

February 23, 1979

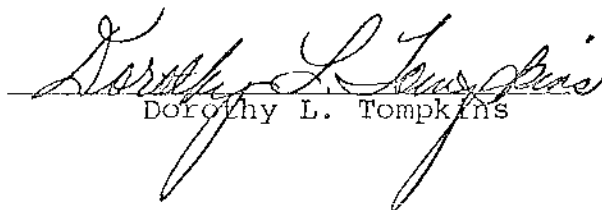
TO: P. M. Wright
FROM: D. L. Tompkins
Subject: Consulting Service Report - February 15-17, 1979

Consulting services were provided to review the existing geothermal data base and technical data requirements for the Utah Research Institute, Earth Science Laboratory, and to recommend systems and techniques to establish geographic area files, scientific topical files, and document files. Precise recommendations were made to establish these files for the Earth Science Laboratory group and outside users. Continuing effort is needed to review and assess the implementation of these recommendations and to make further suggestions in the establishment of procedures relating to data storage and retrieval systems.

Initial discussions with P. M. Wright, H. P. Ross, J. Stringfellow, and D. Struhsacher pertained to the efficient and economical acquisition, storage and retrieval of data. Development and implementation of solutions and specific plans and ideas for Earth Science Laboratory's goals were formulated, based on priorities and within restrictions and confines of personnel, space, time, and budget.

A list of topics discussed in consultations with D. Struhsacher and J. Stringfellow is attached. Details, methodology, supplies, equipment, and personnel in accomplishing outlined tasks were discussed. In addition, discussions with these staff members addressed their questions, concerns and problems regarding the present library and proposed data file systems. Suggestions with immediate application were made and accepted.

Verbal summary and review was given to management at the end of the visit.


Dorothy L. Tompkins

Attachment

Discussion Topics - February 15-17, 1979

1. Overall objectives
2. Specific questions
3. Space, office procedures, equipment, supplies, personnel
4. Earth Science Laboratory
5. Other users
6. Geographic area files
7. Geothermal topic files/resource center
8. Technical library
9. Map collection
10. Periodic reports
11. Special sections
 - a. Lists of publications
 - States - USGS and State surveys
 - Geological societies
 - Scientific societies
 - Publishers
 - Universities/colleges (dissertations)
 - Out-of print dealers
 - b. Services available (commercial business firms)
 - c. Conferences, symposia, workshops
 - d. Area files index
 - e. Federal regulations
 - f. State regulations
 - g. RARE II
 - h. Working files
 - i. Requests for information
 - j. RFP (requests for proposals)
 - k. Selected articles
 - l. Bibliographies
 - m. Correspondence

13. Special projects
 - a. Memos outlining types of material and services
 - b. Procedures guide
 - c. Abstract sheets for prospect areas
 - d. Compilations
 - e. Collecting uncatalogued data
 - f. ILL forms for bibliographies
 - g. Establishing liasion with other geothermal groups
 - h. Cross referencing
 - i. Survey of space, recommendations to management, follow-up
 - j. Color coding
14. Wall displays
 - a. Wall map of geothermal projects
 - b. Geographic file color coding chart
 - c. Floor plan of data arrangement
 - d. Abbreviated list of materials and services available
 - e. Check out system explanation
 - f. Packets of information
15. Follow-up system for J.S. and D.S.
16. Follow-up consultation by telephone, written communication, and visits

UNIVERSITY OF UTAH
RESEARCH INSTITUTE

UURI

EARTH SCIENCE LABORATORY
391 CHIPETA WAY, SUITE A
SALT LAKE CITY, UTAH 84108
801-581-5283

February 26, 1979

MEMORANDUM

TO: Mike Wright and Howard Ross
FROM: Debbie Struhsacker
SUBJECT: Dorothy Tompkin's Visit and the Data Base File

-Dorothy Tompkin's visit was very productive. With slight modification, the filing system she described (Kennecott's Prospect File) is very well-suited for our site specific geothermal resource data base file.

-For the immediate future I foresee the need for the following:

Office personnel:

one to two hours daily of secretarial help (typing)

Office equipment (although I haven't taken inventory of what we have):

Standard filing cabinets

Map cabinets

Special filing cabinets to accommodate geophysical logs

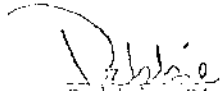
Subscription to one or more computer-based bibliographic search systems.

Follow-up visits or phone consultations with Dorothy.

-In order to facilitate data base operation and planning would you please provide me with:

(1) a rough idea on the amount budgeted for the data base.

(2) an estimate of the amount of time that I should devote to the data base in lieu of other projects (i.e. State Coupled program, etc.).


Debbie Struhsacker
Associate Geologist

DS/kg

(303)
693-8055
(Home #)

2/16/79

w/ Dorothy Thompkins

Take computer retrieval course

SDC

BRC - Bibliographic Research Center, Denver

"Working File Category"

to indicate who is working on an area
(if willing to give it to file - do it)

Make list of Working Files

so can follow-up + see if should be in the
files + by when

Don't let people's contributions sit around
get them into the files immediately

File for "lists of publications" available from each state
esp. 1) USGS state-wide

free - must request

2) State Surveys

3) State Geologic Society

4) Professional Organizations

5) Publishers - Univ. + Colleges
thesis

6) Out-of-Print dealers

7) USGS Map Index

8) National Lab lists

9) Non-published lists from above
Conference, Symposium etc. Publications
get trip reports

Kennecott Color Code System

Large Rep = STATE + County Caps + Centered

L. Yellow = Broad Areas geographic or subject
western U.S., Basin + Range

Small Yellow = prospect areas
alphabetical order under county

"Prospect Files" - management reports: STATE Coupled, Ind. Coupled
etc.

Blue = Progress Reports

Green = Geochem

Pink = Geology

Amber = Geophys.

Small white = general at beginning of files
some spot off-center to the left

phone calls, RAME II, working files, responses to the public
extra info, bibliographies, correspondence, selected articles

Center

Red County + State

Large yellow


Small yellow

pre-set format
for requests
for info (user
assist.)

2/15/79

w/ Dorothy THOMPSON

GEOPHYS



Color coded by type
of info
i.e. Geophysics

This then filed by STATE, County

Prospects cross referenced to County

Check out cards

General Office Supply - Dan

Questions for Mike:

Secretarial / typing help

Money for equipment

My time budget