What Does the Green Dot Mean? 🟢

Documenting Your Collection's History

Gwen Sinclair, Claudene Sproles, Angela Kent

Today's Presentation

OUTLINE

Library History
Depository History
Collection Development
Technical Services
Public Services
Automation
People
Case Study: Kentucky GODORT
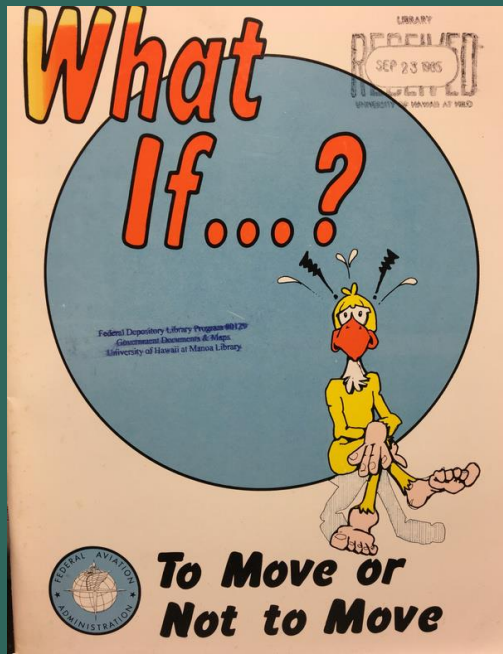Case Study: Texas State Library

Why document?

- Succession planning – preserve institutional memory
- Systems analysis
- Explain peculiarities of the catalog and other systems
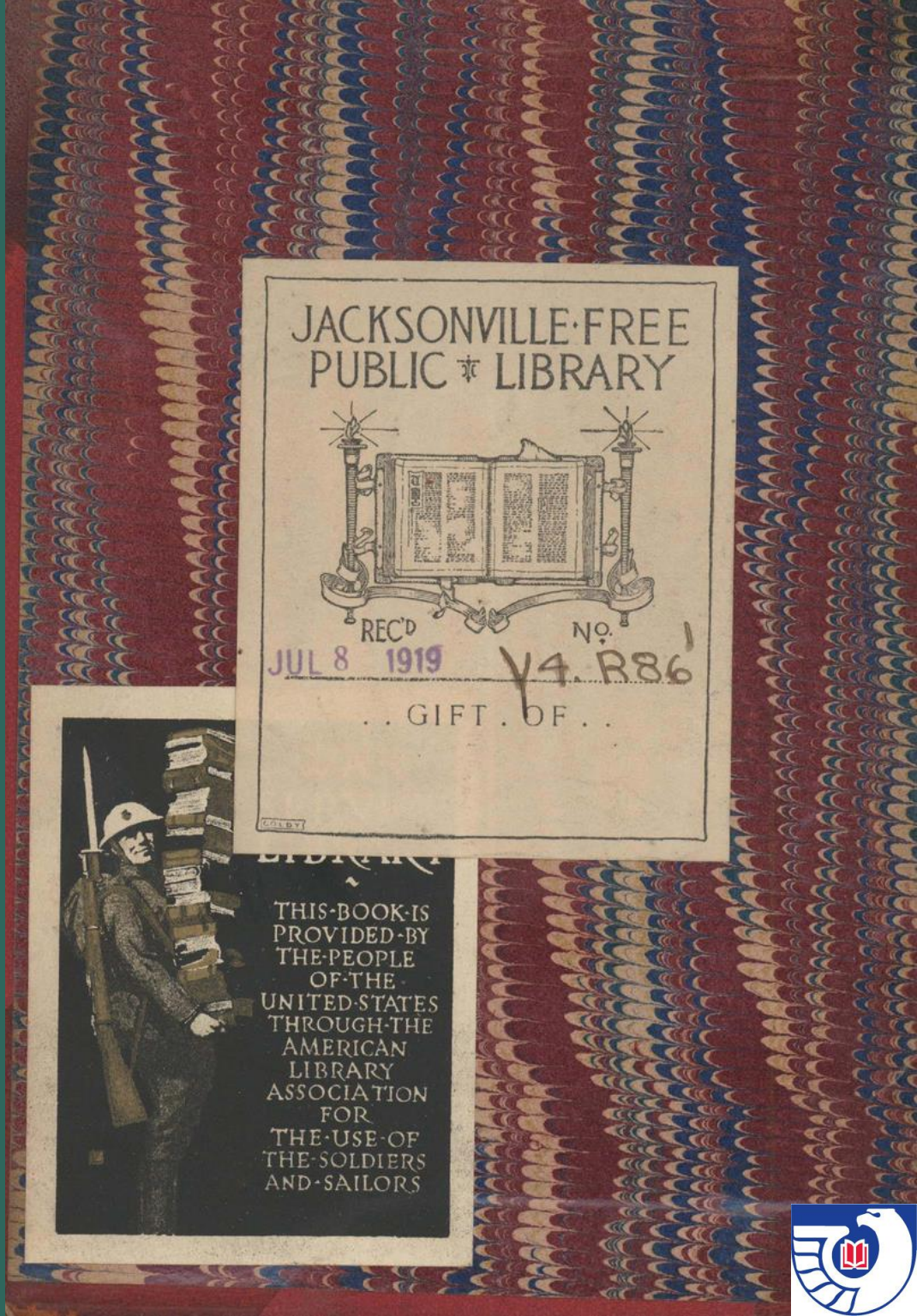- Evaluate policies and procedures
- Prepare for transitions

Library History

- When was the library established?
- Main emphasis/purpose
- Locations/moves
- Disasters

Depository History

- When was the depository established?
- Separate or integrated?
- Major changes in status/designation
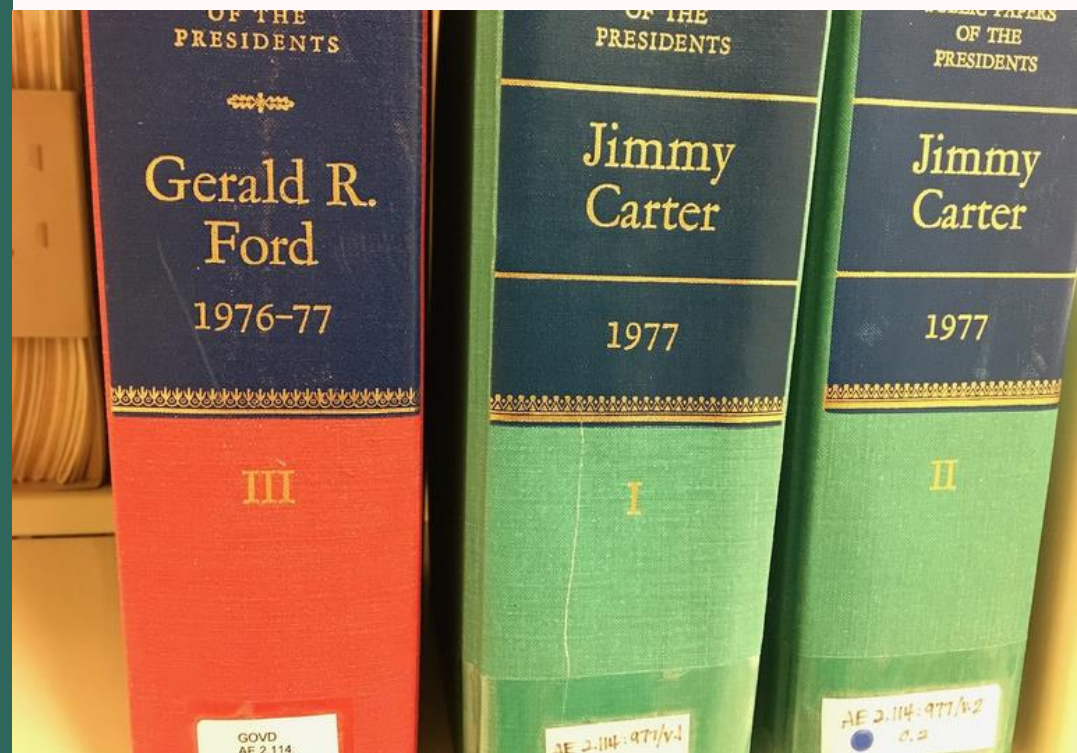- SuDocs or other classification scheme?

Partnerships

Preservation steward
Print selector
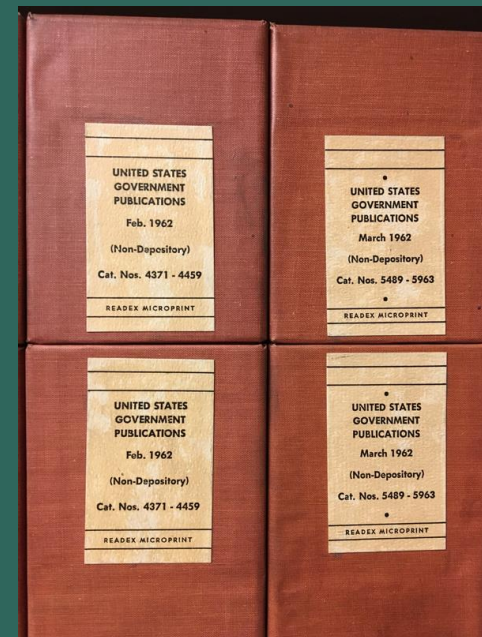Digitization
Digital deposit

Collection Development

- Collection strength
- Selection percentage
- Other depository systems, e.g., Atomic Energy Commission (AEC) or Army Map Service (AMS)
- Documents Expediting Project
- Major microform sets
- Virtual depository
- Commercial publications

Technical Services

- Shelflist/card catalog/database
- Serials check-in
- Marking
- Binding
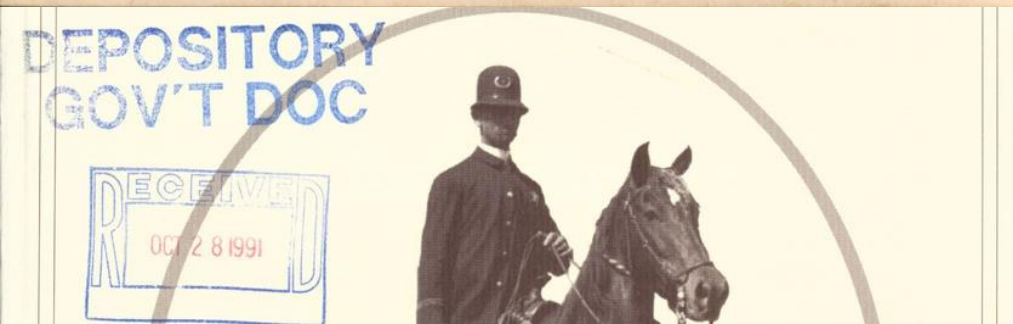
Automation

- When did the library start using an online catalog?
- Were gov docs included in retrocon?
- Barcoding
- Use of vendor- or GPO-supplied records

Circulation

- Circulating or Library Use Only
- Loan period for gov docs
- Pamphlets
- Maps
- Diskettes/CDs/DVDs

Shelving

- Open/closed stacks
- Selective housing agreements
- Off-site storage
- Transfers to main collection
- Multiple locations

Who Were They?

Kentucky GODORT

Sandee McAninch
University of Kentucky

TSLAC

Sue Troyan
26 years
FLDP Coordinator
Regional

UHM Library

Gov Docs librarians Mabel, Eleanor, Verna, and Virginia

Claudene Sproles
Head, Collection Management
Depository Librarian
University of Louisville
caspro01@louisville.edu

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Technical Services & Collection Development

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✓	📎	Title		Modified
	📎	Annual Report 2020-2021	⋯	September 3, 2021
		Electronic Leave Form	⋯	March 25, 2020
	📎	Who to contact in Technical Services/Collection Development	⋯	September 19, 2019
	📎	Technical Services Organizational Chart	⋯	September 16, 2019
	📎	Technical Services/Collection Development Working Plan 2015-16	⋯	September 8, 2015

Mission

Select and provide access to collections and information resources that meet the needs of users by acquiring, processing, cataloging, and preserving these resources in all formats.

Team Goals

- Acquire collections that match the developing needs of users and the constantly evolving array of formats.
- Optimize access to electronic resources.
- Create and maintain appropriate metadata to facilitate use of all information resources.
- Organize and preserve information resources.
- Explore changing technologies to increase access to materials and collections unique to the Libraries.

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Members

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Acquisitions/Collection Development

Binding

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Current Periodicals

Government Documents

Internet Archives

Serials

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✓ 📄 Title   Name

   📁   Policies and Procedures   ...

   📁   Log Files   ...

   📁   Helpful Tips   ...

   📁 Surveys   Surveys   ...

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Links to Government Documents Resources

▫ Catalog of U.S. Government Publications

▫ Documents Data Miner 2

▫ Explanation of the Superintendent of Documents Classification System

▫ FDLP Desktop

▫ List of Classes

▫ PURL Search Form

▫ Session Dates of Congress

▫ Superseded List (FDLP)

▫ Kentucky Federal Depository Libraries: Offers List Guidelines

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✓ 📄 Title   Name

📄 Government Documents Added Copies   •••

📄 Government Publications Microfiche Reclassification Procedure   •••

📄 Selected Items List   •••

📄 Processing Depository Shipments at Ekstrom Library   •••

📄 How to Use ASERL to Offer Documents   •••

📄 Disaster Plan   •••

📄 Ekstrom Library Government Documents Collection Development Policy 2012   •••

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✓	📄	Title	Name
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	📄		2017 Biennial Survey	⋯
	📄		2015 Biennial Survey	⋯
	📄		2013 Biennial Survey	⋯
	📄		2011 Biennial Survey	⋯
	📄		Biennial Survey - 2007	⋯
	📄		Biennial Survey - 2005	⋯
	📄		Biennial Survey - 2003	⋯
	📄		Biennial Survey - 2001	⋯
	📄		Biennial Survey - 1999	⋯
	📄		Biennial Survey - 1989-2	⋯
	📄		Biennial Survey - 1989	⋯
	📄		Biennial Survey - 1987-2	⋯
	📄		Biennial Survey - 1987	⋯
	📄		Biennial Survey - 1982	⋯
	📄		Biennial Survey - 1980 Form	⋯
	📄		Biennial Survey - 1977	⋯
	📄		Biennial Survey - 1975	⋯
	📄		Biennial Survey - 1973	⋯
	📄		Biennial Survey - 1971-2	⋯
	📄		1971 Biennial Survey	⋯
	📄		2012 Forecast Study	⋯

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Government Documents Round Table (GODORT)

Officers

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Federal Regional Depository Librarian
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amy.laub-carroll@uky.edu

Crystal Ellis, Chair-Elect
Collection Development and Reference Librarian
Centre College
600 West Walnut St.
Danville, KY 40422
Office: 859-238-5277

Claudene Sproles, Secretary/Treasurer
Government Documents Librarian

Welcome!

You have found the home page for the Kentucky Library Association's Government Documents Round Table (GODORT). This site is intended as a resource for Round Table members and those who want information about GODORT.

The objectives of our Round Table, as stated in our bylaws, are:

- To promote access to government publications at all levels through communication among interested librarians.
- To provide a forum for the exchange of ideas, concerns, and problems affecting this access.
- To increase awareness of resources available in government publications.

We welcome the participation of anyone who has an interest in this area.

Guidelines on Officer Responsibilities

LISTSERV

The Round Table also maintains a discussion list at LTD@lsv.uky.edu. To subscribe to this list send an E-mail message to LISTSERV@LSV.UKY.EDU with the following message:

SUB LTD Your Name

Example: SUB LTD Mary Smith

KLA GODORT Guidelines on Officer Responsibilities

I. **Chair**

a. **Spring Meeting Planning**

    i.   Planning for the spring meeting should begin soon after the December KLA Board meeting.

    ii.   Select spring meeting date. The meetings are typically held in March or April. Be careful not to conflict with other spring meetings across the state (KLA Academic, OVGTSL, etc.) or the spring FDLP conference.

    iii.   Find a host for the spring meeting. The host site must have a room that seats at least 20 people with room to set up a laptop, screen, and projector. Internet access is also preferred.

    iv.   Send a "save-the-date" email to the LTD (Let's Talk Documents) and KYSELECT listservs announcing the tentative date and location of the spring meeting. The LTD listserv is the official discussion list for KLA Godort members. The KYSELECT listserv is open to all depository employees but new subscribers must be added by the moderator.

    v.   Select a theme for the spring meeting program (e.g., legal resources, genealogy, etc.).

    vi.   Find at least 2 speakers to present at the meeting. Speakers should be willing to present free of charge if possible. Local speakers are a good idea.

    vii.   Arrange for lunch to be served at the meeting. Box lunches are acceptable. Depending on the catering costs, a small registration fee should be charged for registrants who are non-members.

    viii.   Arrange optional tours to be held at the close of the meeting.

    ix.   Send out a final meeting announcement (including an attached registration form) to listservs and local area librarians. See **Appendix A** for sample registration form.

Meeting Minutes

2018 Fall

2018 Spring

2017 Fall

2017 Spring

2016 Fall

2016 Spring

2015 Fall

2015 Spring

2014 Fall

2014 Spring

2013 Fall

GOVERNMENT DOCUMENTS ROUNDATABLE
KENTUCKY LIBRARY ASSOCIATION
SPRING MEETING, MAY 28, 1982

The Spring meeting of the Government Documents Roundtable of the Kentucky Library Association was held on Friday, May 28, 1982 at the Kentucky Department for Library and Archives in Frankfort, Kentucky. Those present were: Lee Caruthers, Philip Yannarella, Kathy Holden, Janis Trebby, Gene Whicker, Brenda Fuller, Carol Jones, Martha Rush, Connie Gray and two visitors, Karen Kottsy, Ohio's Godart Chairperson from the University of Cincinnati Library and Mrs. Gene Whicker.

Following a tour by Brenda Fuller of the new State Library Building, the meeting was called to order by Connie Gray, Chair. Martha Rush was asked to substitute as Secretary since the Secretary had not yet arrived. The minutes of the October 8, 1981 meeting were read and approved as amended.

CHAIR'S REPORT: Connie Gray discussed the collection development questionnaire she had sent out and thanked those who responded.

The Roundtable's membership is now 21. We receive two (2) dollars of the five (5) dollar dues charged by KLA for Roundtable membership. The KLA Board of Directors has passed a resolution whereby funds of all Roundtables must be sent to Tom Sutherland who will set up separate Roundtable accounts and disburse the funds as necessary. Tom plans to request that the KLA Board reconsider this resolution.

It was reported that the balance of the treasury is now $97.57.

After discussion of the possibility of ALA Godart affiliation, it was the consensus of the members that we become an ALA Godart affiliate and pay the $10.00 dues from the Roundtable Treasury. All ALA Godart mailings will be sent to the Roundtable President. CHAIR

Connie announced that the Roundtable will meet on Friday, November 12, 1982, from 9:30 to 11:30 at the Joint KLA/SELA Annual Conference in Louisville. CIS will supply coffee and Jay Young, Director of Library and Statutory Reference Services at GPO will be the scheduled speaker.

"Walk for your lives!"

Case Study

Library History

- Established: circa 1845
- Purpose: state archives
- Location/move: state capitol grounds; quonset hut; reno (2008); off-site storage
- Disaster: n/a. Supports libraries across a flood-prone, hurricane-prone state

Depository History

- Est.: unknown
- Separate Fed Docs
- Co-Regional (trad.)
- Closed stacks
- SuDocs classification

- State Library & Archives (single, standalone agency
- State pubs and Fed docs repository
- Full-time Conservator
- No partnerships

Tip!

- Connect to main colls. & mission
- Include in collection development policy

Collection Development

- Strength: Regional depository, print (no plans to reduce or remove)

- Selection percentage: ~95%

- Other depository systems: state publications

Tip!

- Book displays (even if non-circ)
- Feature in social media
- Incorporate into larger exhibits
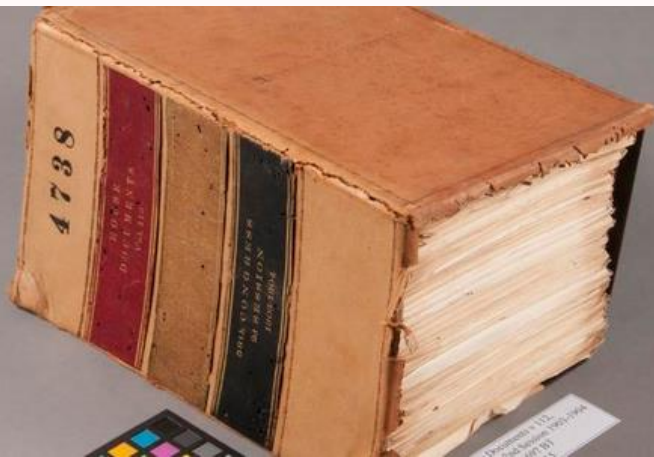
Technical Services

- Shelf list: lost during renovation
- Rely on ILS catalog record ingest
- Rely on browsing (librarians) in closed stacks

Automation

- Limited
- In-house digitization: no

Tip!

- Document decisions (exceptions, house rules)
- Meet regularly with Cataloging
- Use ILS note functions heavily

Circulation

- Non-circulating collection
- ILL? yes (both hardcopy and scans)

Tip!

- Have a USD Collection Development Policy
- Refer to FDLP libs first

Shelving

- Closed stacks
- Dedicated stacks floor
- (new!) Off-site storage

Tip!

- Use Out Markers
- Use Wayfinders

Thank you!

GWEN SINCLAIR

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ANGELA KENT

ajakent@icloud.com