereby granted provided the copyright notice and

acknowledgement of the Palmer Long-Term Ecological Research archive appear on all copies. Any other use of this material without permission is prohibited. The CD contents are provided on an "as is" basis without any warranty."
