

Developing a Statewide Digitization Program: Use of LibGuides

<http://guides.ucf.edu/FDLP20140501>

Federal Depository Library Conference

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Alternatives for Website Creation

- Raw HTML / XML coding from scratch
- Adobe Dreamweaver or Microsoft Expression
- LibGuides
- Drupal
- LibData
- Library a la Carte
- SubjectsPlus

See also: [Research Guide Technologies](#) by Meredith Farkas
(ACRL Instruction Section, Tips and Trends, Spring 2012)

Some features to look for in website software

- Very easy to use for infrequent web page creators
- Powerful / flexible enough to accommodate more advanced users
- Easy to reuse content within the site
- Easy to incorporate proxy / ezproxy in links
- Link checker
- Interface with library catalog, databases, and other library services
- Integrate Web 2.0 / social media features

What are some of the ways in which we can use LibGuides?

- Training – provide step-by-step instructions
- Feedback – gather input from trainees and users
- Collaboration – shared development
- Marketing – increase awareness by others of resources
- Reuse – key feature of LibGuides

Selection, Scanning, and Submittal Guide - Florida Federal Depository Libraries Pilot Project

Last Updated: Oct 4, 2013 | URL: <http://guides.uflib.ufl.edu/FLscanning> | [Print Guide](#) | [RSS Updates](#) | [Email Alerts](#)

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Search: This Guide

Webinar 1 - Scanning Steps

- Step 1) [Select the documents for scanning](#)
- Step 2) [Set up folder structure](#)
- Step 3) [Open the Epson scanner program](#)
- Step 4) [Set scanner settings](#)
- Step 5) [Place item on scanner bed](#)
- Step 6) ["Preview"](#)
- Step 7) [Select area to be scanned](#)
- Step 8) [Check color using "Histogram"](#)
- Step 9) ["Scan"](#)
- Step 10) [Save your file to the appropriate folder.](#)

[Comments \(0\)](#)

About the Project

The purpose of this pilot project is to 1) investigate the applicability of the distributed scanning model developed for the Digital Library of the Caribbean (dLOC) for use among the depository libraries of Florida and 2) determine the effectiveness of providing training in digitization using Adobe Connect. Rather than traveling to the 41 libraries around the state, the team developed an online training program on digitizing documents and using Sobek to upload them to the University of Florida Digital Collection (UFDC). This program will be delivered live to three test libraries, and recorded for reference purposes and future use if evaluations are positive.

Participating libraries will be asked to use the training to scan a set number of pieces from their government documents collection, and use the self-submittal tool to deliver them to UFDC. Scanners, webcams, and headphone sets will be provided to the test libraries to allow for uniform training conditions and optimum communication.

Funded by the University of Florida Libraries 2012-2013 Minigrant "AN EDUCATION IN DISTANCE TRAINING: A PILOT PROJECT FOR DEVELOPING A DISTRIBUTED SCANNING MODEL FOR GOVERNMENT DOCUMENTS IN FLORIDA BASED ON THE DLOC MODEL"

Contact the Instructors

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[Comments \(0\)](#)

Webinar Powerpoint Presentations

 [Selection, Scanning, and Submittal - Part 1](#)

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LibGuide for Pilot Project Training

- LibGuide provided asynchronous access for trainees to:
 - Recordings of webinars conducted in Adobe Connect
 - Webinar PowerPoint presentations
 - Step-by-step instructions
- Web-based archive of instructions – no special software needed to review the steps on the LibGuide
- Easy to add steps and rearrange for clarity

Other LibGuides Features for Training

- Private guides – provide links from the main published guide to specific pieces of training published on private guides so that the public display doesn't become cluttered
- Hidden pages – during training hide pages on the guide until ready to show the next steps, e.g., (1) instructions for hands-on exercise, (2) form for student responses, (3) results from student responses, (4) example of correct results
- Previous and Next buttons (coming in LibGuides version 2)

Feedback Using LibGuides

Submittal: Starting a New Item Part 1 Comments(0) Print Page Search: This Guide Search

Summary

Submitting a new item is a 3-step process

- 1) Verify template/project and confirm acceptance of the "grant permission" statement.
- 2) Enter basic metadata.
- 3) Select item to be uploaded. (covered on [Submittal: Starting a New Item Part 2](#))

Comments (0)

Starting a New Item - Metadata

Select "Start a new item" from the main account page.

Welcome Back, Chelsea

Welcome to myUFDC. This feature allows you to add items to your bookshelves, organize your bookshelves, and email your bookshelves to friends.

What would you like to do today?

- Start a new item**
- View all my submitted items
- View usage for my items
- View my descriptive tags
- View and organize my bookshelves
- View my saved searches
- Edit my account preferences

STEP 1)

Verify that you are using the right metadata template (GovDocs items to the correct project.

You may also change your current project and template for this submission

Template:

Project:

To change your default project and template, select [My Account](#) above.

To proceed, you must accept the grant of permission statement. This statement says that you have permission to grant copyright permissions for the title, and authorize the University of Florida, acting on behalf of the State of Florida, to digitize and distribute the title for nonprofit, educational purposes via the Internet or successive technologies. Since we are scanning government documents, we don't have to worry about copyright, per se.

Contact the Instructors

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Comments (0)

Finding the ALEPH Bib ID

One piece of metadata to enter in the template is the ALEPH Bib ID.

To find this:

- 1) Go to uflib.ufl.edu and select the Library Catalog tab.
- 2) Search your title.
- 3) If found, select item.
- 4) Select Marc view.
- 5) Copy Bib ID which is in the 001 field.

Comments (0)

Trainees can use the comment box for a specific instruction to ask for clarification of that step.

Broken links reported via the comment box automatically identify the specific location on the guide needing attention.

Interactive polling is a built-in feature of LibGuides.

CMS version of LibGuides includes survey feature.

Collaboration / Feedback

Collaborators can use the “comments” feature in each LibGuides box to discuss possible changes.



Recommendation: “moderated” setting to avoid spam postings

Users can provide feedback using the same comments boxes. A comment generates an email to the owner of the guide with a link to the specific box referenced by the comment.

Potential Collaboration

- Point to LibGuides at other depository sites
- Copy LibGuides from other depository sites
- Suggestions & comments for development at other depositories
- Shared development of site using external editors feature

Depositories with LibGuides Accounts

Colleges & Universities

- Florida A&M University
- Florida Atlantic University
- Florida Institute of Technology
- Florida International University
- Florida State University
- Florida State University Law
- Hodges University
- Indian River State College
- Jacksonville University
- Lake-Sumter State College
- New College of Florida
- Nova Southeastern University Law
- Stetson University
- Stetson University Law
- University of Central Florida
- University of Florida
- University of Florida Law
- University of Miami
- University of North Florida
- University of South Florida
- University of the Virgin Islands
- University of West Florida

Depositories without LibGuides Accounts

Colleges & Universities

- Pontifical Catholic University of Puerto Rico
- Pontifical Catholic University of Puerto Rico Law
- University of Puerto Rico (Mayaguez)
- University of Puerto Rico (San Juan)
- University of Puerto Rico Law
- University of Tampa

Other Types of Libraries

- Florida Supreme Court
- State Library of Florida

Public Libraries

- Broward County
- Clearwater
- Jacksonville
- Manatee County
- Miami-Dade
- Saint Petersburg
- Selby (Sarasota)
- Tampa-Hillsborough
- Virgin Islands
- Volusia County

Point to LibGuides at other depository sites
or
Copy LibGuides from other depository sites

- Florida Atlantic University
- Florida Institute of Technology
- Florida International University
- Florida State University
- New College of Florida
- Stetson University
- University of Central Florida
- University of Florida

Potential Collaboration Roles for Other Depositories

- Joint development projects – suggestions, comments & updates for development of guides at depositories with LibGuides
- Shared development of joint LibGuides site using external editors feature – editing rights can be limited to a specific guide and can be granted to anyone

[Change Guide Information](#)[Co-Owners, Editors & Collaborators](#)[Send An Update](#)[View Usage Statistics](#)[Create Backup](#)[Discussion Board](#)[Electronic Reserves](#)

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Playground f

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» Playground for Government Information Practice

ce ✕ [no tags specified] ✕

his shared resource project

Co-Owners, Editors & Collaborators

This screen allows you to assign co-owners, editors and collaborators to this guide. For information about reassigning ownership of this guide to another user please see our [Guide FAQ](#) system.

Co-Owners can create and edit content on this guide, and their user profile and name will appear along with the guide owner on the guide pages, home page, search pages, etc.

No users have been assigned to this role.



Editors are allowed to create and edit content, but their name and profile are not displayed on the guide pages or within the guide description on other pages.

No users have been assigned to this role.



Collaborators do not have an account in your system, but they are assigned a special login that allows them access to change the content on just this guide. After you assign collaborator rights to someone, the system will send out their login information via email and CC: you on the message. Enter the collaborator's email address in the box below.

laborator access to this guide, you
e without worrying about mistakes.

this guide with your name as the
rious content to that page.

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U.S. Congressional Serial Set (American Memory, Library of Congress)

- [U.S. Congressional Serial Set \(American Memory, Library of Congress\)](#)
selective full-text, 1833-1917
 - Browse or search individual volumes
 - Browse Featured Maps

[Comments \(0\)](#)

Other Sources for the Serial Set

- [Congressional Documents \(FDsys\) \(1995+\)](#)
- [Congressional Reports \(FDsys\) \(1995+\)](#)
- [U.S. Congressional Serial Set Inventory \(University of North Texas\)](#)
"aims to be a complete inventory of serial set holdings in U.S. libraries, from volume 1 through volume 12879-1. Libraries are encouraged to add their serial set inventories to the site. Researchers will be able to search and browse the inventories by serial set volume, by library, or by session of Congress."

[Comments \(0\)](#)

What is the Serial Set?

The Serial Set contains the Documents and Reports from Congress, but that brief description fails to capture the richness of the content. Many publications from federal agencies on a wide range of topics were also published as Congressional documents. For example:

- Maya hieroglyphs
- war brides
- history of whaling
- dating the Dead Sea Scrolls
- plant diseases
- coelacanth fishes
- history of psychological examining
- consular reports, trade statistics, diplomatic correspondence
- annual reports of the Boy Scouts & Girl Scouts
- Commodore Perry's Expedition to the China Seas & Japan, 1852-1855
- Capt. John Gunnison's 1853 expedition to explore a route for a transcontinental railroad
- The Children of Immigrants in Schools (1910)
- Evolution of Credit & Banks in France (1910)
- Atlas to Accompany the Official Records of the Union and Confederate Armies
- Puerto Rican Hurricane Relief Commission reports (1928-1935)
- soil surveys and soil maps for Florida counties, 1903-1921
- Minerals Yearbook (1932-1968)
- annual reports of the public health service (1913-1952)

- [U.S. Congressional Serial Set: What It Is and Its History \(GPO\)](#)
- [Library Resources for Administrative History: Congressional Serial Set \(National Archives\)](#)
- [Overview of the U.S. Congressional Serial Set and Schedule of Volumes, 1970 to Current \(Law Librarians' Society of Washington, D.C.\)](#)

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U.S. Congressional Serial Set & American State Papers

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Locate a Library

Some depository libraries have partial collections of the print volumes. The digital versions are not accessible remotely to non-affiliated individuals. If walk-in guests are able to view commercial subscription databases on the library computers, more complete collections may be accessible by physically visiting one of the libraries with a digital subscription to one of the commercial versions produced by Readex or ProQuest. Contact the library to determine if restrictions exist for computer or database access.

- [U.S. Congressional Serial Set Inventory \(University of North Texas\)](#)
"aims to be a complete inventory of serial set holdings in U.S. libraries, from volume 1 through volume 12879-1. Libraries are encouraged to add their serial set inventories to the site. Researchers will be able to search and browse the inventories by serial set volume, by library, or by session of Congress."
- [\[Regional\] University of Florida - George A. Smathers Libraries \(Gainesville\)](#)
print volumes & ProQuest digital
- [Florida A&M University - S.H. Coleman Library \(Tallahassee\)](#)
Readex digital
- [Florida Atlantic University - S.E. Wimberly Library \(Boca Raton\)](#)
ProQuest digital
- [Florida International University - Stephen & Dorthea Green Library \(Miami\)](#)
Readex digital
- [Florida State University - Robert Manning Strozier Library \(Tallahassee\)](#)
ProQuest & Readex digital

Agency Series Found in the Serial Set

The College of Wooster provides several online lists to help identify agency publications such as annual reports which were included in the Serial Set.

- [Agency Series by Agency Name](#)
- [Arranged by SuDocs Call Number](#)
- [Arranged by Serial Set Volume Numbers](#)

[Comments \(0\)](#)

**identifies which
depositories
have commercial
subscriptions**



Marketing

Digitization of Government Information in Florida & the Caribbean

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FDLP Digitization Projects

- [Federal Publications Digitization & Public Access Files Initiatives](#)

"The U.S. Government Printing Office (GPO) is working with Federal depository libraries, Federal agencies, and others interested in ensuring public access to materials currently being held in Federal depository library collections across the United States and its territories. This work is being accomplished by coordinating digitization efforts and otherwise providing access to Federal electronic resources. The scope of this initiative makes working together in a collaborative effort essential to create a truly complete and non-duplicative digital collection."

[Comments \(0\)](#)

Florida Electronic Federal Depository Library



Contents include:

- National Recovery Administration
- Federal Works Progress Administration
- Everglades (from FIU's Everglades Digital Library and Government Documents & Others)
- USDA Aerial Photographs of Florida
- USDA Soil Surveys for Florida and Puerto Rico
- Cross Florida Barge Canal
- US Army Corps of Engineers

Future contents will likely include materials related to:

- Hurricanes
 - Kennedy Space Center
 - Off-shore Drilling
 - Historical materials
 - Estuaries
 - Waterways
- [Florida Electronic Federal Depository Library \(University of Florida\)](#)
The Digital Repository for the Federal Depository Libraries of Florida and the Caribbean houses federal documents from and about Florida, Puerto Rico, and the US Virgin Islands.

Reuse

One of the key features of LibGuides is that it makes it very easy to reuse content in various ways.

You can copy guides from other institutions and then edit for local customization.


You can reuse the content from local guides to reorganize and repurpose it.

You can reuse an entire guide or a single page.

You can reuse a single box or a single link.

The Directory guide has a core list showing a link for each depository library with descriptions of various characteristics. The guide then reuses those links to create additional lists by the characteristics, e.g., type of library, date of designation, depository number.

Federal Depository Libraries in Florida & the Caribbean



Federal Depository Library Program

- [\[Regional\] University of Florida - George A. Smathers Libraries \(Gainesville\)](#)
Federal Depository #103, designated 1907
State Depository, designated 1968
European Union Depository
OCLC Symbol: FUG
- [Broward County Main Library \(Fort Lauderdale\)](#)
Federal Depository #107D, designated 1967
State Depository, designated 1968
[Patent & Trademark Resource Center](#)
OCLC Symbol: FBR

Depository Libraries in Florida & the Caribbean

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Federal Depositories by Type

- [Academic - Large](#)
- [Academic - Medium](#)
- [Academic - Small](#)
- [Academic - Law](#)
- [Public](#)
- [State Library](#)
- [Supreme Court](#)

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Dates of Designation for Federal Depository Libraries

- [1887-1929](#)
- [1930-1959](#)
- [1960's](#)
- [1970's](#)
- [1980 & later](#)

This guide reuses links repeatedly to display each depository by different characteristics

Federal Depository Library Program

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FEDERAL DEPOSITORY LIBRARIES

You've come to the right place for **free access** to U.S. Government documents and publications. **Ask a library staff member for help.**

G2O OFFICIAL | DIGITAL | SECURE
www.gpo.gov | www.fdsys.gov

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Academic Libraries - Law - Depository Libraries in Florida & the Caribbean

- [Florida State University - Law Library \(Tallahassee\)](#)
Federal Depository #111B, designated 1978
OCLC Symbol: FSL
- [Nova Southeastern University - Law Library \(Fort Lauderdale\)](#)
Federal Depository #111, designated 1967
United Nations Depository DL-303, designated 1977
OCLC Symbol: FWR
- [Pontifical Catholic University of Puerto Rico - Biblioteca de Derecho Mons. Fremiot Torres Oliver \(Ponce, PR\)](#)
Federal Depository #549A, designated 1978
United Nations Depository DL-312, designated 1978
OCLC Symbol: SOLIPUE
- [Stetson University - Dolly & Homer Hand Law Library \(Gulfport\)](#)
Federal Depository #102C, designated 1975
OCLC Symbol: FPS
- [University of Florida - Legal Information Center \(Gainesville\)](#)
Federal Depository #110B, designated 1978
OCLC Symbol: FUB
- [University of Puerto Rico - Law School Library \(San Juan\)](#)
Federal Depository #550B, designated 1991

Southwest Florida - Depository Libraries

Counties - Charlotte, Collier, DeSoto, Glades, Hendry, Lee, Monroe

- [Hodges University - Information Resource Center \(Naples\)](#)
Federal Depository #103C, designated 2003
OCLC Symbol: F08
- [Lee County Library System \(Fort Myers\)](#)
State Depository, designated 1991
OCLC Symbol: FFL

The listing for a specific depository only has to be updated on the core list and it will automatically update on each of the other lists.

Federal Depository Libraries in Florida & the Caribbean designated before 1930

- [Stetson University - duPont-Ball Library \(DeLand\)](#)
Federal Depository #105, designated 1887
State Depository, designated 1968
OCLC Symbol: FDS
- [\[Regional\] University of Florida - George A. Smathers Libraries \(Gainesville\)](#)
Federal Depository #103, designated 1907
State Depository, designated 1968
European Union Depository
OCLC Symbol: FUG
- [Jacksonville Public Library \(Jacksonville\)](#)
Federal Depository #106, designated 1914
State Depository, designated 1968
OCLC Symbol: JPL
- [University of Puerto Rico - Mayagüez Campus Library \(Mayagüez, PR\)](#)
Federal Depository #550, designated 1928
OCLC Symbol: PMU
- [University of Puerto Rico - Rio Piedras Campus - Jose M. Lazaro Library \(San Juan, PR\)](#)
Federal Depository #549, designated 1928
United Nations Depository DL-123, designated 1951
OCLC Symbol: PBR
- [State Library of Florida \(Tallahassee\)](#)
Federal Depository #102, designated 1929
State Depository, designated 1968
OCLC Symbol: FBA