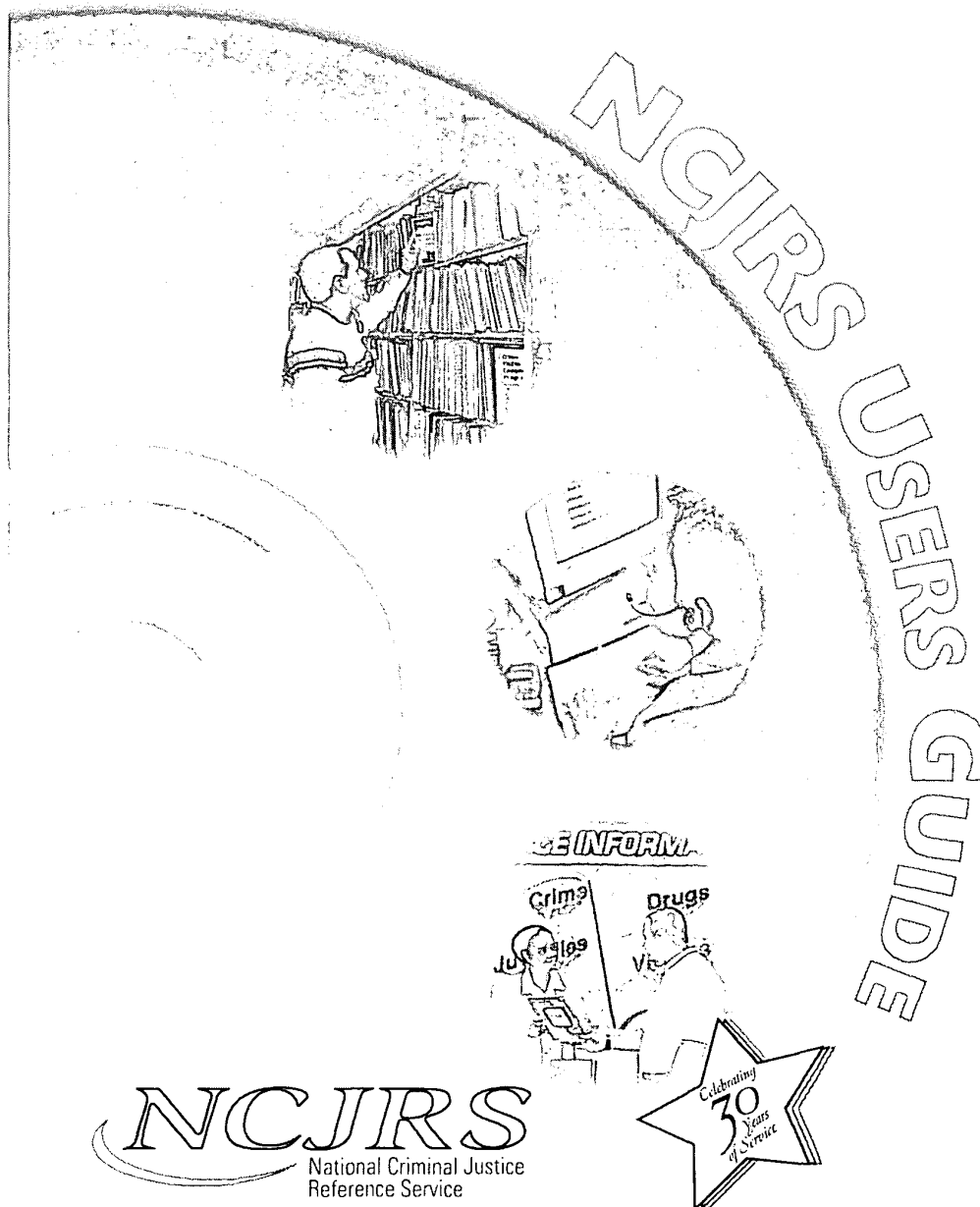


U.S. Department of Justice
Office of Justice Programs



Your Information Partner Since 1972



Who Sponsors NCJRS?

The National Institute of Justice, an agency within the Office of Justice Programs, U.S. Department of Justice, established the National Criminal Justice Reference Service (NCJRS) in 1972. As the issues related to crime and safety have grown, so have the Federal partnerships supporting NCJRS. The following is a complete list of NCJRS sponsoring agencies.

U.S. Department of Justice

Office of Justice Programs (OJP)

- Office of the Assistant Attorney General (OAAG)
 - Corrections Program Office (CPO)
 - Drug Courts Program Office (DCPO)
 - Executive Office for Weed and Seed (EOWS)
 - Office for Domestic Preparedness (ODP)
 - Office of the Police Corps and Law Enforcement Education (OPCLEE)
 - Violence Against Women Office (VAWO)
- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office for Victims of Crime (OVC)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)

National Institute of Corrections (NIC)

Office of Community Oriented Policing Services (COPS)

Executive Office of the President

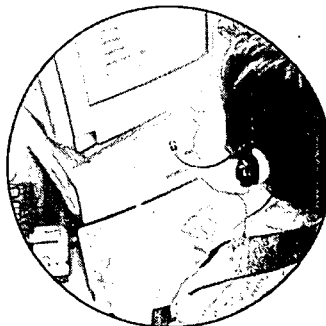
Office of National Drug Control Policy (ONDCP)

What Is the Purpose of the NCJRS Users Guide?

The *NCJRS Users Guide* has been sent to you because you are a registered user of NCJRS. You have joined millions of your colleagues worldwide who are learning firsthand about resources on criminal justice, juvenile justice, and drug policy.

Most people think NCJRS is synonymous with publications. Although publications are its cornerstone, NCJRS provides information in a variety of forms to help you and your colleagues learn from and build on the experiences of others.

Use this guide to learn more about NCJRS, its sponsoring agencies, and their services. Throughout the guide, certain sections subtitled "Help Us Help You" outline specific ways to get help from NCJRS. The pullout section in the center of the guide, "NCJRS at a Glance," contains NCJRS contact information and instructions for ordering publications, subscribing to electronic resources, requesting assistance, and obtaining other services.



What Is NCJRS?

NCJRS, created in 1972, is a Federal information clearinghouse on criminal justice, juvenile justice, and drug policy. NCJRS resources are specifically designed to provide critical reference information to policymakers, researchers, criminal and juvenile justice practitioners, educators, community leaders, and the general public.

Publications to Get You Started

Learn more about NCJRS sponsoring agencies and their resources through the following documents:



- **The Office of Justice Programs Resource Guide**, available online from the OJP Web site, <http://www.ojp.usdoj.gov/resguide>, describes the various OJP bureaus and offices and their activities. The guide highlights comprehensive community-based initiatives, available training and technical assistance, financial assistance, and criminal and juvenile justice clearinghouses and resource centers.
- **The National Drug Control Strategy** presents ONDCP priorities for the upcoming year. It is available online at the ONDCP Web site, <http://www.whitehousedrugpolicy.gov>, and can be requested from NCJRS.

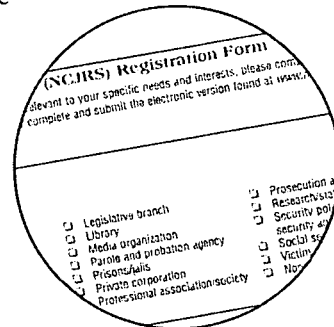
H E L P • U S • H E L P • Y O U

2

The Benefits of Registering With the NCJRS Network

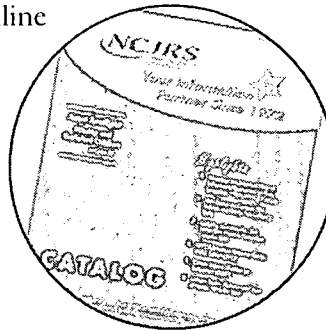
As a registered NCJRS user, you can receive—

- The *NCJRS Catalog*, a bimonthly newsletter.
- JUSTINFO, a biweekly electronic newsletter.
- E-mail notifications about other materials and events related to your indicated areas of interest.



NCJRS Catalog

The *NCJRS Catalog*, available in print and online (<http://www.ncjrs.org/catalog.htm>), is one of the best ways to stay informed of NCJRS services, new publications, and events. Online viewing offers you advance access; it is usually posted 2 to 3 weeks before the printed version will reach your desk. In addition, you can order resources from the *Catalog* through an online order form. The *Catalog* includes the following information:



- Abstracts of new publications.
- Key articles in professional journals.
- New information on the Internet.
- News and announcements with contact information for further details.
- Abstracts of grantees' final reports.
- A section devoted to timely topics in the field that provides information about available resources.
- An order form for publications, videotapes, and other materials (most resources listed are available from NCJRS).

Contribute to the *NCJRS Catalog*

Send us copies of your publications, multimedia products, new journals, and Web-based resources, as well as news about upcoming conferences. We will consider listing them in future issues of the *NCJRS Catalog* (see "NCJRS at a Glance" for contact information).



HELP • US • HELP • YOU

Share NCJRS With Others



Help us expand the scope of the audience receiving information from NCJRS.

- Request a bulk shipment of registration forms and information about online resources to share with your colleagues in the office, members of your association, or conference attendees.
- Send us a mailing list of your organization so that we can invite your members to join the information network.

Registering as a user and joining the NCJRS network is as simple as completing a registration form and returning it to NCJRS. Checking off interest areas on the registration form generates an "interest profile," which tells NCJRS to send mailings and e-mail notifications about the latest research in the interest areas specified.

Online registration is available (<http://www.puborder.ncjrs.org/register>) and registration forms can be requested by telephone, e-mail, or fax on demand. You can also register at the NCJRS exhibit at criminal justice conferences.

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JUSTINFO

This electronic newsletter, e-mailed to subscribers on the 1st and 15th of each month, highlights agency initiatives, new publications, funding opportunities, conferences, and other news from NCJRS sponsoring agencies. A subscription option is available when registering with NCJRS (<http://www.puborder.ncjrs.org/register>). Archived issues also are available (<http://www.ncjrs.org/justinfo/dates.html>).

Keep Us Up to Date

Registrations, renewals, and address changes can be processed online at any time via the NCJRS Web site as well as via telephone, mail, fax, or e-mail. In addition, each year you will receive a renewal notice with details on how to retain, update, or cancel your subscription. You can also notify us of name or address changes at that time.



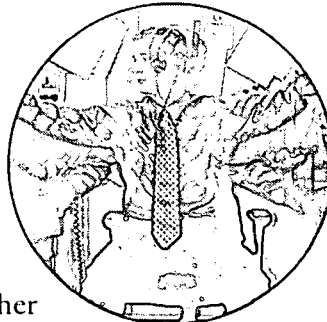
H E L P • U S • H E L P • Y O U

NCJRS Benefits Open to All

You can access the following NCJRS services and resources in person and via the World Wide Web, telephone, mail, and fax.

Answers to Your Questions: Reference and Referral Services

NCJRS offers a broad range of services to respond to individual questions, which can be submitted by telephone, fax, mail, or e-mail (see "NCJRS at a Glance"). Staff are available to provide statistics, offer referrals, discuss publications, compile information packages, search for additional resources, and provide other technical assistance.



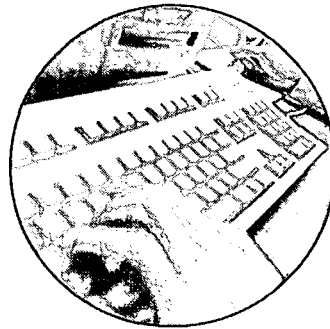
When you call. Each sponsoring agency has a separate 800 number, but all calls share the same network of staff and resources. Thus, you will benefit from the resources of all the agencies, regardless of which 800 number you call. Due to the large volume of calls—more than 15,000 each month—you will hear a recorded list of options before reaching staff. Information about special events, including conferences and specific initiatives, may be available as options on the menu. An option to speak directly with staff is available at any point during the call. NCJRS also offers TTY services for the hearing impaired (call toll free 877-712-9279; in the Washington, D.C., metropolitan area, call 301-947-8374).

NCJRS staff will ask for your name and organizational affiliation to determine whether you are already a part of the NCJRS information network and to expedite your request. To ensure that your information needs are met, you may also be asked the following questions:

- What information are you looking for?
- How will it be used?
- What is your deadline?

When you send an e-mail, fax, or letter.

Requests can be sent via mail, e-mail, or fax. Please be sure to include contact information (your name, shipping address, telephone and fax numbers, and e-mail address) and answers to the three questions noted above.



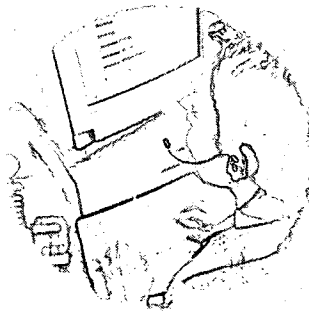
NCJRS Is a Two-Way Partnership

The NCJRS network is designed to meet your information needs and to influence research, policies, and local practices that keep people, their homes, and their communities safe.

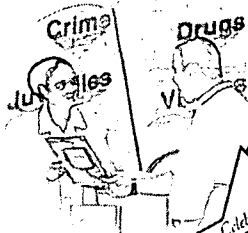
NCJRS's success depends on you and your colleagues using its services and offering feedback and new resources to improve them.

NCJRS at a Glance

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WE INFORM



NCJRS
National Criminal Justice
Reference Service



Your Information Partner Since 1972

Pull this section out of the guide and keep it handy.

NCJRS at a Glance

Assistance, publications, and more information about NCJRS and its sponsoring agencies are easy to obtain.

National Criminal Justice Reference Service (NCJRS)

P.O. Box 6000

Rockville, MD 20849-6000

800-851-3420 • <http://www.ncjrs.org>

Office of Justice Programs (OJP)

800-851-3420 • <http://www.ojp.usdoj.gov>

Bureau of Justice Assistance (BJA)

800-688-4252 • <http://www.ojp.usdoj.gov/bja>

Bureau of Justice Statistics (BJS)

800-732-3277 • <http://www.ojp.usdoj.gov/bjs>

National Institute of Corrections (NIC)*

800-877-1461 • <http://www.nicic.org>

National Institute of Justice (NIJ)

800-851-3420 • <http://www.ojp.usdoj.gov/nij>

Office for Victims of Crime (OVC)

800-627-6872 • <http://www.ojp.usdoj.gov/ovc>

Office of Community Oriented Policing Services (COPS)*

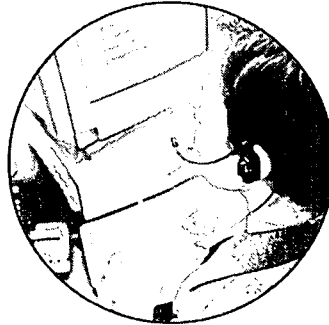
800-421-6770 • <http://www.usdoj.gov/cops>

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

800-638-8736 • <http://ojjdp.ncjrs.org>

Office of National Drug Control Policy (ONDCP)

800-666-3332 • <http://www.whitehousedrugpolicy.gov>



Fax Numbers

For publication orders that include title and publication (NCJ) number • 410-792-4358

For other assistance • 301-519-5212

E-mail Addresses

For assistance about criminal justice issues • askncjrs@ncjrs.org

For assistance about juvenile justice issues • askjj@ncjrs.org

For assistance about drug policy issues • ondcp@ncjrs.org

800 Number Menu Options

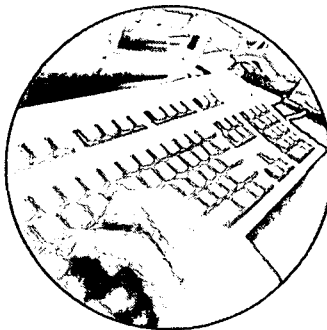
Voice menu options are offered when calling the 800 numbers. Listen carefully for options, including these:

- **Using fax-on-demand services.** Several of the 800 numbers offer an option to have publications such as Fact Sheets, short Bulletins, and funding notices and applications faxed 24 hours a day, 7 days a week. Listen for instructions after selecting the appropriate option. You can request a list of available titles or, if you know the four-digit fax-on-demand number, you can enter it. You will then be prompted to enter your fax number. Depending on the request volume, you will receive your fax within a few minutes.
- **Ordering a specific publication by title or publication number.** Staff are available from 8:30 a.m. to 7:00 p.m. eastern time (8:30 a.m. to 5:15 p.m. for ONDCP's Drug Policy Information Clearinghouse), Monday through Friday, to take requests for publications for which you know the title or publication (NCJ) number. Depending on the number of publications ordered, there may be a nominal charge to cover postage and handling. Orders sent outside the United States also require a nominal postage and handling charge.
- **Asking about publications and specific issues related to criminal justice, juvenile justice, or drug policy or to NCJRS and its sponsoring agencies.** Staff are available from 8:30 a.m. to 7:00 p.m. eastern time (8:30 a.m. to 5:15 p.m. for ONDCP's Drug Policy Information Clearinghouse), Monday through Friday, to respond to questions and provide assistance.
- **Learning about special events,** including conferences and specific crime incidents.
- **Using TTY services** for the hearing impaired. Call toll free 877-712-9279; in the Washington, D.C., metropolitan area, call 301-947-8374.

Join the Information Network

Register online to receive the *NCJRS Catalog*, JUSTINFO, and e-mail notification about other products and services:

- Go to <http://www.puborder.ncjrs.org/register>.
- Follow a few easy steps to determine whether you are already a member of the NCJRS network.
- Create or update your customized "interest profile."



Visit Us

NCJRS Research and Information Center

2277 Research Boulevard • Rockville, MD 20850 • 301-519-5063

(Call between 8:30 a.m. and 5:00 p.m., Monday through Friday, to set up an appointment.)

Note: For requests and correspondence sent via mail, fax, or e-mail, please include your contact information: name, shipping address, telephone and fax numbers, and e-mail address.



<http://www.ncjrs.org>
24 hours a day, 7 days a week

NCJRS Online

The easiest way to access NCJRS is to visit its Web site at <http://www.ncjrs.org>, where “What’s New” and “In the Spotlight” sections showcase recent publications and topical issues related to criminal justice, juvenile justice, and drug policy. In addition to links to the NCJRS Federal sponsors and other organizations and agencies, the site offers the following resources.

Full-text publications. The full text of more than 2,000 titles produced by the sponsoring agencies is available in a variety of formats for easy online viewing, downloading, and cutting and pasting into your own reports. These publications are organized by topic area and can also be sorted alphabetically and by date.

When you request assistance, we may refer you (for quick access) to the online version of one of these publications or guide you through the NCJRS online ordering system (see below) for a printed copy. Depending on the type and number of publications ordered, there may be a nominal charge to cover postage and handling; these fees also apply to requests from outside the United States. You are encouraged to photocopy NCJRS sponsoring agency publications to share with your colleagues and to reprint them in your newsletters or journals—unless otherwise stated in a copyright notice in the document. If you reprint one of these publications, please cite the appropriate agency and authors.

NCJRS library and Abstracts Database. A good way to learn from the experiences of others is to use the NCJRS library and Abstracts Database, both of which grow at the rate of about 500 publications per month. This database, available online at http://abstractsdb.ncjrs.org/content/AbstractsDB_search.asp, offers one of the world’s largest collections of materials focusing on criminal justice and contains almost 170,000 publications, reports, articles, and audiovisual products. Materials date from the early 1970s through the present and come from the United States and around the world. The collection includes statistics, research findings, program descriptions, congressional hearing transcripts, and training materials.



As each product is received, it is assigned an NCJ number and is abstracted for inclusion in the database. Each abstract includes the title, author, sponsoring agency, purchasing address, and journal citation, as well as a 100- to 200-word summary. Keyword searches of the database are easy. Abstracts are provided in English for all documents written in foreign languages.

The database is indexed using the National Criminal Justice Thesaurus, which contains more than 5,000 subject, geographic, and organizational index terms and 30,000 cross-references. Using the index terms listed in the thesaurus, you can quickly retrieve all the citations relevant to your question or interest area.

In addition to online availability, the database is accessible—

- **On DIALOG.** Ask your local librarian to search the database for you on DIALOG, an international electronic information retrieval service.
- **By contacting NCJRS.** Staff can help you refine your search strategies and create searches tailored to your specific needs.

No matter how you access the database, the purpose is the same: to find the information you need. The database abstracts will help you determine whether a specific resource is appropriate. There are several ways for you to obtain the full text of publications cited in the search:

- Abstracts in the online database include a link to the full text if it is available on the NCJRS Web site.
- If there are no copyright restrictions, NCJRS will make and send you a copy for a nominal fee.
- If a copyright applies, you can request a copy from the sponsoring agency or organization cited in the abstract or borrow a copy from NCJRS (see below).
- All publications in the database are available from the NCJRS library and can be borrowed through the American Library Association's interlibrary loan program.

If you have questions about the availability of a publication, contact NCJRS and provide the NCJ number found on the publication abstract.

If you are in the Washington, D.C., metropolitan area, you may want to schedule an appointment to visit the NCJRS library in Rockville, Maryland (see "NCJRS at a Glance").

Add Your Materials to the Library and Database



Send copies of publications, training curriculums, videotapes, and other information resources from your organization to NCJRS so they can be added to the NCJRS library and Abstracts Database. Other people can then find your resources when they search the database. NCJRS can lend the material through inter-library loan or reproduce a document for a nominal fee (depending on copyright). If you provide an electronic version, a link from the abstract to the full text can be added.

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Calendar of Events. The calendar available at <http://eventcalendar.ncjrs.org> highlights upcoming conferences, training sessions, workshops, and other events held around the world. Included are the location of the event, topics to be discussed, and contact information. Search the calendar to identify events that are in your area or that address subjects of interest to you. Promote your agency or organization's upcoming conference in the calendar by posting your information.

Online ordering. A new feature of the Web site at <http://puborder.ncjrs.org> allows you to browse and order publications, CD-ROMs, videotapes, and other products whenever you want, day or night. If you know exactly what you want to order, search for products by title, keyword, or publication number. The "What's New" section includes recently added products, and "What's Hot" features the most frequently requested titles.

Online registration. Staying informed about news and announcements from NCJRS and its sponsoring agencies is easy through online registration at <http://puborder.ncjrs.org/register>. You can sign up to stay informed through the *NCJRS Catalog*, *JUSTINFO*, and e-mail notifications (see page 2).

Funding opportunities. The "Grants and Funding" section highlights funding opportunities available from OJP and other Federal agencies. You can also link to other resources, such as *Federal Business Opportunities* and the *Federal Register*, to learn about future funding activities.

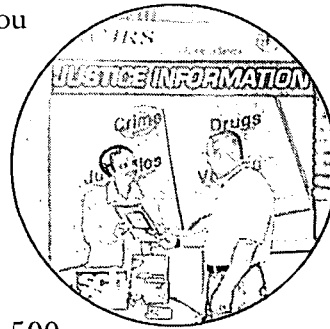
The NCJRS Web site at <http://www.ncjrs.org> also has a keyword search function and an e-mail address for submitting questions to staff (askncjrs@ncjrs.org).

Fax on Demand

Several of the 800 numbers offer an option to have publications such as Fact Sheets, short Bulletins, and funding notices and applications faxed 24 hours a day, 7 days a week. You can request a list of available titles or, if you know the four-digit fax-on-demand number, you can enter it directly. You then will be prompted to enter your fax number. Depending on the request volume, you will receive your fax within a few minutes.

Conference Support and Attendance

In addition to promoting your upcoming events on <http://eventcalendar.ncjrs.org>, NCJRS participates in (as an exhibitor or presenter), or ships publications to, more than 500 national, State, and local conferences and workshops each year. The online Calendar of Events identifies the events NCJRS staff will attend.



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Supporting Your Conferences

Contact NCJRS and ask for staff in the Conference/Networking Unit to discuss how NCJRS can support your upcoming conference, training session, or workshop.



H E L P • U S • H E L P • Y O U

Criminal Justice Editors' Group

Even though NCJRS reaches millions of people each year through mailings, Web sites, conferences, and other services, the community interested in the issues it addresses is much larger. To help reach this broader community, NCJRS coordinates the Criminal Justice Editors' Group (CJEG), a network of more than 100 editors of national, State, and local periodicals. NCJRS provides information, including copies of recently released publications from sponsoring agencies and CJEG

members, to CJEG on a monthly basis. Editors can share these resources with their organizations' members by announcing them in their periodicals. NCJRS also provides artwork for announcements and articles on specific topics or NCJRS products and services. Members are invited to attend semiannual meetings with guest speakers on topics that range from timely criminal justice issues to those associated with publishing, marketing, and dissemination.

Calling All Editors

If your organization or agency produces a periodical—either for subscribers or as an internal resource for staff—and you are willing to share resources with and about NCJRS and its sponsoring agencies, contact NCJRS and ask for staff in the Conference/Networking Unit to discuss joining the Criminal Justice Editors' Group.



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Your Feedback Makes a Difference



Periodically staff will ask you, as a caller, to answer a few questions about your online capabilities, how you heard about NCJRS, or other such matters. On occasion you may find a survey enclosed with publications and other materials sent, or you may receive an online survey. Please take the time to answer the questions and return the surveys. These surveys help ensure that NCJRS services and resources meet your needs and help NCJRS make such positive changes as introducing new technologies, modifying the telephone system, or redesigning publications.

Your unsolicited comments are also appreciated. Please let us know when a job is done well or if you have a concern. Your feedback makes a difference. Send an e-mail to tellncjrs@ncjrs.org.

NCJRS supports a Consumer Advisory Network made up of 10 to 15 representatives of the criminal justice field who serve for 1 year and participate in conference calls and other activities. Network members assist NCJRS in assessing and enhancing products and services to ensure that their content, format, and accessibility meet the needs of the field. Let NCJRS know if you are interested in serving on the network.

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U.S. Department of Justice
Office of Justice Programs
Washington, DC 20531

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NCJ 182317