
Unveiling a Hidden Collection

THE ALLEN COUNTY PUBLIC LIBRARY'S FDLP INVENTORY
PRESENTED BY JACOB SCHMOTZER AND NATE BURNARD



What we'll discuss

- Who we are as an institution
- The size and scope of the inventory
- The inventory process, including weeding and cataloging
- Preservation efforts
- Why this project is important on both a local and national level

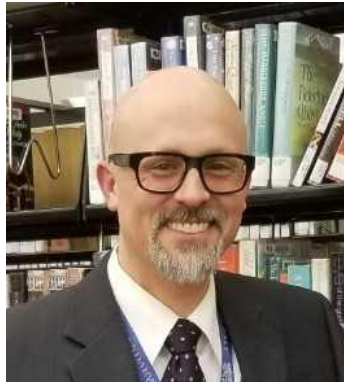


About us

- Jacob Schmotzer – Senior librarian, government documents; FDLP coordinator



- Nate Burnard – Manager, Main Branch



About ACPL

- 14 branches
- Collection size: 3.4 millions items
- Serves 365,000+ Allen County Residents
- Home to largest public genealogy collection in USA



History as a Federal Depository

- 1896 – began as regional depository
- 1976 – became selective depository
- 2003-2007 – Main branch renovated, bulk of collection stored offsite
- 2019-2020 – Collection shelf-read and interfiled
- 2020 – Inventory and weeding began
- 2021 – Cataloging efforts begin



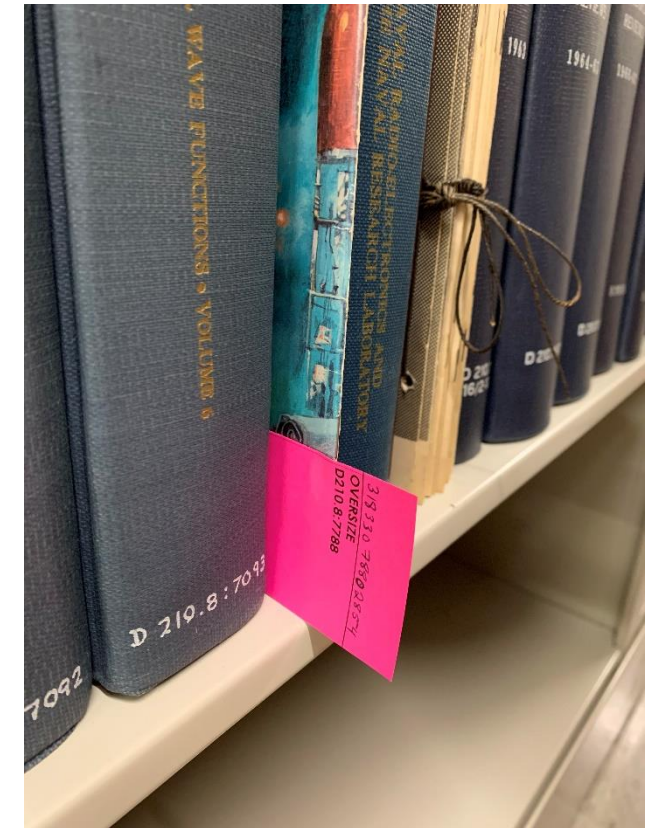
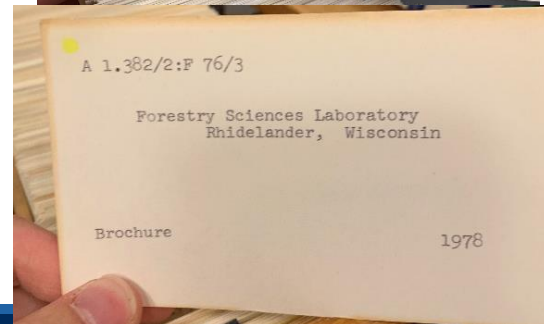
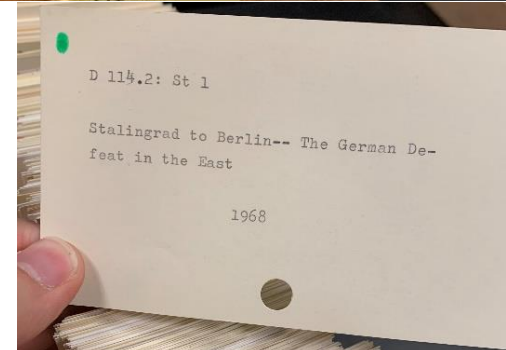
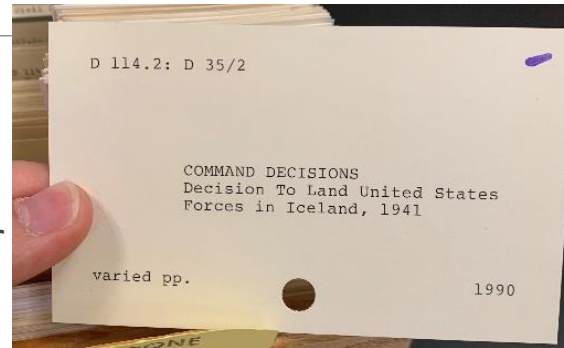
Scope of the Inventory



- One card catalog
- 177 drawers
- 800,000-1 million documents
- Very little cataloged online
- System-wide project: librarians, catalogers, MSS specialists, preservation experts

The Inventory Process

- One drawer at a time
- MSS marks cards and tips items
 - **Purple** – published in 1976 or later, eligible for discard
 - **Green** – published before 1976, ineligible for discard
 - **Yellow** – item missing, cards kept
- “Purple” items are tipped on shelf
- Oversize items given pink tag in shelf
- Items without cards pulled and added to running list (1,831 items to date)
- MSS has inventoried 23 drawers



Beginning of Drawer 6	
<i>Meat & Poultry Inspection: A Capsule Summary</i>	A 101.2: M46
<i>School Partnership Program: Peace Corps</i>	AA 4.2: S2
<i>International Negotiations on the Treaty on the Nonproliferation of Nuclear Weapons</i>	AC 1.2: N88/3
<i>Documents on Disarmament, 1962 (vols. I & II)</i>	AC 1.11/2: 962/v.1 & 2
<i>Documents on Disarmament, 1980</i>	AC 1.11/2: 980
<i>Documents on Disarmament, 1981</i>	AC 1.11/2: 981
<i>Documents on Disarmament, 1982</i>	AC 1.11/2: 982
<i>World Military Expenditures, 1966-67</i>	AC 1.15: 68-52
<i>Federal Participation Alaska Purchase Centennial Celebration 1967</i>	C 1.2: A11/3
<i>Services Available to the Chemical Industry Through the United States Department of Commerce</i>	C 1.2: C42
<i>Unemployment: Industry Seeks a Solution</i>	C 1.2: Em3
<i>Organization to Promote Employment in the State of Ohio, 1929 and 1930</i>	C 1.2: Em7
<i>Services Available to the Nonferrous Metals and Minerals Industries Through the United States Department of Commerce</i>	C 1.2: M66
<i>Opinions of the Solicitor for the Department of Commerce and Labor Dealing With Workmen's Compensation...</i>	C 1.2: Op3
End of Drawer 6	



A BIG “Thank you” to MSS



Left to right: Shae, Kristen, Kate, Sarah, Andy,
Matt, Estela, and Gabby

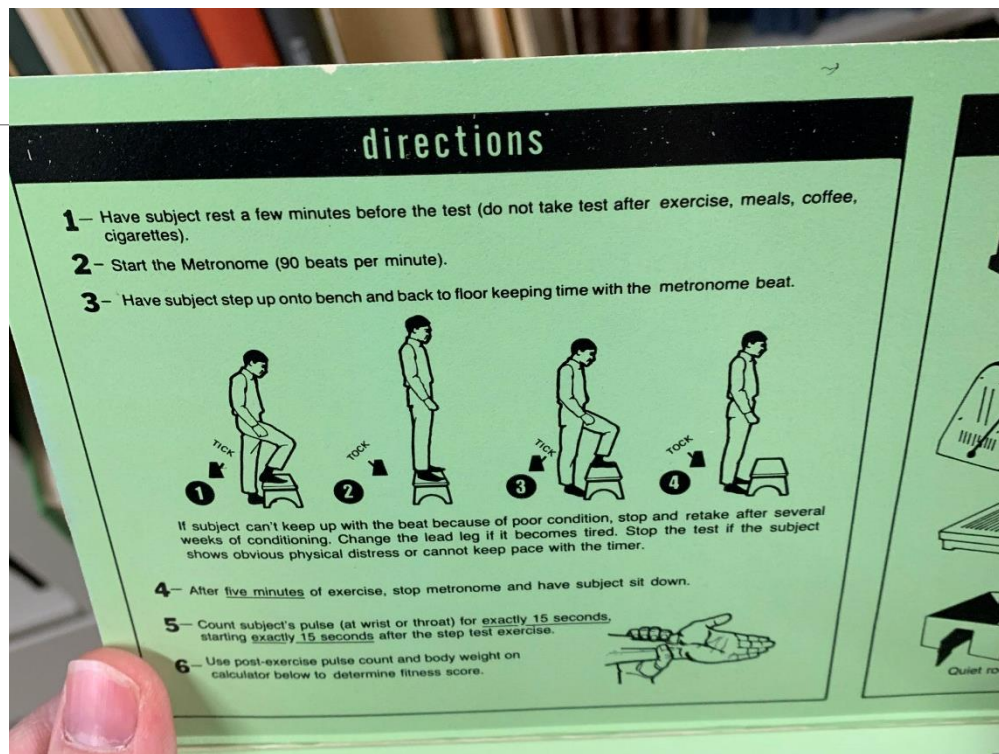


Weeding

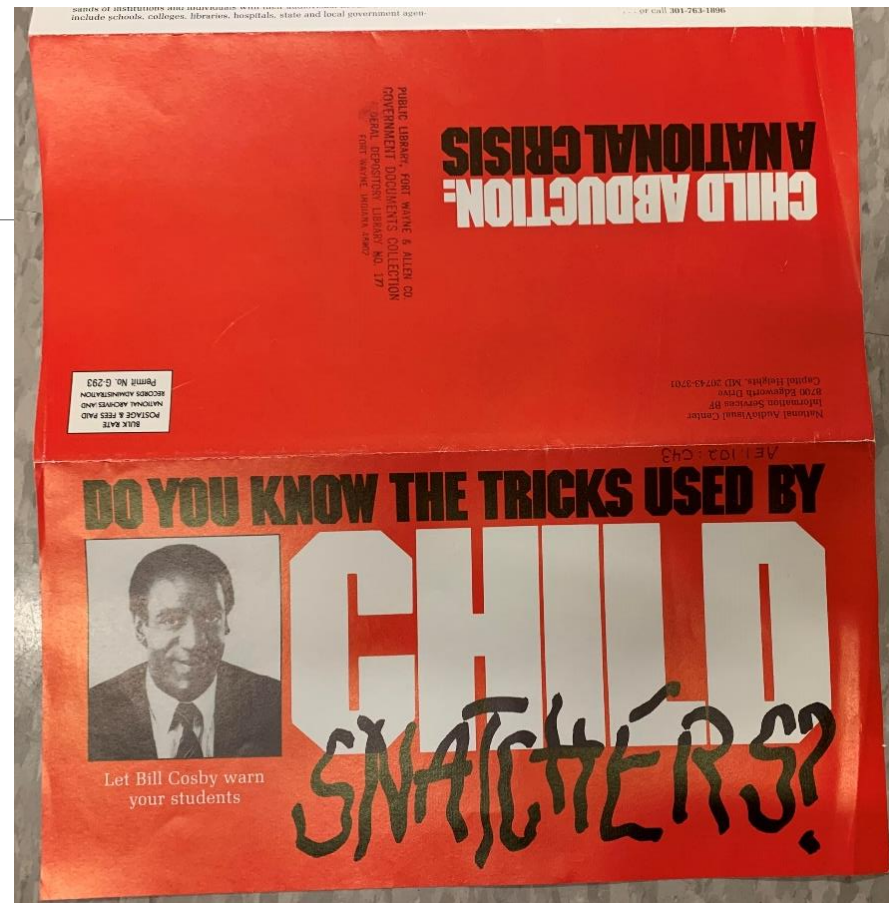
- Takes place after MSS finishes drawer
- Librarian assesses tipped materials for retention or deaccession
- Deaccessioned materials and cards recycled
- Librarian notes any preservation concerns
- Goal of weeding is to highlight the historic nature and scope of the collection
- Shelf space needed
- Quick stats: 19 drawers weeded; 754,000 microfiche cards weeded; 1,404 CDs; 23,818 print materials



A drawer ready to be weeded



Health pamphlet published by the Commerce Department, 1980s



Pamphlet advertising VHS published by the National AudioVisual Center



Ya Gotta Say No

Side One 3:42

Rap star Kurtis Blow backed by a chorus from the Washington, DC, Duke Ellington High School for the Performing Arts.

Words by William R. Lundgren and Kurtis Blow
Music by Leigh Stevens

Blow:	<i>No, No, No, Say No. Say Say Say No.</i>	<i>Huh Ha Ha A Huh Ha</i>
Chorus:	<i>Kick that candy man Put your life in gear He's got a losin' plan But you can see your way clear</i>	<i>You can see your way clear Definitely ya gotta say no — say no That candy man It's the candy man Y'all—the candy man Put your life in gear Get your self together He's got a losin' plan You can beat the man, you can beat him You can see your way clear Got to say no, Got to say no Kick that candy man Say no to the candy man Y'all Put your life in gear Yo man, just chill out man, don't bail out He's got a losin' plan Definitely get your act together But you can see your way clear Yo Y'all, say no Kick that candy man Got to kick the candy man Y'all Put your life in gear Huh Ha Huh Huh Ha Huh He's got a losin' plan You can do it—you can do it But you can see your way clear Gotta say no That candy man Huh Ha Huh Ha it's the candy man Put your life in gear Nooooooo He's got a losin' plan You can do it—you can do it But you can see your way clear Gotta say no—say no Say No!!!!</i>
Blow:	<i>The man's comin round your school today With all kinds of candy on his tray He's got smack and crack, and love boat too and Every kind of candy just for you, he's got Coke and speed, and any kind of high He'll put you in jail and show you how to die So keep your cash and tell the man no If you want to chill out there's a better way to go</i>	
Chorus:	<i>Kick that candy man Put your life in gear He's got a losin' plan But you can see your way clear</i>	
Blow:	<i>If you're looking for that candy man Might as well throw your money in a garbage can There's no way out—you're goin' down A one way street in a dead end town If you use your brain you can surely see You're wastin' your opportunity When you lay off drugs you won't believe Just how much you can achieve You gotta think for a minute—and tell the candy man no There's no future in it—there's a better way to go</i>	
Blow & Chorus:	<i>You gotta kick the candy man—kick him on out of school Tell the candy man no—you know what I'm saying? Gotta say no. That's Capital No!</i>	
	<i>That candy man Yo Ha... Ha, Yo... Ha!!!! Put your life in gear Candy man — no candy man He's got a losin' plan</i>	

Vocals: David Brannon, Ericka Curry, Steve Herring, Jocqueline Waiter and Stanley Webber

Producer: Hal Lion

Recorded at Lion and Fox Recording, Inc., Washington, DC, October, 1986

Special thanks to Maurice Eldridge, Principal, and Samuel Bonds, Vocal Techniques Teacher, Duke Ellington High School for the Performing Arts, Washington, DC

Kurtis Blow appears courtesy of Mercury Records

Produced for the Public Affairs Office at ACTION, the Federal Domestic Volunteer Agency, Washington, DC 20525, 202/634-9108

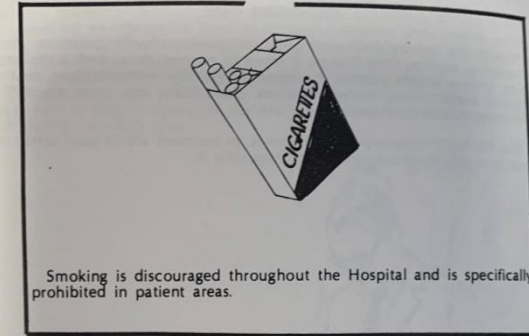
©1986 Lion and Fox Recording, Inc. BMI

AA 1.2: NCL

Anti-drug rap produced for the Public Affairs Office at ACTION

For women, a yearly PAP test, breast and pelvic examination should be scheduled in the GYN Clinic. All women should learn self-examination of the breasts and this should be done monthly.

Weight control and physical fitness are essential to your maintenance of good health. Diet instructions are available on a referral basis in the Nutrition Clinic (Room 239, Bldg 70). Physical fitness exercise program and postural instructions are readily available on a walk-in basis at the Physical Therapy Clinic (Room 181, Bldg T-2).



General Information

LIST OF AMBULATORY CLINICS — SEE APPENDIX B

The listed clinics are located at WRAMC's main post or Forest Glen. Initial triage and treatment is provided at one of the three primary clinics: General Medicine, OB-GYN or Pediatrics. Routine entry is by calling the Central Appointment System (576-2761), unless the acute nature of the problem requires a walk-in appointment; then, call the General Medical Clinic PHONE-IN Triage Number 576-2194/516/7/8. Specialty care is available in a wide range of specialty clinics, normally through physician referral/consultation (SF 513) from the primary care clinics.

THE OUTPATIENT TREATMENT RECORD (OTR) IS REQUIRED IN MOST ALL CLINICS EXCEPT THE ASO-EMERGENCY ROOM

Informational pamphlet from Walter Reed Hospital, 1970s



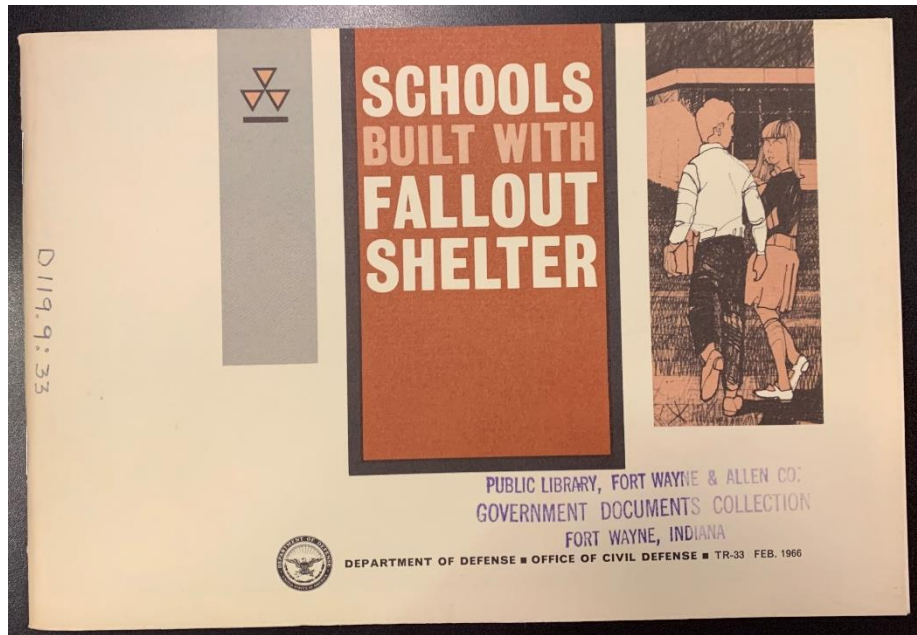
Cataloging Efforts

- Roughly 10% cataloged before inventory, now at 15%
- Technical Services Staff (TSS) catalogs items left after weeding
- Mostly copy cataloging, some original
- Fixing call numbers (ARGH!)
- Catalogers include links to electronic versions when possible
 - 813 items so far without e-versions
- Links added to already cataloged materials
- FDLP subject heading

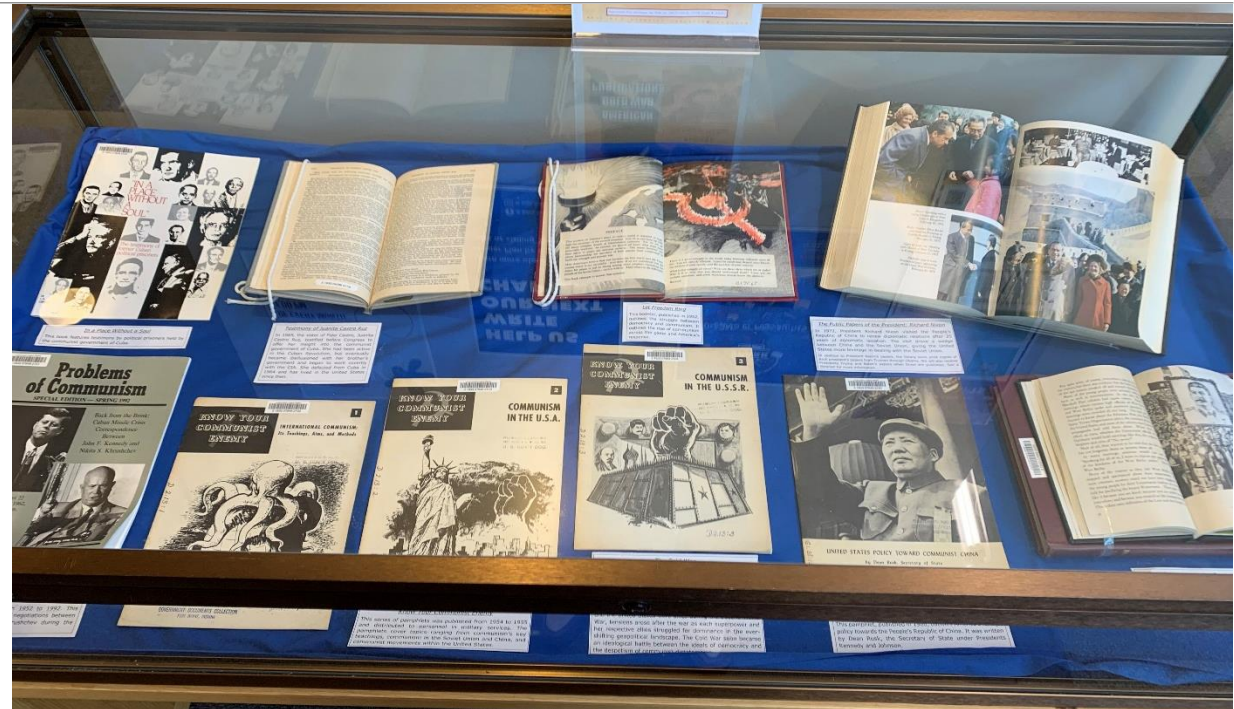
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Weblink	Click here to view online.
OCLC number	1260166453
Title ID	1917986
Title	To the Java Sea : selections from the diary, reports, and letters of Henry E. Eccles



Interesting, historic finds

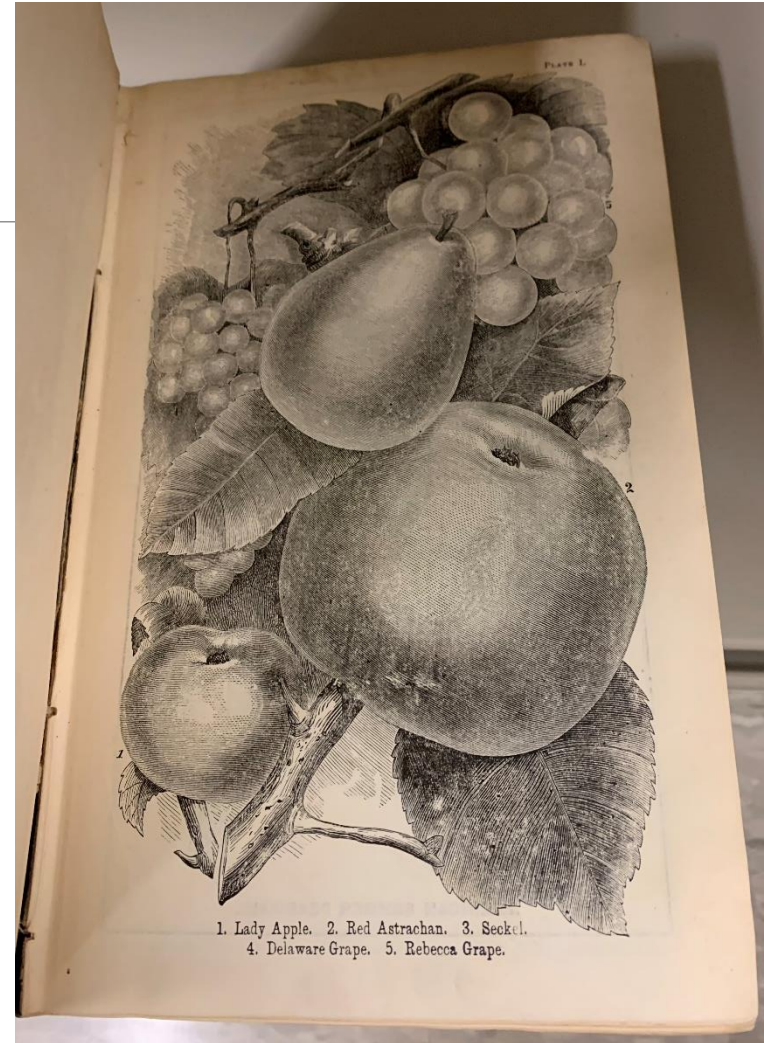


Department of Defense, 1966



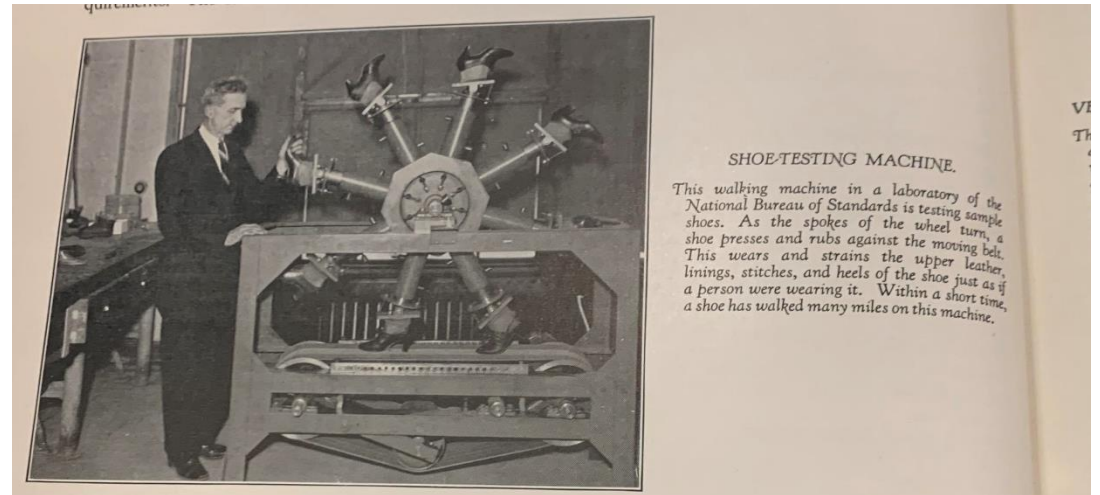
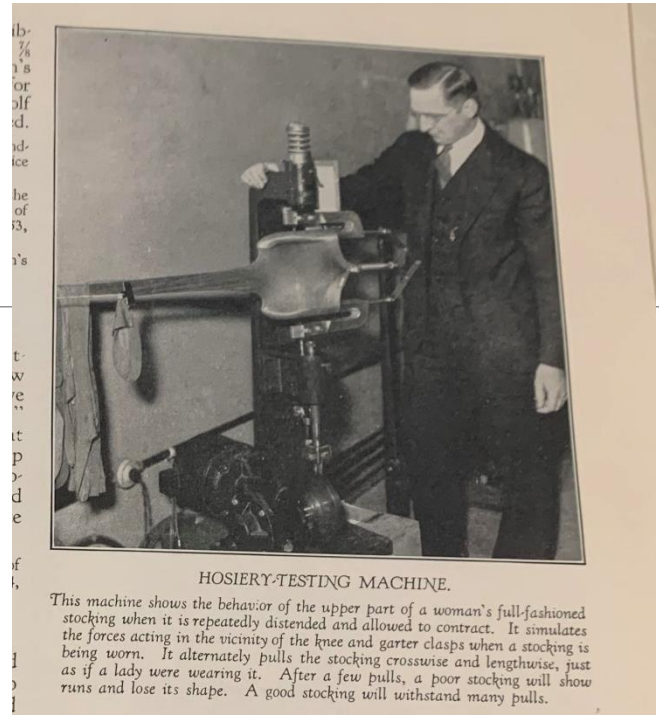
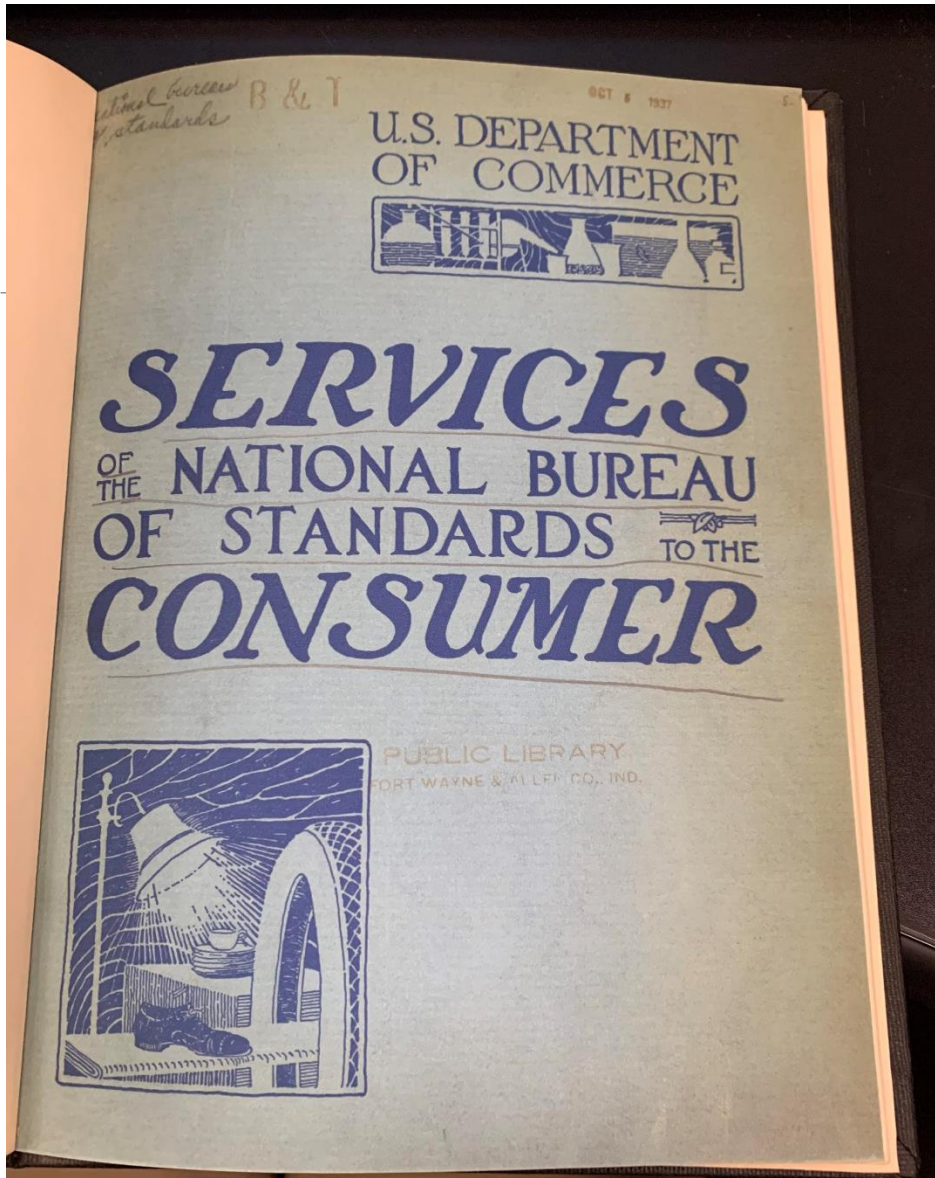
Cold War Display





Department of Agriculture Yearbooks





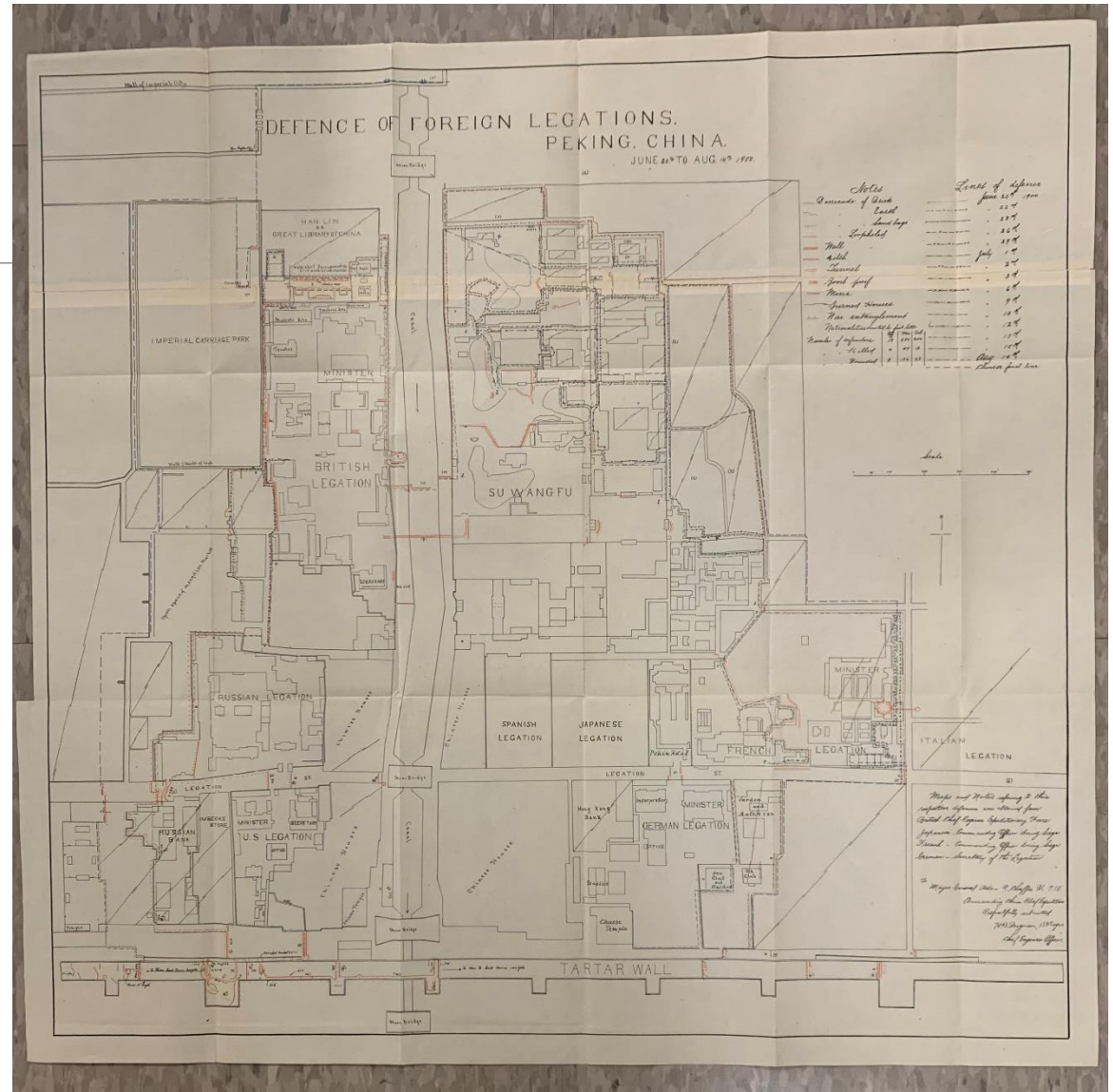
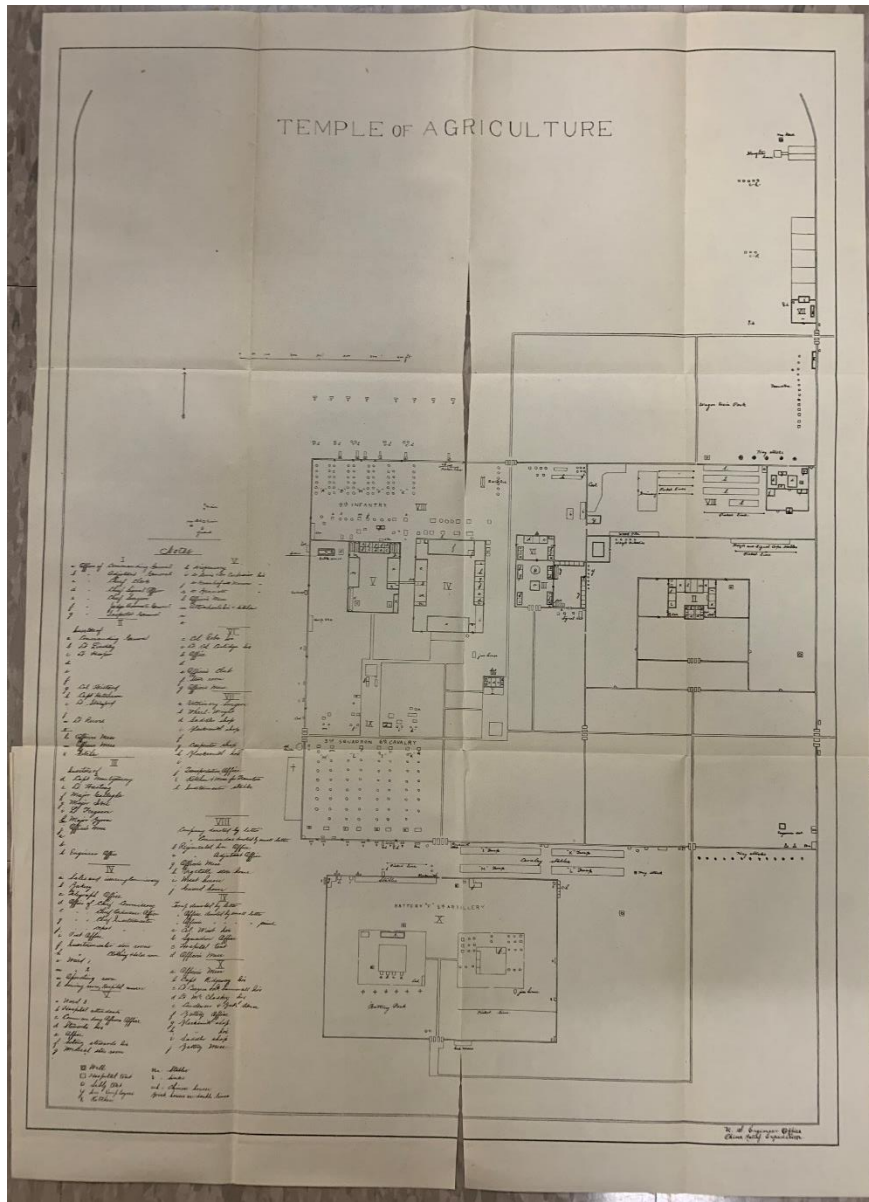


Diagram and map from Boxer Rebellion

Preservation and Conservations Efforts

- Running list kept of materials requiring attention
- Linking reduces need to handle paper materials
- Rebinding books, flattening maps, etc.
- Assisted by Genealogy Materials Handling Unit (GMHU)



Map of Tacloban, in the Philippines, c. 1900s

Digitization Efforts

- Running list of materials not available online, for future digitization
- Infrastructure in place at ACPL
- Family Search volunteers and GEN
- Internet Archive



Why this project is important

- Give ACPL an accurate count of our holdings
- Discard materials that “weigh down” our collection
- Preserve our holdings
- Rediscover “lost” or forgotten materials
- Reorganize the collection
- ACPL’s catalog can supplement GPO’s
- Make collection discoverable online, worldwide
- Grant access to online materials and digitize unavailable materials
- Make a once-invisible collection visible and accessible
- Inspire other libraries



Contact Information

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