



When to Add Content to ServCat

Adding information resources into ServCat may vary depending on the quality of the information, relevance to the agency, and staff availability. Likewise, the amount of time and resources available to your staff is also an important consideration. Although your task may appear daunting, this document provides straightforward and workable guidance based on a set of approaches and considerations.

Below we offer three possible ways in deciding (1) whether to add content to ServCat; and (2) how to prioritize adding content. In general, these range from being very simple and subjective to more complex and objective. Each option is valid, although each has their own strengths and weaknesses:

- Simple Framework – This offers a simple way of deciding whether it is appropriate to add content to ServCat. However, this method does not help prioritize what information to add first.
- Decision Tree – This method uses a series of yes/no questions to determine if content should be added. As a bonus, it also provides simple level of priority.
- Scoring System – This process focuses on the prioritization of content, with the assumption that it has already been pre-determined for entry.

The three methods are flexible and may be tailored to the specific programmatic needs, although we recommend strongly that the Simple Framework be the minimum standard that is followed.

1 Simple Framework

We advise against adding content to ServCat if:

- **It is Already in ServCat** – Duplicating References confuses users and undermines the credibility of ServCat.
- **The Information Resource is only Administrative** – Time-sheets and budgets are inappropriate for ServCat. Foremost, these type of data are managed in other systems – adding them to ServCat would be redundant. Likewise, these type of data are generally beyond the intended scope of ServCat, which is focused more on managing information used to inform resource management decisions.
- **The Information Resource is Not Final** – ServCat is not a collaborative site for sharing “live” documents or editing information as a team. In general, finalized information is stored in ServCat; however, there may be cases where there are finalized versions of “draft” documents that reflect critical milestones. In these instances, the final “drafts” are no longer being revised.

Assuming none of the criteria above applies, the reference should definitely be entered in ServCat if:

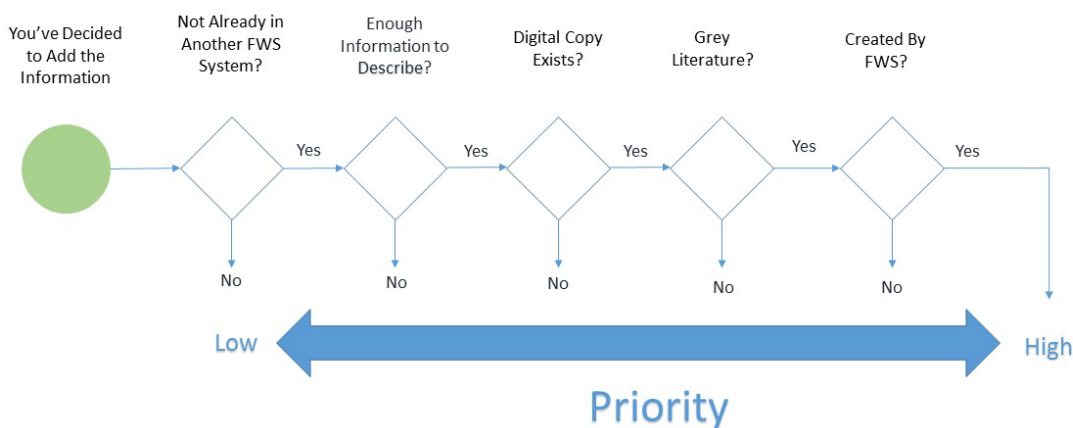
- **The Information Resource Was Created By the FWS** – This information is mission critical, has intrinsic value to the FWS and must be preserved.
- **It is Grey Literature** – Copies of this information are not commonly found at a local, regional or national library.

- **There is a Digital Copy of the Information Resource** – Getting access to an electronic copy of the information resource is incredibly useful.

If you didn't answer "yes" to the three criteria above, the entry is dependent on you. Many information resources may fall into this gray zone. If the information resource is useful in managing FWS resources and the staff are available to create the Reference and upload the file, then it is worth adding the content.

2 Decision Tree

In addition to using the previously defined criteria to determine if content is added, the decision tree will provide more rigor in prioritizing if resources are limited.



Not Already in another FWS System?

- No – Many reports are already managed by other systems, often in ECOS.
- Yes – This report is not managed by any other system.

Enough Information to Describe?

- No – If there is not enough metadata to provide a reliable title, date of issue/creation, description, and author/creator, then it is questionable whether there is enough information about the information resource to make it useful in the future.
- Yes – You have enough information to answer the fundamental questions like who, when, and what.

Digital Copy Exists?

- No – If there is no digital copy of the information resource, there is a tremendous risk that the information will be lost through time. Furthermore, it is frustrating to other users who want to access the information, but are unable. Therefore, it is recommended to make a digital copy of the information resource before adding the metadata and content into ServCat.

- Yes – This format could be a variety of formats including MS Word documents, spreadsheets, PDFs, or scanned documents.

Created By the FWS?

- No – It clearly indicates that it was created by other private or public entities with no mention of the FWS.
- Yes – FWS, or staff working for the FWS, are listed as authors or publishers.

3 Scoring System

The scoring system is an alternative to the decision tree and provides a formal means for prioritizing what to add first. Although we encourage you to modify or add additional criteria depending on your specific situation. Once the information resource is scored, the highest scoring information is the highest priority for ServCat Entry.

Question	If Yes, add...
Does the information resource help users perform their duties within the FWS?	20
Is the information created for or by the FWS?	20
Is there a digital copy of the information?	15
Is the following available: (1) who created the information; (2) when the information was created (or at least estimate when it was created within +/- five years); (3) what the information is about?	15
Is the information grey-literature, meaning that it is unlikely to be found at a local, regional or national library?	15
Is this likely a one-of-a-kind resource?	10
Is the information about the USFWS?	5
TOTAL	100