

# To SuDoc or Not

**organizing your documents collection to meet your patrons  
needs**

# Abstract

*The Federal Depository Library Program allows individual libraries the freedom to arrange collections in the way that best suits local needs. Depository libraries of all kinds have made a variety of physical and classification decisions over time. As needs evolve, those decisions may need to be revisited. We will discuss how and when those decisions should be evaluated and what is involved in revising these collection decisions and processes associated with them.*

# Different models

- Entirely integrated collections
  - All materials are cataloged into a larger scheme (Library of Congress or Dewey)
- Partial integrated collections
  - Select materials are cataloged into LC or Dewey; some materials are kept in SuDoc & shelved separately
- Separate collections
  - Docs are in SuDoc; everything else is LC or Dewey

# A million variations

- J 85 [Sudoc] scheme
- Serials only
- Primary law only
- Handpicked materials



**WAKE FOREST**  
UNIVERSITY

**Professional Center Library**

- 4 Reference Librarians; 3 have served as documents coordinator at some point.
- As of 2015: 4 years; 7 years (me); 14 years; 18 years experience in this department
- Documents processing done by Collection Services staff member



WAKE FOREST  
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**Professional Center Library**

- Fall 2014: director asked for a review of the collection development policy in advance of accreditation visit.
- December 2014: Presented to staff for comment
- January 15, 2015: requested final staff comment



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**Professional Center Library**

- January 15-22, 2015: Protracted conversation with the head of Collection Services over a single point of controversy:

How do we catalog our  
Government Information?

# ...The Gist...

Public Services staff uniformly believed that documents were individually separated into SuDoc and LC schema depending on subject matter.

Head of Collection Services: “we have not classified any new documents in LC for at least the last 15 years... a conscious decision was made... that we would keep serials... in LC but everything else would be... in SuDocs”



# Diplomacy & Outreach

- Internal: conversations with director & staff to massage the wording of our policy
- External: outreach to colleagues to figure out how to move forward

# Current Wake Forest Gov Docs



Microforms Map  
Organized by Collection  
Created 3/02/16

ABA Archives Microfiche - D<sub>1</sub> & D<sub>2</sub>

Federal Microfiche (including GovDocs KF) - I<sub>1</sub> to I<sub>10</sub>

Federal/GovDocs Microfilm - C<sub>1</sub> to C<sub>4</sub>

GovDocs Microfiche - H<sub>1</sub> to H<sub>5</sub>

Periodical Microfiche - G<sub>1</sub> & G<sub>2</sub>

Periodical Microfilm - B

Stacks Microfiche - E<sub>1</sub> to E<sub>4</sub>

State Microfiche - F<sub>1</sub> to F<sub>7</sub>

State Microfilm - A

# Microforms Map

Organized by location

Updated 3/02/16

A – State Microfilm

B – Periodical Microfilm

C<sub>1</sub> to C<sub>4</sub> – Federal/GovDocs Microfilm (C<sub>5</sub> Empty)

D<sub>1</sub> & D<sub>2</sub> – ABA Archives Microfiche

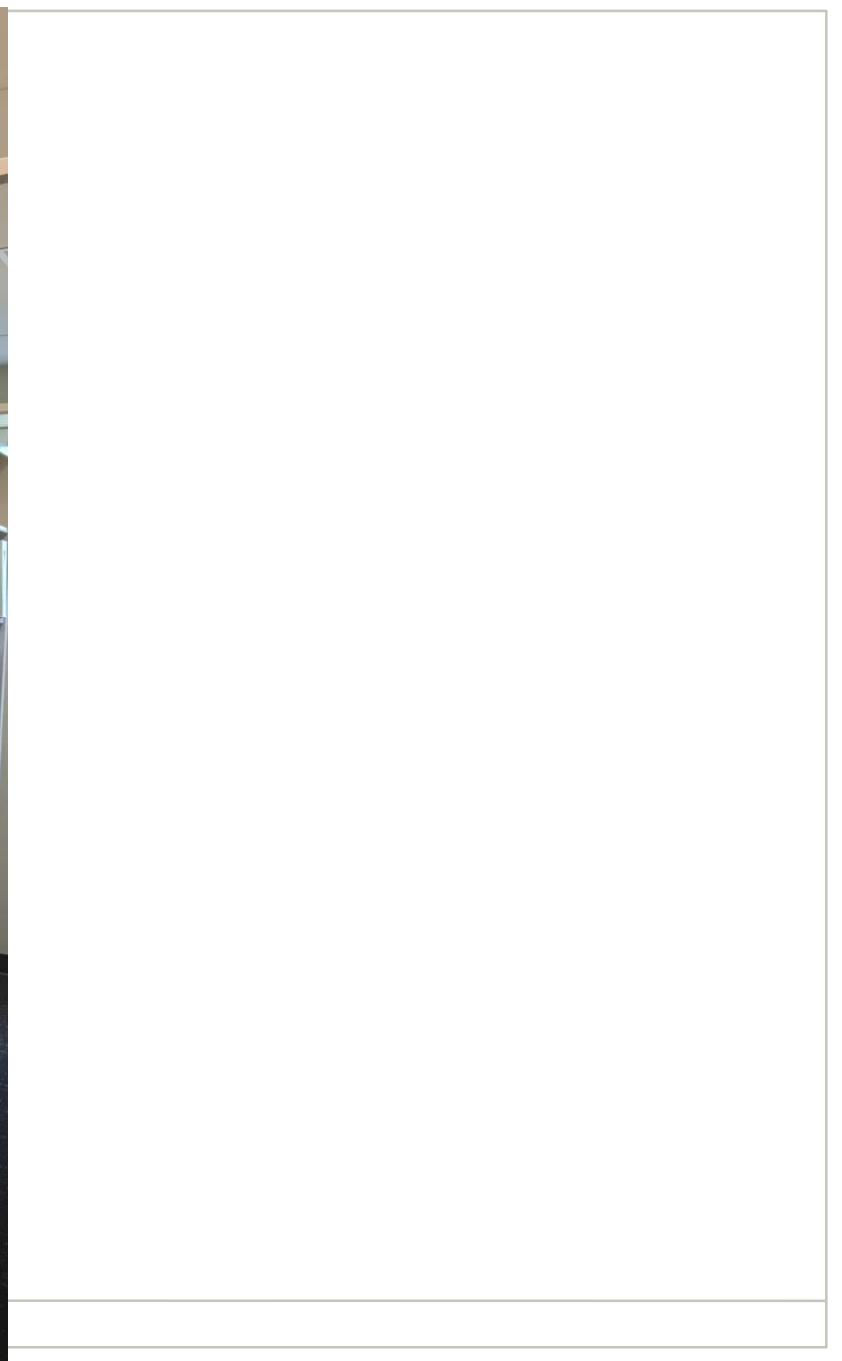
E<sub>1</sub> to E<sub>4</sub> – Stacks Microfiche

F<sub>1</sub> to F<sub>7</sub> – State Microfiche

G<sub>1</sub> & G<sub>2</sub> – Periodical Microfiche

H<sub>1</sub> to H<sub>5</sub> – GovDocs Microfiche

I<sub>1</sub> to I<sub>10</sub> – Federal Microfiche (including integrated (KF) GovDocs titles)



C21.14/2:C74/2000

United States  
Patent Classification  
To  
International  
Patent Classification

CONCORD  
EDITION

Manual of Patent  
Examining Form  
Paragraphs

for Automatic  
Information Systems

Manual for  
Complex  
Litigation  
Fourth

WFU PROFESSIONAL CENTER LIBRARY  
Manual for Complex Litigation, Fourth  
JU 13.8:L 71/2/2004  
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Discovery in International Civil Litigation

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Patent Case Management Judicial Guide

Guide to Research in Federal Judicial History

Guideline Sentencing  
An Outline of Appellate Case Law on Select

Manual on Recurring Problems in Criminal Trials, Fifth E

america's dynamic workforce



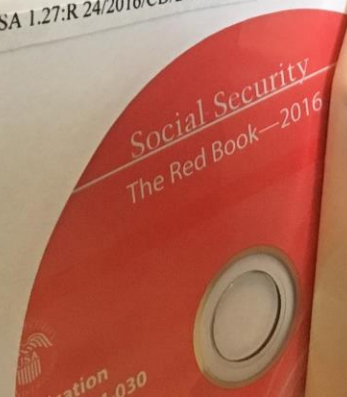
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SSA 1.2/15:W 89/5/2015  
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Social Security Admin  
SSA Publication No.  
January 2015

# How Work Your Be

SSA 1.27:R 24/2016/CD/DISC 5



and 1-11

JANUARY 2012  
HASC COMMITTEE PRINT 11-4

IMPA  
DE  
EN



SUB

Documents: Proposed Tobacco Settlement 11/13/97 PM01  
Proposed Tobacco Settlement 11/13/97

Y 4.F 76/1:1S 7/6

NEXT STEPS IN ISRAELI-PALESTINIAN  
PEACE PROCESS

HEARING  
BEFORE THE  
SUBCOMMITTEE ON  
THE MIDDLE EAST AND SOUTH ASIA  
OF THE  
COMMITTEE ON FOREIGN RELATIONS  
HOUSE OF REPRESENTATIVES  
ONE HUNDRED TENTH CONGRESS

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FEBRUARY 14, 2007

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# Integrated serials (Yale)



# Considerations

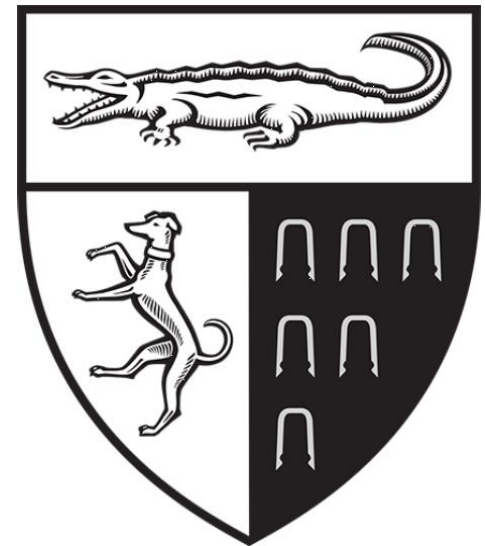
- Physical Arrangement
  - “Island of misfit toys” approach
  - Materials that require a lot of help for use
- Intellectual Arrangement (cataloging)

# Considerations, cont.

- Workflow & processing – new materials
- Retrospective processing – existing materials
  - Keep old material as is until phased out?
  - Move permanently held material?
- Material type
  - Serials v. monographs?
  - Primary materials v. secondary materials

# Yale's Integration Project 2014-15

- Outline:
  - Description of Yale Law School's collection
  - Problems / Considerations
  - Process
  - Ongoing issues
  - Advice



# Lillian Goldman Law Library

## 0076A

- Separate from Yale University Library
- Small selective ~3%
- Collection consists of:
  - Primarily legal materials
  - Social science
  - Interdisciplinary subjects
- Most depository materials already integrated before this project

# Problems / Considerations (Yale)





# Process (Yale)

- Weed the SuDoc collection
- Update cataloging for titles retained
  - Reclass
  - Relabel
- Create discard list; follow offers process
- Suppress records for weeded materials
- Reuse physical space

	B	C	D	E
1060	Y3.2: D39	Report of the Democratic Members of the Special Task Force on Eth	2009	1
1061	Y3.2 :D 56/R 29	Report on the Commission on Dietary Supplement Labels	1998	1
1062	Y3.2: F 21/W 89	A Workable Balance: Report to Congress on Family & Medical Leave	1996	1
1063	Y3.2: G 4	The National Gambling Impact Study Commission FINAL REPORT	1999	1
1064	Y3.2: H81/2/R29	Meeting Our Nations Housing Challenges w/CD	2002	1
1065	Y3.2: IM 6/AM 3	U.S. Commission on Immigration Reform w/Exec Summary	1997	2
1066	Y3.2: INS/EL 2	Report of the Commission to access the Threat to the US from Electr	2008	1
1067	Y3.2: 41/EN2	Law Enforcement in a New Century and a Changing World	2000	1
1068	Y3.N88/2: 2Y9 & ST7A	Report to the Congress & the Secretary of Energy	1993, 1996	2
1069	Y3.2: R24/R31	Reservoirs of Opportunity FINAL REPORT	1999	1
1070	Y3.2: R 31/4/6 82	A Vision for a New IRS	1997	1
1071	Y3.2:R 64/C 63	A Coast Guard for the Twenty First Century	1999	1
1072	Y3.2: T67	The U.S. Trade Deficit: Causes, Consequences & Recommendations	2001	1
1073	Y3.2: 2/12 1996	Department of Defense Federally Funded Research Development Ce	1995	1
1074	Y3.T 22/2:12 EL2	Electronic Surveillance in a Digital Age	1995	1
1075	Y3.T 22/2: 12 G28	Federal Tehnology Transfer and the Human Genome Project	1995	1
1076	Y3.T 22/2:12 OS7/v.	Effectiveness & Costs of Osteoporosis Screening & Hormone Replac	1995	1
1077	Y3.T 22/2 12 T 44	The Lower Tiers of the Space Tarnsportation Industrial Base	1995	1
1078	Y3.T 22/2: 12 T 61	Tools for Evaluating Health Background Technologies	1995	1
1079	Y3.T 22/2: 2R 92	U.S-Russian Cooperation in Space	1995	1
1080	Y3.T 22/2:2 SP/1/4	The National Space Transportation Policy	1995	1
1081	Y3.T 22/2:2 SA 1/4/f	Nuclear Safe Guards and the International Atomic Energy Agency Rf	1995	1
1082	Y3.W 52/2: P27-P75	Report to the Western Water Policy Review Advisory Commission	1997	7
1083	Y4.IN8/8: AL 7/2	al-Qaeda; The Many Faces of an Islamist extremist Threat	2006	1

# Ongoing issues (Yale)

- Cataloging cleanup
- Serials check in
- Policy updates
  - more online selections?
  - Send some titles directly off site?



# Advice (Yale)

- Balance cost of:
  - Permanent integration v.
  - Maintaining separate collection
- Budget extra time for an integration project
- Consult all departments to anticipate problems

# Questions?

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