

**Uncle Sam on the Road: Managing  
the Intricacies of a Government  
Documents Collection Move**

# Introduction

# Laurie Aycock

Laurie Aycock (she/her)  
*Collection Development & Government Information  
Librarian*

Laurie Aycock is a collection development librarian and the depository coordinator at Kennesaw State University Libraries in Marietta, Georgia. She holds a Bachelor of Science in Biology from the University of West Georgia (1993) and a Master of Library and Information Science from Valdosta State University (2011). She has worked in academic libraries for 15 years. When away from work, you'll often find her with a cat in lap and coffee in hand, adding to her ever-expanding TBR (to be read) list, or making a mess in the pottery studio.



# Michelle Colquitt

Michelle E. Colquitt (she/her)  
*Continuing Resources & Government Information  
Management Librarian*

Michelle Colquitt is the Continuing Resources & Government Information Management Librarian. Michelle's Team is primarily responsible for acquiring and cataloging print and electronic serials and State and Federal Government Documents. Michelle holds a Master of Library and Information Science from Valdosta State University (2011) and a Master of Education with a concentration in Instructional Technology from Georgia Southern University (2017). When not working, Michelle loves to spend time with her husband and cats, Panda and Charlie, and can usually be found listening to a podcast, watching a baseball game and/or reading a romance novel.



# Amanda McLeod

Amanda McLeod(she/her)  
*Social Sciences & Government Information Librarian*

Amanda McLeod is the Social Sciences & Government Information Librarian at Clemson University. She earned her Bachelor of Arts in Psychology from Winthrop University in 2011 and her Master of Science in Information Studies from the University of Texas at Austin in 2016. She has been a government information librarian since 2018. Her research interests include onboarding practices in libraries, collaborative approaches to librarianship, and out and promotion of government information collections. When she isn't working, she enjoys a good book, bird watching, and collecting yarn that she sometimes uses for knitting.



# **Government Documents Collections**

# Kennesaw State University (KSU) Gov Docs

- Selective depository since 1967
- Gov Docs collection (print items, maps, and microfiche) covered nearly half of the 3rd floor of Sturgis Library
- Some depository items integrated into the general collection and housed in Stacks, Reference, or the library's Repository (materials published prior to 1975)
- Collection had never been weeded beyond USDA materials.



# Clemson University Gov Docs



- Selective Depository (2016). Extensive weeding after this decision.
- ASERL Centers of Excellence for:
  - A13–Forestry Service
  - I29–National Parks
  - I49–Fish and Wildlife
- Approximately 10,000 square feet of materials (State Docs, Fed Docs, Maps, Microfilm, and Microfiche)
- Covered small portion of the 3rd floor (State and Fed Docs) and 1st floor rooms (Maps, Microfilm, Microfiche)



**Factors**

# Uncle Sam's Gotta Go

KSU:

- Consolidation with Southern Polytechnic State University in 2015 created 2 campuses, each with a library.
- Increasing FTE = increasing demand for student study space.
- More students are located at the Kennesaw campus so library administration wanted more study carrels in the library there.
- The Marietta campus library had more shelf space available (but not as much as we thought!).

# Uncle Sam's Gotta Go

Clemson:

- Campus growth
- Need to increase number of student study spaces
- Directive from Library Leadership
  - Planned renovation and new Learning Commons space required the relocation of the Government Documents collections
  - Relocation could be “leisurely” as it was due to move by the end of Spring 2023

# Uncle Sam's Gotta Go - The Plan

## Clemson:

- Split the collection
  - High use/interest material in Cooper Library
    - Technical Services consult with stakeholders about important items
      - Centers of Excellence
      - Presidential Papers
  - Rest of collection relocated to off site storage

## KSU:

- Microfilm & CDs/DVDs completely weeded
- All tangible items on shelves were moved to the Marietta campus library
- Map cases remained at Kennesaw campus library

# Challenges

# Communication

- Should this have been more formal?
  - Committee rather than telling newbie librarian that things have to move.
  - Planning meeting rather than announcement at a library staff meeting
- Team members working at different sites
- Divided responsibilities
- Working cross-departmentally
  - Collections, Public Services, Administration

# Project Management

- Project management - what project management?
- Did library school prepare me for this?  
Did other jobs prepare me for this?
- Learning project management on the fly!



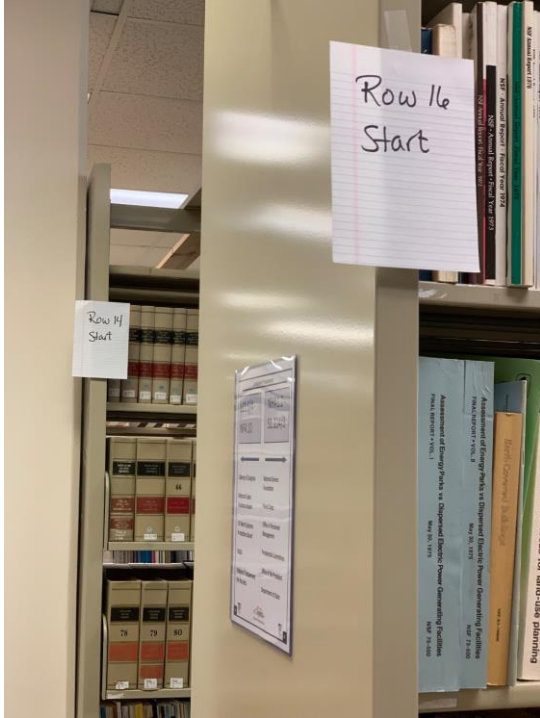
Retrieved from <https://www.bluecatreports.com/blog/project-management-memes/>

# Check Shelf Space Before Move! Also Physical Health is Important!





# Communication with Moving Team is Critical



# COVID-19 Pandemic

## KSU:

- Move was initially funded & planned for 2020, but due to transition to remote learning, campus administration pulled the funds
- Remote work during fall semester 2020, partial return to office spring 2021 - arranging work schedules and maintaining safe as possible environment

## Clemson:

- Not really applicable, only that space needs were re-evaluated after the return to campus.
- Move wasn't mentioned during the interview process.

# The Great Flood of 2022 (a/k/a When Mother Nature Met Uncle Sam)

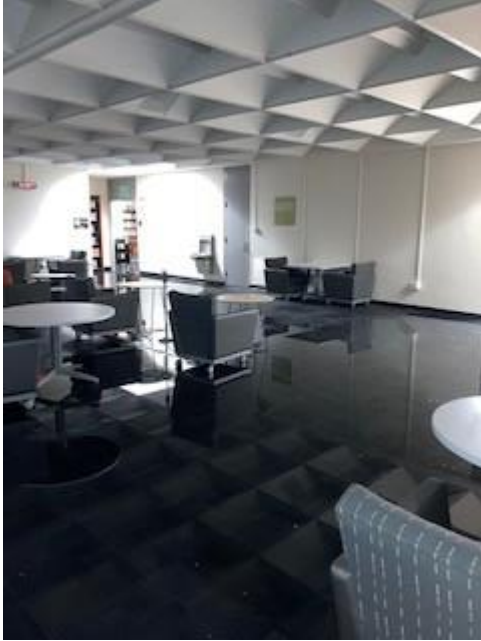


- Clemson University
- Unseasonable Cold Snap in the South = the perfect storm
- Flood from 5th floor down
- Good News: Did not touch Gov Docs, Maps, Microfilm, Microfiche
- Bad News: harmed circulating collection on the first floor (where we were hoping that the Gov Docs could move).
- Worst News: As a result of flooding on the 3rd floor, asbestos remediation and relocation of the entire collection to the Depot.

# Aftermath of the Great Flood (RM Cooper Library 1st Floor)



# Aftermath of the Great Flood (RM Cooper Library 3rd Floor)



# Current Status

# Status of the Collection

KSU:

- Still finding items shelved incorrectly by the movers
- Extensive weeding project
- Reintegrating FDLP materials from the general collection to the Gov Docs collection
- Next steps:
  - Inventory and data cleanup as part of Folio migration
  - Create Gov Docs working group to partner with academic engagement librarians and outreach/communication teams



# Clemson

- Collection is housed at Library Depot, about 15 minutes from main campus
  - Items have to be requested by users on campus
  - Gov Docs on the Road Workflow
- During the flood (and aftermath), the collection was offline. It was offline about six months.
  - New locations created in Alma (mirroring the Cooper locations)
  - Meetings/planning to get back online
    - Systems
    - Resource Sharing
- Retrospective cataloging
- Shelf reading
- Planning new outreach opportunities
  - Displays, social media, LibGuides
- Eventual Plans



# Uncle Sam Settled In (Tucked Away Nicely @ Clemson Library Depot)



# Uncle Sam Settled In (Tucked away @ Clemson Library Depot)



# Conclusion

# Final Thoughts

- Plan early, but be adaptable!
- Use your community – both in the library and the larger gov info community
- Communicate!! Communicate!! Communicate!!
- Don't be afraid to ask questions

# Questions & Contact Information

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