Blueprint for Collaboration: UF Storage Cataloging Project

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Jan Swanbeck, University of Florida Libraries

Overview

The Stodocs Project is a major initiative to catalog 300,000 pre-1976 federal depository documents housed in the Auxiliary Library Facility (ALF). After two pilots, the project was fully implemented in fall, 2009

Why we decided to catalog 300,000 documents

• One third of the Regional Federal Depository Documents collection was moved precipitously to a remote storage facility in 2002

• Criteria used to select documents for the move: numeric series (retrievable) and dust (low use)

• Purchase of high density storage software that required bar codes and bibliographic records for every item that would eventually be placed in a state-wide storage facility

• If government documents are cataloged… they are used!

Look at all those documents!

Staffing

Staff hours on the project fluctuate depending on budget constraints and conflicting priorities with an approximate range of 100 hours per week (6 staff, 1 temp, 1 volunteer) to 225 hours per week (7 staff, 4 temp, I volunteer)

Additional assistance is provided by Cataloging managers and staff in the Government Documents Department and the Storage Facility

Happy Catalogers

Statistics as of January, 2014

• 169,507 items (56% complete)

• 88% copy cataloging

• 12% original cataloging

• 386 Interlibrary Loan Requests

   Target Completion Date - 2017

Initial Decisions

• Cataloging done in the storage facility

• Cataloging done by Cataloging Department staff

• Cataloging done by a mix of professional and paraprofessional staff

• K level cataloging

• Documents staff identified series to be analyzed

• Assign SuDoc numbers if possible

• Priority given to ASERL Center of Excellence Collections

Cataloging Challenges

• Determining the most appropriate treatment decision (mono, mono series, serial)

• Selecting matching record in OCLC often requiring examination of multiple duplicates and analytics

• Coping with issues related to SuDoc call number indexing

• Dealing with copy adds, including split holdings

• Handling erroneous SuDoc numbers and items with no SuDoc numbers (called fugitive documents)

What we learned

• Monthly meetings involving staff from the Cataloging Department, the Documents Department and the Storage Facility were vital to keeping the project on track

• Creating a webpage for the project allows the UF library administration to see progress

• Having a Dean who recognizes the importance of a Regional Depository Collection (Judy Russell, former Superintendent of Documents) has been key to diverting resources to the project

• Having access to an online version of the Monthly Catalog of Government Publications and a copy of Andriot's Guide to U.S. Government Publications enabled catalogers working on the project at the Storage Facility to identify and verify Superintendent of Documents numbers

Additional Information

Project LibGuide: "UF Storage Documents Cataloging Project", http://guides.uflib.ufl.edu/Blueprint

Reynolds, Donna and Jimmie Lundgren, "Cataloging Pre-76 Documents at the University of Florida, or the StoDocs Project," Documents to the People, Vol. 40, NO. 3 (Fall, 2012, pp. 18-20

Project webpage: http://www.uflib.ufl.edu/catmet/stodocsproject.html