

CTN-DSC	<b>DISSEMINATION LIBRARY</b>	Date Approved: 10/21/02
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## **I. INTRODUCTION/BACKGROUND**

The Dissemination Subcommittee's (DSC) mission is to assure that the processes and findings of the CTN are disseminated throughout the CTN and to the larger community of providers, researchers and policy-makers to improve drug abuse treatment effectiveness.

## **II. OBJECTIVE/PURPOSE**

To facilitate dissemination of CTN processes and findings, a Dissemination Library will be established that will provide CTN members with access to CTN presentations, assessment instruments, training plans, manuals, procedures, snapshots and research findings. The policies set forth here are intended to facilitate dissemination while at the same time protect against premature reports or misrepresentation of scientific findings.

## **III. APPLICABLE PARTIES**

These policies apply to all members of the CTN.

## **IV. DISSEMINATION LIBRARY**

- A. The DSC will establish a Library within LiveLink to serve as the repository for all documents that have been approved for dissemination. The Dissemination Library will be organized to facilitate easy access by CTN members, and will be maintained by the Dissemination Librarian.
- B. Standard library conventions will be applied, when applicable, to maximize the ease with which the Dissemination Library contents is accessed. A Dissemination Library Catalog will be updated quarterly and distributed throughout the CTN and to others; this Catalog will list the holdings of the Dissemination Library.

## **V. ACCESS TO THE DISSEMINATION LIBRARY**

- A. All members of the CTN have access to LiveLink. Individuals outside of the CTN requesting CTN information may access that information through designated individuals within NIDA or any member of the CTN; in addition. Any electronic document included in the Dissemination Library may be used in presentations, cited in publications or otherwise disseminated by CTN members or others that have been given access to LiveLink. Individuals accessing any document are to comply with the conditions described in Section VII of this document (below).
- B. Summaries of the Library holdings will periodically be updated and distributed; notices will be placed in the CTN Weekly Update identifying when new documents have been added to the Library.

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## **VI. AUTHORIZATION FOR NON-DATA SUBMISSIONS TO THE LIBRARY**

- A. Lead investigators (LI) and chairs of CTN subcommittees or committees are authorized to submit electronic documents for inclusion in the Dissemination Library. Any member of the CTN may submit an electronic document for inclusion in the Dissemination Library by processing that submission through the protocol's LI or the appropriate sub/committee chair.
- B. Documents originating from outside of a sub/committee or protocol may be submitted directly to the chair of the Dissemination subcommittee for review and possible approval; the DSC Chair-elect will chair an ad hoc taskforce with two other DSC members (one CTP and RRTC) to review these submissions and make a recommendation for Dissemination Library inclusion/exclusion.
- C. The Publications Subcommittee must first review submissions that include data from a CTN protocol or sub/committee study; the Publication Subcommittee will provide written approval for all data-based submissions to the Dissemination Library.
- D. The Dissemination Librarian will develop a written procedure for submitting documents to the Dissemination Library including recommendations for format, notices (see VII, below) and approvals.
- E. The Dissemination Librarian will be proactive in encouraging submissions by subcommittee chairs, LIs and others that are authorized to make submissions.

## **VII. DISSEMINATION REQUIREMENTS**

### **A. Dissemination of Documents Containing CTN Data**

As noted above (section IV), all submissions of documents containing data must receive prior approval from the Publications Subcommittee.

### **B. CTN Notice**

“This document has been approved for dissemination by the National Drug Abuse Treatment Clinical Trials Network; no alterations are to be made to these contents.”

### **C. Attribution**

Authorship of all materials accessed from the Dissemination Library should be clearly credited in all printed, electronic or oral dissemination activities. All attributions will include the name or names of the authors, as it is provided on the Dissemination Library materials, their professional affiliations and the National Drug Abuse Treatment Clinical Trials Network as the program sponsor. Notice of this requirement will be attached to all documents in the Dissemination Library.

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#### **D. Alterations of Materials**

Materials in the Dissemination Library may be altered in the following manner:

1. Graphics—The visual display may be altered (such as layout, color scheme, inclusion of clip art).
2. Embedding—Portions of a document may be embedded in another document or presentation with permission of the author.
3. Materials may be shortened with permission of the author.

Note: No one should alter study data, other factual statements, or descriptions of procedures.

### **VIII. OTHER DISSEMINATION ACTIVITIES**

#### **A. Presentations**

CTN members and others with access to the Dissemination Library are encouraged to duplicate, distribute and present documents included in the Dissemination Library, according to the conditions described above.

#### **B. Linkages to Other Dissemination Resources**

The Dissemination Librarian will work with representatives from NIDA's Office of Science Policy and Communications (OSPC) to establish linkages with other dissemination resources (e.g. ATTCs), national clearinghouses and other organizations that might be interested in disseminating Dissemination Library documents. The Dissemination Librarian will be proactive in identifying and maintaining these linkages.

#### **C. Questions Not Covered by this Policy**

Any question about dissemination activities not addressed in this policy should be directed to the Chair of the Dissemination Subcommittee.

### **IX. THE DISSEMINATION LIBRARIAN**

#### **A. Responsibilities**

As described in this policy, the Dissemination Librarian will be responsible for interacting with LIs, PIs and SC chairs to ensure that documents are posted in a timely and appropriate manner in LiveLink. In addition, the Dissemination Librarian will establish and maintain an efficient organization to the Dissemination Library and the efficient functioning of the Library. Current library coding and indexing conventions will be employed.

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**B. Selection & Term**

The selection of the Dissemination Librarian and the length of their term of service are to be determined.

**C. Other Responsibilities**

Responsibilities may be amended as experience with dissemination in the CTN develops.