

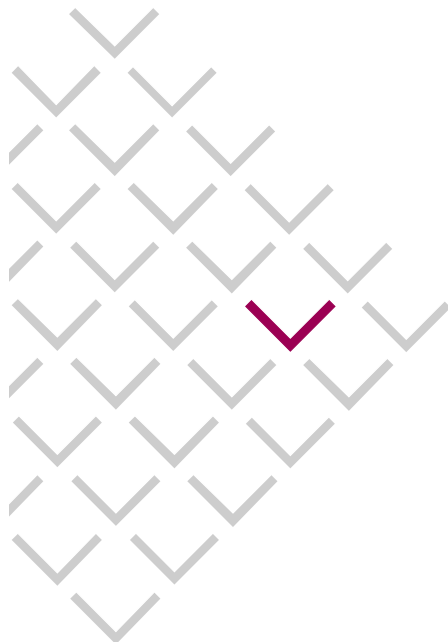


**Chemical Abstracts Service**  
provides access to STN International  
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# STNNotes

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## The STN Information Keep & Share Program

With the STN Information Keep & Share Program you may easily purchase the right to archive and redistribute search results from STN databases.

In response to customer requests for more detailed information on new and enhanced system features, we have created STNNotes. STNNotes give you the in-depth technical details you need for efficient use of STN. We hope you find this information useful. Please let us know how we can continue to improve in meeting your technical information needs.

### Introduction

The STN Information Keep & Share Program allows you to purchase the right to archive (keep) and redistribute (share) search results from STN databases. Each STN database has a use policy that states what you may do with database records without further payment. The STN Keep & Share Program offers you the option to purchase the right to keep and/or share the STN records in excess of this use policy. Royalties are paid to database producers by STN service centers, who in turn pay copyright holders, as necessary.

The Keep & Share Program provides you with an easy way to:

- Store (archive) STN search results for future access by you or others within your worldwide organization, and
- Distribute (redistribute) electronic or paper copies of STN search results to others within your organization.

Your organization is defined as the worldwide company or legal entity by which you are employed, including divisions, branches, subsidiaries, and affiliates, whether partially or wholly owned.



The STN Information Keep & Share Program offers you two options:

- On-Demand archiving or redistribution option to purchase archival and redistribution rights as you display or print your search results.
- After-the-Fact archiving or redistribution option to purchase archival and redistribution rights if you have already displayed or printed the search results.

Using the STN Keep & Share Program is optional. In addition, the STN Keep & Share Program does not prevent you from working directly with database producers to secure permission for archiving and redistribution of search results.

## Cost

The cost to purchase the archival or redistribution rights for STN search results is a flat surcharge per record.

Enter HELP COST within the desired file online to see a list of the per record ARCHIVE and REDISTRIBUTE surcharges for the database.

The charges for ARCHIVE and REDISTRIBUTE are rolled into the DISPLAY charges when you enter DISPLAY COST online. To view detailed charges for the current file, enter DISPLAY COST BRIEF. To view detailed charges for your online session, enter DISPLAY COST FULL.

## A summary of Commands for Using the STN Information Keep and Share Program

To take advantage of the STN Information Keep and Share Program, use the following commands and command keywords for on-demand and after-the-fact purchases of record usage rights.

### *Commands for on-demand purchase*

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DISPLAY ARCHIVE <i>n</i>	- to display search results and archive them for up to <i>n</i> users
DISPLAY REDISTRIBUTE <i>n</i>	- to display search results and redistribute them for up to <i>n</i> users
DISPLAY ARCHIVE <i>n</i> REDIST <i>n</i>	- to display, archive, and redistribute search results for up to <i>n</i> users (may also enter DISPLAY REDIST <i>n</i> ARCHIVE <i>n</i> )
PRINT ARCHIVE <i>n</i>	- to print search results and archive them for up to <i>n</i> users
PRINT REDISTRIBUTE <i>n</i>	- to print search results and redistribute them for up to <i>n</i> users
PRINT ARCHIVE <i>n</i> REDIST <i>n</i>	- to print, archive, and redistribute search results for up to <i>n</i> users (may also enter PRINT REDIST <i>n</i> ARCHIVE <i>n</i> )

### *Commands for after-the-fact purchase*

---

ARCHIVE <i>n</i>	- to archive search results after-the-fact (you've already displayed the records) for up to <i>n</i> users
REDISTRIBUTE <i>n</i>	- to redistribute search results after-the-fact (you've already displayed the records) for up to <i>n</i> users
ARCHIVE <i>n</i> REDISTRIBUTE <i>n</i>	- to archive and redistribute search results after-the-fact (you've already displayed the records) for up to <i>n</i> users (you may also enter REDISTRIBUTE <i>n</i> ARCHIVE <i>n</i> )

### *Other commands*

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SDI	- to create a new SDI and archive and/or redistribute alert results to up to <i>n</i> users
SDI EDIT	- to modify an existing SDI to purchase archive and/or redistribute alert results
DISPLAY HISTORY FULL	- to view the full session history including any DISPLAY commands that may include ARCHIVE and/or REDISTRIBUTE keywords
DISPLAY COST BRIEF	- to view detailed charges for the current file
DISPLAY COST FULL	- to view detailed charges for your online session

## Using DISPLAY ARCHIVE or PRINT ARCHIVE

The DISPLAY ARCHIVE command is used to both display STN search results and purchase the right to store STN records within your worldwide organization for the purpose of electronic or hardcopy access by a specified number of users at the same time. The PRINT ARCHIVE command is used to both print STN search results and purchase the right to store STN records within your worldwide organization for the purpose of electronic or hardcopy access by a specified number of users at the same time. This is called On-Demand purchase of archival rights. Further redistribution of search results is allowed only if the REDISTRIBUTE keyword is added to the DISPLAY ARCHIVE or PRINT ARCHIVE command, e.g., DISPLAY ARCHIVE REDISTRIBUTE, or when the right to redistribute is purchased using the DISPLAY REDISTRIBUTE, PRINT REDISTRIBUTE, or REDISTRIBUTE commands.

DISPLAY ARCHIVE or PRINT ARCHIVE allow you to store the STN records in perpetuity, or for the time allowed by the database producer. Records can be archived in either electronic or printed form. Other ARCHIVE terms and conditions may apply to a particular database. Review the Usage Restrictions for the file from which you wish to purchase archival rights for more details. Enter HELP USAGETERM at an arrow prompt in a file to view that specific producer's usage policies.

To use the DISPLAY ARCHIVE or PRINT ARCHIVE command, you must be in the file from which the archival rights are to be purchased, and you must have an L-number answer set to be

displayed or printed. Then enter DISPLAY ARCHIVE or PRINT ARCHIVE and answer the prompts.

You must supply the ARCHIVE keyword on the DISPLAY or PRINT command line in order to invoke the prompts for archiving. **The DISPLAY or PRINT command does not prompt you for archive if you do not include the ARCHIVE keyword on the command line.**

Some databases may require reporting of accession numbers for the records that were archived. The accession numbers contained in the L-number used for the DISPLAY ARCHIVE or PRINT ARCHIVE command will be automatically reported as required.

You may add the REDISTRIBUTE keyword to the DISPLAY ARCHIVE or PRINT ARCHIVE command line if you have a need to both archive and redistribute search results in electronic and/or hardcopy form. **The DISPLAY or PRINT command does not prompt you for redistribution of search results if you do not include the REDISTRIBUTE keyword on the command line.**

You may shorten ARCHIVE to ARC and REDISTRIBUTE to REDIST, e.g., DISPLAY ARC REDIST.

You may also add a number following the ARCHIVE keyword to indicate the number of users who will have electronic or hardcopy archive access to the records, as well as a number following the REDISTRIBUTE keyword that indicates the number of users who will have redistributed electronic or hardcopy access to the records. This parameter order is critical. The number immediately following the ARCHIVE and/or REDISTRIBUTE keywords indicates the number of user accesses.

### To use DISPLAY ARCHIVE with prompts:

```
=> DISPLAY L1 ARCHIVE
ENTER ANSWER NUMBER OR RANGE
(1):1-5
ENTER DISPLAY FORMAT (BIB):CBIB
ABS
ENTER NUMBER OF USERS FOR
ARCHIVE:20
```

### To use D ARCHIVE without prompts:

```
=> D L1 1-5 CBIB ABS ARCHIVE 20
```

### To use DISPLAY ARCHIVE REDISTRIBUTE with prompts:

```
=> D L1 1-5 CBIB ABS ARCHIVE
REDISTRIBUTE
ENTER NUMBER OF USERS FOR
ARCHIVE:20
ENTER NUMBER OF COPIES FOR
REDISTRIBUTION:20
```

### To use D ARCHIVE REDISTRIBUTE without prompts:

```
=> D L1 1-5 CBIB ABS ARC 25
REDIST 25
```

### To use PRINT ARCHIVE:

```
=> PRINT L2 ARCHIVE
ENTER NUMBER OF USERS FOR
ARCHIVE:45
:
:
```

### To use PRINT ARCHIVE REDISTRIBUTE:

```
=> PRINT L2 ARCHIVE REDISTRIBUTE
ENTER NUMBER OF USERS FOR
ARCHIVE:45
ENTER NUMBER OF COPIES FOR
REDISTRIBUTION:20
:
:
```



## Using DISPLAY REDISTRIBUTE or PRINT REDISTRIBUTE

The DISPLAY REDISTRIBUTE command is used to both display STN search results and purchase the right to redistribute STN records within your worldwide organization at the same time. The PRINT REDISTRIBUTE command is used to both print STN search results and purchase the right to redistribute STN records within your worldwide organization at the same time. This is called On-Demand purchase of redistribution rights. Archiving (storing) of search results is allowed only if the ARCHIVE keyword is added to the DISPLAY REDISTRIBUTE command, e.g., DISPLAY REDISTRIBUTE ARCHIVE, or when the right to archive is purchased using the DISPLAY ARCHIVE, PRINT ARCHIVE, or ARCHIVE commands.

Records can be redistributed in either electronic or printed form. Other REDISTRIBUTE terms and conditions may apply to a particular database. Review the Usage Restrictions for the file from which you wish to purchase redistribution rights for more details.

To use the DISPLAY REDISTRIBUTE or PRINT REDISTRIBUTE command, you must be in the file from which the redistribution rights are to be purchased, and you must have an L-number answer set to be displayed or printed. Then enter DISPLAY REDISTRIBUTE or PRINT REDISTRIBUTE and answer the prompts.

You must supply the REDISTRIBUTE keyword on the DISPLAY or PRINT command line in order to invoke the prompts for redistribution. **The DISPLAY or PRINT command does not prompt you for redistribution if you do not include the REDISTRIBUTE keyword on the command line.**

Some databases may require reporting of accession numbers for the records that were redistributed. The accession numbers contained in the L-number used for the DISPLAY REDISTRIBUTE or PRINT REDISTRIBUTE command will automatically be reported as required.

You may add the ARCHIVE keyword to the DISPLAY REDISTRIBUTE or PRINT REDISTRIBUTE command line if you have a need to both archive and redistribute search results in electronic and/or hardcopy form. **The DISPLAY or PRINT command does not prompt you for archiving of search results if you do not include the ARCHIVE keyword on the command line.**

You may shorten ARCHIVE to ARC and REDISTRIBUTE to REDIST, e.g., DISPLAY ARC REDIST.

You may also add a number following the ARCHIVE keyword to indicate the number of users who will have electronic or hardcopy archive access to the records, as well as a number following the REDISTRIBUTE keyword that indicates the number of users who will have redistributed electronic or hardcopy access to the records. This parameter order is critical. The number immediately following the ARCHIVE and/or REDISTRIBUTE keywords indicates the number of user accesses.

### To use DISPLAY REDISTRIBUTE with prompts:

```
=> DISPLAY L1 REDISTRIBUTE
ENTER ANSWER NUMBER OR RANGE
(1):1-5
ENTER DISPLAY FORMAT (BIB):CBIB
ABS
ENTER NUMBER OF USERS FOR
ARCHIVE:20
```

### To use D REDISTRIBUTE without prompts:

```
=> D L1 1-5 CBIB ABS REDISTRIBUTE
20
```

### To use D REDISTRIBUTE ARCHIVE:

```
=> D L1 1-5 CBIB ABS REDISTRIBUTE
ARCHIVE
ENTER NUMBER OF USERS FOR
ARCHIVE:20
ENTER NUMBER OF COPIES FOR
REDISTRIBUTION:20
```

### To use PRINT REDISTRIBUTE:

```
=> PRINT L2 REDISTRIBUTE
ENTER NUMBER OF COPIES FOR
REDISTRIBUTION:20
:
:
:
```

### To use PRINT REDISTRIBUTE ARCHIVE:

```
=> PRINT L2 REDISTRIBUTE ARCHIVE
ENTER NUMBER OF COPIES FOR
REDISTRIBUTION:20
ENTER NUMBER OF USERS FOR
ARCHIVE:45
:
:
:
```

## Using ARCHIVE

You have the ability to purchase archival rights even if you have already displayed or printed the search results. This is called after-the-fact archiving.

The ARCHIVE command grants after-the-fact permission to store STN records within your worldwide organization for the purposes of electronic access by a specified number of users. Each of the specified users is authorized to make one copy of the records for his or her own use. Further redistribution is allowed only when the right to redistribute is purchased using the REDISTRIBUTE command.

ARCHIVE allows you to store the STN records in perpetuity, or for the time allowed by the database producer. Other ARCHIVE terms and conditions may apply to a particular database. Review the Usage Restrictions for the file from which you wish to purchase archival rights for more details.

To use ARCHIVE, enter the file from which archival rights are to be purchased. Then enter ARCHIVE and answer the prompts. You will be prompted for the number of users who will have electronic access to the records and the total number of records whose archival rights you wish to purchase.

To avoid STN prompts, enter ARCHIVE followed by the number of users who will have electronic access to the records, followed by the number of records. This parameter order is critical. The number immediately following the ARCHIVE command indicates the number of user accesses. The next number indicates the total number of records to be archived.

## Using ARCHIVE with Multifile Answer Sets

The ARCHIVE command can be used with multifile search results. When the file environment has multiple databases, you are prompted for the file name from which you wish to purchase archival rights if you do not supply an L-number.

## Using ARCHIVE with Databases that Require Accession Numbers

Some databases may require accession numbers for the records that were archived. Enter the accession numbers using commas or spaces as separators in response to the prompt for accession numbers.

If the answers to be archived are in an L-number that is active for the current session, and you have not used the DISPLAY ARCHIVE command to archive the answers, then you can archive after-the-fact by specifying the L-number and answer numbers within the L-number rather than entering the individual accession numbers. The L-number must be entered on the command line. There is no prompt for the L-number.

The answers may be specified as:

- |                           |                 |
|---------------------------|-----------------|
| a single answer number    | Example: 10     |
| several answer numbers    | Example: 3,7,10 |
| a range of answer numbers | Example: 5-8    |
| a combination of these    | Example: 3, 5-8 |
| all the answers           | Example: 1-     |

## To use ARCHIVE with prompts:

```
=> FILE BIOSIS
=> ARCHIVE
ENTER TOTAL NUMBER OF USER
ACCESSSES FOR ARCHIVING (?): 100
ENTER TOTAL NUMBER OF ANSWERS TO
BE ARCHIVED (?): 25
25 RECORDS ARCHIVED FOR ACCESS BY
UP TO 100 USERS
```

## To use ARCHIVE without prompts:

```
=> FILE BIOSIS
=> ARCHIVE 250 75
75 RECORDS ARCHIVED FOR ACCESS BY
UP TO 250 USERS
```

## To use ARCHIVE with multifile answer sets:

```
=> FILE CAPLUS MEDLINE BIOSIS
=> ARCHIVE
ENTER ARCHIVE SOURCE FILE NAME
(?): MEDLINE
ENTER TOTAL NUMBER OF USER
ACCESSSES FOR ARCHIVING (?): 80
ENTER TOTAL NUMBER OF ANSWERS TO
BE ARCHIVED (?): 10
10 RECORDS ARCHIVED FOR ACCESS BY
UP TO 80 USERS
```

## To use ARCHIVE with an L-number from a database that requires accession numbers:

```
=> FILE PROMT
=> ARCHIVE L3
ENTER TOTAL NUMBER OF USER
ACCESSSES FOR ARCHIVING (?): 25
ENTER ANSWER NUMBER OR RANGE (1):
1-5 12 15-20
12 RECORDS ARCHIVED FOR ACCESS BY
UP TO 25 USERS
```



## Using REDISTRIBUTE

The REDISTRIBUTE command grants after-the-fact permission to redistribute, within your worldwide organization, a specified number of printed or electronic copies of STN records. These records may be redistributed for knowledge sharing, but may not be archived or stored indefinitely unless you purchase the right to do so using the ARCHIVE command.

The REDISTRIBUTE command assumes that you have already displayed the STN records you wish to REDISTRIBUTE. Use the DISPLAY REDISTRIBUTE command to both display and redistribute your search results at the same time.

Other REDISTRIBUTE terms and conditions may apply to a particular database. Review the Usage Restrictions for the file from which you wish to purchase redistribution rights for more details.

To use the REDISTRIBUTE command, enter the file from which copies of database records are to be purchased. Then enter REDISTRIBUTE and answer the prompts. You will be prompted for the number of copies to redistribute and the number of records you wish to redistribute.

To avoid STN prompts, enter REDISTRIBUTE followed by the number of copies that will be redistributed followed by the number of records. This parameter order is critical. The number immediately following the REDISTRIBUTE command indicates the number of copies. The next number indicates the total number of records to be redistributed.

## Using REDISTRIBUTE with Multifile Answer Sets

The REDISTRIBUTE command can be used with multifile search results. When the file environment has multiple databases, you are prompted for the file name from which you wish to purchase redistribution rights if you do not supply an L-number.

## Using REDISTRIBUTE with Databases that Require Accession Numbers

Some databases may require accession numbers for the records that were copied for redistribution. Enter the accession numbers using commas or spaces as separators.

If the answers to be redistributed are in an L-number that is active for the current session, and you have not used the DISPLAY REDISTRIBUTE command to redistribute the answers, then you can redistribute after-the-fact by specifying the L-number and answer numbers within the L-number rather than entering the individual accession numbers. There is no prompt for the L-number. The L-number must be entered on the command line.

The answers may be specified as:

a single answer number	Example: 10
several answer numbers	Example: 3,7,10
a range of answer numbers	Example: 5-8
a combination of these	Example: 3, 5-8
all the answers	Example: 1-

## To use REDISTRIBUTE with prompts:

```
=> FILE MEDLINE

=> REDISTRIBUTE
ENTER TOTAL NUMBER OF COPIES FOR
REDISTRIBUTION (?): 100
ENTER TOTAL NUMBER OF ANSWERS
(?): 25
25 RECORDS AVAILABLE FOR
REDISTRIBUTION TO UP TO 100
USERS
```

## To use REDISTRIBUTE without prompts:

```
=> FILE MEDLINE

=> REDISTRIBUTE 250 75
75 RECORDS AVAILABLE FOR
REDISTRIBUTION TO UP TO 250
USERS
```

## To use REDISTRIBUTE with multifile answer sets:

```
=> FILE CAPLUS MEDLINE NLDB

=> S COMBINATORIAL LIBRAR?
L1 3537 COMBINATORIAL LIBRAR?

=> REDISTRIBUTE
ENTER REDISTRIBUTION SOURCE FILE
NAME (?): MEDLINE
ENTER TOTAL NUMBER OF COPIES FOR
REDISTRIBUTION (?): 80
ENTER TOTAL NUMBER OF ANSWERS
(?): 10
10 RECORDS AVAILABLE FOR
REDISTRIBUTION TO UP TO 80
USERS
```

## To use REDISTRIBUTE with an L-number from a database that requires accession numbers:

```
=> FILE NLDB

=> REDISTRIBUTE L3
ENTER TOTAL NUMBER OF COPIES FOR
REDISTRIBUTION (?): 25
ENTER ANSWER NUMBER OR RANGE (1):
1-5 12 15-20
12 RECORDS AVAILABLE FOR
REDISTRIBUTION TO UP TO 25
USERS
```

## Purchasing Archive and Redistribution Rights for Current-Awareness Search Results (SDIs)

The SDI command allows you to purchase archive and redistribution rights for your current-awareness results. Archive rights grant permission to store STN alert (SDI) results within your worldwide organization for the purpose of electronic or hardcopy access by a specified number of users. Further distribution of archived search results is allowed only if you have purchased redistribution rights as well.

To use the SDI command, you must be in the file from which the SDI is to be created, and you must have an L-number query to use to create the SDI. Then enter SDI and answer the prompts. The SDI command prompts you for archiving and redistribution of alert results. You will also be prompted for the number of users who will have electronic access to the records and the total number of copies whose redistribution rights you wish to purchase.

Enter DISPLAY followed by the SDI name to see the SDI parameter list to confirm the archiving and redistribution of search results. You can also add FULL to the command line to include the SDI query.

Use the SDI EDIT command to modify an existing SDI to purchase archive and redistribution rights.

If you are modifying a multifile SDI, you must modify the component SDIs, not the parent.

### To purchase archive and redistribution rights for a new SDI:

```
=> SDI L2
ENTER UPDATE FIELD CODE (UP) OR ?:.
ENTER SDI REQUEST NAME, (AA005/S), OR END:POLLUT/S
:
:
ARCHIVE THIS REQUEST? Y/(N):Y
ENTER TOTAL NUMBER OF USERS OF ARCHIVED RECORDS (?):30
REDISTRIBUTE ANSWERS? Y/(N):Y
ENTER TOTAL NUMBER OF COPIES FOR REDISTRIBUTION (?):20
:
:
ENTER SDI EXPIRATION DATE 'YYYYMMDD' OR (NONE):.
QUERY L2 HAS BEEN SAVED AS SDI REQUEST 'POLLUT/S'
```

### To purchase archive and redistribution rights for an existing SDI:

```
=> FILE NLDB
=> SDI EDIT COMB/S
```

PARAMETER	SETTING
SDI Name and Creation Date	COMB/S 29 SEP 1999
1 Title	SDI REQUEST FOR FILE NLDB
2 Cost Center	COMBINATORIAL LIBRARIES
3 Update Qualifier	NONE
4 Method of Delivery	ED
5 Email ID(s)	EMAIL
6 Maximum Hits to be Printed	EHAINES@CAS.ORG.INTERNET
7 Print Format	100
8 SDI Sort Parameters	BIB
9 Archive Answers	NOT SPECIFIED
10 Redistribute Answers	0
11 Notification	0
12 Highlighting	NO
13 Send SDI with No Answers	NO
14 Duplicate Elimination	YES
15 Display Query with Results	YES
16 SDI Expiration Date	NOT SPECIFIED

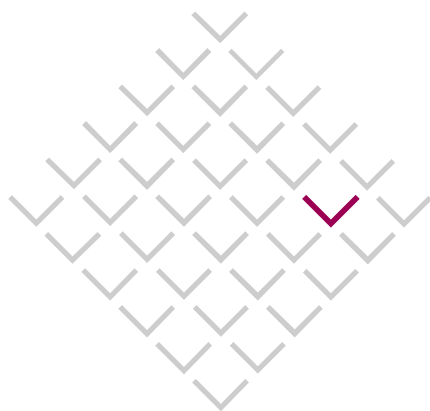
```

17 L1 QUE PLU=ON COMBINATORIAL LIBRAR?
ENTER LINE NUMBER(S) FOR CHANGE, END, OR (?):9 10
ARCHIVE ANSWERS? Y/(N):Y
ENTER TOTAL NUMBER OF USERS OF ARCHIVED RECORDS (?):10
REDISTRIBUTE ANSWERS? Y/(N):Y
ENTER TOTAL NUMBER OF COPIES FOR REDISTRIBUTION (?):5
```

PARAMETER	SETTING
SDI Name and Creation Date	COMB/S 29 SEP 1999
	SDI REQUEST FOR FILE NLDB
9 Archive Answers	10
10 Redistribute Answers	5

```

17 L1 QUE PLU=ON COMBINATORIAL LIBRAR?
ENTER LINE NUMBER(S) FOR CHANGE, END, OR (?):END
SAVE THE CHANGES? (Y)/N:Y
SDI REQUEST 'COMB/S' HAS BEEN EDITED
```



## For More Information on the STN Information Keep & Share Program

For more information on the Web, go to <http://www.cas.org/copyright/index.html>.

For Web access to STN Quick Reference Cards, go to <http://www.cas.org/ONLINE/QR/qr.html>.

For Web access to STNNotes, go to <http://www.cas.org/ONLINE/STN/STNOTES/stnotescover.html>.

You can also refer to the following HELP messages online for details on how the STN Keep & Share Program works, how to purchase archive and redistribution rights, how much the permissions cost, and what the specific database usage terms and restrictions are.

<i>Enter at an arrow prompt:</i>	<i>To see:</i>
HELP ARCHIVE	- how to use the ARCHIVE command
HELP COST	- how to view the costs associated with the STN Keep & Share Program for a specific database (the one you are in)
HELP DISPLAY ARCHIVE	- how to display answers and purchase archive rights in one command
HELP DISPLAY REDISTRIBUTE	- how to display answers and purchase redistribution rights in one command
HELP PRICE	- how to view the costs associated with the STN Keep & Share Program for all STN databases
HELP PRINT ARCHIVE	- how to print answers (for hardcopy or e-mail) and purchase archive rights in one command
HELP PRINT REDISTRIBUTE	- how to print answers (for hardcopy or e-mail) and purchase redistribution rights in one command
HELP REDISTRIBUTE	- how to use the REDISTRIBUTE command
HELP RIGHTS	- list of participating and non-participating databases in the STN Keep & Share Program
HELP SHARETERMS	- STN Information Keep & Share Program terms and conditions
HELP SDI	- how to create an SDI, including automatic purchase of archive and/or redistribute rights
HELP USAGETERMS	- list of use and re-use guidelines for a specific STN database (you must first enter the desired database)