



# Building a Digital Depository Collection



# Agenda

- Definitions
- Methods of developing an online collection
- Sources of change
- Mission refresher
- Evaluation of collection needs
- Making your vision a reality
- Identifying relevant resources for your collection
- Instructions for watching the recording



# Definitions

- Digital Depository versus Online Depository
  - In this webinar, we refer to digital depositories and online depositories interchangeably
  - Both imply a library is providing links to resources found online and/or in agency databases



- How they go about making those links visible is up to them

# Definitions

## A **mostly digital depository**

- A selective depository library that emphasizes selection of and provision of access to online or digital depository resources
- Only select a few Federal depository resources in tangible (print, microfiche, CD/DVD, maps, etc.) formats
- Weeds or has weeded the bulk of the library's historical tangible collection

## An **all-digital depository**

- A selective depository in the FDLDP that is not selecting any tangible depository resources by item number and does not intend to add any
- Focuses exclusively on the selection of and provision of access to online or digital depository resources
- Has weeded everything

\* Current selective depository libraries may transition to become all-digital over time (five years) by deselecting all tangible format item numbers and by properly weeding all tangible depository publications in the library's collection



# What resources are in an digital depository collection?

- Online or digital publications cataloged in the Catalog of U.S. Government Publications (CGP)
- The FDLP Basic Collection
- Federal Digital System (FDsys)
- GPO's MetaLib
- Official content partnerships (including content in “hybrid” partnerships)
- Agency Subscription Databases the library has signed up to access



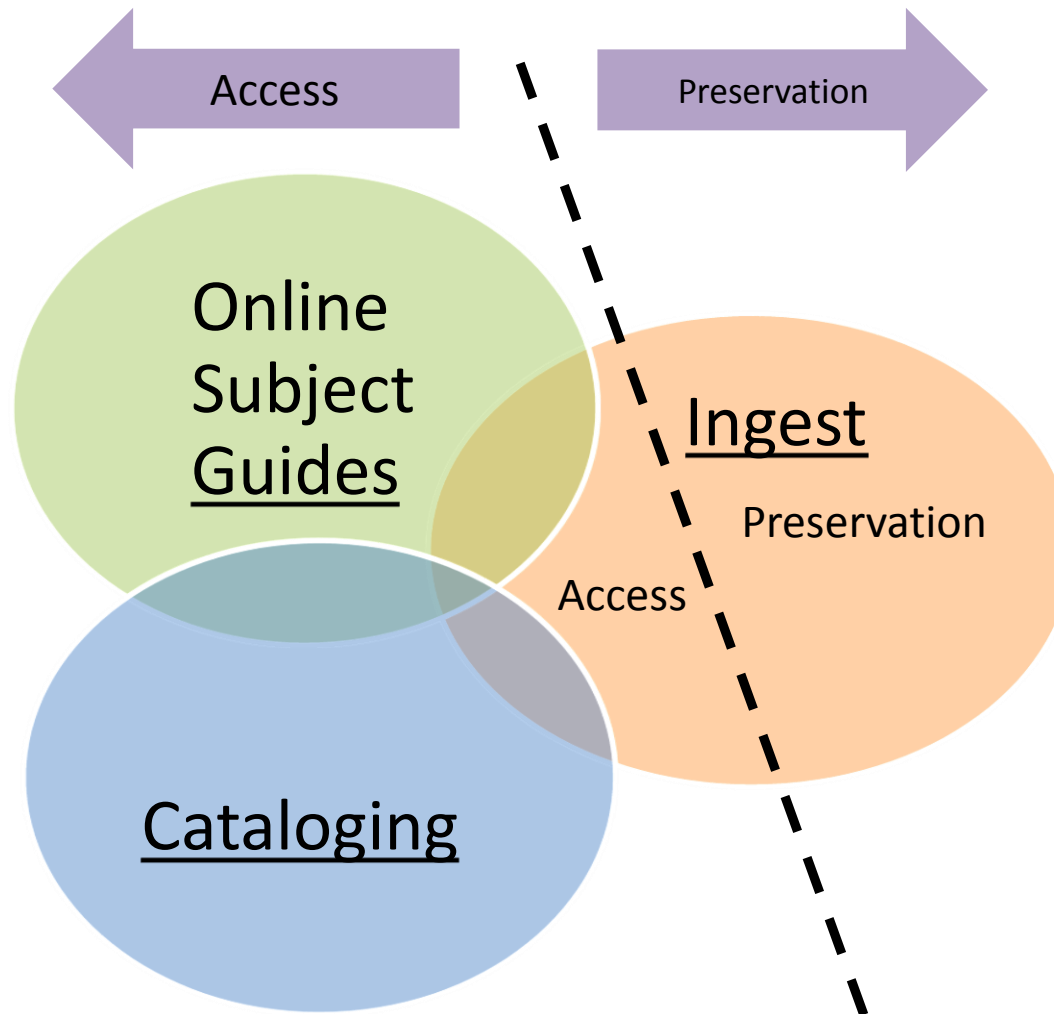
# Why be a digital depository?

When the public sees this →



They can expect to find excellent government information services and standards, regardless of the information formats available locally

# Ways of developing an digital depository collection

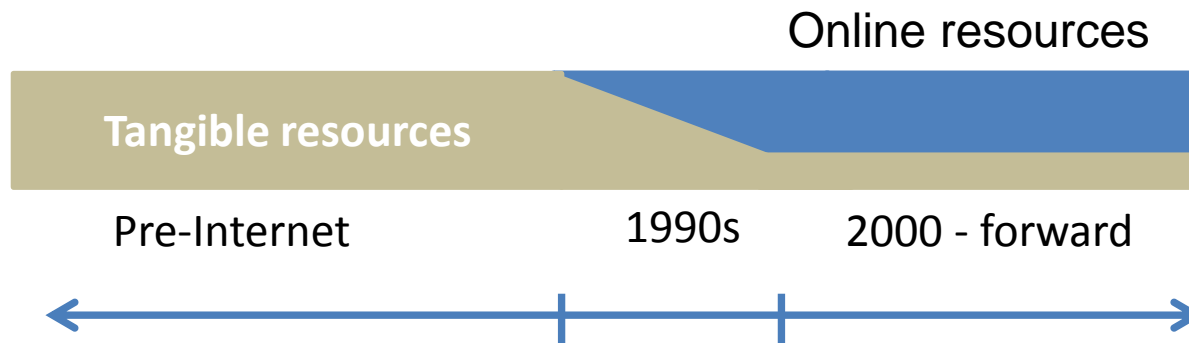


\* Today we will only be covering how to identify resources, mostly with an eye towards cataloging

# Impetus for Change

## Cause One – Change in formats

Libraries have historic tangible materials, overlapping tangible/online material, and born online material





# Impetus for Change

## Cause Two – Evolution of Libraries and Services

- Changing user expectations or needs
- Changing services
- Changing space needs
- Funding shortages





# Careful management is needed

Evaluate your library's goals, institutional mission and strategic values, and user communities

Reassess what materials to select or make accessible





# Core Mission of FDLP

Keeping America Informed



Mission has not changed, but evolved:

- Commitment to providing free, public access to the tangible publications distributed and online or digital resources cataloged by GPO
- Provide assistance with depository resources to users.
- Tangible resources remain Federal property and must be maintained and handled accordingly
- Online or digital FDLP resources may be made visible through library catalogs, Web pages, or other means




# Evaluating Your Collection Needs

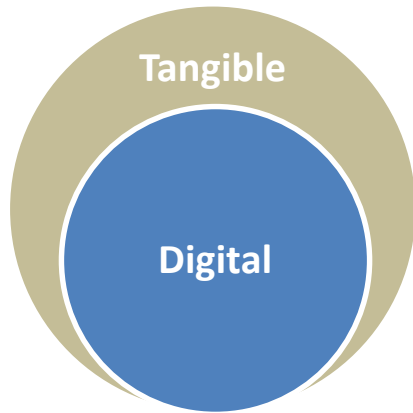
- Who in your library needs to be at the planning table?
- What are your patron/community format preferences?
  - What suits your immediate access needs?
  - What suits non-immediate access needs?
  - What is needed for long term preservation and access?
  - Do you have a geography that is 'too far away to travel to' or a timeframe for delivery that is 'too long of a wait to be of use to the patron'?



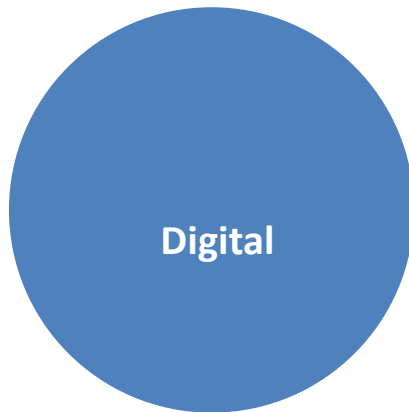
# Evaluating Your Collection Needs

- Review your public service assets/limitations/needs
- Consider benefits of retaining and/or continuing to receive tangible materials
- Communicate your decisions with others who may be relying on your collection
- Communicate with GPO and your regional – in some cases GPO may be able to assist
  - e.g. stop your shipping lists  That got your attention, didn't it?

# The Final Characterization

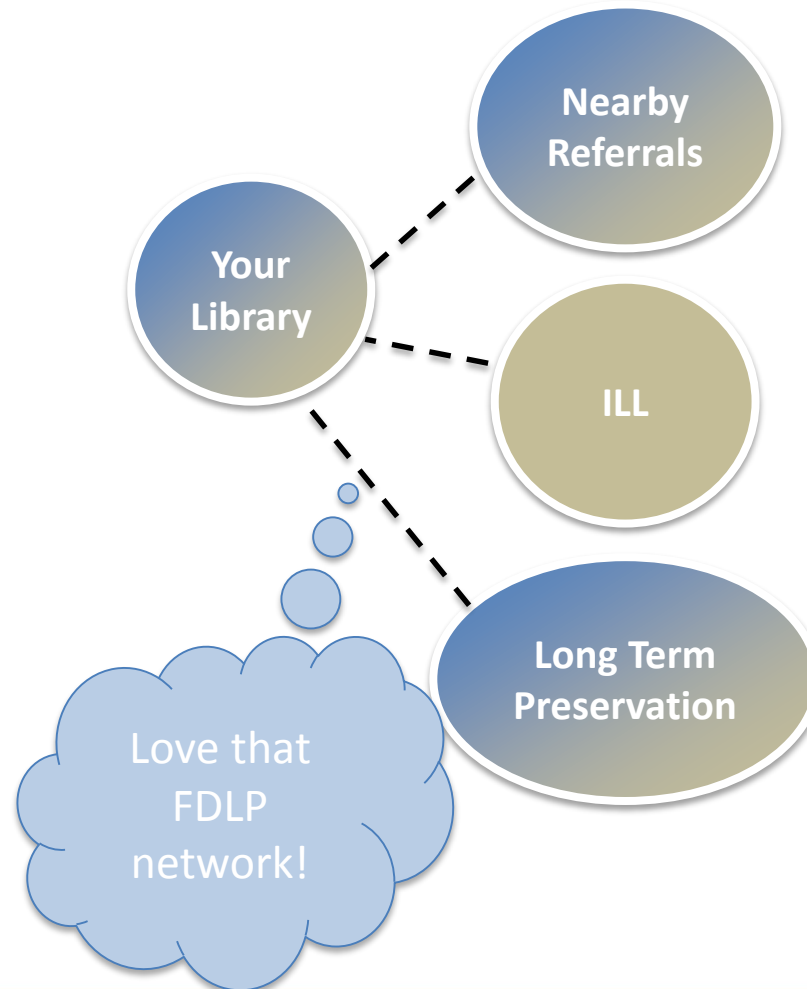


Mostly Digital



Digital Only

“Just in Time”



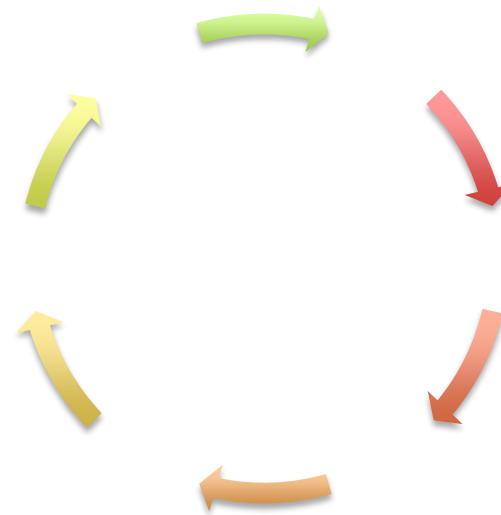
“Just in Case”



# Needs Evaluation

This evaluation will have to periodically be revisited to ensure patron needs are being met.

Analysis may require online usage stats and a review of access points.





## *“Make it so”*

### What to do with your current tangible holdings:

- Weed all or some
- Retain all or some

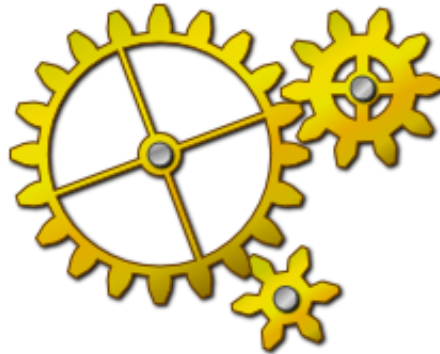
\* Caution – weeding may impact how online resources are made available in your catalog

### Ways of making online resources accessible:

- OPAC
- Online subject guide
- Staff training



# Changing gears now...



How to identify relevant online or digital depository resources...

\* Primarily for cataloging, but some principles apply to the development of online subject guides

## Important Concept # 1:

# Do you need an Item Selection Profile (ISP)?

| When you have an ISP...   | When you do not have an ISP...   |
|---|--|
| Can work with vendors for profiled records                                  | May prefer to get all digital resources  |
| Can use DDM2 to identify profiled records                                   |  |
| Can participate in the CRDP   | May prefer to work with vendors for profiling parameters                             |
| May miss relevant online resources if only reviewing resources based on ISP | May prefer to scan all new resources to ensure all relevant resources are identified |

Your decision will dictate how you go about updating up your item selection profile, how you identify your foundation collection, and how you continue to build or maintain your moving forward

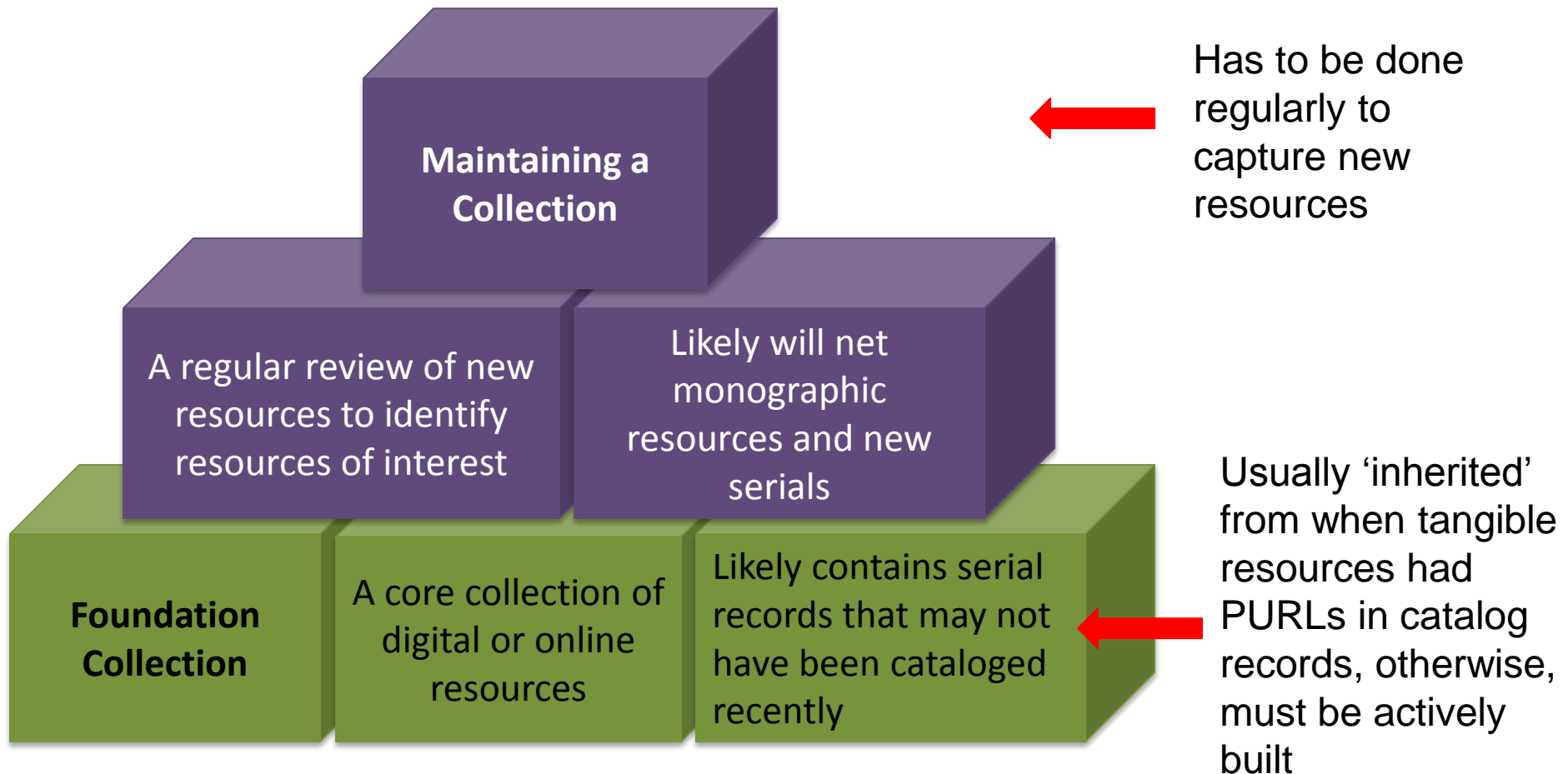
# Selecting Online Only (EL) Item Numbers?

Some reasons to consider “**selecting**” item numbers associated with (EL) in your library’s item number selection profile:

- “Locate in a Library” feature in the CGP
- Use of various collection tools is easier
- Sometimes agencies decide to switch formats.
- Your library acquires catalog records from a vendor and has profiled to acquire records for all formats based on the FDLP item number profile (a requirement for FDLP Cataloging Record Distribution Program participants).
- GPO may develop new services that use item numbers.

## Important Concept # 2:

# “Foundation Collection” vs. “Maintaining a Collection”



# How To Make or Review the Foundation Collection

Identify  
core/foundation  
resources  
relevant for your  
collection

When weeding your tangible collection, review your existing records in your OPAC, many of which are likely to be multi-format records

- 1) Note which multi-format records need to be cleaned up to only reflect the online or digital holding
- 2) Note where online or digital resource records need to be copy cataloged

Identify if new resources are relevant for your digital collection that have not already been cataloged

# How To Maintain Your Collection Moving Forward:

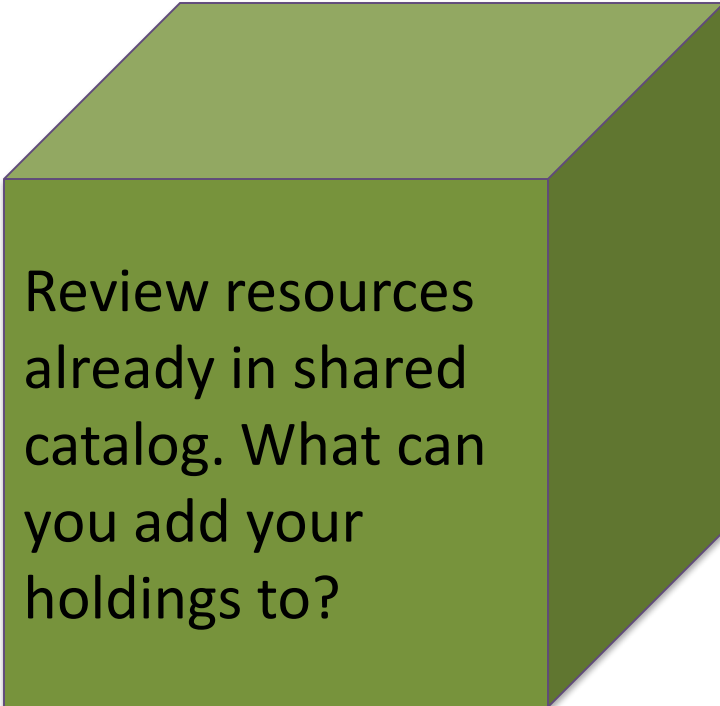
## Manually review for new resources cataloged

- NET or DDM2 for total review
- DDM2 for review by ISP


## 'Automate' receipt of digital resource catalog records

- Vendor services to get batch load of all digital resources cataloged
- Vendor services to get customized records (usually) based on ISP
- CRDP – requires ISP

# On a shared catalog?



Review resources already in shared catalog. What can you add your holdings to?



You have opportunities to streamline operation

- Vendor?
- ISP?
- Shared responsibility?



# Part Two Demo



Webcast available at:

<http://login.icohere.com/public/topics.cfm?cseq=1172>

Watch:

- One way of identifying the foundation collection
- Identify a suitable workflow for ongoing maintenance of the digital collection

Tools used in this webcast:

- Item Lister
- List of Classes
- NET
- DDM 



# Suggested FDLP.gov Guidance Articles

At FDLP.gov > Requirements and Guidance > Guidance, see these articles relating to collection development:

- “All or Mostly Online Federal Depository Libraries”
- “Amending Your Library’s Selection Profile”
- “Depository Collection and Development”
- “Weeding a Depository Collection”, related collection management article, if transitioning collection development to focus more on digital content



# Questions?

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