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Remarks

by Stevie Gray, Chief, Micrographics and Acquisitions Section

Thank you Mr. Lewter. Good morning, Ladies and Gentlemen! My name is Stevie Gray and I am currently the Chief of the Micrographics and Acquisitions Section of the Depository Administration Branch. I took over this section in December of 1992.

When I took over the Micrographics Section there were 3 full service contracts in effect. Full service contracts mean that the vendor does the distribution and shipping list preparation and fills the claims, in addition to the conversion and production of microfiche. Since I have been here, 2 more contracts have been awarded and 2 more are due to be awarded by the end of April or the middle of May.

This means that by May there will be 7 full service contracts in effect, including the Bill Shipment. The other 3 contracts will become full service when they come up for renewal. Only 1 contract will not be full service because the volume is too low and the content of the materials varies too much.

We are presently working on a map contract for microfiche to be awarded sometime in the fall of 1993. This contract will not be a full service contract because of the type of specifications required.

When I came to Micrographics, the section was starting an automated print order control system to help streamline the conversion process and improve the quality of the procurement process. There were 2 terminals in use. Presently we have 5 terminals, and this has helped to expedite the microfiche conversion process and eliminate most of the typical typographical mistakes, such as transposed numbers, on shipping lists or print orders.

I'm sure all of you are aware of the microfiche claims backlog that we have here at the Government Printing Office. We have just filled a vacancy for the microfiche duplicator operator and also have acquired one other staff member from the warehouse division of the Laurel Complex to work exclusively on processing microfiche claims. We are working the oldest claims first because, besides having the ability to duplicate, we have most of the claims still in house though not in order to pull claims from.

Although relatively new to the Acquisitions Section, I am learning a lot. There have been several changes to the Acquisitions Section since the reorganization of the Depository Administration Branch. Several acquisitions staff are now located in the Customer Services Department of the Government Printing Office. Their presence will enable LPS to order the correct quantities for distribution. This will help cut down on the chronic problem of short quantities being distributed to depository libraries and allow us to monitor publications via the ACSIS system. Short shipments will continue to occur for a variety of reasons, but ACSIS will enable the acquisitions staff to identify a title that is received short as soon as the item is received and take steps to procure the extra stock before the title is distributed. There will be fewer rainchecks that will need to be issued.

We are also involved in working the raincheck files. We will be trying to procure the Claims Core List titles for

the old rainchecks. The raincheck backlog review team has also identified other significant titles which we will attempt to obtain. A list of the active rainchecks is being prepared and will be published soon.

When possible, we will procure the extra stock before the new titles are distributed, thus reducing the need for rainchecks.

At this time I would like to invite all of you who have an interest in the Micrographics or Acquisitions Section to join me during the Information Exchange.

I would like to introduce at this time Mr. Downing, who is now the Chief of the Cataloging Branch. He too has assumed his duties recently. Mr. Downing was the Chief of the Records Branch of the Sales Management Division of the Documents Sales Service from 1982 to 1992. During this time Mr. Downing was responsible for the GPO Sales Publication Reference File and the Subject Bibliographies.