

## Overview

When I began managing government documents, student workers had an established workflow requiring minimal adjustments. We were accustomed to processing multiple boxes each week. Now, we may see one box each month requiring an amended processing procedure. Student workers have had to adjust to a change in my management style and the expectations I have established so they can continue to meet their workplace goals.

# Transitioning Student Employee Workflows in Government Documents

## Documents

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## Previous Workflow

Student workers open new boxes and compare the content to the manifest to determine missing/deselected titles. Missing titles are reported to me for claims

Items are checked in. Monographs are barcoded, and labelled using the marcive barcodes and labels while serials receive institutional barcodes and student workers print labels for each item

Student workers shelve items across the library's Government Documents section

## Updated Workflow

When boxes arrive, student workers compare the content to the manifest and determine if any are missing

Items are assigned a University of Alabama Libraries barcode and student workers create labels for each item

Student workers shift shelved materials to create room for new materials

## Discussion

Although the updated workflow appears to be a simplified process, it has required some adjustments for student workers as well as for myself as their supervisor. Previously, I was heavily involved in processing incoming materials and checking shipping lists for claims. Now, my supervising tactics have been amended to a hands-off approach as student workers are able to work without my direct assistance. The materials that we receive in print are all serials now, meaning each item must receive a barcode and the serial record must be updated in the ILS. Labels also must be created and printed for each item. Finally, as we are receiving a vast number of volumes from the same series, student workers and myself must be aware of the space available and when shifting needs to occur before we are able to shelve new materials. Adjustments had to be made to SuDoc section sizes. This is done by consulting the supersede list and weeding appropriately.

## Key Takeaways

- Flexibility is important in all management styles
- Establishing workflows and remaining consistent makes it easier for future adjustments
- As the FDLP transitions from majority print to majority electronic, libraries must review existing processes and amending procedures as necessary