Depository Collection Management

FDLP Depository Operation Training Series

Outline

- Collection Development Policies
- Item Selection Profiles
- Digital Depository Collections
- Housing Tangible Collections



Weeding and
Selective Housing
Agreements
(see Regionals
webcast)

Collection Development

Collection development policies

User needs

GPO tools

Item selection profiles

Required content

Collection Development Policies

The following are ways to identify and document the Federal government information needs of the congressional district or local area:

- Analyze demographic and socio-economic data about the community served
- Gain knowledge from subject matter expertise of library colleagues
- Review reference questions
- Track depository resources used in answering questions
- Review daily news sources
- Review other library Web pages or guides
- Employ library user surveys that include questions about Federal government information needs.
- Gain knowledge from participation in library associations or other library networks
- Review data about patron collection use within the library building (e.g., in-house use or circulation)
- Review use of PURLs from your catalog and library Web pages

User Needs

- Item selection profiles should be updated regularly to ensure that user needs are being met
- The needs of both primary and non-primary users must be considered

LRPR 7

Collection Development policies and plans are recommended

Old practice	New practice
'Map' or add new item numbers to libraries' selection profiles based on similarity of content	'Map' or add new item numbers to selection profiles based on similarity of content AND format(s)
	* GPO will never add a tangible format to an online only selection profile

Selection Profile

List of Classes

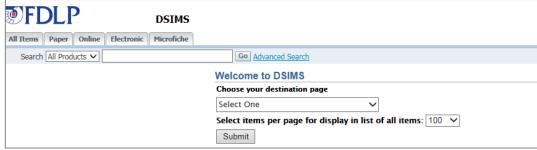
LIST OF CLASSES
OF
UNITED STATES
GOVERNMENT PUBLICATIONS
AVAILABLE FOR SELECTION

DEPOSITORY LIBRARIES

LIBRARY TECHNICAL SERVICES SUPERINTENDENT OF DOCUMENTS U.S. GOVERNMENT PRINTING OFFICE

ISSN 0882-4045





Item Lister

1062-C-05	1062-C-27	1062-H	1063-H-03
1063-K-02	1063-K-11	1063-K-12	1063-K-13
1063-K-15	1063-K-16	1063-K-18	1063-K-19
1070-N-02	1070-N-05	1089-C-01	1089-C-02
1089-Q-01	1089-U-06	1089-U-11	1089-U-30
1094-A-02	1095	1095-A-01	1100-B-04
1151-A			
ibrary # has selec	ted 19.51 % of the total items offered.		
tem Numbers Selected -:	> 2011		
Total Possible Selections	-> 10305		
Item Lister data file upda	ated Wed Mar 04 14:46:46 CST 2015		
2.0			



Modified List of Classes

	Α	В	С	D		E	F	G	Н	I
1	SuDoc ▼	Sort by SuDoc	Agency	▼ Sub-Agency ▼	Title	-	Geog? ▼	Freq?	Format(s)	Item Number 💌
2	A 1.1:	A00010001	AGRICULTURE DEPARTMENT		Performance a	and Accountabi	lity Report	Annual	EL	0006
3	A 1.1/3:	A000100010003	AGRICULTURE DEPARTMENT		Semiannual Re	eport, Office of	f Inspector Ge	Semianni	EL	0006-G
4	A 1.1/6:	A000100010006	AGRICULTURE DEPARTMENT		USDA Office of	f Inspector Gen	neral Annual E	Business P	l EL	0006-J
5	A 1.1/8-2:	A0001000100080002	AGRICULTURE DEPARTMENT		Budget Summa	ary and Annual	Performance	Annual	EL	0006-J-04
6	A 1.1/9:	A000100010009	AGRICULTURE DEPARTMENT		Annual Report	of the Judicial	Officer	Annual	EL	0006-J-03
7	A 1.1/10:	A000100010010	AGRICULTURE DEPARTMENT		Office of Inspe	ector General S	trategic Plan	Triennial	EL	0006-J-05
8	A 1.1/11:	A000100010011	AGRICULTURE DEPARTMENT		Summary of Pe	erformance and	d Financial Inf	f Annual	EL	0006-J-06
9	A 1.1/12:	A000100010012	AGRICULTURE DEPARTMENT		Agency Financ	ial Report		Annual	EL	0006-J-07
10	A 1.1/13:	A000100010013	AGRICULTURE DEPARTMENT		Annual Perfor	mance Report		Annual	EL	0006-J-08
11	A 1.2:	A00010002	AGRICULTURE DEPARTMENT		General Public	cations			UNK	0010
12	A 1.7/2:	A000100070002	AGRICULTURE DEPARTMENT		News Release	s for		Annual	EL	0010-B
13	A 1.11/3:	A000100110003	AGRICULTURE DEPARTMENT		Handbooks, M	anuals, Guides	;		UNK	0011-C
14	A 1.11/3-2:	A0001001100030002	AGRICULTURE DEPARTMENT		Dietary Guidel	lines for Ameri	cans	Quinquer	EL	0011-C-01
15	A 1.11/3-3:	A0001001100030003	AGRICULTURE DEPARTMENT		Report of the I	Dietary Guideli	ines Advisory	Quinquer	EL	0011-C-02
16	A 1.32:	A00010032	AGRICULTURE DEPARTMENT		Posters and M	aps			P	0080-H
17	A 1.34:	A00010034	AGRICULTURE DEPARTMENT		Statistical Bull	etins (series)			EL	0015
18	A 1.34/6:	A000100340006	AGRICULTURE DEPARTMENT		Statistical High	nlights of U.S. A	Agriculture	Annual	EL	0015-B-59
19	A 1.36:	A00010036	AGRICULTURE DEPARTMENT		Technical Bulle	etins			EL	0016
20	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural St	atistics			P	0001
21	A 1.47:	A00010047	AGRICULTURE DEPARTMENT		Agricultural St	atistics			EL	0001-A-01
22	A 1.58/3:	A000100580003	AGRICULTURE DEPARTMENT		Summary of De	ecisions			EL	0002-A
23	A 1.58/4:	A000100580004	AGRICULTURE DEPARTMENT		OAL Decisions	s		Issued Irr	EL	0002-A-01
24	A 1.58/A:	A00010058A	AGRICULTURE DEPARTMENT		Agriculture De	cisions		Semianni	EL	0002
25	A 1.60/2:	A000100600002	AGRICULTURE DEPARTMENT		Bibliographies	and Lists of Pu	ublications		P	0032-B-02
26	A 1.68:	A00010068	AGRICULTURE DEPARTMENT		PA (Program A	iid) Series			P/EL	0014-A
27	A 1.75:	A00010075	AGRICULTURE DEPARTMENT			formation Bulle		es)	EL	0004-C
28	A 1.75/2:	A000100750002	AGRICULTURE DEPARTMENT		Structure and	Finances of U.S	6. Farms	Annual	EL	0004-B

Updated biweekly in an electronic file at:

https://www.fdlp.gov/file-repository/825/list-classes-data-files



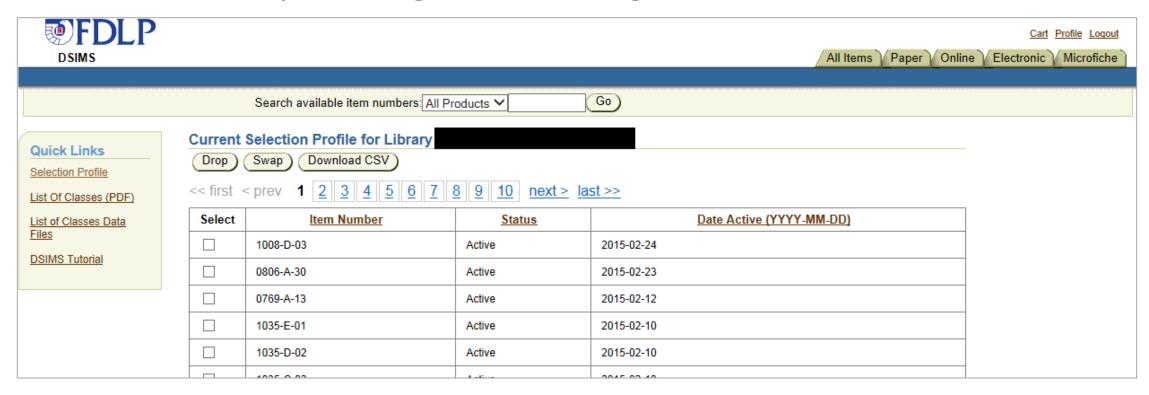
Depository Selection Information Management System (DSIMS)

- Used to view and manage selection profile
- Log in with library number and FDLP password
- Dropped item numbers take effect immediately
- Added item numbers for online materials take effect immediately
- Added item numbers for tangible materials take effect at the beginning of the Federal fiscal year (October 1)



DSIMS

Use this tool when you want to change your item selection profile by adding or dropping item numbers



https://www.fdlp.gov/instruction/dsims



Item Lister

- Lists selected and/or non-selected item numbers
- Updated daily
- Available on fdlp.gov at https://selections.fdlp.gov/itemlister

1094-A-07	1094-A-08	1094-B	1094-C	1095
1095-A	1095-A-01	1095-A-02	1095-A-03	1095-A-04
1096-A-01	1096-A-02	1096-A-03	1097	1097-A-01
1097-A-02	1100	1100-A-01	1100-A-02	1100-A-03
1100-B-01	1100-B-02	1100-B-04	1100-B-05	1100-B-06
1100-B-08	1100-B-09	1100-B-10	1100-B-11	1100-B-12
1100-C-02	1100-D	1100-D-01	1100-D-02	1100-D-03
1100-E	1100-E-01	1105	1105-A-01	1105-A-02
1105-A-03	1105-A-04	1105-A-05	1105-A-06	1105-A-07
1151	1151-A	1151-A-01	1151-A-02	1152-A
1152-В	1152-B-01	1153-A	1153-A-02	

Library # 0448a has selected 63.57 % of the total items offered.

Item Numbers Selected -> 6504

Total Possible Selections -> 10231

What formats to select?

Benefits of keeping and/or selecting tangible:

- Some publications are preferred by users in paper format.
- Paper may offer more security for preservation and access.
- A core collection, with historical or current materials in tangible formats, may benefit the needs of many users.
- Some content is not online.
- Online access features may not be user-friendly.
- Some online resources are not official like their print counterpart.
- Some agency websites only provide access to the current issue of online resources.

What formats to select?

Why libraries might select online only (EL) item numbers:

- Receive cataloging records for EL items when purchased from vendor
- Use of various collection tools is easier
- Sometimes agencies decide to switch formats

Collection Lists

- <u>FDLP Basic Collection</u> List (Digital access is required)
- <u>FDLP Partnerships</u> (Digital access is required)
- Agency Subscription Database(s)
 - Homeland Security Digital Library (HSDL)

Resource	Description	SuDocs Number	Item Number	Formats Currently Available
Assistance Listings	Provides detailed, public descriptions of Federal assistance listings available to State and local governments (including the District of Columbia); Federally recognized Indian tribal governments, Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups, and individuals.(For even more information about benefits from the U.S. Government, see the Partners listing.)	GS 1.52/2:	0559-J-21(EL)	Online Only
Ben's Guide to the U.S. Government	Presents educational content for the public on the workings of the U.S. Government and U.S. history, with a focus on civics.	GP 3.39:	0556-C-15 (EL)	Online Only
Budget of the United States Government	Contains the budget message of the President, information about the President's budget proposals for a given fiscal year, and other budgetary publications issued throughout the fiscal year.	PREX 2.8:	0853 (P) 0853-C-01 (EL)	Print and Online
Catalog of U.S. Government Publications	A finding tool for publications from all three branches of the U.S. government. Updated daily, it contains descriptive records for current and historical publications and provides direct links to those online.	GP 3.8/8-9:	0557-F (EL)	Online Only
Code of Federal Regulations (CFR)	The annual edition of the general and permanent rules published in the Federal Register by departments and agencies of the Federal Government.	AE 2.106/3:	0572-B-01 (EL) 0572-B (P) 0572-C (MF)	Online, Print, and Microfiche
Compilation of Presidential Documents	The official publications of materials released by the White House Press Secretary. Materials include proclamations, executive orders, speeches, statements regarding bill signings and vetoes, nominations and appointments, acts approved by the President, and press releases.	AE 2.109/2:	0577-A-03	Online only
Congress.gov	Provides information about legislative activities, publications, and other related materials for members of Congress and the public.	LC 1.54/2-3:	0785-R-06 (EL)	Online only

Sample portion of the Basic Collection list

Depository Collection and Development guidance article:

https://www.fdlp.gov/guidance/depository-collection-and-development

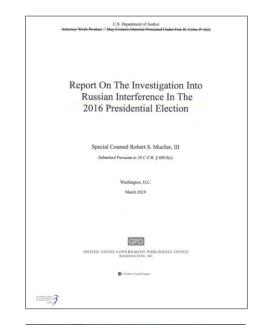
Selection Requirements

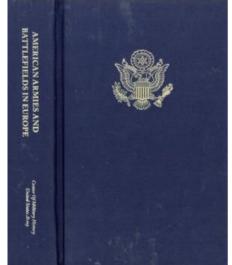
- Regional depositories either select everything in the List of Classes or have signed, official agreements with selectives who can select and receive the regional copy.
- Selectives can choose not to select any item numbers at all.



Special Selection Offers (SSO)

- Outside the regular item selection process
- GPO identifies titles of interest that are being published in print
- GPO opens a Special Selection Offer via FDLP News & Events
 - Libraries who don't select the item number (so they normally wouldn't get the publication) can fill out a form and say they'd like to receive this particular title
 - First-come, first-served
- The SSO becomes a part of your depository collection and is subject to regular weeding rules







Online Publications and Digital Depositories

Digital Depository Libraries

The digital depository can be an excellent model for the FDLP library with limited budgets, space, and staff to process, house, and maintain tangible depository materials.

GPO always recommends cataloging online resources and/or providing subject guides or other finding aids to help patrons be aware of the online resources.

Guidance article: All or Mostly Online Depository Libraries

Digital Depository Libraries

- 1. New libraries who join the FDLP as a digital depository
- 2. Existing FDLP libraries who change their selection profile to stop receiving anything tangible and also weed their tangible collection over time to nothing
- 3. Existing FDLP libraries who change their selection profile to stop receiving anything tangible but keep some tangible material in the collection

Why be a digital depository?

When the public sees this





They can expect to find excellent government information services and standards, regardless of the information formats available locally

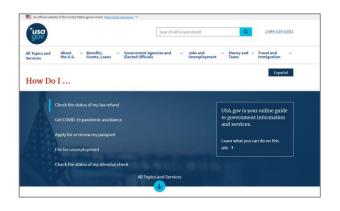
"It is immensely important that public citizens and private researchers have access to these federal documents, so we can understand how our government has worked and does work. It's essential to our democracy."

Kim O'Connell, researcher at the Library of Virginia

Digital Depository Libraries

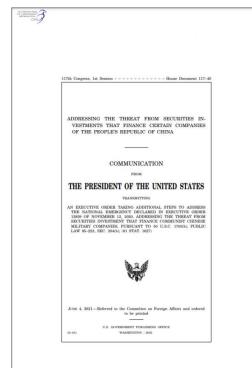
An **online publication** (listed as having an EL format) is a government publication in online format. For example, it could be

- An entry point to a portal or online database
- An archived website
- A database
- A PDF, text, or other format document









Locating Online Publications

New Electronic Titles (NET) List

Beaver damage management.

BJA's Students, Teachers, and Officers Preventing (STOP) School Violence Program.

Box tree moth (Cydalima perspectalis).

Bridging the gap: using sports to build trust with local law enforcement /

A sample of the variety seen in the NET!



Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

New Titles

The New Titles page is an easy way to find all the latest documents added to the Catalog of U.S. Government Publications (CGP). It provides access to newdocuments in many different formats, such as print documents, electronic documents, or e Books. It also provides information on documents that are still in-process. Users can look for documents in a particular range of time by clicking on specific timeframes, such as Last Seven Days or Last Three Months.

New Titles All new titles	Last 7 days	Last Two Weeks	This Month	Last Month	<u>Last Three Months</u>
New Electronic Titles Only new titles that are available online	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Government e Book Titles Only new eBook titles (mobi and/or epub formats)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Preliminary Titles Only report of new titles that are still being processed	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Serial Titles Only new continuing titles (journals, annuals, and periodicals)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Integrated Resource (IR) Titles Only new documents such as archived Government websites, databases, loose leafs, etc.	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New FDLP Web Archive Titles Only new archived Government websites within the scope of the Federal Depository Library Program (FDLP)	Last 7 days	Last Two Weeks	This Month	<u>Last Month</u>	Last Three Months
New Iy Ce ased Titles Continuing/integrating resources that no longer have new issues produced or are no longer updated	Last 7 days	Last Two Weeks	This Month	<u>Last Month</u>	Last Three Months

New Electronic Titles (NET) Monthly Archive Reports

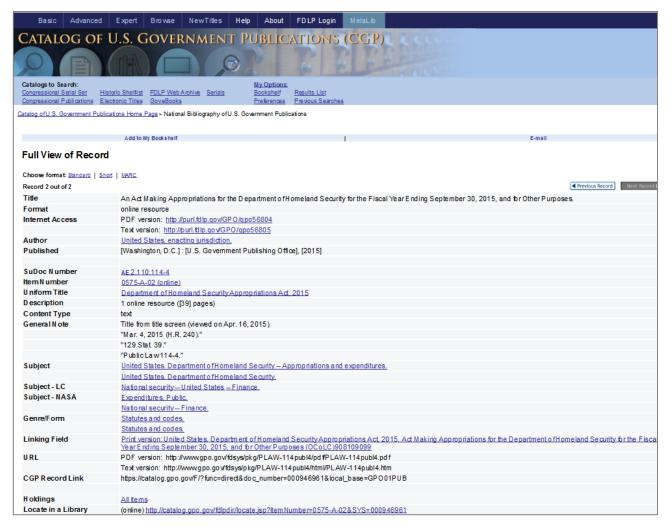
New Electronic Titles (NET) Monthly Archive Reports are generated from data collected from the Catalog of U.S. Government Publications (CGP). Monthly NET Reports are made available by the middle of the following month (e.g., January's monthly NET report will be available by mid-February).

Beginning in April 2005, data from the CGP was used to generate monthly NET reports that included new records and records that had been recently updated. In the September 2006 NET report, the methodology to generate these reports changed to include only new records. Development to refine the NET report format is ongoing.

The current NET reports will be made available in HTML format with links in the titles to the bibliographic records and in Comma Separated Value (CSV) format, which is compatible with most spreadsheet so tware. A service of the Superintendent of Documents, U.S. Government Publishing Office.

Online Publications – Catalog Records

Catalog of U.S. Government Publications (CGP)





Online Depository Collections

- Online publications cataloged in the <u>Catalog of U.S. Government</u> <u>Publications (CGP)</u> (required)
- **govinfo** (required)
- GPO's MetaLib
- Agency Subscription Databases the library has signed up to access
- Official content partnerships (including content in "hybrid" partnerships) (required)
- The <u>FDLP Basic Collection</u> (required)

Online Depository Collections



New Government Resources: Interpreting the Constitution and Help with Tracking Regulations

▲ Library Resources P Leave a comment

Constitution Annotated For the first time, the Constitution of the United States of America: Analysis and Interpretation along with Supreme Court interpretations are now searchable online. This new website, Constitution

Continue Reading

Trexler Library Blog

Letter from Anonymous Woman to Bess W. Truman, National Archives

(https://catalog.archives.gov/id/7560720)

FDLP PURL Usage Report

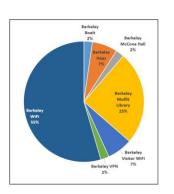
purlreferrals.fdlp.gov/

• Save institution 'patterns' to get customized PURL usage statistics

Understand what your users are clicking on for collection

development purposes

⊿	A	В	C	D	E	
1	SuDoc Stem	12/1/2015 -	1/1/2016 -	2/1/2016 -	Total	
2	I 19.42/4:	533	570	949	2052	
3	Y 4.L 11/4:	279	17	24	320	
4	GA 1.13:	74	58	123	255	
5	I 19.42/4-4:	34	10	199	243	
6	Y 4.G 74/7:	19	94	30	143	
7	Y 1.1/8:	46	33	63	142	
В	NAS 1.15:	80	21	27	128	
9	Y 4.F 76/1:	44	44	40	128	
0	J 28.15:			119	119	
1	AE 2.110:	40	35	35	110	
2	ED 1.319:	105		3	108	
3	Y 4.J 89/1:	29	31	31	91	
4	Y 1.1/5:	25	30	27	82	
5	ED 1.302:	3	3	75	81	
6	EP 1.23/2:	32	40	8	80	
7	I 19.76:	23	26	28	77	
8	Y 4.R 31/3:	35	14	25	74	
9	J 1.14/2:	25	23	24	72	
0	Y 3.P 31:	29	18	24	71	



Webcasts: <u>FDLP PURL Usage Report: Analyzing Usage of Digital FDLP Resources</u>

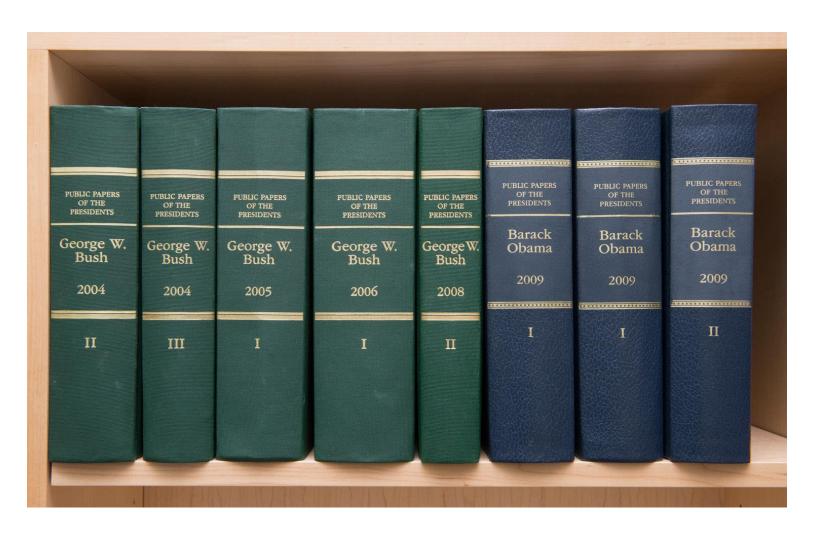
Housing Tangible Collections







Preservation/Conservation



Housing Microfiche



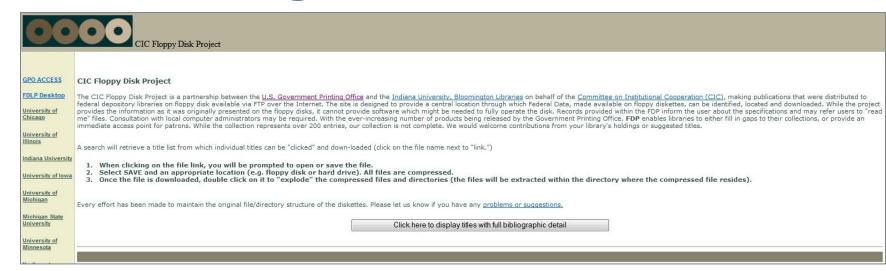
Housing Maps



Housing Posters



Housing Electronic Products





Repair/Replacement



Best Practices

- Have a collection development policy
 - Review and update it regularly
 - Know what it says / follow what it says
- Have a good, clear website for and about your depository
 - Explain where your material is, how people can get to it, and who can help them with reference
 - Do regular website updates

- Understand your users and tailor your collection to them
- Understand your institution's needs
- Stay engaged and creative
- Set up the PURL reports for your library
- Treat and house your publications with care

Questions?

ask.gpo.gov