



Legacy reports on the Web and Publishing Tiger Team general status check

ITAC

May 16, 2002

Troy, NY

Background

There is an on-going need to continue to deliver reports even when there is no longer a supporting program

CAPP explored issues for supporting these legacy reports:

- Review of titles to be supported
- Explore existing technology, including Section 508 policy
- Establish a repeatable process for converting legacy reports

What we have done

Tested process on a number of reports

Wisconsin District

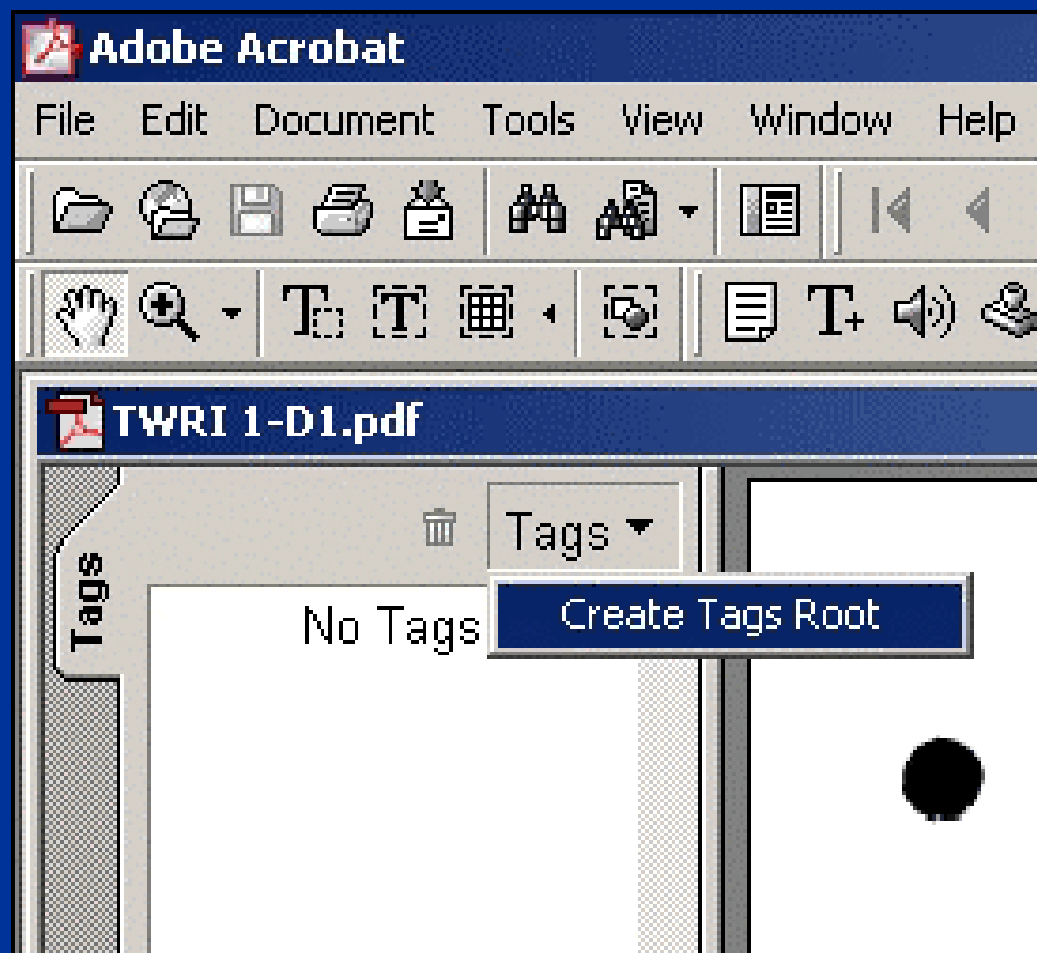
Tennessee District

Selected popular, out-of-print reports

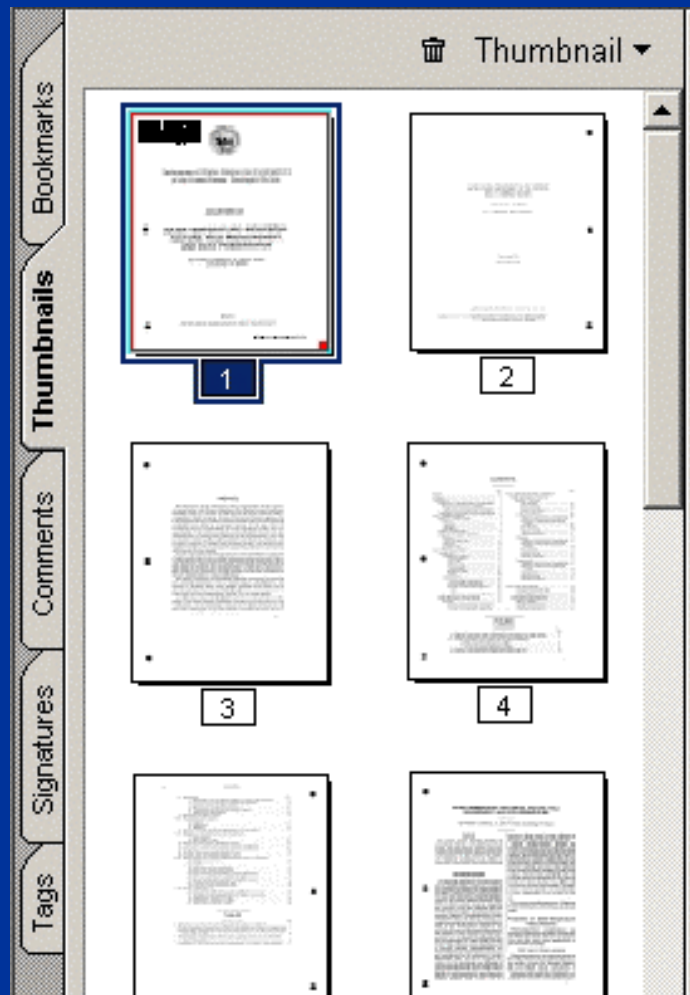
Modflow TWRI (Chinese edition)

**All Techniques of Water Resources
Investigations**

Detailed process



Detailed process



Detailed process

- File > Open > Proj/D1/OCR .../Visual ID/USGS_ID1.pdf
- Select “TouchUp Object” tool, select all and copy
- Make **figure** tag in USGS report file
 - Paste VID and create child element from **figure** tag
- Change language in figure tag to EN-US
- Create links
 - Contents (inc. figures, tables)
 - Visual ID + other WWW links
 - Link back to html index page w/ “../index.html”

Examples of reports

<http://water.usgs.gov/pubs/twri>

<http://water.usgs.gov/pubs/other>

<http://water.usgs.gov/pubs/wsp>

What is proposed

Implement this process throughout WRD

Identify and process “formal series” reports

Expand process to solve business issues

Serve reports through H₂O server

What is proposed

Implement this process throughout WRD

Release contract for volume scanning

Estimate volume

Meets quality specifications

Available at minimum cost

Processed at local office for 508 compliance

What is proposed

Identify and process “formal series” reports

Have candidate reports identified by Senior Staff

Process reports using CAPP contract student staff

Respond to special needs

What is proposed

Expand process to solve business issues

Expand basic testing to include content

Tag portions of reports for:

Geographic locations

Scientific terms

Temporal

Develop partnerships (Tufts or Old Dominion University)

Reduce cost of delivering Open-File Reports

Staffing

One CAPP staff person to coordinate:

Student contractors

Reports from Districts

Process documentation

Training and orientation



Office of Geographic Information Officer, Publishing Tiger Team

Status

Critical short-term actions

Survey Manual – New Chapter on Publishing

This is being written as Chapter 1300

- **Report content**
- **Authorship and acknowledgements**
- **Publications series**
- **Reviews**
- **Director's Approval and Delegated Approvals**
- **Audiovisual presentations**
- **Oral presentations**
- **Digital data**

Critical short-term actions

Survey Manual – New Chapter on Publishing

- **Metadata**
- **Publishing planning**
- **Visual Identity, report layouts and logos**
- **Printing**
- **Distribution**
- **Products Free to the Public**
- **Archiving and Records Management**
- **Copyright**
- **Release of information to News Media**

Critical short-term actions

Standards

Draft proposal being written

Funding

**Proposal forwarded to GIO, ELT and
Discipline Office Chiefs**

Training

Proposal forwarded to GIO

Critical short-term actions

Internal Communications

Several forums in effect; to be expanded

Bureau-wide publishing workshops

Policy

Proposal to GIO

Information Access

Draft prepared and being reviewed

Critical short-term actions

Products free to the public

- Proposal forwarded to ELT October 2000

New Publications of the USGS

- Contract to be reviewed before July 2003 renewal

Critical short-term actions

Improved business practices

- Implement a Bureau wide system spanning information product planning through approval, preparation, dissemination and maintenance
- Requires a number of offices to work together

Critical short-term actions

Teams commissioned

- **Fonts**
- **Reports (Templates)**
- **Free Products**
- **Software Solutions**
- **Open-File Reports**

Critical short-term actions

Success to be continued

- Working Capital Fund proposals
- DOI/Adobe Contractual License Program
- Font Standardization for VI
- Improved GPO printing procurement and process
- Report Numbering System (RNS)
(continue to modify business processes)
- Publishing forums and website
- Communications toolkit
- Publishing 2000 conference

Critical short-term actions

Policy review and recommendations

These are covered by Survey Manual but deserve special attention

Consistency, common procedures and operations

Long-term goals – Customer Strategic Goal

Optimize service to our customers (users of USGS information) and broaden customer base with timely, innovative products and effective interactions as outlined in our mission

Thrust:

- **Reduce the number of series of reports**
- **Be consistent in use of report series**
- **Increase ability to customize products**

Long-term goals – Customer Strategic Goal

Provide the USGS publishing community with technology products:

- **to ensure a single publishing workflow capable of creating, managing, and delivering content reliably and effortlessly to multiple devices anywhere and at anytime,**
- **to convey complex natural resources phenomenon and Earth system science to a variety of audiences**

Long-term goals – Customer Strategic Goal

Bureauwide Publishing –

Establish strong liaisons with publishing professionals and users of natural resources information products at Federal, State, and local levels; with non-governmental organizations; with academia and industry

Develop partnerships with selected publishers

Long-term goals – Customer Strategic Goal

Bureauwide Publishing –

- **Maintain an array of uniform publishing processes and mechanisms that deliver information products that will promote excellence in communication and understanding of scientific information.**
- **Continually investigate new and emerging technologies to provide the best possible methods of communicating scientific information used in decision making**

Long-term goals – People Long-Term Goal

Bureauwide Publishing –

- **Ensure professionalism through training and research of publishing and communication capabilities to proactively promote the utility, value, and relevance of USGS Science**
- **Transition to a publishing workforce of the future that is based on a dynamic model of government employees, contractors, and innovative partnerships**

Long-term goals – Operations Strategic Goal

- **Define important technological problems / issues and application opportunities in conjunction with others.**
- **Build a Bureauwide information infrastructure and achieve measurable improvements in quality.**
- **Establish and maintain common policies, methods and procedures for information products throughout the Bureau**

Long-term goals – Customer Strategic Goal

Provide the USGS publishing community with technology products:

- **to ensure a single publishing workflow capable of creating, managing, and delivering content reliably and effortlessly to multiple devices anywhere and at anytime,**
- **to convey complex natural resources phenomenon and Earth system science to a variety of audiences**

Publishing Tiger Team plans

- Complete initial work by June 2002
- Identify critical short-term actions and submit specific recommendations
- Identify long-term goals and recommend strategies necessary to meet these goals
- Recommend personnel and funding necessary in Office of GIO to support publishing

Publication Series Recommendations

(draft as of April 2002)

Rationale

A set of series that are broadly usable by all disciplines and appropriate for interdisciplinary research results is being recommended. These series are based on existing series and will have modifications in the definitions and, in some cases, the series titles. A brief summary follows each series title listed below.

Publication Series Recommendations -- continued

Proposed series

Scientific books and maps (defined below):

Professional Paper (Revised)

Bulletin (Revised)

Techniques of the U.S. Geological Survey

Scientific Map Series

Preliminary Report Series

Administrative Report

Publication Series Recommendations -- continued

Outreach and education products (defined below):

Fact Sheet

Circular

General Information Products

Other products (defined below):

Publication Series Recommendations -- continued

Other products (defined below):

Data Release Series

Publication Series Recommendations -- continued

Information Periodicals

Annual Report of the U.S. Geological Survey

Annual State Water Data Reports

National Water Conditions

New Publications of the Geological Survey

Publication Series Recommendations -- continued

Name changes

Digital Data Series, change to Data Release Series

**Geologic Investigations Series, change to
Scientific Map Series**

**Open-File Report, change to Preliminary Report
Series**

Publication Series Recommendations -- continued

Retired series

Biological Science Reports

Hydrological Investigations Atlas

Information and Technology Reports State

Miscellaneous Field Studies Map

Hydrologic Unit Maps

Water Resources Investigations Reports

Definitions being developed: Data fields

Audience

Frequency

Distribution

Depositories

Sales Item

Features

Purpose

Color

distributed

Media

Lifecycle

Comments

Content

Length

Outlets

To BIS

Visual style