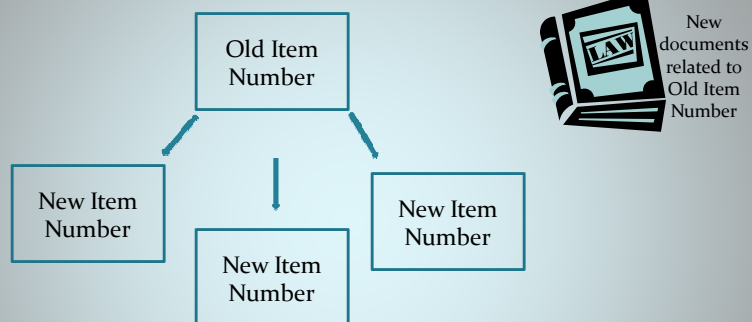


Using WEBTech Notes to keep the lid on **ITEM NUMBER CREEP**



Photo from USGS Hawaii Volcano Observatory:
hvo.wr.usgs.gov/kilauea/update/archive/2010/2010_Jan-Jul.html

What is **ITEM NUMBER CREEP**?



Ultimate result can be many, many more
Item Numbers in your profile

Using WEBTech Notes

to keep the lid on **ITEM NUMBER CREEP**

- Why creep is bad:
 - It's just untidy
 - You might end up paying for records you don't want
 - Can quickly bump you up to a higher size library, which means you'll have to pay more for your records service
 - Marcive's cut-off is 3000 selections
 - Depending on services you use, savings can run well over \$1000
 - Unpleasant surprise can await you in your next bill
 - With budgets always under scrutiny, don't run the risk of losing your cataloging service



*Impress your administration
with your thriftiness!*



Using WEBTech Notes

to keep the lid on **ITEM NUMBER CREEP**

- Bonus benefits:
 - Neatness & tidiness (if these traits are important to you)
 - Collection development: find new docs of interest for the catalog, even new item numbers for your profile
 - Increase familiarity with your selections and collection



Using WEBTech Notes

to keep the lid on **ITEM NUMBER CREEP**

What you need to have on hand:

- WEBTech Notes
- Item Lister (your selections)
- Spreadsheet or document to list items for Marcive to delete
- Your catalog

Keep all these programs open for easy moving back and forth

What you need to keep in mind:

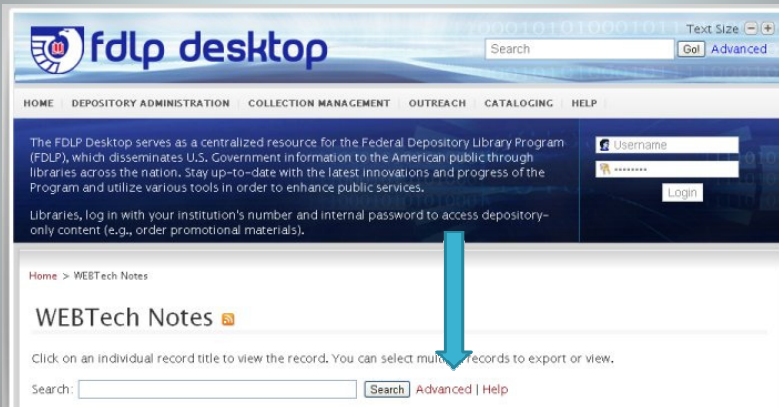
- Collection development policy & needs of your clientele
- Policy/attitude/requirements/limitations re: adding records to the catalog

WEBTech Notes

The screenshot shows the 'fdlp desktop' website interface. At the top, there is a search bar and a 'Text Size' dropdown. Below the search bar is a navigation menu with tabs for 'HOME', 'DEPOSITORY ADMINISTRATION', 'COLLECTION MANAGEMENT', 'OUTREACH', 'CATALOGING', and 'HELP'. The 'COLLECTION MANAGEMENT' tab is active, and a dropdown menu is open, listing various options: Building Collections, Selection Profile, Collection Maintenance, Distribution, Shipping Lists, Claims, and Collection Tools. A blue arrow points to the 'WEBTech Notes' link in this dropdown menu. Below the dropdown menu, there is a 'Library Program' section with a search bar and a 'WebTech Notes' link. Another blue arrow points to this link. At the bottom of the page, the URL 'www.fdlp.gov' is displayed in large red letters. Below the URL is a footer with links for 'U.S. GOVERNMENT PRINTING OFFICE', 'FDSYS', 'FDLP COMMUNITY', 'BEN'S GUIDE', and 'U.S. GOVERNMENT BOOKSTORE'. A table of links is provided, with a blue arrow pointing to the 'WEBTech Notes' link in the 'Collection Management' column.

Home	Depository Administration	Collection Management	Outreach	Events	Help
About the FDLP Depository Library Council News Directory RSS Feeds File Repository Site Search Community	Administrative Notes FDL Handbook Library Directory	Building Collections Selection Profile Catalog of U.S. Gov't Pubs Collection Maintenance Distribution LeadDocs PURLs Shipping Lists Claims WEBTech Notes	Library Spotlight Marketing Online Learning Partnerships Prisonal Resources Public Access Assessments Digitization Registry	Calendar Registrations	askGPO Contact Us Privacy Policy Site Map Tutorials Forms

Generate a listing of new Item #'s from WEBTech Notes Advanced Search



Generate a listing of new Item #'s from WEBTech Notes Advanced Search

WEBTech Notes Advanced Search

Use any of the features or combinations thereof to search WEBTech Notes records. Searches can be conducted by specific date, date range, category, categories, and/or within fields.

Select a Range of Time

Start Date: 2011-08-01 End Date: 2011-09-01

Select a Category

- What happened to? (WH)
- Classification/cataloging update (CC)
- Updates to the list of classes, new items (UN)
- Updates to the list of classes, misc. (UM)


Search for: Within:

And: Within:


And: Within:

[Help](#)


Results list in WEBTech Notes

WEBTech Notes Results 

Click on an individual record title to view the record. You can select multiple records to export or view.

You are currently searching for: Category: UN and Date: >= 2011-08-01 and Date: <= 2011-09-01 

Search: [Advanced](#) | [Help](#)

Primary Sort Secondary Sort **NEW numbers** 



Select all

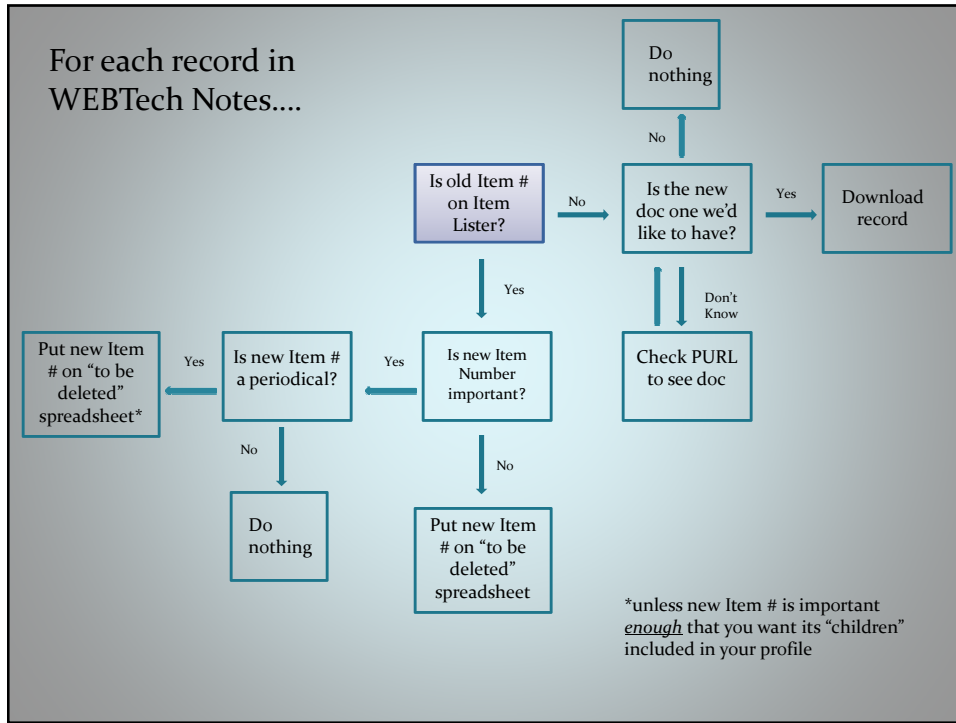
Title	SuDoc No.	Item No.	Category	Last Modified	Status
<input type="checkbox"/> ARL video (updated irregularly) (EL)	D 101.156:	0325-A-08	UN	2011-08-01	New
<input type="checkbox"/> Senate Treaty Documents (P) ESSENTIAL TITLE	Y 1.1/4:	0996-A-01	UN	2011-08-09	New
<input type="checkbox"/> House Documents (P) ESSENTIAL TITLE	Y 1.1/7:	0996-A-02	UN	2011-08-09	New
<input type="checkbox"/> Senate Executive Reports (P) ESSENTIAL TITLE	Y 1.1/6:	1008-C-01	UN	2011-08-09	New
<input type="checkbox"/> House Reports (P) ESSENTIAL TITLE	Y 1.1/8:	1008-C-02	UN	2011-08-09	New
<input type="checkbox"/> Agricultural and Values and Cash Rents Final Estimates	A 92.24/7:	0018-A-04	UN	2011-08-09	Edited

Individual Record in WEBTech Notes

WEBTech Notes Record

Title:	ARL video (updated irregularly) (EL)
SuDoc No.:	D 101.156:
Item No.:	0325-A-08
Shipping List Number:	
Notes:	New class and item no. Libraries selecting 0325 will have 0325-A-08 added to their item selection profile. PURL: http://purl.fdlp.gov/GPO/gpo10454
Category:	UN
List Number:	
Volume Number:	
Record Number:	110910
Entry Date:	2011-08-01
Last Modified:	2011-08-01
Status:	New

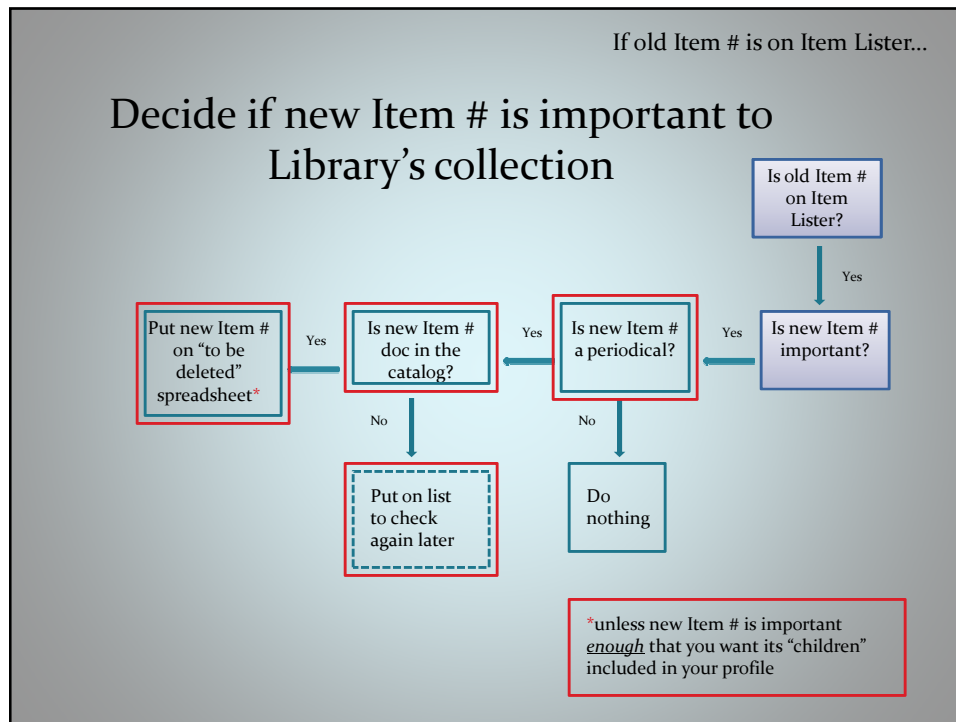
old item #  **new item #** 



Search Item Lister for the old Item

0159-H-44	0159-H-45	0159-H-46	0159-H-47	0159-H-48
0159-H-49	0159-H-50	0159-H-51	0159-H-52	0159-H-53
0160-D	0160-D-01	0160-E-02	0188-A-01	0188-A-18
0188-A-20	0192	0192-A-27	0192-A-31	0192-A-32
0192-A-34	0192-B-01	0192-D-03	0193	0207-B-01
0208-A	0208-A-01	0208-A-02	0208-A-03	0219-C-01
0228	0228-A-05	0228-B	0231-B-01	0231-B-03
0231-B-04	0231-B-14	0231-B-20	0231-B-27	0231-B-31
0231-B-32	0231-B-33	0231-B-34	0231-B-35	0231-B-36
0231-B	0231-B-01	0231-B-04	0231-B-05	0231-B-06
0231-B-08	0235	0244	0244-C-04	0244-H
0245	0250-E-02	0250-E-08	0250-H	0254
0256-A-02	0265-B	0271	0274-A	0274-F-08
0275	0275-K-01	0275-W	0283-A-02	0283-A-04
0283-C	0283-C-03	0283-C-04	0288	0288-A
0288-A-01	0288-A-02	0288-A-05	0288-A-11	0288-A-12
0290-E	0290-K-05	0290-L-01	0290-N-01	0290-N-12
0290-N-13	0290-N-14	0290-V	0292	0293-B-02
0296	0296-B	0300-A	0306	0306-A-01
0306-A-10	0306-A-13	0306-A-23	0306-A-24	0306-A-25
0306-A-26	0306-A-29	0306-A-30	0306-A-45	0306-A-46
0306-A-50	0306-A-51	0306-A-54	0306-A-57	0306-F
0306-F-02	0306-K	0306-K-01	0306-L	0306-M
0306-M-01	0307-A-17	0307-A-18	0307-A-19	0307-A-22
0307-A-23	0307-A-25	0307-A-27	0307-A-31	0307-A-47
0307-A-48	0307-A-50	0307-A-51	0307-A-52	0307-A-53
0307-A-54	0307-A-58	0307-A-63	0307-A-66	0307-A-69
0310-E-09	0310-E-11	0310-E-15	0310-E-16	0310-E-18
0310-E-22	0310-M-04	0314-A-07	0314-E-04	0314-E-05
0315-D-04	0315-F-01	0315-F-07	0322-N	0323-A-02
0324-A-02	0325	0325-B-29	0325-A-05	0325-A-06
0325-A-07	0325-A-08	0327-D	0330-E	
0330-E-01	0330-E-04	0330-E-05	0334-A-22	0338-B-01

If it's on Item Lister...



Rate importance of the new numbers

<input type="checkbox"/>	Security and Governmental Affairs (P) ESSENTIAL TITLE	Y 4.J 89/2-10:	1042-A-01	UN	2011-07-27	New
<input type="checkbox"/>	Rules of Procedure, Committee on the Judiciary (P) ESSENTIAL TITLE					
<input checked="" type="checkbox"/>	Legislative Calendar (P) ESSENTIAL TITLE	Y 4.W 36.10/	1028-A-02	UN	2011-07-27	New
<input type="checkbox"/>	Compilation of the Social Security Laws (annual) (P) ESSENTIAL TITLE	Y 4.W 36.10-3/	1028-A-03	UN	2011-07-27	New
<input type="checkbox"/>	Background Material and Data on Programs Within the Jurisdiction of the Committee on Ways and Means (Green Book) (annual) (P) ESSENTIAL TITLE	Y 4.W 36.10-4/	1028-A-04	UN	2011-07-27	New
<input type="checkbox"/>	Manual of Rules of the Committee on Ways and Means (P) ESSENTIAL TITLE	Y 4.W 36.10-5/	1028-A-05	UN	2011-07-27	New
<input type="checkbox"/>	Legislative Record (biennial) (P) ESSENTIAL TITLE	Y 4.W 36.10-6/	1028-A-06	UN	2011-07-27	New
<input type="checkbox"/>	Annual Report (P) ESSENTIAL TITLE	Y 4.SE 2/10:	1089-C-01	UN	2011-07-27	New
<input type="checkbox"/>	Publications List (annual) (P) ESSENTIAL TITLE	Y 4.SE 2/12:	1089-C-02	UN	2011-07-27	New
<input checked="" type="checkbox"/>	Legislation on Foreign Relations Through ... (annual) (P) ESSENTIAL TITLE	Y 4.F 76/2-10:	1039-A-01	UN	2011-07-27	New

- Is a single record in the catalog sufficient?
 - if individual records will be forthcoming under that Item #, then it's not
- Might an Item's "children" also be important?

Decide if new Item # needs to stay in your profile

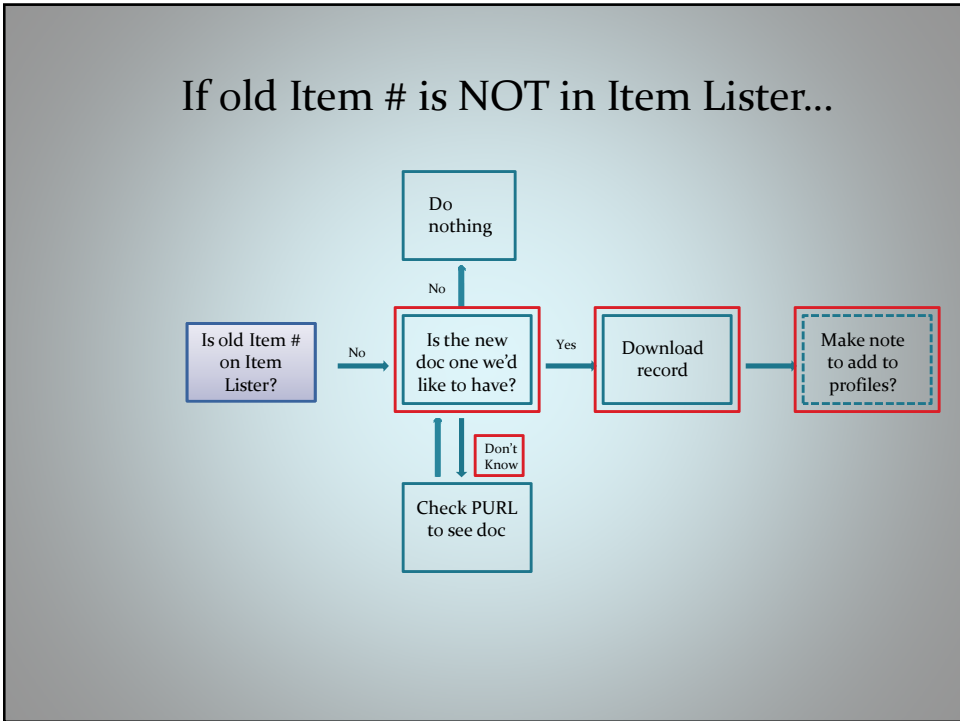
Is new Item # important? / Does it need to stay in your profile?

Put new Item # on "to be deleted" spreadsheet

↓ No

	A	B	C	D
1	Items to delete from Marcive			
2				
3	507 R		7	
4	128 V		1	
5	307 A		34	
6	421 G		3	
7	483 E		40	
8	520 B		30	
9	548 A		8	
10	569 A		5	
11	499 F		30	
12				

Save delete list until you have at least 50 items.



If old Item # is NOT in Item Lister...

Is the new doc one we'd like to have?

↓ ↓

Don't Know

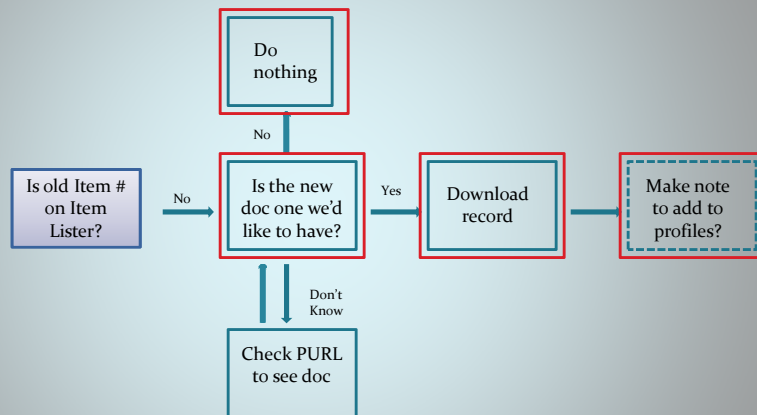
↓ ↓

Check PURL to see doc

WEBTech Notes Record

Title:	FBI Records, the Vault (completely irregular) (EL)
SuDoc No.:	J 1.14/34
Item No.:	0721-A-17
Shipping List Number:	EL-only
Notes:	New class and item no. Libraries selecting 0721 will have 0721-A-17 added to their item selection profile. PURL: http://purl.fdlp.gov/GPO/gpo111191
Category:	UN
List Number:	
Volume Number:	
Record Number:	110943
Entry Date:	2011-08-25
Last Modified:	2011-08-25
Status:	New

If old Item # is NOT in Item Lister...



Closing thoughts

- If there's a big backlog, you might need to export and do more sophisticated processing of the new Item # information
- But if you keep up and do it monthly, this is an easy way to keep **CREEP** at bay

Questions (and also suggestions for how to do things better) are welcome:
Kathleen L. Amen, Government Information Librarian
Blume Library, St. Mary's University, San Antonio, TX
kamen@stmarytx.edu

