

[WEBTech Notes Tutorial](#)

About

WEBTech Notes (WTN) is designed to support the management of Federal depository library collections. GPO uses WEBTech Notes to communicate:

- Updates to existing List of Classes entries, including changes to Superintendent of Documents classification numbers, titles, item number, and formats.
- New publications added to the List of Classes.
- Corrections made to past shipments, such as an incorrect use of an item number or a change to a SuDoc classification number.
- Shipment issues, such as serials shipping out of sequence or known gaps in series.

Libraries can use WTN to identify:

- Inconsistencies with older material on their shelves.
- Necessary changes to bibliographic records and publication call numbers for print distributed materials.
- When new item numbers for online/digital publications are created and could be added to your item selection profile.
- When something transitions to another format or when new item numbers are added to the List of Classes.

Records in WEBTech Notes

Corrections or changes to the List of Classes and SuDoc classes are posted via WTN records. GPO issues separate WTN records for different formats of the same title. The following is a list of the fields that are found in a WEBTech Notes record:

1. Title (required)
2. Superintendent of Documents Classification Number (SuDoc No.)
3. Item Number (Item No.)
4. Shipping List Number
5. Category: Records are assigned to one of four categories. See section below for more information.
6. Notes: A description of the correction or change made to the List of Classes/SuDoc. Additional notes may be added to a record over time; additions or changes made to records will be dated in the body of the note.
7. Volume Number: No longer added to new records; refers to the Administrative Notes Technical Supplement (ANTS) issue in which a record originally appeared.

8. Record Number: A unique, system-generated number.
9. Created: Date the record was added into the WTN system (yyyy-mm-dd).
10. Last Modified: Date the record was edited by GPO staff (yyyy-mm-dd). If the entry and last modified date match, then no changes have occurred to a record. If the entry date differs from the last modified date and no explanation is provided in the "Notes" field, then the correction that was made was minor in nature, such as a spelling correction. Any substantial modification to a record will be recorded in the "Notes" field.

WTN Categories

WTN records are assigned to one of four categories:

- **Classification/Cataloging Update (CC):** Changes to the SuDoc classification number assigned to a specific distributed tangible publication.
- **Updates to the List of Classes, New Items (UN):** New SuDoc classification stems and item numbers that have been added to the List of Classes.
- **What Happened to? (WH):** Miscellaneous information that may be useful to depository coordinators as they maintain their depository collections, e.g., when there are delays in distribution or production/publishing issues.
- **Updates to the List of Classes, Misc. (UM):** Miscellaneous updates to the List of Classes, e.g., title changes, discontinued or inactivated depository item numbers, or SuDoc classification numbers.

Default WTN Interface

The default interface displays all entries in descending date order by last modified date. Click on any column header to change how entries are sorted.

The screenshot shows the 'WEBTech Notes' interface. At the top, there is a navigation bar with 'WEBTech Notes Category Index' and a plus sign. Below this, a link points to 'article under instructions'. The search section includes fields for 'Search WEBTech Notes', 'Modified after' (with a date picker set to 'mm/dd/yyyy'), 'Modified before' (with a date picker set to '01/14/2023'), and a 'Category' dropdown menu set to '- Any -'. A red 'Search' button is to the right. Below the search fields, there are options to 'Export Selected WEBTech Notes' as CSV, an RSS feed link, and an 'Items per page' dropdown set to '10'. At the bottom, a dark blue table header lists columns: Title, SuDoc No., Item No., Shipping List No., Category, Notes, Record number, Created, and Last Modified.

Screenshot of WTN's default interface

Users may browse records by pages and modify the records per page with a maximum option of 50. For security and server performance, it is not possible to expand the display and exporting options beyond 50 records per page. The page navigation is at the bottom of the record table.

<input type="checkbox"/> Naval Research Laboratory (1996)	D 210.2:R 31/2	0407 (MF)	1998-0241-M	CC	Change class to: D 210.2:N 22/8/996	1193200	2022-12-16	2022-12-16
---	----------------	-----------	-------------	----	-------------------------------------	---------	------------	------------

1 2 3 4 5 6 7 8 9 ... Next > Last >

Screenshot of search results at the bottom of the record table

Click on an individual title to view the full record. Use the checkboxes to the left of each title to export multiple records in CSV format. Use the "Select All" checkbox to select all records on a page. The maximum number of records that can be exported is capped at 50 at any one time.

Searching WTN Records

The search interface allows searches a number of ways. Here are some useful tips for the search feature.

Search by Date Range

Often, WTN users want to export a series of records within a certain date range, or users may want to see how many records were modified in a month. To accomplish that, try the following:

In this example, search from December 1, 2022, to January 1, 2023, for a search date range of one month. The category drop down is left to "Any." This means the search will include all categories (CC, WH, UM, UN).

Select the orange "Search" button next to the categories drop down. The results will provide you with all WTN records modified in December 2022.

Please note: this search returns date modified, not date created. If you conducted this search, you will see a WTN record that was created on 11-06-2015, but that record was last modified on 12-13-2022.

Tip: On the landing page’s “Items per page” drop down, select “50” before you conduct your search. This will allow the maximum records per page for exporting 50 items per page. Once you export the first page of a multi-page search result, you may proceed to the next page for exporting the next 50 records.

The screenshot shows the search interface for WEBTech Notes. At the top, there is a search bar with a search button. Below it, there are filters for "Modified after" (12/13/2022), "Modified before" (01/01/2023), and "Category" (- Any -). A "Search" button is to the right. Below the filters, there is an "Export Selected WEBTech Notes" section with an "Export as CSV" button and a "WEBTech Notes RSS Feed" link. A dropdown menu for "Items per page" is set to "50". Below this is a table with the following columns: Title, SuDoc No., Item No., Shipping List No., Category, Notes, and Record n.

Title	SuDoc No.	Item No.	Shipping List No.	Category	Notes	Record n
<input type="checkbox"/> Congressional Record... Proceedings and Debates of The 114th Cong., 1st Session...	X 1.1:114/1-161/PT.25	0993-A	2022-0025-M	WH	Typo on shipping list 2022-0025-M The title on the microfiche is volume 161 part 15. The shipping list Classification No. is for X 1.1:114/1-161/PT.25, it should be : X 1.1:114/1-161/PT.15	1193204

Screenshot of searching a specific date range

1. "Modified after" date is the beginning date of the range, and "Modified before" is the end date of the range.
2. If the items per page is set at 50, more records may be downloaded per page within each search result.

Search by Category

By default, all categories are searched. Simply use the Category dropdown next to the Search button to search within a specific category. You may add this search criteria to a date range search or text search. You may also sort the record table by category by clicking on the Category column in the title bar. This toggles from ascending to descending.

Sample Search Types

The search interface only allows the AND search operator, which is automatically applied if more than one search term is used. Search terms do not require the use of quotation marks.

- Title:
 - NIH Summer Research Fellowship Program
 - General Publications
- Item Number:
 - 0154-C-03
- Classification Number:
 - PREX 3.3:
 - A 13.42/2:
- Shipping List Number:
 - 2008-0003-S
 - EL-only

Update Frequency

GPO publishes updated or new WTN entries when needed. Data published in [Administrative Notes, Technical Supplement \(ANTS\)](#) from 1994 to 2008 is integrated into WTN.