



FALL 2021

FEDERAL DEPOSITORY LIBRARY  
CONFERENCE

OCTOBER 18-20 • VIRTUAL • #FDLConference



# 2021 Federal Depository Library Conference Poster Presentation Webinar

November 9, 2021



# Census Metadata Inventory Project: Secure Access to Government Data

Kate McNamara  
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U.S. Census Bureau

## Census Metadata Inventory Project: Secure Access to Government Data

### Background

- The Foundations for Evidence Based Policymaking Act of 2018 requires establishing a common application portal for statistical agencies.
- The Evidence Act also requires creating a comprehensive data inventory. Metadata is the foundation of these Evidence Act activities.
- In 2019-20 the Census Bureau Federal Statistical Research Data Centers (FSRDC) partnered with ICPSR at the University of Michigan to pilot a preliminary application and metadata portal, ResearchDataGov.

Find your local FSRDC:  
<https://www.census.gov/about/adrm/fsrdc/locations.html>



### Metadata Challenges

- Census partnered with the MITRE corporation to evaluate current available sources and create a metadata model.
- Analysis of current inventory and comparison of fields based on analysis of industry standards (DDI).
- Preliminary interviews and fact finding with subject matter experts and data users.
- Created metadata for 30 high value datasets so far.

Pilot Metadata Portal:  
<https://www.icpsr.umich.edu/web/pages/appfed/index.html>



### Next Steps: Data Curation

- Continued curation of robust metadata for 200+ datasets, gathering information from existing sources and data owners.
- The inventory will be the first **comprehensive** collection of metadata for Census Bureau and administrative datasets.
- Clearance of supporting documentation.
- New Standard Application Portal will be live in 2022. Researchers will be able to view datasets and request access for projects.

Evidence Act Updates:  
<https://www.census.gov/about/what/evidence-act.html>

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2020

# Census Metadata Inventory Project

Kate McNamara, Data Curation Specialist, Center for Enterprise Dissemination, U.S.  
Census Bureau

The views expressed in this presentation represent the author and are not necessarily the views of the Census Bureau.

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2020

# About Us

- The U.S. Census Bureau is the largest statistical agency in the U.S.
  - Center for Enterprise Dissemination –  
Manages data dissemination from research inception to release of data products.
  - Research Project Coordination staff—  
Manages research review process for data access.
  - Federal Statistical Research Data Centers –  
Provides data access infrastructure.



# Background: Evidence Act

## The Foundations for Evidence Based Policymaking Act of 2018

**Common Application Process**

**Comprehensive data inventory**

HOW STANDARDS PROLIFERATE:  
(SEE: A/C CHARGERS, CHARACTER ENCODINGS, INSTANT MESSAGING, ETC.)



Xkcd.com

# Metadata Challenges

**Metadata siloed across divisions, no one standard for Bureau**

**Dataset information stored in multiple platforms and sites**

Little information on differences between public and restricted use files

Possible disclosure risk for variable level metadata

# MITRE Analysis

The MITRE logo consists of the word "MITRE" in a bold, white, sans-serif font, centered within a dark blue square.

- Census contracted with the MITRE corporation to evaluate current available sources and create a metadata model.
- Contractors met with information owners and data users to gather requirements and build knowledge on datasets

# MITRE Analysis- Metadata

**Analysis of current inventory and comparison of fields based on analysis of industry standards (including Data Documentation Initiative- DDI).**

*Version*

*Study Title*

*Alternate Title*

*PIs & Affiliation*

*Funding Agencies*

*Summary*

*Subject Terms*

*Geographic Coverage Areas*

*Geographic Representation*

*Study Time Periods and  
Time Frames*

*Collection Notes*

*Study Purpose*

*Study Design*

*Description of Variables*

*Sampling: Sampling Procedure, Sampling  
Unit, Sampling Notes*

*Oversampled Group*

*Time Method*

*Data Source Type*

*Mode of Collection*

*Weight*

*Response Rates*

*Scales*

*Analysis Unit*

*Unit of Observation*

*Smallest Geographic Unit*

*Data Format*

*Restrictions*

*Version History*

# Initial Datasets

- Creation of metadata for 30 high value datasets.
- American Community Survey and Longitudinal Business Database, two of the most requested datasets, were used as a model for the final inventory fields.
- Focus on demographic and administrative datasets for first sweep.
- In 2019, Census released a pilot application portal hosted on the Inter-university Consortium for Political and Social Research (ICPSR) website.

## ResearchDataGov

Application Portal for Restricted Data for Federal Statistics

### ResearchDataGov: Restricted Microdata from the U.S. Census Bureau

The U.S. Census Bureau is the nation's largest federal statistical agency employing more than 4,000 employees around the country. Our mission is to serve as the nation's leading provider of quality data about its people and economy. The U.S. Census Bureau is housed under the Department of Commerce, with its headquarters located in the Washington D.C. area and with regional offices across the country.



The Census Bureau is authorized under Title 13 U.S.C. to collect data for statistical purposes from a variety of sources including censuses, surveys, and administrative records from federal agencies and states. The Census Bureau has a robust research program and partners with other federal agencies and university faculty across the country. Census Bureau researchers explore innovative ways to conduct surveys, increase respondent participation, reduce costs, and improve accuracy while also contributing to a greater understanding of our society and the economy.

The Census Bureau is a partner agency in the Federal Statistical Research Data Centers (FSRDCs). Through the FSRDCs we are able to expand data access to researchers around the country to help us with our mission and produce high quality, timely research in the social sciences.

Studies

Showing 1 to 50 of 170 entries.

Summaries:  Hidden

Sort by: Title A-Z

Refine:  GO

[more options](#)

Study Title/ Investigator	Released/ Updated
1. <a href="#">(Restricted) 1940 IPUMS Research (ICPSR 37812)</a> University of Minnesota. Institute for Social Research and Data Innovation. IPUMS	2020-06-14
2. <a href="#">(Restricted) Administrative Records Alternate Contact Frame Extract (ICPSR 37811)</a> United States. Bureau of the Census	2020-06-14
3. <a href="#">(Restricted) American Community Survey (ACS) (ICPSR 37548)</a>	2019-12-16

# Comprehensive Inventory

- Next step: Continued curation of robust metadata for 200+ datasets, including economic data. Gathering information from existing sources and data owners.
- The inventory will be the first **comprehensive** collection of metadata for Census Bureau and administrative datasets.

# Metadata Technical Requirements

- **Next MITRE project- Gathering requirements for a tool to enter metadata.**
- **Metadata tool needs to interface with the common application portal and meet the needs of all participating agencies.**

# Coming Soon

**New Standard Application Portal will be live in 2022.  
Researchers will be able to view datasets and request access  
for projects.**



# Questions?

Contact: [kathryn.mcnamara@census.gov](mailto:kathryn.mcnamara@census.gov)



# Exploring How to Encourage Non-depository Staff to Contribute to the Success of Depository Projects

James Rhoades  
Social Sciences Librarian  
Old Dominion University  
Perry Library

## Encouraging non-depository staff to contribute to the success of depository projects

In 2018, the Old Dominion University Libraries University Librarian decided that our selective depository, at an R2 mid-sized academic library, needed to significantly reduce our depository physical footprint within six months. A project of this magnitude, meant performing many tasks concurrently, such as reviewing, offering, and reducing tens of thousands of items in various formats (documents, maps, atlases, and micromaterials). The first challenge, the depository coordinator and depository staff member's depository duties are only a small percentage of their overall responsibilities. A second challenge, the coordinator has no direct reports, and such a large and complex project would require the cooperation of numerous people, units, departments, and institutes. The greatest challenge, how to convince and motivate those participating to work in a way to achieve such an ambitious goal.

Consider the following, the six-month project reduced the collection footprint from 6804 linear feet to 1700 linear feet. This only happened after touching and reviewing each item. Adding difficulty, the team then relocated kept items from the 1st floor to the 2nd floor to serve as the new FDLP location.



*"People are persuaded by reason but moved by emotion," (2002)*

### Approach

1. *Have a plan* (know the objective, timeline, possible workflows, and needed partners)
2. *Take the lead* (lead by example, communicate goals, inspire those helping)
3. *Look to succeed* (share any/all recognition with those involved on the project)

### Application

1. *Communicating the essentials with your team and others, but at a minimum communicate the below basics with each participant.*

- a. What? (what is the project)
- b. Why? (why is the project important)
- c. Who? (who are the people working on the project)
- d. When? (when does the project need to be done)
- e. How? (how will the project be done)

2. *Setting the tone, as a leader, will help unlock people's true potential.*

- a. Establish a positive environment
- b. Encourage contributions
- c. Highlight everyone's value
- d. Provide timely input
- e. Set milestones and celebrate achievements

3. *Inviting input and ideas will foster ownership.*

- a. Empower those helping
- b. Utilize people's strengths
- c. Realize there are many ways to do things
- d. Seek the ideas of others

### Appreciation

1. *Remember the impact of recognizing the work of all involved.*

- a. Congratulate participation
  - b. Remind each person of the importance of their contributions
  - c. Constantly give and show gratitude
2. *Spread the news by making participant's supervisors aware.*
- a. Email notes to document success and achievements
  - b. Discuss the success of the project as a team effort
  - c. Always share any recognition given



### What's more effective pushing or pulling?

No matter what you do in life, you'll often need the help of others to succeed. This is especially true if you're a depository coordinator. There's always lots to do and not so many people there to help. Yet, if we try to pull rather than push staff into helping, then we might just find more willing assistance along the way. It also helps when your administration makes a project and its completion a priority, as was the case in this footprint reduction project. Instead of pushing that card, you might be better to pull on people's emotions.

### Reference

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# Exploring how to encourage non-depository staff to contribute to the success of depository projects

James Rhoades

Depository Coordinator



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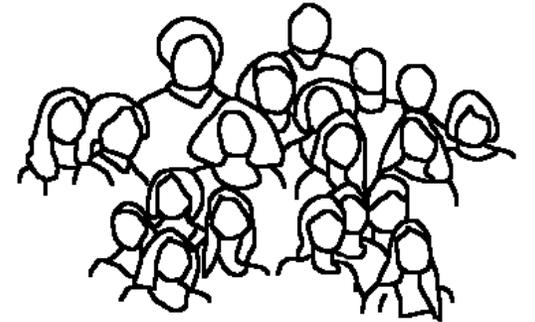
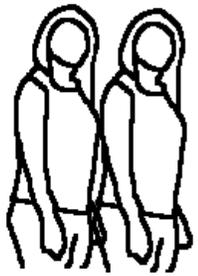
Poll#1 Click on the map to show everyone where you're from....



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# Poll#2 How many people at your library work with FDLP materials fulltime?



Please place your pointer on the image that best represents your institute.



# Setting the stage...



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# ODU Federal Depository Library Program in 2018

- Depository for over 50 years
- Selective with various formats
- Two staff members working with the collection (including myself)
- Close to 65% selection
- 6,804 linear feet of shelved items (2,268 shelves)
- Large number of items never cataloged



# How long is 6,800 linear feet?

- Length of 5 football fields
- Length of 10 football fields
- Length of 15 football fields
- Length of 20 football fields

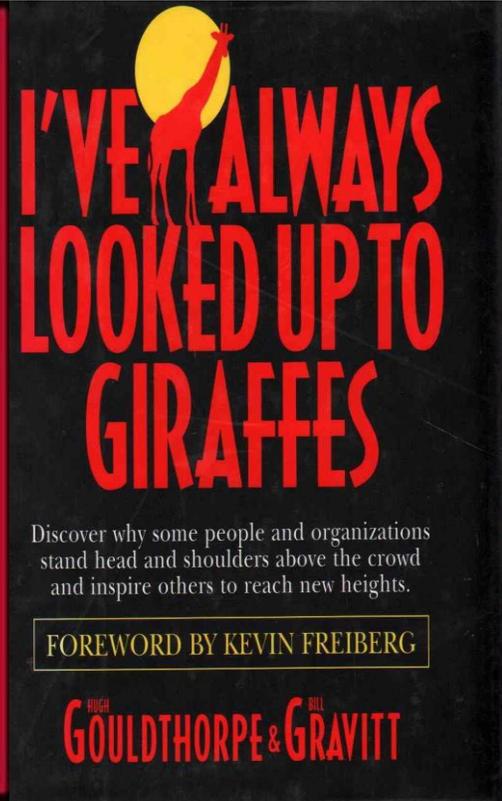
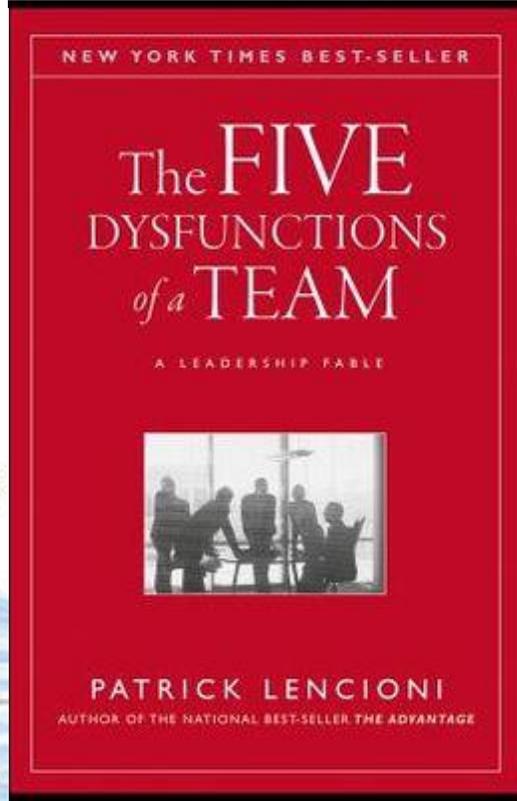
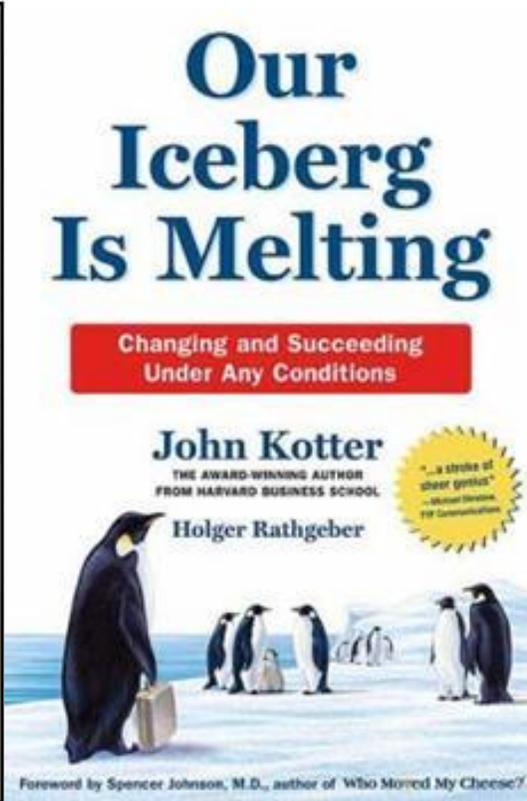
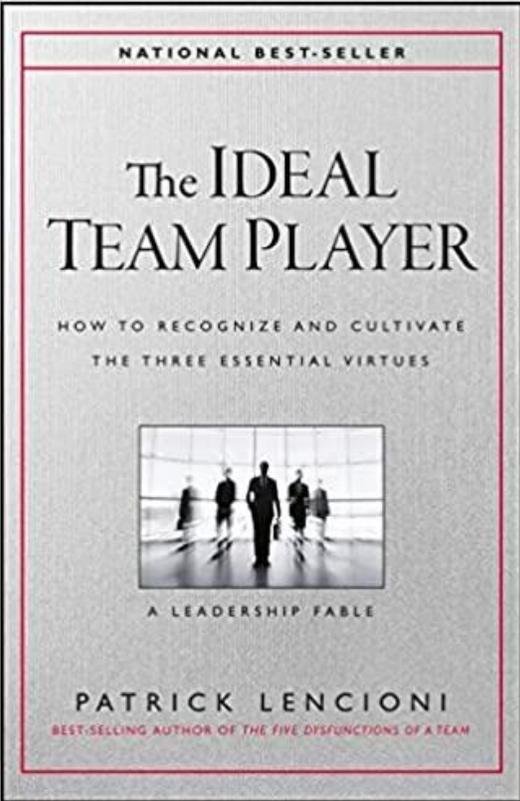
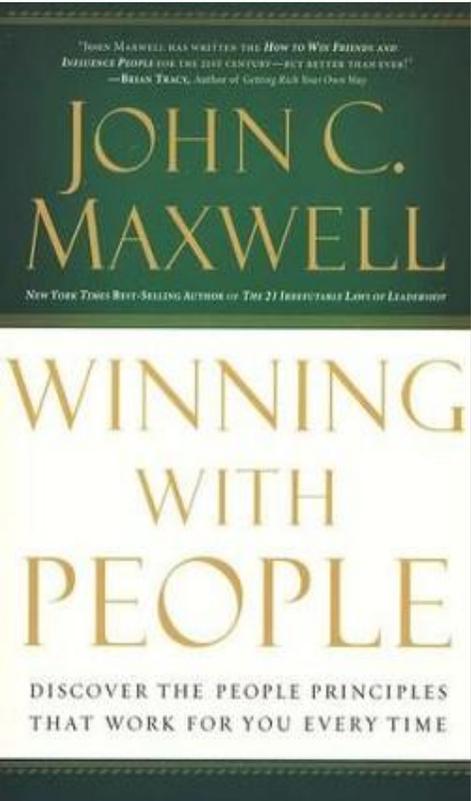


# Challenges (Maxwell)...

- Lack of help (staff)
- Lack of understanding (GPO)
- Lack of support (administrative)
- Lack of time (responsibilities)
- Lack of motivation (workload)

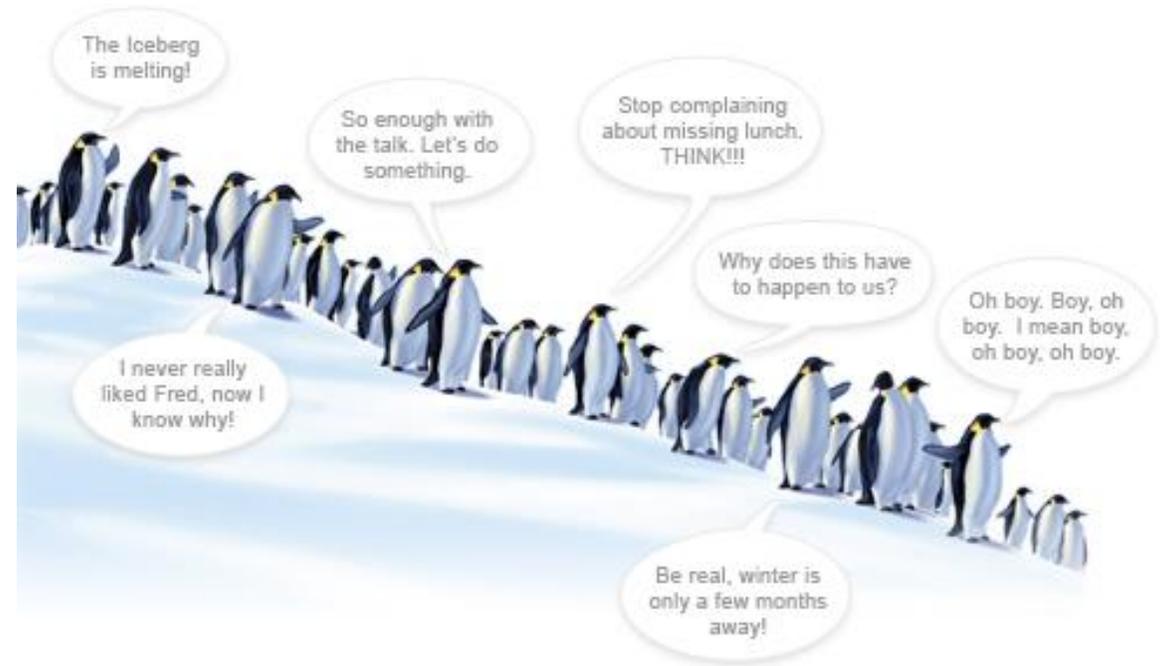


# Consulted resources...



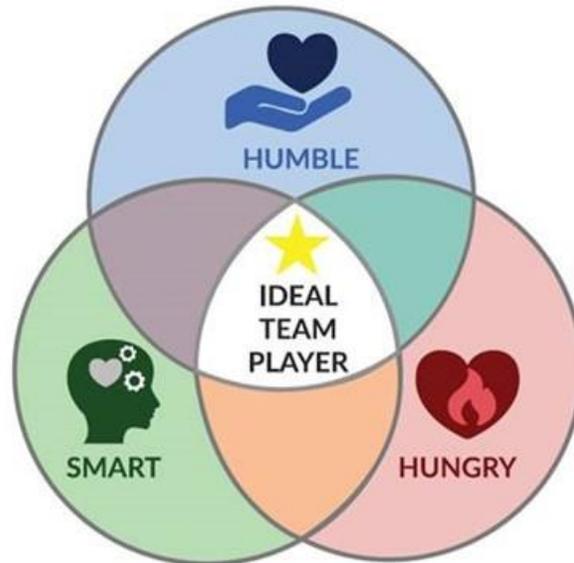
# First things first (Kotter)...

1. Help others understand (what, why, who, when, and how)
2. Communicate for understanding
3. Explain the urgency
4. Create a strategy
5. Produce goals
6. Empower members

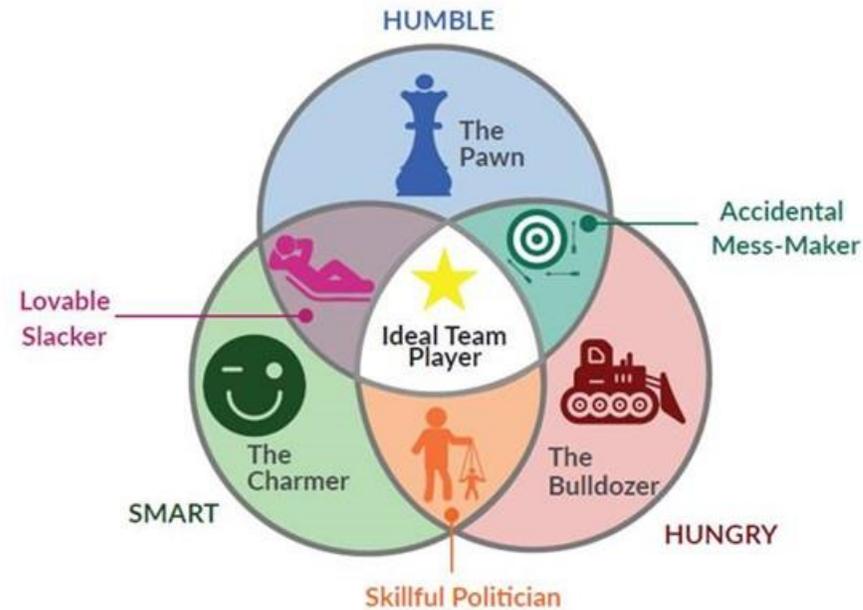


# Examine yourself (Lencioni)...

## THE IDEAL TEAM PLAYER



All 3 virtues are essential to facilitate great teamwork.



Problems arise when 1 or more virtues are missing.



# Lead your team (Lencioni)...

- Lead by example
- Establish a positive atmosphere
- Listen to input
- Encourage teamwork
- Highlight everyone's contribution



# Coach your team(Gouldthorpe & Gravitt)...

- Pull don't push (approach)
- Persuade people (reason)
- Move people (emotion)
- Mentor people (knowledge)
- Congratulate people (recognition)
- Thank people (gratitude)



# Final thought...

*Old adage:* What happens if we invest in people and they leave us?

*Reply:* What happens if we don't invest in people and they stay?

When it comes to FDLP work...always invest in people, for it's the best way to encourage help!



Thanks Sam & Karen for all your help!!!



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# Encouraging non-depository staff to contribute to the success of depository projects

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# **The Times They Are A-Changin': How One Library Deselected Most of Their Print Collection While Remaining A Federal Depository Library**

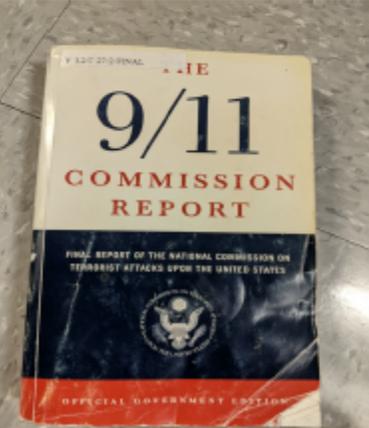
Paul Kauppila, Reference/Instruction Librarian, San Jose State University Dr. Martin Luther King, Jr. Library,  
paul.kauppila@sjsu.edu



**SJSU** SAN JOSÉ STATE  
 UNIVERSITY

By Paul Kauppila  
 Paul.kauppila@sjsu.edu

## The Times They Are A-Changin': How One Library Deselected Most of Their Print Collection While Remaining a Federal Depository Library

<p>The Dr. Martin Luther King, Jr. Library at San Jose State University is a member of the Federal Depository Library Program (the university has been a depository since 1962). Our library's recent approach to their Federal Depository Library status consists of several parts:</p>	<p>somewhat difficult to find. Though the materials were shelved in SuDoc number order, it is unknown what percentage of the items were ever cataloged, although the previous Government Documents librarian estimated about 40%. This means that for over half of the materials no finding aid was available. Like many libraries, the King Library at San Jose State University concluded that the shift to online resources coupled with limited staff made it impossible to continue to properly process and catalog a large collection of print Federal documents.</p>	<p>Selection of giveaway materials (pamphlets, brochures, other FDLP promotional items). These need not be cataloged and will be freely available to all library patrons, hopefully via a "brochure stand" placed in a heavily-trafficked area of the library.</p>	<p>occasionally selected by the Government Documents librarian. Some examples: The Mueller Report on Russian interference in the 2016 election, President Trump's budget, President Biden's budget, President Trump's impeachment proceedings, etc. Although these materials are all available online, as a Federal Depository Library, San Jose State University still has an obligation to serve the public as well, which is particularly relevant at the King Library, as the university shares the building with San Jose PL</p>
			
<p>Deselection of most print materials. These items were located in the library's Lower Level in an area</p>		<p>Print materials of historical interest may still be</p>	

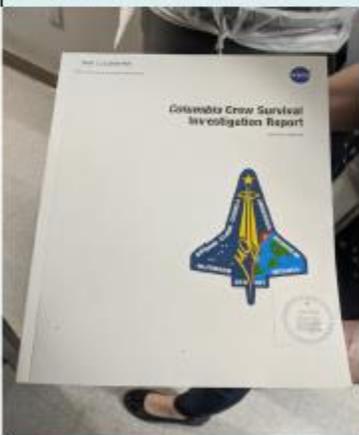


**SJSU** SAN JOSÉ STATE  
 UNIVERSITY

By Paul Kauppila  
 Paul.kauppila@sjsu.edu

## The Times They Are A-Changin': How One Library Deselected Most of Their Print Collection While Remaining a Federal Depository Library (pg. 2)

Some patrons may not want, or be able, to use a computer so the aforementioned documents were cataloged using the Library of Congress classification system and shelved in the print reference collection.



Currently, most government information is accessed online. The King Library provides ample computer access to their public patrons and SJSU loans laptops to their students as well.



Through an arrangement with the California State University system, MARCIVE records for online government information sources are available through the library's OneSearch catalog.



A Government Information librarian is available to answer questions and provide assistance.

Although the large FDLP sign in the Lower Level will be removed at some point, the library can place stickers near both entrances to indicate that we are still a Federal Depository Library. The FDLP logo giveaway materials as described in item #3 provide another promotional opportunity. Lastly, when the small selection of materials described in item #2 are cataloged using the Library of Congress system and interfiled with the general collection, they can be marked with FDLP stickers and/or stamps to clarify that they are Federal documents.



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