

Just Do It!

Government Documents Retrospective Conversion Project

**Dacus Library
Winthrop University
Rock Hill, SC**

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Coordinator of Government Documents
October, 2006

History of Government Documents at Dacus Library

- 1896 the library became a depository for Federal government documents – the fifth in the state.
- By 1898 the library had secured many valuable government works through the efforts of Senator B.R. Tillman and Congressman T.J. Strait.



History of Government Documents at Dacus Library

- 1959 the library added a second microfilm reader.
- 1969 government document serials were added to the Winthrop Serial List (WISL)



History of Government Documents at Dacus Library

- 1982, the library was selected as an official depository for South Carolina State Documents.
- 1986/87, Document serial titles were added to INNOVACQ.



History of Government Documents at Dacus Library

- Dacus contracted with Marcive in 1994 to begin loading documents into the online catalog, INNOPAC.
- 1995 Retrospective cataloging of dead and no longer selected titles.
- 2006 Major retrospective cataloging project started



Statistics

- Our current selection rate is 35 %, down from 45% in 1990.
- Since July 2003, nearly 1000 government documents have circulated.



Staffing

- Coordinator of Government Documents
- Library Technical Assistant
- Student Employees



Why this project?

- Access, access, access
- The shelf list is obsolete
- Crowded shelves
- Complete inventory of collection
- To Catalog or Not to Catalog:
 - Catalog
 - Withdraw



Where to begin?

- Meeting, planning, more meeting, more planning.
- Obtain approval and support for the project.
- Plan how the work would be divided and organized.
- Develop steps for the project.



Public service in the role of technical service

- Government documents staff volunteered to assist with cataloging.
- Public Services involvement with this project will be concentrated during the summer months.

Identification of Documents

- The first phase of this project will concern paper documents only, followed by microfiche, microfilm, and then maps.
- Inventory sheets are being used.
 - To identify items not in DOC.
 - To ensure shelves are in SuDoc order.



Identification of Documents

- Once a truck is pulled it is sorted and labeled:
 - Documents to be added to DOC.
 - Documents to be withdrawn from the collection.
 - Serials to be added to DOC.
 - Problems.



Cataloging Procedures

- OCLC Connexion Client.

Enter Bibliographic Batch Search Keys

Local File: Local File Manager...
X:\psgovtdocs.bib.db

Search Keys
Query: Total Entered: 0 Enter Diacritics...

Use default index:
Gov Doc Number (gn:) Add
Delete
Replace
Import...
Copy...
Print

Apply default WorldCat qualifiers:

Retrieve all records from online save file
Limit by Review Status: Limit by My Status:
 Non-Submitted
 Submitted

Delete downloaded records from online save file

Save Close Help

Cataloging Procedures

- Local File

OCLC Connexion - [Local Bibliographic Save File List (psgovtdocs.bib.db)]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Save #	Contributor/Creator	Title	Control #	Date	Call Number	Date/Time Added	Held	Code
1	Planck, Max, 1859-1947.	Vorlesungen über Thermodynamik /	6629968	1905	QC 311 .P71 2d ed.	9/13/2006 9:49:07 AM		SW
2	Turosienski, Severin Kazimierz...	Education in the Union of Soviet Socialist Republics a...	18157431	1940	Z 5815 .R9T9	9/15/2006 1:58:15 PM		SW
3		Medical study of the effect of TNT on workers in a bo...	14546966	1945	RA 1242 .T7 M489 1945	9/15/2006 2:12:21 PM		SW
4	Mountin, Joseph W. (Joseph...	Health service areas : requirements for general hospit...	17155221	1945		9/15/2006 2:12:22 PM		SW
5	Fairhall, Lawrence T. (Lawrenc...	Toxicity of molybdenum /	42878249	1945	614.4 Un3b no.293 A...	9/15/2006 2:12:23 PM		SW
6	Schwartz, Louis, b. 1883.	Control of ringworm of the scalp among school childre...	14749240	1946		9/15/2006 2:12:25 PM		SW
7	Conference of Mental Hospital...	Proceedings of the first Conference of Mental Hospital...	52305796	1951		9/15/2006 2:12:26 PM		SW
8	United States. Public Health S...	Manual of recommended practice for sanitary control...	36757484	1946	RA 602 .S6 U6 1946	9/15/2006 2:12:27 PM		SW
9	United States. Public Health S...	Manual of recommended water-sanitation practice rec...	6319028	1947	TD 345 .U6 1946	9/15/2006 2:12:28 PM		SW
10		Review of the literature relating to affections of the res...	14162865	1947	RC 965 .T4 R4	9/15/2006 2:12:29 PM		SW
11	Dreessen, Waldemar C. (Wald...	Health of arc welders in steel ship construction; a surv...	11991337	1947	RC 965 .W4 D7	9/15/2006 2:12:31 PM		SW
12	United States. Federal Power...	National power survey : the use of electric power in tr...	8914073	1936	FP 1.12:4	8/17/2006 10:00:30 AM		SW
13	Hough, John Walter, 1892-	Health of workers exposed to sodium fluoride at open...	12700132	1948	QP 913 .N2 H65	9/15/2006 2:12:32 PM		SW
14	Mountin, Joseph W. (Joseph...	Ten years of Federal grants-in aid for public health, 19...	34248815	1948	RA 11 .B19 M6	9/15/2006 2:12:33 PM		SW
15	United States. Federal Power...	National power survey : cost of distribution of electricity.	9130842	1936	TJ 23 .A3 no. 3	8/17/2006 10:00:30 AM		SW
16	United States. Federal Power...	National power survey : principal electric utility system...	9819978	1936		8/17/2006 10:00:31 AM		SW
17	United States. Federal Power...	National power survey : interim report.	9833311	1935	TJ 23 .A52 1935	8/17/2006 10:00:32 AM		SW
18		Protection in the nuclear age : the Federal Civil Defen...	12299806	1984	UA 927 .P76 1985	8/17/2006 10:10:12 AM		SW
19	Hochbaum, Godfrey M. (Godfr...	Public participation in medical screening programs; a...	9471787	1958	RC 913 .H6	8/17/2006 10:10:13 AM		SW
20	Bloomfield, J. J. (John Jacob)...	Industrial hygiene problems in Bolivia, Peru, and Chile /	19474196	1948	HD 7676 .B55	9/15/2006 2:12:33 PM		SW
21	United States. Dept. of Health...	Report to the President on medical care prices.	20635	1967	RA 410 .U45	8/17/2006 10:10:14 AM		SW
22	Moutin, Joseph W. (Joseph...	Emergency health and sanitation activities of the Publi...	8311361	1949	RA 11 .B19M57	9/15/2006 2:12:35 PM		SW
23	Brown, George Haskell, 1922-	Postsecondary assessment : report of a planning conf...	16903446	1987	LB 2366.2 .P6	6/5/2006 10:18:29 AM		SW
24	Brown, George Haskell, 1922-	Postsecondary assessment : report of a planning conf...	16903446	1987	LB 2366.2 .P6	6/5/2006 10:18:30 AM		SW
25	Brown, George Haskel, 1922-	Assessment of readiness for school : implications for...	16903458	1987	LB 1132 .B725 1987	6/5/2006 10:18:31 AM		SW
26		Management of accessibility for handicapped student...	7664825	1981	LC 4820 .M36 1981	6/5/2006 10:18:34 AM		SW
27		AIDS and the education of our children : a guide for p...	16835328	1987	RA 644 .A25 A12 1987	6/5/2006 10:18:38 AM		SW
28		Food consumption of households in the United States /	43084358	1968		5/10/2006 4:38:33 PM		SW

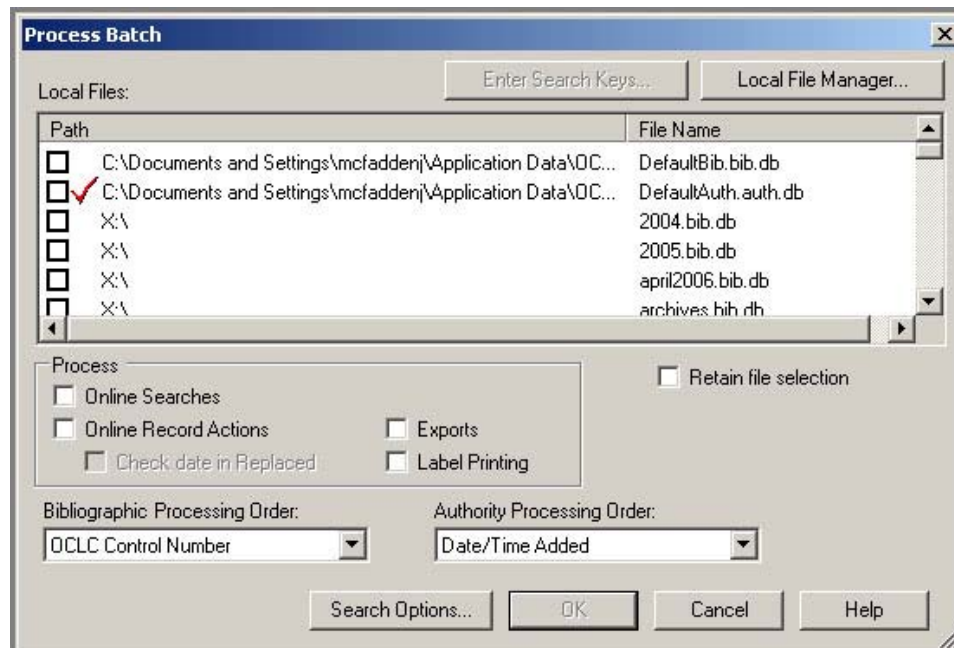
1 of 841

INS 38:21

Start Inbox - Mic... Microsoft P... Cataloging ... GIF Adobe Phot... How to Use... OCLC Conn... 3:46 PM

Cataloging Procedures

- After all SuDoc numbers for the truck have been entered, process the batch to “Select Online Searches.”



Cataloging Procedures

- The Batch Search Report indicates the number of “Successful Searches” and the number of “Errors.”

Local File: X:\ssgovtdocs.bib.db

Batch Search Report

Session ID cnx01.prod.oclc.org-33852-enn4s67b-h17vwp
Report Start Time 2006-05-25T09:17:26.0000000-04:00
Session Duration 00:00:37.6968748

Bibliographic exports reported 0
Authority exports reported 0

Errors (2)

Search Key	Error
gn: c32238980d1bsec1	No records found for your search. Please change or simplify your search and try again.
gn: c32238980d6	No records found for your search. Please change or simplify your search and try again.

Successful Searches (35)

Search Key	# Records	Save #	Control #	Title
gn:c322371990cp248sec12	1	1	29208405	1990 census of population. #p Social and economic characteristics. #p Virginia.
gn:c322371990cp249sec12	1	2	29323685	1990 census of population. #p Social and economic characteristics. #p Washington.
gn:c322371990cp250	2	3	55756831	1990 census of populatio #h [electronic resource]n. #p Social and economic characteristics. #p West Virginia.
		4	29250528	1990 census of population. #p Social and economic characteristics. #p West Virginia.

Cataloging Procedures

- Technical Services
Inventory Project librarians
 - Review the records
 - Indicate required changes to record
 - Return truck to Documents



Cataloging Procedures

- Cataloging Records

- Change 049 field
- Add 099 field and 086 if not on record
- Add 949 fields to create item record
- Add a 949 command line

OCLC Connexion Page 1 of 1

OCLC 27693915 No holdings in SWW - 19 other holdings

Rec stat c	Entered	19930309	Replaced	20051111				
Type a	ELvl	l	Srce	d	Audn	Ctrl	Lang	eng
BLvl	m	Form	Conf	0	Blpg	MRec	City	dcu
Desc a	Ills	a	Fest	0	DtSt	s	Dates	1973

040 EZF #c EZF #d OCL #d OCLCQ
043 n-us-al
050 4 HA201 #b 1970 PC-1 pt.2
086 0 C 3.223/9:970/v.1/pl.2
090 #b
049 ~~SWW~~ **I**
110 ~~1~~ **710** 1 United States. #b Bureau of the Census.
245 1 0 1970 census of population. #p Volume 1. #b Characteristics of the population. #n Part 2; Alabama / #c United States Bureau of the Census.
260 Washington : #b U.S. G.P.O., #c 1973.
300 vi, 993, A-62 p. : #b ill. ; #c 30 cm.
651 0 Alabama #x Population.
651 0 Alabama #v Census, 1970.
~~740~~ **740** 0 1 Census of population, Alabama, 1970.
~~740~~ 0 1 1970 census of population, Alabama.

246 20

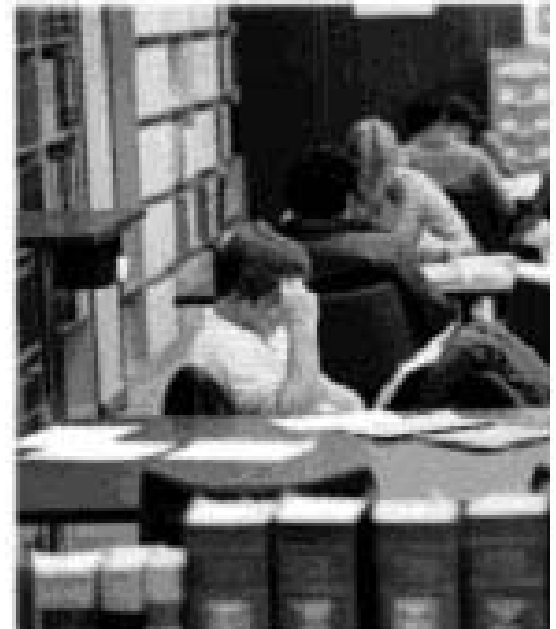
Delete Holdings- Export- Label- Produce- Submit- Replace- Report Error- Update Holdings- Validate- Workflow-In Process

Add:
099
130 Census of population (1970). #p Characteristics of the population.

Change 110 to 710 1 #

Cataloging Procedures

- Batch process again
 - “Online Record Actions”
 - Verify no error records
- Batch process again
 - Export records to catalog



Cataloging Procedures

- Proceed to Millennium
 - Check each record in “Public View”
 - Check for any mistakes
- Trucks are returned to Government Documents
 - Students label all documents without current labels
 - Items are returned to shelves

Cataloging Serials

- Search OCLC
- All titles associated with current title are cataloged, including all title changes
- Download bibliographic record(s) to Millennium
- Add library specific information
- Government Documents staff adds check in records and item records

Progress to date

- Project officially began in May 2006.
- Since that time, over 3000 records have been added to the catalog.
- Boxes of withdrawn documents have been shipped to USC and Clemson University.

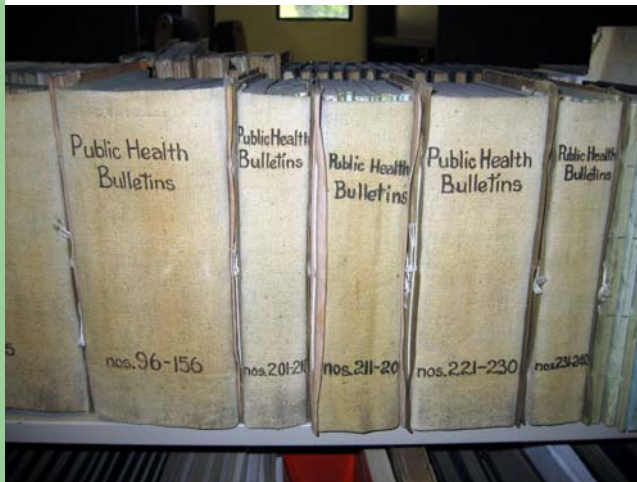
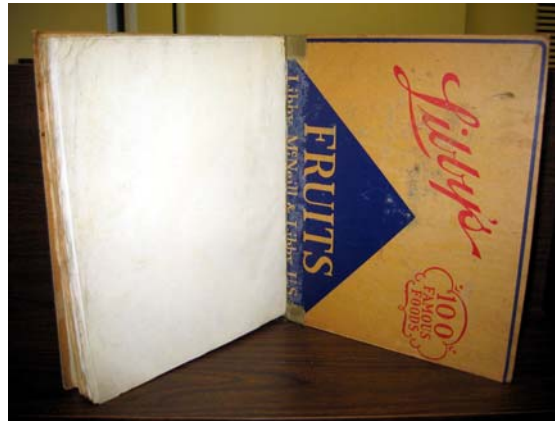


Problems

Cataloging Bound Serials with different SuDoc numbers.

- WPA Bound Volumes
- U.S. Office of Education Bulletin
- Adding records for individual titles under one barcode
- “g 086” field, enter SuDoc number for individual title
- “c 099” field, enter SuDoc number on cover of bound volume

Works Progress Administration Binding



Problems

- Labels
- Inventory Sheets May or May Not Be in SuDoc Order.
- Can Public Service Librarians and Catalogers Get Along?



Conclusion

Just Do It!