



FALL 2021
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CONFERENCE

OCTOBER 18-20 • VIRTUAL • #FDLConference



Introducing the U.S Congressional Serial Set Collection

LAW
LIBRARY
LIBRARY OF CONGRESS





Speakers

- Suzanne Ebanues, Supervisory Management Analyst, LSCM, GPO
- Heidi Ramos, Lead Program Planner, PST, GPO
- James Sweany, Chief, Digital Resource Division, Law Library of Congress
- Chris Ehrman, Digital Project Coordinator, Digital Resource Division, Law Library of Congress
- Bailey DeSimone, Library Technician (Metadata), Digital Resource Division, Law Library of Congress



Collaboration

- Partnership between the Law Library of Congress and GPO
- Digitized Serial Set is available through both the Library of Congress website and **govinfo**
- Roles:
 - Law Library of Congress
 - Manage the preparation and digitization
 - Digital quality control
 - Provides accepted digitized volumes to GPO
 - GPO
 - Create metadata (MARC and other)
 - Design and maintain the **govinfo** collection
 - Acquire replacement volumes



Why the U.S. Congressional Serial Set?

- Started with the 1st Session of the 15th Congress
- Numbered House and Senate Documents and Reports bound by session
- Volumes from the 15th through the 103rd Congresses
- Estimated to be 15,850 volumes containing around 12 million pages
- Much more!





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govinfo Serial Set Collection: Process

Preprocessing

- Transfer of data to GPO network
- Data validation

Metadata

- Generate Volume MARC XML
- Generate compiled metadata XML
- Extract MARC metadata records from OCLC or create original records
- Transform subjects into LC subject headings
- Create document MARC XML



govinfo Serial Set Collection: Process

Package Creation and Submission

- Generate individual **govinfo** packages with associated metadata
- Validate expected files and hash values

File Processing and Parsing

- Parse volume and document metadata from MARC and compiled XML
- Rename files based on accessid (e.g. SERIALSET-00722_00_00-002-0053-0000)
- Digitally-sign PDF files
- Update internal content management system and preservation repository

Publish to Public Site



govinfo Serial Set Collection

- Public access to Serial Set Volumes and individual documents
- Collection browse and search functionality
 - Collection Specific Search Operators and Filters
 - Citation Searching
 - Incorporated into the Congressional Documents and Reports collections where applicable
- API, RSS, Sitemaps, and Help



Congressional Serial Set – Browse by Topic

- Alphabetically listed topic-based browse
- Library of Congress Subject Headings associated with Serial Set documents

The screenshot shows the 'govinfo' website interface. At the top, there is a navigation bar with links for 'Browse', 'About', 'Developers', 'Features', 'Help', and 'Feedback', along with a 'QSEARCH' button. The main header area is dark blue with the title 'Congressional Serial Set - Browse by Topic' and social media icons for Facebook, Twitter, Email, and RSS. Below the header, there is an orange button labeled 'BROWSE BY CONGRESS'. The main content area is light gray and contains a section titled 'About the Congressional Serial Set - Browse by Topic' with a 'HELP' button. The text explains that this topic-based browse allows users to explore the United States Congressional Serial Set based on topics organized by the first letter of the topic. It also mentions the assignment and indexing of Library of Congress Subject Headings (LCSH) to documents. Below this, there is a section titled 'Browse the Congressional Serial Set by Topic' with a list of letters 'A' and 'B' for browsing.



govinfo Serial Set Collection: What's Next?

- More content
- Collection tutorial videos
- Records in the CGP
- Collection modifications
- [Share your feedback](#)

Browse Congressional Serial Set Documents

⊕ 82nd Congress (1951-1952)

Serial Nos. 11484 to 11658

⊖ 69th Congress (1925-1927)

Serial Nos. 8522-8826

⊕ Serial No. 8522 - Senate Journal

Senate Journal, 69th Congress, 1st session

⊕ Serial No. 8524 - Senate Report, Vol. 1

Miscellaneous Senate Reports 2, 4-21, 23-26, 29, 32-34, 41-44, 51-52, 56, 65-67, 70, 74, 76-90, 92-94, 98-100, 106-107, 109-112, 114, 116-117, 120, 123, 125, 128, 137, 140, 147-156, 158-159, 165, 171-176, 178-179, 181-182, 184-187, 190-193, 197, 199-204, 214-215, 220, 222, 224-239, 244, 248-251, 255, 259-261, 263, 272-273, 275, 278-318, 320-322, 324-325, 327-328, 333-336, 351-357, 359-361, 363-370, 372-373, 376-386, 390-391, 395, 399, 402-407, 410-413, 415-424, 426, 428-429, 431, 434, 437, 439, 441-443, 445, 449, 451, 459-460, 463, 467, 469, 473-475, 478-484

⊕ Serial No. 8525 - Senate Report, Vol. 2

Miscellaneous Senate Reports 486, 488-497, 499-506, 508-519, 524-525, 527, 531-544, 546-548, 550-553, 555-556, 558-559, 561-563, 565-573, 578-592, 597, 599-604, 606-607, 609, 612, 614-616, 618-620, 622, 626-640, 644-648, 650-675, 681, 685-686, 690-694, 711-715

Law Library Serial Set Team

- Introduction and Performance Goals - **James Sweany**
- Evaluation and Workflows – **Chris Ehrman**
- Presentation on loc.gov/law.gov – **James Sweany**
- Documentation and Promotional Activities – **Bailey DeSimone**

Law Library Digitization Targets

Performance Target: Expand the digitization of law collections to better meet the demand for online access to collections by continuing the digitization initiative, and digitizing 3,000 volumes of the U.S. Serial Set by September 30, 2021.

Milestone	Accomplishment
Prepare 3,000 Serial Set volumes for digitization	During FY21, the Law team has prepared 3,521 volumes (117.4% of the goal of 3000); 3,449 volumes were shipped to the vendor.
Display a subset of the Serial Set as a Library digital collection	The Law Library is working in close cooperation with GPO to jointly release volumes of the 69 th Congress on September 28, 2021.

Digitization of the U.S. Serial Set – Status

Since the Serial Set Project began in FY19:

- 6,093 volumes prepared for digitization (38.68% of total volumes)
- 5,733 volumes sent to the vendor
- 4,327 digital bags (volumes) received from vendor
- 3,839 digital bags accepted
- 1,701 volumes sent to GPO

FY21 Goals

- 3,000 volumes selected for digitization
- Display a subset of the Serial Set in loc.gov (69th Congress)

FY22 Goals

- 3,000 volumes selected for digitization




US Serial Set volumes prepared for digitization.

Volume Evaluation for Digitization

- Multiple copies of each Serial Set volume in the Library of Congress collections
- Inspect physical volumes for completeness
- Expected documents from 1909 Index and Schedule of Documents
- Record physical characteristics:
 - Foldouts
 - Maps
 - Color plates
 - Oversize foldouts
- Request volumes stored offsite
- Request volumes from GPO
- Create complete Serial Set number from multiple volumes



Project Tracking Database (SDP): Volumes



Evaluation

QC QC Status ?

Serial Number: Search Available Bag List Unlock Bag Status: Digitized Volume Sent to GPO Scanned maps G+M list count:

Serial Number Information

Bag: Serial Number: Congress: Session: Part: Volume: Type:

Index Volume: Index Serial No: Index Congress: Index Session: Start year: Finish year: Index Type:

Index Part: Volume Contents:

Title:

Index contents notes:

Onsite Evaluation
Fort Meade Evaluation
GPO Evaluation
Current Notes
Status History

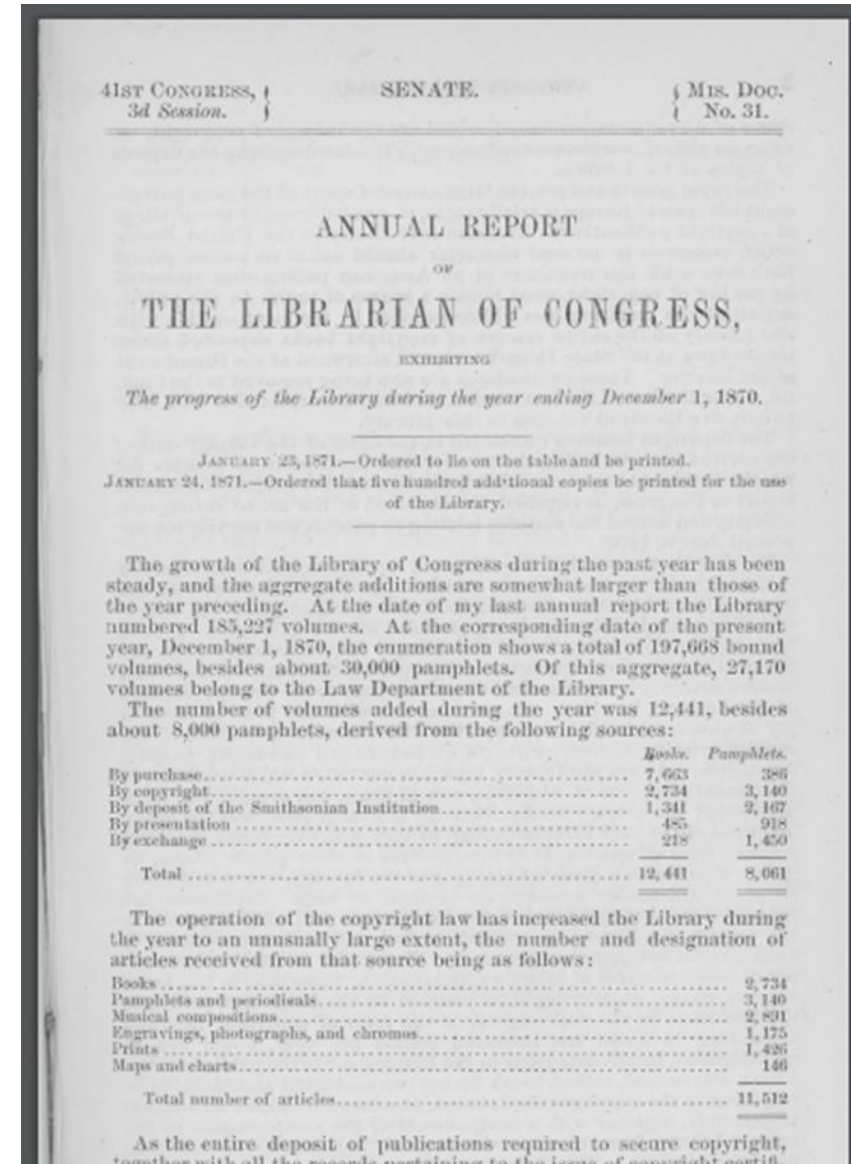
Note1 Updated.

No Onsite Copy (Request Ft. Meade Copy) Manual Scan: No Contains PII: No ILS Barcode:

	Copy 1 <input checked="" type="checkbox"/>	Copy 2 <input checked="" type="checkbox"/>	Copy 3 <input type="checkbox"/>	Copy 4 <input type="checkbox"/>	Copy 5 <input type="checkbox"/>	
Missing Document:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="margin-bottom: 5px;">Save without status update</div> <div style="margin-bottom: 5px;">Need to request Ft. Meade</div> <div>Ready to Ship</div>
Fold Out Count:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two Pages Spread Fold Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Color Plate Count:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Map Count:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Color Map Count:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Oversized Map Count:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Observation:	<input type="text" value="Index Complete"/>	<input type="text" value="Index Complete"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Selection:	<input type="text" value="Selected"/>	<input type="text" value="Returned to Stacks"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Digitization Specifications

- Federal Agencies Digital Guidelines Initiative (FADGI) 3-Star performance level
- Digital objects:
 - Master file: JPEG2000 (JP2)
 - OCR: XML
 - Thumbnail: GIF
 - Document: PDF/A 2b
 - Volume: PDF/A 2b
- Unique bag id
 - Serial Set Number_Part_Volume
 - 08858_6f_00
 - Volume PDF name
- Document directories
 - Sequence-document number-part
 - 08739_01_00-005-0557-0000/
 - Document PDF name
- Delivered by the digitization vendor in BagIt structure via SFTP



Bag Workflows

[cehr](#) [eDeposit](#) [CTS](#) [NDNP](#) [Sampler](#) [Twitter](#) [WDL](#) [Log Out](#)

 LIBRARY OF CONGRESS **CTS** | Content Transfer Services

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Recently Viewed

[03166_01_00](#)

03166_01_00

LL Serial Set Full

[Activity](#) **[Copies](#)** [Metadata](#) [Notes](#) [Properties](#) [Tags](#) [Workflow](#)

[Actions](#)

Key	Types	Size	Location	
11374927	long-term storage best copy	1,386 files 601.43 MB	/cbp/lcdigcontent share on sun29-sam /cbp/lcdigcontent/ll/llserialsetce/03/16/6_/01/_0/0/03166_01_00_ver01	Browse + Details Actions
11374939	public access	1,383 files 189.01 MB	/public/service/ll share on staticstor /public/service/ll/llserialsetce/03/16/6_/01/_0/0/03166_01_00	Browse + Details Actions

Digitized Volume Evaluation

Sampler Christopher Ehrman ▾ Repository Service

LL Serial Set Full / 01442_00_00

Bag Summary

Name	01442_00_00
Project	LL Serial Set Full
Loaded	2020-08-24 18:58:31
Files	1,640
XML files	516
GIF files	516
JP2 files	516
PDF files	92
Status	Accepted by Christopher Ehrman on Sept. 22, 2020, 2:57 p.m.

Bag Metadata:

ic-scanner	Robotic
ic-foldouts	0
bag-size	635.7 MB

Samples

Create 100% sample ▾ File Mask \.jp2 ▾

	created	creator	rate	mask	flaws	size	status
📄	2020-08-24 18:58:37	Sampler	100.0	\.jp2	0	516	not started
📄	2020-08-24 19:11:01	Sampler	100.0	\.pdf	0	92	finished
📄	2020-09-14 14:38:44	Nia	5.0	\.jp2	0	26	finished

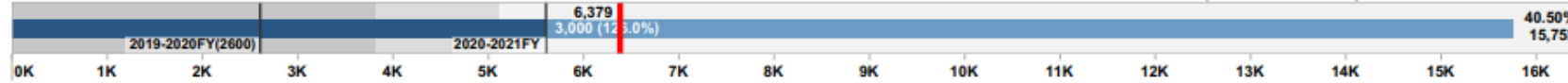
- Quality review in Sampler
 - Images (Thumbnails and 1% of images), directory structure, completeness

U.S. Congressional Serial Set Digitization Project

Digital Resources Division, Global Legal Collections Directorate

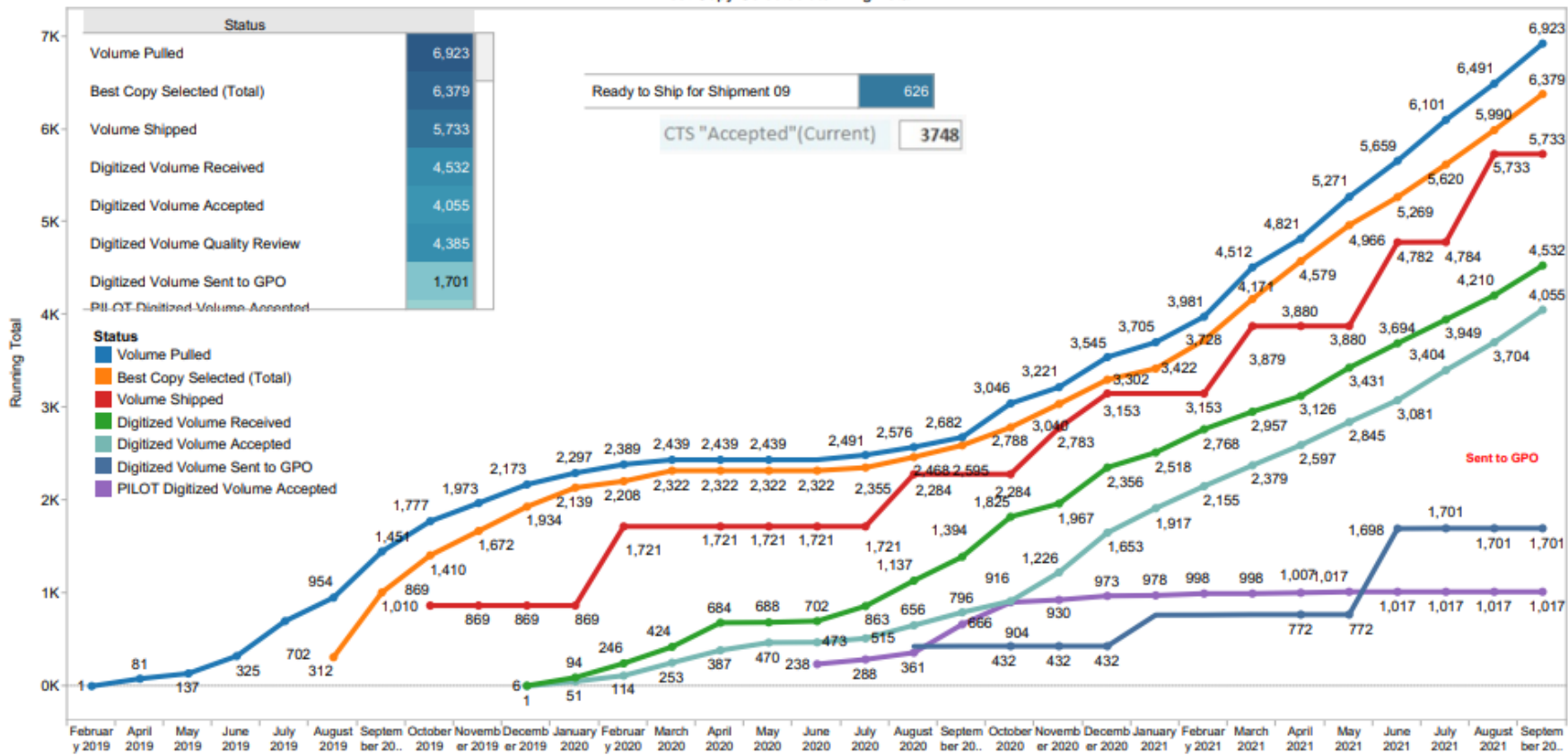
Total Goal / 2020-2021 Fiscal Year Goal

(As of 09/30/2021) ■ 2020-2021 FY ■ Total Goal



Serial Set v.6862 (63rd cong., 3rd Sess., (1913-1915))

Best Copy Selected Running Total



Next Steps

- Export accepted bags for delivery to GPO using the CTS API
- GPO
 - Creates/modifies document and volume level MARC records
 - Authenticate PDF Files
 - Publish to govinfo
- Next Steps:
 - Establish method of using govinfo API to acquire authenticated PDFs into the Library's systems
 - Additional functionality in loc.gov (page turner, full-text searchable)

Law.gov Refreshed Website

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Public Hours

Monday through Saturday

8:30 a.m. - 5:00 p.m.

Retrieval service ends at 4:00 p.m.

Closed Sundays & Federal Holidays

Location

101 Independence Ave SE

James Madison Building

Room LM 242

Washington, DC 20540-3129

[View map](#)

In Custodia Legis

The official blog of the Law Library of Congress

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About the Law Library



The mission of the Law Library of Congress is to provide authoritative legal research, reference and instruction services, and access to an unrivaled collection of U.S., foreign, comparative, and international law. To accomplish this mission, the Law Library has assembled a staff of experienced foreign and U.S. trained legal specialists and law librarians, and has amassed the world's largest collection of law books and other legal resources from all countries, now comprising more than 2.9 million items.

In Custodia Legis - the Official Blog of the Law Library of Congress

Celebrate the Newest
Release of Herencia

New Video - Recent
Enhancements to

Collection Highlights:
Chancellor James Kent

Serial Set in law.gov

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Public Hours

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[Closed Sundays & Federal Holidays](#)

Location

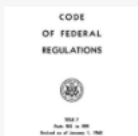
101 Independence Ave SE
James Madison Building
Room LM 242
Washington, DC 20540-3129
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Digital Collections

The Law Library continues to digitize legal and legislative materials to help users gain access to important historical documents. The Law Library regularly adds digitized content, as noted in the About the Collection section for each collection.

Featured Collections



Code of Federal Regulations



Federal Register



Global Legal Monitor



Foreign Legal Gazettes in the Law Library of Congress



Publications of the Law Library of Congress

[View](#) [Select](#)



COLLECTION

United States Congressional Serial Set (Bound House and Senate Documents and Reports)

The U.S. Congressional Serial Set, commonly known as the Serial Set, is a compilation of journals, reports, and documents from House and Senate proceedings as well as documents from executive departments and independent agencies. Documents cover a wide variety of topics and may include reports of executive departments and independent organizations, reports of special investigations made for Congress, and annual reports of non-governmental organizations....

Collection Items: [View 290 Items](#)

Serial Set in loc.gov



Digital Collections Search Loc.gov

Library of Congress » Digital Collections » Search

Results: 1-25 of 25 | Refined by: Part of: Digital Collections Available Online Part of: Law Library of Congress

Refine your results

- Topic**
- Government, Law & Politics 24
 - American History 7
 - World Cultures & History 6
 - African American History 1
 - Science & Technology 1

- Part of**
- Digital Collections x
 - Law Library of Congress x
 - Digital Collections 25
 - African and Middle Eastern Division 1
 - Asian Division 1
 - Code of Federal Regulations 1
 - European Division 1
 - Federal Courts Web Archive 1
 - Federal Register 1
 - Foreign Law Web Archive 1
 - Foreign Legal Gazettes in the Law Library of Congress 1
 - More Part of's »

- Original Format**
- Book/Printed Material 7
 - Web Archive 6
 - Manuscript/Mixed Material 4
 - Photo, Print, Drawing 2
 - Map 1

Digital Collections

View Gallery Go Sort By Select Go

COLLECTION
Code of Federal Regulations

The Code of Federal Regulations (C.F.R.) is "the codification of the general and permanent rules by the department and agencies of the Federal Government." This is a historical collection of the Code...

Collection Items: View 232,465 Items

COLLECTION
The Evolution of the Conservation Movement

The Evolution of the Conservation Movement, 1850-1920 documents the historical formation and cultural foundations of the movement to conserve and protect America's natural heritage, through books, pamphlets, government documents, manuscripts, prints, photographs,...

COLLECTION
Federal Courts Web Archive

The Federal Courts Web Archive provides unique resources for scholars and others conducting retrospective research into the work of the federal judiciary. This collection includes the websites of the U.S. Supreme Court,...

Collection Items: View 207 Items

COLLECTION
Federal Register

The Federal Register is the official daily publication for Presidential Documents, Executive Orders, proposed, interim, and final rules and regulations, and notices by Federal Agencies, as well as notices of hearings, decisions,...

Collection Items: View 14,589 Items

COLLECTION
Foreign Law Web Archive

The Foreign Law Web Archive is a collection of

COLLECTION
Foreign Legal Gazettes in the Law Library of Congress

The Law Library of

COLLECTION
Global Legal Monitor

The Global Legal Monitor is an online publication

COLLECTION
Indigenous Law Web Archive

This is the Indigenous Law web archive of the Law

COLLECTION
Slaves and the Courts, 1740-1860

This collection consists of 105 library books and manuscripts, totalling approximately 8,700 pages drawn principally from the Law Library and the Rare Book and Special Collections Division of the Library of Congress,...

Collection Items: View 109 Items

COLLECTION
Spanish Legal Documents (15th-19th Centuries)

The Library of Congress purchased this collection now described as Spanish Legal Documents (15th-19th Centuries) in 1941 and it was microfilmed in 1983 and 1984. They were primarily issued individually in sections,...

Collection Items: View 2,477 Items

COLLECTION
U.S. Code

The United States Code--is a compilation of federal statutory law arranged by subject by the House Office of Law Revision Council. Each title in the United States Code corresponds to a...

Collection Items: View 55,146 Items

COLLECTION
United States Congressional Serial Set (Bound House and Senate Documents and Reports)

The U.S. Congressional Serial Set, commonly known as the Serial Set, is a compilation of journals, reports, and documents from House and Senate proceedings as well as documents from executive departments and...

Collection Items: View 290 Items

COLLECTION
United States Congressional Web Archive

The United States Congressional Web Archive includes member websites from the House of Representatives and Senate, as well as House and Senate Committee websites. The Library began actively collecting during the 107th...

Collection Items: View 1,151 Items

COLLECTION
United States Reports (Official opinions of the U.S. Supreme Court)

United States Reports is a series of bound case reporters that are the official reports of decisions for the United States Supreme Court. A citation to a United States Supreme Court decisions...

Collection Items: View 36,622 Items

COLLECTION
United States Statutes at Large

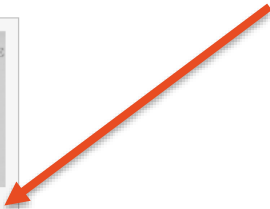
The United States Statutes at Large is the collection of every law, public and private, ever enacted by the Congress, published in order of the date of its passage. These laws are...

Collection Items: View 66 Items

COLLECTION
United States Treaties and Other International Agreements

The United States Treaties collection includes the United States Treaty Series (1795-1945) and Other International Agreements or TIAS (1950-1984). This collection includes treaties to which the United States...

Collection Items: View 133 Items



Serial Set in law.gov/loc.gov



This Collection Search Loc.gov

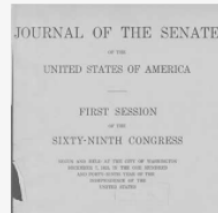
Library of Congress » Digital Collections » United States Congressional Serial Set » About this Collection

Share

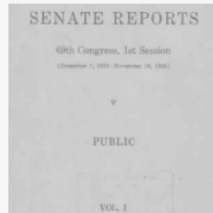
COLLECTION United States Congressional Serial Set

About this Collection [Collection Items](#)

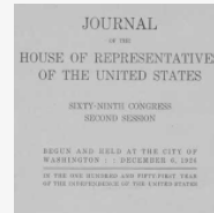
Featured Content



Senate Journal (United States Congressional Serial Set No. 8522....



Miscellaneous Senate Reports (United States Congressional Serial...



House Journal (United States Congressional Serial Set No. 8684, ...



Miscellaneous House Reports (United States Congressional Serial ...

About this Collection

Related Resources

Rights and Access

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About this Collection

The U.S. Congressional Serial Set, commonly known as the Serial Set, is a compilation of journals, reports, and documents from House and Senate proceedings as well as documents from executive departments and independent agencies. Documents cover a

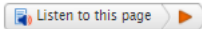
Serial Set in law.gov/loc.gov - Resources

COLLECTION

United States Congressional Serial Set (Bound House and Senate Documents and Reports)

About this Collection [Collection Items](#)

About this Collection



Related Resources

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Related Resources

For more information on the contents and use of the U.S. Congressional Serial Set, please see:

Checklist of United States Public Documents, 1789-1909, Third Edition Revised and Enlarged, Volume 1, Lists of Congressional and Departmental Publications [↗](#). (University of North Texas)

Monthly Catalog of United States Government Publications. United States Congressional Serial Set Supplement [↗](#). (U.S. GPO); LC Catalog

Numerical lists and schedule of volumes of the reports and documents of the ... Congress ... session / Compiled under the direction of the Superintendent of Documents [↗](#). 1934-1982 (U.S. GPO); LC Catalog

"Overview of the contents and organization of the Serial Set" [↗](#) (PDF) and Schedule of Volumes of the U.S. Serial Set: 1970 to Current [↗](#) (Law Librarians' Society of Washington, DC)

Tables of and Annotated Index to the Congressional Series of United States Public Document [↗](#). (U.S. GPO)

United States Congressional Serial Set Catalog [↗](#) (U.S. GPO); LC Catalog

U.S. Congressional Serial Set Finding List [↗](#) (The College of Wooster)

U.S. Congressional Serial Set Inventory [↗](#) (University of North Texas)

Press Releases

[Library of Congress and U.S. Government Publishing Office Digitizing U.S. Congressional Serial Set - October 22, 2019](#)

Blog Posts

The Law Library's blog, *In Custodia Legis*, carries a series [From the Serial Set](#) highlighting the selective documents found in the U.S. Congressional Serial Set.

Story Maps

[The City of Washington: From the Serial Set.](#)

This Story Map provides a short introduction of U.S. Congressional Serial Set and original resources of Washington D.C. plans. It also covers unique pictures of Washington D.C. history including maps, bills, illustrations, etc. A CSV file of mapped data associated with this Story Map can be found [here](#) [↗](#).

[City Sketches and the Census.](#)

This Story Map provides an interactive look at several of the city profiles documented in the United States 1880 Census, as published in the United States Congressional Serial Set. [This downloadable CSV file](#) [↗](#) provides the mapped data in this Story Map.

If you have a question regarding the U.S. Congressional Serial Set, please contact the Law Library of Congress through our [Ask A Librarian](#) service.

Serial Set in law.gov/loc.gov

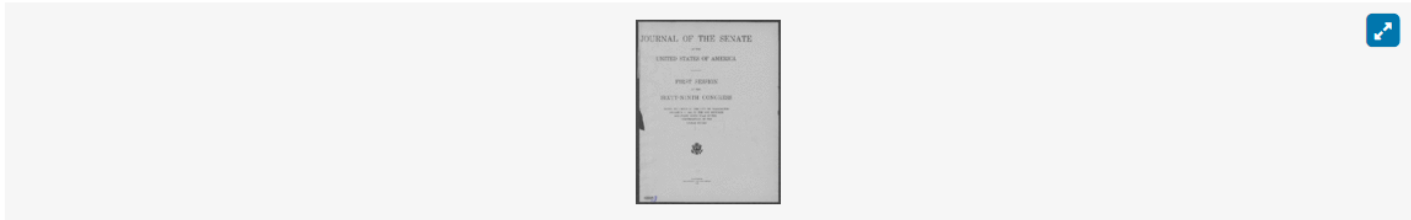


Everything Search Loc.gov

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PERIODICAL

United States Congressional Serial Set No. 8522, 69th Congress



Download: PDF (1.4 GB) Go

About this Item

Title

United States Congressional Serial Set No. 8522, 69th Congress

Contributor Names

United States. Government Printing Office (Publisher)

United States. Congress

Created / Published

U.S. G.P.O., Washington, D.C., 1925

Subject Headings

- United States--Congress--Periodicals

- United States--Politics and government--Periodicals

Part of

[United States Congressional Serial Set: 69th Congress, 1st Session \(153\)](#)

[United States Congressional Serial Set \(290\)](#)

[Law Library of Congress \(334,752\)](#)

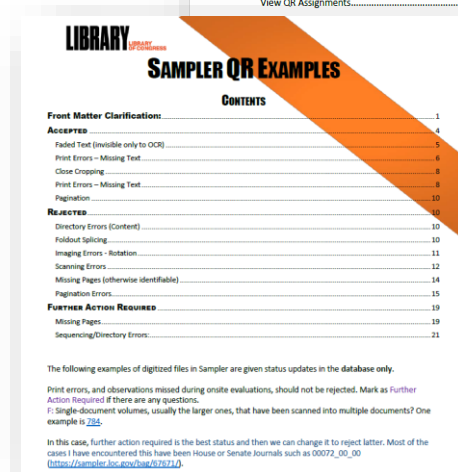
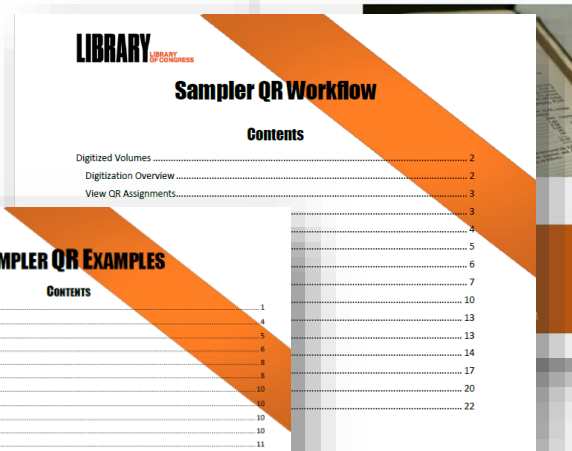
Format

Periodical

Workflow Documentation

Instructions for workflow processes are tracked in 3 guides:

- Serial Set Digitization Guide
- Sampler QR Workflow Guide
- Sampler QR Examples



Metadata Guide: Identifying

Instructions for documenting and formatting metadata are included in the guides.

These tables are updated regularly as new information that should be recorded is discovered in the Serial Set.

The goal of metadata tracking is to create unique terms for Serial Set content so that it can easily be retrieved through a query search.

Observation Table

Double-clicking in the observation free text box will retrieve a list of options and their proper format to guide the documentation of inspection notes. *If any content worth noting appears in the volume but not explicitly from the observation choices, note the content verbatim as it appears in the volume.*

Term:	Description:	Example:
<i>[Appendix]</i>	Generally appears at the end of volume. Only include if reflective of whole volume.	"[Appendix]"
<i>Barcode</i>	If a volume has a barcode anywhere, list the number following the colon. Will be removed from ILS.	"Barcode: 1234567890123"
<i>Book traces</i>	Include handwritten notes or other pencil/pen marks excluding cataloging information.	"Book traces"
<i>[Contents]</i>	Or "Table of Contents", or "Table of Documents" – use what the volume lists. Only bracket if reflective of whole volume.	"[Contents]" "[Table of Contents]"
<i>Damaged – Acceptable</i>	Indicates imperfect condition of pages and content that do not obscure text and can be digitized. Record type of damage.	"map no. 1 torn – acceptable"
<i>Damaged - Unacceptable</i>	Indicates imperfect condition of pages and content that obscures text and illustrations. Record type of damage.	"map no. 1 in pieces – unacceptable"

Metadata Guide: Formatting

Formatting metadata observations is especially important to communicate any print or digitization errors among staff and to our vendors.

Formatting Observations

Since S. Ex. Doc. 29 is missing from Copy 2, indicate this as “[29]” in the Missing Document box. This is where all missing content should be identified. *Missing documents should never be included in the Observation field – only the Missing Document field.*

Observation Format

→ The observation formatting table is also accessible through the “Observation Format” button.

	Copy 1 <input checked="" type="checkbox"/>	Copy 2 <input checked="" type="checkbox"/>
Missing Document:	[29] map (4)	[29] pp. 1-3 [40] map no. 9
Field Out Count:	2	1
Color Plate Count:	1	1
Map Count:	1	1
Color Map Count:	1	1
Oversized Map Count:	1	1
Observation:	[33] p. 1 misnumbered as [31]	[40] published out of order after [41]
Observation Format:	p. 1	
Selection:	Next	Returned to Stacks

If a specific document in a serial number is misnumbered, published out of order, damaged, or in any other way noteworthy, indicate that the number represents a document by bracketing it: “[29]”. Ex: “[29] p. 1 misnumbered [26] p. 1” or “[29] pp. 1-3 misnumbered [29] pp. 4-6”

If a document has multiple parts, format as such: “[26 pt. 1] p. 3.”

Metadata Guide: Documenting

Metadata is both qualitative

Special Content: Foldouts, Maps, and Plates
Content: Description:

Foldouts*	Can be charts, plans, and tables that have larger dimensions than standard volume pages.
Two-Page Spread*	Maps or plates that fold out from the center of the volume. Generally found in Signal Officer or Weather Bureau reports.
Maps	Include any geographical content. Usually identifiable by keys, legends, titles, etc. <i>Color maps have their own count.</i>
Oversize maps**	Have dimensions larger than 74" x 37". They should count <i>three</i> times – 1 foldout, 1 map OR 1 color map, 1 oversized.
Color plates	Plans, charts, tables, illustrations, etc. with any amount of color ink.

Formatting: Description:

[special content] (#)	Indicates a total # of foldouts, maps, or plates
[#] p. # [special content]	Indicates foldout, map, or plate within a document #/page #
[special content] no. #	Indicates foldout, map, or plate by chronological order – usually in volumes consisting solely of foldouts or singular documents

and quantitative.

COUNTING:

* = **Quantitative data.** Any and all foldout maps (standard and oversized), color maps, and color plates should be counted twice - once as the type of foldout/spread (map, color, or color plate) and once as a foldout OR spread. However, maps, color maps, and color plates are not exclusively foldouts - total the count of standard page maps, color maps, and color plates in addition to that of foldout maps, color maps, and color plates in these fields.

** = Oversize maps count as one oversized, one map, or color map depending on the content. Indicate oversized content when using the database evaluation form.

Adapting to New Challenges

The Serial Set project continues to prioritize evaluation of physical and digital volumes in online and socially distant environments.

- **Combining onsite and GPO volumes when access to Ft. Meade volumes is limited, marking as “RETURN”**
- **Prioritizing Sampler QR (PILOT, and then Full)**
- **Shifting focus to publicity efforts (Story Maps and Blogs)**
- **Focus on longer-term collaborative digital projects**
- **Coordinating with contractors to pack Ready to Ship volumes and evaluate volumes pulled for blog research**

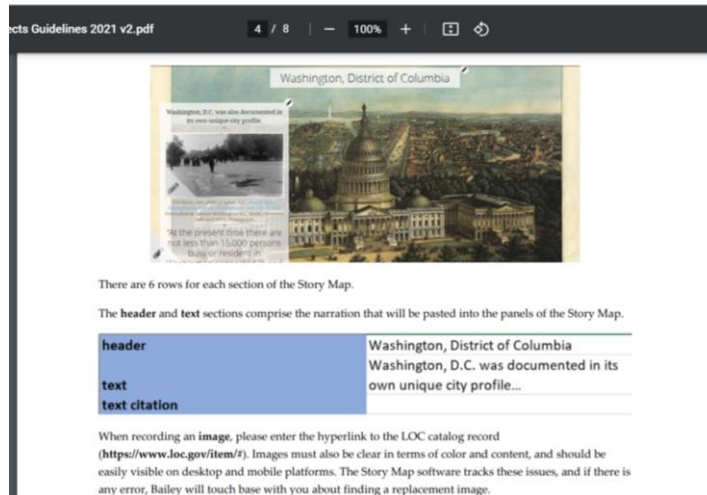
Story Maps and Remote Instruction

DRD's summer interns develop their research skills by searching through our digital collections and creating immersive narratives that introduce patrons to legal history.



Story Maps and Remote Instruction

- ArcGIS mapping data
- Virtual Q&A/drop-in sessions
- Digital instruction resources provided
 - Video tutorial
 - Written guidelines with images
 - Dataset template to guide research collection and organization



	B	C
1	header	
2	text	
3	text citation	
4	background image	
5	background image citation	
6	image	
7	image citation	
8	type	
9		
10	Title:	
11	Cover Image:	
12	Author:	
13	Summary:	



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Questions?