

Checklist of Data Reference Services

Here is a checklist of what we broadly characterize as “reference services” for data.

- Provide instruction and promotion for services and holdings.
- Identify local data holdings.
- Make appropriate referrals to other service providers or data sources.

- Provide assistance obtaining data.
- Provide assistance interpreting codebooks.
- Furnish proper citations for data.
- Facilitate understanding of the structure of data files.
- Facilitate understanding of the contents of data files.

- Provide assistance with “self-service” computer programs, e.g., U.S. Census Extract; local or remote web extractors, etc.
- Subset data.
- Copy data or subset from one medium or machine to another.
- Move data from one software format to another.
- Provide computer-consulting services.

- Provide assistance with preparing data and documentation for deposit.

- Provide assistance choosing appropriate software for analysis.
- Provide assistance using statistical software.
- Provide assistance writing statistical programs.
- Provide statistical consulting services.

