

U.S. Department of Justice
Office of Justice Programs
National Institute of Justice



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Services

National Institute of Justice

User Guide to NCJRS Products and Services

Sponsored by the National Institute of Justice

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U.S. Department of Justice
National Institute of Justice

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The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program Offices and Bureaus: National Institute of Justice, Bureau of Justice Statistics, Bureau of Justice Assistance, Office of Juvenile Justice and Delinquency Prevention, and Office for Victims of Crime.

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Introduction

The National Institute of Justice (NIJ), as the principal criminal justice research agency of the Department of Justice, develops research about crime, its causes, and its control. The Institute emphasizes policy-relevant research that responds to the practical needs of those in the criminal justice system. Besides sponsoring research and evaluating the results, NIJ also trains practitioners, tests programs and equipment, and disseminates information.

To share this research, NIJ created in 1972 an international clearinghouse—the National Criminal Justice Reference Service (NCJRS). NCJRS—the largest criminal justice information network in the world—disseminates and furnishes research findings to individuals who use them to improve criminal justice and the criminal justice system.

Specialized Resource Centers

In addition, the National Criminal Justice Reference Service operates the following specialized clearinghouses that respond to particular user information needs:

- Juvenile Justice Clearinghouse for the Office of Juvenile Justice and Delinquency Prevention (OJJDP).
 - Justice Statistics Clearinghouse for the Bureau of Justice Statistics (BJS).
 - National Victims Resource Center for the Office for Victims of Crime (OVC).
 - Bureau of Justice Assistance Clearinghouse for BJA.
- Section 4 further describes these clearinghouses as well as the information available from them.
- In addition to these clearinghouses, NIJ also operates the Technology Assessment Program (TAP), which develops minimum performance standards for law-enforcement equipment, tests commercially available products against those standards, and documents test results in *Equipment Performance Reports*. You can reach TAP by dialing 800-248-2742 (or 301-251-5060 in Maryland and Metropolitan Washington, D.C.).
- NIJ AIDS Clearinghouse (NIJ).
 - Construction Information Exchange (NIJ).

NCJRS Is Easy To Use

NCJRS is responsible for meeting the criminal justice information needs of policymakers, practitioners, researchers, academicians, and others. *NIJ Reports*, the free bimonthly journal of the National Institute of Justice, is the primary vehicle for disseminating research findings, announcing new publications, and informing individuals of emerging trends in the criminal justice field.

In addition to *NIJ Reports*, NCJRS offers a variety of services and products in response to special criminal justice questions. These include the NCJRS document data base; the Electronic Bulletin Board; specialized data bases; reference and referral services; publications; audiovisual, library, and microfiche services; and support to organizations. Each of these services and products is described in its own section in this *User Guide*.

The *NCJRS User Guide* is your fingertip reference to professional information that is comprehensive and easily accessible. To obtain services and products described in this guide and learn how NCJRS can serve your particular criminal justice information needs, call our toll-free customer service number—800-851-3420 (301-251-5500 in Maryland and the Metropolitan Washington, D.C., area) or write to—

National Institute of Justice/NCJRS
Box 6000
Rockville, MD 20850.

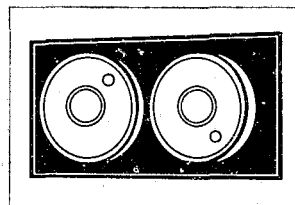
NCJRS Customer Service Number

800-851-3420

301-251-5500

NCJRS

Data Base



The National Criminal Justice Reference Service maintains a document data base that provides citations of more than 100,000 criminal justice books, research reports, articles, organizations' annual reports, program descriptions and evaluations, congressional hearings, and audiovisuals in NCJRS's library collection. The citations include full information on title, author, sponsoring agency, purchasing address, and journal citation as well as 100- to 200-word summaries of each document's contents.

You can access the NCJRS data base in two easy ways:

- Call the NCJRS reference staff at our toll-free number and explain the subject for which you need information. A reference specialist will help you to define your inquiry and then search the data base for you. Section 4 of this guide describes the NCJRS search products available, including custom searches, topical bibliographies, topical searches, and searches on floppy diskette.
- Have your local or academic librarian search the NCJRS file for you on DIALOG, an international electronic information retrieval service. Or, if you are an experienced NCJRS user and have

access to DIALOG, you may want to search the NCJRS file (File 21) yourself. DIALOG is the largest international online retrieval service. Two tools can help you minimize valuable connect time. *The DIALOG Users Manual* provides a detailed description of the data base structure, step-by-step search instructions, NCJRS abstracting and indexing guidelines, journals routinely screened by NCJRS, and other information. The manual includes effective search strategies that allow you to retrieve only the desired documents. *The National Criminal Justice Thesaurus* contains more than 5,000 subject, geographic, and organizational index terms as well as 30,000 cross-references. A search using the index terms listed in the *Thesaurus* speeds retrieval and improves relevance and completeness.

Obtaining Documents From NCJRS

Once you have reviewed the contents of the data base search and identified literature you want, you can obtain the full documents in one of several ways:

■ Most documents published by NIJ and other OJP agencies are distributed by NCJRS. Check the availability statement on the abstract or call Customer Service to see if the document is in stock.

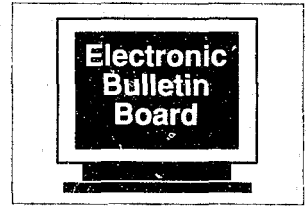
■ NCJRS makes most documents available through interlibrary loan. Loan procedures are covered in section 7 (NCJRS Library and Reading Room) of this guide. To borrow a document, you must know the six-digit accession number printed at the top of each citation.

■ Approximately one-third of the documents in the NCJRS data base are available from NCJRS in microfiche for a minimal charge. (See section 8 of this guide for further information on microfiche.)

■ NCJRS has permission from authors and publishers to photocopy many of its documents. For the cost of reproduction, NCJRS will send you a bound copy of these documents. A note on the document citation indicating "photoreproduction sales" means you can order a copy of the document.

■ NCJRS citations give full bibliographic information, journal citations, and ordering addresses (when available). Using this information, you can order documents from the publisher or locate them at your local public, academic, or organization library.

Electronic Bulletin Board



The National Criminal Justice Reference Service Electronic Bulletin Board is part of the NCJRS information network effort to help individuals and organizations involved in criminal justice policy and research obtain and share information, experiences, and views.

The bulletin board provides you with—

- Electronic mail and document transfer.
- Continuing contact with other users about key policy and research issues.
- News, announcements, and reviews of criminal justice developments, activities, and new publications.
- Opportunity to participate online in surveys on issues and practices.

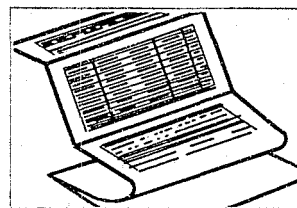
Some information will come from NCJRS, which collects reports and studies from many sources. Participating agencies from the Department of Justice's Office of Justice Programs—the National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, Bureau of Justice Statistics, Office for Victims of Crime, and Bureau of Justice Assistance—maintain special files to inform you of new reports, initiatives, and announcements.

Some information will come from users who wish to share information they have produced or found and have entered it into the network. And some of the most valuable information will be created online, as users comment on materials, exchange ideas, ask and answer questions, or participate in surveys. The more users contribute, the more valuable the network will be.

To access the NCJRS Electronic Bulletin Board, you need a microcomputer or computer terminal; a 300, 1200, or 2400 baud modem and modem settings at 8-N-1; and access to a telephone line. If you are using a microcomputer, you will also need communications software. The phone number for calling the bulletin board is 301-738-8895.

Once you log on to the bulletin board, you will receive a *Bulletin Board User Guide*, which provides step-by-step instructions. The first time you call, you must create a unique user name and password that are used from then on to enter the bulletin board, view and download information, and send and receive mail messages. The bulletin board is free and available around the clock.

Specialized Data Bases



NCJRS maintains a number of specialized data bases developed to address specific interests within the criminal justice field. These data bases are often created to fill information voids identified by our sponsoring agencies and NCJRS requesters. The following discussion describes these data bases and provides information on how to access them.

Federal Criminal Justice Research Data Base

This data base provides information on current or recently completed Government-funded research in criminal justice. It features more than 1,700 studies dealing with such topics as corrections, law enforcement, child abuse, drugs and crime, courts, juvenile justice, forensics, and crime prevention.

To learn more about ongoing research funded by NIJ and other Federal Government agencies, you may obtain data base printouts. Each record on the printouts contains a summary of research activities, the name and address of the project directors, and their organizations. Also included are each project's beginning and ending dates, funding amounts, expected products or final reports, and other literature resulting from the project. For a search of the Federal Criminal Justice Research Data Base, call our customer service number.

Corrections Construction Data Base

This data base serves as the centerpiece for NIJ's Construction Information Exchange (see section 4). It contains descriptions of recently designed prisons and jails in the United States obtained through surveys of facility administrators and architects. Each facility listing presents more than 150 types of information, including such items as construction costs, construction time, facility dimensions, inmate security, fire protection systems, and operational costs. Information found within this data base is a must for those considering the construction of new correctional facilities. To access, contact the NCJRS corrections reference specialists at our customer service number. We can provide a customized Correctional Facility Profile search listing all facilities that match the specifications of your request. NCJRS also offers the contents of the data base on diskette, which allows you to access information and search the data base on your personal computer.

Conference Calendar Data Bases

For those who are interested in attending conferences or are involved in conference planning activities, NCJRS provides two

useful data bases. The NIJ Criminal Justice Conference Calendar Data Base lists up to 100 criminal justice conferences held throughout the United States. The Juvenile Justice Conference Calendar Data Base, sponsored by OJJDP, lists national, State, and local juvenile justice-related conferences, training workshops, and seminars. Both data bases provide detailed descriptions for each conference listed, including dates, locations, sponsoring organizations, contact people, registration costs, and conference themes. The data bases are revised daily to provide the most current information available. Bimonthly printouts from the data bases are available by an annual subscription or on a one-time basis. For further information, call NCJRS at our customer service number or the Juvenile Justice Clearinghouse at 800-638-8736.

Victims Compensation Legislation Data Base

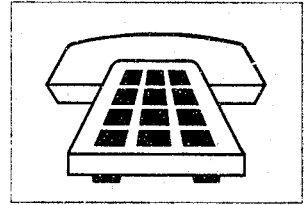
This data base, developed by the National Victims Resource Center for the Office for Victims of Crime, contains State victims compensation laws categorized by common elements, such as award limitations, eligibility, filing procedures, and nonallowable expenses. The data base is an excellent resource for those developing new victims compensation

laws or rewriting existing ones. Access to the victims compensation data base is available to subscribers of the NCJRS Electronic Bulletin Board (see section 2). You may also contact the victims reference specialists at 800-627-NVRC for further assistance.

Drugs and Crime CD-ROM

Abt Books Inc. is in the process of editing and producing a Drugs and Crime CD-ROM disk for the National Institute of Justice. This is in response to a growing need for information on drugs and crime in a new format. The disk (to be released in early 1990) will include drug-related information from 1970 to 1989. Full-text documents from NIJ, other Government agencies, and selected commercial publishers are part of the collection. This compact resource will also include bibliographic information from the NCJRS collection, data sets from key Government-funded research, and pictures. Access to the more than 100,000 pages of materials is made easy by a search index system using Boolean logic. For further information, call our customer service number.

Reference and Referral Services



NCJRS offers toll-free access to highly trained criminal justice reference specialists who can help you find answers to specific questions. The NCJRS Customer Service Center is staffed from 8:30 a.m. until 7:00 p.m., eastern standard time, Monday through Friday. After hours, you may leave a message on the telephone answering machine, and a specialist will return your call. If you are seeking criminal justice information or want to learn about NCJRS services, call our customer service number.

NCJRS also maintains clearinghouses that respond to specialized information needs:

■ **NIJ AIDS Clearinghouse (301-251-5500).** Sponsored by the National Institute of Justice, this clearinghouse is the only centralized source of information on how AIDS affects criminal justice professionals and their work. Staff specialists with a broad knowledge of AIDS issues are available to answer questions, make referrals, and suggest publications pertaining to AIDS as it relates to the criminal justice system.

■ **Construction Information Exchange (800-851-3420).** NIJ created the Construction Information Exchange to exchange data and information about prison and jail construction. The

exchange has three components: the construction data base of facilities built since 1978, the *National Directory of Corrections Construction*, and the *Construction Bulletin* series.

■ **Juvenile Justice Clearinghouse (800-638-8736).** The Juvenile Justice Clearinghouse is the Office of Juvenile Justice and Delinquency Prevention's link to juvenile justice practitioners and policymakers. The clearinghouse produces and disseminates the agency's publications and prepares customized responses to information requests.

■ **Justice Statistics Clearinghouse (800-732-3277).** The Bureau of Justice Statistics supports this clearinghouse for those seeking crime and criminal justice data. In addition to distributing BJS publications, the clearinghouse responds to statistics requests by offering document data base searches, statistics information packages, referrals, and other related products and services.

■ **National Victims Resource Center (800-627-NVRC).** Sponsored by the Office for Victims of Crime, the National Victims Resource Center (NVRC) responds to requests from researchers, practitioners, and individual victims for victim-related information. It has more

than 7,000 victim-related books and articles covering child physical and sexual abuse, victims services, domestic violence, victim-witness programs, and violent crime. NVRC also maintains a legislation data base containing State crime victim compensation statutes categorized by common search elements.

■ **Bureau of Justice Assistance Clearinghouse (800-851-3420).** The Bureau of Justice Assistance Clearinghouse informs State and local criminal justice practitioners about BJA products and programs. It disseminates BJA program briefs and reports to help criminal justice practitioners in their daily work.

NCJRS reference specialists are prepared to respond to your criminal justice information needs. Drawing on their subject expertise and NCJRS resources, the reference specialists can answer questions about a whole range of criminal justice issues, such as—

- AIDS information.
- Law enforcement.
- Drugs and crime.
- Courts.
- Corrections.
- Juvenile justice.

- Statistics.
- Criminology.
- Victims.
- Corrections construction.
- Other criminal justice topics.

NCJRS specialists offer a variety of responses tailored to your specific questions. Some of the responses provided include the following:

Publications. NCJRS distributes the publications of all Office of Justice Programs agencies, including NIJ, OJJDP, BJS, OVC, and BJA. If the answer to your question is found in one of the more than 700 publications distributed by NCJRS, we'll send it to you—often free of charge. (See section 5 for more information about NCJRS publications.)

NCJRS Document Data Base Search Products. If your information needs are extensive or open-ended, NCJRS reference specialists using specialized computer searching techniques can locate relevant research and literature. NCJRS offers three types of search products (most of which require a fee) drawn from the NCJRS document data base (see section 1):

■ **Topical searches** are prepackaged searches with 30 document citations, offering a representative sample of research summaries contained within the NCJRS data base. More than 130 topical searches are available on such topics as capital punishment, police use of force, and illegal substance abuse among juveniles.

■ **Topical bibliographies** contain up to 200 citations from the NCJRS data base and include subject and title indexes. NCJRS offers more than 35 topical bibliographies on such issues as AIDS and the criminal justice system, drugs and crime, and victim services.

■ **Custom searches** are bibliographies that are tailored to your specific needs. NCJRS reference specialists help you define a search strategy and generate a search product that focuses on your area of interest. For example, you can choose to identify only documents published within the past 2 years, or you can draw on the entire NCJRS file. You can also choose to include foreign language documents, audiovisual items, or journal articles. In addition, you can pinpoint the search: if you are interested only in juvenile corrections, the specialist will

search only for documents that deal with corrections and juveniles. Custom searches are available in hard copy or on diskettes.

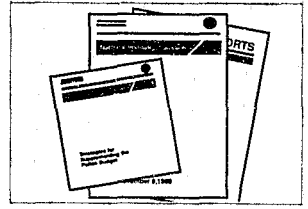
Referrals. NCJRS reference specialists with access to a wide range of criminal justice organizations and agencies throughout the United States provide referrals. If you are seeking research findings, program information, or department policies and procedures, NCJRS will not only provide you with the resources available from the clearinghouse but also direct you to other key officials or organizations that can supplement this information. One of NCJRS's primary goals is to put you in touch with the appropriate source so that you can learn from other individuals' experiences. We hope to direct you to those who have already solved the problems or identified solutions so that you avoid "reinventing the wheel."

Fact-Finding Service. When you don't have the time to conduct research or access resources or information on a particular topic, NCJRS reference specialists can provide a comprehensive custom report. Reference specialists supplement NCJRS resources with informa-

tion from criminal justice and juvenile justice agencies, professional associations, news articles, and other data bases. Examples of products from the Fact-Finding Service include the following:

- State-by-State program or legislative information presented in an easy-to-read format.
- Tables or graphs with text that explain the answers to your questions.
- Specialized directories or lists of Federal, State, or local justice agencies, organizations, or institutions.
- Custom reports that summarize documents, research reports, and news articles in response to specific questions.

In addition, NCJRS reference specialists can provide you with additional responses as presented in this guide. These include microfiche documents, videotapes, specialized data base search products, *International Summaries*, conference support, and resource packages. Whatever your question, NCJRS has the resources that respond to your specific information need. Call our customer service number, and we will work with you to provide answers to all your criminal justice questions.



Publications

Through NCJRS, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Statistics, the Office for Victims of Crime, and the Bureau of Justice Assistance distribute a broad range of criminal justice research publications. Many are available free as announced in *NIJ Reports*, the free bimonthly journal of the Institute. Each issue of *NIJ Reports* keeps you informed of the latest issues facing policymakers and new policy-relevant research from NIJ and other Department of Justice agencies. Information on new publications, special initiatives, and announcements of interest to policymakers, criminal justice researchers, and practitioners are also part of every issue.

Other free NIJ publications distributed by NCJRS include the following:

- *Research in Brief* series, which synthesizes recent research results into 6- to 12-page summaries of especially significant topics—concise reviews of subjects that other publications treat in greater depth.
- *Research in Action* series, which summarizes significant research for busy criminal justice professionals, highlighting noteworthy findings and programs.

Many of the titles available are reprints of feature articles from *NIJ Reports*.

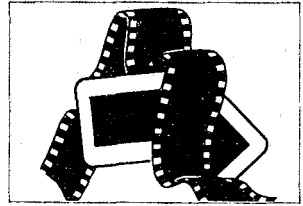
- *AIDS Bulletin* series, which presents short, nontechnical summaries of important information on AIDS and related criminal justice policies. These bulletins provide helpful information to criminal justice agencies and professionals concerned about AIDS risks and prevention strategies.
- *Construction Bulletin* series, which summarizes case studies in progressive techniques for building correctional facilities. The series provides useful details on corrections construction projects that have produced significant savings in costs and construction time.
- *Issues and Practices* series, which furnishes program options and management issues on criminal justice subjects about which little or no research exists. These indepth research reports have been the basis for policy conferences, local, State, and national training, and tests and demonstrations.

■ *Perspectives on Policing*, published jointly by NIJ and Harvard University, was developed with some of the leading figures in American policing during periodic meetings at Harvard University's John F. Kennedy School of Government. This series of 8- to 12-page bulletins helps those interested in the improvement and future of policing to share in information and perspectives that were debated extensively at the meetings.

In addition to the publication series produced by NIJ, NCJRS distributes publications from other OJP agencies, including BJS *Bulletins* and *Special Reports*, OJJDP *Bulletins* and *Updates*, and BJA *Program Briefs* and *Implementation Manuals*.

NCJRS also compiles and offers (on a cost-recovery basis) the *International Summaries* series, which highlights selected literature from foreign research centers, universities, journals, and government agencies. Foreign-language documents selected for the series are translated by experts in the field in four-page summaries.

Audiovisual Materials



The NCJRS audiovisual materials offered for purchase consist of a rapidly expanding catalog of high-quality videotapes for training, educational, or community use. The clarity and impact of audiovisual materials effectively communicate significant ideas and important research results to audiences ranging from criminal justice professionals to concerned citizens.

Crime File

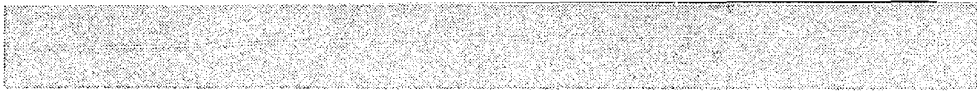
An innovative videotape series by the National Institute of Justice, *Crime File* focuses on critical crime issues facing the public. The series, which brings into perspective important research findings affecting the operations of the criminal justice system, presents unrehearsed debates by a wide range of criminal justice experts. Each 28 1/2-minute program is designed to stimulate discussion and to raise awareness about crime and its consequences. James Q. Wilson, Professor of Government at Harvard University, is moderator. *Crime File* programs are ideal for classroom discussion, professional training, and community forums as well as for showing on local television stations. Some titles in the series include—

- Biology and Crime.
- Heroin.
- Drug Testing.
- Drug Trafficking.
- Inside Prisons.
- Sentencing.
- Prison Crowding.

These inexpensive videotapes are available in Beta, VHS, and 3/4-inch formats, sold singly or as a series. *Study Guides* for the *Crime File* series, written by noted criminologists, also are available. A complete set is sent with each order of one or more tapes; additional copies may be purchased for classroom or training use.

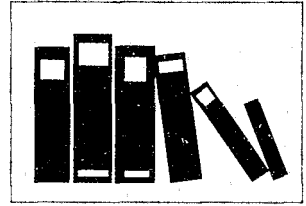
Bureau of Justice Statistics Slide Presentation

Report to the Nation on Crime and Justice, published by the Bureau of Justice Statistics, is the single most comprehensive presentation of statistical information on crime and the administration of justice. The report's charts, maps, and graphs have been made into slides



designed for showing at public and community forums, conferences, and in classrooms and training academies. The show presents a comprehensive picture of the extent of crime, its costs, and the criminal justice system's response.

NCJRS Library and Reading Room



The National Institute of Justice/NCJRS provides a full range of library services at 1600 Research Boulevard in Rockville, Maryland. All documents cited in the NCJRS data base are available at the library for patron use. The library reading room is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, and a trained library and reference staff is available to assist you.

Terminals are located in the reading room for accessing the NCJRS data base, as are numerous printed indexes. A photocopier is also provided for patron use.

Borrowing Materials

Materials may be borrowed from the NCJRS library. All borrowing, however, must take place through your local, academic, or organization library. Your librarian at these locations can prepare the standard American Library Association interlibrary loan form and arrange the loan for you. Documents are loaned for 1 month; a renewal of an additional month is permitted.

If you are located outside the Washington, D.C., metropolitan area, your local library can help you use our services. NCJRS is part of a network of academic,

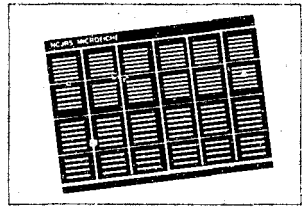
State, and organization libraries across the United States. These libraries retain copies of many documents in the NCJRS collection and will lend them on request. Librarians at these libraries can also help you understand and access the materials available at NCJRS.

Furthermore, many libraries have access to DIALOG, an international electronic retrieval service. They can search the NCJRS data base (or online catalog) through DIALOG by accessing File 21.

Monthly Accessions List

Many librarians subscribe to the NCJRS Monthly Accessions List to receive early notification of publications and other materials submitted and accepted for inclusion in the NCJRS data base. This service is the equivalent of being placed on the first-notice list of major publishers and other sources of information in the criminal justice field. The Monthly Accessions List can be purchased separately by subject or as a package including eight subjects: courts, corrections, juvenile justice, law enforcement, crime prevention, drugs and crime, criminal justice research, and victims.

Microfiche Services



The National Criminal Justice Reference Service (NCJRS) is internationally known for its comprehensive collection of criminal justice materials. Access to this important criminal justice research on microfiche allows you to obtain full texts of many difficult-to-locate or out-of-print documents. It allows libraries to continually develop an inexpensive, compact, comprehensive, and up-to-date criminal justice collection. NCJRS offers the following microfiche products:

■ **Microfiche Collection.** This collection is designed for criminal justice agencies, college and university libraries, public and school libraries, and research organizations. Documents from the NCJRS data base are continually being added to the collection, which comes with detailed microfiche indexes for easy reference. It allows you to acquire more than 30,000 full-text documents at just a fraction of the cost of the paper copies.

In addition to NIJ research and other materials in the public domain, the microfiche collection contains copyrighted material that NCJRS has received permission to film, including

articles from law reviews and other professional and scholarly journals. Many documents available on microfiche are otherwise hard to find, out of print, or were never published for wide dissemination. These include congressional hearings, speeches, academic studies, and State and local agency reports.

■ **Document Retrieval Index.** The Document Retrieval Index (DRI), a microfiche summary of the NCJRS data base, is an indispensable reference. It readily identifies literature produced by Federal, State, and local government agencies; associations; universities; and commercial publishers. The cumulative DRI, together with its annual supplements, contains brief descriptions, full bibliographic data, and complete indexes for more than 100,000 documents. Each entry is extracted from the data base, with document descriptions and indexes formatted for quick reference and readability.

The DRI is cumulated every 5 years and supplemented annually. It spans the entire range of subjects on which

information is collected: community crime prevention, AIDS and law enforcement, prison and jail crowding, alternative dispute resolution, new police technology, child victimization, and white-collar crime are just a sample of the topics.

■ **Selected Libraries in Microfiche.**

The Selected Libraries in Microfiche (SLiM's), designed for special research interests, provide microfiche documents on selected topics. These microfiche documents have been grouped into packages—some containing as many as 500 documents—to serve as mini-libraries for agencies, organizations, or academic institutions that want to build their own criminal justice reference collections.

SLiM's give you immediate full-text access to many hard-to-find documents and are available on topics such as police research, terrorism, juvenile justice, issues in corrections, sexual exploitation of children, and other issues important to the criminal justice professional. New

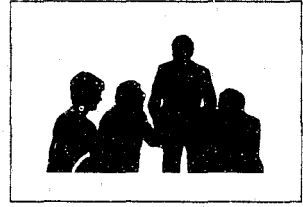
SLiM's are continually being added. Moreover, when you need specific information, NCJRS reference specialists can arrange for a SLiM tailored to your particular topic.

■ **Standing Order.** If you want to receive microfiche documents as they are created, you may place a standing order to receive regular monthly supplements, which contain about 200 documents. Please note that this service is only available to NCJRS deposit account holders.

How to Learn if a Document Is on Microfiche

If you search the NCJRS data base or have obtained NCJRS abstracts and are interested in learning if particular items are available in microfiche, look for this notation in the availability field: NCJRS Microfiche Program, Department F, Box 6000, Rockville, MD 20850. All items with this notation are available as microfiche and can be purchased from NCJRS.

Support to Organizations



Criminal justice organizations often need fast, experienced help in meeting tight deadlines or supporting particularly intensive projects. NCJRS offers a variety of services, including conference support, mailing lists, and editorial and graphic services to aid organizations in meeting their educational and promotional goals.

Conference Support

NCJRS gives planners of criminal justice, juvenile justice, and private security events easy access to extensive information resources in publicizing and presenting conference and training events as well as providing materials for participants.

The following conference services are available:

- Free announcements in the bimonthly *NIJ Reports*, which reaches an audience of nearly 80,000 subscribers interested in criminal justice and juvenile justice issues.
- Bulk copies of publications to reflect your conference agenda. The materials can be included in your conference packet, distributed at workshops, or included with your mailing.

- Reading lists and fact sheets designed to complement a program, including publication order information.
- Access to a variety of specialized or customized mailing lists.
- Information packages and search products on specific topics, with full descriptions of important research from the NCJRS collection.
- Use of the National Institute of Justice and the Juvenile Justice Conference Calendar to help advertise your workshop, seminar, or conference. Your entry in the data bases is free.
- Onsite participation of an NCJRS representative—participants will learn how to use the resources of the international information center in their criminal justice practice.

Many of these services are free. For those requiring a fee, NCJRS staff will be glad to provide free estimates.

Mailing Lists

Organizations have a unique opportunity to reach audiences within criminal and

juvenile justice circles through NCJRS mailing lists. Updated regularly, these tools are available for getting publicity to the right people.

More than 50,000 NCJRS registered users can be targeted for your mailing. These users are policymakers and practitioners, researchers, educators, librarians, and others with an interest in crime and criminal justice. The list is searchable by agency type (such as police, courts, and corrections), occupational titles, and interest profile (evaluation, victim services, policy and planning, and so on).

The Registered User List is printed on your choice of pressure-sensitive or Cheshire labels in alphabetical or ZIP code order; the charge is based on thousands of labels ordered. As might be expected for such comprehensive mailing lists, there are usage restrictions, and approval must be granted.

Editorial and Graphic Services

NCJRS editors, writers, graphic artists, and promotion specialists have produced

award-winning publications for clients ranging from small research firms to the White House. These services are now provided on a state-of-the-art desktop publishing system. If you need help for all or part of a publication—or any other type of communications project—NCJRS offers the following professional services at cost-recovery rates:

- Original research and writing.
- Copy editing, proofreading, and manuscript preparation.
- Typesetting and word processing.
- Graphic design and production.
- Development of charts, tables, and viewgraphs.
- Video production.
- Abstracting and indexing.
- Developing press releases, brochures, and other promotional materials.

Call NCJRS if you have questions about these services—or would like a free estimate.