ENGINEERING LIBRARY REFERENCE MANUAL

7th edition revised by Julie Cook

Engineering Information Services Librarian

September 2008

First Edition – 6th edition June 1998-2001.

1st-5th edition, by Chandra R. Heller

Engineering Reference Librarian

Revised by Louise M. Richards (5/02) and Julie M. Cook (6/04, 10/04, 10/06).

Engineering Reference Librarians

Engineering Library
University of Washington
Box 352170
Seattle, Washington 98195-2170
englib@u.washington.edu
http://www.lib.washington.edu/engineering/

Contents

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First Day Information

First day paperwork

The following 4 forms need to be filled out, taken to Libraries Administration (482 Allen Library North) and signed before your first shift of work.

1. *PAYROLL INFORMATION FORM*
   LIB # 114: Julie will fill this out and give it to you to take with your current quarter UW ID card to Libraries Administration.

2. *PAYROLL CONFIRMATION FORM*
   LIB #59: same procedure as above.

3. I-9 FORM DOCUMENTATION
   Take the documents from List A or List B and List C that certify your employment eligibility so that Administration can make a photocopy of them for their records. You will use these to fill out your I-9 form in Libraries Administration.

4. W-4 FORM
   You will fill out this form in Libraries Administration.

5. APPLICATION
   Libraries Administration may have you complete a generic application for employment as well.

Other Paperwork

Direct Deposit request form
If you wish to have your pay directly deposited into your account, you can fill out the form available at Administration.

Reference Assistant Information Sheet
Fill out and return to Julie for your file.

Patron Confidentiality Statement
To sign and return to Julie for your file.

Under no circumstances should any information be given out which would reveal past or present patron information. This information is protected under the 1974 Family Educational Rights and Privacy Act.

If you are ever to get any request from a law enforcement official about patron records, refer them immediately to Mel or Christina. Do not sign or give any information out regarding any records. The UW Libraries has legal counsel to deal with this type of situation.

It is acceptable to give email addresses and **office** phone numbers of staff members. Office number information is posted on the bulletin board in the workroom and also available in the UW Faculty/Staff directory.

It is unacceptable to give home addresses/telephone numbers or other information about staff members. This information is only available for other staff member use in the case of an emergency situation.

HAZARDOUS MATERIALS INFORMATION BROCHURE

Hazardous materials are present in the Libraries. Please use caution and common sense when using any chemical or cleaning agent.

UW LIBRARIES SERVICE POLICY

The UW Libraries has a service policy: http://staffweb/bob/office-of-director/OperationsManual/Volume2/2-a-2-i.htm .This document is a guideline as to what services we are able to provide to different types of patrons (affiliated and non-affiliated). Please read the document and take it with you when you go to your mandatory service policy training session.

WORK SCHEDULES AND ATTENDANCE POLICIES

Student work schedules in general, will be determined on a quarterly basis. (This applies mostly to the evening shift schedule.) This quarterly schedule includes FINALS WEEK. Please check your final schedule well before that week so that you may be able to obtain a substitute if necessary. You determine INTERIM schedules. If you want to work great! If not please provide your next quarter schedule before your last shift of the previous quarter.

REFERENCE DESK SCHEDULE

The desk schedule is online at:
https://depts.washington.edu/englib/webcal/webcal.cgi?function=webmonth&cal=Engineering+Reference+Desk .
This is a secure site so Julie will set up the permissions for you. Log in (w/UWNetID and pw) and enter your conflicts on the calendar called "Librarian Availability". Please include your classes too here. Julie uses this to make up the desk schedule every two weeks.

The Reference Desk schedule is set every other Thursday, for the following two weeks. If there is a day you can't work, that you normally do, please let (1) Julie or (2) Mel know two weeks prior to the day, if possible. Otherwise, you are welcome to arrange for a switch or replacement with another Reference Assistant. (See next item.) Punctuality is very important. Often you are relieving a librarian on the desk whose next appointment may be an important meeting.

SUBSTITUTIONS AND SWITCHING

If there is a day you know you will need off, let (1) Mel or (2) Julie know as far in advance as you can. If this is after the schedule has already been published, please email your fellow reference assistants and ask for a trade or for someone to take your shift. When an agreement is reached, mark the change on the printed schedule on the

Reference Desk and tell your supervisor the details of who is working when. If you cannot find anyone to work the shift you need off, please contact (1) Mel or (2) Julie and he/she will find a librarian to work the shift instead.

ILLNESSES
If you are ill and cannot work, please contact the library as early as possible. Email and phone messages are fine, but keep calling until you get a hold of a PERSON. (Mel: 685-8369, Julie: 685-8367, Chris: 685-8371, RefDesk: 543-0741) If your supervisor's phone line bumps you to voice mail, then call reference (543-0741) or circulation (685-8325) or the workroom (543-5107). **It is very important that you leave word with an actual person.**

HOLIDAYS
In general, if you were scheduled to work on a day that turns out to be a holiday: i.e. Memorial Day (usually a Monday) you are still expected to work that shift. On holidays, we are only open 1-5pm. If you cannot or would rather not work, please ask your fellow reference assistants to see if someone will substitute or trade shifts with you.

BREAKS
State law mandates that for every 4 hours worked, you get a 10-minute break. We are a bit more generous here, and allow you a 20-minute break. This break must be taken during your shift. It is not acceptable to leave 20 minutes early, in lieu of taking your break.

Please, feel free to use the staff lounge on the second floor, (need #702 key) for your breaks. You are welcome to use the microwave. There is also a refrigerator in the workroom. Also, there is a snack machine on the 1st floor of Loew Hall and a soda machine in the basement of Loew Hall, in case the HUB is closed. The HUB is always closed on Holidays and runs under limited hours during Interim and Summer Quarter (especially weekends during Summer Quarter).

TRAINING CLASSES
This training is provided by the Libraries and is offered at least once a quarter. You are paid for the time spent in the classes; just make sure to enter it on your time sheet. Service Policy training is required, and the others are recommended:

- Service Policy Training

- Libraries as a Workplace

Julie will let you know when these classes are offered. You register yourself which consists of e-mailing your name to the instructor.

DRESS CODE
While there is no dress code for the University Libraries, it is recommended that you wear comfortable non-revealing clothing. Also, err on the side of wearing too little perfume/cologne, rather than too much.

CODE OF CONDUCT
Being a reference librarian puts you on the front line of the Libraries. Often you are the first or only contact many people have with our institution. Be approachable, professional and courteous to each and every patron.

TIME SHEETS AND PAY DAYS

Paydays are on the 10th and the 25th of each month. Your first paycheck will be issued at least 2 weeks from your first date of work. Paychecks are distributed by the Libraries Cashier, located on the Ground Floor of Suzzallo Library. Picture ID is required to pickup checks. The cashier is only open 9am –4pm weekdays. Pay stubs (if you elect to have direct deposit) will be mailed in library mail and will be placed in your mailboxes in the Engineering Library workroom.

If payday occurs on a Saturday, paychecks will be issued on Friday. If payday occurs on Sunday, paychecks will be available on the following Monday.

Direct deposit is available. If you wish to have your paychecks directly deposited into your checking or savings account, please fill out the required form available in Libraries Administration.

Make sure to fill out and sign the time sheets in INK. Steve Stockamp (circulation supervisor) collects the time sheets, signs them and takes them to administration for processing. It is very important that you sign them, and fill them out in ink: they cannot be turned in without your signature. Record your hours to the nearest 15 minutes: [15 minutes = .25, 30 minutes = .50, etc.]. Try to leave it at the top of your box, if at all possible.

Specific questions about payroll can be answered by Sue Corbett in Libraries Administration: corbett@u.washington.edu or call her at: 685-1820.

KEYS AND BUILDING PERMITS

Christina Byrne, Assistant Head of the Engineering Library, will provide you with a Building Use Permit that authorizes you to be in the library after closing hours. We recommend that you carry this with you when you are at work here. We do not issue keys to our student employees, as there is always a permanent staff member here to open and close the library. There is always a spare key ring with the building keys on it for the Student Assistant to use. It is kept in the workroom cabinet.

INCLEMENT WEATHER POLICY

They used to call them "snow days" in elementary school! ☺ In the event that the University suspends operations due to inclement weather or other emergency conditions, selected units of the Libraries will remain open as "essential services." Those units that will remain open are the Odegaard Undergraduate Library and the Health Sciences Library and Information Center. All other library units except OUGL and HSLIC will be closed and staff should not report to work. In the event that the University closes mid-day, staff in units other than OUGL and HSLIC may not continue working for the remainder of the day.

If you are concerned about the possibility of suspended operations, first call the Engineering Library to see if we are open. (543-0740).

Call 206-UWS-INFO (206-897-4636) and toll-free 1-866-897-4636, 425-262-INFO (for Everett and Snohomish County), 253-383-INFO (for Tacoma) or 425-586-INFO (for Carnation, Fall City, North Bend) to see the "official status" of the University. These lines have a recorded message announcing whether the University is operating on its normal schedule and confirm UW closures if any. They are available 24 hours a day, 7 days a week and will be

updated within minutes if a decision is made to suspend operations. These numbers may be the best source for information on Saturdays and Sundays, as the media may not report operations changes on the weekend. Check the UW Web page, too. An alternate line is Libraries Administration phone number 206-543-1760. This line will have a voice mail message to notify callers if the Libraries will be operating at a reduced level of service.

Innovative (III)/Millennium/Denali

This is the system that runs behind our Web catalog and includes the circulation module.

Communication

Email communication is the primary means of communication among the libraries staff. Your supervisor will forward items via email that are of interest, or of importance. Best to check email at least once during shift for work related emails

Mail Boxes

Are for routed paper items and for time sheets and are located in the workroom. Please try to leave your time sheets on the top of the stack.

Meetings

You are welcome and encouraged to attend any UW Libraries staff meetings. This includes Inforum: https://staffweb.lib.washington.edu/committees/inforum and the All Libraries Staff Meeting (annually in September). Engineering Library Staff Meetings are held occasionally. Other annual Libraries events are sponsored by the Libraries Staff Association (LSA) include:

Holiday Party (December), Ice Cream Social (July).

Position Description

POSITION DESCRIPTION

September 2008

NAME	(Your Name Here)
POSITION TITLE	Engineering Reference Assistant
LOCATION	Engineering Library
GENERAL DESCRIPTION	Serves as Engineering Reference Assistant, under general direction of Julie Cook, Engineering Information Services Librarian and Mel DeSart, Head, Engineering Library.
	Provides reference service (primarily on evenings and weekends), and assumes other responsibilities as assigned.
SPECIFIC RESPONSIBILITIES	Provides reference service using traditional collections and electronic resources in the Engineering Library.
	Assists with maintenance of the Engineering Library Reference Collection, Standards Collection, and Patent and Trademark Materials.
	Assumes other responsibilities as assigned; performs other duties as required.

AFTER LIBRARY SCHOOL

Once you graduate… you can continue working for the Libraries for one quarter after you graduate. During summer quarter, you can work up to 40 hours per week (if the budget allows it); during regular quarters the limit is 19.5 hours per week.

Resigning your Reference Assistantship

While I am loath to suggest such a thing, I know that sometimes situations arise when you might not be able to continue working in your present position. If this occurs, let your supervisor know AS SOON AS POSSIBLE, about your plans.

I'm sure you can appreciate how much effort it takes to acquire and train good staff members and we can use all the advance notice you can provide!

"REAL" Job Searching:

Please let me know if you are using me for a reference and provide me (or other librarian) with a current copy of your resume and a copy of the job description, so that I may specifically address your appropriate qualities or skills.

REFERENCE ASSISTANT TASK LIST

(IN ORDER OF IMPORTANCE):

Every Shift

Helping patrons: includes watching out for ones who might need help.

RE-SHELVING – DON'T FORGET TO COUNT AND RECORD NUMBER ON TALLY SHEET KEPT AT CIRC DESK

Reference books
Standards
Patent reference materials
Patent microfilm reels
Taking general engineering stacks/periodicals materials to Circulation Desk (often left in the Reference area after being copied.)

GENERAL MAINTENANCE OF REFERENCE AREA

Keep an eye out on the copy machine and printer station (the numbers to call for repairs, or other issues are in the Reference Desk on the clipboard or in the englib wiki.)
Put out more golf pencils and scrap paper
'Wake up' computer monitors
Take items to our lost and found

Push in chairs
Do basic tidying up
Bend alarm gates back to their 90-degree angle

Learning the reference collection

- Shelf reading- this is a good way to become familiar with what titles we have and their locations.

- Check out the e-book resources/packages we subscribe to. There are many reference books included in these that are good to know about.

- Reviewing items- if requested. (Checking for new editions)

- Becoming an expert on all relevant databases including:

    o   UW Libraries catalog and WorldCat local

    o   NTIS, Compendex, INSPEC, Technology Research Database, IEEE Xplore and others.

    o   Includes searching, emailing, downloading, saving searches/alerts, RSS feeds, printing, etc.

SPECIAL PROJECTS AND ASSIGNED TASKS   (*AS ASSIGNED*)

This includes projects such as shelf-reading various collections, evaluating reference materials, collecting/recording data, standards maintenance, evaluating technical reports, loose-leaf filing, adding to wiki or blog, etc.

Don'ts for the reference desk:

-excessive email/web surfing of a personal nature.
-use the telephone at the reference desk for calls of a personal nature.
-(Voices carry; use the phone in the workroom)
-play games on the Reference PC.
-sit or stand with your back to patrons who are entering the library

INFORMATION ABOUT THE UW LIBRARIES

UW Libraries homepage: http://www.lib.washington.edu

UW Libraries Staffweb: http://staffweb.lib.washington.edu

With over 6 million cataloged volumes, an equal number of microform materials, and over 50,000 current serial subscriptions the University of Washington Libraries ranks first in size among comprehensive research libraries in the Pacific Northwest, and among the top 15 research libraries in North America. The library holdings in Pacific Northwest resources, fisheries, oceanography, Slavic and east European studies, forest resources, East Asian studies, and Scandinavian studies are examples of nationally outstanding subject collections. The Libraries employs more than 400 staff and over 500 student employees. The Dean of the Libraries is Lizabeth (Betsy) Wilson: http://www.lib.washington.edu/dean/

The Engineering Library is considered to be the 5th largest library unit on campus after Suzzallo/Allen, Odegaard, and Health Sciences and Foster Business. The Engineering Library has about 152,000 cataloged volumes; 3,320 serial subscriptions; 2,719,567 microfiche, and 11,795 microfilm reels.

LIBRARIES MISSION STATEMENT

The mission of the University of Washington Libraries, (http://www.lib.washington.edu/about/mission.html) the region's premier academic and research library is to promote the success of students, faculty, staff and programs of the University of Washington through knowledge resources and services.

LIBRARIES STRATEGIC PLAN: VISION 2010

http://www.lib.washington.edu/about/vision2010/ .The Strategic Plan outlines the Libraries' strategic goals and themes for the next five years.

UW LIBRARIES HOMEPAGE

http://www.lib.washington.edu

The focus of the Homepage is to provide multiple access points to information and services. Recently redesigned and launched in summer 2008, the homepage provides links to all the services and resources someone needs to conduct their library business.

LIBRARIES WEB CATALOG

http://catalog.lib.washington.edu/search~/

The UW Libraries catalog was not always a web-based catalog, as you can imagine. After the card catalog and before the development of a webpac there were telnet versions called Willow and WinWillow. Our Web catalog interface is III (Innovative Interfaces/Millennium) as is our current circulation system. This back-end interface is also called Denali. The UW Libraries still maintains this character-based interface to the catalog primarily used by technical services staff.

The UW Libraries is participating in a pilot with OCLC which uses WorldCat Local (WCL) as our default catalog. The results display includes other libraries in the Northwest as well as the world, which can be confusing for patrons. It is often necessary to help patrons understand what they're looking at and sort out what we actually have and what we don't. Luckily there are direct links to ILL from the WCL interface. There is also still the option to search the UW Catalog only.

DEWEY DECIMAL AND LIBRARY OF CONGRESS CALL NUMBERS

During the late 1960s the University of Washington started assigning Library of Congress call numbers to its collection. While some materials have been re-classed into LC, there will probably forever be Dewey Decimal numbers in use at the UW. The Engineering Library's Dewey Call numbers are on the 4th floor and represent mostly older material. However, many current subscriptions to serials have Dewey Numbers as well as some significant technical report series in paper format (i.e., NACA and NASA).

ASSISTANCE FOR USERS WITH DISABILITIES

It is necessary for all Library staff to be available to assist disabled patrons who want to obtain books and other resources. Please give assistance to all persons claiming a disability (whether it is *physically* obvious or not). This

also means circulating items that might not normally circulate if they need to use adaptive technology to use the resource.

Do-It program (Disabilities, Opportunities, Internetwork, and Technology)

http://www.washington.edu/doit/

doit@u.washington.edu 206-685-DOIT (3648) (voice/TTY) 888-972-DOIT (3648) (toll free voice/TTY)

Remote Storage Access

Items in storage locations on or off campus can be requested online from the library catalog, using the "Request" button from the item's record. A staff-mediated form is also available at: https://staffweb.lib.washington.edu/committees/access-services-committee/procedures/offsite-storage-request-forms

These storage locations include:

- Engineering Storage (a.k.a the Basement- ask at the Reference desk- no request form necessary.)

- Auxiliary Stacks

- Baker Storage

- Health Sciences Basement

- Mathematics Research Storage

- Natural Sciences Storage

Voter Registration

Voter registration materials are available at the Information Desk in the Allen Lobby and Odegaard Undergraduate Library as well as the HUB information Desk. The resources available at the Information Desk/OUGL are as follows:

1. Voter registration form. Registration and registration changes become valid 30 days after signed. In-person registration at the county elections office is possible up to 15 days before the election.

2. Absentee ballot request forms. One-time absentee request, ballot can be sent to you anywhere. Ongoing absentee ballot request forms. Ongoing, permanent absentee ballot requests can only be sent to your home, i.e., registered address. Off campus locations to register to vote include: King County Records and Elections Division, City and Town Clerks Offices, Seattle Community Service Centers, All branch public libraries, all public schools, some fire stations, and the League of Women Voters.

Tax Forms

The UW Libraries is a place where tax forms and publications are distributed. They usually arrive sometime in January or February in the Allen Lobby and remain until late April or early May. Refer patrons to Allen Lobby for forms and directions. Tax forms and publications are always available via the IRS website. See www.irs.ustreas.gov

Libraries Guide to Computer Use

Operations Manual, Policies, Guidelines and Procedures, Vol. II Section A, No. 2-h Revised May 6, 2002.

http://staffweb.lib.washington.edu/bob/office-of-director/OperationsManual/Volume2/2-a-2-h.htm

UW GUIDE TO COMPUTER/EMAIL USE
http://www.washington.edu/computing/rules

LIBRARIES POLICY ON DISRUPTION
http://staffweb.lib.washington.edu/bob/LibrariesDisruptions/1-b-4.html

Operations Manual, Policies, Guidelines and Procedures, Vol. 1 Section B. No. 4 Revised March 1, 2006.

FOOD POLICY

The following is prohibited as noted in the Operations Manual: http://staffweb.lib.washington.edu/bob/office-of-director/OperationsManual/Volume1/1-b-6.htm: The consumption of food and the use of tobacco products are prohibited in all public areas of the University Libraries.

Drinking beverages from covered, reusable, and spill-proof containers is allowed, except in Libraries units where specifically prohibited. These units, whose materials are difficult to replace and are especially susceptible to damage from spills, are:

- Architecture-Urban Planning Library
- Art Library
- East Asia Library
- Government Publications (Suzzallo/Allen Library)
- Manuscripts, Special Collections, and University Archives (Suzzallo/Allen Library)
- Map Collection (Suzzallo/Allen Library)
- Music Library

DIGITAL COLLECTIONS

This site features materials such as photographs, maps, newspapers, posters, reports and other media from the University of Washington Libraries, University of Washington Faculty and Departments, and organizations that have participated in partner projects with the UW Libraries. The collections emphasize rare and unique materials. http://content.lib.washington.edu.

SUZZALLO RENOVATION PLAN
See www.lib.washington.edu/about/suzzren/ for information about the completed (2002) Suzzallo renovation project that successfully seismically retrofitted the Suzzallo Library.

SCIENCE LIBRARIES
The Engineering Library is one of eight science libraries on the Seattle campus. The natural science libraries are Natural Sciences, Fisheries-Oceanography and the Friday Harbor Library. The physical science libraries are Math, Engineering, Physics-Astronomy, and Chemistry. In addition, the Map Library is part of the Sciences group. Other UW libraries having science collections are the Health Sciences Library and the Tacoma and Bothell branch campus libraries.

OTHER LIBRARIES ON CAMPUS

There are several other libraries on campus that are not a part of the UW Libraries system. They include:

- Applied Physics Laboratory Library
- Department of Environmental Health Library
- Center for Studies in Demography and Ecology
- Center for Urban Horticulture Library

SECURING LIBRARY ITEMS

Tattle-tape (also called Security Strips) consists of long metal strips that activate the alarm system if not "desensitized". Desensitizers are at the circulation desk. Occasionally, someone exiting the library will set off the alarm. When this happens, a Circulation staff member asks the person to return to the desk.

Tattle-tape is available in the workroom. Open the book or other item. Remove one side of the green plastic. Place the tape as close to the spine as possible. Pull off other green plastic side and burnish the two pages together. Done properly, you should not be able to tell the tape is in place. **WARNING:** tattle-tape gives the worst "paper cuts" known to mankind. Please do not try to reposition, you'll get a nasty metal cut. (Band-Aids are in the supply cabinet, bottom drawer.)

DOCUMENT DELIVERY AND COPYING SERVICES

INTERLIBRARY LOAN

http://www.lib.washington.edu/ILL/ Interlibrary Loan will borrow items or purchase copies of articles from other collections for UW affiliated users. They will also copy materials in our collection on campus for people on campus, for a fee. This same department will also lend or copy items from our collection to people *not* affiliated with the UW and without borrowing privileges, usually for a fee.

PHOTOCOPYING AND PRINTING INFORMATION

DAWG-PRINTS CARDS

http://www.dawgprints.com . These cards are for anyone who doesn't have a Husky Card. There is a card vending machine on the first floor to the left of the elevators. The cards cost $5.00 each and come with $4.80 worth of copies/prints on it. Patrons can also add money to the card in the HUB. There are blank or low value cards kept at the Reference Desk to which people can add smaller amounts of money if they don't want to purchase a $5.00 card. Encourage students, staff and faculty to use their Husky Card. Money can be added to Husky Cards online or in the HUB.

COPYING

One copy machine is located on the first floor by the Reference Desk. One more machine is on the second floor of the Library. The machines only take Husky cards or Dawg-Prints cards. If there is a problem with a copy machine, put an out of order sign on the machine and call copy services to report the problem. Send an email to Julie or the entire englib staff to alert them of the problem as well.

PRINTING

There is a networked printer (a.k.a. "Pharos" printer) in the reference area to which all workstations in the Library. The printer also only takes Husky cards or Dawg-Prints cards. (Same procedure as for copiers with out of order issues.)

COPY CENTERS

http://www.washington.edu/admin/pubserv/copy/map/index.html

Odegaard Undergraduate Library Copy Center recently was closed. The copy center nearest to the Engineering Library is in the basement of the Communications Building across the street from Padelford and can do color copying/printing as well as other publishing services. There are also self-service color printers in the computer labs on campus.

CREATIVE COMMUNICATIONS (PUBLICATIONS SERVICES)

http://www.washington.edu/admin/pubserv/ Provides all manner of publishing services. Also has information about each of the copy centers throughout campus.

THE COLLEGE OF ENGINEERING

http://www.engr.washington.edu

The College of Engineering (COE) has been a major unit of the University since 1899. The College and its departments provide course work and opportunities for research in most areas of Engineering. Dr. Matthew O'Donnell is the Dean of the College.

DEPARTMENTS IN THE COLLEGE OF ENGINEERING

1. Aeronautics and Astronautics
2. Bioengineering (with School of Medicine), collections also in Chemistry and Health Sciences
3. Chemical Engineering - collections also in Chemistry
4. Civil and Environmental Engineering
5. Computer Science and Engineering
6. Electrical Engineering
7. Industrial Engineering
8. Materials Science and Engineering
9. Mechanical Engineering
10. Technical Communication

INTERDISCIPLINARY PROGRAMS

- Center for Engineering Learning and Teaching (CELT)
- UW Engineered Biomaterials
- Center for Nanotechnology
- Center for Applied Micro technology
- Integrated Learning Factory

- Program in Engineering and Manufacturing Management (PEMM)
- Human Interface Technology Laboratory (HIT Lab)
- Technical Japanese Program (located in Engineering Basement)
- Forest Engineering

Fields of Engineering NOT represented at the University of Washington:

- Agricultural Engineering (program at Washington State University)
- Mining Engineering (program closed in the 1930s)
- Nuclear Engineering (program suspended in the 1980s)

ENROLLMENT IN THE COLLEGE OF ENGINEERING

In 2006 enrollment in the COE was approx. 3,300 students.

- 2,043 upper-division undergraduates (full and part time)
- 1,283 graduate students (full and part time)
- 214 faculty members

COLLEGE OFFICES

The main College of Engineering Office is in Loew Hall, Rm. 371. Engineering Advising is in Loew, Rm. 356.

DEPARTMENT OFFICES

These are in their respective buildings. Look on the main COE website for information on each department.

FACULTY RESEARCH AREAS

http://www.engr.washington.edu/departments/. See the individual faculty listings under Departments. There is more specific information for individual faculty on the englib wiki: http://englib.pbwiki.com/ listed by department.

EDGE: EDUCATION AT A DISTANCE FOR GROWTH AND EXCELLENCE

http://www.engr.washington.edu/edge/ This program was formerly called the Television in Engineering (TIE) program. Classes are broadcast on the UW TV Channel. The videotapes for this program are located in the Media Center over at the Undergraduate Library.

ENGINEERING OPEN HOUSE

In April of every year the College has an "open house" for K-12 students to encourage study and careers in Engineering. The Library participates in this event by mounting a display in the Reference Area. Past involvement has included displays, handouts, websites, etc. If you have an exciting idea for a display, please talk to Julie! More information at their website: http://www.engr.washington.edu/openhouse/

ABET

ABET is the accreditation process for Engineering schools around the nation. The UW COE went through the ABET process in 2007. The committee evaluates the Engineering Library as part of the process. See http://www.engr.washington.edu/abet/ and http://www.abet.org/ for more information.

FE Exams, P.E. Exams and E-I-T information

The National Society of Professional Engineers gives Professional Engineer (P.E.) exams twice a year. They are issued on a state level by the State Engineering Licensing Boards. See http://www.nspe.org/ . State board of registration for professional engineers & land surveyors: http://www.dol.wa.gov/business/engineerslandsurveyors .

The Engineering Library does have study/review materials for the Engineering License Exam in our reserve collection. Search "engineering licensing exam" and "engineer in training" as keywords in the library catalog to find exact items or call numbers. The most current of these materials are on Reserve.

FE (formerly EIT) Exam

An Engineer Intern is an engineer or engineering student who has passed the Fundamentals of Engineering (FE) exam. The FE exam is formerly known as the Engineer-In-Training (EIT) Exam. Passing the FE exam meets one of the requirements to become a Professional Engineer (PE). This certification is NOT equivalent to a PE license and will not allow you to use the title engineer or consult independently as a PE license does.

After passing the FE exam, one receives an Engineer Intern Certificate. The name of this certification varies from state to state and is sometimes called FE Certification or Intern Engineer Certification.

Certification of Engineer Interns is the responsibility of each state. Each state has a governing board comprised of Professional Engineers. FE exams are developed and graded by the National Council of Examiners for Engineering and Surveying (NCEES) and are used by every state. Each state has slightly different application procedures and requirements.

As an Engineer Intern, one benefits from being part of a profession that is regulated. The registration and qualification process raises the standards of the engineering profession. In the early 1900s, the engineering industry began to realize the importance of standards in measuring the qualification of engineers as education was learned through practice. Today, a four-year degree from an Accreditation Board for Engineering and Technology (ABET) accredited school is becoming the standard minimum requirement to practice as an engineer.

Requirements to become an Engineer Intern vary from state to state but generally include:

- Completing a four year engineering curriculum and
- Passing the FE exam.

Generally, one can take the FE exam as junior or senior in an ABET accredited engineering or engineering technology curriculum. If the curriculum is not ABET approved, then the state may require a number of years of engineering experience.

There are no academic requirements such as a minimum Grade Point Average. Some states have a minimum age of 21 or a citizenship requirement.

Engineering Professional Programs (at the UW) offers a free refresher/preparation course for the FE Exam for UW Students. See the website for a current schedule: http://www.engr.washington.edu/epp/erc/index.html

Information about the FE Exam

The Fundamentals of Engineering Exam is administered by the National Council of Examiners for Engineering and Surveying. At least senior standing in an Engineering discipline is required for registration. More information about the exam including fees and the application form can be found at their website: http://www.ncees.org/

TAU BETA PI

Tau Beta Pi is the national engineering honor society. It is their "bent" that we have in our lobby (that big brass thing that looks like an anchor).   For more information about the membership see the website: http://www.tbp.org/pages/main.cfm

THE ENGINEERING LIBRARY

The Engineering Library was built in 1968. Prior to this the library had had several locations on campus, the most recent one in Guggenheim Hall. (Note: you can still find "Guggenheim" stamped in our older volumes!). We are the sister building of Loew Hall and are connected to Loew by a tunnel in the basement. Loew Hall houses classrooms and the College of Engineering Offices.

The Engineering Library has about 152,000 cataloged volumes; 3,320 serial subscriptions; 11, 795 microfilm reels; 2,719,567 microfiche, and 67,023 technical reports. In terms of collections and facilities, we are one of the five largest branch libraries. We are open 83 hours per week. Reference desk hours vary from quarter to quarter, but average 66 hours per week.

LIBRARY STAFF

Mel DeSart desart@u.washington.edu
Head, Engineering Library; Head of Sciences, acting
Selects for Aeronautics & Astronautics, Industrial and Mechanical Engineering

Christina Byrne cbyrne@u.washington.edu
Assistant Head, Engineering Library
Selects for Patent and Trademark materials, Bioengineering and General Engineering

Julie Cook julesck@u.washington.edu
Information Services Librarian (Reference and Information Services)
Selects for Civil & Environmental Engineering

Linda Whang lcwhang@u.washington.edu
Instructional Services Librarian
Selects for Computer Science, Electrical Engineering and Technical Communications

Destinee Sutton destine@u.washington.edu
Collection development, special projects, instruction.

Laura Leslie (Hall) lhall@u.washington.edu
Circulation Supervisor
(Signs student employees time sheets)

Steve Stockamp stockamp@u.washington.edu
Circulation Supervisor
(Signs student employees time sheets)

Tom Leahey tleahey@u.washington.edu
Monographs and Reserves Technician

Julie Hoon jhoon@u.washington.edu
Serials Technician

TOUR OF THE ENGINEERING LIBRARY

___Engineering floor plan   ___Library directory

____Stacks (4th floor)

___ layout (TE-Z, 000-999)   ___ sorting area

___ restrooms (both are ADA)

___ emergency exit and signs/fire extinguisher

Stacks (3rd floor)

___ layout (A-TD)   ___ restroom (men's)

___ emergency exit and signs/fire ext.   ___ instruction center (ELIC)

___ microfiche/film   ___ group study rooms

Periodicals (2nd floor)

___ display area   ___ periodical stacks

___ copy machine   ___ storage room

___ break room (need key)   ___ sorting area

___ restroom (women's)   ___group study rooms

Workroom/staff areas (1st floor)

___ staff/student mailboxes   ___ supply cabinet

___ staff introductions   ___ fax machine/scanner

___ staff offices   ___ master handout cabinet

___ first aid kit   ___ networked printer

___ USA pat cd-roms, specs cd-roms

___ key box and keys   ___ microfiche refilling bins

___ binding shelf   ___ coat rack

Reference area (1st floor)

___ reference stacks

___ standards collection   ___ computer manuals

___ patent/trademark area   ___networked printer

___flatbed scanner   ___copy machine

___ patent reels   ___ Microforms scanner

___ fiche/film printers   ___ Access+ pcs, Guest workstation pcs

___ new books shelf

___ reshelving truck   ___ reference desk

___ suggestion box   ___ security gates

_____pencil sharpener

___ bulletin board and cabinet

Circulation area (1st floor)

___ bookdrops   ___ hold shelf

___ media collection   ___ reserve shelves

___ book truck parking   ___ lost and found

___ key drawer   ___ cash drawer

___ outside bookdrop   ___ staff areas

___ statistics clipboard**   ___ sensitizers/desensitizers

___ sorting area   ___ alarm console

___ copy card dispenser   ___stapler, paper cutter, hole punch

___ phone books   ___ barcode problems

___ manual circulation file   ___ desk schedule

___ paging flags

___ mail truck   ___ damaged books

___ call # problems   ___ desensitized books

___ ACM reshelving

Basement

___ mail and copy machine room   ___ ACM depository collection

___ enbmt collection

___ technical Japanese program   ___ public access

___ technical reports   ___ rss copy machine

___ damaged periodicals   ___ cic collection
___ to be cataloged technical reports

ENGINEERING LIBRARY LOCATIONS AND SERVICES

Engineering Library email address: englib@u.washington.edu This homer account is located on the UW homer server. User name is *englib*, password is on the clipboard inside the Reference Desk drawer.

ENGINEERING LIBRARY ADDRESS AND DIRECTIONS

Sometimes people will call asking us our address. Inquire as to what they need it for. Are they sending books back? Do they want to come into our library? Our address and phone number, parking info and driving directions are on our website under General Information: (you can always read this information to someone over the phone.) http://www.lib.washington.edu/engineering/locations/dir.html

If they are mailing or sending us something our address is:
Engineering Library
University of Washington
Box 352170
Seattle WA 98195-2170

Note: The Box number is not a US Post Office box number, but an internal UW campus designation. FedEx, UPS or other delivery companies **are** able to use this address to make deliveries to the Engineering Library. If they wish to come in to the library tell them that we do not have a street address. Our building is the Engineering Library Building, located on Stevens Way (the main road that runs through campus). We are on the East side of campus directly across the street from the HUB (Husky Union Building, AKA the student union). Sometimes people will know about the Metro bus stop across the street. See: http://transit.metrokc.gov/tops/bus/neighborhoods/university_district.html for information about which bus routes serve the University of Washington.

If they ask about parking, tell them that it is the prerogative of Parking Services and give them the number (685-1543). Do not advocate parking in loading zones or other restricted areas. Inform them that parking on campus is restricted most of the time and subject to ticketing and towing when appropriate. The current charge for parking on campus is $12.00 but gives refunds pro-rated on exit if a visitor spends less than 1 hour on campus. More information for visitors is at: http://www.washington.edu/commuterservices/parking/fees_gatehouse.php

US MAIL, CAMPUS MAIL AND LIBRARY MAIL
Steve usually transfers the mail from the workroom to the mailroom in the basement and vice versa once daily. All U.S. Mail coming from or to the UW comes to us via the campus mail facility (who sorts and distributes mail on campus).

US MAIL

Barcodes for mailing items (like patent or trademark packets) to patrons are in the manila folder next to the outgoing mailboxes. Place US Mail in the right hand box on the bottom row of the mailboxes in the workroom. There are also business letter envelopes in the supply cabinet with the barcode and library's return address.

Campus mail is picked up once daily. Write the person's name, department and box number on the item. Put it in the left hand box on the bottom row of the mailboxes in the workroom. Library mail comes twice daily via our own truck. Both books and mail are delivered from other units. If you are mailing something to another unit simply write their name and division on the item and place it in the center mailbox on the bottom row of the mailboxes in the workroom.

SIGNING FOR COURIER PACKAGES

Couriers such as UPS, FedEx, and Airborne Express all deliver to our library. Usually they go directly to the workroom. Sometimes, they will come to the reference desk for a signature. Before signing for the package make sure it is addressed to someone in this Library. Often couriers will bring in items for the Technical Japanese Program located in our basement. We do not sign for their packages -- direct them to the loading dock door. ONLY sign for packages addressed to our library or one of our staff members.

PC WORKSTATIONS IN THE ENGINEERING LIBRARY

There are two different categories of research workstations in the Libraries.

ACCESS+ MACHINES

The black PCs in the reference area have the MS Office Suite of software installed on them. For more information about these machines, troubleshooting and FAQs see:
http://catalyst.washington.edu/learning_spaces/access_faqs.html

These PCs are funded by the Student Technology Fee and are managed by Catalyst:
http://catalyst.washington.edu/index.html . If there is a problem with one of them, please put an "out of order" sign on it, send a help ticket to Catalyst and notify the rest of the Engineering Library staff. The link to the help ticket is on the above webpage and linked from the Reference Desk toolbar.

RESEARCH OR GUEST WORKSTATIONS

There are four public pcs "Guest Workstations" in the Reference area. These are available for anyone to use (no log-in is required.) However, they do not access any commercial websites, i.e. Yahoo mail, Hotmail, etc. or have productivity software on them. (MS Word, etc.) These are managed by Libraries InformationTechnology Services (ITS). If there is a problem with one, please put an out of order sign up and notify Julie or another librarian.

See: http://www.washington.edu/computing/compmap.html or information about the general computing labs available on campus for UW students, faculty and staff. Mary Gates Hall and the Odegaard Undergraduate Library are the two largest labs nearby. All computing equipment in the Libraries is for library research purposes only. (See

Policy on the Use of Libraries Public Computer Equipment at: http://staffweb.lib.washington.edu/bob/office-of-director/computerusepolicy.htm)

WIRELESS ACCESS

The Engineering Library is wired for wireless computer access. There is no log in needed to get online, however to use the UW Restricted Resources, log in with UWNetID and password is required. More information is here: http://www.washington.edu/computing/wireless/index.html It is possible to download the networked printer queue software so that users can send a document to a campus printer from their wireless laptop. More information is here: http://www.washington.edu/admin/pubserv/copy/uniprint/locations.php

OTHER INFORMATION ABOUT THE ENGINEERING LIBRARY

ENGINEERING LIBRARY INSTRUCTION CENTER (ELIC)

The ELIC is on the third floor of the Engineering Library. It is an instructional classroom with 16 workstations, one instructor station and data projector. It is used for UW Technology classes primarily because they funded the upgrades for the space. Other persons wishing to schedule the room for a class should be referred to Linda Whang (lcwhang@u.).

ENGINEERING LIBRARY PHOTOCOPY MACHINES

There is one photocopy machine on the second floor, and one on the first floor. During the hours that the library is not open an on-call person maintains the copiers. Notify the circulation supervisor on duty (either Laura or Steve) of the problem with the photocopier and they will call for repairs.

NEARBY COPY CENTERS ON CAMPUS

The copy center in the basement of the Communications Building is the closest one to the Engineering Library. A list and map of all the UW copy centers is here:
http://www.washington.edu/admin/pubserv/copy/map/index.html

OTHER PRINTING OR COPYING FACILITIES

Microforms/Newspapers Library in Suzzallo has micro card printing capabilities. We have a flatbed scanner, which allows the user to scan a microfilm or microfiche image and then save, send or print the scanned image. There is also a CD/DVD burner drive in this workstation, so large image files, such as technical reports, can be saved to a disk. Patrons can also use this scanner for scanning articles, etc. The PC attached to the scanner runs Adobe Professional 7.0.

There is a Pharos server in our Reference area, which allows printing for all patrons from any workstation in the library. This printer uses Husky cards or Dawg-prints cards, **no cash!** Patrons can also send a print job to any other Libraries printer on campus or a campus copy center.

INTERLIBRARY LOAN COPY ROOM (BASEMENT)

Because a section of Interlibrary Loan does a full third of their business from our library, we have made some space available to them for a copy machine and workstation.

ENGINEERING STAFF LOUNGE

This room can be used for breaks if you like. It is in the northeast corner of the building on the 2nd floor. It does have a microwave and a great view! Feel free to leave your lunches, etc. in the fridge in the workroom and use the microwave in the lounge. You will need to use a #702 key (on the ref desk key ring) to unlock the door.

ENGINEERING BASEMENT ACCESS / ENGINEERING STORAGE

If patrons ask how to get to the basement, find out if they are going to a Technical Japanese Program. If they are they can use the door on the loading dock (Exit the library to the left, door on the back of the loading dock).

If they are seeking items from the basement collection we will retrieve them for the patron. Under no circumstances should patrons be allowed in our basement collection. Take the elevator (need #743 key) and the #702 key to get into the storage area.

Access through the elevator is keyed access only. Put the key in and turn it to tell the elevator to go down. You will also need the key to summon the elevator to pick you up from the basement. Make sure you turn the key back to its straight up and down position before you take it out of the switch otherwise it can stall the elevator!

The basement stairs are trickier. You will need the key to gain access to the stairs as well as to leave the stairs (in the basement). If you are entering the stairs from the basement the door is not locked, but will lock behind you. The only way out at this point is through the emergency door at the foot of the stairs.

TELEPHONES

CELL PHONES

The ringing of cell phones is a daily occurrence in the Library, particularly in the Reference Area. Our official policy is to ask the person to go in the entry or outside to carry on their conversation. However, you can exercise personal judgment in this situation and let them carry on if they are speaking very quietly and not annoying anyone in the area. But it is perfectly legitimate to politely ask them to move.

CAMPUS PHONE

The nearest campus phone is across the street in the HUB -- just past the doors at the top of the steps. The Associated Students of the University of Washington (ASUW) allocate campus phones. If people complain about our lack of a campus phone, tell them that they should request one from the ASUW: http://www.asuw.org/

USING THE LIBRARY PHONE SYSTEM

When to ignore the phone: in-person reference takes precedence over call in patrons. Ignore the phone if you are helping someone or someone is walking up to the desk.

PHONE ETIQUETTE

Answer the phone using your best "phone voice". Keep the greeting professional: "Engineering Library Reference Desk. How may I help you?"

CAMPUS DIALING

On campus calls only need the last five digits of a phone number. Drop the first two digits. For example, Julie's office number is 685-8367, but from any campus phone you can use 5-8367.

LOCAL CALLS

You need to dial '9' then wait for a dial tone before entering the phone number with the area code, even if it is a local call. Also be sure to include the area code when giving out any UW phone numbers over the phone.

LONG DISTANCE

You need to dial a '77' first. Dialing long distance requires a UWATTS number (essentially a password). Directions for dialing long distance are on the clipboard in the reference desk. It is always better to ask a long distance patron to call back for their answers at a later time, since we are a state institution and paying phone bills takes money away from our primary mission.

"SEND ALL CALLS"

Place the phone on Send All Calls if you are leaving for your break or leaving for the evening. Also if it's really busy and the phone is ringing off the hook it is okay to place the phone on Send All Calls. Remember to turn it back on again after it slows down. Also, remember to turn off the Send All Calls button when you open the Reference Desk and turn it on when you close the desk.

TRANSFERRING A CALL

Press the Transfer button on the phone and then the number or intercom button to which you want to send the caller. ALWAYS give the patron the phone number to which you are transferring them before you transfer them, in case the line is busy or you inadvertently disconnect them.

PATRON USE OF THE PHONE

Generally, patrons should not be allowed to use our phone. Refer them to the campus phones (across the street in the HUB). Exceptions can be dealt with on a case-by-case basis. Use your best judgment but keep in mind that the line is primarily for incoming reference calls and we do not want to be the campus 'free' phone. Never allow patrons to place long distance calls.

AUDIO LIBRARY AND REFERENCE LINE RECORDING

Engineering
Library
Reference
Manual

If patrons call our main number 543-0740 they will be put into an audio library of choices. If they dial reference directly and the Send All Calls button is on (or the line has rung 4 times) then they will hear, "The reference librarian is either busy or away from the desk, please try your call again later". You will never need to check any messages or use the audio library system. Christina Byrne manages the voice mail system.

NEW BOOK SHELF

http://www.lib.washington.edu/engineering/newbooks/ Books recently added to the collection are kept for one week on the new bookshelf. A list of these titles, updated weekly, can be found at the Web site listed above. Patrons can also receive this list via email. Have them send a message to englib@u.washington.edu and we will add them to our email notification list.

If patrons want to place a hold on an item on the new bookshelf, have them take the item to the circulation desk staff that will place the hold on the item. In most cases, the book will be available for pick-up in one week. Patrons may also place holds online from the catalog (click Request).

OUTSIDE BOOK DROP

A book drop is located next to the library's main entrance on the south side of the building, for return of materials when the library is closed. As long as the item is not a reserve book, then any the item can be returned to any library unit. Reserve materials should always be returned to the inside reserve book drop when the library is open. ***Reserve materials must be returned to the unit from which they were checked out.***

There is one drive-up book drop and several other easily accessible to roads. Consult the Allen Library's Information Desk Web site for locations: http://www.lib.washington.edu/about/bookdrops.html

SUPPLIES

If we are running low on anything in the supply cabinet, tell Christina or Tom or leave a note in one of their mailboxes. That way we are sure to reorder it!

BUILDING COORDINATOR

If you notice lights that are out, or there is a drippy faucet in the restroom, or a patron has an issue of a physical nature with the building, please talk to or email Christina Byrne (cbyrne@u.washington.edu)

If it is of an EMERGENCY nature -- see "Emergency Procedures." Notify the Circulation Supervisor on Duty (Andy or Laura.)

MAKING CHANGE

Staff at the Circulation Desk provides change as a courtesy for the microfilm reader/printer. Patrons needing change for any other reasons will not be supported. We only have dimes and can only make change from SMALL bills. Patrons needing change for other reasons can inquire at the HUB. (Also the Library Cashier, but they are only open 9-4pm Monday – Friday.

CIRCULATION AND RESERVES

RESERVE MATERIALS

Patrons may request course and permanent reserve materials by call number at the Circulation Desk. Call number information is available via the UW Libraries catalog.

Instructors can (and are encouraged!) to place items on reserve for class use. If you notice an item in the reference collection or stacks that many people are asking for please inquire as to which class it is for (and/or the instructor name) so that we may contact the instructor about the Reserves service available. Tom Leahey is the reserves technician. Any questions about reserves can be directed to him. (tleahey@u.)

ELECTRONIC RESERVES

Information about electronic reserves managed by the Libraries can be found in the catalog. See: http://www.lib.washington.edu/services/course/ for information for faculty on placing items on reserve and for links to the catalog to search for course reserves by professor's name or by course number.

ACM DEPOSITORY ITEMS

These are housed in the basement, and cannot be removed from the library. For more information, see the section in this manual titled, "ACM Depository Collection".

GROUP STUDY ROOMS

There are 6 group study rooms (3 on the 4th floor and 2 on the 3rd floor and 2 on the 2nd floor). All are equipped with white boards and tables and chairs. A group is defined as a minimum of 2 people. These rooms are very popular. We used to allow reservations, but now the rooms are first-come, first-served, and no key is needed. Groups can borrow markers for the white boards from the circulation desk. It is permissible to ask a single (and/or sleeping) person to leave the room in order for a group to use it.

HOLDS AND RECALLS

If the item a patron needs is checked out they can place a hold online using the Request button in the catalog record for the item. They click on the Request button and enter the required information. The hold is placed to let the system know that the patron is waiting to see the book. The item is recalled if the due date is more than 2 weeks from the current date. A recall changes the date due and informs the current user that they have 2 weeks left to use the item before it is due.

This is a very common procedure since graduate students and faculty are able to check out books for extended periods of time.

Have the patron check the Summit Libraries too. An item may be available from another school that will get it to the UW quicker than requesting a recall for an item.

BORROWING PRIVILEGES

Borrowing privileges for UW affiliates vary from unit to unit, and are also determined by status with the university. If a patron wants to know their borrowing privileges, have them ask at the Circulation Desk. Policies are also posted here: http://www.lib.washington.edu/services/borrow/.

BORROWERS' CARDS

The UW ID card is the library card for most of our patrons. If the patron has a purple borrowers card it means that they are an alumnus/a, extension student, or off-campus borrower. Students in UW Extension programs can check out materials from UW Libraries beginning the first day of the quarter for which they are enrolled. They have to present their UW Extension transaction summary at the Libraries Cashier's office to receive a borrower's card. Online learning students living outside the Seattle area may request specific library materials by mail. Refer these students to Interlibrary Loan.

LOAN PERIODS AT THE ENGINEERING LIBRARY

A summary of loan periods, renewals and recalls is on Staffweb:
https://staffweb.lib.washington.edu/units/information-services/Info-Index/l/loan-periods-recalls-renewals?searchterm=borrow

Loan Periods

Reserve Books	Depends on the book. Loan periods listed in the back of each volume.
Computer Manuals	2-week checkout (regardless of status)
Periodicals	3-day checkout (regardless of status, most recent issues do not circulate for their first month here – check the sticker on the front "Non-circulating until: [date]")

Books and Conference Proceedings depends on patron status:

Faculty	End of Quarter or Indefinite Loan
Graduate Students	End of Quarter
Undergraduates	4 weeks
Off-Campus	2 weeks

Renewals

Items can now be renewed an indefinite number if times except for some exceptions:

- Items recalled by another borrower cannot be renewed.
- Items with an initial loan period of more than 14 days can be renewed an indefinite number of times.
- Items with an initial loan period of less than 14 days can be renewed 3 times online. After the third renewal, the borrower must bring the item in to check it and back out for another two online renewals.
- Reserve items cannot be renewed.
- Summit items are allowed one renewal only and can only be renewed online by the user.

We have many items that DO NOT CIRCULATE. These include ACM Depository Materials, ALL Patent Materials (Reels, Gazettes), and Reference Materials.

CIRCULATION BY SPECIAL PERMISSION

Reference staff can make exceptions to our circulation policies only for UW faculty, students, and staff. Reference books and books with color images (which a patron needs to copy) may be allowed out for up to a 4-hour loan. Most graduate students and faculty have free photocopying in their departments. Therefore it is okay to allow them to borrow an item for a couple of hours for photocopying (NEVER OVERNIGHT!!).

Never let reference books circulate that are in high demand or just because the patron wants to take them home to use. Always ask pertinent questions: Why exactly do you need it? Is this a class assignment? (Your clue that this volume will be in high demand.)

If their request is valid in your best judgment, then fill out the form (in right hand cabinet of the reference desk) "Circulation by Special Permission" and have the patron take the volume with the form to the circulation desk. The circulation desk will check out the volume to the patron for the appropriate loan period. If you have any questions about allowing a checkout on a non-circulating item, please ask one of the Reference Librarians.

HOW TO GET BORROWING PRIVILEGES

See http://www.lib.washington.edu/services/borrow/visitor.html for a list of categories of people who may receive borrowing privileges. Anyone can use our collections in the library at no charge. The Libraries Cashier on the ground floor of Suzzallo makes the determination of borrowing privileges. This office is only open 9am – 4pm, Monday – Friday.

RENEWING

UW Libraries materials checked out for more than 14 days are allowed an unlimited number of renewals. Items that circulate for 14 days or less may be renewed three times. Renewals can be done online after logging into Your Library Account: http://catalog.lib.washington.edu/patroninfo or in person at any circulation desk.

OBTAINING BOOKS FROM OTHER UNITS

To request books be brought (paged) from any other UW Library unit patrons can use the **Request** button in the library catalog. From the record for the item they are requesting, click on **Request**. This will prompt them for some information about themselves, including a PIN number, and allow them to request an item. This process takes 3-5 days (providing the books status is "check the shelves" at the time the request was placed. As always the fastest way to obtain this material is to go to the library holding the volume.

OBTAINING ITEMS FROM STORAGE

To request a book be brought from a storage location, a patron can place a hold using the **Request** button in the online catalog. Click on the location link for the retrieval schedule for that specific storage location.

http://www.lib.washington.edu/services/borrow/book.html

IN TRANSIT

Item was checked in at another unit and is in transit to another unit. Patron may place an online hold on item.

DUE   XX-XX-XX

Item is checked out until date displayed. The patron can request the item online, by clicking on the Request button.

MISSING

Item is missing and being searched. If the item is not found then we will attempt to replace it. Meanwhile, refer patron to Interlibrary Borrowing for the volume or our article delivery form for articles or individual papers.

BILLED

Patron who checked item out has not returned it for 30 days and we have sent a bill. If the patron returns the item the replacement cost ($85.00 for Engineering Books) will be removed from his/her record and only the $15.00 billing fee will remain. Refer inquiring patron to Interlibrary Borrowing (for whole item) or our document delivery form (for articles or individual papers)

ON ORDER

One copy has been ordered but has not been received in the Libraries yet.

IN PROCESS

Means that the item is in process and is not yet on the shelf. Have the patrons request the item from the catalog.

ON HOLD

Someone has already requested the item. A second hold can be put on the item.

SHELVING AND SHELF READING

A General Reminder: Our goal is to keep the stacks in great condition: tidy, organized, and easy to use. In order to accomplish this goal, we all need to keep these things in mind when we shelve:

The following is more applicable to circulation staff, but still relevant in Reference:

Expect to shift. Since the stacks are so crowded, it may be necessary to do some minor shifting occasionally. If there is no room for a book, please take a few minutes to make room for it. Do not ever lay the book on the top of the shelf horizontally.

Take the time to straighten the stacks as you shelve. Adjust the books so that they are standing up straight, not too tight or too lose, and that they are flush with the edge of the shelf.

Do not assume that books on the truck or on the shelves are in correct order. Mistakes do happen and it is our job to find them and correct them as soon as possible. Pay special attention to the first lines of the call number – watch for TL's in the TP's, for example.

Remove bookends on shelves that are too tight. Leave extra bookends at the ends of the rows or in a sorting area and place bookends at the ends of shelves that need them. Watch for books that don't belong: periodicals, reference books, standards, manuals, etc.

Shelf Reading

Check EACH call number to make sure the book is in the correct location. Be precise! Close doesn't count. For faster, more accurate shelf reading, first SCAN the row of books to quickly check the first line or two then go back and check for exact call number order. This way, it is easier to catch books that are in the wrong section entirely.

Watch for problem books. If a call number is unreadable take it to circulation and put it on the "call number problem" shelf in the sorting area. Watch for items that do not have the proper spine location sticker. Check the inside back of the cover for all books that don't look right for that section.

If you find badly damaged books that belong in the stacks, put them on the "damaged book" shelf in circulation. Put damaged reference books in Julie's box.

Straighten the books. Make sure that the books are all standing up (not tilted or lying on their sides) and straightened out. Each shelf should have a bookend if one will fit. Books should NOT be shelved after the bookends. This is a common place for books to be mis-shelved, since patrons often set books down on open shelf space. Soft cover material that won't stand on its own should go in a Princeton file box, if one is available.

- Correct fore-edged books (unless they are too tall to stand upright)
- Record any books that you reshelve on the circulation tally sheet kept at the circ desk.

EMERGENCY PROCEDURES

EMERGENCY EXITS

Emergency Evacuation maps are posted on each floor of the Library which trace emergency exit routes. Please become familiar with the placement of these signs and with the routes indicated.

EXIT ALARMS

We have three kinds of alarms that might go off if someone is trying to exit the building either through an emergency exit or through the security gates at the entrance:

1. Security gate alarm (Beep, Beep, Beep, Beep, Beep)

Circulation staff usually takes care of this. Alarm will always be set off if the patron is carrying any magnetic materials. Often caused by videotapes; books from other UW library units; books from other libraries (i.e. Seattle Public or KCLS); textbooks, some have security strips imbedded at time of publishing; or materials that have not been properly checked out by our library.

Gates might need to be reset if they are bent out of shape. They should always point 90 degrees when "closed" and open straight out when pushed open. Adjust them as necessary.

2. Glass emergency exit door next to main stairwell door (LOUD, steady horn-like sound)

This can be shut off with the #702 key. Insert key and turn to disable alarm. Notify circulation supervisor so that the alarm can be reset as soon as possible

3. Back stair ("emergency exit only" stairs) alarm

Dull buzzing sound, fairly faint at reference desk then louder the closer you get to the stairwell. Have circulation staff reset the door on the floor that is causing the alarm to go off. Have them unset the first floor door. Go to the door and open it (see if anyone is in the stairwell). When it is all clear, have the circulation staff reset the first floor door.

VIOLENT BEHAVIOR

Violent behavior can be verbal or physical. See handouts on Workplace Violence: especially verbal intervention and violence response procedures. The main goal is to keep yourself safe! Don't hesitate to call the UW Police at 911 if you feel threatened or need some help.

BOMB THREAT

Be calm and listen carefully. Write down everything that is said. Get the exact   wording of the threat.

1. Ask these questions:
    When is the bomb going to explode?
    Where is the bomb right now?
    What does the bomb look like?
    What kind of bomb is it?
    Did you place the bomb?
    Why?
    What is your address?
    What is your name?

2. Check any identifying details about the person's voice
Male or Female
Age (young, old, middle-aged)
Tone (calm, angry, excited, crying, laughing, whispering,

Characteristics (slurred speech, nasal, lisped, raspy voice, ragged speech, slow speech, disguised voice, soft voice, cleared throat, loud voice, voice cracked, high voice, accent)
Familiar voice? (Whom does the familiar voice sound like?)

3. Note the language used
Well-spoken (educated), incoherent, improper grammar, threat tape-recorded, slang, threat sounds real, Irrational, foul language

4. Immediately call 911 then notify Circulation Desk.

FIRE/EARTHQUAKE

1. Dial 911
2. Do not use elevators
3. Extinguishers located on each floor
4. Emergency staircase
5. Evacuating Building
6. Alarm console
7. Meet across the street under tree (all staff)

MEDICAL

(e.g. sick/unconscious patron)
1. Dial 911
2. First Aid Kit
3. Giving orders

UW POLICE DEPARTMENT

 (e.g. lost/stolen property, threatening patron, violent behavior) (The Campus Police are not "security". They are a police force with all the status of the Seattle Police Department or a King County Police Department. Keep in mind that they protect a community of 50,000 people!)

1. Dial: 911 (on or off campus); or 206-543-9331 (non-emergency)
2. Comforting victims
3. Responsibilities

PHYSICAL PLANT

(e.g. broken door/window, elevator problems, leaks, plumbing): Report to Chris Byrne or the Circulation Supervisor on duty (Steve or Laura). If no one is available, then:

1. Dial 5-1411
2. Emergency/Non-emergency
3. Out of order signs
4. Calling Head/Building Coordinator (if it is a true emergency) – Christina Byrne
5. Notifying Building Coordinator
6. Plastic sheeting at circulation for water threatening collections.

Engineering
Library
Reference
Manual

SYSTEMS DOWN / COMPUTER NETWORK PROBLEMS

If Libraries' online databases cannot be accessed for public or staff use within the Libraries for a significant time period, then a System Down report needs to be made. The email for systems is: syshelp@lib.washington.edu. This also includes when the circulation is down. Systems Down is defined as:

- You cannot access the Libraries online catalog from any workstation in your library.
- You cannot access http://www.lib.washington.edu or any databases from any workstation in your library.

The first line of defense is to reboot a troublesome machine and to check that electrical connections are all secure. If the problem isn't solved, then follow the EMERGENCY TROUBLESHOOTING CHECKLIST (below) then phone Library Systems at: 543-5468 **(**Library Systems EMERGENCY ONLY Line) Monday - Friday, 8:00 a.m. to 5:00 p.m. Otherwise use email to: syshelp@lib.washington.edu

For evenings, weekends and holidays, three units (OUGL, HSLIC, and the Information Desk) have volunteered to receive calls from other open units to determine whether or not to notify Library Systems, and to proceed to telephone Library Systems staff when necessary:

- 543-2990 OUGL
- 543-3390 HSLIC
- 543-0242 Information Desk, Allen Library

EMERGENCY TROUBLESHOOTING CHECKLIST

Library Systems staff will begin notification procedures, including the use of the phone tree, electronic mail, and the "syshelp" account, as noted below. Please be prepared to provide the following info when you report a SYSTEM DOWN EMERGENCY:

- What is your name, department and building?
- Where can you be reached? (Phone or e-mail or both)
- What is the problem you're experiencing? / Which service(s) are unavailable?
- What type of workstation are you using?
- Can you reach the databases by any workstation at all?
- Can you telnet successfully to any network service (any campus computer) from any workstation at all?

If one workstation cannot access the service(s), but you CAN reach them through another workstation, this is not a System Down Emergency.

INDIVIDUAL COMPUTER PROBLEMS

Try to determine if the problem is terminal specific, network specific or system wide. Reboot the machine. Try the resource on a different machine or platform. Rebooting often corrects 99% of our public terminal problems. All problems should be reported to Julie. Be as specific as possible about the nature of the problem. If the terminal is out of order, please put a sign on it. OUT OF ORDER signs are kept in the Reference desk.

EQUIPMENT TROUBLESHOOTING

MICROFORM/READER PRINTERS

We currently have two microform reader/printers on the first floor in the patent area. They can be used for film/paper or fiche/paper copies depending on the machine. The MS 6000 has a scanner attached to it. Images are scanned onto the dedicated PC next to it, and then the scanned image can be emailed, printed, saved to disk, or sent to an account via FTP. This PC also has a CD burner drive installed. Patrons can now save to a recordable CD as well.

We also have a flatbed scanner available next to this PC. Instructions for using this equipment is on the webpage (set as the pc's homepage): http://www.lib.washington.edu/engineering/scanner.html The PC has Adobe Professional 7.0 installed for document manipulation.

The other microfilm reader/printer has a Laser printer attached. The most you should have to do with this machine is load paper into it and occasionally open the vend box to empty it or release stuck coins. (key is located at Circ Desk) (Dimes are required to print from this machine.)

Always let patrons know that they can check out all film/fiche (EXCEPT PATENT REELS) and take them to another library to copy. Natural Sciences Library also has a fiche copier. Microforms/Newspapers have a multitude of copying equipment.

If you get printouts with only the center third of the page printed, fix this by pressing the auto mask button. This is the button having a picture of a page with a border around it. When you press it, the light above should go out and the problem should be fixed.

For assistance with fixing one of these machines, send Chris an email and put up an "Out of Order" sign. A repairperson will be notified if necessary.

PRINTING, PRINTERS, AND PRINTER DIFFICULTIES

Encourage patrons to send their print jobs to the networked printer on the first floor in Reference. They can choose single or double-sided printing. The Engineering Library printer accepts only Husky or Dawg-Prints cards. This is the same set-up as for the copy machines. Dawg-Prints cards can be purchased for $5.00 from the dispenser to the left of the elevators. Patrons can also choose to send their print jobs to any number of copy centers on campus and pay with cash, check or credit card. People can add funds to their Husky cards online or at the HUB cashier.

Laser Printers available from Reference desk PC:

- HP LaserJet 4 (connected to the reference desk pc)
- HPLJ6P (on Tahoma network- in workroom)
- Epson Stylus Color 880 (color printer in circ)
- HP LaserJet 8000 DN (CASSIS #2)
- ENGINEERING_LIBRARY (networked Pharos printer- need card to use)

CARTRIDGES

Very expensive! If you get a toner low message, take the cartridge out and rock it back and forth, replace cartridge. Cartridge should only be replaced when the printouts are unreadable. We don't always have an extra cartridge on hand. Leave a note for Tom if you need a cartridge for one of these printers.

PAPER JAMS

Pull out the paper tray. Check in the flap behind the printer. Remove all loose paper then press the ONLINE button. (Ref desk printer).

RELOADING PAPER

Use a stack of white paper. Make sure it goes under the corner clips. Replace paper cartridge.

ENGINEERING LIBRARY NETWORKED PRINTER

This is a networked printer using Pharos/UniPrint software. It is the default printer from all the public workstations in the library. When someone sends a print job here, s/he will be prompted to provide a name and title for job. It is sometimes necessary to remind people to provide a unique title for each print job they send; otherwise the later one will overwrite the earlier one. It isn't necessary to cancel unwanted print jobs. The network purges all unprinted document every 24 hours. They can choose regular or double-sided printing.

The Engineering Library printer is maintained by Publications Services at www.pubserv.washington.edu/index.html This Web page has contact information, troubleshooting, etc. Here is a list of people to call or email to report a problem: (also found on Reference Desk Clipboard and in the englib wiki). General email for help is: uwcshelp@u.washington.edu

> Jane Bolz, Computer Services Manager: 543-7868 jbolz@u.washington.edu
> Donna Parks, Copy Services Manager: 543-3444 donaprks@u.washington.edu
> Scott Olson, Printing Services Manager: 543-2721 sckro3@u.washington.edu

The Engineering Library printer is rebooted once a week by Publications Services on either Wednesday or Thursday between 6 and 6:20pm. Wait a few minutes if there are problems during this time with receiving or printing off jobs. The print queue lasts for 24 hours after which time all jobs are removed. Sometimes a remote rebooting of the system is needed to fix a problem. The password to log back on is **uniprint.**

PATENT MICROFILM REELS AND CABINETS

Patrons will sometimes have problems with the patent reels, the microform reader printers, or the microfilm cabinets. Here are some common problems:

The drawers are "locked": Some of the newer cabinets have a safety feature that allows only one drawer to be

open at a time. Simply push all drawers completely closed (even if they are only out a fraction of an inch) and open the drawer you require access to.

If the patent reel is not in the cabinet:

- Check the re-shelving area on the top of the cabinets
- Check the missing reels list on the top of the cabinets
- Check the circulation file (manual card file) to see if the reel is checked out to Interlibrary Loan. NOTE: Patent reels are not to be checked out under ANY circumstances to patrons. Interlibrary Loan has special permission from us to check reels out from our collection.

If you did not find the reel, report it as missing to Chris. Go to the USPTO's Web site to view the missing patent in the full-text patent database. Patents may be printed off one page at a time.

OTHER COMMON PROBLEMS:
- Image is backwards: turn the image rotation knob to change the image orientation.
- Mirror Image: reel needs to be rewound with a twist in the film to get the orientation right. Use the machine up on the third floor (or leave it in Chris' box with a note.)
- Patent numbers go in reverse order: reel needs to be wound straight onto another reel. Use the machine up on the third floor and run it all the way onto the take-up reel. (Or, leave it in Chris' box with a note.)

Sometimes the reel will have a combination of these problems.

WORKING AT THE REFERENCE DESK

OPENING AND CLOSING THE DESK

OPENING DESK
1. Unlock reference desk drawer (Key hanging on wall in workroom)
2. Take master/basement keys on green key ring from supply cabinet drawer
3. Move reference hours sign and put away back desk sign.
4. Reference desk PC: Login as "EngRefUser", password is on clipboard.
5. On back desk workstation: Login as "EngRefUser", same password as above (we normally we leave this pc logged off.)
6. Turn "SendAllCalls" off.
7. Turn on Reference area PC monitors. (Circ. staff may have done so already.)
8. Turn on Patent/TM area bulletin board light. (Circ. staff may have already.)
9. Straighten up Reference/Patent areas:
   - place all books on re-shelving cart;
   - put Engstx items or periodicals in the book drop at circulation;
   - push in all chairs; tidy up workstations;
   - put all golf pencils back into their bins;

- throw away trash; take any left items to lost and found at the circulation desk.

Closing Desk

1. Move reference hours sign to center of desk and put up other sign on back desk.
2. Lock reference desk drawer and return key to workroom.
3. Return master/basement keys to supply cabinet drawer.
4. Turn on "SendAllCalls" button on the phone.
5. Log-off PCs at the reference desk. From →Start → "logoff". Turn off monitor only.
6. Turn off printer. Straighten up Reference/Patent areas.

Closing Desk When the Library Closes at the Same Time

Help Circulation staff clear people from the first floor (Circulation staff will flash lights and make an announcement on each floor 15 minutes before closing.) Turn off bulletin board light in Patent/TM area. Make sure both workroom doors are locked. If the door to the inner staff hallway is unlocked, let one of the permanent staff know. (These directions are also on the back of the password clipboard in the reference desk drawer)

Reference Desk Items

Items in or near Reference Desk

Signs
Bell
"Away from the Desk" Sign
Reference Question Forms (yellow pad)
Office supplies
Paper for copy machine and printers
Password clipboard
Handouts

Materials at desk

Library/Reference handouts (more in handout cabinets to the right of the workroom door)
Libraries map with current quarter schedule
Reference Manual- updated copy is online: access from wiki.
Reference Question Boxes – in left hand cabinet
Patents/Trademark Notebook and handouts
 "Circulation by Special Permission" slips

If you notice that we are running low on any handout, please tell Julie or send her an email. Our in-house handouts are duplicated at a copy center. Master copies are kept in the master handout cabinet in the workroom. These include the patent and trademark handouts. Extra copies of various publications can be found in the cabinets to the right of the workroom door. We use fewer and fewer of these handouts each year as most information is now online. The Patent and Trademark handouts are probably the only exception to this. We freely

hand those out to people asking about searching for patents or trademarks, even though the handout is also online on our site.

POSTING NOTICES/DISPLAY CASES

Persons are permitted to post notices pertaining to UW activities after they have received permission from Chris. Put the notice in her box for approval and she will put it up if appropriate.

SUGGESTIONS BOX - PURCHASE SUGGESTIONS FORM

Patrons may leave suggestions about aspects of the library in the box near the bulletin board. Purchase suggestions may be made using the print form or online at http://www.lib.washington.edu/services/borrow/purchase.html .

If you receive a print suggestion form, place it in the appropriate selector's box or in Mel's box.

REFERRALS

TO OTHER LIBRARY UNITS

Since Library units on campus rarely duplicate monograph or periodical subscriptions (*see* serial price increases), and since much of science and technology is interdisciplinary in nature, it is often necessary to refer a patron to another unit on campus. It can also be appropriate to direct them to a local public library. Try to do as much as possible for a patron before referring him/her to another library:

- o Consult the catalog to provide correct locations and call numbers
- o Provide directions and a campus map
- o Verify the library's hours

TO WRITING CENTERS

There are many centers on campus where students can improve the quality of their writing. A large number of departments have discipline specific writing centers. A complete list is here: http://www.washington.edu/uaa/gateway/advising/help/writecen.php

We get questions about the Engineering Writing Center: http://uwtc.washington.edu/ewc/ which is located in the Engineering Annex, room 304 behind the Mechanical Engineering Building: http://www.washington.edu/home/maps/southcentral.html?EGA

For other campus writing centers, see also the current list on John Holmes' (Librarian at UGL) website: http://faculty.washington.edu/jwholmes/uwwrite.html

TO GIFTS PROCESSING SECTION

If a patron inquires about donating materials to the UW Libraries, refer him/her to the Gifts Processing Section: http://www.lib.washington.edu/gifts/ .Carolyn Aamot is the head of this section. The phone number is 543-1859, Email: caamot@u.washington.edu. The office is open normal business hours.

EXCEPTION: Ask what the patron is donating! If it is periodical issues have the patron call the Serials Technician (Julie Hoon) during her normal working hours. We might be able to use them for the duplicates exchange program.

It is sometimes necessary to accept gifts at the Reference desk when someone comes unannounced. There should be copies on the desk clipboard or you can print out a blank Gift Report form MS Word. [Open Word, go to File-New, and then click on the UW Libraries tab and highlight the Gift Report Fill-in Form.] Open it and print it out. Ask the person donating to complete the donor information. Take the items to the workroom and leave on the large table with the Gift Report form. Email the appropriate selector that the items are there for review.

NEVER refuse a gift! If we cannot use it for our collection, often Carolyn Aamot can find an appropriate home for the item. Keep in mind that libraries suffer disasters and we may be able to help rebuild collections.

TO OFF-CAMPUS LIBRARIES
(Seattle Public Library or King County Public Library):

Both of these catalogs are accessible via the Web, so you can check holdings for the patron, if you have time. If patrons are not UW faculty, student, or staff we can refer them to their local public library for assistance. Local public libraries can obtain articles for their patrons as well as do interlibrary borrowing for books they do not own. See our policy statement:

> *The mission of the University of Washington Libraries is to improve the educational, research, and service programs of the University through the dissemination of information. As such the Libraries is primarily funded to meet the research and curricular needs of the University community who are given priority access to library services and collections. Visitors are asked to utilize the resources of their local public, school, academic, or business library prior to making use of the University of Washington Libraries. Hours of reference assistance vary and visitors should consult with individual units about the availability of such service.*

TO A CORPORATE OR SPECIAL LIBRARY
Oftentimes, patrons will let you know that they work for Boeing, or Microsoft or another company that has a corporate library. In accordance with the policy statement above, it is completely appropriate to refer them to their own library for research or document retrieval.

TO INFORMATION BROKERS
Look in the Yellow Pages (under Information Brokers, Research Services, etc.) The UW no longer has an on-campus research service. (Previously there was one called Research Express.)

TO PATENT OR TRADEMARK ATTORNEYS

When confronted with legal or any question involving opinion or conjecture, please refer all patrons to a Patent or Trademark Attorney. See https://oedci.uspto.gov/OEDCI/ for the USPTO's list of Patent Attorneys and Agents registered to practice before the PTO. Searches may be limited geographically.

STRATEGIES AND TIPS FOR WORKING AT THE REFERENCE DESK

REFERENCE INTERVIEW

> Nonverbal & verbal behavior (active listening)
> Neutral questioning
> Restating question
> Writing it down
> What kind of information do you need? Technical in nature, or more general?
> How much information do you need?
> What have you already tried?
> Book or journal (articles)?
> Type of publication?
> Referral to other librarians

VERIFYING INCOMPLETE/INCORRECT CITATIONS

This can be a straightforward task of simply using a database to get a complete citation, or it can be a very tricky problem. For older material, often Web of Science, Science Citation Index, is quite helpful. Compendex (on EV2) goes back to 1884.

FREQUENTLY ASKED QUESTIONS

1. *My instructor sent me here for some readings.* It may be a reserve book. Take this opportunity to teach the patron how to look up course reserve material in the catalog using the Course Reserves Search by course and by professor.

2. Where are the "___" call numbers?

Is it a book or a periodical? What was the library location specified in the catalog? Remember that we have many shelving locations within the library. Look up the call number in the catalog to refer him/her to the correct location. Remember, the Engineering Library shelves their periodicals alphabetically by title on the second floor.

3. Do you have the textbook for my class?

We do not routinely purchase textbooks. This is because we believe that the Libraries money is better spent on support and research materials for classes. We also assume that the students will be purchasing copies of the textbook from the University Bookstore, as required for the class. However, always look up the title in the catalog for the patron as a book required for a class may not, strictly speaking, be a textbook and we may therefore have it in our collection. Or perhaps the instructor has placed a copy on reserve. Check the Course Reserves section of the catalog.

4. *ETC…*Do we have a particular journal/book? How to find a journal in the library? What is the best database for my subject? How can I find full-text material online? How can I find articles by a particular author? IF possible, take the opportunity to show/teach the person how to find what they're looking for so they can do it themselves next time. Not all patrons are amenable to listening/learning, so don't take it personally or feel like each interaction needs to be a teachable moment!

ENGINEER'S RESEARCH METHODS

Engineers' work is based upon theory. Actual lab work and fieldwork rely on this theory as well as modeling and simulation. Library work is the foundation for lab work or new theories.

Researchers frequently need to know what research has been done before. As in any discipline, they do not want to re-invent the wheel. They need to know what has been done, what worked, what didn't (and why) so that they can build on the research of their predecessors.

Usually, graduate students are looking for exact items and re-tracing previous research. If we don't have the exact item they need, suggest that they use article delivery from Interlibrary Loan. Undergraduates may need less technical information. It may be better to start them in *Expanded Academic ASAP* or *Academic Search Complete (EBSCO)* rather than offer them a more technical index. Use your reference interview skills to determine what level of database will work best.

GENERAL SEARCHING TIPS AND TRICKS

When searching a topic use keywords then look at the records you find to try to determine the closest subject heading. Then go back and search the subject heading to refine the search.

Send patrons to browse call number ranges. Don't be afraid to tell them to look at the table of contents or indexes of books in their section to find words/terms to help refine their search.

Keep in mind that terminology changes over time. Someone might be searching newer terms for which there is not yet an LCSH. Consider a higher-level term.

When you get too many hits (or too many irrelevant hits) limit the search to a specific library (e.g., Engineering.)

Keep your searches simple. As a rule I only use AND, OR, or NOT. "Fancy" searches (using near, with, adjacent) tend to have errors in logic or syntax and are completely unnecessary for Reference type searches. Nesting words or phrases in parentheses is helpful (e.g., (laser or light maser) and (biomedical or bioengineering.)

When in doubt, search the web, especially to familiarize yourself or the patron with other terms in the subject area.

BRITISH SPELLINGS AND VARIANTS

Many of our indexes have a lot of British spellings (especially INSPEC.)

Bear in mind that variations in spelling can be the reason you are not finding the information you are seeking. In the case of British societies (often abbreviated "Inst." they commonly use "institution" instead of "institute".

American: British:

aluminum   aluminium

institute   institution

modeling   modelling

fiber   fibre

vapor   vapour

color   colour

center   centre

cataloging   cataloguing

signaling   signalling

If you do not know what the correct subject heading might be, search the catalog using keywords, then use the records you obtain to determine appropriate subject headings.

Examples:

C or C++ Computer books   --   C (computer program languages)

(Some systems do not recognize the "+" character as valid.) Use also C++ computer program language. The general call number is QA76.73. C153

Thesis   (use Genre/Form field)   --   Theses -- [subject]

Foreign language dictionaries   --   Dictionaries --

[Filed within engineering]   --   Aerospace Engineering

REFERENCE COLLECTION

LIST OF COMMON ACRONYMS AND ABBREVIATIONS IN ENGINEERING

This is an attempt (!) to list a large number of the acronyms you may run across while working on the reference desk.

AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
ACM	Association for Computing Machinery
AEC	Atomic Energy Commission
AGMA	American Gear Manufacturers Association
AIAA	American Institute of Aeronautics and Astronautics
AICHE	American Institute of Chemical Engineers
AIME	American Institute of Mining Engineers
AIP	American Institute of Physics
AMS	Aerospace Materials Specifications (See ANSI/SAE AMS standards)
ANSI	American National Standards Institute
API	American Petroleum Institute
APWA	American Public Works Association
AR	Advisory Report
ASAE	American Society of Agricultural Engineers
ASCE	American Society of Civil Engineers
ASEE	American Society for Engineering Education
ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers
ASM	American Society of Metals
ASME	American Society of Mechanical Engineers
ASTI	Applied Science and Technology Index
ASTM	American Society for Testing and Materials

AWIS	Association for Women in Science
AWS	American Welding Society
AWWA	American Water Works Association
BPVC	Boiler and Pressure Vessel Code (ASME)
BSI	British Standards Institute
CASSIS	Classification and Search Support Information System
CCITT	International Telecommunication Union
CGSB	Canadian General Standards Board
CISTI	Canada Institute of Scientific and Technical Information
CR	Contractor Report
CP	Conference Publication
CRC	Chemical Rubber Company (publisher of technical handbooks)
CSA	Canadian Standards Association
DOE	Department of Energy
EI	Engineering Index (aka Compendex)
ELIC	Engineering Library Instruction Center
EPA	Environmental Protection Agency
EPRI	Electric Power Research Institute
ERA	Energy Research Abstracts
EV2	Engineering Village 2
GRAI	Government Reports and Announcements Index (AKA NTIS)
GPO	Government Printing Office
IAA	International Aerospace Abstracts
IBS	Interlibrary Borrowing Services (UW)

ICE	Institution of Civil Engineers (UK)
IEC	International Electro technical Commission
IEE	Institution of Electrical Engineers (UK)
IEEE	Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
KCLS	King County Library System
LHL	Linda Hall Library (Kansas City, MO)
LS	Lecture Series
NACA	National Advisory Committee on Aeronautics
NACE	National Association of Corrosion Engineers
NASA	National Aeronautics and Space Administration
NBS	National Bureau of Standards (now NIST)
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NIST	National Institute of Standards and Technology
NSF	National Science Foundation
NTIS	National Technical Information Service
NUREG	Nuclear Regulatory Commission
OCLC	Online Computer Library Center
P	Publication
PSPICE	PC Simulation Program for Integrated Circuit Engineering (programming language)
RN	Research Note
RM	Research Memoranda
RP	Reference Publication

RSS	Resource Sharing Service
SAE	Society of Automotive Engineers
SIAM	Society for Industrial and Applied Mathematics
SLA	Special Libraries Association
SME	Society of Mining Engineers
SPE	Society of Petroleum Engineers
SPIE	Society of Photo-optical and Instrumentation Engineers
SP	Special Publication
SPL	Seattle Public Library
STAR	Scientific and Technical Aerospace Abstracts
STC	Society of Technical Communication
STP	Special Technical Publication
SuDocs	Superintendent of Documents
TM	Technical Memoranda
TN	Technical Note
TR	Technical Report
TRB	Transportation Research Board
TP	Technical Paper
TT	Technical Translation
UBC	Universal Building Code
UL	Underwriters Laboratories
UWIN	University of Washington Information Navigator

See also:

- Dictionary of Engineering Acronyms and Abbreviations
- T11 K43 1994, engref.

- www.acronymfinder.com
- http://faculty.washington.edu/julesck/assoc.html

ENGINEERING LITERATURE AND PUBLICATIONS

GUIDES TO THE LITERATURE

1. Encyclopedia of Physical Sciences and Engineering Information Sources
   (Reference Z7401 .E56)
2. Guide to Information Sources in Engineering, by Charles Lord (former Head - UW Engineering Library)
   (Reference T10.7 L67 2000)
3. Information Resources for Engineers and Scientists
   (Reference T10.5 .I45 1991)
4. Information Sources in Science and Technology
   (Reference Z7401 .H85 1988)
5. Selective Guide to Literature on Aerospace
   (Reference TL790 D46 1997)

ORGANIZATIONS AND SOCIETIES AND ASSOCIATIONS

1. Encyclopedia of Associations
   (Reference AS22 .E5)
2. Encyclopedia of Associations International Organizations
   (Reference AS2 .E53)
3. IEEE Organizations
   www.ieee.org/organizations/index.html
4. International Directory of Engineering Societies and Related Organizations
   (Reference TA1 .D48) older editions are in EngStacks.

PEOPLE INFORMATION

1. American Men and Women of Science
   (Reference Q141. A472 1992/93 (NSL has current subscription)
2. Community of Science (UW subscribes to this service)
   www.cos.com
3. Who's Who in Science and Engineering?
   (Reference Q141. W576)

ACRONYMS

Acronyms, Initialisms & Abbreviations Dictionary (Reference P365. A28)

Dictionary of Engineering Acronyms and Abbreviations (Reference T11 .K43 1994)

SERIAL TITLE ABBREVIATION GUIDES

ONLINE
CalTech ISI Journal Abbreviations: http://library.caltech.edu/reference/abbreviations/
CAS Journal list: http://www.cas.org/expertise/cascontent/caplus/corejournals.html Zentralblatt MATH - Serials
Database: http://www.zblmath.fiz-karlsruhe.de/serials/ CISTI: Canada Institute for Scientific and Technical
Information: http://cisti-icist.nrc-cnrc.gc.ca/main_e.html

Many journal databases also have source indexes which list the title and their abbreviations.

AT REFERENCE DESK
Publications in Engineering Z 7913.P15 1994 Engineering Information. (older editions in Reference)

List of Serials Indexed for Online Users- National Library of Medicine
 ZW 1 L774 1999 - National Library of Medicine and online: ftp://nlmpubs.nlm.nih.gov/online/journals/lsiweb.pdf

IN REFERENCE
Acronyms, Initialisms & Abbreviations Dictionary
Reference P365 .A28

List of Journals and other Serial Sources, Institution of Electrical Engineers (INSPEC)
Reference Z 7143 .I57 1999/2000

HANDBOOKS

ENGnetBASE Engineering Handbooks Online- provides access to engineering handbooks published by CRC Press.
http://www.engnetbase.com/ejournals/categories/default.asp

Knovel: Engineering & science reference handbooks (also includes databases, and conference proceedings.)
http://www.knovel.com/web/portal/browse

Metals handbook / American Society for Metals (ASM)
Available online and in print. Reference TA459 .A5, TA459 .M43 1990

CRC Handbook of Chemistry and Physics Reference QD65 .H34
Current edition is now online via ENGnetBase- also linked from the catalog.

CRC Handbook of Mechanical Engineering
Reference TJ151 .C73 1998 Current edition is now online via ENGnetBase- also linked from the catalog.

Mark's Standard Handbook for Mechanical Engineers
Reference TJ151. M375 1996

Many other handbooks are available: search the catalog by keyword "handbook" and a subject term, then limit to the Engineering Library. Or just use "handbook" and then limit.

CALL NUMBER RANGES

Engineering Library has Mostly Qs and Ts

A	General Reference (Encyclopedia Americana)
G	Atlases
GB	Water, Hydrology, Geothermal Energy, Ice and Permafrost, Cold Regions Science, Geophysics
GC	Oceanic, Undersea
GE	Environmental
HD	Risk and Safety Science
HE	Transportation, Traffic Engineering, Highway Safety
KF	Law, Codes. (Uniform Building Code, Uniform Mechanical Code. OSHA Guides)
PE	Technical Writing (Handbooks)
Q	General Science (directories, general handbooks)
QA	Mathematics and Computer Science
QB	Astronomy
QC	Physics
QD	Chemistry
T	General Technology (Technical Communication, Foreign language technical dictionaries, Thomas Register)
TA	Engineering - General and civil (Ergonomics and Human Factors, Materials Information, Metals Handbook)
TC	Hydraulic Engineering
TD	Environmental Technology (Waste and Pollution Management)
TE	Highway Engineering (Design manuals, Handbooks)
TF	Railroad Engineering
TG	Bridge Construction
TH	Building Construction (Mean's Construction Cost Data)
TJ	Mechanical Engineering and Machinery
TK	Electrical Engineering and Nuclear Engineering
TL	Motor Vehicles, Aeronautics and Astronautics
TN	Mining Engineering and Metallurgy (Phase Diagrams, Offshore and Drilling)
TP	Chemical Technology (Fuel, Ceramics, Glass, Adhesives, Polymers, Plastics)
TS	Manufacturing (Quality Control, CAD/CAM, Process and Production, Robotics, Welding, Finishing)
UG	Military Engineering (Defense Materials)
VM	Naval Architecture, Marine Engineering (Ships information, nautical)

INDEXES AND ABSTRACTS

Like journal titles, index titles have changed over time.

The dates included are for the coverage years available at the UW (which may or may not be inclusive of the run of the individual title). Please be aware that the librarians may use the older/newer titles interchangeably! Current name is in bold. This list includes electronic and print indexes.

1. AEROSPACE DATABASES

Cover aerospace topics, journal articles and conference proceedings

   a. **STAR Online**: http://www.sti.nasa.gov/Pubs/star/star.html

   Scientific and Technical Aerospace Reports (STAR) is an online publication listing citations and abstracts of NASA and worldwide aerospace-related research. Updated biweekly, STAR highlights the most recent additions to the NASA scientific and technical information knowledge base. Last two years online, must request prior to that from NASA.

continues: Scientific and Technical Aerospace Reports (STAR) 1963-1995. Red volumes at Engineering Reference TL500 .S35.

continues: Technical publications announcements (NASA) (1958-1962) in Engineering Reference TL501 .U5895.

   b. **Aerospace and High Technology Database**
   coverage approx. 1962- current. (some older records exist) [online via CSA].

c*ontinues:* International Aerospace Abstracts (also called IAA) 1961-1992
Orange volumes in Engineering Reference TL 500.I57;

continues in part: Aero/space engineering / Institute of the Aeronautical Sciences (May 1958-Jan. 1963) – held in Auxiliary Stacks 629.13 AEN;

continues: Aeronautical engineering index (1947-58) in NatSci Storage TL545.A38.

2. APPLIED SCIENCE AND TECHNOLOGY INDEX

Covers technology and industry and trade topics. Journal articles only.

 Applied Science and Technology Index [print] 1958-1994|
big black and red volumes in Engineering Reference TA1 .I53

continues: Industrial Arts Index 1913-1957 Held in Engineering reference TA1 .I53.

3. CERAMICS ABSTRACTS/WORLD CERAMICS ABSTRACTS

World Ceramics Abstracts - coverage 1975-. [online via CSA]

Continues: World Ceramics Abstracts (1989-1994)
Held in Engineering Reference TP785 .W67

continues: British Ceramics Abstracts (1966-1988) Held in Engineering Reference TP807 .B75

4. CORROSION ABSTRACTS
Corrosion Abstracts 1980—present. [online via CSA]

continues: Corrosion Abstracts (1962-1999) Held in Engineering Reference TA462. C652

5. ENGINEERED MATERIALS ABSTRACTS
Coverage 1986 - [online via CSA].

continues: Engineered Materials Abstracts (1986-1995) Held in Engineering Reference TA01 .E54

6. COMPENDEX/ENGINEERING VILLAGE 2(EV2)
Covers all fields of engineering: indexes journals and conferences:

Coverage 1884 -[online via EV2].

Engineering Index 1892-1994 [print] In Engineering Storage: TA1 .E544

Features: Yearly author indexes, Serial title abbreviations included in the front matter of publications indexed – especially useful for old citations with serial title abbreviations

7. IEEE XPLORE (IEL)
The IEEE Electronic Library: contains over 10 years of IEEE and IEE full text journals, conferences and standards.

http://ieeexplore.ieee.org/Xplore/DynWel.jsp

8. INDEX TO IEEE PUBLICATIONS
Index to IEEE Publications: Engineering Reference Z5832 .I522 (1971-1995) (also covered by INSPEC)

9. INSPEC
Covers Electrical Engineering, Computer Science and the Physical Sciences.

Indexes journal articles and conference proceedings.

INSPEC 1896- [online via EV2]

Combines three indexes: Electrical and Electronics Abstracts, Computer and Control Abstracts, and Physics Abstracts.

Physics Abstracts 1967-1993
Engineering Reference QC1 P58

Electronics and Engineering Abstracts 1966-1993
Engineering Storage TK1 E45

Computer and Control Abstracts 1969-1993
Engineering Storage TJ 212 C593

Control Abstracts (1966-1969)
Engineering Storage TJ 212 C593
continues: Science abstracts. Section B, Electrical engineering 1903-1965
Engineering Storage TK1 .E45.

10. MECHANICAL ENGINEERING ABSTRACTS

Mechanical and Transportation Engineering Abstracts 1966- [online via CSA].

Mechanical Engineering Abstracts 1981- 2005. No longer maintained. Combined with above-[via CSA]

Mechanical Engineering Abstracts [print] Volumes in NatSci Storage Z5853.M2 I22 LIB HAS: 1993-1995

ISMEC, mechanical engineering abstracts Volumes in NatSci Storage Z5853.M2 I22 LIB HAS: Feb. 1988-1992

ISMEC Bulletin Volumes in NatSci Storage Z5853.M2 I22 LIB HAS: 1973-1987

11. METADEX

METADEX – (via CSA) coverage 1966 - [online via CSA].

Alloys Index [print] Volumes in NatSci Storage Z6679.A4 A43 LIB HAS: 1977-1994

Metals Abstracts and Metals Abstracts Index [print] Volumes in Engineering Storage TN1 .M52 LIB HAS: 1968-1995

12. NTIS

Covers technical reports – any research that might have been government sponsored or government related -- transportation, defense, environmental, aerospace and energy.

NTIS - coverage 1964- [online via CSA].

Print

Government Reports Announcements Index, GRAI 1971-1991.

Suzzallo has up to 1996.
Engineering Reference Z7405 R4 U5132
USE THE INDEX VOLUMES. The Announcements are merely abstracts.

U.S. Government Research and Development Reports Index 1968-1970
Engineering Reference Z7405.R4 U513

Government-wide index to Federal research & development reports   1965-1967
Engineering Reference 7405.R4 U513

US Government Research Reports 1954-1964
Engineering Reference Q179.9 .B53

Bibliography of technical reports 1949-1954
Engineering Reference Q179.9 .B53

Bibliography of Scientific and Industrial Reports 1946 - 1949
Engineering Reference Q179.9 .B53

SOCIETY OR AGENCY SPECIFIC INDEXES

Some societies or agencies produce their own indexes. It never hurts to try the organizations website for indexes (most often for recent publications only, but still useful.)

ACM: ASSOCIATION FOR COMPUTING MACHINERY
Also covered by INSPEC and ACM Digital Library.
Engineering Reference 1977 – present. QA76. C5854

AIAA: AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS
The Finding Guide to AIAA Meeting Papers (also covered by Aerospace and High Technology Index) Engineering Reference 1968 –1997. TL501 A688 A253 NOTE: 1975 of this title is MISSING.

AIAA Meeting Papers online: 1963-current: http://www.aiaa.org/content.cfm?pageid=413 *(UW Restricted)*

ASCE: AMERICAN SOCIETY OF CIVIL ENGINEERS
We subscribe to the ASCE online library. ASCE Civil Engineering Database indexes from 1970-current and is online: http://cedb.asce.org/

Print

ASCE annual combined index: (1982-1998) Engineering Reference: TA1.A58 A52

ASCE: (1980-1981) Engineering Reference: TA1.A58 A52 (1970)- (1972), (1975)- (1978)

Engineering Storage TA1.A58 A52

ASCE combined index (1960)-(1968) Engineering Stacks: TA1.A58 A52

ASME: AMERICAN SOCIETY OF MECHANICAL ENGINEERS

We have no printed index for ASME publications. Use COMPENDEX or Mechanical Engineering Abstracts.

NASA

NASA Technical Reports Server is the online index to bibliographic citations for Scientific and Technical Aerospace Reports (STAR file series), journal articles, and conference proceedings (Open Literature file series), and citations from the National Advisory Committee for Aeronautics (NACA) collection, NASA's predecessor organization. The citations represent a selected portion of the publicly available information available through the NASA RECON system. Reports will also be indexed by NTIS. NASA Technical Reports Server: http://ntrs.nasa.gov/

SAE: SOCIETY OF AUTOMOTIVE ENGINEERS
Also covered incompletely by COMPENDEX
Engineering Reference 1906 - 1989 (cumulative volumes) TL1 .C83 Engineering Reference 1984-1996 (yearly volumes) TL1. S473
www.sae.org (index of all publications from 1998 to the present)

SPIE: THE INTERNATIONAL SOCIETY FOR OPTICAL ENGINEERING
Covered by INSPEC. Engineering Reference Z7144.O6 S66 1990-1991

NOTE: only have 2 years of paper index available – use INSPEC.
We do subscribe to the SPIE Digital Library: http://www.spiedl.org/ (UW Restricted)Electronic Resources: General
UW Libraries Policies and Resources
UW Computer Use Policies: http://www.washington.edu/computing/rules.html

UW Libraries Policy on the Use of Libraries Public Computer Equipment: Operations Manual, Policies, Guidelines and Procedures, Vol. II, Section A, No. 2-h, Revised January 14, 1999. Available online:

 http://staffweb.lib.washington.edu/office-of-director/computerusepolicy.htm

Libraries Policy on Disruptions: Operations Manual, Volume 1, Section B, No.4. Available online: http://staffweb.lib.washington.edu/LibrariesDisruptions/1-b-4.html

E-Mail and Web Access: any PC in the Library has some web access. However, the guest workstations (beige) do not allow commercial email sites. These are all the beige pcs on the 1st-4th floor. All the Access+ PCs (black) have full web access as well as MS Office software.

CURRENT AWARENESS SERVICES

The Libraries now has a service that is available to patrons directly through the online catalog called preferred searches. This function allows you to save searches and have them run on a weekly basis to display new material that meets the search criteria. Subscribers can receive an email notification when relevant materials have been added to the catalog.

DATABASES

The list of online databases relevant to subjects in science, technology and engineering is on our website: http://www.lib.washington.edu/engineering/guides/englibdb.html

The complete list of all databases available at the UW Libraries is here: http://www.lib.washington.edu/types/databases/

NETWORK OVERVIEW

Network Neighborhood

Entire Network

Microsoft Windows Network

User Services

\\files- Engineering Library Web server; is at the same location/level as libraries public pcs.

Tahoma-

Is at the same location/level as library pcs and personal pcs.

Libraries Shared Docs and printers are located on Tahoma
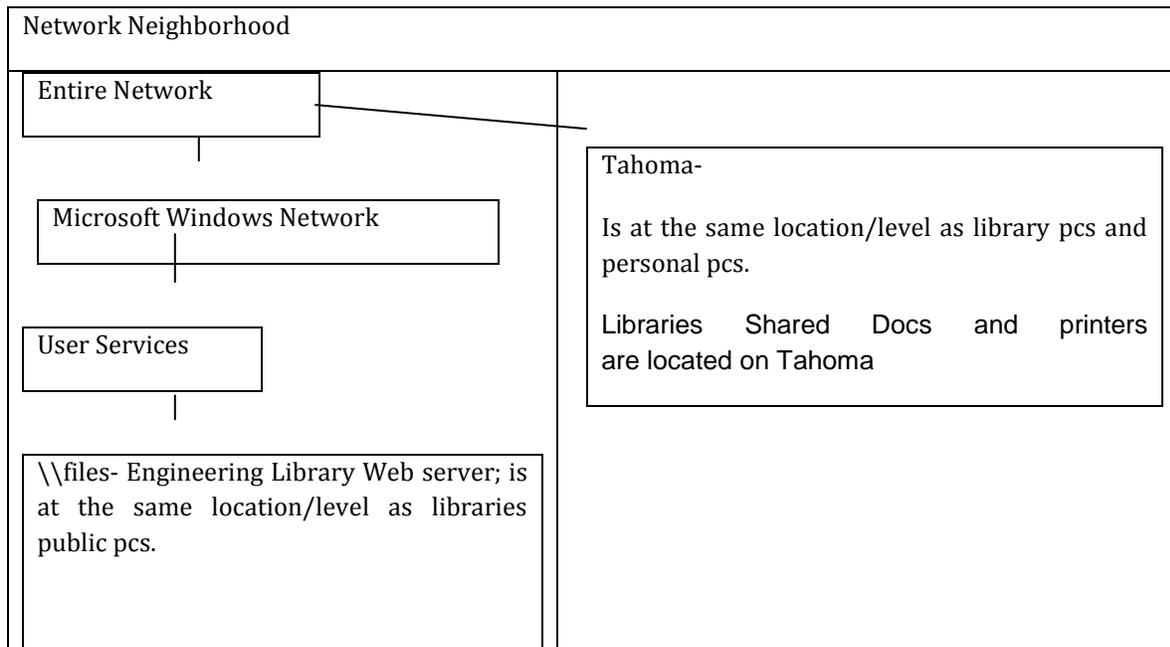
OTHER LIBRARY CATALOGS

OCLC WorldCat—UW Libraries subscribes to this database. It is maintained by OCLC and contains holdings of items in libraries worldwide. See Databases & Catalogs A-Z list under "O".

Melvyl/California Digital Library—University of California Library System catalog: http://melvyl.cdlib.org/

CISTI—Canada Institute for Technical and Scientific Information Library: http://cat.cisti.nrc.ca/search

Linda Hall Library of Science, Engineering and Technology: http://www.lindahall.org/

REMOTE ACCESS

UWICK and the proxy server provide access to UW Restricted electronic resources. The UWICK software can be purchased at the UW Bookstore. Information on both methods of connecting from home can be found here:

http://www.lib.washington.edu/help/connect.html NOTE: to use either of these access methods, the user must be current UW student, faculty, or staff.

UW LIBRARIES CATALOG

Available at: http://catalog.lib.washington.edu/search~/ . Can also search Summit, the cooperative catalog of Pacific Northwest academic libraries: http://summit.orbiscascade.org/ The UW Libraries is also using WorldCat Local (WCL) as their default library catalog: http://uwashington.worldcat.org/ . UW holdings are at the top of the results.

WEB SITES OF NOTE

Engineering Library homepage: www.lib.washington.edu/engineering
UW Libraries homepage: www.lib.washington.edu

Examine these sites thoroughly! There is a lot of useful information for you as well as for the patrons, including special sections on Patent and Trademarks, Standards, and Technical Reports. Search function on the Engineering Library Home page is useful for finding items in the Engineering pages only, or on the entire Libraries web server.

Other notable websites

1. Engineering Library Wiki: http://englib.pbwiki.com/

2. Engineering Library blog**:** http://englibreference.blogspot.com/

3. Information Services Index:
4. http://staffweb/bob/InformationServices/

5. Staffweb (UW Libraries Staff website): http://staffweb.lib.washington.edu/

6. I have a list of practice Reference Questions on my website:
   http://faculty.washington.edu/julesck/refquest.html
7. These are a variety of real questions we've received here. I think it is helpful to look at these and figure out how you'd approach answering them.

8. Check out the websites that are bookmarked on the reference desk PC. These are engineering and research related websites that you may find helpful while working on the reference desk.

PERIODICALS

Periodicals are also called magazines, journals and serials. For a good general introduction see:, "*Unraveling the Mysteries of Serials*", a document published by the Association for Library Collections & Technical Services division of ALA, which I will give you.

Periodicals are very important to engineers due to the currency of the information contained within them. Notice that our periodicals section takes up an entire floor of our library and are shelved alphabetically by title.

The display area contains the most recent issues of our most popular periodicals. The stacks contain all bound titles. Some of our older periodicals live in Auxiliary Stacks or another remote storage location.

PERIODICALS LISTS

The Engineering Library webpage about journals and serials is here: http://www.lib.washington.edu/engineering/serials/ . The lists of new journals and title changes are woefully out of date.

The best way to see if we have a particular journal is by searching in the catalog. Always check to be sure that another unit on campus does not hold the journal. Questions about receiving a particular volume or issue of a journal can be directed to Julie Hoon: jhoon@u., our serials technician.

PERIODICAL ABBREVIATIONS

Many databases have their own source indexes that are worth checking.

INSPEC, Medline, and Publications in Engineering (@ Reference Desk), CASSI on CD, and many of the databases are sources for finding the abbreviation from the full title, or vice versa. Be wary of abbreviated titles that may be in a foreign language. I.e.: J. can also be **Journale** truncation.

PERIODICALS CHECK-IN

Any questions regarding the check-in or arrival of a journal may be asked of Julie Hoon, serials technician. (jhoon@u.)

ARTICLE DELIVERY

Refer patrons with document (book or individual article) requests to Interlibrary Loan: http://www.lib.washington.edu/ILL/ This service will obtain books or articles for patrons from other collections. It is free of charge for affiliated users and fee based for non-affiliates.

Finding Journals at the Engineering Library

Shelving periodicals by title – unique problems

The Engineering Library shelves periodicals using a letter-by-letter alphabetization scheme. [For a discussion of how this is different from a word-by-word alphabetization scheme, see the in Chicago Manual of Style currently on Reserve]

Here is the order in which titles beginning with the word "journal" will appear in the Periodical stacks:

Journal of…
Journal of S…
Journal of the
Journal of U…

Title Changes

Particular problems occur when the periodical title changes. It creates a new shelving title and possibly a new shelving location on the second floor. Always look in the online catalog for **"continued by"** or **"continues"** titles. These are live links that will take you to the previous or current title record.

Other problems are for journals like the Journal of the American Society for Civil Engineering and the Transactions of the American Society for Mechanical Engineering. Both of these journals have various divisions. Back in time they were all published in the same volume and later broke out into separate journals. See the *problem titles* section for more information about these specific titles.

To Bind

Our bindery is the Bridgeport National Bindery located in Agawam, Massachusetts. Binding slips are printed out in the unit (Denali has a function which lets us know when it is time to bind issues). The student in charge of binding collects the issues from the second floor. S/he then checks the items out "to bind" and the date they left our unit is entered in the check-in card for the title. The issues are then sent to Binding Processing in Suzzallo where the item record is created. They are then checked out on the item record and sent to Bridgeport for binding. The issues are transported to and from by train (due to the weight).

To access what is out "to bind", click on the **"Latest Received"** link from the catalog record. If the item is "to bind" in the check-in card, but there is not yet an item record for the volume/issues you are seeking then the item is in Binding Processing at Suzzallo.

Catch-22:

It is an interesting phenomenon that often as soon as an item appears in an index that the issues are sent to the bindery.

PROBLEM TITLES

These are problem titles because it is difficult to gather together all the issues for the particular volumes we are sending off to binding.

> Civil Engineering (New York, N.Y.; 1983)
> Science (Weekly) [now available online!]
> Scientific American (Monthly)
> Transactions of the American Society for Mechanical Engineers
> Transactions of the American Society of Civil Engineers
> Transactions of the IEEE

CIRCULATION

The most recently received issue of any title does not circulate for the first thirty days. After that period, Periodicals can circulate for 3 days at a time. This includes bound and unbound issues (found "on display:")

CURRENT ISSUES

Libraries are also the last to be shipped to by the publisher or vendor. Also, most of ours must go through Serials processing first. Patrons will mention that the item is available on the newsstand and inquire as to why we don't have the issue yet. Check Denali for an "expected date".

ELECTRONIC JOURNALS

The Libraries subscribes to more and more journals in electronic format. We get these either as individual titles or as a part of a larger package of full-text databases (or sometimes both). For a fairly comprehensive list of titles that we subscribe see: www.lib.washington.edu/types/ejournals/

The titles are listed in the catalog with a link to the electronic version.

We also have MANY full-text databases in which to search for journal titles. The Libraries' Catalog reflects the titles that we receive via the full-text databases.

The online databases also have a source/title list. Full-text databases that the Libraries currently subscribes to and which have material relevant to the fields of engineering include: ABI/INFORM Global, ACM Digital Library, Expanded Academic ASAP, IEEE Xplore, Lexis-Nexis Academic Universe, and Academic Search Complete (EBSCO).

JOURNALS IN TRANSLATION

For journals Originally Published in Languages other than English: For information about journals translated cover-to-cover or selectively, refer patrons to *Journals in Translation:*

Health Reference Books Z6944.T7 B74 1991 [most recent edition]
Suzzallo Reference Stacks Z6944.T7 B74 1982
Health Reference Books Z6944.T7 B74 1982

Natural Sciences Stacks Z6944.T7 B74 1978

Another way to locate translation journals in the Engineering Library is to search in the Journals subset of the online catalog by the keyword "translation" and limit the search to the Engineering Library. There are currently 57 titles that show up in the results list.

LOCATIONS

While the vast majority of our periodicals are on the second floor we do have periodicals in other areas. Including: Folios, microfiche (MB fiche), microfilm (B microfilm), and CD-ROMs in the Engineering Media (enmed) collection.

RESHELVING AREAS

Since the demand for our periodicals is high, if the item is off the shelf and not checked out to a patron of off to the bindery, there are several places it could be:

- Behind the circulation desk (on rough sorting shelves, overflow shelving area, on a book truck)
- On the display periodicals reshelving truck
- On the second floor reshelving area (near the photocopiers)
- Anyplace else in the library: (carrels, tables, mis-shelved, etc.)

CANCELLATION OF SERIAL TITLES

Libraries pay more money to subscribe to serials than do individuals. Serial subscription prices in the Sciences have a 10-15% inflation rate per year lately. Budgets cannot possibly keep up with this rate increase and the Libraries have gone through several serious Serials Cancellation Projects recently. Some publishing houses are more expensive than others. Elsevier is by far the most expensive. Document delivery (ILL) is available for all cancelled titles.

PERIODICAL VENDORS

Libraries tend to subscribe to periodicals through vendors such as Faxon, Blackwells, SWET, Ebsco, etc. They are essentially middlemen who handle ordering and manage package subscriptions. When we claim issues that are missing, it is usually from the vendor. Dealing with several major vendors is much easier for serials acquisitions than in dealing with literally hundreds of publishing houses. However, some are more reliable than others.

GUIDES TO FINDING SOCIETY JOURNALS

GUIDE TO ASCE JOURNAL TITLES

ASCE (American Society of Civil Engineers) Journals have changed titles (and hence, shelving location) many times over the years.

From 1873 - 1955 the title was:
Proceedings. American Society of Civil Engineers

Auxiliary Stacks v 620.6 CEP v. 1-75 (1873-1949) Incomplete v.75
Engineering General Stacks 620.6 CEP v.76-81 (1950-1955)

(Note: these early volumes are in the STACKS, later volumes are in PERIODICALS)

From 1955 to 1982 the society still published the journal, but split out the eleven (11) divisions with various mergers and title changes within this time period. These are all about 6-8 inches high, buff volumes, near the copy machines on the 2nd floor. They all very similar in appearance: be sure to read the spine CAREFULLY.

Then in 1982 the 11 divisions started publishing their own journals, resulting in yet another title change. Since the change in 1982 the titles have remained fairly stable. Here are the 11 division's serial records with title and location changes:

1.AIR TRANSPORT:

Journal of the Air Transport Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Air Transport Division" Proceedings of the American Society of Civil Engineers.
Engineering Periodicals v.82-87 (1956-1961)

Journal of the Aero-Space Transport Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Aerospace Transport Division: American Society of Civil Engineers.
Engineering Periodicals v.89-94 (1963-1968)

"Journal of the Aero-Space Transport Division: proceedings of the American Society of Civil Engineers" merged with "Journal of the Highway Division" and "Journal of the Pipeline Division: proceedings of the American Society of Civil Engineers" resulting in:

Transportation Engineering Journal of ASCE; proceedings of the American Society of Civil Engineers
Shelved as: Transportation Engineering Journal, American Society of Civil Engineers
Engineering Periodicals v.95-108 (1969-1982)

Journal of transportation engineering / American Society of Civil
Shelved as: Journal of transportation engineering
Engineering Periodicals v.109- (Jan. 1983-) LATEST ISSUES ON DISPLAY

2.CITY PLANNING:

Journal of the City Planning Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the City Planning Division: Proceedings of the American Society of Civil Engineers.
Engineering Periodicals v.82-89 (1956-1963)

Journal of the Urban Planning and Development Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Urban Planning and Development Division: American Society of Civil Engineers.
Engineering Periodicals v.90-108 (1964-1982)

Journal of urban planning and development
Shelved as: Journal of urban planning and development
Engineering Periodicals v.109- (May 1983-) LATEST ISSUES ON DISPLAY

3.CONSTRUCTION:

Journal of the Construction Division
Shelved as: Journal of the Construction Division: American Society of Civil Engineers.
Engineering Periodicals v.83-108 (1957-1982)

Journal of construction engineering and management
Shelved as: Journal of construction engineering and management
Engineering Periodicals v.109- (1983-) LATEST ISSUES ON DISPLAY

4.HIGHWAY DIVISON:

Journal of the Highway Division
Shelved as: Journal of the Highway Division: American Society of Civil Engineers.
Engineering Periodicals v.82-94 (1956-1968)

"Journal of the Aero-Space Transport Division: proceedings of the American Society of Civil Engineers" merged with "Journal of the Highway Division" and "Journal of the Pipeline Division: proceedings of the American Society of Civil Engineers" resulting in:

Transportation engineering journal of ASCE; proceedings of the American Society of Civil Engineers
Shelved as: Transportation Engineering Journal, American Society of Civil Engineers
Engineering Periodicals v.95-108 (1969-1982)

Journal of transportation engineering / American Society of Civil
Shelved as: Journal of transportation engineering
Engineering Periodicals v.109- (Jan. 1983-) LATEST ISSUES ON DISPLAY

5.PIPELINE DIVISION:

Journal of the Pipeline Division: proceedings of the American Society of Civil
Shelved as: Journal of the Pipeline Division: Proceedings of the American Society of Civil Engineers.
Engineering Periodicals v.83-94 (1957-1968)

"Journal of the Aero-Space Transport Division: proceedings of the American Society of Civil Engineers" merged with "Journal of the Highway Division" and "Journal of the Pipeline Division: proceedings of the American Society of Civil Engineers" resulting in:

Transportation engineering journal of ASCE; proceedings of the American Society of Civil Engineers
Shelved as: Transportation Engineering Journal, American Society of Civil Engineers
Engineering Periodicals v.95-108 (1969-1982)

Journal of transportation engineering / American Society of Civil

Shelved as: Journal of transportation engineering
Engineering Periodicals v.109- (Jan. 1983-) LATEST ISSUES ON DISPLAY

6.POWER DIVISION:

Journal of the Power Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Power Division: Proceedings of the American Society of Civil Engineers.
Engineering Periodicals v.82-104 (1956-1978)

Journal of the Energy Division
Shelved as: Journal of the Energy Division: American Society of Civil Engineers
Engineering Periodicals v.105-108 (1979-1982)

Journal of energy engineering
Shelved as: Journal of energy engineering
Engineering Periodicals v.109- (Mar.1983-) LATEST ISSUES ON DISPLAY

7.SANITATION DIVISION:

Journal of the Sanitary Engineering Division
Shelved as: Journal of the Sanitary Engineering Division: American Society of Civil Engineers
Engineering Periodicals v.82-98 (1956-1972)

Journal of the Environmental Engineering Division
Shelved as: Journal of the Environmental Engineering Division: American Society of Civil Engineers
Engineering Periodicals v.99-108 (1973-1982)

Journal of environmental engineering
Shelved as: Journal of environmental engineering
Engineering Periodicals v.109- (Feb. 1983-) LATEST ISSUES ON DISPLAY

8.SOIL MECHANICS AND FOUNDATIONS:

Journal of the Soil Mechanics and Foundations Division
Shelved as: Journal of the Soil Mechanics and Foundations Division: American Society of Civil Engineers
Engineering Periodicals v.82-99 (1956-1973)

Journal of the Geotechnical Engineering Division
Shelved as: Journal of the Geotechnical Engineering Division: American Society of Civil Engineers
Engineering Periodicals v.100-108 (1974-1982)

Journal of Geotechnical Engineering
Shelved as: Journal of Geotechnical engineering
Engineering Periodicals v.109-122 (1983-1996)

Shelved as: Journal of Geotechnical and Geoenvironmental engineering
Engineering Periodicals v.123 no.1- (Jan. 1997-) LATEST ISSUES ON DISPLAY

9.SURVEYING AND MAPPING:

Journal of the Surveying and Mapping Division
Shelved as: Journal of the Surveying and Mapping Division: American Society of Civil Engineers.
Engineering Periodicals v.82-108 (1956-1982)

Journal of surveying engineering
Shelved as: Journal of surveying engineering
Engineering Periodicals v.109-111, v.113 no.2- (Mar. 1983-) LATEST ISSUES ON DISPLAY

10.WATER RESOURCES:

Journal of the Water Resources Planning and Management Division
Shelved as: Journal of water resources planning and management Division: American Society of Civil Engineers.
Engineering Periodicals v.102-108 (1976-1982)

Journal of water resources planning and management
Shelved as: Journal of water resources planning and management
Engineering Periodicals v.109- (Jan. 1983-) LATEST ISSUES ON DISPLAY

11.WATERWAYS:

Journal of the Waterways Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Waterways Division: Proceedings of the American Society of Civil Engineers.
Engineering Periodicals v.82 no.1 (Mar. 1956)

Journal of the Waterways and Harbors Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Waterway Port Coastal and Ocean Division: Proceedings of the American Society of Civil Engineers Engineering Periodicals v.82 no.2-v.96 no.2 (Apr. 1956-May 1970)

Journal of the Waterways, Harbors, and Coastal Engineering Division: proceedings of the American Society of Civil Engineers
Shelved as: Journal of the Waterway Port Coastal and Ocean Division: American Society of Civil Engineers
Engineering Periodicals v.96 no.3-v.102 (Aug. 1970-1976)

Journal of the Waterway, Port, Coastal and Ocean Division
Shelved as: Journal of the Waterway Port Coastal and Ocean Division: American Society of Civil Engineers.
Engineering Periodicals v.103-108 (1977-1982)

Journal of waterway, port, coastal, and ocean engineering / American Society of Civil Engineers
Shelved as: Journal of waterway port coastal and ocean engineering
Engineering Periodicals v.109- (Feb. 1983-) LATEST ISSUES ON DISPLAY

Guide to ASME Journal Titles

Transactions of the American Society of Mechanical Engineers
Shelved as: Transactions. American Society of Mechanical Engineers
Engineering Periodicals v.1-99 (1880-1977)

Series started in 1959. Each series has a different title, but is part of the *Transactions of the ASME* series. Check various shelving titles and locations. They are:

1.Journal of Electronic Packaging:

Journal of electronic packaging
Shelved as: Journal of electronic packaging
Engineering Periodicals v.114- (Mar. 1992-) LATEST ISSUES ON DISPLAY

2.Journal of Energy Resources Technology:

Journal of energy resources technology
Shelved as: Journal of energy resources technology
Engineering Periodicals v.101- (Mar. 1979-) LATEST ISSUES ON DISPLAY

3.Journal of Engineering for Power:

Journal of engineering for power
Shelved as Transactions. American Society of Mechanical Engineers
Engineering Periodicals v.81-99 (1959-1977) bound as pt.1 of: Transactions. American Society of Mechanical Engineers

Journal of engineering for power
Engineering Periodicals v.100-105 (1979-1983)

Journal of engineering for gas turbines and power
Shelved as: Journal of engineering for gas turbines and power
Engineering Periodicals v.106- (1984-) LATEST ISSUES ON DISPLAY

4. Journal of manufacturing science and engineering:

Shelved as: Journal of manufacturing science and engineering
Engineering Periodicals v.118 no.2- (May 1996-) LATEST ISSUES ON DISPLAY

5.Journal of Mechanical Design:

Journal of mechanical design
Shelved as: Journal of mechanical design
Engineering Periodicals v.100-104 (1978-Oct. 1982)

Journal of mechanisms, transmissions, and automation in design
Shelved as: Journal of mechanisms transmissions and automation in design
Engineering Periodicals v.105-111 (1983-1989)

Journal of mechanical design (New York, N.Y.: 1990)
Shelved as: Journal of mechanical design
Engineering Periodicals v.112- (1990-) LATEST ISSUES ON DISPLAY

6.Journal of offshore mechanics and Arctic engineering:

Shelved as: Journal of offshore mechanics and Arctic engineering
Engineering Periodicals v.109- (1987-) LATEST ISSUES ON DISPLAY

7.Journal of engineering for industry:

Journal of engineering for industry
Shelved as: Transactions. American Society of Mechanical Engineers
Engineering Periodicals v.81-99 (1959-1977) bound as pt.1 of: Transactions. American Society of Mechanical Engineers

Shelved as: Journal of engineering for industry
Engineering Periodicals v.100-v.118 no.1 (1978-Feb. 1996) incomplete v.108

8.Journal of fluids engineering:

Journal of fluids engineering
Shelved as: Transactions. American Society of Mechanical Engineers
V.95-99 (1973-1977) bound with pt.4 of: Transactions. American Society of Mechanical Engineers

Shelved as: Journal of fluids engineering
Engineering Periodicals v.100- (1978-) LATEST ISSUES ON DISPLAY

9.Journal of manufacturing science and engineering:

Shelved as: Journal of manufacturing science and engineering
Engineering Periodicals v.118 no.2- (May 1996-) LATEST ISSUES ON DISPLAY

10.Journal of biomechanical engineering:

Belongs to the series: Transactions of the ASME (1959): series K

Journal of biomechanical engineering
Shelved as: Transactions. American Society of Mechanical Engineers
Engineering Periodicals v.99 (1977) bound with pt.4 of: Transactions. American Society of Mechanical Engineers

Journal of biomechanical engineering
Shelved as: Journal of biomechanical engineering
Engineering Periodicals v.100- (1978-) LATEST ISSUES ON DISPLAY

11.Journal of pressure vessel technology:

Belongs to the series: Transactions of the ASME (1959): series J

Journal of pressure vessel technology
Shelved as: Journal of pressure vessel technology
Engineering Periodicals v.100- (1978-) LATEST ISSUES ON DISPLAY

Journal of pressure vessel technology
Shelved as: Transactions. American Society of Mechanical Engineers
Engineering Periodicals v.96-99 (1974-1977) bound with pt.1 of: Transactions. American Society of Mechanical Engineers

CONFERENCE PROCEEDINGS: ALSO CALLED CONGRESSES, SYMPOSIUMS, COLLOQUIUMS, ETC.

Conference proceedings are treated like books in our collection. They are filed by subject area in the General Stacks collection (third and fourth floors). Conference proceedings are particularly problematic because cataloging rule conventions are often much different than how they are cited. Another problem is that the people citing the conferences are citing them inconsistently. It may be necessary to verify the citation before being able to determine whether the UW owns the item or not. Good tools for verifying a citation from a conference proceeding are OCLC Worldcat and the CISTI catalog: http://cat.cisti.nrc.ca/search. Another approach is to check the sponsoring organization's website.

Major organizations (or combinations of organizations) mostly sponsor conferences. For this reason, you can usually use the organizational acronym in your search.

REMEMBER: Conferences can be cataloged SERIALLY (as a series: a range of volumes at the same call number) or as a monograph! It is for this reason that you must ignore dates for the most part when searching for conference proceedings. OFTEN conferences are cataloged with the title "proceedings" which make it very difficult to find it in the catalog with a "title" search!

GOLDEN RULE: Use unique words from the title of the conference and search these words in the KEYWORD line of the catalog. You may also have luck searching on the association or conference title as an AUTHOR in the catalog.

Be aware that they might have been cataloged with just the title "Proceedings". Keep in mind that the date listed might only be the first date of the proceedings you are seeking (in the case of serially cataloged conference proceedings).

Formats: Paper (as a complete proceedings), Paper series (either in paper or microfiche), CD-ROM, Electronic Access (ACM titles in the ACM Digital Library or IEEE conferences in the IEEE Xplore).

PROCEEDINGS OF SPECIFIC ORGANIZATIONS

ACM – (ASSOCIATION FOR COMPUTING MACHINERY)
www.acm.org

ACM publishes journals and conference proceedings in all areas of computer science. We should have a copy of most ACM publications. They will be either in the ACM Depository collection, the Stacks or the Periodicals collection. We also subscribe to the ACM Digital Library, which has the full text of many ACM proceedings. Patrons must request items by call number, from the ACM Depository at the circulation or Reference desk. The Depository collection has been relocated to the basement, and so requires you to go down and retrieve the item. These materials are for Library Use Only.

ACM documents are also indexed in their entirety by INSPEC; you can also use ACM Digital Library (for recent stuff). We also have a printed index in reference at QA76. C5854.

AIAA – (AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS)
www.aiaa.org

We have a current subscription to the AIAA (meeting) papers and also the complete backfile. We recently began a subscription to the papers online in full-text 1963- current. (http://www.aiaa.org/content.cfm?pageid=413) Otherwise use the microfiche collection on the third floor for 1975- 2006. They are filed in paper number order: i.e.AIAA paper no. 89-1234. These are not in the Libraries' Catalog individually. If for some reason we don't have the fiche, and the paper isn't available online, refer the patron to Interlibrary Loan. !

For 1963-1974 the AIAA papers are in print at the following call number:
AIAA Paper. (title as it appears in the catalog) Engineering General Stacks TL501. A688 A22 1963-1974.
The majority are on microfiche: Engineering Microfiche 1975-2006. Filed under AIAA paper no. x. (see below).

INDEXES:

Aerospace and High Technology Database (1962-present)
International Aerospace Abstracts (1961-1997) TL500 .I57 Reference
Finding guide to AIAA meeting papers (1981/1985-1997) TL501.A688 A253 Reference

WARNING!

Do not confuse AIAA abstract numbers with AIAA (meeting) paper numbers. AIAA abstract numbers generally have an "A" followed by a two digit number indicating the year, then a dash and a FIVE digit number. Example: A91-19382. These numbers refer to abstracts found in International Aerospace Abstracts (see above).

AIAA (meeting) paper numbers generally start with "AIAA PAPER" followed by a two-digit number, indicating the year, then a dash and a four-digit number.

Example: AIAA PAPER 91-0384.

If you have an AIAA paper number look in the locations listed above. If you have an AIAA abstract number, you need to look up the number in International Aerospace Abstracts (print) or the Aerospace and High Technology Database (electronic) and locate the abstract in order to find the source of the information.

Example: International Aerospace Abstracts/Aerospace and High Technology Database states that the source for A91-53922 ("Localized wave physics and engineering" by Richard W. Ziolkowski), is Physical Review A, Vol. 44, 15 Sept. 1991, p. 3960-3984.

AIAA Papers indexed in Aerospace Database will also have an abstract number, but this will not help you find the microfiche paper in our collection. The abstract number is simply an accession number for the citation in the database.

ASME – (AMERICAN SOCIETY OF MECHANICAL ENGINEERS)
 www.asme.org/

ASME CONFERENCES
It may be very difficult to determine if we have ASME conferences – as mentioned above, we have no separate indexes for ASME publications. Use Compendex or Mechanical Engineering Abstracts.

Often patrons will have citations to entire conferences (i.e. "Winter Annual Meetings" etc.). These are very large conferences, held in one location on a VARIETY of topics. It is not at all unusual to find 30 proceedings stemming from the same "Winter Annual Meeting". Try to use CISTI or WorldCat to verify the citation for the conference. We purchase these volumes individually. We have no blanket subscription so our holdings are spotty. When in doubt, have the patron order through Interlibrary Loan.

ASME TECHNICAL PAPERS
We have a collection of ASME technical papers on the fourth floor:

They are in the Catalog under the title:
[ASME Papers]/American Society of Mechanical Engineers
Engineering General Stacks TJ1. A688. 1970-2001.

The paper numbers can usually be found in Compendex. If there is no paper number listed in Compendex, you can be reasonably sure that the article was never issued in the paper series.

IEEE (Institute of Electrical and Electronics Engineers) USA

www.ieee.org

The UW Libraries subscribes to IEEE Xplore, which provides full-text access to IEEE and IEE transactions, journals, magazines and conference proceedings published since 1988 with select content back to 1950, and all current IEEE Standards: http://ieeexplore.ieee.org/Xplore/DynWel.jsp. When we started our subscription to this online collection, we cancelled our print subscriptions. So if people can't find it on the shelf, they should look in IEEE Xplore.

We still have many older IEEE conference proceedings in print. Some are cataloged as monographs and others as series. Search unique keywords from the title of the conference. Pick through the findings. The older issues are likely to have a serial record with a simple title, such as "proceedings." All proceedings cataloged since 1997 should have their own monographic record. These are all bound in a medium blue color binding. They will be shelved in their subject area in the general stacks.

INDEXES: In addition to IEEE Xplore, IEEE publications are indexed by INSPEC, 1969- current. In general, we do not have IEEE conferences held or published in Asia. These do not come on our subscription plans. Refer patrons to Interlibrary Loan for the articles they need from these conferences.

IEE (Institution of Electrical Engineers) UK

www.iee.org
IEEE Xplore contains all the IEE publications as well. Inspec also indexes all IEE publications.

IEE Digests

We do not have ANY of the IEE Digests. They are comprehensively cited in INSPEC. Refer the patron to Interlibrary Loan. Citations may be verified in CISTI. They are very expensive and not at all substantive. They usually tackle a topic very generally and are only 3 or 4 pages long. They are most often titled "Colloquium on such and such subject".

IEE Proceedings

is a *journal*. Search for "Proceedings of the Institution of Electrical Engineers" in the UW Libraries catalog.

SAE (Society of Automotive Engineers)

www.sae.org

We have the SAE Technical Paper series (incomplete).
(We do not subscribe to the electronic version of this collection! Many people may ask for it. $$ and restrictive licensing agreements prevent us and many other libraries from subscribing).

The SAE Technical Papers are received out-of-order, in bundles ranging in size from 50-3000 papers. There are approximately 3000 papers published each year.

They are bound and in the stacks unless they are the current year's papers. The current year's papers are kept in the workroom for safekeeping until they are sent for binding. Patrons may request individual papers from the Reference Librarian, and then may copy them in the Engineering Library. These unbound papers **do not** *circulate.*

The decision was made in 1992 to NOT have these checked in individually either by Serials Division or by the Engineering Library. This is because of all the time involved in putting them in order and checking them in. Because they are published out of sequence, this would cause large gaps in the check-in cards in Denali. Also, we have to pay money to maintain each check-in card, and there are only 84 boxes to each card. Once we have received all the papers we expect to receive in a particular bundle (not every paper number is published), we send them to the bindery in groups of 50 papers. Missing papers are indicated with a note on a pink sheet of paper. Often, a year or so later, we get the previous year's papers that were not published right away. These are tipped into the bound volumes when possible.

FINDING SAE PAPERS

SAE papers may have also been published in the Transactions series or published only in a SP (special publication). Look up the paper in the indexes listed below to determine if they are included in the paper series or in one of the other publications.

SAE Papers
TL1.S552 Many are indexed in OCLC

SAE SP
621.406 So1sp . Consult location

SAE Transactions
621.406 So1t (1960-) and Aux Stacks (1929-1959).

INDEXES:
The SAE Indexes in paper are still the best tool. They are held in the Reference Collection:
Annual Index/Abstract of SAE Technical Papers (Reference) TL1.S473 1990-2005 . (about 2 years behind)

Cumulative index of SAE technical papers (Reference) TL1 .c83 1906/64-1965/89

COMPENDEX and the SAE Web site: www.sae.org (February 1998-)

SME (SOCIETY OF MANUFACTURING ENGINEERS) PAPERS

www.sme.org

The Engineering Library has papers from 1969-1999, filed in the microfiche collection on the third floor. They are filed in paper number order.

INDEXES: in reference (1985-1999) at TS1 .T42, title: SME Technical Digest.

We also have 1956 – 1965 in paper format in Auxiliary Stacks and 1966 – 1969 in Engineering General stacks under the title ASTME technical digest. ASTME is the previous name of SME.

SME papers pre-1969: see:
American Society of Tool and Manufacturing Engineers
Collected papers; technical papers presented at [the] meeting
Auxiliary Stacks 621.906 Am35c

SPIE (The International Society for Optical Engineering)

www.spie.org

We have a subscription to the SPIE Digital Library, for papers online in full-text which covers from 1990- current. (http://www.spiedl.org/)

We should have ALL of the SPIE proceedings. You can find 95% of the proceedings by simply keyword searching with: "SPIE and [volume number]" in the Libraries Catalog. Almost all of these are all cataloged as monographs. Don't be fooled if you don't find it! 5% or so of these proceedings are cataloged SERIALLY (a range of volumes at the same call number). You need to then keyword search unique words from the title of the conference to find their library location.

All are soft bound in bright yellow. They will be shelved in their subject area in the stacks.

INDEXES: SPIE papers are indexed in INSPEC and we also have a paper index in reference at Z7144.O6 S66.

Very Obscure Conferences (VOCs)

 (e.g. not in OCLC, Melvyl, CISTI or LHL):
Often it is beneficial to do a Web search for the authors if the conference is very obscure. Scientists and engineers invariably have email addresses and sometimes the next best step is to have the patron email the author of the paper they are seeking for more information on how to obtain a copy. INSPEC cites many foreign conferences and very obscure conferences.

Standards

What are Standards?

Standards are called a variety of things: standards, specifications, etc.
Short definition: either minimum or optimum requirements.

What are the different types of standards?
These are all documents with that lay out a set of standard guidelines for a particular industry:

> Standard Terminology, Basic Standards (minimum requirements), Standard Practices, Interoperability standards, Performance and Safety Standards, Material Specifications, Process Specifications, Testing and Inspection Standards, Product Standards.

Why are standards important?

They help maintain international competitiveness, promote quality products and operational reliability, save time and money, increase credibility and responsiveness to public concerns, conserve capital resources, reduce risk and improve safety, avoid production delays, streamline training, respond to customers and markets, and offer expertise.

At the national level, the U.S. Standardization community currently maintains more than 94,000 standards in an active status. The private sector has prepared more than 40% of this total.

Standards vs. Regulations vs. Specifications

Standards: Concepts that have been established by authority, custom, or agreement to serve as a model or rule in the measurement of quantity or the establishment of a practice or procedure. Terminology standardization enables the standardizing process to go forward by establishing a terminological framework for more precise communication. Industry standards are voluntary and are produced by the private sector.

Regulations: A rule prescribed for the management of some matter, or for the regulating of conduct; a governing precept or direction; a standing rule. Regulations are mandated by law. They are part of the government and regulatory sector.

Specification: A detailed description of the particulars of some projected work in building, engineering, or the like, giving the dimensions, materials, quantities, etc. of the work, together with directions to be followed by the builder or constructor.

Why are the standards not in the Libraries Catalog?

Engineering
Library
Reference
Manual

Because the nature of standards themselves. They are updated periodically, but with no set pattern; they often have multiple designations; titles vary from one edition to the next. It would be a cataloging nightmare to add and delete records so frequently.

WHY DO WE HAVE ONLY THE MOST RECENT EDITION OF EACH STANDARD?

We maintain a collection of recent standards because that is what our patrons normally require. (Storage space is also an issue.) Most of our UW patrons need the current standard in effect. However, law firms generally need older standards when doing case work where they need to know what standard that was in effect at the time the action occurred.

WHAT DO WE DO WITH OUR OLDER STANDARDS?

We send our out-of-date standards to the central Seattle Public Library. They are kept in the Business and Technology Section. Have patrons call SPL directly to see if that library has a particular standard.

WHY ARE STANDARDS SO EXPENSIVE?

Standards are very expensive to produce. Committees work on them for a substantial period of time. When you purchase a standard you are not only paying for a copy, but also paying for the cost of creating the contents of the standard.

WHY DO LIBRARIES NOT LEND STANDARDS?

Standards are too expensive to replace. Our collection is library use only, as are many other libraries'. Most libraries will not lend standards through ILL. Often the only way to obtain a standard is to purchase it. The most comprehensive source for standards is Global Engineering Documents: http://global.ihs.com .

Standards are protected by copyright:

You cannot legally copy a standard from cover to cover because it is protected by copyright. ILL will **not** copy an entire standard for customers.

STANDARDS REQUESTED BY CURRENT UW FACULTY, STUDENT, AND STAFF:

If a UW affiliated patron is looking for a standard that is not too expensive (roughly around $100 or so) we will generally order a copy for our collection. The patron will be informed upon receipt of the item and will be allowed first use (in library only). However, patrons often need more than one standard or an entire collection, which we cannot purchase due to the high costs. ISO Standards in particular, are usually quite expensive. We have only a handful of ISOs in our collection.

The ANSI and other American standards that we have come on a standing order profiled through Global Engineering Documents. We reduced the number of standards we receive as part of the serials cancellation project several years ago.

If a UW affiliate requests that we order a standard, take down their name, e-mail, UW status and the standard info and give it to Julie or Christina. They may also e-mail their request to englib@u.

Non-affiliates have Global or other vendors as an option. (See our website: http://www.lib.washington.edu/engineering/standards/web.html)

Patrons working on a grant should be able to justify the cost of the standards. The best plan is to have them contact Global Engineering Documents or the suppliers below.

U.S. Industry Standards vs. Foreign and International Standards

ANSI (American National Standards Institute) is not a federal body and they do not produce standards - they simply approve and publish the standards. They are a non-profit, non-governmental organization. Some foreign standards bodies produce their own national standards.

Common U.S. Standards Organizations

When looking for a particular standard, it is usually successful to go to the issuing organization's website.

AA	Aluminum Association http://www.aluminum.org
AAMA	American Automobile Manufacturers Association
ANSI	American National Standards Institute. Coordinates the U.S. private sector development of standards. Participates in ISO and IEC, and interfaces with non-governmental international and regional standards organizations. http://www.ansi.org
ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers http://www.ashrae.org
ASME	American Society of Mechanical Engineers (ASME Bs, ASME BPVC) http://www.asme.org/codes
ASTM	American Society for Testing and Materials. Annual Book (older ones upstairs at the same call number) http://www.astm.org
AWWA	American Waterworks Association http://www.awwa.org/awwastds.htm
EIA	Electronic Industries Association www.eia.org/technology
IEEE	Institute of Electrical and Electronics Engineers.
(IEEE Cs)	http://standards.ieee.org/
NBS	National Bureau of Standards. Changed name to NIST(see below)
NEMA	National Electrical Manufacturers Association http://www.nema.org/standards/
NFPA	National Fire Protection Association. (National fire code) http://www.nfpa.org/Codes/index.html
NISO	National Information Standards Organization http://www.niso.org
NIST	National Institute of Standards and Technology. (formerly NBS, National Bureau of Standards). A non-regulatory agency in the Department of Commerce. Custodian of the nation's primary metrology standards and manager of the country's calibration system. http://www.nist.gov
SAE	Society of Automotive Engineers. http://www.sae.org/technicalcommittees/index.htm

UL   Underwriters Laboratory http://www.ul.com/info/standard.htm

INTERNATIONAL AND FOREIGN STANDARDS BODIES

AFNOR   Association Francaise de Normalisation. French Standards. http://www.afnor.fr/
BSI   British Standards Institution http://www.bsi-global.com/
CCITT   International Telecommunication Union www.itu.int
CEN   European Committee for Standardization http://www.cenorm.be/
CENELEC   European Committee for Electrotechnical Standardization http://www.cenelec.org/index.asp
CGSB   Canadian General Standards Board http://www.pwgsc.gc.ca/cgsb/text/eng-e.html
CNS   Chinese National Standards
CSA   Canadian Standards Association http://www.csa.ca
DIN   Deutsches Institut fur Normung. http://www.din.de/ German Standards
EN   European Normalisation : same as CENORM above.
ISO   International Organization for Standardization. Founded 1947. Publishes over 7000 national standards bodies of 72 countries. http://www.iso.ch/iso/en/ISOOnline.frontpage
IEC/IEEE   International Electrotechnical Commission http://www.iec.ch/
                      The electrotechnical counterpart to ISO. Founded 1906. Comprise national electrotechnical committees of 44 countries. Over 3000 standards published.
ITU   International Telecommunications Union http://www.itu.int/home/
JSA   Japanese Standards Association www.jsa.or.jp/default_english.asp

IEEE AND CCITT "COLORED BOOKS"

IEEE issues books with color names i.e., the white book, the brown book, the yellow book, the red book. The IEEE standard number for these books can be found in ILI Standards Infoweb (on our database list). They are not indexed in IEEE Xplore by the color of the book!

Also CCITT (Consultative Committee for International Telephone and Telegraph) issues "colored book" standards. Blue Book, Red Book and Yellow Book editions are the ones we have. These are also available in the IEEE Xplore, under their standard number.

- Blue book: IXth Plenary Assembly, Melbourne, 14-25 November 1988 / CCITT, The International Telegraph and Telephone Consultative Committee
  Engineering Standards TK5101.A1 I546 1988 v.8 fasc.8-7
  IEEE Standard No.: 1015-1997

- Red book: VIIIth Plenary Assembly, Malaga-Torremolinos, 8-19 October 1984 / CCITT, the International Telegraph and Telephone Consultative Committee.
  Engineering Standards TK5101.A1 I547 1984 v.8 fasc.8-7
  IEEE Standard No.:141-1993

- Yellow book. Fascicle 8.2: The X.25 protocol and seven other key CCITT recommendations, X.1, X.2, X.3, X.21, X.21 bis, X.28, and X.29
  Engineering Standards TK5105.5 .I6 1984
  IEEE Standard No.: 902-1998

ISO 9000/14000

These are two frequently requested ISO Standards. ISO 9000 has to do with quality management for businesses and organizations. ISO 14000 is concerned with environmental management for businesses and organizations.

In the ISO 9000 family, we have ANSI/ISO/ASQ Q9000 2000, Quality management systems-fundamentals and vocabulary, which is equivalent to ISO 9000. We also have ANSI/ASQC Q9000-1, Quality management and quality assurance standards - guidelines for selection and use which is identical to ISO 9000-1.
In the ISO 14000 family, we have ANSI/ISO the following 12 standards: 14001, 14004, 14010, 14012, 14020, 14021, 14024, 14031, 14040, 14041, 14044 and 14050.

For more information see: http://www.iso.ch/iso/en/iso9000-14000/index.html

There are also many books in the libraries about using ISO 9000 and ISO 14000.

ENGINEERING LIBRARY STANDARDS DATABASE
http://db.lib.washington.edu/standards

This database is the only way to find out if we have a standard in our collection (other than looking on the shelf). Keep the searches very simple. This is a homegrown database, originally built on MS Access and then migrated to InMagic DBTextWorks. Julie C. maintains this and may assign a reference assistant to help with the updating.

STANDARDS SOURCES NOT IN ENGINEERING STANDARDS DATABASE

1. *SAE Handbook* (Reference TL 151.S62)
   Comprehensive index at the beginning of all three volumes.
   These are the SAE J-series standards.

2. AASHTO Manuals/Handbooks: various titles- located in Engineering
Reference or in the Stacks. Check in the catalog. I.e.: Guide for design of pavement structures; LRFD bridge construction specifications; Maintenance manual.

3. *Annual Book of ASTM Standards* Most recent edition is in Engineering Standards at

Engineering
Library
Reference
Manual

95

620.1 AME. Older editions are in enstx at the same call number. The index volume is 0.01. It has a numeric and subject index to direct you to the correct volume for the particular standard.

4. NAS (National Aerospace Standards) Standards (Engineering Standards TL671.1 .A35)

5. *Uniform Building Code 1992*; Washington State Building Code Council. (Engineering Reference TH224 .W23 1992)

STANDARDS BOOKS/COLLECTIONS NOT IN THE STANDARDS AREA

1. *SAE handbook* (Reference TL 151.S62)

2. *AASHTO Manuals/Handbooks* (Engineering Reference – check the catalog)

3. *ACI Manual of Concrete Practice* (Engineering Reference TA681 .A64)

4. *Uniform Building Code:1997* (Engineering Reference TH224 .W23 1997)

5. Federal or Military Specifications ("*Mil-Specs*", "*Fed-Specs*, " *Mil Stds*")

 Many of these can be found online.

STANDARDS INDEXES

1. Index and Directory to Industry Standards (8 lavender volumes) (Engineering Standards T59.2 .U6 I5)

2. ANSI Catalog: www.ansi.org

3. ISO Catalogue: http://www.iso.ch/

4. IEC (International Electrochemical Commission) Catalogue (Engineering Standards Z 5832.I55) Online: www.iec.ch

5. BSI Standards Catalogue (Engineering Standards QC100 .B7)

6. NISO: www.niso.org/standards.   Includes .pdf files of standards

7. Global Engineering Documents: http://www.global.ihs.com
Refer off-campus patrons here to purchase standards not held by the Engineering Library. Global is also a good place to look for checking bibliographic information of a standard.

8. Other Web Resources: See the Engineering Library Web site:

http://www.lib.washington.edu/engineering/standards/.

STANDARDS PRINT INFORMATION SOURCES

1. Directory of Engineering Document Sources (Reference T10.7 .D57)

2. Standards: a resource and guide for identification, selection, and acquisition by   Patricia L. Ricci and Linda Perry   Eng. Stacks T59 .R35 1990
Worldwide listing of standards organizations, etc. by 13 handy groupings; essentials for understanding standards worldwide. Includes descriptions and acronyms for major standardization bodies. Coverage of ASTM is particularly informative.

3. Information technology standardization: theory, process, and organizations Carl G. Cargill.   Eng. Stacks QA76.9.S8 C37 1989. Includes an important discussion of international standardization.

4. Also of interest may be the 1989 Congressional Hearing entitled:
 International Standardization: the federal role: report / prepared by the Congressional Research Service, Library of Congress for the Subcommittee on Science, Research, and Technology; transmitted to the Committee on Science, Space, and Technology, House of Representatives, One Hundred First Congress, first session. Kruger,Lennard G. Washington: U.S. G.P.O. GovPub Stacks   U.S. Y 4.Sci 2:101/C .

FEDERAL OR MILITARY SPECIFICATIONS ("MIL-SPECS", "FED-SPECS, " MIL-STDS")

Tacoma Public Library has had these standards as a part of their Federal Procurement Information Center but has cancelled their subscription to this series in 1997. They will retain the older standards in their collection, but their collection is no longer current.

Tacoma Public Library (253) 591-5666
Federal Procurement Information Center
1102 Tacoma Avenue South
Tacoma, WA

We used to have a 54-volume set of MIL-SPECs on CD-ROM but it was out of date. We use ILI for procuring these now.

Besides using the ILI database, the Federal website with which to verify or search for military standards is the Department of Defense Single Stock Point for Military Specifications, Standards and Related Publications (DODSSP) http://dodssp.daps.dla.mil/ . The document database is called ASSIST, and registration (and approval) is required to use the complete system. But you can search without registration if you click on the ASISST Quick Search. It is at: http://assist.daps.dla.mil/quicksearch/

Also important to note that AIA's national aerospace committee (NASC) has begun publishing military specifications (MIL-SPECs) related to aircraft fasteners as National Aerospace Standards. These newly designated standards have the designation "NASM" with the "M" designating their military origin. Also note that around 900 Naval Air Systems Command standards will eventually be designated NASM, as well.

The Engineering Library has a complete set of the National Aerospace Standards (NAS) that includes these NASM standards. This series is NOT in the standards database, and has its own index found at: Engineering Standards TL671.1 .A35.

STANDARDS DOCUMENT DELIVERY SUPPLIERS

Global Engineering Documents
15 Inverness Way East
Englewood, CO 80112
Telephone: (303)-397-7956 or 800-854-7179
www.global.ihs.com

U. S. Department of Defense
Single Stock Point for Specifications and Standards
Building 4, Section D
700 Robbins Avenue
Philadelphia, PA 19111-5094
Telephone: (215 697-2667 Ext. 2179
http://dodssp.daps.dla.mil/oforms.htm

ILI: www.ili-info.com/us/

We now subscribe to the ILI Standards InfoBase database. It is linked from our databases list. We can download any military standard we don't have for free from this database. It is also a good place to check for standard bibliographic info.

Founded in 1949, ILI is specialists in worldwide hardcopy standards and specifications and hold huge stocks for sale from distribution centers in Europe and the US. ILI also publishes a range of engineering, technical and regulatory databases. ILI is a leading supplier of all worldwide hardcopy technical Standards (DIN, ISO, BSI, ASTM, NFPA, API, IEC, ASME, etc.)

Document Center Inc.
111 Industrial Road, Suite 9
Belmont, CA 94002
(650)-591-7617 (fax)
(650)-591-7600 (voice)

NSSN: www.nssn.com

A "national resource for global standards," serves as a central point to search for standards information from many sources and serves as an important gateway connecting those who seek standards to those who supply them.

TechStreet: www.cssinfo.com

Provides access to a giant collection of industry standards covering hundreds of subjects. You can search, order, and download selected publications in a matter of minutes. One single search will find both industry standards and technical books!

World Standards Service Network: www.wssn.net/WSSN/index.html

World Standards Services Network (WSSN) is a network of publicly accessible World Wide Web servers of standards organizations around the world. Through the Web sites of its members, WSSN provides information on international, regional and national standardization and related activities and services.

TECHNICAL REPORTS

http://www.lib.washington.edu/engineering/techreports/

WHAT IS A TECHNICAL REPORT?

A document of a technical nature comprised of a very detailed report of procedures and outcomes from a particular experiment, study, project, etc. They are used to report research findings to sponsors or employers. In contrast to a scholarly journal article, a technical report is not usually peer-reviewed. The Federal government, state governments and universities are large publishers of technical reports.

WHY ARE THEY IMPORTANT?

Information found in them is often not published in any other way (i.e. software - CS reports). These reports document research or experiments and their results. They also detail what was successful as well as failures or problems encountered during the process.

WHAT DO WE HAVE IN OUR COLLECTION?

The Engineering Library collects three different types of technical reports:

1. UW Engineering departmental reports

2. Computer science department technical reports from various schools

3. Government Reports (energy, aeronautics, transportation, environment, and defense)

We have all of these in several different formats: microfiche, paper, micro card, electronic.

ACCESSIBILITY?

The Engineering Library may have some of these reports in only one format, or in several different formats. A few of them may appear in the UW Libraries Catalog, However, the majority of our collection is cataloged in series or not cataloged at all, making individual titles difficult for the patron to locate.

As the reference staff member, it is your responsibility to know what all the options/locations/tricks are for finding technical reports. The whole process is too complicated for individual patrons to know. **YOU** are the access point.

WHY ARE THEY SO DIFFICULT TO TRACK DOWN?

1. They are not cited well. Citations may be incomplete or inaccurate. Patrons may have to search a number of different databases to track down a good citation.

2. Most libraries do not catalog technical reports, other than with brief serial records.

3. They have many numbering systems: i.e. report number, grant number, contract number, and accession number.

4. They come to us in multiple formats.

UW DEPARTMENTAL REPORTS

These are primarily in paper format with serial records in UW Library Catalog. The one exception is the CSE Reports. The CSE Department has an online library available of their technical reports. (See below) It is best to check the catalog and the CSE site.

ENGINEERING EXPERIMENT STATION REPORTS
Search the UW Libraries catalog for:
Author: University of Washington -Engineering Experiment Station

Bulletin EngStacks 620.5 WA 1917-1951.
Also:
Reprints   Auxiliary Stacks 620.5 WAP

UW AERONAUTICAL LABORATORY TECHNICAL REPORT
Search UW catalog for:
Author: University of Washington aeronautical laboratory
Report Engineering General Stacks TL501 .W37

UW Computer Science Technical Reports

Author search: University of Washington dept of computer science
Technical Report Engineering Stacks QA76 .W35

UW Civil Engineering Department Technical Reports

Soil Research Report Soil Engineering Research Report
Eng Stacks TA710 .A1 W3

Charles W. Harris Hydraulics Laboratory Reports

Technical report - Charles W. Harris Hydraulics Laboratory water resources series technical report.
Engineering StacksTC7 .W38

UW Electrical Engineering Technical Reports

Author search: University of Washington dept of electrical engineering
Technical Report Engineering General Stacks TK1 .T43 (reports numbered individually)

UW Mechanical Engineering Technical Reports

Author search: University of Washington dept of mechanical engineering
Technical Report Engineering General Stacks TJ7. W37a or TJ7. W37b

University of Washington Urban Data Center Technical Reports

Provides guide to 1970 census data.
HA37 .U55 B37
These reports are also available from NTIS. If we don't have the paper, check NTIS index and our fiche collection for the report.

University of Washington Urban Transportation Program

Occasional Paper
Engineering General Stacks HE 148 .W35
Research Report
Engineering General Stacks HE148 .W353

Computer Science Reports

We have computer science technical reports from other universities. Some of these can be found in NTIS, so we may have a paper copy or a microfiche copy. Most are also held in the online depository NCSTRL: http://www.ncstrl.org/.

We have runs (incomplete) from 3 major universities:

Carnegie-Mellon

CMU-CS (Computer Science Technical Report)

Engineering
Library
Reference
Manual

101

Can search in UW catalog using series title.
Holdings: Engineering Storage (behind Circulation Desk)
                   QA75.5. C549
                   LIB HAS: 1973-1991 Incomplete; each vol. listed separately.

CMU-RI-TR (Robotics Institute Technical Report)

                   Engineering Storage (behind Circulation Desk)
                   TJ210.2 .C58
                    LIB HAS: no.82-7--90-17 Incomplete; Each vol. listed separately
For all Carnegie Mellon CS Reports: also go to the NCSTRL homepage http://www.ncstrl.org/   (available in text or tiff image format)

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (MIT)

Can search in UW catalog using series title.

MIT/LCS/TR (LABORATORY FOR COMPUTER SCIENCE TECHNICAL REPORT)

        Holdings: Engineering Storage (behind Circulation Desk)
        QA75.5. M583
        LIB HAS: no.154-478 (1976-1990) Incomplete;
        Each vol.listed separately.

AI/TR (ARTIFICIAL INTELLIGENCE TECHNICAL REPORT)

        Holdings:Engineering Storage (behind Circulation Desk)
             Q334 .A55
             LIB HAS: no.266-610 (1972-1981) Incomplete;
             Each volume listed separately.
For all MIT technical reports: go to the NCSTRL homepage: http://www.ncstrl.org/ (available in text or tiff image format)

STANFORD UNIVERSITY

For all Stanford technical reports go to the NCSTRL homepage http://www.ncstrl.org/   (available in text or tiff image format) UW Holdings: CS 76-556 - CS 96-XXX in Engineering Microforms (not in UW catalog)

Indexes: Use the Stanford Library Catalog: http://www-sul.stanford.edu/search/socii/
to determine report numbers.

Can search in catalog using series title.

Report
Holdings: Engineering Storage (behind CircDesk)
QA75.5 .R45 incomplete; each volume listed separately.

OTHER REPORT SERIES NOT SPECIFICALLY MENTIONED ABOVE
Check the NCSTRL server or the departmental web page for the appropriate institution.

GOVERNMENTAL REPORTS

Technical reports published by the Federal Government are documents that report on research that was sponsored by government grant money. Under law, researchers must report the findings to the public. Most of these reports are collected via an NTIS (National Technical Information Service) or other depository subscription. They are all in microfiche format, except for some NACA (pre-NASA) reports, which are in print.

Our Collection

What are we likely to have?

NASA, Department of Energy (including Nuclear Energy), and Departments of: Defense, Transportation, and Environment.

What are we unlikely to have?
We are very unlikely to have any company/internal reports. Sometime people ask for these. The best idea is to refer them to the Foster Business Library and/or show them the Foster resources on their webpage. We also will not have any classified government reports. We do however get them when they are declassified.

What is in the Libraries' Catalog?
Paper reports which are catalogued serially will be in the catalog. Very few individual titles are listed. It is necessary to search for a series title. Do a keyword search in the catalog using the word "report" and other keywords from the series title.
For example: "NACA and report" → Wartime Reports. NACA.
Engineering Stacks   629.13 Un35w.
OR: NASA Technical Memorandum→ series title. Some are in print others in microfiche. (NASA has used three different numbering scenarios for their fiche)

Microfiche: non-catalogued (with the exception of Marcive loaded and linked NASA fiches). Can also identify using Marcive Webdocs Database (1976-current): http://www.marcive.com/webdocs/webdocs.dll and NTIS and Denali to locate.

Circulation Policy?

All technical reports can be checked out. Microfiche are manually checked out, if they are not bar coded. But since we have readers/printers here, there is no reason for patrons to check them out!

MICROFICHE COLLECTION

The Engineering Library's microfiche collection is processed in the workroom. Only the catalogued fiche has barcodes attached. Others are simply stamped with our information, and can be checked out manually by circulation.

Microfiche is filed on the 3rd floor in the gray microfiche cabinets. They are filed by NTIS Accession number order. Some of the accession numbers you will soon recognize are: N, PB, ADA, and AD, DE.

We also have DOE microfiche, pre-1985, which are filed by report number, and have a wide variety of alphanumeric prefixes. We also receive some SuDocs (Superintendent of Documents) microfiche via the GPO (Gov't Printing Office) or Government Publications (located in Suzzallo). SuDocs fiche is filed in their own gray cabinets on the 3rd floor. NUREG reports are filed in the SuDocs cabinet too.

Other reports in our microfiche collection include: AIAA Conference Papers, SME (Society of Manufacturing Engineers) Conference Papers, MB microfiche (Miscellaneous Branch), and B Microfilm (Branch).

Understanding Citation Information

A technical report citation usually contains some or all of the following information: author, title, date, issuing agency or corporation, report number, accession number, and contract or grant number.

Example:

NTIS Accession number: PB91-238220
Author: J.W. Hudson
Title: Value Engineering Study of Curbs and Drainage
Date: August, 1990
Issuing Agency: Federal Highway Administration
(or corporation)
Report Number: FHWA/TS-90/040
Contract Number: DTFH61-86-C-00734
(or Grant Number)
SuDocs Number: C13.10:838-1

NTIS (Government) Accession Numbers

Accession numbers are assigned to technical reports by the agency funding the research or by the National Technical Information Service (NTIS). NTIS is the clearinghouse for U.S. and foreign sponsored research and development and engineering activities. Sometimes NTIS uses the accession numbers assigned by the funding agencies. **You *absolutely* need the NTIS number to locate the majority of the technical reports in the Engineering Library.**

Examples of NTIS Accession Numbers:

PB91-146811 - transportation, environment
AD-A047 670 - defense
DE91005629 - energy
N91-1348812 – nasa, aerospace
N1997348812 – also nasa: changed their number system in '96-'97. You will probably see both formats.

Report Numbers

Report numbers are assigned by the organization producing the technical report. Most of the time, you will need to convert report numbers to the accession numbers used by NTIS in order to locate the technical report in the Engineering Library. To convert report numbers to NTIS numbers, use the NTIS database, Aerospace Database, or NTIS website. For NASA documents also can use the NASA Technical Report Servers. (see below, under NASA.) **NOTE:** *always remove any punctuation (hyphens, slashes) in the report or accession numbers when typing them into the database!!*

Examples of Report Numbers:

EPA/600/J-89/493
The EPA produced this report. NTIS assigned it the accession number PB91-144758.

DOE-FE-0228P
The DOE Department of Fossil Energy produced the report. The DOE assigned the accession number DE91-012120, which is used by NTIS.

Report Numbers Pre-1967: it may be necessary to convert a PB number to an AD number in order to locate the report. There are two indexes that enable this.

1. PB-AD Reports Index 1946-1967
Kept on top of Technical Reports Card Catalog (in Reference Area)
Z7405 .R4 U514
Bradshaw, Nina Holt

2.AD-PB Correlation Index of Technical Reports, March 1958
Green Notebook, on top of Technical Reports Card Catalog
(in Reference Area)

GRAY LITERATURE

All federal departments and agencies publish government technical reports. They can be difficult to track down. The Dept. of Energy (DOE) maintains a website called the Science Accelerator: http://www.scienceaccelerator.gov/ which searches key resources from DOE OSTI (Office of Scientific and Technical Information). After 9/1 the DOE took down the website called the GrayLit Network, which was specifically meant to search this harder to find literature. Science Accelerator is their replacement, although it isn't clear if the results still include the gray literature that the GrayLit Network included.

Gray Literature was defined on the previous website:

The U.S. Interagency Gray Literature Working Group, "Gray Information Functional Plan," 18 January 1995, defines gray literature as "foreign or domestic open source material that usually is available through specialized channels and may not enter normal channels or systems of publication, distribution, bibliographic control, or acquisition by booksellers or subscription agents."

Both "gray" literature and "grey" literature are commonly used to describe this body of information. The decision often hinges on country of origin for the literature, or alternately country of publication.

And the GrayLit Network searched the following collections:

- Defense Technical Information Center (DTIC) Report Collection
- The DOE Information Bridge Report Collection
- EPA-National Environmental Publications Internet Site (NEPIS)
- NASA Jet Propulsion Lab Technical Reports (JPL)
- NASA Langley Technical Reports

GOVERNMENTAL REPORTS FINDING GUIDE

The Engineering Library has constructed its own finding guide to Government Technical Reports. Here is the text of this finding guide. (It is also online at: http://www.lib.washington.edu/engineering/techreports/flow.html)

Do you have an NTIS accession number?
YES:
Use the NTIS accession number to look for the technical report in the microfiche collection located on the third floor of the Engineering Library.
NO:

Is the publication date after 1964?

YES:
Use the NTIS database to search for your report. Use any information you have, which may include title words, author, report number, contract number, etc. Ask at the reference desk if you need assistance.

NO:

Ask at the reference desk for assistance. Use the print indexes, Government Reports Announcements, Ref. Z7405.R4 G65.

Did you find an NTIS accession number? (see above)

YES: Check in the appropriate microfiche collection on the 3rd floor.

NO:

If you are looking for an AEC report (Atomic Energy Commission) look for the technical report in the Technical Report card catalog on the 1st floor. If the report is listed, ask for assistance at the Reference Desk. These reports are stored in Natural Sciences or the Engineering Library Basement. A few cards say "microfilm", "reel", or "OTS". These are available on microfilm reels on the third floor.

If you are looking for an older report by another Government agency, Boeing, or a university computer science department (not UW), look in the Technical Report card catalog on the 1st floor next to the AEC catalog. This catalog indexes:

Pre-NTIS number Government reports
Boeing reports
Non-UW Computer Science reports

Technical reports found in this catalog are stored in various locations throughout the Engineering Library Basement, other branch locations, or at the Boeing Technical Library. Consult reference staff for assistance.

Boeing reports have been sent back to Boeing, but can be requested through Interlibrary Loan. Some reports have been catalogued and are in the Catalog others are not catalogued, but kept in the Engineering Library Basement.

Did you find the technical report?

YES:

If the report is in microfiche format, readers are on the third floor. Copies can be made of microfiche documents using the microform reader/printers on the first floor. Copy machines are on the first and second floors.

NO:

If we do not own the report, it may possible to order it for affiliated UW student, staff, or faculty. Receiving a report from NTIS can take from 2 weeks to 4 months.

SPECIFIC AGENCY REPORTS

AEC (ATOMIC ENERGY COMMISSION)

Consult the check-in records of AEC reports, located on the right hand side of the

Technical Report card catalog on the first floor. The cards are marked with the following color codes:

- A purple check indicates that the report is in the microfiche collection on the third floor, filed by the report number in the Pre-1985 DOE section.

- A blue check means a printed copy is filed in the Auxiliary Stacks. Ask how to request it at the Engineering Library Reference Desk.

- A green check indicates a micro card report. These are in the micro card catalog on the third floor. A micro card reader/printer is located on the 3rd floor or in the Microforms and Newspapers department in the Suzzallo Library. You may check the micro card out at the circulation desk on the first floor of the Engineering Library if you need to make copies at Suzzallo.

- A red check or a red X means the report is available in microprint from the Government Publications department in Suzzallo Library.

AGARD (ADVISORY GROUP FOR AEROSPACE RESEARCH AND DEVELOPMENT)

ALSO: Advisory Group for Aeronautical Research and Development

A group under the North Atlantic Treaty Organization (NATO).

Major index:

AGARD Index of Publications
Engineering Reference TL500. N63 A252 (1952/70), 1992/94- .

Major technical publications:

AGARD Bulletin
Eng Stacks TL500.A33 1969-87.

AGARD CP; AGARD Conference Proceedings
Each proceedings received by the library is separately cataloged.
Search by conference title in the UW Libraries Catalog.

AGARD LS; AGARD Lecture Series
Each proceedings received by the library is separately cataloged.
Search by title in the UW Libraries Catalog.

AGARD AG; AGARDograph
EngStacks 629.1308 Ag15 no. 1- (1954-)
Incomplete; Some vols. listed separately.
Engineering Reference Z1006 .N678 no. 182
Chemistry General Stacks 629.1308 Ag15 no. 31, 47, 75

AGARD R; AGARD Report
EngStacks 629.13 N812r
9-511, 513-519, 521-525, 528-543, 546-556, 558-5, 572- (1964-).

AGARD AR; Advisory Report
EngStacks TL500 .N64 no. 8-366 (1965-98) Incomplete.

Some AGARD technical publications are also available in microfiche, filed by report number on the third floor.

Example: AGARD R 881

 Some AGARD publications are also available in the Engineering Library as NASA microfiche. NASA microfiche are filed by NTIS accession numbers (use NTIS to obtain correct number).

Try a keyword search in the Library Catalog for catalogued AGARD reports

ARC: (AERONAUTICAL RESEARCH COUNCIL) (GREAT BRITAIN)
Reports and Memoranda

Auxstx 629.13 G79r Incomplete no. 1756-3800
Enstx 629.13 G79r Incomplete no.3801-384

DEPARTMENT OF ENERGY (DOE)

DOE technical reports have a DE prefix after 1985. Before 1985 they are filed by their specific departmental report number in the microfiche cabinets. If you are looking for a report published after 1996, it is available in full-text via the DOE Information Bridge: http://www.osti.gov/bridge/ The DOE also has a new Energy Citation Database http://www.osti.gov/energycitations/   which indexes documents from 1948 to the present. It contains bibliographic records for energy and energy-related scientific and technical information from the Department of Energy (DOE) and its predecessor agencies, the Energy Research & Development Administration (ERDA) and the Atomic Energy Commission (AEC). The Database provides access to DOE publicly available citations from 1948 through the present.

ENERGY RESEARCH ABSTRACTS
We have a collection of the indexes to these reports, on microfiche from 1982-1984. They are in a green binder on top of the Technical Report Card Catalog in the Reference Area.

Also in EngRef is:

Energy Research Abstracts
TJ153 .E1732 (Oct. 1977-Dec. 1995) Incomplete
Continues ERDA- (Energy Research and Development Administration) - Research Abstracts

Earthquake Engineering Research Center (EERC) Reports

Report (University of California, Berkeley. Earthquake Engineering Research Center)
Engineering General Stacks TH1095 .R47 no.69/14-no.97/18 Incomplete;
Each vol. listed separately

To verify a title check the UC Berkeley EERC Library: http://nisee.berkeley.edu/library/   or search the Earthquake Engineering Abstracts available via CSA.

EPA (Environmental Protection Agency)

Some technical reports are published by NTIS, others by the Government Printing Office. If you can't find an NTIS accession number for an EPA document in NTIS, ask at the Government Publications department in Suzzallo Library. The EPA has a searchable catalog available at:
http://yosemite.epa.gov/ncepihom/nsCatalog.nsf/SearchPubs?OpenForm&CartID=9657-113711. You can also try the GPO Catalog: http://www.gpoaccess.gov/cgp/index.html Coverage begins in 1994 however. If they don't have it, contact the EPA library in Seattle, 206-553-1289 or email: library-reg10@epa.gov.

There are some 7K+ EPA Reports in the UW catalog. Do a keyword search on epa and a keyword from the title/subject.

We also have some paper EPA reports on the third floor:

Research reporting series 2, Environmental protection technology
Enstx TA170. U533
Contains the following report number ranges: They are from the 70s-80s.
EPA/600/
EPA/660/
EPA/670/
EPA/R-2

Solid waste management series, United States. Environmental Protection Agency.

Enstx TD788. A55a
Compilation of EPA's sampling and analysis methods.
(EPA Test methods)
Engineering Reference TD193 .C65 1996

EPRI Reports

Some are in NTIS, most are not. The ones that are not are almost impossible to obtain through document delivery options. We are in the process of adding a large number of these to our collection. In the meantime, non-affiliated patrons can purchase them directly from EPRI and affiliates can try ILL.

Electric Power Research Institute
3412 Hillview Avenue
Palo Alto, California 94304
www.epri.com

FHWA (FEDERAL HIGHWAY ADMINISTRATION) REPORTS

Report FHWA-RD
Engineering General Stacks TE1. U54a
1973-1980 Incomplete

All are listed in NTIS; they may be in paper format or microfiche.

NACA (NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS)

March 3, 1915 - July 29, 1958: NACA is the predecessor to NASA.

NACA INDEXES TO TECHNICAL REPORTS

Bibliography of Aeronautics.
Engineering Stacks TL545 .B86
1909/16-1932

Index of NACA Technical Publications.
Engineering Reference TL545 .I53
1915/49-July 1957/Sept. 1958

List of Reports with Prices.
Engineering Reference TL545 .L57
1928-1934, 1936-1939

List of Technical Memorandums.1947-1953.
Engineering Reference TL507. U572

Technical Memorandum (index for no.1-1064).
Engineering Reference TL545 .L57 index no. 1-1064

List of NACA Reports, 1947-1951.
Engineering Reference Z5066. U575
Also online from 1901-current, full-text:
NASA Technical Reports Server: http://naca.larc.nasa.gov/search.jsp

Technical Note (index for no.1-1137).
Engineering Reference TL545 .L57 index no. 1-1137

List of NACA Wartime Reports. 1948.
Engineering Reference Z5063. U592
Suzzallo General Stacks Z5063. U592

MAJOR NACA TECHNICAL PUBLICATIONS
(Check the UW Libraries Catalog for publications not listed here):

Reports from 1901-current are online: http://naca.larc.nasa.gov/search.jsp

Aircraft Circulars
Auxiliary Stacks: 629.13 Un35ac no. 4-18, 23-36, 40-58, 60-209 (1926-37)

Annual report - National Advisory Committee for Aeronautics
Engineering General Stacks 629.13 Un35r 1915-1956/57

Report
(search on author: NACA)
Natural Sciences Periodicals 629.13 Un35re no. 1-669
Engineering General Stacks 629.13 Un35re no. 1-1392 Incomplete.

Technical Memorandum
Engineering General Stacks 629.13 Un35t no. 39-1441

Technical Note
Engineering General Stacks 629.13 Un35tn no. 4-4410

Technical Report
NACA Technical Reports are included in the NACA Annual Reports:
Engineering General Stacks 629.13 Un35r 1915-1956/57

Wartime Report
Series A: Engineering General Stacks 629.13 Un35wa no. 1-94 Incomplete.
Series E: Engineering General Stacks 629.13 Un35we no. 1-285 Incomplete.
Series L: Engineering General Stacks 629.13 Un35wL no. 1-787
Lacks no. 514, 571; some vols. listed separately.
Series W: Engineering General Stacks 629.13 Un35w no. 1-108

NASA (NATIONAL AERONAUTICS AND SPACE ADMINISTRATION)

Online database: NASA Technical Reports Server: NTRS: http://ntrs.nasa.gov/search.jsp

Index of NASA Technical Publications
Engineering Reference TL545 .I53 1958/59-1960/61

Scientific and Technical Aerospace Reports (STAR)
Engineering Reference TL500 .S35 no. 1--

Major technical publications (in paper format)

NASA CP; NASA Conference Publication
Engineering General Stacks TL787. U54a some nos. listed separately

NASA CR; NASA Contractor Report
Engineering General Stacks TL521.3 .C6 no. 2-
Engineering Folio TL521.3 .C6 no. 3568

NASA RP; NASA Reference Publication
Engineering General Stacks TL787. U54b Incomplete.

NASA SP; NASA Special Publication
NASA SP 200-
Engineering General Stacks- Folio 629.1771. Un3n Incomplete.

Others filed in microfiche cabinets: Either pre-85 DOE or NASA cabinets by N #. Incomplete
Some in print in Eng Stacks: TL521 .A333 Incomplete.

NASA TM; NASA Technical Memorandum
Engineering General Stacks TL521.3 .T39 no. 2981- . Incomplete.

NASA TN; NASA Technical Note
N# filed in NASA microfiche cabinets.

NASA TN-D-4955 filed by report # in Pre-85 DOE Fiche Cabinets

Engineering General Stacks 629.1771. Un32t
D-1-8529 (Aug. 1959-1977) Incomplete.

NASA TR; NASA Technical Report
Engineering General Stacks 629.1771. Un32tr no. 1-475
Incomplete.

NASA TT; NASA Technical Translation

Engineering General Stacks T1 .N371-9638
Incomplete.

Please Note: Not all publications identified with NASA accession numbers are available in microfiche and *not all NASA microfiche are owned by the Engineering Library.* Use NTIS or the Aerospace Database to convert NASA report numbers to NTIS accession numbers so you can locate the microfiche.

NUREG (NUCLEAR REGULATORY COMMISSION)

Most NUREG technical reports are filed by NUREG number in the microfiche collection on the third floor in the pre-1985 DOE microfiche, *INCLUDING* NUREG reports published *AFTER* 1985. Example: NUREG/CR-0127

Some NUREG reports are also filed by Superintendent of Documents (SuDoc) number in the SuDoc section of the microfiche collection on the third floor. Example: Y 3.N 88:10/1177 .

Licensed operating reactors: status summary reports
Engineering Microforms: Y 3.N 88:15 v.17-20 (1992-1995)

And available on 3 1/2 inch discs in the Government Publications department of the Suzzallo Library.

Some NUREG reports are filed by the NTIS "TI" number. Use the NTIS database to convert the NUREG report number into an NTIS number.

We have an index to NUREG Regulatory and Technical Reports from 1984 on microfiche in the Green Binder on top of the Tech Report Card Catalog in the Reference Area.

TRANSPORTATION REPORTS

WSDOT(Wash. St. Dept. of Transportation) http://www.wsdot.wa.gov/
TRANSNOW (Transportation Northwest) http://www.transnow.org/
Transportation Northwest at the University of Washington (TransNow) is a University Transportation Center (UTC) administered by the United States Department of Transportation through its Research and Special Programs Administration (RSPA).

These reports should all be indexed in NTIS and filed under their PB number on the third floor. Also check the Libraries catalog or the Transport Database, listed on our Database page.

Suzzallo collects some Washington State reports as well as TransNow reports due to their regional interest. Do a keyword search on "WSDOT", or "Transnow" to see what is in the Libraries' catalog.

WATERWAYS EXPERIMENT STATION TECHNICAL REPORTS (WES-TR)

This is an uncataloged collection from various locations located in the Engineering basement. Requires going to the basement and searching: ask a librarian for help.

OTHER PLACES TO LOOK FOR TECHNICAL REPORTS

1. UW Libraries Catalog:
   Check the online catalog for publications cataloged separately. This means you may be able to find the report listed by its individual title or, you can also perform a keyword search using the series title and publication number.

2. Use the indexes to find a title that corresponds to the conference proceedings number, lecture series number, or other publication number.

3. Directory of Engineering Document Sources T10.7 D57 1997 EngRef.
   A consolidated cross-index of document acronyms assigned by government and industry organizations, which defines sources for technical/management specifications, standards, reports, and related publications. Also gives contact sources for the issuing organizations.

4. WSU Energy Library in Olympia has a searchable subset of the WSU catalog. They may be willing to send us faxes as well, and have some more obscure energy related documents. The Library website is: http://www.energy.wsu.edu/library/

5. Take a look at NASA sites on the Internet, especially http://www.sti.nasa.gov/
   NASA's Scientific and Technical Information website.

6. Washington State Department of Transportation Website indexes all WA-RD reports: http://www.wsdot.wa.gov/research/

7. There is always Google!

8. Other Catalogs: i.e. OCLC, Melvyl, etc.

ACM Depository Collection

The Engineering Library is a national depository for the Association for Computing Machinery (ACM). It is not our collection, it is owned by ACM. We should have one copy of everything ACM publishes. We received depository status when the former CIC (Computing Information Center) library closed. It is stipulated in our agreement with ACM that the collection be library use only.

The ACM Digital Library

The Digital Library is a subscription based electronic collection. It contains the full text of selected ACM publications from 1996 to the present. Consult the website for specific title and holdings information. Access is UW Restricted: available from any campus IP address. www.acm.org

Print Collection

The ACM collection is currently housed in the basement of the Engineering Library. Sometime in the future, we hope to move these items to the back of the reference collection. The Reference Librarian/Assistant is responsible for going to the basement to retrieve any Depository materials for a patron. The patrons will need the call number of the item to obtain the item.

Stacks and Periodicals Holdings

We also purchase copies of ACM items for our collection. Almost everything in the depository should be duplicated in our collection. All the journals are on the second floor, conference proceedings at their call numbers on the third or fourth floors. Consult the Libraries catalog for holdings information. Items from periodicals or general stacks can be checked out.

Circulation Policy

All ACM depository items are Library Use Only. If we do not have the item in our stacks or periodicals section we can do "Circulation by special permission", but only if the patron is an EE or CSE graduate student or faculty and need to take it out of the library for photocopying at their department photocopier.

Do we have it?

Be aware that although we may not have the particular item that is cited that we may have the same article, possible published *in* or published *as* another ACM publication. Use the Indexes listed below to verify or determine all the places an article may be published.

Published in/Published as

ACM is a real nightmare when it comes to indexing and publishing. The reason is that any given item can be published in more than one publication. This is especially true of conference proceedings. They are sometimes published as the special issue of a journal, a numbered issue of a different journal, and/or published separately as a conference proceeding.

The reason this happens is that conferences are often sponsored by more than one SIG (Special Interest Group). Each SIG will then go out and publish the proceedings in their particular journal or individually.

Indexes

INSPEC (full record), MELVYL, OCLC, CISTI, or, ACM searchable catalog on their website (http://www.acm.org/catalog/), or the Digital Library, http://portal.acm.org/dl.cfm

SIGs (Special Interest Groups)

ACM has a bundle of different Special Interest Groups. Consult the website http://www.acm.org for detailed information and the link to each SIG's homepage.

PATENTS AND TRADEMARKS

UNITED STATES PATENT AND TRADEMARK OFFICE

For over 200 years, the basic role of the Patent and Trademark Office (PTO) has remained the same: to promote the progress of science and the useful arts by securing for limited times to inventors the exclusive right to their respective discoveries (Article 1, Section 8 of the United States Constitution). Under this system of protection, American industry has flourished. New products have been invented, new uses for old ones discovered, and employment opportunities created for millions of Americans.

The PTO is a non-commercial federal entity and one of 14 bureaus in the Department of Commerce (DOC). The office occupies a combined total of over 1,400,000 square feet, in numerous buildings in Crystal City in Arlington, Virginia. The office employs over 5,000 full time equivalent (FTE) staff to support its major functions--- the examination and issuance of patents and the examination and registration of trademarks.

The PTO has evolved into a unique government agency. Since 1991-- under the Omnibus Budget Reconciliation Act (OBRA) of 1990-- the PTO has operated in much the same way as a private business, providing valued products and services to our customers in exchange for fees, which are used to fully fund our operations. The primary services the USPTO provides include processing patents and trademarks and disseminating patent and trademark information.

(most of the above is copied directly from the USPTO website)

PATENT AND TRADEMARK DEPOSITORY LIBRARY PROGRAM

The UW Engineering Library is the Patent and Trademark Depository Library (PTDL) for Washington State. Each state has at least one depository library. The Patent and Trademark Depository Library Program (PTDLP) administers a nationwide network of public, state and academic libraries designated as Patent and Trademark Depository Libraries (PTDLs) authorized by 35 U.S.C. 13 to: a) Disseminate Patent and Trademark Information and b) Support Diverse Intellectual Property Needs of the Public.

To become a Patent and Trademark Depository Library, a library must subscribe to the following obligations:

1. Pledge to acquire a minimum of a 20-year back file collection of U.S. utility patents issued 20 years prior to the date of designation. Such a back file is available from a commercial source on 16mm microfilm. However, some portions of back files of patents on paper, reclaimed from PTDLs, occasionally are available to a newly designated library that wishes to acquire them. Also, there are now commercial sources for patents on CD-ROM. All patents are also available on the USPTO website in full-text and with images.

2. Make access to patents and all other depository materials freely available to the public.

3. Protect the integrity of the collection so that the patents and other documents and publications provided to each PTDL by the U.S. Patent and Trademark Office remain available to the public.

4. Maintain a collection of the classification systems and other patent- and trademark-related publications and documents, which are critical to the effective utilization of patent and trademark files. Although not mandatory, it would be helpful if the library were a recognized Federal Depository Library under the provisions of Title 44 of the U.S. Code and, therefore, a recipient of many such documents via the distribution system of the Superintendent of Documents. (The UW Libraries are.)

5. Retain any depository copies of patents until, at the initiative of the library, disposal of them has been arranged through the Patent and Trademark Office. The Patent and Trademark Office retains the right of first refusal to acquire any materials, including microform, being relinquished by a library, where such materials were acquired under the provision of 35 USC 13.

6. Be in a position to assist the public in the efficient use of the patent and trademark collections and of the associated information access tools.

(Most of the above is copied directly from the USPTO website)

Other Libraries with Patent and Trademark Information in the Pacific Northwest

PATSCAN: http://www.patex.ca/: a full-service research firm, PATEX Research and Consulting Ltd. provides the professional PATSCAN patent and trademark search services formerly offered at the University of British Columbia.

Seattle Public Library: has all materials necessary to conduct a patent search (Index to Classification, Official Gazette, CASSIS, Web Access, and Official Gazettes). Librarians can give assistance in using the materials. They have full-text patents from 1880-1910.

Washington State Library, Olympia: has most materials necessary to conduct a patent search, but they are not collocated. The patrons must have a complete title for each item for it to be retrieved from the stacks. There is also no help using the material.

Paul L. Boley Law Library, Northwest School of Law, Lewis & Clark College, Portland, Oregon (PTDL). Oregon's only PTDL is in Portland. This location may be more convenient for patrons in the southern half of Washington State.

University of Idaho in Moscow, Idaho (PTDL). Idaho's only PTDL is in Moscow at the University of Idaho. This location may be more convenient for patrons in the eastern half of Washington State.

PATENT AND TRADEMARK RESOURCES IN THE ENGINEERING LIBRARY

PATENT AND TRADEMARK RESEARCH AREA AND REFERENCE MATERIALS

The bulk of the resources people need to use for patent or trademark searching are on the research table in the

Patent and Trademark Area. Additionally there are reference materials in the Engineering Patents Reference Collection, at the Reference Desk, and online. Official Gazettes are located in the Reference Collection: call number T223 .A2b (1872-2002.)

OFFICIAL GAZETTE OF THE USPTO

The Official Gazettes are composed of numerous sections. The front section consists of the text of regular and special notices, and is common to both the Patent and Trademark OGs. This material can be found online at the USPTO site.

Most of the rest of each OG issue consists of portions of the text and a representative image from each patent or trademark issued on that particular OG issue date. This material can be found, along with all the rest of the content of each issue, in our Web patent full-text, full-page image, and bibliographic databases, which are current for each weekly issue; and our trademark database, which is updated every two months.

The Patent Official Gazette is available in electronic form for the most recent fifty-two issues and the Trademark Official Gazette is available in electronic form for the most recent five issues.

PATENT AND TRADEMARK NOTEBOOK AND PTDL DIRECTORY

These notebooks are kept at the reference desk and contain useful information.

THE UW ENGINEERING LIBRARY WEBSITE

Patent and Trademark Section: http://www.lib.washington.edu/engineering/ptdl/

FOREIGN PATENTS

We have very little international patent information and no full-text foreign patents. This information is springing up on the web very quickly. Please see the patent section of our website for a list of latest resources: http://www.lib.washington.edu/Engineering/ptdl/forpat.html

PATENT PENDING

A patentee who makes or sells patented articles or a person who does so for or under the patentee is required to mark the articles with the word "Patent" and the number of the patent. The penalty for failure to mark is that the patentee may not recover damages from an infringer unless the infringer was duly notified of the infringement and continued to infringe after the notice.

The marking of an article as patented when it is not in fact patented is against the law and subjects the offender to a penalty. Some persons mark articles sold with the terms "Patent Applied For" or "Patent Pending." These phrases have no legal effect, but only give information that an application for patent has been filed in the USPTO. The protection afforded by a patent does not start until the actual grant of the patent. False use of these phrases or their equivalent is prohibited.

Most patent applications filed on or after November 29, 2000, will be published 18 months after the filing date of

the application. Otherwise, all patent applications are maintained in the strictest confidence until the patent is issued or the application is published. After the application has been published, however, a member of the public may request a copy of the application file. After the patent is issued, the Office file containing the application and all correspondence leading up to issuance of the patent is made available in the Files Information Unit for inspection by anyone, and copies of these files may be purchased from the Office.

COPYRIGHT

Since Copyright is the purview of the Library of Congress and not the Patent and Trademark Office we do not have substantial amounts of copyright material available here. We have several books that deal with all forms of intellectual property in the Patent Reference Area. Additional resources can be found on the Copyright Office website: http://www.loc.gov/copyright

The UW maintains a copyright information website for educators:
http://depts.washington.edu/uwcopy/index.html

There is also a very informative resources page from the Libraries:
http://www.lib.washington.edu/help/guides/copyright.html

PATENT AND TRADEMARK REFERENCE STRATEGIES, TIPS AND WARNINGS

When asked for help to conduct a patent or trademark search by a patron there are some definite rules to guide your responses and how you offer information about patent searching.

Use generic examples: To avoid the impression of conducting a search for someone, never use his or her search as an example (either verbal or typed into the CASSIS computers).

Examples I like to use for trademark discussions are "coca-cola" and "Subaru cars". Examples for patent discussions, "rodent trapping device", patent number 5,555,555, class/subclass "100/5".

Never offer value judgments: Don't answer questions like, "What do you think?" We are here as a resource for using the materials and the mechanics of conducting a search. Any value judgments must be made solely by the patron and his/her attorney. Never offer patrons alternate spellings of their trademarks, never offer opinions on whether marks or patents conflict, etc.

Use the handouts/workbooks: They are there to make your job easier. Rather than repeat each step of a patent search, reiterate that the entire search process is described in detail in the handouts. Encourage the patrons to use and read our handouts, especially when the desk is very busy. Remember our primary responsibility is to UW faculty students and staff and it is very easy to get sucked into the patent and trademark area and never reemerge!

Legal resources:

Attorneys & Agents Registered to Practice before the United States Patent & Trademark Office is available on the Patent and Trademark Research Table and online at: https://oedci.uspto.gov/OEDCI/

This is a list of all the attorneys and agents, which have passed the test required to conduct business with the PTO. Not all of these attorneys or agents may be able to accept new clients.

The Yellow Pages (under - Attorneys, Legal, Patents, Trademarks) will have additional listings.

UW PATENTS AND UW PATENT HOLDER INFORMATION
UW TechTransfer

For information about patents produced by UW people or licensed to others by UW inventors: http://depts.washington.edu/techtran/

OTHER RESOURCES FOR INVENTORS OR SMALL BUSINESS DEVELOPERS
Community of Science
Another online resource for scientists and inventors is the website: http://www.cos.com

Innovation Assessment Center
180 Nickerson, Suite 207
Seattle, WA 98109
(206) 464-6357 fax, (206) 464-5450 voice

SMALL BUSINESS INFORMATION CENTER:

http://www.sba.gov/localresources/district/wa/index.html
(Small Business Administration - Seattle District Office)
2401 Fourth Avenue, Suite 450
Seattle, WA 98121
206-553-7310
Monday – Friday
8:00 a.m. to 4:30 p.m.

PATENT OR TRADEMARK RESEARCH RESOURCES

The UW no longer has a patent research service. Refer people to the Yellow Pages, under -- *Library Services/Research, Patents, Trademarks, Intellectual Property, and Information Brokers* if they are looking for someone to do their search for them.

PRINT RESOURCES FOR PATENT SEARCHING AND INFORMATION

Introduction to Patents: published by the Small Business Administration
Gov Pubs Stacks: SBA 1.32/2: PI 2

General Information Concerning Patents: brochure published by the PTO. In the Patent reference area and in the Patent Notebook.

Basic Facts About Patents: brochure published by the PTO. In the Patent reference area and in the Patent Notebook.

Patent It Yourself
KF3114.6 .P74 2008
This is a great book for the layperson. It is written in using clear and comprehensible language so you don't need to be a lawyer to understand it. Copies are on Reserve, at the Patent table, in the Patent shelves, and in the stacks on the 3rd floor.

Patent Searching for Librarians and Inventors
T210 .W44 1995

On the Patent shelves

Film - "The Search Begins", and others (at OUGL Media Center-search the catalog for "Patents" and media or digital format.)

TYPES OF PATENTS

There are three types of patents:

1) Utility patents may be granted to anyone who invents or discovers any new and useful process, machine, article of manufacture, or composition of matter, or any new and useful improvement thereof;

2) Design patents may be granted to anyone who invents a new, original, and ornamental design for an article of manufacture; and

3) Plant patents may be granted to anyone who invents or discovers and asexually reproduces any distinct and new variety of plant.

The GATT changed the duration of a patent term from 17 to **20 years** for utility and plant patents. Any patent filed after June 7, 1995 now expires 20 years after the date of filing. A design patent expires 14 years from date of issue. The enforceable period begins when the patent issues, usually 1-2 years after application. This is true as long as maintenance fees are paid throughout the term. If fees are not paid, the right to take offensive action regarding a patent may be lost.

After a patent term expires, the patent remains valuable as prior art. **Patents *are not* renewable and an invention *cannot* be re-patented.**

PATENTING PROCESS

The law actually recognizes 5 "rights" periods in the life of an invention. These five periods are as follows (and explained in more detail on page1/7 of *Patent It Yourself*.)

- Invention Conceived but Not Yet Documented
- Invention Documented but Patent Application Not Yet Filed
- Patent Pending- Patent Application Filed but Not Yet Issued
- In-Force Patent- Patent Issued but Hasn't Yet Expired
- Patent Expired

PATENT WORKBOOK AND HOW TO DO A PATENT SEARCH

Our patent search tutorial is a step-by-step guide to conducting a thorough patent search: http://www.lib.washington.edu/Engineering/ptdl/patents/pt.html

OTHER WWW SOURCES

USPTO: http://www.uspto.gov

Engineering Library Patent & Trademark WWW Site List:
http://www.lib.washington.edu/engineering/ptdl/webpat.html

PTDL Patent Publications and Engineering Library Holdings:
(see above list).

INDEX TO THE CLASSIFICATION SYSTEM

The Classification Manual is the place where a patent search begins. The patron first uses the Index to the Classification Manual, which is arranged in a keyword schema designed to ease people into the correct area of the manual. Terminology in the index can be out of date, so patrons may need to think of what their invention IS as well as what it DOES and if it can be called by any other name. Keep in mind that the patent is not on the application, but on the TECHNOLOGY and this may help in using the index.

The numbers found in the Index MUST be further examined in the Manual of Classification. They are usually directing patrons to a broad heading in the Manual. This can be indicated by a "+" at the end of the subclass number. You can be sure if patrons have skipped the manual step if they are typing the "+" into the CASSIS computer in hopes of a shortcut.

It is very important to find the correct area in the Manual of Classification, as subclasses are exclusive and not inclusive of all patents. This hierarchical classification system is discussed further below.

The Index to and the Manual of the Classification system is also available online at the USPTO website: http://www.uspto.gov/web/patents/classification/uspcindex/indextouspc.htm and http://www.uspto.gov/web/patents/classification/ .

MANUAL OF CLASSIFICATION

The Manual of Classification is published in 3 volumes. The first volume contains quite a bit of front matter, followed by the PLT class (the plant classification), and followed by the Utility classes. The second and third volumes are mostly utility classes, followed by the design classes at the very end of the 3rd volume.

The Manual is a hierarchical index. The number of "dots" indicates the level of specificity within the classification system. An example of a hierarchical arrangement is an outline for a term paper; each level is specific to the level above it and cannot be taken out of context.

The subclass numbers may not always appear consecutively on the class pages. This is because the manual is constantly under revision and classes are being restructured. As new areas are inserted into the classification scheme, they are assigned higher subclass numbers. The most important part is to find the correct area in the classification hierarchy. The subclass number serves more as a naming tool for a particular place in the hierarchy. It behaves a lot like an accession number.

The Manual of Classification is also available online at the USPTO website: http://www.uspto.gov/web/patents/classification/

CLASSIFICATION DEFINITIONS

Definitions are only available for utility patents. Plant (PLT class) and Design (D) classifications do not provide definitions, only scope notes. These scope notes are contained within the class page of the Manual of Classification. They usually appear at the beginning of the class and may have specific notes indicated for a particular subclass. (The specific notes will appear at the very end of the classification pages)

The Classification Definitions are also available online at the USPTO website. (see manual URL above.)

GUIDE TO PATENT CLASSIFICATION CHANGES

The United States Patent Classification is constantly under revision. The need to reclassify arises out of the changing nature of the technology and the need to keep classifications as subject specific as possible.

When the Patent Office revises a classification (ranging from one class and subclass to entire classes), they issue a classification order, which tells you specifically what has happened to the classes and subclasses under reclassification. Only by reading these orders can you best determine what the new class/subclass for your invention will be.

Patents previously issued in classes that have been modified or abolished will be reclassed by the Patent Office into their new place in the classification system. While this seems like a very time consuming task for the Patent Office to undertake, it provides the users with a single classification system to search the entire history of United States patent literature. Other countries are not so fortunate and may have to use several different classification systems to search through historical patents.

OFFICIAL GAZETTES

The Official Gazette contains one drawing and one claim for each patent issued that week. It generally is the most comprehensive claim and the most comprehensive drawing. Complete information about a patent can be found in the full text.

A new gazette is published each week. Patents are always issued on Tuesdays. The spine of the bound volumes indicate the FIRST patent (first design and first utility) in each volume. The range of patents in each volume can be determined by looking at the spine of the next volume on the shelf.

From 1872-1971 the Gazette for patents and trademarks were published together in the same volume. In 1971 they split apart and are currently being published separately. All the Gazettes (1871-2002) are in the Reference collection under their call number (T223 A2b). The patent gazettes are bound in the buff colored binding, the trademark gazettes in the rust colored binding.

In 2002 the USPTO began to issue the Official Gazette (OG) online. But only the Official Notices which comprise the front matter of the Official Gazettes are available online. Specific patent and trademark entries are available online via the USPTO Patent and Trademark Databases.

The Patent Gazettes for the last 52 weeks can now be found on the USPTO website:
http://www.uspto.gov/web/offices/com/sol/og/index.html.

The recently registered trademarks can be found in print Trademark Gazettes through July 2004. They are on the USPTO website electronically (PDF) for the most current 5 issues only:
http://www.uspto.gov/web/trademarks/tmog/

Within the Gazettes the patents are arranged numerically. After a large amount of front matter come the reissues, re-examinations, and plant patents. The utility patents follow these, and the design patents come at the very end of each weekly gazette.

NOTE: Most of the older bound volumes of Gazettes will have more than one weekly Gazette bound together. Be aware that design patents will come at the end of each week so there will sometimes be TWO OR MORE places to look for design patents in each bound volume.

NOTE: The internal arrangement of the Gazettes has changed over time. If you are looking in older Gazettes be aware that this arrangement is the current one and may not have been followed in the year in question. Always consult the table of contents in each Gazette if you are having difficulty locating a particular section.

FULL TEXT PATENTS

Full-page images of patents from 1790 are available on the USPTO website. However, the full text is only keyword searchable from 1976 to present. Searching beyond 1976 must be done using patent numbers or classification.

Full-text patents also available online at Google Patent Search, the IBM patent website, Community of Science, and other sites. For a list of sites, please go to our web page at:
www.lib.washington.edu/engineering/ptdl/webpat.html

We also still have full text patents on microfilm from 1966-1999. Full-text patents include all of the drawings and all of the claims of a patent. Patents after 1999 are issued via the USAPAT CDROMs, and online at the USPTO website. We do have missing/broken microfilm reels and a complete list of known broken or missing reels can be found on the top of the microfilm. Patent microfilm is library use only and should never be circulated.

OTHER PATENT RESOURCES

CASSIS SYSTEM

A CD-Rom database which is located in the Patent & Trademark Reference Area. It is a command based search system: out of order 9/08.

PATENT SEARCHING

The handout/workbook titled "Patent Searching at the University of Washington Engineering Library" provides a thorough step-by-step guide on how to conduct a complete patent search. This guide can also be found on the web at: www.lib.washington.edu/engineering/ptdl/patents/pt.html

LITTLE KNOWN FACTS ABOUT PATENTS

- Only 2% of patented items are every produced commercially and marketed.
- The longest United States Patent is 5,146,591 with 3,071 pages.
- The second longest United States Patent is 5,615,282 with 2,049 pages
- The USPTO has issued 12 patents over 1000 pages and more than 20 that are 500-999 pages.
- Patents are only issued on Tuesdays. New patents are issued every Tuesday.

Other Patent Documents include: Reissues, Certificates of Correction, Abandoned Applications/Patents, Continuations, Statutory Invention Registration, and Defensive Publications.

REISSUE PATENTS

Sometimes you will get questions about reissue patents: What are they? How do I find them? These are the patent documents like RExxxxx (RE followed by a five digit number).

Reissue patents are not renewals. Usually, a patent is reissued because something wrong about the patent is found after it issued. The error has to be substantive; more than something like a typo. Certificates of correction cover the minor issuing errors.

Technically, the patent must be "defective:"
When the patent is defective in certain respects, the law provides that the patentee may apply for a reissue patent. Following an examination in which the proposed changes correcting any defects in the original patent are evaluated, a reissue patent may be granted to replace the original for the balance of the unexpired term. However, the nature of the changes that can be made by means of the reissue are rather limited; new matter cannot be added. Reissue patents are designated by a RE prefix before the patent number, for example, RE 37,514.

SOME COMMON REASONS FOR REISSUE PATENTS

The claims are determined to be too narrow or too broad;
An inaccuracy in the specifications, drawings, claims, etc. or there are problems with references, foreign priority, and other application disclosures.

To locate Reissue patents by patent number:
From the Browse Granted Patents page, enter the number in the Patent Number entry box as RE37514 or RE037514 and click the Go button.

To browse reissue patents:

From the Browse Granted Patents page, click on the Reissue Patents Granted link to display classifications and patent numbers. Click on patent numbers to display specific patents or use the previous and next buttons to browse the entire section.

PHONE REFERENCE TECHNIQUES FOR HELPING PATENT RESEARCHERS

What do we do? What don't we do?

Use diplomacy. Do not practice law. Give generic advice on *how* to do a search using generic examples; i.e. baseball bats (from our handout). Do not offer opinions or advice on a person's specific invention or idea or how they are searching it;

- Patent Citation Searching: we can certainly look up a patent citation for someone if they call or come in with one;

- Patent Searching on the Internet: again, we offer general advice on how to do a search, following the handout. We do not do searches for people, cannot recommend anyone that does and there is no longer any service on the UW Campus that does this;

- Applications (provisional and non-provisional) may need to explain the difference;

- Maintenance Fees (paid 3 times over the life of a patent): patents can expire for failure to pay maintenance fees.

PATENT DOCUMENT DELIVERY

We have a handout titled: "How to order United States Patents."
http://www.lib.washington.edu/engineering/ptdl/patents/patord.html However this isn't needed much anymore since all patents are online in full-text from the USPTO.

Certified copies of patents can be ordered directly from the Patent Office.
http://ebiz1.uspto.gov/oems25p/index.html is the online request site. Costs are $25.00 for a copy sent via the mail or $3.00 for electronic delivery. More information is here: http://ebiz1.uspto.gov/vision-service/Product_Services_P/msgShowProductSets?category=P

TRADEMARKS

The simple definition of a trademark is it is a brand name. In other words any word or symbol that is consistently attached to, or forms part of, a product to identify and distinguish is from others in the marketplace. For example, Kodak is a word trademark. Marks can also be logos, sounds, shapes, smells, and even colors! (p.1/9 *Patent it Yourself*)

SERVICE MARK

Trademark often used to mean service mark: words or other symbols that are associated with services offered in the marketplace. For example, the letters NBC in association with the TV network is a service mark.

TRADE NAME OR BRAND NAME

This is another category of business identifier that is often confused with trademarks. In the law, trade name is the word or words under which a company does business, while a trademark is the word or symbol under which a company sells its products or services.
Example: Proctor & Gamble (trade name), Ivory (trademark).

A comprehensive database to search all 50 states' registered trade names does not exist. The only way to search for registered trade names is to search sources in each state individually. (phone directories, websites, business listings, etc.)

FEDERALLY REGISTERED TRADEMARK

A trademark does not have to be federally registered. You can establish rights to a mark based on legitimate use of the mark. However, federal registration has several advantages, including notice to the public of the registrant's claim of ownership of the mark, a legal presumption of ownership nationwide, and the exclusive right to use the mark on or in connection with the goods or services set forth in the registration.

What is the difference between TM and ®?

Any time you claim rights in a mark, you may use the "TM" (trademark) or "SM" (service mark) designation to alert the public to your claim, regardless of whether you have filed an application with the USPTO. However, you may use the federal registration symbol "®" only after the USPTO actually registers a mark, and not while an application is pending. Also, you may use the registration symbol with the mark only on or in connection with the goods and/or services listed in the federal trademark registration.

STATE TRADEMARKS, BUSINESS NAMES, COMMON LAW TRADEMARK

A state trademark or business name is regulated in Washington by the Office of the Secretary of State, Corporations Division. http://www.secstate.wa.gov/corps/ .

The term "common law" indicates that the trademark rights that are developed through use are not governed by statute. Instead, common law trademark rights have been developed under a judicially created scheme of rights governed by state law. (http://www.bitlaw.com/trademark/common.html)

What is a Trademark's relationship to copyright or patent?

- A patent is a contract between the government and an inventor or inventors.
- A trademark is a mark used in trade.
- Copyright provides writers, artists, and other creators of expressive works the right to control how their works are used.

Use and Intent to Use applications

If you have not yet used the mark, but plan to do so in the future, you may file based on a good faith or bona fide intention to use the mark in commerce. You do not have to use the mark before you file your application.

An "intent to use" application must include a sworn statement (usually in the form of a declaration) that you have a bona fide intention to use the mark in commerce. A properly worded declaration is included in the USPTO standard application form. The applicant or a person authorized to sign on behalf of the applicant must sign the statement.
NOTE: If you file based on intent to use, you must begin actual use of the mark in commerce before the USPTO will register the mark; that is, after filing an application based on "intent to use," you must later file another form ("Allegation of Use") to establish that use has begun.

TRADEMARK REGISTRATION PROCESS

Legal and procedural review of application: after meeting the minimum filing requirements, the PTO forwards the application to an examining attorney. The attorney will search for conflicting marks; examine the written application, the drawing, and any specimen.

If the application is approved to continue, the examiner will approve the mark for publication in the Official Gazette. A notice of publication is sent to the applicant stating the date of publication. Any party who believes it may be damaged by registration of the mark has 30 days from the publication date to file an opposition to registration.

If no opposition is filed or is unsuccessful, a Certificate of Registration will issue for applications based on use, or a Notice of Allowance will issue for intent-to-use applications.

Certificate of Registration: if the mark is published based upon the actual use of the mark in commerce, or on a foreign registration, and no party files an opposition or request to extend the time to oppose, the USPTO will normally register the mark and issue a registration certificate about twelve (12) weeks after the date the mark was published.

If the mark is published based upon the applicant's bona fide intention to use the mark in commerce, the USPTO will issue a NOTICE OF ALLOWANCE about twelve (12) weeks after the date the mark was published, if no party files either an opposition or request to extend the time to oppose. The applicant then has six (6) months from the date of the NOTICE OF ALLOWANCE to either: use the mark in commerce and submit a STATEMENT OF USE; or request a six-month EXTENSION OF TIME TO FILE A STATEMENT OF USE.

LIFESPAN OF A TRADEMARK

If the mark was registered prior to November 16, 1989 the time before renewal is 20 years. If the mark was registered after November 16, 1989 the time prior to renewal is 10 years.

Trademarks can be registered indefinitely, and some are over 100 years old! The only criteria are that the owner must continue to pay renewal fees every 10 years and must continue to use the mark in commerce. The USPTO will presume a mark is abandoned if it is not used for two years.

Likelihood of Confusion/ Conflict

When searching a trademark, the searcher must brainstorm to think of all the similar spellings for their word(s) as well as words that may sound like theirs. A thorough search will take all these options into account. The trademark application will be refused if the PTO examine find this to exist.

The principal factors considered by the examining attorney in determining whether there would be a likelihood of confusion are the similarity of the marks; and the commercial relationship between the goods and/or services listed in the application.

TRADEMARK REFERENCE TOOLS

Basic Facts About Registering a Trademark- USPTO booklet (check handout rack in patent area.)
Patent Copyright & Trademark An Intellectual Property Desk Reference. Stephen Elias & Richard Stim. Nolo Press. Enstx: KF2980 .M38 1996.

Trademark: legal care for your business & product name / by Stephen Elias. Nolo Press. Most recent edition in Patent Reference area: KF3180.Z9 E43 2007. Older editions are in the stacks.

STATE TRADE (BUSINESS) NAME RESOURCES

In Washington State, trade name information is available at:
http://www.dol.wa.gov/business/addtradenames.html Also: http://dor.wa.gov/content/doingbusiness/

This website has links to individual state databases or websites:
http://www.idsos.state.id.us/tmarks/tmark_allstates.htm

TRADEMARK SEARCHING

TESS Database on USPTO website: http://tess2.uspto.gov/bin/gate.exe?f=tess&state=tqd5nq.1.1

Also:
- Trademark Register: finding trademarks in the Official Gazette
- Index to Trademarks.
- Searching for Logos and Designs:
- Design Search Code Manual (also available online)

The USPTO maintains the Design Search Code Manual for Trademarks.
(http://www.uspto.gov/tmdb/dscm/index.html) The manual is an index of all the shapes that can appear as elements of a trademark design. Using the manual allows researchers to search for nontextual designs.

In general, searching for design code involves determining the exact numerical code that would be assigned to each design element by using the TESS trademark database to retrieve the list of trademarks and applications that have been assigned that design code.

DETERMINING NUMERICAL DESIGN SEARCH CODES

The manual's table of contents provides a general outline of the basic classification system. The Blue Triangle logo falls into class 26, Geometric figures and solids.

If you turn to the beginning of the manual's section 26, you will see that Triangles fall into subsection 26.05. When you read subsection 26.05, you will find that class 26.05.20 is assigned to Triangles inside one another. This is the class number that Mark must search in the database.

SEARCHING TESS FOR DESIGN SEARCH CODES

Select the Free Form Search (Advanced Search) option.

Enter the 6 digit design code without any periods followed by [dc] (i.e. 123456[dc]). If you want to search using more than one design code, combine them with the logical operator "AND" in between them (i.e. 123456[dc] AND 789101[dc]). You can also use the Structured Form Search (Boolean) to search for a design code or combine design codes. Use the drop down menu to change the "Field" search box to "Design Code."

Most logos will be viewable from the full record for the trademark. If the logo is not present you will need to look it up in the Official Gazette, available in the Patent and Trademark Research Area. See below for directions on how to locate Trademarks within the Official Gazette.

FINDING MARKS IN THE TRADEMARK GAZETTE

If the database record says "(1) TYPED DRAWING" on the Mark Drawing Code line of the record, there will be little useful information in the gazette. The "typed drawing" means that only the words are trademarked and there is no design associated with the mark. All that will appear in the Gazette is the word(s) in uppercase, bold type.

However, if the database record gives number combinations under the Design Search Code line of the record, then there will be a useful entry in the Gazette. The designs are published only once in the gazette. It is important to look at designs to determine if their design could be confused with yours.

You will need three pieces of information to look up a design in the gazette.

1. The 'published for opposition' date. This is the date of the gazette in which the mark is published;
2. The international class or classes of the trademark;
3. The serial number for the trademark.

Phone Reference: What do we do? What don't we do?
Follow same protocol as for patent inquiries.

UW Libraries Miscellaneous Collections and Resources

Career Materials

The three most popular types of career materials patrons are generally looking for are resume writing information, job seeking information and specific corporate information. They also are interested in graduate school ratings and salary surveys. Our web page on career information has links to many good online resources: http://www.lib.washington.edu/research/car.html

Resume/Cover Letter Information

We have several resume and cover letter guides in Engineering Reference

The perfect cover letter / Richard H. Beatty Engineering Reference HF5383 .B325 1989

Best resumes for scientists and engineers / Adele Lewis, David J. Moore Engineering Reference Q148 .L47 1993

The damn good résumé guide / by Yana Parker Engineering Reference HF5383 .P35 1989

Resumes for engineers / Arthur R. Pell and George Sadek Engineering General Stacks TA157 .P355 1982

Resumes for engineering careers / the editors of VGM Career Horizons Engineering Reference TA157 .R47 1994

The résumé reference book / by Howard Lauther Engineering Reference HF5383 .L35 1990

Job Seeking/ Job Market Information

- Web resources for engineers: http://www.lib.washington.edu/Engineering/career/

- Center for Career Services in Mary Gates Hall, rm. 134

- Job Listing Board – Lobby of Loew Hall

- OUGL – Career Materials Section

CORPORATE INFORMATION

A student may want information about companies to which they have applied or are interviewing with. Foster Business Library is the best place for this information. Depending on whether the company is public or private, the web may be helpful too.

GRADUATE PROGRAM INFORMATION

We have some Graduate School/Program Information in the Reference Collection. Check in the Library Catalog also on the College of Engineering Website. Suzzallo Reference maintains a larger collection of these materials.

Peterson's Guide to Graduate Programs in Engineering and Applied Science Engineering Reference L901 .P446

The Gourman report: a rating of graduate and professional programs in American and international universities Engineering Reference LB2331.63 .G68 1996

Yearly college issue of U.S. News and World Report:
 http://www.usnews.com/usnews/edu/eduhome.htm

University of Illinois, Urbana –Champagne Library maintains a rankings website:
http://www.library.uiuc.edu/edx/rankings.htm

SALARY SURVEYS

- Engineering Library Website
- www.lib.washington.edu/engineering/career/salsurv.html
- Consulting Engineers Council of Washington (CECW): also publishes annual salary survey. Check in the Libraries Catalog.
- Can also search literature databases for salary information.

MEMBERSHIP DIRECTORIES

Who's Who in Science and Engineering (Engineering Reference Q141 .W576)
Who's Who in Engineering (Engineering Reference TA139 .E372)
American Men and Women of Science (Engineering Reference Q141 .A472)

Keep in mind that people pay a fee to be listed in these publications. If they do not appear in these publications try to search the web for their institution or personal web page.

We don't have very many individual society directories, unless they come on subscription or with our membership. They are costly and updated too frequently to maintain. Check the organizational websites to see if they have an online directory.

THESES

Thesis is the general term given to a thesis or dissertation. There is a distinction that a thesis is generally for a Master's Degree and a dissertation is generally for a Doctorate degree.

THESES PRODUCED AT THE UNIVERSITY OF WASHINGTON

All theses (Masters and Doctorate) produced at the UW will be listed by Author name or by Title in the Library Catalog. Patrons may also want to browse our theses collections. The general call numbers (by discipline) are listed below. Theses are issued in sequential number order, so the most recent theses will be at the end of the run.

GENERAL CALL NUMBERS FOR UW ENGINEERING DEPARTMENT'S THESES

Aeronautics and Astronautics	TL507
Bioengineering	QT34.5
Ceramic Engineering	TN7
Chemical Engineering (in Chemistry Library)	TP7
Civil Engineering	TA7
Computer Science and Engineering	QA76
Electrical Engineering	TK7
Engineering	TA153
Industrial Engineering	T7
Materials Science and Engineering	TN7
Metallurgical Engineering (Auxiliary Stacks)	622
Mineral Engineering (Auxiliary Stacks)	622
Mining Engineering (Auxiliary Stacks)	553.41
Nuclear Engineering	Tk9006

All theses are bound in brown binding, with only the author name and call number on the spines.

RECENT UW THESES

If a thesis is recent and not yet in the catalog (completed two or fewer quarters ago), we can call Cataloging to see whether or not it has been received there. Call Cathy Gerhart (685-2827.) If they have it, we can get a "rush" placed for the requesting patron. It takes such a long time to get theses cataloged because we have to create original cataloging records for these items and because the Graduate School waits to send theses over to the Libraries until they have quite a few.

If the thesis is not yet in cataloging, then have the patron contact the department or the Graduate School offices (685-2630) and see when they are going to send to the Libraries. Often theses are held from cataloging for various reasons. Theses can be based on theory or technology for which a patent has been applied for and the student must wait for the patent to issue before releasing or publishing the information or the information is classified because the thesis work was done under government contract.

ProQuest Digital Dissertations allows free downloading of **UW** Dissertations from UW IP addresses. Note that these are large files. It is a good way to see if the theses have been published, and it is an option to use in case it has not yet been present in the Libraries.

THESES PRODUCED AT OTHER INSTITUTIONS

Use *ProQuest Dissertations* and *Theses A&I:* (linked from our Database list) to identify theses that the patron is interested in.

Refer the patron directly to ILL to see if they can obtain a copy. These are difficult for Interlibrary Loan/Interlibrary Loan to get a hold of. The reason is that most institutions enter into agreements with UMI (University Microforms Inc.) to have them microfilm and archive all the theses for an entire institution. This agreement also states that the Libraries of the institution cannot lend their copies of the theses to other institutions.

If ILL cannot obtain a thesis for a patron, they usually refer the patron to ProQuest Dissertations/UMI, so that they can purchase a copy.

Usually (at least this is the case with our institution), masters' theses can be borrowed and lent via Interlibrary Loan. Dissertations, however, cannot.

FOREIGN THESES

Center for Research Libraries' (CRL) Foreign Doctoral Dissertations Database has more than 750,000 uncataloged foreign doctoral dissertations: http://www.crl.edu/content.asp?l1=5&l2=23&l3=44&l4=25

ASHRAE HANDBOOKS

(American Society of Heating, Refrigeration, and Air Conditioning Engineers) Roadmap to the ASHRAE Handbooks is online: http://www.lib.washington.edu/engineering/reference/ashrae.html

ASTM SPECIAL TECHNICAL PUBLICATIONS (ASTM STP)

Special technical publication (American Society for Testing Materials)
Engineering General Stacks 620.1 Am31sp no.305-499. Each volume listed separately in catalog.
Engineering General Stacks TA401 .A657 no.500- Each vol. listed separately
Engineering Microforms Microfiche MB-703. no.449 pt.1 (Apr. 1968)

BLUEPRINTS OF UW BUILDINGS

We do not have any blueprints here at the Engineering Library. Refer the students to the Physical Plant Office Building, Engineering Records Office. All campus-building blueprints are kept in Room 6 or Room 7, AKA "The

Vault". (The Physical Plant office Building is located on Stevens Way between the Engineering Library Building and the University Club.)

Conversion and Equation Questions

ENGnet BASE: online reference package of CRC Engineering Handbooks: linked from our Database page. More handbooks in Engineering Reference: LCSH search for: *engineering handbooks manuals etc .* Can also look up general math textbooks.

ERIC (Education Resources Information Center) documents

http://www.eric.ed.gov/ .Are in Microforms/Newspapers in Accession number order.

Ethics in Engineering Resources

National Institute for Engineering Ethics www.niee.org has the codes of ethics online for the following organizations:
- Accreditation Board for Engineering and Technology
- American Institute of Chemical Engineers
- American Society of Civil Engineers
- American Society of Mechanical Engineers
- IEEE Code of Ethics
- NCEES Model Rules of Professional Conduct
- NIEE Statement of Ethics Principles
- NSPE Code of Ethics for Engineers
- Software Engineering Code of Ethics and Professional Practice

The site onlineethics.org: http://www.onlineethics.org presents ethics resources applicable to different fields of engineering and science.

FAX Delivery Information

The HUB has a fax service center: http://depts.washington.edu/sauf/hub/fax.php

Highway Research Board Bulletin

See:
Highway Research Council
Or National Research Council (US) or
Highway research board: a variety of publications.
Engineering General Stacks 625.706 N21b no. 1-362 (1946-1962)

JANE'S: ALL THE WORLD'S AIRCRAFT

Often on Reserve for A & A classes. If you can't find in Reference or Engineering Folios, check Reserves. Do a title search on *all the worlds' aircraft*.

LOCAL LIBRARIES

See also: Washington State Library Directory at Engineering Reference Desk

- U.S. Army Corps of Engineers Library
- Boeing Technical Libraries (there are 5)
- EPA Library
- Department of Energy Library
- Department of Transportation Library – Washington State Department of Transportation
- Washington State Library
- King County, Department of Natural Resources, Technical Document and Research Center (replaced the METRO Library)
- OSHA library

MATERIALS AND MATERIALS PROPERTIES INFORMATION

Entire 'TA" section in Engineering Reference
Metals Handbook, ASM (American Society for Metals), EngRef TA459 .A5
Also materials properties website: www.matweb.com

MATERIALS SAFETY DATA SHEETS (MSDS)

At Chemistry Reference Desk. Also on CD-ROM "Toxic Release Inventory"

Compendium of safety data sheets for research and industrial chemicals / edited by Lawrence H. Keith and Douglas B. Walters Chemistry Emergency Procedures TP200 .C66 1985 v.1-7

Cornell maintains a searchable database of MSDSs: http://www.ehs.cornell.edu/

University of California, San Diego has a website with information and links to several other resources: http://www-ehs.ucsd.edu/msds.htm

Toxic Release Inventory
Chemistry Reference T55.3.H3 T69
www.rtk.net/trisearch.html

Metals and Plastics Pricing Information

American Metal Market Journal
ISSN: 0002-9998 In Engineering Periodicals or online through Lexis-Nexis.

Metals Week / Platt's Metals Week
Engineering Periodicals

AMM.com: very dense site: http://www.amm.com/index2.htm

http://www.library.ubc.ca/scieng/mmatmark.htm - this website by a librarian at the University of British Columbia has several links to metals pricing websites.

London Metal Exchange: http://www.lme.co.uk/dataprices.asp

Plastics Technology Magazine: current prices on plastics resin and recycled resin. In Engineering Periodicals or info. online at: http://www.ptonline.com/index.html

Plastics World
ISSN: 0032-1273
Online through ProQuest or in Aux. Stacks.
Gives updates on resin prices

NetLibrary

The University of Washington subscribes to a collection of books from NetLibrary. Their homepage: http://www.netlibrary.com has information regarding our collection, about the sign-up process (each user is required to log-in if they want to "check out" a book.) Materials available include thousands, which are in the public domain, as well as a copyrighted collection that the UW has selected and subscribes to. If you are not familiar with this collection and the services available, please take a look at the website above.

Parts Catalogs

Thomas Register of American manufacturers and Thomas Register Catalog File (EngRef T12 .T62)
D.A.T.A. Digests: (do a title search): several handbooks in the series on specific topics; i.e. Diodes, Integrated Circuits, Optoelectronics. Located in EngRef: TK 7868- TK 8000. Check catalog.
Kelley Blue Book: www.kbb.com
Chilton's Auto Manuals: OUGL has some. (check catalog).

REPORT/THESIS/TECHNICAL WRITING GUIDES

1. The curious researcher: a guide to writing research papers / Bruce Ballenger
   Engineering General Stacks LB2369. B246 1998

1. Guide to the successful thesis and dissertation: conception to publication: a handbook for students and faculty / James E. Mauch, Jack W. Birch
   Engineering General Stacks LB2369. M377 1989

2. The scientific report: a guide for authors / by Wallace Clements, Robert Berlo
   Engineering General Stacks T11. C544 1984

4. Handbook for preparing Office of Research and Development reports [microform]
   Engineering Microforms EP 1.23/6:600/K-95/002

5. Report writing for environmental engineers and scientists / James G. Smith and P. Aarne Vesilind
   Engineering General Stacks T11. S595 1996

6. Technical report writing [microform] / Carol A. Vidoli
   Engineering Microforms N93-23002

7. Technical Reports: A Guide to Style, Form and Documentation
   Engineering General Stacks PN146 .K54 1998

STYLE GUIDES

Engineering Library has several types of style guides to choose from.

1. The ACS (American Chemical Society) Style Guide a manual for authors and editors / Janet S. Dodd, editor; Marianne C. Brogan, advisory editor
   Engineering General Stacks QD8.5 .A25 1986

2. AIP (American Institute of Physics) style manual / prepared under the direction of the AIP Publication Board
   Engineering Reference QC5.45 .A45 1990

3. The Chicago manual of style
   Engineering Reference Z253 .U69 1993

4. MLA (Modern Language Association) handbook for writers of research papers / Joseph Gibaldi, Walter S. Achtert
   Engineering Reference LB2369 .G53 1988

Citing Electronic Resources

The Libraries has purchased RefWorks and EndNote Web citation software for all campus use. More information: http://www.lib.washington.edu/research/wri.html

Print Citation Resources

1. The Digital style guide / Susan I. Schultz ... [et al.]
   Engineering Reference T11 .D53 1993

2. The Columbia guide to online style / Janice R. Walker and Todd Taylor

3. Electronic style: a guide to citing electronic information / Xia Li and Nancy B. Crane
   Engineering Reference PN171.D37 L5 1993

The Libraries publishes the following guides (handouts):
- APA Style Guide (Lib. Guide 43, rev. 7/96)

- CBE Style Guide (Lib. Guide 42, 1/99)

- Chicago Style Guide (Lib. Guide 45, 9/95)

- MLA Style Guide (Lib. Guide 44, 7/95)

Statistics

Statistical reference index: S.R.I.:
(Indexes microfiche and print sources for state and local government statistics, trade statistics)
Suzzallo Reference Z7554.U5 S853 abstracts

Statistical Abstract of the United States: check in catalog. Located in GovPubs.

Uniform Codes

Uniform Building Code (UBC)
EngStacks: KF5701.A39 I5
Published and sold by International Conference of Building Officials

Seattle Building Code
Eng Stacks, latest edition in Reference: KFX2379.7 .A197

Uniform Fire Code
Eng Stacks, latest edition in Reference: KF3975.Z95 I58

UNITED STATES BUREAU OF MINES

Report of Investigations
1966- Present.
Engineering General Stacks 622 Un32r

UNITED STATES FOREST SERVICE HOMEPAGE

http://www.fs.fed.us/

UNITED STATES GEOLOGICAL SURVEY

USGS Professional Papers: located in the Natural Sciences Library: various title changes.

UNIVERSITY BOOKSTORE

http://www.bookstore.washington.edu
"Ave" Branch (4326 University Way)
Monday - Saturday 9am-9pm
Sunday 9-5pm
634-3400

HUB Branch
Monday - Friday 8am - 5pm (except Summer and Interim)
3-5896

UW ALUMNI ASSOCIATION

University of Washington Alumni Association
1415 NE 45th Street
Box 354860
Seattle, WA 98105
(206)543-0540
(800)AUW-ALUM
(206)685-0611 fax
http://www.washington.edu/alumni

UW TV (NOT THE SAME AS TIE)

39B Kane Hall
616-UWTV

VIDEOTAPES

Odegaard Media Center
Instructional Media Services
UWTV
Televised Instruction in Engineering (TIE)

WASHINGTON STATE BUSINESS LICENSE INFORMATION LINE

(360)753-4401

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION PUBLICATIONS

Engineering publications CD library [computer file] /
Washington State Department of Transportation
Engr Media-Floor 1 TE24.W2 W374
This CD Library contains the following manuals, and others. Check catalog under: Engineering Publications CD library:

- Construction Manual
- Disaster Plans
- Highway Runoff Manual
- Hydraulics Manual
- Standard Plans
- Standard Specifications
- and much more!

Handout List

List of Handouts in the Reference Manual

Alphabetically by Title

APA Style Guide (Lib. Guide 43 rev.7/96)

Basic Facts about Patents

Basic Facts about Trademarks

Borrowing Services and Policies (Lib. Guide #38)

CBE Style Guide (Lib. Guide 42 rev. 1/99)

Chicago Style Guide (Lib. Guide 45 rev. 9/95)

Citing Electronic Resources

Document Disclosure Program

Engineering Library Call Numbers

Engineering Library Map: http://www.lib.washington.edu/engineering/locations/floorpla.html

EndNote Imports (Lib. Guide #46)

Eighteenth-Month Publication of Patent Applications

Engineering Library Progress newsletter

Engineering Library Quick Guide (Lib. Guide #14)

Engineering, Scientific and Technical Databases:

http://www.lib.washington.edu/engineering/guides/englibdb.html

Exceptions to Finding a Government Report in the UW Collection

General Engineering, Chapter 11

General Information Concerning Patents

Guide to Filing a Utility Patent Applications

Guidelines for Use of UW Computer and Networking Resources

Hazard Communication, UW Environmental Health and Safety

Hazardous Materials, Information Sources (Lib. Guide#77)

Innovation Assessment Center

Interlibrary Loan (Lib. Guide#48)

"Introduction to Patents and Other Intellectual Property" (Chapter 1 of *Patent It Yourself*)

Invention Development Organizations

Engineering Library Computer Classes: http://www.lib.washington.edu/engineering/classes/

Libraries Map and Hours (Lib. Guide 10) – Current Quarter

Library Services for Faculty

Library Services for Graduate Students

MLA Style Guide (Lib. Guide 44. 7/95)

Patent Form Letter to Patent Search Room

Patent Searching at the UW Engineering Library:http://www.lib.washington.edu/engineering/ptdl/patents/pt.html

PatScan

Policy on Libraries Disruptions

Policy on the Use of Libraries Public Computer Equipment

Provisional Application for Patent, USPTO

Question/Comment/Suggestion Form (Lib. Guide 45. 6.96)

Selected Patent and Trademark Information Available via the WWW:
http://www.lib.washington.edu/engineering/ptdl/webpat.html

Services for Visitors (Lib Guide 20a. 8.96)

Standards Information Sheet

System Down Emergency

Trademark Searching at the UW Engineering Library:
http://www.lib.washington.edu/engineering/ptdl/trademarks/tm.html

Trademarks Likelihood of Confusion

Trademarks vs. Trade names

"Unraveling the Mysteries of Serials"

U.S. Patent and Trademark Office Benefits of Registration/ Statutory Grounds for Refusal.

UW Libraries Mission Statement

UW Libraries Service Policy

UW Libraries Strategic Plan 2006-2010, "Vision 2010"

Workplace Violence Brochure

GROUPED BY SUBJECT

UW LIBRARIES

Borrowing Services and Policies (Lib Guide 38)

Hazard Communication, UW Environmental Health and Safety

Interlibrary Loan (Lib Guide 48)

Libraries Map and Hours (Lib. Guide 10) – Current Quarter

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Policy on the Use of Libraries Public Computer Equipment

Question/Comment/Suggestion Form (Lib. Guide 45. 6.96)

Services for Visitors (Lib Guide 20a. 9/99)

Summit Catalog (Lib Guide 98)

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UW Libraries Strategic Plan 2002-2005

Workplace Violence Handouts

DOCUMENT DELIVERY

Interlibrary Loan

ENGINEERING LIBRARY

Engineering Library Map: http://www.lib.washington.edu/engineering/locations/floorpla.html

Engineering Library Progress newsletter

Engineering Library Quick Guide (Lib. Guide 14)

Engineering, Scientific and Technical Databases

http://www.lib.washington.edu/engineering/guides/englibdb.html

Library Services for Faculty

Library Services for Graduate Students

PATENTS

Basic Facts about Patents

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Eighteenth-Month Publication of Patent Applications

Example of a Patent: full-text

General Information Concerning Patents

Guide to Filing a Utility Patent Applications

Innovation Assessment Center

Invention Development Organizations

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Patent Searching at the UW Engineering Library: http://www.lib.washington.edu/engineering/ptdl/patents/pt.html

PatScan

Selected Patent and Trademark Information Available via the WWW:
http://www.lib.washington.edu/engineering/ptdl/webpat.html

SPECIALIZED COLLECTIONS

APA Style Guide (Lib. Guide 43. 7/96)

CBE Style Guide (Lib. Guide 42. 1/99)

Chicago Style Guide (Lib. Guide 45. 9/95)

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TRADEMARKS

Basic Facts about Trademarks

Selected Patent and Trademark Information Available via the WWW:
http://www.lib.washington.edu/engineering/ptdl/webpat.html

Trademark Searching at the UW Engineering Library:
http://www.lib.washington.edu/engineering/ptdl/trademarks/tm.html

Trademarks Likelihood of Confusion

Trademarks vs. Trade names

U.S. Patent and Trademark Office Benefits of Registration/ Statutory Grounds for Refusal.