"But it's not shelved with the government documents": A librarian's strategy to assist library staff to identify government documents that are not located in the government documents collection

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Kathrine R. Everett Law Library

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About me

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Jesse Griffin

Geographical Details

- I am originally from south Georgia (Tifton), which is 90 minutes from Tallahasee, FL or from Plains (home of former president Jimmy Carter)
- I lived for a brief stint in Athens, GA (GOOOOOOO Dawgs, sic 'em)
- I currently live in Graham, NC, which is uniquely situated between Raleigh, Durham, Chapel Hill, and Greensboro

Educational Details

- BA/Bmin (1993) from Brewton-Parker College
- MA in Religion (1997) from The University of Georgia
- MA in Philosophy (2000) from The University of Georgia
- MSLS (2017) UNC SILS

The importance of this topic (to me)

And maybe to you, too

Two concerns

Preserving Institutional Knowledge

- Current coordinators must find ways to preserve their knowledge for their successors, even when those successors are not apparent.

- A more knowledgeable cadre of librarians can answer questions they would ordinarily route to me.

- Inventive ways of preserving this knowledge: creation of training manuals and production of training videos (Zoom, Panopto)

Communicating

- Low staffing levels make it difficult to train a depository coordinator's successor.

- Devise a method so that training is available to anyone at anytime.

How did I arrive here?

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One contributing factor

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1. Law libraries as selective depositories

- In October 1978, law libraries became eligible for designation as depository libraries

- Prior to 1978, law libraries acquired primary legal material through standard acquiring methods

- Librarians would classify these resources under the system they were currently using (Hicks, LC, etc.)

- After 1978, the titles that libraries had been receiving but that were now coming through FDLP participation remained classified under the current system

- Therefore, some documents titles would end up not residing with other government documents.

PUBLIC LAW 95-261—APR. 17, 1978   92 STAT. 199

Public Law 95–261
95th Congress

An Act

To amend title 44, United States Code, to provide for the designation of libraries of accredited law schools as depository libraries of Government publications.

Apr. 17, 1978
[H.R. 8358]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That chapter 19 of title 44, United States Code, is amended by adding at the end thereof the following new section:

Depository libraries, designation.

"§ 1916. Designation of libraries of accredited law schools as depository libraries

44 USC 1916.

"(a) Upon the request of any accredited law school, the Public Printer shall designate the library of such law school as a depository library. The Public Printer may not make such designation unless he determines that the library involved meets the requirements of this chapter, other than those requirements of the first undesignated paragraph of section 1909 of this title which relate to the location of such library.

"(b) For purposes of this section, the term 'accredited law school' means any law school which is accredited by a nationally recognized accrediting agency or association approved by the Commissioner of Education for such purpose or accredited by the highest appellate court of the State in which the law school is located.".

"Accredited law school."

SEC. 2. The table of sections for chapter 19 of title 44, United States Code, is amended by adding at the end thereof the following new item:

"1916. Designation of libraries of accredited law schools as depository libraries.".

SEC. 3. The amendments made by this Act shall take effect on October 1, 1978.

Effective date.
44 USC 1916 note.

Approved April 17, 1978.

Some examples from my library

- US Code
- CFR
- Federal Register
- US Reports
- United States Statutes at Large
- Congressional Record (microfiche)
- FCC Record
- US Tax Court Reports

- Decisions of the National Labor Relations Board
- Federal Securities Regulation (monograph)
- Reproducible Tax Forms.

A second contributing factor

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The (currently) Incredible Shrinking Library Staff

- In 2006, Tech Services had 10 FTE staff (at least 5 had knowledge of government document processing)

- In 2022, Collection Services (née Technical Services) has 5 FTE employees and only one has experience with process depository shipments

- This phenomenon is not limited to Technical/Collection Services

- Libraries may not be siloed across departments, but they are often siloed within departments

My Strategy
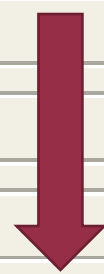
Or, Using Sierra for all its worth!

The easiest way to help library staff identify government documents is to use my library's location code for its government document collection.

1	Inventory Date	- -
0	Checkin Location	0
- ---	No. of Renewals	0
0 Book	No. of Overdues	0
$0.00	Overdue Date	- -
- - :	Item Use 3	0
0	Recall Date	- -
- -	Total Checkouts	0
0	Total Renewals	0
0	Last Checkout Date	- - :
- - :	Location	kdoc Law Library Documents Collection

Location	Status
dcpf	-
ksta2	-

Here is a government document that my library (ksta2) and the regional depository have. The regional copy's location is its document collection. My copy is shelved in the 2nd-floor Stacks.

Item Type	0 Book	No. of Overdues	0	Copy Use	0
Price	$0.00	Overdue Date	. .	Item Message	- NO MESSAGE
Checkout Date	. . :	Item Use 3	0	OPAC Message	- ---
Checkout Location	0	Recall Date	. .	Year-to-Date Circ	0
Due Date	. .	Total Checkouts	0	Last Year Circ	0
Patron No.	0	Total Renewals	0	Item Agency	2 Law
Last Patron	0	Last Checkout Date	. . :	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Checkin	. . :	Location	ksta2 Law Library 2nd Floor Collection	Inherit Location	n NO

Call No. 090   KF4885|b.A35 1975

Barcode   L00252682P

If a librarian were looking at this item record, how would that librarian know this resource is a government document?

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ksta2 Law Library 2nd Floor Collection | C

2 Law Library Serials | U

sudoc SUPERINTENDENT OF DOCUMENTS | P

f GOVT. DEP. | In

Location	ksta2 Law Library 2nd Floor Collection
Recv Location	0
Vendor	none none
ACQCO	- ---

ksta2	Law Library 2nd Floor Collection	C
2	Law Library Serials	U
sudoc	SUPERINTENDENT OF DOCUMENTS	P
f	GOVT. DEP.	Ir
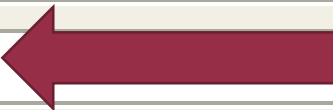
Copy No.	1	Inventory Date	- -
Item Code 1	0	Checkin Location	0
Item Code 2	- ---	No. of Renewals	0
Item Type	20 Government Document	No. of Overdues	0
Price	$0.00	Overdue Date	- -
Checkout Date	- - :	Item Use 3	0
Checkout Location	0	Recall Date	- -
Due Date	- -	Total Checkouts	0
Patron No.	0	Total Renewals	0
Last Patron	0	Last Checkout Date	- - :
Last Checkin	- - :	Location	ksta2 Law Library 2nd Floor Collection

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- -	Loanrule	0
0	Status	o LIB USE ONLY
0	Internal Use	0
0	Copy Use	0
- -	Item Message	- NO MESSAGE
0	OPAC Message	o SPECIAL
- -	Year-to-Date Circ	0
0	Last Year Circ	0
0	Item Agency	33 Gov Docs Federal
- - :	Holdings Item Tag	6 876 BASIC BIB. UNIT
ksta3 Law Library 3rd Floor Collection	Inherit Location	n NO

Call No.	090			KF70	b.A3
Barcode				L0043O678S
Volume				t.7: pt.900/999 (2022)
Public Note				This item is a depository document.
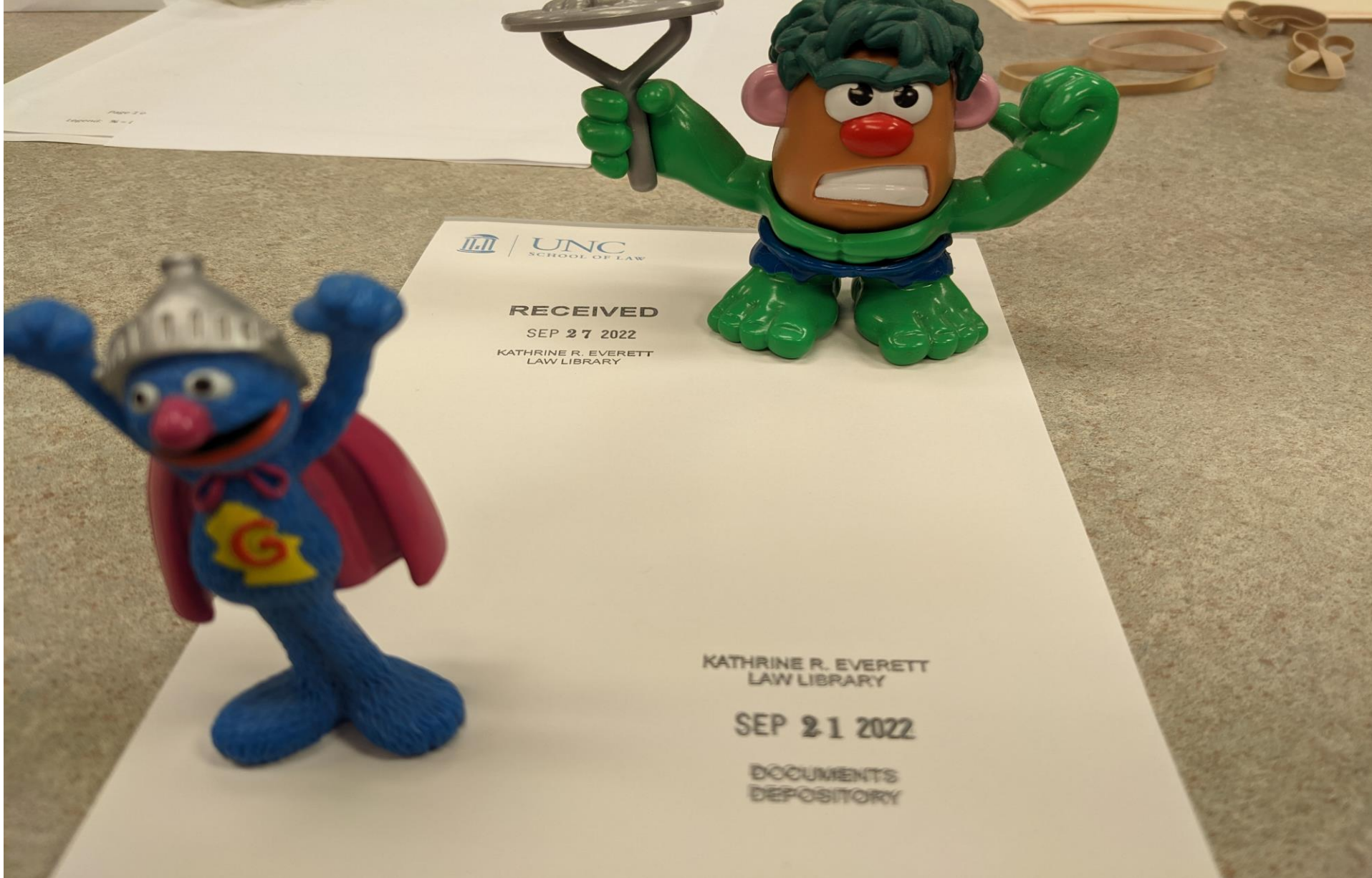
Why is this helpful?

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Maybe not necessary but helpful

Three benefits

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1. Easily identifying government documents

2. Cataloging at the Item-level

3. Improving Biennial Survey accuracy

Easily Identifying Government Documents

ARRIVED 02-03-2016 v.560	**ARRIVED** 04-13-2016 v.561	**ARRIVED** 06-28-2016 v.562
2020 **ARRIVED** 01-19-2021 Depository copy v.572	2020 **ARRIVED** 01-19-2021 Depository copy v.573	202 **ARRIVED** 07-22-2022 Depository copy v.574
2023 **EXPECTED** 12-21-2023 v.584	2023 **EXPECTED** 03-21-2024 v.585	202 **EXPECTED** 06-21-2024 v.586

Call No. | 090 | | | KF101|b,,A212

Barcode | L00424791R

Volume | v.572

Internal Note | Depository copy

Cataloging at the item level

United States. Congress. House. http://id.loc.gov/authorities/names/n79107874

Constitution, Jefferson's manual, and Rules of the House of Representatives of the United States [serial].

Washington, D.C. : U.S. G.P.O. : For sale by the Supt. of Docs., U.S. G.P.O.

volumes ; 21-23 cm.

Biennial

text txt rdacontent

unmediated n rdamedia

Cataloging at the item level

Item Type	3 Non-circ serial	No. of Overdues	0	Copy Use	0
Price	$0.00	Overdue Date	- -	Item Message	- NO MESSAGE
Checkout Date	- - :	Item Use 3	0	OPAC Message	- ---
Checkout Location	0	Recall Date	- -	Year-to-Date Circ	0
Due Date	- -	Total Checkouts	0	Last Year Circ	0
Patron No.	0	Total Renewals	0	Item Agency	2 Law
Last Patron	0	Last Checkout Date	- - :	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Checkin	- - :	Location	ksta2 Law Library 2nd Floor Collection	Inherit Location	n NO

Call No. 090   KF4992|b.U54

Barcode L00398647.

Volume 2013

Cataloging at the item level

$0.00	Overdue Date — . .	Item Message — NO MESSAGE
. . :	Item Use 3 0	OPAC Message — ---
0	Recall Date . .	Year-to-Date Circ 0
. .	Total Checkouts 0	Last Year Circ 0
0	Total Renewals 0	Item Agency 33 Gov Docs Federal
0	Last Checkout Date . . :	Holdings Item Tag 6 876 BASIC BIB. UNIT
. . :	Location ksta2 Law Library 2nd Floor Collection	Inherit Location n NO

KF4992|b.U54

L00398647.

2013

Biennial Survey Accuracy (and who doesn't want that?)

Classic

Term	Operator		Type	Field	Condition	Value A	
1			ITEM	Location	has	ksta	
2	AND		ITEM	Item Agency	equal to	33	
3	OR		ITEM	Location	has	ksta	
4	AND		ITEM	Item Type	equal to	20	

Biennial Survey Accuracy (and who doesn't want that?)

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kyl match experiment	4000	4000
LAIR annual stat.21-22	3221	32000
law 33 and 20	56	4000
law item 33	21	4000
law sersol newup july	2997	8000
law wln	12059	32000

Dissemination

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Or, letting people see behind the curtain

Ways to Raise Awareness

1. Create a User's Guide explain the process

2. Produce Training Videos that explain the process

3. Hold Group Training Sessions

Create a User's Guide

USER'S GUIDE TO IMPORTANT POINTS OF STORR'S WEBSITE

This brief guide will cover tips for searching for items that the law library has sent to STORR's facility, for requesting delivered items to be returned to STORR and for adding, deleting, and editing user profiles.

The Small Library Pro software from PrimaSoft allows staff members to perform a number of traditional library functions. For example, staff members can add books to a database or library catalog as well as delete items from the database. Also, staff can build a database of users or patrons and check out items to these patrons. This software requires no formal library training, and it be adapted to the needs of individual libraries. The purpose of this document is to explain briefly how to use the software; a fuller explanation is available at http://www.primasoft.com/help/documents/Manual_Pro.pdf

Produce Training Videos

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Uploaded Recordings

Start Time	Duration	Folder	Session	Actions		Status / Link
6/9/2022 1:06 PM	00:03:26	unified\jdg	Thursday, June 9, 2022 at 1:05:47 PM	Delete Local	Set Offline	Resume Share Edit View
4/26/2022 2:48 PM	00:04:09	unified\jdg	Tuesday, April 26, 2022 at 2:44:02 PM	Delete Local	Set Offline	Resume Share Edit View
4/26/2022 2:32 PM	00:10:38	unified\jdg	Tuesday, April 26, 2022 at 2:31:49 PM	Delete Local	Set Offline	Resume Share Edit View
4/26/2022 2:09 PM	00:16:03	unified\jdg	Tuesday, April 26, 2022 at 2:07:59 PM	Delete Local	Set Offline	Resume Share Edit View
4/26/2022 1:53 PM	00:10:28	unified\jdg	Tuesday, April 26, 2022 at 1:52:49 PM	Delete Local	Set Offline	Resume Share Edit View
4/26/2022 1:26 PM	00:11:26	unified\jdg	Tuesday, April 26, 2022 at 1:24:43 PM	Delete Local	Set Offline	Resume Share Edit View

Processing Kathrine R. Everett Law Library items for (re)binding—Part 2: Processing Items in Sierra

Processing Government Document Shipments at the Kathrine E. Everett Law Library: Pt.2--Processing Items in Sierra

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Group Training

1. The Law Library receives two copies of the *United States Reports.* From which vendor does each copy come? Where is each copy shelved? How do determine this information?

Copy 1 comes from the GPO and it's in the Reading Room; copy 2, from Gaunt, is in the Faculty Lounge. Consult the holdings records (c140130731 and c142424213) or order record (o26015006).

2. A patron wants to use volume 998 of the *North Western Reporter*. You seem to remember that the Law Library canceled that title but aren't certain. Where would you look to find out?

You can look at the Holdings Record (c141579420 at the 853 captions field) or the Order Record (o26022515 at the first internal note).

3. How many bibliographic records are associated with the *North Eastern Reporter*? Why?

b13245016 (vv.1-513) and b22378066 (vv.514-973). Title change from *North Eastern Reporter* to *West's North Eastern Reporter*. Cataloging protocol requires a new bib record for changes in serial titles affecting the first 5 words of the title.

Obstacles

Inertia maintenance

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Time consuming

- Really old non-SuDoc documents may be hard to find

- Importing the barcodes into Sierra can be/may be/will be difficult

- Still need training videos so other staff will know what is going on

- May need to train people on Sierra (or your ILS)

Staff

- Not enough of them

- Other projects

Questions?

jdg@email.unc.edu