

Downsizing your Depository: Tools and Ideas

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Federal Depository Library Conference

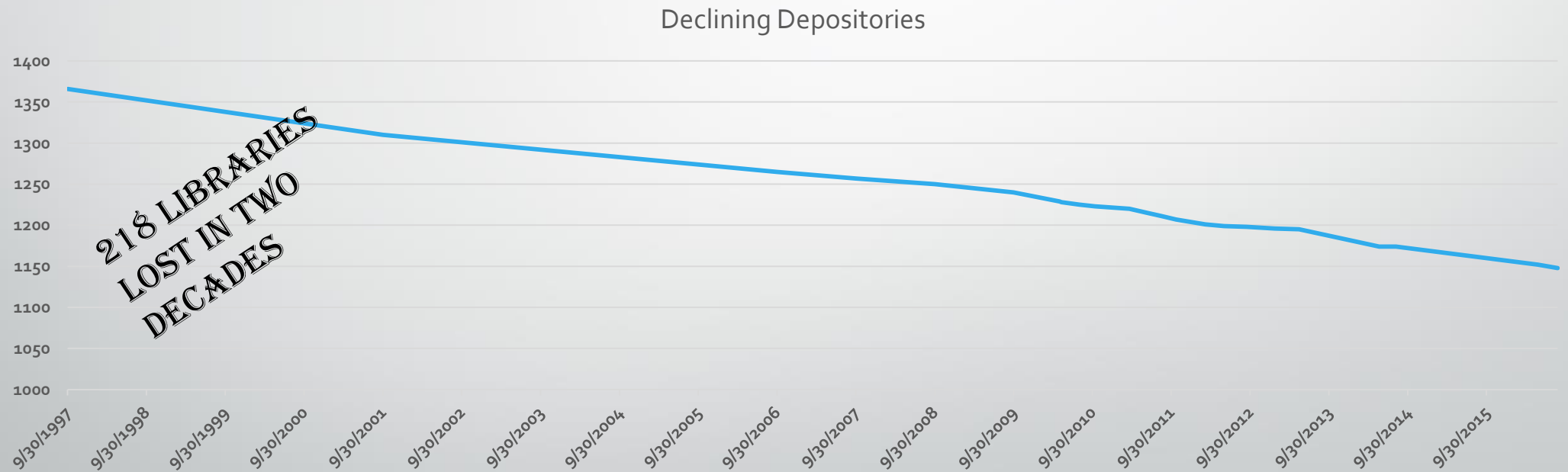
October 18, 2016

Documents Shelving is a Target



- Federal documents occupy a lot of prime real estate in many depositories
- They are among the least used materials
- Directors envision different uses for the space occupied by government documents

Depository Library Numbers are Declining



Source: 1997-2009: GPO Annual Reports; 2010 onward: [Directory of] Federal Depository Libraries, <https://www.fdlp.gov/about-the-fdlp/federal-depository-libraries>

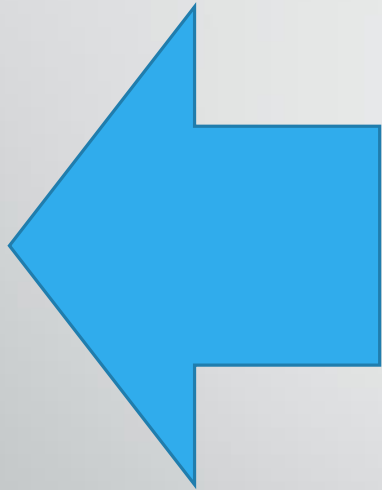
Scenario

- Your director says to downsize ASAP.
- What steps can you take to mitigate this situation?



I WANT **YOU** TO DOWNSIZE THE
GOVERNMENT DOCUMENTS
STACKS BY NEXT MONTH

Two-fold Focus



Weeding the Legacy Collection

Hard Part
N&O Lists
Waiting for Regional to Decide

Item Deselection

Easy Part
Just say "No" to Items



Downsizing Item Selection (so you stop receiving tangible materials)

0001-A-01	0011-C-01	0015-B-01	0015-B-51	0015-B-61
0024-D	0083-B-41	0102-B-01	0122-A-09	0126-E-07
0130-C	0130-D-04	0130-D-06	0130-D-07	0130-D-11
0130-F	0130-U-02	0130-U-03	0130-U-04	0130-U-05
0130-U-06	0130-V-01	0131-H	0131-H-01	0131-H-02
0132-A-54	0132-A-56	0132-B-54	0132-B-55	0132-C-54
0132-C-55	0133-A-53	0133-A-54	0133-E	0133-F
0134-A-02	0134-A-03	0135	0135-A	0135-A-01
0136	0136-A-01	0137-A-52	0137-A-53	0137-B
0137-B-01	0138-A-01	0138-A-05	0141-A	0141-A-02
0141-A-03	0141-A-05	0141-A-06	0141-A-07	0142-A
0142-A-01	0142-A-02	0142-A-03	0142-A-04	0142-A-05
0142-A-06	0142-A-07	0142-A-09	0142-A-10	0142-A-12
0142-A-13	0142-A-85	0142-C	0142-C-01	0142-C-02
0144-A-06	0144-A-21	0144-A-22	0146	0146-A
0146-A-02	0146-A-05	0146-A-06	0146-A-07	0146-A-11
0146-E	0146-E-02	0146-F-02	0146-F-07	0146-F-08
0146-U-01	0146-U-02	0147-B	0147-B-02	0147-C-01
0148-A	0148-A-02	0148-A-03	0148-A-04	0148-C
0150-B-02	0154-A-04	0154-A-05	0154-A-06	0154-A-07
0154-A-08	0154-A-09	0154-A-11	0154-A-12	0154-A-13
0154-A-14	0154-A-15	0154-A-16	0154-A-17	0154-A-18
0154-A-19	0154-A-20	0154-A-21	0154-B	0154-B-01
0154-B-02	0154-B-13	0154-B-14	0154-B-16	0154-B-17
0154-B-18	0154-B-19	0154-B-55	0154-B-56	0154-B-57
0154-B-58	0154-B-59	0154-B-60	0154-B-61	0154-B-62



0154-D	0394	0430-Q-10	0556-C-01	0556-C-03
0556-C-04	0556-C-05	0556-C-06	0556-C-07	0556-C-08
0556-C-10	0556-C-11	0556-C-12	0556-C-13	0556-C-14
0556-C-15	0556-C-16	0577-A-02	0854-A	0909-D-01
0991-A	0991-A-01	1004-E-01	1004-E-02	

Amending Your Item Selections

- Zero-based = start from zero. Only add what you need.
 - Zero-based item review is extremely time intensive. It means evaluating each item independently, without regard to whether it was a selection or non-selection in the past. GPO makes this increasingly difficult by adding more and more item numbers to be considered.
 - This is what GPO wants you to do every 2-3 years.
- Radical approach = University of Denver
 - Select minimal print (as in very minimal, nearly NO print)
 - Get online records for ALL online GPO content

DU Approach (1): Select Minimal Print

Library # 0071A

0154-D	0394	0430-Q-10	0556-C-01	0556-C-03
0556-C-04	0556-C-05	0556-C-06	0556-C-07	0556-C-08
0556-C-10	0556-C-11	0556-C-12	0556-C-13	0556-C-14
0556-C-15	0556-C-16	0577-A-02	0854-A	0909-D-01
0991-A	0991-A-01	1004-E-01	1004-E-02	

Library # 0071A has selected 0.24 % of the total items offered.

Item Numbers Selected -> 24

Total Possible Selections -> 10019

*Item Lister data file updated Tue Aug 16 15:36:41 CDT 2016

Item	Notes
0150	Stat Abs
0154-D	Reinstated - Stat-USA content
0394	Astro Almanac
0556-C	Special reports various agencies
0557-A	MOCAT SerSet Numerical Lists
0577	US Govt Man
0854-A	NAICS
0909-D-01	Handbook of NA Indians
0991-A	USC
1004-E	SerSet special rpt
1004-E-01	Constitution analysis
1004-E-02	Constitution analysis

DU Approach (2): Get Marcive Records for All Online Content

- Marcive's Documents Without Shelves: <http://home.marcive.com/dwss>
- Documents Without Shelves for Law Libraries: <http://home.marcive.com/dwsl/>
- OR, you can ask Marcive to only give you online records based on your current item selection profiling with GPO (but this is more expensive)

Item Selection Tool


- Colorado Libraries: <http://mysite.du.edu/~cbrown/coitems/>
- Missouri Libraries: <http://mysite.du.edu/~cbrown/missouri/>
- Iowa Libraries: <http://mysite.du.edu/~cbrown/iowa/>
- Illinois Libraries: <http://mysite.du.edu/~cbrown/illinois/>

Disjunction is OK

- You don't have to select anything these days to be a loyal depository library
- Just select what you want
- Example from University of Denver (DU)

DU Item Selection through GPO	DU Item Selection through Marcive
0.24% - 24 items selected	100% - that is, 100% of online items

GPO Provides Guidance for Transitioning to an All Online Depository



The screenshot shows the FDLP (Federal Depository Library Program) website. At the top left is the FDLP logo with the text 'Federal Depository Library Program'. To the right are links for 'HOME' and 'CONTACT US', and a search bar with a 'Search' button. Below the logo is a navigation menu with four items: 'COLLECTION TOOLS', 'REQUIREMENTS & GUIDANCE', 'ABOUT THE FDLP', and 'CATALOGING & CLASSIFICATION'. The main content area has a breadcrumb trail: 'Home / Guidance / Transitioning depository collection to an all online depository'. The title of the article is 'Transitioning depository collection to an all online depository', with icons for PDF and email. Below the title is a 'Details' section with 'Last Updated: February 04 2015' and 'Published: November 20 2014'. The main text begins with: 'This article will outline the steps your depository library can take if you wish to change your existing collection footprint and item selection profile to become a depository that provides access only to online formats in the future. Libraries should note that after deselecting all tangibles, it may take up to five years to weed all of their remaining tangible depository holdings in this situation.' The article is divided into sections: 'What does it mean to be an all online depository?', 'An all online depository is a selective depository in the FDLP that is not selecting any tangible depository resources by item number and does not intend to add any. Current selective depository libraries may transition to become all online over time by deselecting all tangible format item numbers and by properly weeding all tangible depository publications in the library's collection. The transition to become all online is expected to take five years for current depositories because of the five-year publication retention requirement for most Federal depository resources.', 'Converting your current tangible holdings to an online only collection', 'Before making changes, your library staff will benefit from brainstorming what the future collection will look like. This will ensure that the process proceeds smoothly, as transitioning often involves coordination among various library units.', 'Having made the decision to weed all of the tangible depository materials in the collection, libraries should follow proper weeding and disposal procedures as outlined by the regional depository coordinator and FDLP regulations. Additionally, libraries should consider how they will identify online FDLP resources for their collection, provide access to them, and make users aware of them.', 'Weeding the tangible depository collection', and 'To withdraw all of your tangible depository collection:' followed by a bulleted list: 'Consult with your regional depository about the general process to be followed.', 'Identify all tangible Federal depository resources in the library's collections. Review holdings in all potential housing locations, including any selective housing sites and offsite storage facilities.', and 'Dissolve official Selective Housing Agreements, as appropriate.'

<https://www.fdlp.gov/guidance-article/transitioning-depository-collection-to-an-all-online-depository>

Downsizing a Legacy Collection

A	B	C	D	E	F	G	H	I	J	K	L	Documents	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ							
Documents Area: Linear Feet			Record Inches (rounded to nearest)												Documents Area: Linear Feet												Documents Area: Linear Feet											
1W	1E	2W	2E	3W	3E	4W	4E	5W	5E	6W	6E	Documents	17W	17E	18W	18E	19W	19E	20W	20E	21W	21E	22W	22E	23W	23E	24W	24E	25W	25E								
1	167	138	177	138	130	184	151	194	187	196	172	Documents	0	143	206	141	203	239	245	210	224	233	172	245	239	210	210	177	196									
2	164	175	177	140	103	174	170	185	208	167	129	Documents	0	112	88	210	229	203	190	172	233	184	212	245	223	209	204	169	181									
3	174	101	170	190	105	169	179	190	196	180	145	Documents	173	226	212	217	184	182	175	226	243	214	235	245	205	206	170	172	188									
4	146	151	177	149	85	178	188	145	196	179	130	Documents	105	190	153	176	235	228	216	225	202	213	214	245	175	209	180	171	194									
5	183	160	129	153	157	205	137	146	223	185	129	Documents	138	202	217	201	207	235	226	224	216	208	239	245	208	207	169	174	193									
6	160	180	170	132	180	205	170	131	233	190	143	Documents	141	109	224	182	223	180	243	242	223	204	229	230	209	208	175	167	202									
7	176	167	159	160	184	208	190	171	181	196	140	Documents	133	163	192	202	212	223	227	237	192	240	245	243	210	210	181	170	205									
8	182	160	161	90	182	191	200	162	155	180	139	Documents	141	168	197	211	219	228	220	210	242	241	240	227	209	205	165	180	78									
9	157	136	155	171	175	200	169	180	152	174	138	Documents	130	167	172	207	241	131	222	243	211	218	219	229	210	170	180	174										
10	161	162	167	188	168	181	153	191	194	195	133	Documents	145	178	213	183	184	245	223	245	239	214	245	224	207	167	174	173										
11	163	162	179	208	145	180	145	196	161	201	140	Documents	144	168	220	229	188	209	226	150	160	215	234	210	207	208	175	169										
12	178	182	187	186	175	194	180	150	165	143	143	Documents	155	212	202	245	189	245	235	215	239	220	225	245	210	206	168	173										
13	169	103	198	164	163	133	200	166	186	143	123	Documents	140	174	210	232	200	245	111	240	241	220	240	239	210	209	183	167										
14			173	0	177	178	185	163	181	171	173	Documents	163	207	224	235	244	220			207	241	243	140	210	210	178	168										
15			193	86	173	170	203	171	169	121	209	Documents	141	219	217	219	240	243			244	233	244	245	207	210	171	178										
inches	2156.00	2001.00	2575.00	2295.00	2302.00	2750.00	2620.00	2541.00	2779.00	2621.00	2191.00	Documents	1849.00	2641.00	2947.00	3090.00	3198.00	3256.00	2759.00	2639.00	3316.00	3304.00	3436.00	3457.00	3139.00	3064.00	2681.00	2582.00	1437.00	0.00								
feet	179.67	166.75	214.58	193.75	191.83	229.17	218.33	211.75	231.58	218.42	182.58	Documents	154.08	220.08	245.58	257.50	266.50	271.33	229.92	236.58	278.33	275.33	286.33	288.08	261.58	255.33	223.42	215.17	119.75	0.00								
docs	9342.67	8671.00	11158.33	9556.00	9975.33	11916.67	11353.33	11011.00	12942.33	11357.67	9494.33	Documents	8012.33	11444.33	12770.33	13390.00	13858.00	14109.33	11955.67	12302.33	14369.33	14317.33	14889.33	14980.33	13602.33	13277.33	11617.67	11188.67	6227.00	0.00								
vols	1796.67	1667.50	2145.83	1837.50	1918.33	2291.67	2183.33	2117.50	2315.83	2164.17	1825.83	Documents	1540.83	2200.83	2455.83			13.33	2299.17	2365.83	2763.33	2753.33	2863.33	2880.83	2615.83	2553.33	2234.17	2151.67	1197.50	0.00								
Total Docs	531037											Documents																										
Total Vols	102123											Documents																										



Informing Your Director of the Regulations

- *Legal Requirements & Program Regulations of the Federal Depository Library Program*
- <http://www.fdlp.gov/requirements-guidance/legal-requirements>

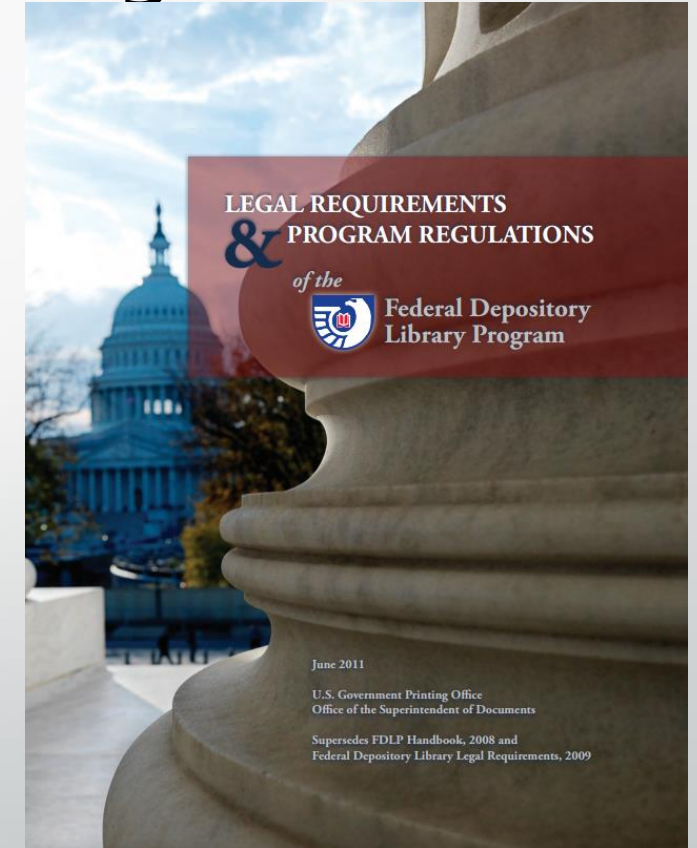


Selective Depositories Served by a Regional Depository

May dispose of government documents after retention for five years (§1911) and upon the approval of the Selective's designated Regional depository within the area after first offering them to other depository libraries within their area, then to other libraries (§1912).

Selective Depositories not Served by a Regional Depository

Shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form which may be discarded as authorized by the Superintendent of Documents (§1911).



Materials distributed through the Federal Depository Library Program remain Federal property and must be disposed of according to specific rules and state/regional instruction.

You Must Notify GPO and Your Regional Right Away of Any Proposed Changes

- FDLPOutreach@gpo.gov
- OR
<https://www.fdlp.gov/component/rsform/form/16-outreach-and-support-contact-form>
- You may need to file a contingency plan with GPO:
- <https://www.fdlp.gov/requirements-guidance-2/guidance/2065-moving-fdl-collection>

Contingency Plan for Penrose Library, University of Denver

Prepared by Christopher C. Brown
April 18, 2011

In light of the upcoming renovation of Penrose Library, I submit this report denoting impacts of the renovation on documents processing, delivery of service, and impacts to the public.

Name of Institution: University of Denver, Penrose Library (Depository 0071A)

Expected Dates of Closure: July 15, 2011 through December 31, 2012. Penrose Library will be closed for 18 months for renovation. During that time all materials (including depository materials) will be housed in off-campus high density remote storage. Library services (including documents reference services to the public) will be in the Driscoll student center ballroom, a large on-campus facility.

Plan for check-in of new materials: We currently receive very few item numbers that generate tangible receipts (0150 Statistical Abstract; 0154-D Stat-USA content; 0394 Astronomical Almanac; 0556-C Special reports various agencies (required); 0557-A MOCAT Serial Set Numerical Lists; 0577 US Government Manual; 0854-A NAICS; 0909-D-01 Handbook of North American Indians; 0991-A USC; 1004-E Serial Set special reports (required); 1004-E-01 Constitution analysis; 1004-E-02 Constitution analysis). We will continue to process materials in the same way we have since our documents processing unit was disbanded in 2008. Materials are received and processed by catalogers in Aspen Hall (the temporary location for library processing and offices). There will be no disruption in the 10-day turnaround time from receipt of items to provision of bibliographic access and availability for use.

Extent of Curtailment of Service: we anticipate no curtailment of service. We will have two vehicles delivering library materials (including depository materials) back and forth from remote storage to Driscoll student center.

Public Notifications of Changes: We have already posted a section of the library Web site, with a bright red button prominently positioned on the mail library Web page. This link is titled: Academic Commons: Penrose Library Building Project.

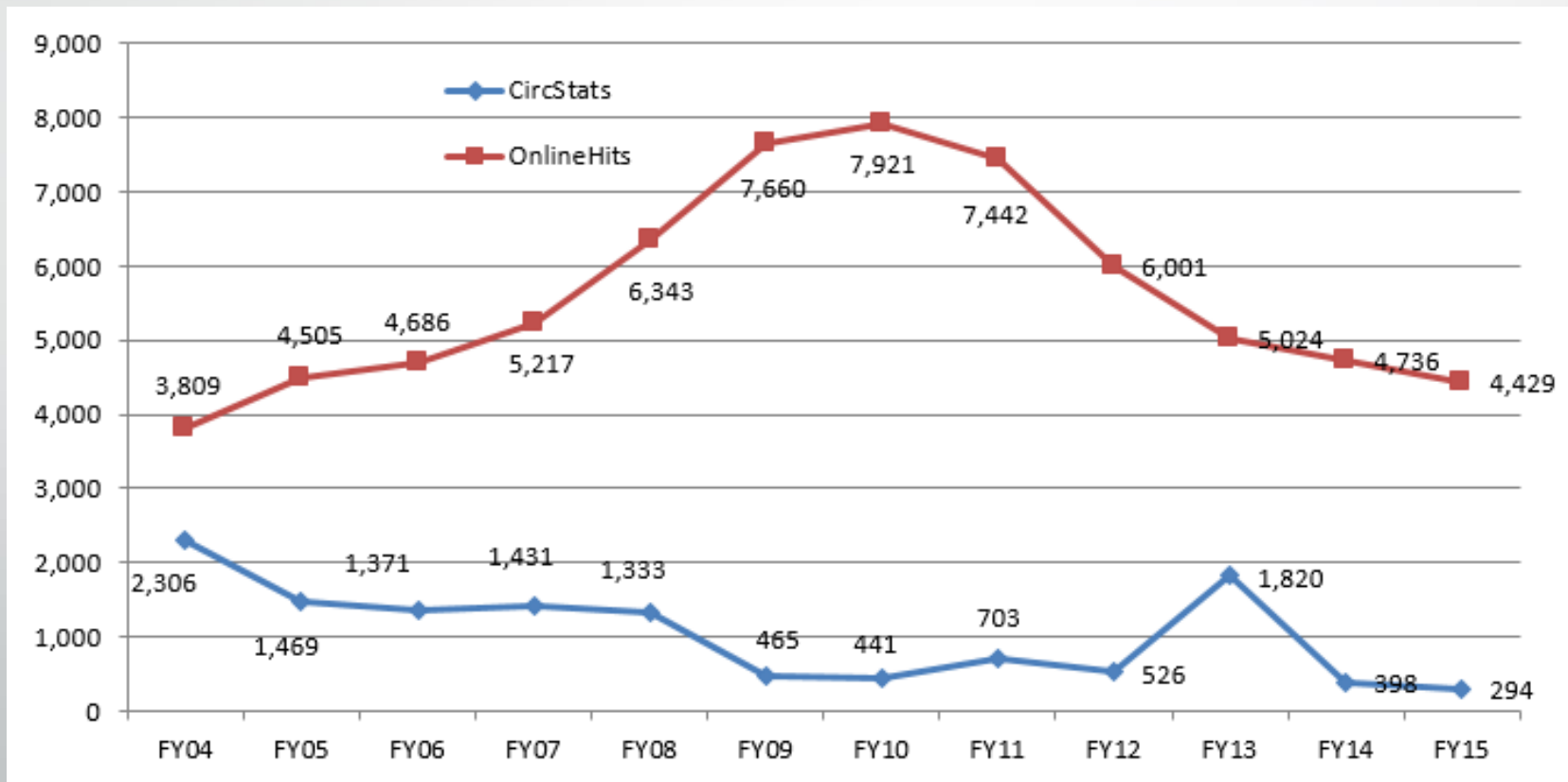


Do Some Analysis: Analyze What is on Shelves

A	B	C	D	E	F	G	H	I	J	K	L	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ				
Documents Area: Linear Feet			Record Inches (rounded to nearest)									Documents			Documents Area: Linear Feet										Documents Area: Linear Feet					Documents Area: Linear Feet				
1W	1E	2W	2E	3W	3E	4W	4E	5W	5E	6W	6E	17W	17E	18W	18E	19W	19E	20W	20E	21W	21E	22W	22E	23W	23E	24W	24E	25W	25E					
1	167	139	177	188	130	184	151	194	187	196	172	0	146	206	141	203	239	245	210	224	233	172	245	239	210	210	177	196						
2	164	179	177	140	103	174	170	185	208	167	129	0	112	88	210	229	203	190	172	233	184	212	245	223	209	204	169	181						
3	174	101	170	190	105	169	179	190	186	180	145	173	226	212	217	184	182	175	226	243	214	235	245	205	206	170	172	188						
4	146	151	177	149	85	178	188	145	198	179	130	105	190	153	176	235	228	216	225	202	213	214	245	175	209	180	171	194						
5	163	180	129	153	157	205	137	146	223	185	129	138	202	217	201	207	235	226	224	216	208	239	245	208	207	169	174	193						
6	160	180	170	132	180	205	170	131	233	190	143	141	109	224	182	223	180	243	242	223	204	229	230	209	208	175	167	202						
7	176	167	159	160	184	208	190	171	181	196	140	133	163	192	202	212	223	227	237	192	240	245	243	210	210	181	170	205						
8	182	160	161	90	182	191	200	162	155	180	139	141	168	197	211	219	228	220	210	242	241	240	227	209	205	165	180	78						
9	157	135	158	171	175	200	169	180	152	174	138	130	167	172	207	241	131	222	243	211	218	219	229	210	170	180	174							
10	161	182	167	188	168	181	153	191	194	195	133	145	178	213	183	184	245	223	245	239	214	245	224	207	187	174	173							
11	168	162	179	208	145	180	145	196	161	201	140	144	168	220	229	188	209	226	150	160	215	234	210	207	208	175	169							
12	178	182	187	186	175	194	180	150	165	143	143	155	212	202	245	189	245	235	215	239	220	225	245	210	206	168	173							
13	160	103	198	164	163	133	200	166	186	143	123	140	174	210	232	200	245	111	240	241	226	240	239	210	209	183	167							
14			173	0	177	178	185	163	181	171	178	163	207	224	235	244	220			207	241	243	140	210	210	176	168							
15			193	86	173	170	203	171	169	121	209	141	219	217	219	240	243			244	233	244	245	207	210	171	178							
inches	2156.00	2001.00	2575.00	2205.00	2302.00	2750.00	2620.00	2541.00	2779.00	2621.00	2191.00	1849.00	2641.00	2947.00	3090.00	3198.00	3256.00	2759.00	2839.00	3316.00	3304.00	3436.00	3457.00	3139.00	3064.00	2681.00	2582.00	1437.00	0.00					
feet	179.67	166.75	214.58	183.75	191.83	229.17	218.33	211.75	231.58	218.42	182.58	154.08	220.08	245.58	257.50	266.50	271.33	229.92	236.58	276.33	275.33	286.33	288.08	261.58	255.33	223.42	215.17	119.75	0.00					
docs	9342.67	8671.00	11158.33	9555.00	9975.33	11916.67	11353.33	11011.00	12042.33	11357.67	9494.33	8012.33	11444.33	12770.33	13390.00	13858.00	14109.33	11955.67	12302.33	14369.33	14317.33	14889.33	14980.33	13602.33	13277.33	11617.67	11188.67	6227.00	0.00					
vols	1796.67	1667.50	2145.83	1837.50	1918.33	2291.67	2183.33	2117.50	2315.83	2184.17	1825.83	1540.83	2200.83	2455.83	2575.00	2665.00	2713.33	2299.17	2365.83	2763.33	2753.33	2863.33	2880.83	2615.83	2553.33	2234.17	2151.67	1197.50	0.00					
Total Docs	531037																																	
Total Vols	102123																																	

	Linear in.	Linear ft.		Linear in.	Linear ft.		Linear in.	Linear ft.
A	3528	294	I	10824	902	SI	2145	178.75
AE	344	28.66667	IC-ITC	421	35.08333	T	1100	91.66667
C	11671	972.5833	J	1423	118.5833	TD	1793	149.4167
CC-CZ	1392	116	JU	1261	105.0833	VA	380	31.66667
D	4969	414.0833	L	2989	249.0833	W	824	68.66667
E	2137	178.0833	LC	1986	165.5	X	4438	369.8333
ED	826	68.83333	LR-N	904	75.33333	Y 3	3165	263.75
EP	2679	223.25	NAS	1398	116.5	Y 4	29715	2476.25
ER	277	23.08333	NS	593	49.41667	Y 10	245	20.41667
FAA-FW	938	78.16667	P-PM	528	44	AE	245	20.41667
GA-GS	1163	96.91667	PR-PREX	1635	136.25	Z	245	20.41667
HE	5968	497.3333	S	3163	263.5833	Serial Set	16360	1363.333
HH	582	48.5	SBA-SE	492	41			
	36474	3039.5		27617	2301.417		60655	5054.583

Analyze What Gets Used



Analyze What Gets Used

Government Documents	A Agriculture	65
	AA Action	0
	AC Arms Control	0
	AE National Archives	2
	C Commerce	28
	CS Civil Service	2
	CC FCC	0
	CR Civil Rights	8
	D Defense	101
	E Energy	16
	ED Education	156
	EP Environment	21
	FC Fish Commission	0
	FEM FEMA	12
	FL Reconstruction Finance	2
	FM Federal Mediation	0
	FS Federal Security Agency	15
	FT Federal Trade	0
	FW Federal Works Agency	2
	GA General Accounting	6
	GP Gov. Printing	0
	GS General Services Admin	2
	HE Health Human Serv	88
	HH Housing & Urban Dev	6
	HS Homeland Security	6
	I Interior	141
	IA US Information Agency	0
	ITC Int. Trade	0
	J Justice	21
	JU Judiciary	2
	L Labor	12
	LC Library of Congress	21

PR President	4
PREX President Exec Office	7
PRVP Vice President	0
S State	27
SB Shipping Board	2
SBA Small Business	2
SE Securities and Exchange	0
SI Smithsonian Inst	10
SS Social Security	0
SSA Social Security Admin	0
T Treasury	8
TC Int. Trade Comm.	4
TD Transportation	30
VA Veterans	0
W War	8
Y 1. Legislation	23
Y 3. Congress Commissions	52
Y 4. Congress Committees	396

Offsite Storage

- If you are lucky enough to have off-site storage, consider using it for govdocs.
- Best Practices for Storing and Retrieving Depository Materials in On-site and Off-site Storage (Final)
- <http://www.fdlp.gov/file-repository/about-the-fdlp/federal-depository-library-council/off-site-storage-working-group/2735-updatedo6162016dlc-offsite-storage-wg-best-practicesfinal>
- OR <http://bit.ly/2aFi2pE>

Best Practices for Storing and Retrieving Depository Materials in On-site or Off-site Storage

Prepared by the Depository Library Council Off-site Storage Working Group:

Chris Brown, University of Denver
Rich Gause, University of Central Florida
Kate Irwin-Smiler, Wake Forest University
Marianne Mason, University of Iowa
Hallie Pritchett, University of Georgia
Kathy Bayer, U.S. Government Publishing Office
Jaime Huaman, U.S. Government Publishing Office

November 4, 2015

Off-site Remote Storage



Go for the biggest payoff first

- Y 4s occupy $\frac{1}{4}$ - $\frac{1}{3}$ of many collections. = 2476 linear ft. at DU
- Serial Set = 1363 linear ft. at DU
- Congressional Record = 360 linear ft. at DU
- C (Commerce) and C 3 (Census) take up 15% = 973 linear ft. at DU

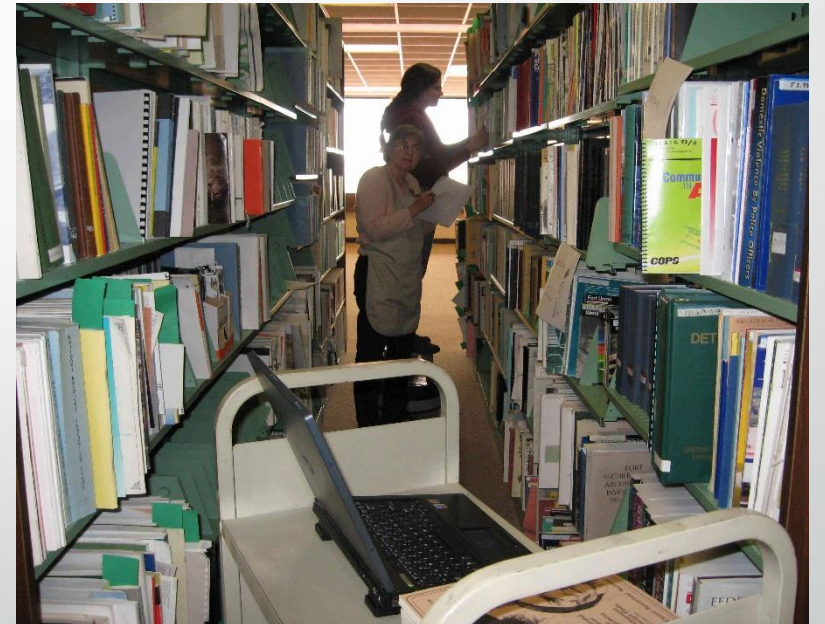


Negotiate with Your Director

- Y 4s (Congressional Hearings and Committee Prints) – take up 25% of space and are the highest used section (25%). Offer them all out (except for last 5 years) in exchange for purchase of ProQuest Digital Hearings and CRDC collection (for Committee Prints) (2467 linear feet).
- Serial Set – very valuable to takes a lot of space. Offer them all out in exchange for Readex Serial Set or ProQuest Serial Set (1363 linear feet).
- Congressional Record (X) – Available from ProQuest and HeinOnline (369 linear feet).

N&O: Brute Force Method

- Best for small collections
- Type up N&O lists and submit to Regional
- Time-intensive but accurate
- Walk the docs stacks looking for “tonnage”



N&O: Output records from local catalog

- This works only for cataloged items. Does not help with uncataloged materials.
- Uses technology to help you out of a time crunch.

C 3.134/2-2:	USA statistics in brief.	United States. Bureau of the Census; U.S. Census Bureau; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1972
C 3.134/A:M 567/	Metropolitan area statistics.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	
C 3.138/3-2:	Current retail trade reports. Retail trade, annual sales, year-end inventories, and accounts receivable of retail stores, by kind of business	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1965-1967
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, and accounts receivable of retail stores, by kind of business	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1968-1970
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1980-1983
C 3.138/3-2:	Current business reports. Retail trade, annual sales and purchases, year-end inventories, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1971-1979
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, purchases, gross margin, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1984-1991

N&O: Summarizing and Grouping Methods

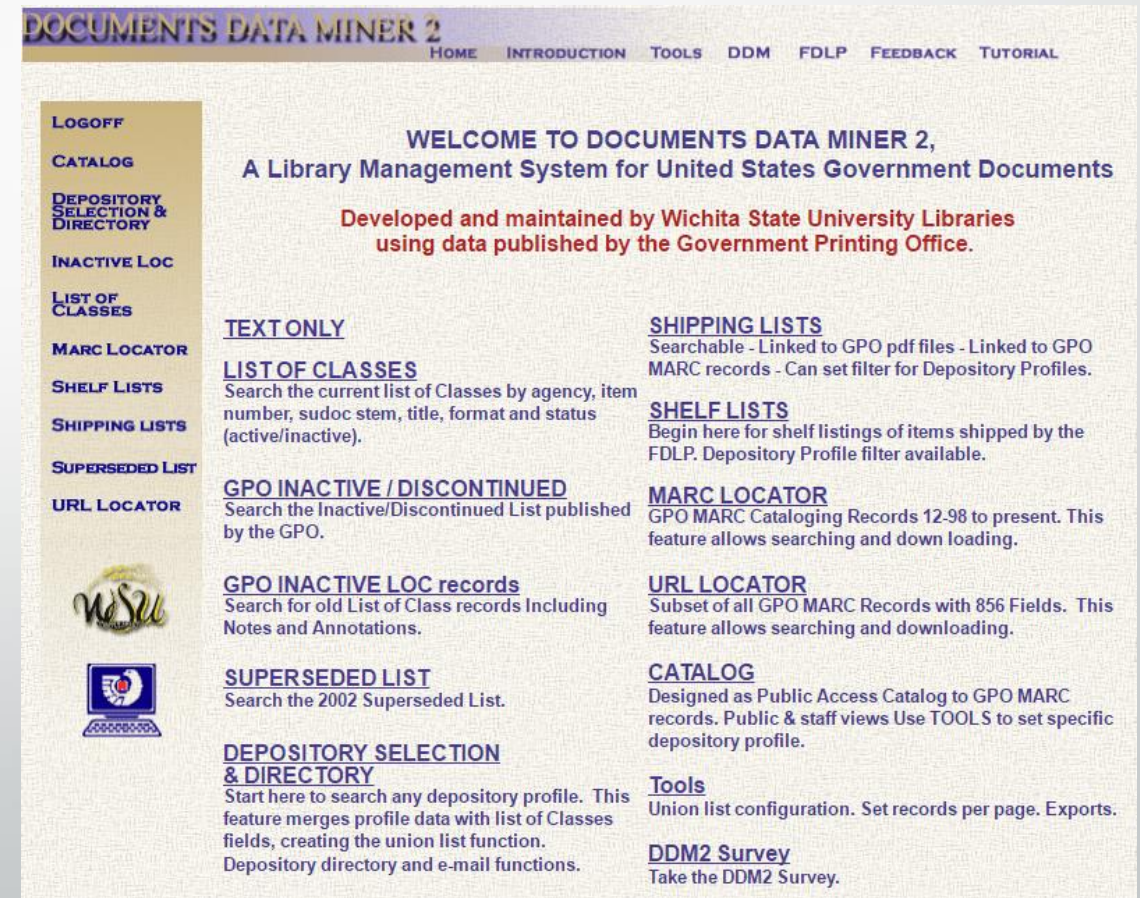
- For example: I 19.3:
- Offer entire series at once (note exceptions)

I 19.3:10	On the Cambrian faunas of North America. Preliminary studies	Charles D Walcott (Ch	
I 19.3:11	On the Quaternary and recent Mollusca of the Great basin, with descriptions of new forms	Richard Ellsworth Call	
I 19.3:12	A crystallographic study of the thinolite of Lake Lahontan	Edward Salisbury Dana	
I 19.3:13	Boundaries of the United States and of the several states and territories, with a historical sketch of the territorial changes	Henry Gannett 1846-1	
I 19.3:14	The electrical and magnetic properties of the iron-carburets	Carl Barus 1856-1935;	1885

2	<input type="checkbox"/> I 19.3:1 On hypersthene-andesite and on triclinic pyroxene in augitic rocks / by Whitman Cross, with a geologi Hampden Gov Docs:AVAILABLE, Internet:ONLINE On hypersthene-andesite and on triclinic pyroxene in augitic rocks / by Whitman Cross, with a geologi Internet:ONLINE	
3	<input type="checkbox"/> I 19.3:2 Gold and silver conversion tables, giving the coining values of troy ounces of fine metal, and the we Hampden Gov Docs:AVAILABLE Gold and silver conversion tables, giving the coining values of troy ounces of fine metal, and the we Internet:ONLINE	
4	<input type="checkbox"/> I 19.3:3 On the fossil faunas of the Upper Devonian, along the meridian of 76° 30', from Tompkins county, N.Y. Hampden Gov Docs:AVAILABLE On the fossil faunas of the Upper Devonian, along the meridian of 76° 30', from Tompkins county, N.Y. Internet:ONLINE	
5	<input type="checkbox"/> I 19.3:4 On Mesozoic fossils / by Charles A. White, M.D. Hampden Gov Docs:AVAILABLE On Mesozoic fossils / by Charles A. White. Internet:ONLINE	
6	<input type="checkbox"/> I 19.3:5 A Dictionary of altitudes in the United States / compiled by Henry Gannett, chief geographer. Hampden Gov Docs:AVAILABLE A Dictionary of altitudes in the United States / compiled by Henry Gannett, chief geographer. Internet:ONLINE	
7	<input type="checkbox"/> I 19.3:6 Elevations in the dominion of Canada / by J.W. Spencer. Hampden Gov Docs:AVAILABLE Elevations in the dominion of Canada / by J.W. Spencer. Internet:ONLINE	
8	<input type="checkbox"/> I 19.3:7 Mapoteca geologica americana. A catalogue of geological maps of America (North and South) 1752-1881, Hampden Gov Docs:AVAILABLE Mapoteca geologica americana : a catalogue of geological maps of America (North and South) 1752-1881, Internet:ONLINE	
9	<input type="checkbox"/> I 19.3:8 On secondary enlargements of mineral fragments in certain rocks, / by R.D. Irving and C.R. Van Hise. Hampden Gov Docs:AVAILABLE On secondary enlargements of mineral fragments in certain rocks / by R.D. Irving and C.R. Van Hise. Internet:ONLINE	
10	<input type="checkbox"/> I 19.3:9 A report of work done in the Washington laboratory during the fiscal year 1883-84. / [Edited by] F.W. Hampden Gov Docs:AVAILABLE A report of work done in the Washington laboratory during the fiscal year 1883-84 / F.W. Clarke [and] Internet:ONLINE	
11	<input type="checkbox"/> I 19.3:10	

N&O: DDM₂ – Documents Data Miner

- <http://govdoc.wichita.edu/>
- Output records by SuDocs stem
- Start from the Catalog link
- Will only retrieve records from July 1976 onward.
- There will be errors, anomalies, and oddities, but it might be a good starting point for larger, uncataloged collections



The screenshot shows the homepage of the Documents Data Miner 2 website. The header includes the title "DOCUMENTS DATA MINER 2" and a navigation menu with links for HOME, INTRODUCTION, TOOLS, DDM, FDLP, FEEDBACK, and TUTORIAL. A left sidebar contains a vertical list of menu items: LOGOFF, CATALOG, DEPOSITORY SELECTION & DIRECTORY, INACTIVE LOC, LIST OF CLASSES, MARC LOCATOR, SHELF LISTS, SHIPPING LISTS, SUPERSEDED LIST, and URL LOCATOR. The main content area features a welcome message: "WELCOME TO DOCUMENTS DATA MINER 2, A Library Management System for United States Government Documents". Below this, it states: "Developed and maintained by Wichita State University Libraries using data published by the Government Printing Office." The page is organized into several columns of links and descriptions. The first column includes: **TEXT ONLY**, **LIST OF CLASSES** (Search the current list of Classes by agency, item number, sudoc stem, title, format and status (active/inactive).), **GPO INACTIVE / DISCONTINUED** (Search the Inactive/Discontinued List published by the GPO.), **GPO INACTIVE LOC records** (Search for old List of Class records Including Notes and Annotations.), **SUPERSEDED LIST** (Search the 2002 Superseded List.), and **DEPOSITORY SELECTION & DIRECTORY** (Start here to search any depository profile. This feature merges profile data with list of Classes fields, creating the union list function. Depository directory and e-mail functions.). The second column includes: **SHIPPING LISTS** (Searchable - Linked to GPO pdf files - Linked to GPO MARC records - Can set filter for Depository Profiles.), **SHELF LISTS** (Begin here for shelf listings of items shipped by the FDLP. Depository Profile filter available.), **MARC LOCATOR** (GPO MARC Cataloging Records 12-98 to present. This feature allows searching and down loading.), and **URL LOCATOR** (Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.). The third column includes: **CATALOG** (Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.) and **Tools** (Union list configuration. Set records per page. Exports.). At the bottom of the third column is **DDM2 Survey** (Take the DDM2 Survey.). There are also two small logos: one for WSU (Wichita State University) and another for the GPO (Government Printing Office).

N&O: Can do a SuDocs pull as a way to generate N&O listings

DOCUMENTS DATA MINER 2
[HOME](#) [INTRODUCTION](#) [TOOLS](#) [DDM](#) [FDLP](#) [FEEDBACK](#) [TUTORIAL](#)

Online Government Documents Catalog

Agency/Author: [Help](#)
 And Agency/Author Name Full Text Search

Call number:
 And Sudoc entry requires exact spacing and punctuation.
 Or, truncated and wild card % searches are possible, ie, C 3% or D%23%

Title: [Help](#)
 And Title Full Text Search

Subject: [Help](#)
 And Subject Full Text search

Formats:
 And Search for specific format

Depository:
 Search for specific depository

From Rev Date:
 Find only records from this date forward (mm/dd/yyyy)

To Rev Date:
 Find only records up to this date (mm/dd/yyyy)

Query limited to 5000 records

DDM's tables were last refreshed from official FDLP sources on Jul 24 2016 11:29PM

View	1992		U.S. general imports.	C 3.164:135-
View	1992		U.S. general imports and imports for consumption.	C 3.164:135-
View	1992		U.S. general imports.	C 3.164:135-
View	1992		U.S. general imports.	C 3.164:135/
View	1992		U.S. general imports and imports for consumption.	C 3.164:135/
View	1992		U.S. general imports and imports for consumption.	C 3.164:135/
View	1993	1983	U.S. general imports.	C 3.164:155/
View	1993	1983	U.S. general imports.	C 3.164:155/
View	1993		U.S. general imports.	C 3.164:155/
View	1993		U.S. general imports.	C 3.164:155/
View	1992	1974	U.S. imports for consumption and general imports.	C 3.164:246/
View	1992	1974	U.S. imports for consumption and general imports.	C 3.164:246/
View	1992	1974	U.S. imports for consumption and general imports.	C 3.164:246/
View	1994	1990	U.S. imports for consumption.	C 3.164:247/
View	1992	1990	U.S. imports for consumption.	C 3.164:247/
View	1991	1979	U.S. exports.	C 3.164:410/
View	1992	1980	U.S. exports.	C 3.164:446/
View	1992	1980	U.S. exports.	C 3.164:446/
View	1992	1980	U.S. exports.	C 3.164:446/
View	2001	1990	U.S. exports.	C 3.164:447/

Work your way through the Superseded List

- Even though no longer maintained, the [2002 Superseded List](#) (with additions through 2009) is a way to downsize selected portions of your collection.

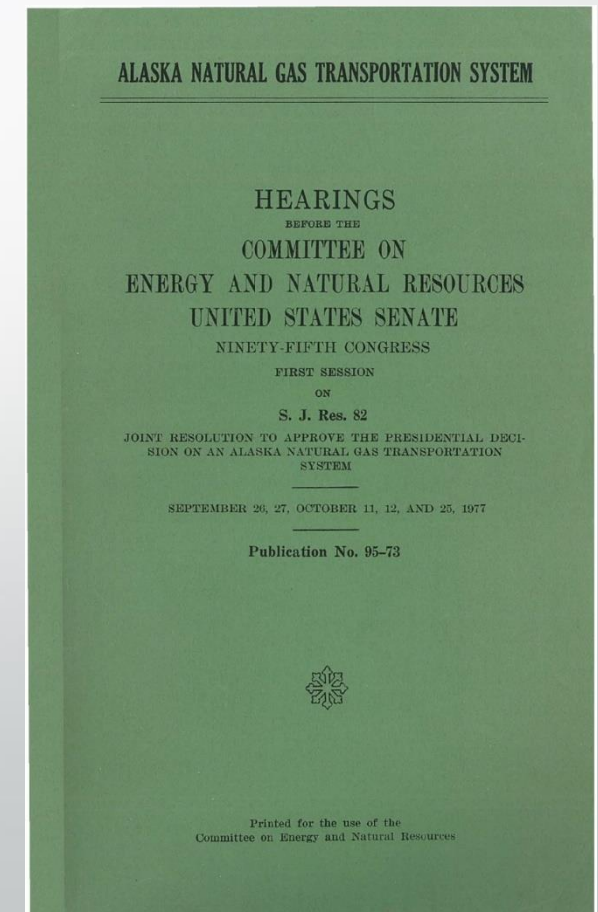
DEPARTMENT	SUDCS	ITEMNO	TITLE	POLICY	R	STATUS
Commerce Department	C 1.76:	0231-G-03	Commerce Business Daily	Keep latest 3 months		A
Commerce Department	C 1.77:	0126-D-14	Integrated Resources and Services for... (various subjects)	Keep latest edition		X
Commerce Department	C 1.82:	0128-H	Small Business Innovation Research for FY	Dated. Discard when expired		A
Commerce Department	C 1.86:	0128-K	Science & Technology Fellowship Program	Dated. Discard when expired		X
Commerce Department	C 1.88:	0128-L	National Trade Data Bank	Keep March issue for each year plus current year to date		X
Commerce Department	C 1.88/2:	0128-N	National Economic, Social & Environmental Data Bank	Keep latest edition		X
Commerce Department	C 1.88/3:	0128-L-01	USA Trade	Each disk has full annual data for 2 yrs, current & previous monthly data: regionals should retain 6 discs each year: Feb, Apr, June, Aug, Oct, Dec. of all		A
Minority Business Development Agency	C 1.108:	0231-B-04	Handbooks, Manuals, Guides (various titles)	Discard if revised		A
Minority Business Development Agency	C 1.108/2:	0231-B-04	Franchise Opportunities Handbook	Keep latest edition	R	A
Census Bureau	C 3.2:	0146	General Publications (various titles)	Discard if revised		A
Census Bureau	C 3.6/2:	0146-A	Handbooks, Manuals, Guides (various titles)	Discard if revised		A
Census Bureau	C 3.24/8:	0135	Census of Manufactures. Preliminary Report. Industry Series	Superseded by: Census of Manufactures. Industry Series (C 3.24/4:)		A

The Hearings Problem

Deselecting print hearings presents problems. Many times GPO sends tangible hearings to depository libraries, but the online version may not become available for quite some time.

Since hearings are the most used portion of most documents collections, this is a problem.

A workaround for the problem is to subscribe to digital hearing from ProQuest. You can find citations to pre-published hearings, hearings transcripts, hearings scanned from print, and GPO digitally signed hearings within ProQuest Congressional.



The Hearings Problem

- A History of Notable Senate Investigations - <http://www.senate.gov/artandhistory/history/common/briefing/Investigations.htm>
- Lists historic Senate hearings from 1859 to present.
- You may want to keep this in print.

Senate Investigations: A Selected List

1859-1860 Select Committee to Inquire into the Facts of the Recent Invasion and Seizure of the United States Armory at Harper's Ferry (*The Harper's Ferry Inquiry*)

Resolution passed: December 15, 1859. Report: June 15, 1860.

Chairman: James Murray Mason (D-VA)

Investigation of John Brown's raid on the arsenal at Harper's Ferry, Virginia.

1861-1865 Joint Committee on the Conduct of the War

Resolution passed: December 10, 1861. Report: May 22, 1865.

Chairman: Senator Benjamin Wade (R-OH)

Investigation of the executive branch's conduct of the Civil War.

1871-1873 Select Committee to Investigate Alleged Outrages in the Southern States

Resolution passed: January 19, 1871. Terminated: March 12, 1873.

Chairman: John Scott (R-PA)

Investigation of Ku Klux Klan activities in North Carolina.

1885-1886 Select Committee to Investigate Interstate Commerce

Resolution passed: March 17, 1885. Report: January 18, 1886.

Chairman: Shelby Cullom (R-IL)

Investigation of railroad and water interstate transportation regulation; led to 1887 passage of Interstate Commerce Act.

1912 Senate Committee on Commerce, Subcommittee Hearings (*Titanic Disaster Investigation*)

Hearings: April 18, 19, 22, 1912. Report: May 28, 1912.

Chairman: William Alden Smith (R-MI)

Investigation of the sinking of the H.M.S. *Titanic*.

1912 Committee on Privileges and Elections, Subcommittee Hearings (*The Clapp Committee*)

Resolution passed: April 27, 1912. Hearings: June, October 1912.

Chairman: Moses E. Clapp (R-MN)

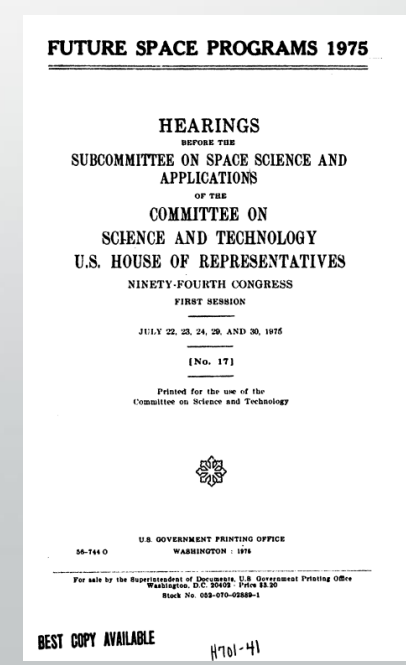
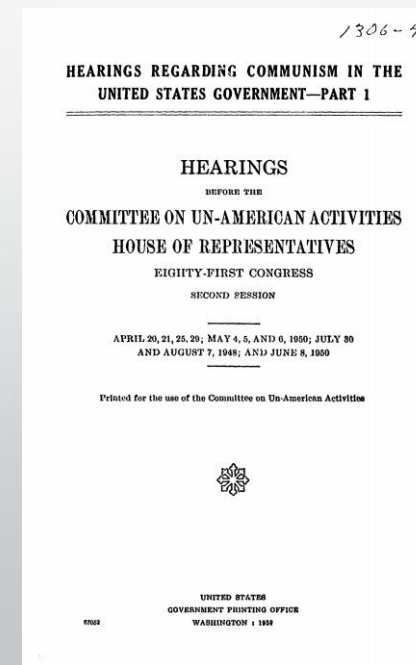
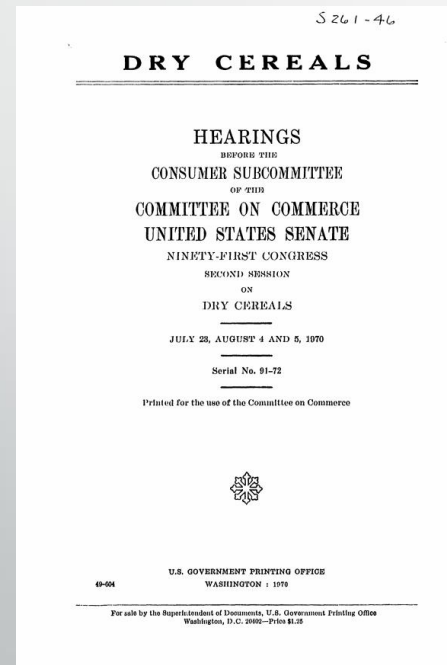
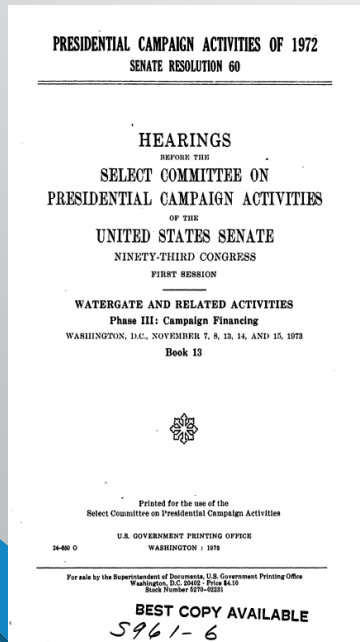
Investigation of campaign contributions during the presidential elections of 1904 and 1908.

1913-1917 Senate Committee on the Judiciary Special Lobby Investigation

Hearings: June to September 1913, January to July 1914. Report July 16, 1917.

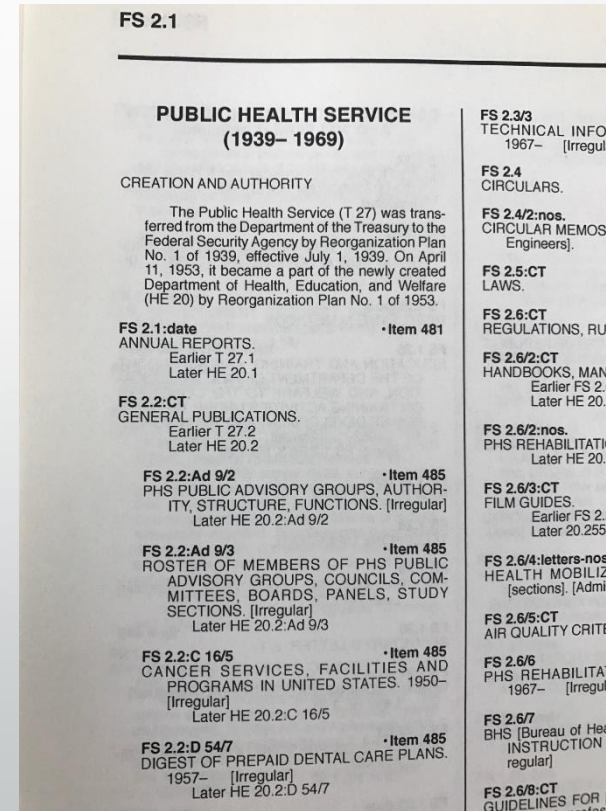
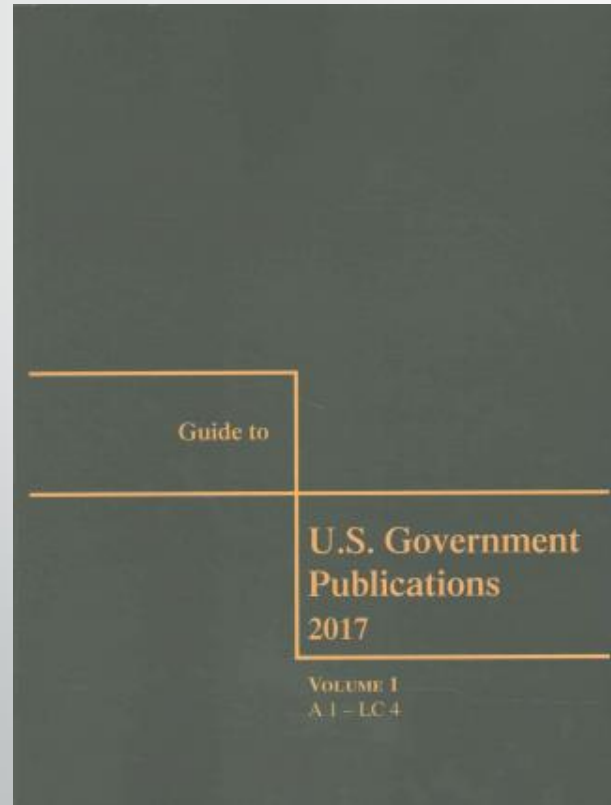
The Hearings Problem

- Consider subscribing to ProQuest Digital Hearings. These are not replacements for print hearings, but they provide access to published and unpublished hearings. You may want to use this as a bargaining chip with your Director.



Hints on What to Keep: Andriot

Consult "Andriot": *Guide to U.S. Government Publications*



Hints on What to Keep: Virtual Andriot

Government Documents Virtual Shelf Browse: Home

Browse the documents stacks by Superintendent of Documents classification. This is an exciting way to browse historic and current US government publications.

Search this Guide Search

Browse by Superintendent of Documents Call Number


Government Documents

Browse the Government Documents Stacks

This unique section allows you to browse the documents stacks in shelf order (according to the Superintendent of Documents of classification system).

- A**Department of Agriculture (1862-)
- AA**ACTION (1971-1994)
- AC** Arms Control and Disarmament Agency (1961-)
- AE**National Archives (1934-)
- AR**International Bureau of the American Republics
 - B**Broadcasting Board of Governors/International Broadcasting Bureau
- C**Department of Commerce (1913-)
- CAB**Civil Aeronautics Board (1978-1985)
- CC**Federal Communications Commission (1934-)
- CR**United States Commission on Civil Rights (1957-)
- CS**Civil Service Commission (1883-1979)
- CSA**Community Services Administration (1974-1981)
- CZ**Canal Zone Government (1951-1979)
 - D**Department of Defense (1949-)
- DC**District of Columbia
 - E**Department of Energy (1977-)
- EB**Bureau of Efficiency (1916-1933)
- EC**Employees' Compensation Commission (1916-1946)
- ED**Department of Education (1979-)
- EP**Environmental Protection Agency (1970-)
- ER**Energy Research and Development Administration (1975- 1977)
- FA**Commission of Fine Arts (1910-)
- FAA** Federal Aviation Agency (1958-1967)
- FC**Fish and Fisheries Commission (1880-1903)

Reference Librarian



Chris Brown

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Subjects:
Area Studies, Environmental Studies, Government Information, International Studies, Law / Legal Studies, Political Science, Statistics / Datasets

Browse the Documents Stacks: Y 3 (A-L): Home

Browse the Documents Stacks: Y 3 (A-L)

Search this Guide Search

<p>National Commission on Aids</p> <p>Y 3.Ac 7:2 General Publications</p>	<p>National Critical Materials Council (1984-)</p> <p>Y 3.C 86:2 General Publications</p> <p>Y 3.C 86/2:2 General Publications</p>	<p>Federal Service Impasses Panel (1969-)</p> <p>Y 3.F 31/21-2:1/ Reports</p> <p>Y 3.F 31/21-2:2 General Publications</p> <p>Y 3.F 31/21-2:8 Handbooks, Manuals, Guides</p> <p>Y 3.F 31/21-2:9/ Subject-Matter Index and Table of Cases</p>
<p>Administrative Conference of the United States (1964-)</p> <p>Y 3.Ad 6:1 Annual Report</p> <p>Y 3.Ad 6:2 General Publications</p> <p>Y 3.Ad 6:8 Handbooks, Manuals, Guides</p> <p>Y 3.Ad 6:9 Recommendations and Reports of the Administrative Conference of the United States</p> <p>Y 3.Ad 6:9-2 Administrative Conference News</p> <p>Y 3.Ad 6:10 Studies in Administrative Law and Procedure</p> <p>Y 3.Ad 6:11 Resource Papers in Administrative Law</p>	<p>Commission for the Improvement of the Federal Crop Insurance Program</p> <p>Y 3.C 88:2 General Publications</p>	<p>Federal Labor Relations Authority (1979-)</p> <p>Y 3.F 31/21-3:1/ Annual Report</p> <p>Y 3.F 31/21-3:2 General Publications</p> <p>Y 3.F 31/21-3:8 Handbooks, Manuals, Guides</p> <p>Y 3.F 31/21-3:9/ FLRA Report of Case Decisions and FSIP Releases</p> <p>Y 3.F 31/21-3:9-3/ Administrative Law Judge Decisions Report</p> <p>Y 3.F 31/21-3:9-4/ Citorator: Decisions of the Federal Labor Relations Authority</p> <p>Y 3.F 31/21-3:10/ Supplemental Digest and Index of Published Decisions of the Assistant Secretary of Labor for Labor-Management Relations Pursuant to Executive Order 11491, as Amended</p> <p>Y 3.F 31/21-3:10-2/ Decisions and Reports on Rulings of the Assistant Secretary of Labor for Labor- Management Relations</p> <p>Y 3.F 31/21-3:10-3/ Staff Draft Subject Matter Index of the Decisions of the Federal Labor Relations Authority</p> <p>Y 3.F 31/21-3:10-4/ Decisions of the Federal Labor Relations Authority</p> <p>Y 3.F 31/21-3:12/ Report on Case Handling Developments of the Office of the General Counsel</p> <p>Y 3.F 31/21-3:13 Rules and Regulations</p> <p>Y 3.F 31/21-3:14-11 Case Information Sheets</p>
<p>National Commission on Dairy Policy</p> <p>Y 3.D 14:2 General Publications</p>	<p>Architectural and Transportation Barriers Compliance Board</p> <p>Y 3.D 27:8 Handbooks, Manuals, Guides --[Architectural and Transportation Barriers Compliance Board]</p>	
<p>Advisory Committee on Education (1937-1939)</p> <p>Y 3.Ad 9/2:7 Staff Studies</p>	<p>Advisory Commission on Information (1948-1968)</p> <p>Y 3.Ad 9/7:1/ Semiannual Report</p>	<p>Defense Manpower Commission (1973-)</p> <p>Y 3.D 36:1/ Report</p> <p>Y 3.D 36:9/ Defense Manpower Commission Staff Studies and Supporting Papers</p>
<p>Advisory Commission on Intergovernmental Relations (1959-)</p> <p>Y 3.Ad 9/8:1/ Annual Report</p> <p>Y 3.Ad 9/8:2 General Publications</p> <p>Y 3.Ad 9/8:8 Handbooks, Manuals, Guides</p>	<p>Defense Base Closure and Realignment Commission</p> <p>Y 3.D 36/2: Report</p>	

<http://libguides.du.edu/BrowseDocs>


Hints on What to Keep: Certain OPACs

- University of Pennsylvania Online Catalog:
- http://franklin.library.upenn.edu/search.html?filter.format_facet.val=Government%20document
- Allows limits to only govdocs. A great way to discover important docs you might want to protect.

The screenshot displays the Franklin Online Catalog interface. At the top, the Penn Libraries logo and the 'Franklin' title are visible. Below the navigation tabs (Catalog & Articles+, Catalog, Articles+, Course Reserves), there is a search bar with the text 'Find books, journals, videos, & more' and a 'GO' button. A search filter is applied, indicated by a red box around the text 'Your search: (no search performed) Limited to: Format: Government document'. The left sidebar shows the 'Limit your search...' section with filters for Access, Format, Author/Creator, and Subject. The main content area displays search results, including the following entries:

- 1-25 of 740,421 results | Next >
- 1. Milhamot Yisra'el : bibliyografyah nivtheret
Author/Creator: B., Yeho'ash.
Publication: [Jerusalem] : Merkaz ha-hasbarah, Sherut ha-pirsumim, 1983.
Format/Description: Government document
Status/Location: Available. Van Pelt Library. DS119.2 .B2 1983
- 2. Ancient irrigation works in Ceylon
Author/Creator: Brohier, Richard Leslie, 1892-1980.
Publication: [Colombo] : Ministry of Mahaweli Development, 1980.
Format/Description: Government document
Status/Location: Checked out. LIBRA. TC904.7 .B76 1980 [Request it (PennKey)]
- 3. Agan ha-Yam ha-tikhon
Series: Erets, mehkarim u-firsumim be-ge'ografyah.
Publication: [Tel Aviv] : Misrad ha-bitahon, 1983.
Format/Description: Government document
Status/Location: Available offsite. LIBRA. DE3 .A39 1983 [Request it (PennKey)]

Serial Set: UNT Inventory



U.S. Congressional Serial Set Inventory

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Volume Number	Congressional Session	Title
8107	68th-Special H.doc.	#423 Budget, fiscal year 1924
8218	68th-1st	Senate Journal, 68th Congress, 1st session
8219	68th-1st H rp.	House Journal, 68th Congress, 1st session
8220	68th-1st	Senate Reports
8221	68th-1st S rp.	Senate Reports
8222	68th-1st S rp.	Reports on private bills, etc.
8223	68th-1st S rp.	Reports on private bills, etc.
8224	68th-1st S rp.	#570 Pensions, etc., for certain soldiers and sailors, etc.
8225	68th-1st S rp.	#571 Pensions, etc., for certain soldiers and sailors of Civil War, etc.
8226	68th-1st H rp.	House Reports
8227	68th-1st H rp.	House Reports
8228	68th-1st H rp.	House Reports
8229	68th-1st H rp.	House Reports
8230	68th-1st H rp.	Reports on private bills, etc.
8231	68th-1st H rp.	Reports on private bills, etc.
8232	68th-1st H rp.	Reports on private bills, etc.
8233	68th-1st S.doc.	#1 Annual report of Secretary of Senate, 1923

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Serial Set: Consider Readex or ProQuest Digital Versions

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The screenshot shows the Readex website interface for the U.S. Congressional Serial Set. At the top, there is a survey banner and the 'ARCHIVE OF AMERICANA' logo. The main heading is 'U.S. CONGRESSIONAL SERIAL SET'. Below this, there are navigation links for 'Home > Readex AllSearch > Search', 'View My Collection', 'View My Searches', and 'Help'. A search bar is present with a dropdown menu set to 'in Citation Text' and a 'Search' button. There are also checkboxes for 'Tables', 'Maps', and 'Illustrations'. A 'Search Hints' section provides tips on covering years (1817-1980) and using quotation marks. A 'Browse by:' section lists various categories like 'Subjects', 'A to Z Index', 'Personal Names', etc. A 'Subjects by Category' section lists topics such as 'Armed Forces and Conflicts', 'Discovery and Exploration', 'Economics', 'Education', 'Environment, Energy and Natural Resources', 'Food and Agriculture', 'Government and Politics', 'Groups of People, Professions, etc.', 'Health', 'Indian Affairs', 'Infrastructure, Transportation, etc.', 'International Affairs', 'Legal System', 'Publishing and Communication', 'Safety, Accidents and Disasters', 'Science and Technology', and 'Social Issues'.

The screenshot shows the ProQuest Congressional website interface for 'Legislative & Executive Publications - Advanced Search'. The top navigation bar includes 'ProQuest Congressional' and 'Related Databases'. Below the navigation, there are tabs for 'Legislative & Executive Publications', 'Members & Committees', 'Regulations', and 'News & Social Media'. The main heading is 'Legislative & Executive Publications - Advanced Search'. A search bar is present with a dropdown menu set to 'All fields except full text'. There are also checkboxes for 'Select all', 'Legislative Histories 1969-Present', 'Bills & Laws 1789-Present', 'Vote Report 1987-Present', 'Committee Prints & Misc. Publications 1817-Present', 'Congressional Record Bound Edition & Predecessors 1789-Present', 'Congressional Record Daily Edition 1985-Present', 'CRS Reports 1916-Present', 'Hearings 1824-Present', 'House & Senate Documents 1817-Present', 'House & Senate Reports 1817-Present', 'Serial Set 1789-Present', 'Serial Set Maps 1789-Present', 'Executive Branch Documents 1789-1939', and 'Executive Orders and Presidential Proclamations 1789-Present'. A 'Limit By:' section allows filtering by 'Date' or 'Congress' with a 'Year is between' dropdown and input fields for '1789' and '2016'. An 'Advanced Search Tip' section provides hints on selecting document types. A 'Legislative Histories' section provides a link to 'Legislative Insight'.

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Compiled by
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Karen A. Wood

SERIAL AND GOVERNMENT PUBLICATIONS DIVISION
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Paper describing the Pop Names Database Project by Kerri England. 2004.

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Contact the authors at malcomb@indiana.edu or jcgraf@indiana.edu

Related References:

Bengtson, Marjorie. "Popular Names of U.S. Government Reports: A supplement." *Illinois Libraries* 69 (September, 1987): 472-477.

Bengtson, Marjorie. "Popular Names of U.S. Government Reports: Second supplement." *Illinois Libraries* (April 1993): 161-165.

Graf, Jeff and Lou Malcomb. "Identifying Unidentified U.S. Government Reports." *Journal of Government Information* 21 (1994): 105-128.

U.S. Library of Congress. Division of Bibliography. *Federal Commissions, Committees, and Boards*. 71st Cong., 2nd sess., S. Doc. 71-174, Serial 9214.

Wolanin, Thomas R. *Presidential Advisory Commissions: Truman to Nixon*. (Madison, WI: University of Wisconsin Press, 1975).

Zink, Steven. *Guide to the Presidential Advisory Commissions, 1973-1984*. (Alexandria, VA: Chadwyck-Healey, 1987).

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Ball

BALL REPORTS [Ball, Joseph Hurst]

164

[Swafford, Rosa Lee]

... Wartime record of strikes and lock-outs, 1940-1945. Study of the number, causes and effects of strikes during the period of 1940-1945 . . . Washington, U.S. Govt. print. off., 1946.

ix, 38 p. incl. tables, diagrs. 23 cm. ([U.S.] 79th Cong., 2d sess. Senate. Doc. 136)

"By Rosa Lee Swafford."

1. Strikes and lockouts--U.S. I. Title.

HD5324.S5 331.892973 46-26007

MC#: 1946-page 485

SuDocs: 79th Cong., 2d sess. S. Doc. 136

165

U.S. Congress. Joint Committee on Labor-Management Relations.

Labor-management relations; report. Washington, U.S. Govt. Print. Off., 1948.

5 pts. in 2 v. 23 cm. (80th Cong., 2d sess., 1948. Senate. Report no. 986)

Pt. 2, corrected print, has subtitle: Minority views.

1. Industrial relations--U.S. (Series: U.S. 80th Cong., 2d sess., 1948. Senate. Report no. 986)

HD8051.B17 1948 331.15 48-45851 rev 2*

MC#: 1948-7753--Committee Print Edition

SuDocs no.: Y 4.L11/3:L11

MC#: 1948-7865

1948-10591--part 2

1949-3011--parts 3-5

SuDocs no.: 80th Cong., 2d sess. S. Rept. 986, pts. 1-5

Baney

BALL REPORT

168

Ball, Robert M

Pensions in the United States; a study prepared for the Joint Committee on the Economic Report by the National Planning Association. Washington, U.S. Govt. Print. Off., 1952.

viii, 106 p. 24 cm.

At head of title: 82d Cong., 2d sess. Joint committee print.

1. Pensions--U.S. I. National Planning Association. II. U.S. Congress. Joint Committee on the Economic Report.

HD7106.USB28 331.25 53-60108

MC#: 1953-2177

SuDocs. no.: Y 4.EC7:P38

BALLOU REPORT [Ballou, Sidney M.]

see

CULLOM REPORT [Cullom, Shelby Moore]

BALOGH REPORT

169

[Balogh, Thomas,] Baron Balogh, 1905-

... Investment trusts and investment companies. Letter from the chairman of the Securities and exchange commission transmitting, pursuant to law, a report on investment trusts in Great Britain . . . Washington, U.S. Govt. print. off., 1939.

ix, 75 p. incl. tables. 23 1/2 cm. ([U.S.] 76th Cong., 1st sess. House. Doc. 380)

Running title: Investment trusts in Great Britain.

Commonly known as the Balogh report.

Issued also, in mimeographed form, without document series note.

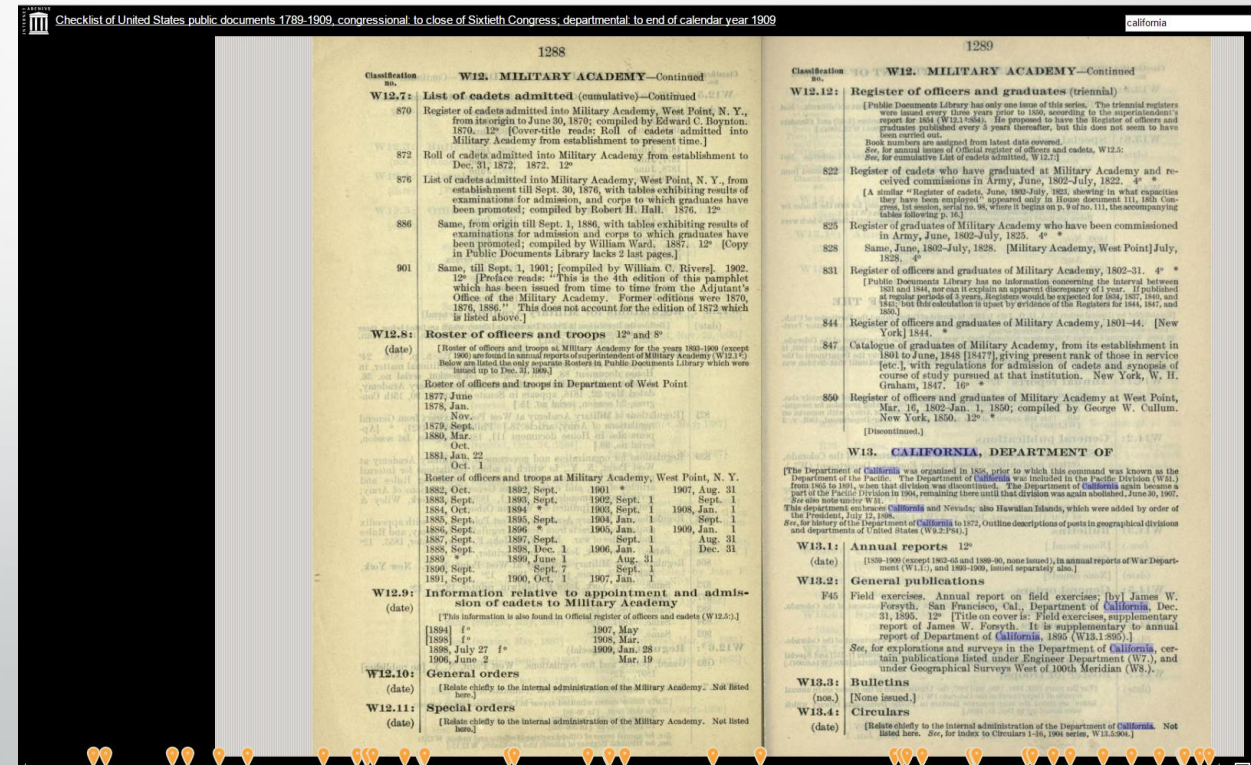
Referred to the Committee on interstate and foreign commerce and ordered printed June 28, 1939.

Use the Checklist to select what to keep

- Checklist of United States public documents 1789-1909, congressional: to close of Sixtieth Congress

<https://archive.org/details/checklistofunite01unitrich> -

Can “search inside” by keyword.



All Documents Noted in the Checklist are Available Online via ProQuest

- ProQuest Executive Branch Documents covers the Checklist (1789-1909) and beyond (1910-1939). Soon to include coverage to 1945. Optional add-in to ProQuest Congressional.

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Home > Libraries > Norlin Library > Government Information Library > Needs & Offers Procedures > Series Titles Not Requiring Listing

Series Titles Not Requiring Listing

Page updated October 2015

Selective depositories in Colorado can discard series titles listed in the excel files below without following formal needs & offers procedures.

- Serials Titles by SuDocs Stem (3-5-2013)
- Serials Titles by Date (3-5-2013)



As a result of a significant project to condense our federal documents collection on site, we've moved a large number of pieces to PASCAL. In doing so, we've added hundreds of serial titles to the "Stems and Serials Not Requiring Listing" list. Since the list embedded in the CU web page was already quite long, and the new document is 86 pages, we've changed the access to this list.

One link opens the document sorted by SuDoc number. You'll note that we've created a separate column for the date each SuDoc/Title was added to the list. We know that many of you have already worked through the previous list and dealt with those stems and titles. So, the other link opens the document sorted by the date the SuDoc/Title was added to the list. This will allow you to focus on the many titles added to the list in just the last few months. We hope that this arrangement will make working with the lists easier. If you have any problems, find mistakes or have suggestions, please notify us.

Follow these directions before discarding volumes in these series:

- Check the holdings of other depositories interested in collecting this title by clicking the catalog link(s). Within the CU-Boulder catalog records, click "View additional copies or search for a specific volume/copy" button under the item records, and make sure that its status (to the right

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- Music Library
- Norlin Library
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 - Depository Resources
 - Needs & Offers Procedures
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 - Creating Offers Lists
 - Series Titles Not Requiring Listing**
 - Conference
 - Norlin Commons
 - Norlin Stacks
 - Research Area
 - Science Stacks
 - Special Collections & Archives

	A	B	C	D	E	F
	Call Number <i>First listed number is most current followed by earlier call numbers</i>	Date Added to List	Title	1. Check Holdings of	2. Volumes Needing Replacemen	3. Years You Can Discard
1						
2	A 1.10:	2009/09	Yearbook of agriculture	CU		All years
3	A 17.18:	2009/09	Bibliography of agriculture	CU		All years
4	A 29.6/1: C 55.11: C 30.14:	2009/09	Monthly weather review	CU		All years
5	A 29.6/2:	2009/09	Monthly weather review, supplement	CU		All years
6	AA (whole stem)	2011/03	Action Agency	Search by SuDoc		All materials
7	AE 2.109:	2009/09	Weekly compilation of presidential documents	CU		1993-2009
8	AE 2.114:	2009/09	Public papers of the presidents of the United States: George Bush	CU		All years
9	AE 2.114:	2009/09	Public papers of the presidents of the United States, William J. Clinton	CU		All years
10	AE 2.114:	2009/09	Public papers of the presidents of the United States, George W. Bush	CU		All years
11	C 1.1/2-2:	2013/02	Audit and inspection plan	CU		Holdings in PASCAL. Consult
12	C 1.2:D 62/3/980	2013/02	Directory of key contacts and services : who's where in commerce	CU		Holdings in PASCAL. Consult
13	C 1.2:D 81	2013/02	Building the American dream for the 21st century	CU		Holdings in PASCAL. Consult

Emergency Regional Intervention

- Brown, Christopher C., Peggy Jobe, Jennifer Gerke, and McKinley Sielaff. "Documents SWAT Team: A Model for Intensive Downsizing". Presentation given at the Fall 2008 Depository Library Conference, 21 October 2008, Arlington, VA
- <http://www.fdlp.gov/file-repository/outreach/events/depository-library-council-dlc-meetings/2008-meeting-proceedings/fall-dlc-meeting-arlington-va-3/169-documents-swat-team>
- <http://bit.ly/2aifRI8> [That's Uppercase R, Uppercase I, Numeral 8]



Questions?

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- (303) 871-3404

