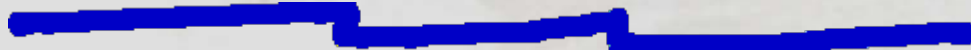# Running the Rapids:

## The Challenges and Opportunities

## of Changing Workflows

## in Documents Departments

# *Shippensburg University*
# *Lehman Library*
# *Shippensburg, Pennsylvania*

# Background

- Medium-sized with about 7,000 undergraduates and 1,000 graduates

- Depository since 1973; recently decreasing selection rate to 27%-30%

- Endeavor Voyager ILS

- GovDocs are classed with SuDocs Classification with few exceptions in LC

- Integrated Reference at the Information Common

- Staff: 1 librarian, 1 half-time technician, 1 half-time library assistant and 1 part-time student

- Library Assistant monthly loads Marcive full bib records with holdings into OPAC

# History

- Staffing: 1 librarian, 1 Full-time technician, 1 half-time technician and 3 part-time students

- Did not start actual Marcive  bulk loads till 1994

- Cataloger retired in 2004, no cataloger since

- Problem with brief records and/or change records overlay

- Could not keep up with the volume of EL and/or Online titles

  - Requested "online" in separate file with field 599 note

  - Changed from all EL 100% to only GPO selection profile

- Manually check documents against MARC records in Voyager for discrepancy

# Current Workflow

- Still review item number selections annually

- Stop getting label and barcode services from Marcive for tangible materials

- Use shipping lists to check against full records within two-three weeks of receipt

- Monthly load Marcive full records when arrive

- Focus on DOMA Legacy Collection

    - Locally run report by SUDOCS stem

    - Add an appropriate note field (500's) with a note such as "This item is part of the DOMA Legacy Collection and should be retained in perpetuity"

    - Collaborate with system librarian to have serial titles added in Serial Solution

- Processing of USGS Maps in the similar manner—if full record is not found in Marcive, search OCLC

# Current Workflow

- Processing of USGS Maps in similar manner

- EL selected items received and processed with regular monthly Marcive tape-loads

- EL not selected—librarian manually checks new electronic titles list to consider adding to the catalog

# Problems/Solutions

## Problems

- Balancing between catalog maintenance VS services and budgets VS workflows

- Statistics

## Solutions

- No longer subscribe to Marcive WebDocs; use Catalog of US Government Pub for public service

- Include the link to "Catalog of Gov. Pub" in databases list

- No absolute solution found yet
  It is a real challenge

# Resources by Subject



Shippensburg UNIVERSITY

Ship Home >> Library >> Master Database List

## Master Database List
## (Direct links to databases)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | |

| | |
|---|---|
| ABI/Inform Trade & Industry | Search more than 700 publications for trade and industry information. Database contains publications on every major industry, including finance, insurance, transportation, and construction. |
| ARTstor | This is a database of over 1/2 million high-quality images of art worldwide. It includes a wide range of types of art (i.e. paintings, sculpture, photography, decorative arts) from ancient times to the present. |
| Academic Search Premier | An index to journals and scholarly publications covering academic areas of study including social sciences, humanities, education, language and linguistics, arts and literature, and more. The full text of many articles is included. |

| | |
|---|---|
| CINAHL | (CINAHL) is a comprehensive index to periodical literature in nursing and allied health fields, with records for over 1 million items published since 1982. It currently indexes 1800+ journals. |
| CQ Researcher<br>CQ Researcher is limited to 10 simultaneous users. | CQ Researcher is a weekly publication that covers the most current and controversial issues of the day with complete summaries, insight into all sides of the issues, bibliographies and more. |
| Catalog of U.S. Government Publications<br>Freely accessible database. | This database indexes over 500,000 U.S. government publications from the legislative, judicial, and executive branches. Coverage extends back to 1976, with full-text coverage for the most recent material. |
| Children's Literature Comprehensive Database | The Children's Literature Comprehensive Database (CLCD) is an acquisition, research, and reference service that offers 900,000 MARC records and more than 150,000 reviews of children's books--all full text searchable from 27 review sources. |
| ChoiceReviews.online | The Internet version of the print magazine CHOICE: Current Reviews for Academic Libraries. CHOICE reviews significant current books and electronic resources of interest to those in higher education. |
| Clinical Pharmacology | Clinical Pharmacology provides access to up-to-date, concise and clinically-relevant drug monographs for all U.S. prescription drugs, hard to find herbal and nutritional |

# Library Reference Question Database

**Library Reference Question Database**

**Time of Day**        Evening

**Semester**        Spring 2007

**Today is:**        Tuesday

**Disciplines**        Government Document

**College/Division**

**Type of Questions**        Reference

☑ **Walk-In**        ☐ **Phone Call**

**Status**        Undergraduate

**Amount of Time**

**Location**        Information Desk

**Current Date**        3/20/2007

**Ezra Lehman Memorial Library**

Submit Info        Exit

Shippensburg
UNIVERSITY

Record: |◄ ◄  1  ► ►| ►*  of 1

**Shippensburg University**
**1871 Old Main Drive**
**Shippensburg, PA 17257**
**(717)-477-7447**

# Ezra Lehman Memorial Library

Federal Depository Library
Government Documents Collection

## Home

## Constitution Day

## About Us

## Useful Links

## Tax Forms

# U.S. Constitution Day

### September 17th is the U.S. Constitution Day

"We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America". more about the U.S. Constitution...

Lehman Library will be observing Constitution Day from September 7, 2006 through September 22, 2006. A panel discussion on domestic spying and wiretapping, a Constitution Day exhibit and a U.S. Constitution quiz are part of our SU campus celebration of Constitution Day 2006.

Click here to test your knowledge about the U.S. Constitution

The scene at the Signing of the Constitution, oil painting (reproduction) by Howard Chandler Christy, 1940

Other useful resources on Constitution Issues:

- Ourdocuments.gov
- CATO Institute
- Dirksen Center
- JusticeLearning.org

- Select methods of limiting your searches below.
- Search limits will remain in effect until you specifically clear them or until you close your browser.

New Search | Headings | Results | Search History | Other Catalogs / UBorrow | Acct Info |
Request | Login | Exit | Help

**Database Name:** Shippensburg University Libraries

## Search Limits

| Set Search Limits | Search Limits |
|---|---|

**Language:**
English
English, Middle (1100-1500)
English, Old (ca. 450-1100)

**Location:**
Gov Doc Microfiche--Government Documents, Lower Level
Government Documents -- Lower Level
Government Documents Search Group

**Date:** ⊙ = ○ > ○ < ○ Range

**Medium:**
Map
Computer File
Globe

**Item Type:**
Book
Serial

Set search limit to GovDocs

| # | Relevance | Full Title | Author | Date |
|---|---|---|---|---|
| ☐ [1] | ■■■■■ | Twisted from the ordinary : essays on American literary naturalism / edited by Mary E. Papke. | | 2003 |
| | | Library Location: Gen. Coll.--For specific loc___ __ __ directory at Info Desk | Call Number: PS1 .T43 v.040 | Status: Checked In |
| ☐ [2] | ■■■■■ | What color is your green card? / prepare__ __ Forensi__ __cument Laboratory Intelligence Division. | Forensic Document Laboratory (U.S.) | 1993 |
| | | Library Location: Government Documents -- Lower Level | Call Number: J 21.6/3:G 82 | Status: Checked In |
| ☐ [3] | ■■■■■ | Green card lottery scams [electronic resource]. | | |
| | | Library Location: *Internet Site via the World Wide Web* | Call Number: Online Government Document | Status: No item data available |
| ☐ [4] | ■■■■■ | Immigration questio__ __ answers __ R. Baldwin. | Baldwin, Carl R. | 1997 |
| | | Library Location: Ge__ __ll.--For __ecific location see directory at Info Desk | Call Number: KF4819 .B35 1997 | Status: Checked In |
| ☐ [5] | ■ | Valentine's Day / Fern G. Brown ; illustrations by Anne Canevari Green. | Brown, Fern G. | 1983 |
| | | Library Location: Luhrs School Library--G.B. Luhrs Univ. Elementary School | Call Number: 394.2 Brow Va | Status: Checked In |
| ☐ [6] | ■ | Greater Green River Basin Production Improvement Project [electronic resource] : final report DE-AC21-95MC31063 / U.S. Dept. of Energy, Office of Fossil Energy, National Energy Technology Laboratory. | National Energy Technology Laboratory (U.S.) | 2002 |
| | | Library Location: Government Documents -- Lower Level | Call Number: E 1.111:G 83/2 | Status: Checked In |
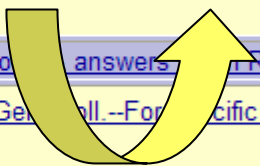
Database Name: Shippensburg University Libraries
Search Request: Guided Search = (green card)[ in Keyword Anywhere ]
Search Results: Displaying 3 of 9 entries

◀ previous   next ▶

Full View | Brief View | Table of Contents | Linked Resources | Staff View

## Green card lottery scams

**Relevance:** ▮▮▮▮▮▮

**Web Link:** http://purl.access.gpo.gov/GPO/LPS31067

---

**Database:** Shippensburg University Libraries

**Location:** *Internet Site via the World Wide Web*

**Call Number:** Online Government Document

**Number of Items:**

**Status:** No information available

**Title:** Green card lottery scams [electronic resource].

**Publisher:** [Washington, D.C.] : Federal Trade Commission, Bureau of Consumer Protection, Office of Consumer and Business Education, [1998]

**Description:** Book

**Series statement:** FTC consumer alert

**Notes:** Title from title screen (viewed on May 12, 2003).

**Systems Details:** System requirements: Adobe Acrobat Reader.

*University of Northern Iowa*
*Rod Library*
*Cedar Falls, Iowa*

# Background

- Medium sized academic library with approximately 12,000 undergraduates and 1,500 graduate students
- Depository Library since 1946
- Depository selection rate is 58%
- Government documents are classed using the SuDoc classification except for certain items that have been classed using the LC scheme and merged within the Reference section
- Staffing: 1 librarian, 1 half-time technician, student assistants are used when needed
- Integrated reference services
- Monthly Marcive load into OPAC (III Millenium system) of all government documents (print, electronic and microfiche)
- Weekly manual load of print government documents with brief bibliographic record attached

# History

- Government documents used to be a separate unit with 1 full time librarian and 1 full time staff member

- Government documents unit was merged with Reference and Instructional department

- Certain government documents reference materials (Statistical Abstract, Census materials) have been classed using the LC scheme and merged within the reference collection

- Government documents indexes (CIS, ASI) were merged with the main reference indexes and abstracts collection

- Shipments of government documents used to arrive almost every day

# Current Workflow

Tangible collection

- Retrospective cataloging
- Retrospective weeding
- Choosing formats

Electronic Information

- Records showing up in OPAC
- PURL within record
- Promotion and visibility of website: www.library.uni.edu/gov/

Go

Latest Headlines

Search Web ▾ ⊕ ▾ | ✉ Mail ▾ 🅜 My Yahoo! | 🏀 NCAA Hoops ▾ 🏆 Fantasy Sports ▾ | 🎮 Games ▾ | 🎵 Mus

Text Only

**MyUniverse | Calendar | E-Mail | WebCT | MyLibrary | Contact Us | Site Index**     **Site Search**

# UNI
## ROD LIBRARY

### New Quiet & Group Study Areas

Today's hours are: 7:30 a.m. to 12 Midnight

**?** | Basic Search ▾ |                          | Go |

**[-] Shortcuts**
Ask Us! Live Chat
Contact Us
Copyright Policies
Digital Collections
FAQs
Interlibrary Loan
Loan Periods & Fines
Make a Gift
My Library Account
Off Campus Access
Renewals
Special Collections

**[+] Library Collections**
**[+] Library Services**
**[+] About the Library**

**Library News**

## Books and Other Materials (UNISTAR)
Specialized Search (Videos, E-books, etc.) | Search Other Catalogs

## Journal and Magazine Articles (Panther Prowler) **?**
Databases A-Z or by Field of Study | Journals | Find Database | Citation Linker

## Newspaper Articles **?**
Electronic Newspapers | Other News Sources

## Reference Sources
Ready Reference Links | Reference Sources in Catalog

## Web Resources
Search the Internet | Selected Internet Resources

## Course Materials and Research Help
Course Reserve Search | Library Instruction | Where to Find It

# UNI
## ROD LIBRARY

# Library Collections

Art & Music Collection

Book Stacks

Browsing Collection

Career Collection

Digital Collections

Documents & Maps

Microforms

Newspapers & Other News Sources

Journals & Magazines

Reference Collections

Special Collections & University Archives

Video Collection

Youth Collection

# Government Documents and Maps

@University of Northern Iowa, Rod Library

| Home | International | Federal | State and Local | Iowa | User Guides | Rod Library |

# Documents and Maps in the Library

## Summary

Publications published by the federal and Iowa governments
Identified through UNISTAR and a card catalog
Service is provided at the general Reference Desk
Maps from private publishers as well as the government
Most of these materials circulate

**UNI Rod Library Catalog**
A Cedar Valley Library Conso
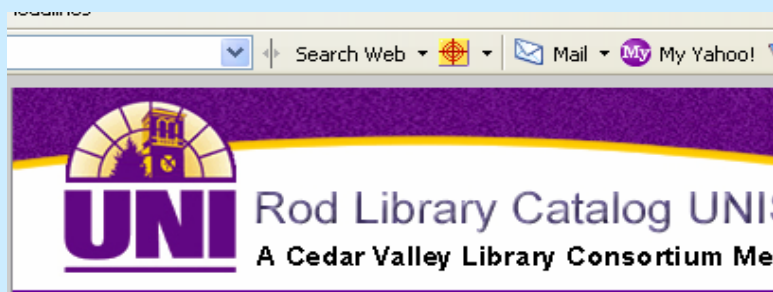
Rod Library | Circulation | MyLibrary

| Search | Advanced Search | Specialized Search |

## Advanced Library Catalog Search

| Title: | pandemic planning update |
| Any Field: | |
| Any Field: | |
| Any Field: | |

Search

Genre/Form: ANY

Language: ANY

Location: UNI Docs

**UNI Rod Library Catalog UNISTAR**
A Cedar Valley Library Consortium Member

Rod Library | Circulation | MyLibrary | Search other catalogs | Contact Us

New Search    Modify Search

| KEYWORD | t:(pandemic planning update) |
| UNI Rod Library (UNISTAR) | Search |

*Limited to:* Location "UNI Docs" *2 results found. sorted by date.*

Save Marked Records    Save All On Page

### KEYWORDS (1-2 of 2)

**Pandemic planning update [electronic resource] : a report from Secretary Michael O. Leavitt**                2006

| LOCATION | CALL # | STATUS |
| UNI Docs Internet | | E-RESOURCE |

**Pandemic planning update II [electronic resource] : a report from Secretary Michael O. Leavitt**              2006

| LOCATION | CALL # | STATUS |
| UNI Docs Internet | | E-RESOURCE |

St. Mary's University
Louis J. Blume Library

***St. Mary's University***
***Blume Library***
***San Antonio, Texas***

# Background

- Not quite 4,000 students, over half are undergraduates

- Medium-sized non-research library, with Law Library on campus as separate depository

- Depository since 1964; 47% selection rate

- III Millenium ILS

- Marcive Shipping List Service for current docs loaded weekly; full bib records loaded monthly

- Staff: ¾ librarian, ½ very capable assistant

- Reference: centralized, only one desk

- Cataloging

  - record loading, maintenance, done in Docs

  - enthusiastic cataloger harvests and catalogs electronic items, including CRS reports and some other documents

# History

- Marcive tapeloading began in September, 1999

- Previously, I selected important documents for Cataloging one-by-one (records imported from OCLC by Cataloging Dept. staff )

- Non-cataloged documents were listed in shelflist file, later in database listing converted to web pages

- Until a few years ago, we had 10-30 hours of student help per week for shelving and other tasks—now we have none

- Until last year I had a full-time assistant—now half-time

# Current Workflow

## Two areas of emphasis:

- Tangible collection
  - Current receipts
  - Legacy collection

- Electronic Information
  - In the Catalog
  - Through the website

St. Mary's University
Louis J. Blume Library

## Tangible Collection—Current receipts

- assistant checks in docs, affixes SuDocs labels

- I affix barcodes, add serial issues/volumes to the catalog

- I use shipping lists to check for full record overlays 2-3 months after receipt

- If a full record doesn't overlay after a year or so, I import it or otherwise clear up the problem (incorrect number, multiple volume, etc.)

### Tangible Collection—Current receipts

▪ We spend much less time on processing and cataloging now, mainly because fewer items are distributed, but also because:

• We have substituted easily-available electronic editions for some titles: slip bills and daily Congressional Record

• we continue to get full bib records for bills to be eventually attached to Statutes volumes

• We also no longer get Shipping List records and labels for slip Reports and Documents

St. Mary's University
Louis J. Blume Library

## Legacy Collection

My goal: to have entire collection cataloged before I retire—currently half-way there

▪ With a grant a few years ago we did a partial, selective, retrospective cataloging project with Marcive—ERIC microfiche, some important series, selected Congressional committees

▪ Now we're working on non-cataloged areas on priority basis—
weeding heavily, cataloging one-by-one

- we get records through Z39.50 "borrowing"
- import problem records from Marcive WebDocs
- assistant and I both work on importing records, barcoding docs

▪ Promotion—displays (don't forget to share with Display Clearinghouse at lib.mnsu.edu/govdoc/finalfront2.html)

St. Mary's University
Louis J. Blume Library

Even a small space can be used for displays….

# Current Workflow

Electronic Information—In the Catalog

(Ideal is Catalog as one-stop-shop)

- Records for selected titles are received and loaded in normal monthly tapeloads

- Use New Electronic Titles (in Catalog of Government Publications—catalog.gpo.gov)

  - for finding older items with newly assigned PURLs and also non-selected items of value to our users

# New Electronic Titles    *NEW*

New Electronic Titles predefined searches, a new feature, returns dynamic results from the *Ca*
cataloged during the specified period of time. These predefined searches only contain new, no
features as the *CGP*. Search results will change based on GPO's cataloging activity.

Last 7 days

Last Two Weeks

Last Three Weeks

This Month

Last Month

Last Two Months

Last Three Months

Sample page from NET:

Email with records from CGP in "standard" format:



cgp records - Message (Plain Text)

File   Edit   View   Insert   Format   Tools   Actions   Help

Reply   Reply to All   Forward

From:   cgp@catalog.gpo.gov                                                    Sent:   Thu 3/1/2007 12:50 PM
To:     Amen, Kathleen
Cc:
Subject:   cgp records

Date : 01/03/2007

Thank you for using the Catalog of U.S. Government Publications (CGP): the National Bibliography of U.S. Government Publications. While using the CGP you asked that the following records be sent to you. If you have questions or comments, please use the Government Printing Office's help service at: http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php?p_cat_lvl1=3&p_cat_lvl2=120 .

Subject: cgp records
Name: March 1
E-mail: kamen@stmarytx.edu
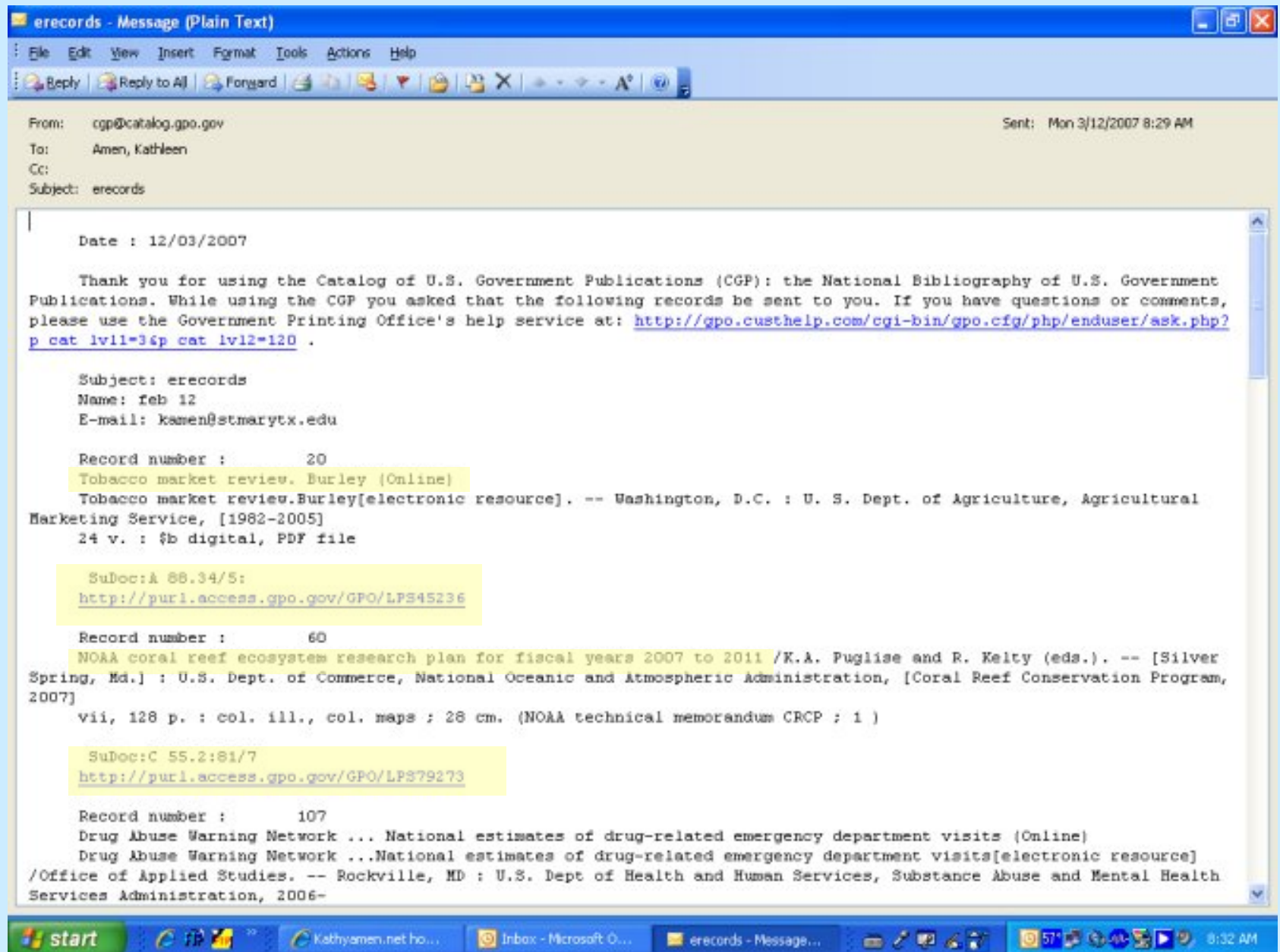
Record number :          9
Title                    Tobacco market review. Burley
Publisher Info.          Washington, D.C. : U. S. Dept. of Agriculture, Agricultural Marketing Service, [1982-2005]
Internet Access          http://purl.access.gpo.gov/GPO/LPS45236
SuDoc Number             A 88.34/5:
Item Number              0024-D (online)
Uniform Title            Tobacco market review. Burley (Online) .
 Variation of Title      Home page title: Burley tobacco market reviews
Description              24 v. : $b digital, PDF file
Current Frequency        Annual
General Note             Title from title screen (viewed 02/27/07).
System Details           Mode of access: Internet from the AMS web site. Address as of 02/27/07:
http://www.ams.usda.gov/tob/mncs/burley.htm; current access available via PURL.
Subject - LC             Tobacco industry -- United States -- Statistics -- Periodicals.
Added Entry              United States. Agricultural Marketing Service.
Linking Field            Tobacco market review. Burley (DLC) 84640295 (OCoLC)10234661
Stock Number/Avail.      U.S. Dept. of Agriculture, Agricultural Marketing Service, Washington, D.C. 20250
Locate in a Library      (online) http://catalog-web2.gpo.gov/LocateLibraries/locate.jsp?ItemNumber=0024-D&SYS=000598067
OCLC Number              (OCoLC)85373950
System Number            000598067
System Number            000598067

Record number :          34

start      2 Microsof...      Internet Pu...      Microsoft P...      Paint Shop ...      9:48 AM

Email with records from CGP in "short" format:



erecords - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

Reply  |  Reply to All  |  Forward

From: cgp@catalog.gpo.gov                                    Sent: Mon 3/12/2007 8:29 AM
To:     Amen, Kathleen
Cc:
Subject: erecords

Date : 12/03/2007

Thank you for using the Catalog of U.S. Government Publications (CGP): the National Bibliography of U.S. Government Publications. While using the CGP you asked that the following records be sent to you. If you have questions or comments, please use the Government Printing Office's help service at: http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php?p_cat_lv11=3&p_cat_lv12=120 .

Subject: erecords
Name: feb 12
E-mail: kamen@stmarytx.edu

Record number :        20
Tobacco market review. Burley [Online]
Tobacco market review.Burley[electronic resource]. -- Washington, D.C. : U. S. Dept. of Agriculture, Agricultural Marketing Service, [1982-2005]
    24 v. : $b digital, PDF file

    SuDoc:A 88.34/5:
    http://purl.access.gpo.gov/GPO/LPS45236

Record number :        60
NOAA coral reef ecosystem research plan for fiscal years 2007 to 2011 /K.A. Puglise and R. Kelty (eds.). -- [Silver Spring, Md.] : U.S. Dept. of Commerce, National Oceanic and Atmospheric Administration, [Coral Reef Conservation Program, 2007]
    vii, 128 p. : col. ill., col. maps ; 28 cm. (NOAA technical memorandum CRCP ; 1 )

    SuDoc:C 55.2:81/7
    http://purl.access.gpo.gov/GPO/LPS79273

Record number :        107
Drug Abuse Warning Network ... National estimates of drug-related emergency department visits [Online]
Drug Abuse Warning Network ...National estimates of drug-related emergency department visits[electronic resource] /Office of Applied Studies. -- Rockville, MD : U.S. Dept of Health and Human Services, Substance Abuse and Mental Health Services Administration, 2006-

start     Kathyamen.net ho...     Inbox - Microsoft O...     erecords - Message...                    8:32 AM

# Current Workflow

## Electronic Information—Through the Website (Since ideal of one-stop-shop isn't realistic)

▪ Maintenance of current links—aim for twice yearly check

(we use Xenu free link checker: home.snafu.de/tilman/xenulink.html)

▪ Keep on the lookout for new pages to add

- Internet Scout Report (scout.wisc.edu)

- govdoc-l announcements

- Docuticker (www.docuticker.com)

**In Blume: News from the Blume Library**
*News from the Blume Library and from the wider world of information resources.*

▪ Contribute to our Library's new blog (www.inblume.blogspot.com)

▪ Think of new ways to make government information more easily findable—take advantage of the work of other libraries and organizations

## Cataloging

- Item records for linked electronic docs—necessary or not?

  - needed for statistics?

  - currently working on retrospective list that started with 10,000 e-docs records with no items

    - some are duplicates

    - some are new PURLS

    - most just need item records

# Problems

## Cataloging

- Material type became a problem in our new catalog interface

**8** **Preventive War And Its Alternatives The Lessons Of History**
Reiter, Dan, 1967-
Carlisle, PA : Strategic Studies Institute, U.S. Army War College, [2006]
v, 35 p. : digital, PDF file.

**Save**
Save to List

Full Record

2006

| LOCATION | CALL # | STATUS |
|---|---|---|
| Blume Online Service | ONLINE | CHECKED IN |

St. Mary's University
Louis J. Blume Library
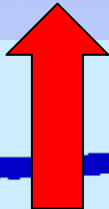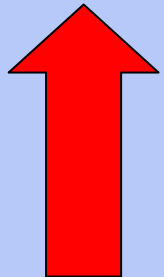
# Record as originally loaded:

# Record as modified:



**Millennium Cataloging · St. Mary's University Blume and Law Libraries · b14552383**

File  Edit  View  Go  Tools  Admin  Reports  Help

**Edit Functions**

Insert  Save  View  Edit  Summary  Browse  Verify  Export  Print  Close
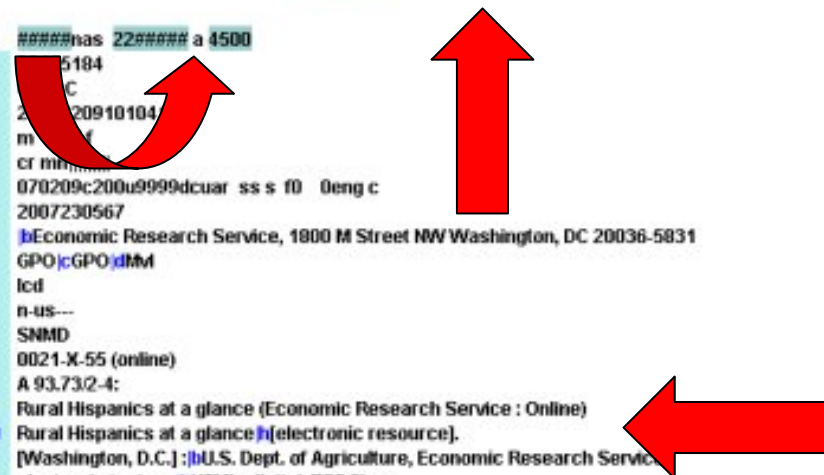
b14552383    Last Updated: 03-08-2007    Created: 03-08-2007    Revisions: 1

| LANG | eng  English | CAT DATE | - - | BCODE3 | - |
| SKIP | 0 | BIB LVL | s  SERIAL | COUNTRY | dcu  District of Columbia |
| LOCATION | b    Louis J. Blume Library | MAT TYPE | z  EBOOKS | | |

| | MARC Leader | | #####nas 22##### a 4500 |
|---|---|---|---|
| o | 001 | | 82455184 |
| y | 003 | | OCoLC |
| y | 005 | | 20070209101041.0 |
| y | 006 | | m    d f    | |
| y | 007 | | cr mn|||||||| |
| y | 008 | | 070209c200u9999dcuar  ss s f0   0eng c |
| l | 010 | | 2007230567 |
| y | 037 | | |bEconomic Research Service, 1800 M Street NW Washington, DC 20036-5831 |
| y | 040 | | GPO|cGPO|dMM |
| y | 042 | | lcd |
| y | 043 | | n-us--- |
| y | 049 | | SNMD |
| g | 074 | | 0021-X-55 (online) |
| g | 086 | 0 | A 93.73/2-4: |
| t | 130 | 0 | Rural Hispanics at a glance (Economic Research Service : Online) |
| t | 245 | 1 0 | Rural Hispanics at a glance |h[electronic resource]. |
| p | 260 | | [Washington, D.C.] : |bU.S. Dept. of Agriculture, Economic Research Service |
| r | 300 | | electronic text, v. : |bHTML, digital, PDF files. |
| r | 310 | | Annual |
| s | 440 | 0 | Economic information bulletin |
| n | 538 | | Mode of access: Internet from the ERS web site. Address as of 2/9/07: http://www.ers.usda.gov/Emphases/Rural/ataglance.htm; current access available via PURL. |
| n | 500 | | Description based on: Dec. 2005; title from title screen (viewed on Feb. 09, 2007). |
| n | 530 | | Also issued in print. |
| d | 650 | 0 | Rural population|zUnited States|vStatistics|vPeriodicals. |
| d | 650 | 0 | Hispanic Americans|xPopulation|vStatistics|vPeriodicals. |
| b | 710 | 1 | United States.|bDept. of Agriculture.|bEconomic Research Service. |
| w | 776 | 0 | |tRural Hispanics at a glance |
| y | 856 | 4 0 | |uhttp://purl.access.gpo.gov/GPO/LPS78407 |

b14552383                                                                      Edit Mode (INS)

start    2:02 PM

## Cataloging

- Problematic PURLs

  - obvious problem—broken PURLs

  - help GPO by reporting

  - trust GPO to keep them working

  - what to do about annuals, other serials?

    - one 856 for all the editions?

    - separate 856s for each edition?

For this important title we downloaded 2005, 2006 editions to our server and added 856s:



… and notified GPO.

Indicators of School Crime and Safety PURL takes you to this:
(initially only through 2004)

# Problems

## Statistics

My statistics-keeping is such a mess I won't share my "methods" with you.

A particular concern: how to record number of electronic items in the catalog.
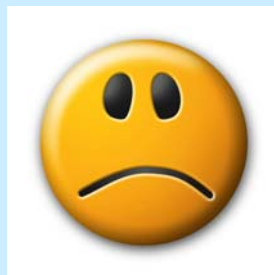
Complication: I really prefer single record with multiple formats attached.

West Texas A&M
UNIVERSITY

# West Texas A & M University
# Cornette Library
# Canyon, Texas

# Background

- Approximately 7,000 students, majority are undergraduates

- Medium-sized non-research library

- Depository since 1928; 58% Selective – Voyager Endeavor System

- Marcive Shipping List Service for current docs loaded weekly; full bib records loaded monthly

- Staff: 1 librarian, 1 tech, 5 student part time workers

- Documents staffs its own reference desk

- Tangible processing done in Documents; System loads Marcive loads; Tech Services runs reports for clean-up.

# History

Marcive tapeloading began in 1995

Workflow:

- Documents –manually create the tangible holding and item records to bibliographic records

- Cataloging – would go through each record and manually create an "electronic holding record" for each bibliographic record with a PURL or URL

# Problem

September 2003 – the manual creation of "electronic holding record" for each bibliographic record with a PURL or URL was taking too much time for the Catalog librarian

# Solutions

TAMU created a Perl Script to run after the Marcive loads

- Create electronic holdings automatically
  - For updated/changed records, delete the previous record and create a new record

Tech Services created reports to catch problems

- Pre 1995 report
- Changed SuDoc report
- Bibliographic records with no holdings report

# Conclusion

## Benefits

- Huge time saver

## Drawbacks

- Don't get to "see" electronic documents unless they are a problem

- Need at least a technician to go over reports, not student-friendly work

- Lack of statistics
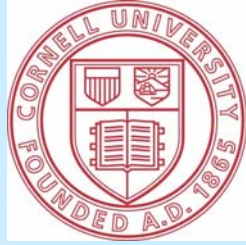
*Cornell University
Ithaca, New York*
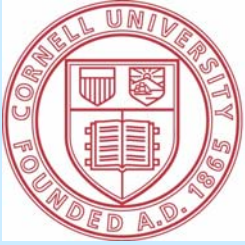
# Background

- Large academic research library, consisting of 20 libraries
    - 14,000 undergraduates & 6,400 graduate students

- Shared online catalog world wide (separate OPAC for Medical College)

- ILS: Voyager (Ex Libris)

- Documents integrated with other library materials, arranged by LC call numbers since 1940's; small pockets of microfiche by MoCat/SuDoc

- Reference service provided by all reference librarians and staff in all libraries; some specialization among them

- Selection of government documents divided among 50 subject specialist
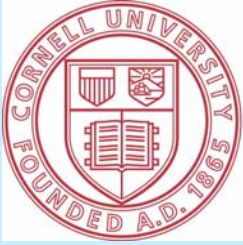
# Background, cont.

- 3 federal depository libraries on the main campus
  - John M. Olin Library since 1907 (48 % selective, land grant)
  - Albert R. Mann Library since 1943 (31 % selective)
  - Law Library since 1978 (10 % selective)

- Each depository processes its new print documents; electronic documents processed centrally in Olin

- Documents staff in Olin administer and process materials in other depository plans (UN, EU, NYS, ILO, UNWTO)

- Materials from the Olin depository are housed in many libraries
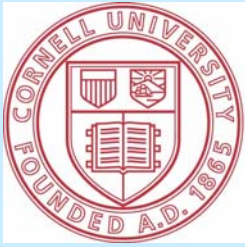
- All documents cataloged in-house

  - LC call numbers from OCLC

  - Use GPO records & add LC classification

  - Original classification & subject headings if no copy found

  - Upload cataloged records weekly to OCLC

  - Since 2001, documents staff responsible for classifying all depository documents on receipt (no backlogs)
    - Cataloging at abbreviated level (3); overlaid later with better copy if available when batch searching and merging done (keep assigned LC call number)
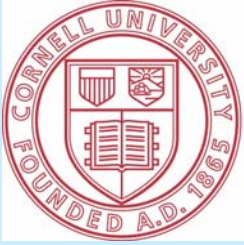
Cornell University Library

- 2002 staffing in Olin: 1 FTE Librarian, 1 FTE D-level and 0.5 FTE C-level support staff, no students; additional staffing in other two depositories; some support for original cataloging

- ~ 5,000 continuations orders and serials check-in records in Olin

- We could not keep up with selecting and adding the volume of new e-documents manually into the online catalog in a timely manner

- How to change that?
  - Initiate a change to use vendor records for electronic materials
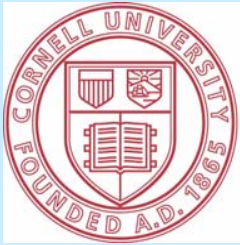
# Planning for change

- How to solve the dilemma with 3 depositories and different profiles on campus?
  - investigate how to combine the profiles into one online catalog

- How to maintain the selection profiles?
  - cost and time involved

- Who takes the responsibility for maintenance of the electronic vendor records?

- How to load the vendor records into the online database and abide by existing policies
  - separate record for each vendor/aggregator; license issues
  - no multiple format records
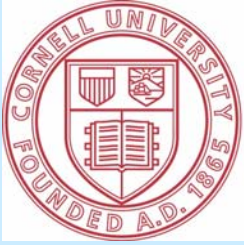
- Subscribe to *Documents without Shelves*
- Accept 100 % of the new and changed e-records
- Exception to existing policies for government documents: accept multiple version records (no license issues, no need to delete records)
- Create scripts for automatic record loading and holdings creation (serv,remo/no call numbers for e-records)
- Load the large back file first (40,000)
- Review rejected records manually (5,000)
- Store the monthly loads (700+) until the back file reviewed; start from the earliest
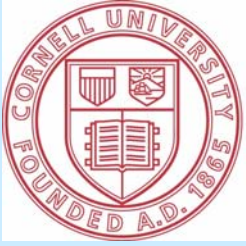
# Timeline

- 2002 Dec., initiate the change to vendor records
- Discuss in Social science selectors' team, refer to Collection Development Executive Committee
- 2003 March, form a Task Force with a charge to investigate and implement a plan for all libraries, report in May
- Aug., create scripts for loading the MARC records and holdings
- Sept., load test file, adjustments after the review
- Oct., load the back file after adjustments (40,000 records in 5 loads)
- 2004 March, manual review completed (5,000)
- May, review of stored monthly loads completed
- June, regular monthly loads (up to 1,000 records)
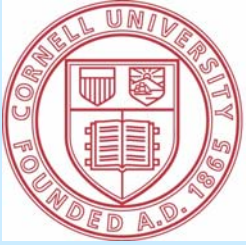
Two workflows:

- Tangible items: no change in processing, volume decrease
- Electronic resources (any bib record with 856 & URL/PURL):
  - processed automatically once the file received (size varies)
  - unique match points: OCLC # and title (130, 245 field)
  - if no OCLC # found in the catalog, then use LC # and title
  - titles may not be unique and need a review
  - load overnight
  - changed records overlay, new bibs and holdings created
  - script produces reports for later clean-up projects
  - review titles that did not load or overlay
  - review dead serials
  - clean up purchase orders and check-in records
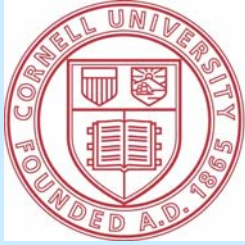
# Reports & statistics

- **CITH073-MAR07 FTP'ed from library30.library.cornell.edu via "marcive"**
  **STEP 0.1: 1075 Raw Input Records**
  **STEP 0.2: 1064 Input Records Prepreprocessed**
  **STEP 0.3: 11 Input Records Discarded**
  **STEP 1.1: 1221043 output lines returned from initial harvest**
  **STEP 1.2: 380943 output lines with OCLC 035's**
  **STEP 1.3: initial_extract: bib records satisfying Harvest query**
  **STEP 1.4: 350 import bib records written to SETA**
  **STEP 1.5: 118 import bib records written to SETB**
  **STEP 1.6: 591 import bib records written to SETC**
  **STEP 1.7: 5 import bib records written to SETD**
  **STEP IMPORT.1: /lts_data/batch_data/Marcive1.079.1627**
  **STEP IMPORT.2: /lts_data/batch_data/Marcive2.079.1630**
  **STEP 2.3: 1 Marcive Records rejected**
  **STEP 3.1: 940 Harvested Marcive recs**
  **STEP 3.2: 39 dead serials listed in dead_serials.L**
  **STEP 3.3: 940 bibkeys extracted**
  **STEP 4.1: 456 Mfhds for selected Bibs**
  **STEP 4.2: 456 mfhd keys extracted**
  **STEP 4.3: 181 mfhd keys with electronic locations**
  **STEP 5.1: 585 selected bibs with no mfhds**
  **STEP 5.2: 174 selected bibs without electronic locations**
  **STEP 6.1: 585 Bibs with no mfhds**
  **STEP 6.1.1: 585 Modified records**
  **STEP 6.2: 174 Electronic Bibs**
  **STEP 6.2.1: 174 Modified records**
  **STEP 7.1: BulkImport complete**
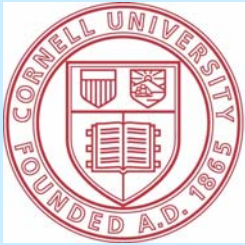
**Cornell University Library**

SUMMARY FOR PROJECT MANAGEMENT
********************************************************************************

Discards from Initial Marcive Load: 11
     filename: /lts_data/batch_data/Marcive.079.1529/discard_pre.mrc

SetB records for manual review: 118
     filename: /lts_data/batch_data/Marcive.079.1529/setB.mrc

SetD records for manual review: 5
     filename: /lts_data/batch_data/Marcive.079.1529/setD.mrc

Bib keys for dead serials: 39
     filename: /lts_data/batch_data/Marcive.079.1529/dead_serials.L

SetA/SetC records rejected by BulkImport: 1
     filename: /lts_data/batch_data/Marcive.079.1529/marcive-rejects

Bib keys for new serv,remo locs: 759
     filename: /lts_data/batch_data/Marcive.079.1529/combined.list
********************************************************************************

Job completed on 03/20/07 at 17:52:42
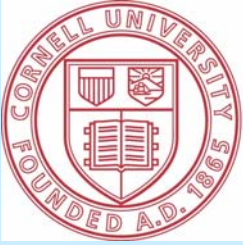
MS Access queries for harvesting monthly statistics
  - add local 948 fields in MARC records to gather statistics
  - date, activity, staff ID/batch load, processing unit, source

Example of electronic batch load, manually reviewed:

948 1  ‡a 20040811 ‡b c ‡d lat3 ‡e cts ‡f e
948 3  ‡a 20061019 ‡h Marcive ‡i CITH06A-OCT06

Print cataloging:

948 0 ‡a 20070305 ‡b i ‡d daf10 ‡e lts ‡h dep
948 1 ‡a 20070305 ‡b o ‡d daf10 ‡e lts
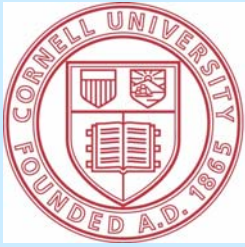
# Benefits

- Timely loading of all records monthly
- Changed records ensure timely maintenance
- Selection cycle not as crucial as before as we get 100 % of all depository titles (selection rate has remained the same)
- Server space no concern to include all electronic titles
- Better service to faculty, students, researchers, residents of 22nd Congressional District and beyond
- Minimal staff time: 5-6 hours monthly for manual clean-up of 50-200 records; free up catalogers' and selectors' time
- Patrons and reference staff love instant full-text access to resources
- Savings in processing costs, shelf space, human resources
- Documents staff gain new opportunities
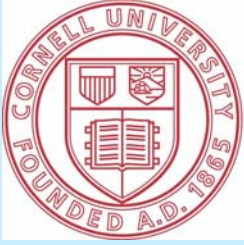
# Opportunities for staff

- Less incoming materials allow documents staff to take on new tasks while electronic documents processed automatically

  - Continuations check-in reduced to < 2,000

  - Trend continues with all depositories within CUL

- New tasks at higher level provide staff with new opportunities:

  - Documents Librarian becomes also Acquisitions Librarian

  - D-level support staff member assumes first the responsibility for supervising students in Acquisitions Services and is promoted to supervising Receiving Unit, including documents

  - support staff member learns LC classification of documents and is promoted to copy cataloger

# Special considerations

- Aggregator data loads: separate record for each e-title
  - Several entries in OPAC for the same title confusing to patrons
  - Needed for tracking subscriptions and licenses

- Separate records for different versions except for documents until GPO changes its cataloging practices

- Previously, added electronic holdings for multiple version records manually

- Now, start separating multiple version records as new e-versions issued by GPO and included in monthly data files
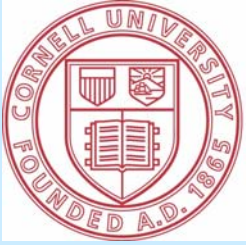
# Conclusion

Initial challenges

    - Find programmer's time for designing the loading scripts

    - Large back file to review (5,000 records)

    - Lack of OCLC numbers in our online catalog to facilitate the data loads and record matching

Drawback

- We now "see" only those documents that need conflict resolution in the loading process

Benefits long-lasting in several areas

- Cannot imagine how we could manage the transition to digital documents without our automated processing!

# Watching the River Flow

*Louisiana State University
Baton Rouge, Louisiana
Government Documents
Department*

# *Philosophical Backgrounding & Musings on the Flow*

*No matter what gets in the way and which way the wind does blow,*
*And as long as it does I'll just sit here*
*And watch the river flow.*

*Bob Dylan, 1971.*

Narrowing the definition of "workflows" has been challenging.  One of the verities of library work, and docs work specifically, is that any attempt to force the work into a standard, non-flexible flow (i.e., damming, diverting, draining, filling) has always been difficult and is now even more difficult because of the diversity of formats and the complexities inherent in some of those formats.  We hear about, and nod with agreement, how the nature of information dissemination has changed over time, beginning with stone tablets and moving into the digital age.

Thus, we must constantly be willing to quite literally "go with the flow"— adapting our work patterns to new formats and technologies.  I hope to promote discussion of this need to adapt by giving examples from my library's Government Documents Department.

# LSU Middleton Library—
# A Regional Depository
## Basic Information about Our Environment

- Medium/large academic library that is regional for southern Louisiana.

  – LSU includes 9 senior colleges and 4 schools, in addition to specialized centers, divisions, institutes, and offices.
  – LSU's enrollment is more than 30,000 students, including more than 1,600 international students and nearly 5,000 graduate students.
  – LSU has more than 1,200 full-time faculty members and a staff of more than 3,000.
  – LSU Libraries contain more than 3.2 million volumes.

- We are celebrating our 100th anniversary as a depository (1907!).

# Middleton: The Main Library

- Depository collection and most other federal docs titles classed by SUDOC and kept in Gov Docs Department.

- Some exceptions are the depository materials deemed as vital reference resources (e.g., Government Manual, Statistical Abstract, most legislative materials), and these materials are shelved in the Reference Stacks or right at the Reference Desk (Ready Reference cabinets).

- Processing is done in the Documents Department in its own Technical Services Workroom.

- Staffing:  1 librarian; 4 FTE highly skilled para-professionals; 2 part-time GA students (LSU has its own SLIS program); student workers who service both docs and microforms (currently 14).

- Reference services both integrated and specialized.  I.E., general reference desk is expected to have basic familiarity with gov docs; for actual access and/or specialized gov docs reference assistance, patrons are sent to Gov Docs Department.

# Recent Workflow History

- Because we are a part of a consortium (LOUIS), we do all of our processing as regulated by that entity—utilizing Marcive Records and the Workflows module of the Sirsi/Dynix Unicorn ILS.

- In July 1989, we received a batch load of records covering 1976-1989.

- Beginning in October of that same year, we began receiving the monthly updates which include current serial change records.

- Then, in 1995, we started getting the weekly shipping lists for monographic titles.

# Division of Duties & Responsibilities

- Physical materials received are divided into 3 basic categories:
  - Monographs/annuals
  - More frequently published serials
  - Maps (checked in on a manual map grid; then sent to a branch library located in the Geography Department)

- Staff members responsible for each of these individual categories complete the cycle of connecting loaded records to our catalog— overlay and clean-up of records—making sure they conform to our site needs.

# Division of Duties & Responsibilities, cont.

- Monthly reports/problem shooting done by key staff member.
  - Some problems with brief records that were created prior to 1996 are still surfacing and are addressed as they come to light.

- Marcive provides bar codes with their shipping list service; we print our own labels in-house.

# Electronic Titles: Processes and Problems

- EL versions of tangible materials are found during a monthly report that identifies URL's added to records.

- Catalog records are then updated, and separate records are made for the EL version.

- Titles that are EL only are given a separate location code and call number.

- Electronic titles as separate records can pose a problem:

  – Patrons are not always aware that they need to scroll down a results page in order to see all formats for a particular title.

  – This is especially problematic because the entry for the electronic version may not show up next to the entry for the same tangible version.

  – Thus, the programmed indexing of the database (catalog) can produce some confusing results.

# Let's See an Example:

- Searching for *County Business Patterns:* http://www.lib.lsu.edu/

# Another Problem with EL Titles

- The "URL Checker" service that we have as a part of our LOUIS membership sends out a report, generated by SIRSI, that identifies "bad" links.

- However, because the "Checker" is identifying those "bad" links at a single moment in time, it is frequently inaccurate.

# Most Important: What Do We Miss?

- The most pressing problem with new EL titles is the fact that no one on staff <u>currently</u> has been given the responsibility to verify the existence of and/or the accuracy of <u>every single</u> new electronic title.

- This practice will need to be established as a regular part of the workflow.

# Traditional Workflow Has Diminished

- Contributions:
  - Fewer tangible products.
  - More automation of tasks.
  - Error rate of record overlay is low; clean-up minimal.



- Response:
  - Special projects.
    - Now's the time to "weed and feed"!
      - Copy two's pulled and offered to other libraries.
      - Missing issues sought to fill in runs.
  - Retrospective cataloging of materials.
    - The "Recon" project—pre-1976 titles slowly being added to catalog.

# So, What Else Is There To Do?

– Time to add in all of that fiche we have from NTIS.

– Timing, as they say, is everything—

- Reference question/request to purchase an NTIS report prompted a realization that we already owned many NTIS documents from 1970-1989.

- An entire section of this material included NASA documents—many of which duplicate Depository fiche.

- **More perfect timing:**

  - We, as a regional, are given access to the newly created DARTS product from NTIS.

  - The opportunity to have almost full coverage of NTIS material as a result of access to the fiche we already own, but have never cataloged, and the online material now available to depositories provide us with a valuable set of resources, specifically for our science faculty.

# Sounds Simple Enough—*but*:

- As noted, the NTIS fiche have never been cataloged—

- And there are also a substantial number of fiche that are duplicates of materials we received on depository (e.g., the NASA reports).

- The fiche has simply been stored in cabinets for years, organized numerically—not by subject, title, or any other standard access point.

- How to identify, organize, remove duplications, and integrate holdings with electronic format is the challenge.

# Assigning New Duties
# Without Creating Resistance

- Simply having a good handle on how to adapt the workflow to accommodate changes in format, etc. will not insure success.

- Staff members need to be willing to learn new things and quickly apply that knowledge to different tasks.

- Staff members who feel as if they are part of solution creation will be more readily accepting of new tasks—team building.

- Assigning new duties should not be an afterthought of a top-down decision-making process; instead, it should be an integral part of group problem-solving activity.

- As long as there are new projects and the will to complete them as a team, the workflow will continue to provide healthy challenges and growth as an institution.

- As they say, nature abhors a vacuum; so it seems as if as each aspect of documents' processing changes, it is replaced by another equally challenging aspect.

- The key is to keep nimble and ride those rapids with good humor and the awareness that the mission of a depository should stay the same no matter what—to provide free access to our government's information.

# Running the Rapids

Kathleen L. Amen
St. Mary's University
kamen@stmarytx.edu

Gretchen Gould
University of Northern Iowa
Gretchen.Gould@uni.edu

Stephanie Braunstein
Louisiana State University
sbraunst@lsu.edu

Anna Korhonen
Cornell University
ahk3@cornell.edu

Chantana Charoenpanitkul
Shippensburg University
chchar@ship.edu

Laura Sare
West Texas A&M University
lsare@mail.wtamu.edu

Jim Noel
Marcive, Inc.
jnoel@marcive.com