



**UNIVERSITY OF NORTH TEXAS LIBRARIES
PILOT PROJECT 2
FINAL PROJECT SUMMARY**

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For External Distribution

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1. Project Summary

The U.S. Government Publishing Office (GPO) and Library Services & Content Management (LSCM), with approval from the Joint Committee on Printing, set aside funding in 2017 to develop pilot project initiatives to assist Federal Depository Library Program (FDLP) libraries with collection management, cataloging/metadata, inventorying, preservation (physical and digital), and related work. All regional and selective libraries were invited to apply for participation in LSCM Pilot Projects.

The second pilot project opportunity was open for submissions from March 1 to April 15, 2022, and libraries were asked to submit proposals that involved cataloging/metadata, inventorying, condition assessment and/or digitization for 200 – 300 Federal Government print publications focused on a common theme or topic, preferably without records in the [Catalog of U.S. Government Publications](#) (CGP). The University of North Texas Libraries (UNT Libraries, 0608A) was [selected](#) as the LSCM [Pilot Project 2](#) participant in July 2022. The [Letter of Agreement](#) between UNT Libraries and GPO was signed in November 2022. The project plan was approved in February 2023.

1.1 Pilot Project 2 Team

The project team was established when the UNT Libraries Pilot Project 2 project plan was approved in February 2023, but collaborative work between the LSCM and UNT Libraries staff began in September 2022. Over the course of the project, some staff departures and reassignments changed the project team, and those changes have been noted in *italics* below.

- Project Sponsor: Laurie B. Hall, LSCM Managing Director
 - *Retired from GPO/LSCM in September 2024*
- Project Lead: Abby McDermott, Collection Management Librarian
- LSCM Preservation SME: David Walls, Preservation Librarian
- LSCM Digitization SME: Manuel Dennis, Lead Digital Conversion Specialist
 - Digital Conversion Team staff members
- LSCM Cataloging/Metadata SME: Stephen Kharfen, Manager
 - LSCM Cataloging/Metadata staff members (Technical Services Librarians): Suneewan Creech, Leonard Iannaccone, Wanda Nesbit, Ye Ja Sanders, Ben Webb, Celeste Welch
- LSCM Outreach SME: Lorelei Sensabaugh, User Support Librarian

- UNT Libraries Team Lead: Robbie Sittel, Head of Sycamore Library, depository coordinator
 - *Resigned from UNT Libraries in May 2023*
- UNT Libraries staff/UNT Libraries Team Lead: Betty Monterroso, Government Documents Cataloger
 - *Served as depository coordinator for UNT Libraries from May 2023 to January 2025; remained primary POC for UNT Libraries Pilot Project 2 team from May 2023 until project completion.*
- UNT Libraries Staff: Sam Riney, Reserves Manager and Government Documents Cataloging Assistant

1.2 Review of Goals and Objectives

The Pilot Project 2 goals were determined collaboratively by the LSCM and UNT Libraries project team listed in **Section 1.1** and were included in the Pilot Project 2 Letter of Agreement and the approved project plan. The objectives were also determined collaboratively by the project team and were intended to define the benefits Pilot Project 2 expected to achieve as a result of the time and effort devoted to following the project plan. Further details are provided below in the *Project Plan Review (Section 2)*

Goal or Objective	Outcome
<i>Goal 1:</i> Enhancing the National Collection by digitizing previously undigitized titles and making them available to the FDLP community and the public through GovInfo.	Accomplished
<i>Goal 2:</i> Inventorying and assessing the condition of a collection of military technical manuals from the War Department, Department of the Army, and/or the Department of Defense in support of the University of North Texas Libraries Preservation Steward collections.	Accomplished
<i>Goal 3:</i> Enabling discovery of those titles in both the print and digital formats by creating metadata records for the titles in the Catalog of U.S. Government Publications.	Accomplished
<i>Goal 4:</i> Supporting the University of North Texas Libraries Digital Preservation Steward collections in the UNT Digital Library (the UNT Libraries digital repository).	Accomplished

Goal or Objective	Outcome
<i>Goal 5:</i> Testing the feasibility of the processes, procedures, and activities used in this pilot project plan to expand services in support of permanent public access to the National Collection of U.S. Government Public Information.	Accomplished
<i>Obj 1:</i> Inventory and assess the condition of all military technical manuals at UNT Libraries that are included on Pilot Project 2 inventories and ensure those same items are added to Preservation Steward inventories and submitted to GPO Partnerships.	Accomplished
<i>Obj 2:</i> Digitally image all military technical manuals held by UNT Libraries that are included on Pilot Project 2 inventories.	Accomplished
<i>Obj 3:</i> Support the digital preservation of all items included on Pilot Project 2 inventories by ingesting the digital surrogates into GovInfo, and by providing those digital surrogates to the UNT Digital Library team for ingest into their Digital Preservation Steward repository.	Accomplished
<i>Obj 4:</i> Add online version records to the CGP with PURLs to the digital surrogates ingested into GovInfo for all items included on Pilot Project 2 inventories for which there is already a print CGP record.	Accomplished
<i>Obj 5:</i> Establish a plan to add print and online version records to the CGP for those items included on Pilot Project 2 inventories that do not have CGP records at the time this Pilot Project 2 Project Plan is approved and signed.	Accomplished
<i>Obj 6:</i> Transfer metadata, when available and as requested, to UNT Libraries technical services staff to support discovery via the UNT Libraries Integrated Library System (ILS) for all items included on Pilot Project 2 inventories.	In process
<i>Obj 7:</i> Enable discoverability, and distributed access, to those publications included on Pilot Project 2 inventories by providing the UNT Digital Library with the digital surrogates and related metadata for all items included on Pilot Project 2 inventories.	Accomplished
<i>Obj 8:</i> Reflect, report on, and make recommendations that support the National Collection based on the results and observations of the workflows included in this Pilot Project 2 Plan, such as the use of an item barcode as a unique identifier.	Accomplished

2. Project Plan Review

2.1 Project Scope

UNT Libraries Pilot Project 2 was defined as the inventorying, assessment, and digital imaging of a subset of military technical manuals held at the Sycamore Library at the University of North Texas that were classified by UNT Libraries staff in the W 1.35 and M 101.18 Superintendent of Documents (SuDoc) classes (roughly WWII or post-War era publication dates). Defining the collection this way allowed the Pilot Project 2 team to exclude other military technical manuals in UNT Libraries collections that were classified in Department of Defense SuDoc classes (generally post-1950 publication dates). This scope was set to prioritize publications from the WWII/post-War era, and to keep the count of titles included in Pilot Project 2 closer to the 200 to 300 titles specified in the call for proposals LSCM issued to the community in March 2022. UNT Libraries actually holds over 20,000 military technical manuals authored by various Federal Government agencies with publication dates extending into the 1980s.

All Pilot Project 2 titles were digitally imaged, added to the GovPub collection in [GovInfo](#), added to the Preservation Steward collections at UNT Libraries with an addendum to that partnership Memorandum of Agreement, recorded on item-level Historic Preservation Steward inventories, and all digital surrogates and related metadata were provided to the UNT Digital Library. The use of item barcodes as a unique identifier was tested throughout the project approach. Pilot Project 2 updates were provided to the community via the [Pilot Project 2 FDLP.gov page](#), and through two updates included in the April 2023 and October 2024 FDLP Preconference. These successes all align with the scope section of the approved project plan.

The approved project plan for UNT Libraries Pilot Project 2 stated that LSCM's Metadata and Collection Services (MCS) unit (formerly called Library Technical Services) would limit cataloging work to creating full online version records in the CGP for the approximately 300 UNT Pilot Project 2 titles that had existing print records in the CGP when the project started. This was intended to keep the level of effort required from MCS to support Pilot Project 2 in line with the 200 to 300 title size specified in the call for project proposals. In the end, MCS took a different approach to the cataloging workflows that supported UNT Libraries Pilot Project 2, and these strategies produced print and online version CGP records for all UNT Pilot Project 2 titles. That outcome supports the project goals of enhancing the National Collection and enabling discovery of these historic military technical manuals.

2.2 Project Approach and Timeline

UNT Libraries Pilot Project 2 took an overlapping phased incremental approach broken into iterations. A Gantt chart included in the approved project plan illustrates how some of the different iterations throughout the project approach were expected to overlap. Project milestones and a timeline were included in the approved project plan. The *Risks and Assumptions* section in the approved project plan stated that the timeline and milestones assumed that a vendor would be found in time to follow the schedule and acknowledged that demands on both LSCM and UNT Libraries staff presented a risk to completing Pilot Project 2 on time. Both factors contributed to delays in the original project plan schedule.

The Project Lead drafted and distributed project updates on a biweekly basis, with some exceptions where leave or other external factors, including the fall 2025 Federal Government shutdown, impacted that biweekly reporting schedule. Review of these project updates in comparison to the project plan timeline shows that the project was on schedule through collection assessment (iteration 4), which the Project Lead and LSCM Preservation SME conducted onsite at UNT Libraries in April 2023.

However, following that onsite collection assessment, the project timeline milestones were missed due to a number of factors reported in the change request that was drafted in February 2024 and approved March 13, 2024.

- The project plan approach and timeline stated that UNT Libraries staff would complete their inventory process and packing of the Pilot Project 2 technical manuals for shipment to GPO Main by May 1, 2023, after the GPO onsite collection assessment.
 - However, the UNT Libraries team ultimately determined that they did not want to pack and ship any of the Pilot Project 2 materials until they inventoried the collection again, and ensured every title had a record in the UNT ILS, with an OCLC number assigned.
 - The Pilot Project 2 collection did not arrive at GPO Main for item-level digital imaging assessment (iteration 6) until June 19, 2023.
- Item-level digital imaging assessment (iteration 6) did not commence until July 6, 2023, due to both the delay in shipping from UNT Libraries and staff resources that were committed to other Digital Conversion Team priorities.
 - This pushed the timeframe for iteration 6 (originally scheduled for May 2023 through July 2023) to July 7, 2023, to September 8, 2023.

- This shift in the iteration 6 timeframe impacted the timeframe for MCS cataloging workflows (iteration 7). On June 29, 2023, the Project Lead and LSCM Cataloging/Metadata SME met and agreed that important metadata on the supplemental Changes included with 163 of the UNT PP2 items could be gathered during the item-level review, hopefully saving MCS staff time and effort.
 - Therefore, MCS cataloging work (iteration 7) that was originally expected to begin after the onsite collection-level review concluded (April 24, 2023) to September 7, 2023, was shifted to December 1, 2023, to June 18, 2024, in the approved change request.
- Finally, the timeline for both the acquisitions process to secure the digital imaging vendor for Pilot Project 2 and for the vendor to perform that work (iteration 8) was impacted by the continuing resolution in early FY24.
 - The approved project plan assumed the acquisitions process would start June 7, 2023, but the Statement of Work (SOW) and Independent Government Cost Estimate (IGCE) for Pilot Project 2 were not submitted to FEDLINK for review until October 19, 2023.
 - The approved change request shifted the expected timeline and milestones for iteration 8 to starting March 15, 2024, and concluding on March 17, 2025.

After the change request was approved in March 2024, the biweekly project updates show that Pilot Project 2 for the most part proceeded according to that revised schedule. The schedule for the digital imaging work performed by the vendor and the related quality assessment and control managed by the LSCM Digitization SME only slipped from the change request timeline by one month, starting on April 5, 2024, and concluding on April 7, 2025 (shifting from the change request timeline of March 2024 to March 2025).

The MCS cataloging workflows (iteration 7) were expected to run from December 2023 to June 2024 (according to the approved change request). While firm start and end dates for this work can be hard to define due to continuous and still ongoing MCS quality control processes that included Pilot Project 2 CGP records, the project lead provided the LSCM cataloging/metadata SME with an analyzed, revised spreadsheet containing all available metadata for Pilot Project 2 publications on September 21, 2023. The MCS team had online version records for almost all of the Pilot Project 2 publications ready to support GovInfo ingest (iteration 9) on May 2, 2025. Despite shifting resources and competing demands, MCS maintained steady progress on the Pilot Project 2 CGP records over the 19-month period.

The change request shifted ingest into GovInfo (iteration 9) from starting January 2024 and concluding May 2024 to a batch-ingest approach, with the start date unstated (as that was dependent on delivery of the first batch of digital surrogates) and the end date set to August 22, 2025. In the end, Pilot Project 2 only followed this the batch-based approach for Batches 01 and 02, which were ingested into GovInfo in advance of the Fall 2024 FDLP conference presentation on Pilot Project 2 (40 Pilot Project 2 publications ingested into GovInfo on October 15, 2024), thanks to MCS expediting the processing and cataloging of Batch 01 and 02 records to support ingest of those packages into GovInfo. The rest of the Pilot Project 2 digital surrogates were ingested into GovInfo by September 16, 2025, less than a month after the change request completion date of August 22, 2025.

The approved change request set a deadline of September 29, 2025, for the final project report. However, there was not sufficient time between the September 16, 2025, ingest of Pilot Project 2 digital surrogates into GovInfo for the Project Lead to draft the final project report before LSCM staff had to prepare for a lengthy Federal Government shutdown that started on October 1, 2025. The shutdown extended to November 13, 2025, and that impacted the ability of the Project Lead to close out Pilot Project 2 and draft this final project report before the end of 2025.

2.3 Project Deliverables

At project completion, UNT Libraries Pilot Project 2 included 643 barcoded items and 632 titles. As stated above, the call for proposals for LSCM Pilot Project 2 requested collections of approximately 200 to 300 titles. However, after UNT Libraries was selected for Pilot Project 2, the combined LSCM and UNT libraries team requested that LSCM leadership approve a project plan that included more titles than the original request for proposals specified for the following reasons:

- The UNT Libraries team had hoped, initially, to include approximately 1,100 titles in Pilot Project 2 workflows, but LSCM staff reiterated the project proposal collection size limits during initial project planning discussions, and the UNT Libraries team agreed to exclude any titles from the D 101.11 SuDoc class from consideration for Pilot Project 2.
 - This brought the number of titles included in the collection of the W 1.35 and M 101.18 SuDoc classes to approximately 800 publications with World War II era publication dates (approximately 1940 to 1950).
 - The MCS Cataloging/Metadata SME conducted analysis of the *Monthly Catalog of U.S. Government Publications* and estimated that there were 957 unique W 1.35 and 58 unique M 101.18 titles issued in that same time period (1,015 total).

- The UNT and LSCM Pilot Project 2 teams agreed that since the 800 W 1.35 and M 101.18 military technical manuals held in UNT Libraries likely represented the balance of all such titles, it would best serve National Collection goals to include that entire collection in Pilot Project 2 workflows.
- The UNT Libraries team then inventoried the collection (iteration 3) from September 2022 through early April 2023, comparing the publications on shelves in the Sycamore Library to an export from the CGP for the W 1.35 and M 101.18 SuDoc classes, and found 877 total publications, including approximately 170 duplicate titles.
- The LSCM onsite collection-level assessment (iteration 4) identified 77 titles that were already included in the UNT Digital Library and 175 true duplicates, from which the LSCM Preservation SME selected the better copy for digitization; this brought the count to UNT Pilot Project 2 items to 658.
- The item-level condition assessment and digital imaging preparation phase of Pilot Project 2 (iteration 6) identified ten more duplicate publications (which were returned to UNT Libraries in July 2023), bringing the total count of titles to 643 items and 632 titles. The difference between barcoded “items” and actual military technical manual titles is due to some Changes supplements and publication chapters being separately bound and barcoded and one Pilot Project 2 title consisting of a multi-part monograph.

Pilot Project 2 print and online version records can be found in the [CGP](#) using the search string (wlts= PILOTPROJECT2UNT) in expert search. Pilot Project 2 digital surrogates can be found in [GovInfo](#) using the MODS identifier fedPubName:“Military Technical Manuals” in basic search. All Pilot Project 2 digital surrogates include a partnership statement: “This content is made publicly available through a collaboration between the U.S. Government Publishing Office and the University of North Texas Libraries.”

LSCM transferred all Pilot Project 2 digital surrogates and related metadata to the UNT Digital Library team using a hard drive shipped via UPS. The hard drive was received at the UNT Digital Library on January 20, 2026. Since ingest of these Pilot Project 2 digital surrogates into the UNT Digital Library was not included in the scope or project approach for Pilot Project 2, that transfer of the hard drive concludes all goals and objectives related to creating digital surrogates for Pilot Project 2 titles and ensuring their preservation and access in the UNT Digital Library. The Pilot Project 2 plan also did not include the transfer of the 77 digital surrogates already included in the UNT Digital Library when the project launched

back to GPO, for eventual ingest into the same GovInfo collection as the military technical manuals included in Pilot Project 2. However, that transfer is required by the Pilot Project 2 LOA, and the Project Lead will continue to coordinate with the UNT Digital Library team on that transfer as part of regular duties.

All Pilot Project 2 titles have both print and online CGP records. However, the MCS team is still reviewing these records before posting them to GitHub so that the UNT Libraries team can download them and ingest all or some portion of those print and online version records into the UNT Libraries ILS. The UNT Libraries team considered the Pilot Project 2 titles fully catalogued and discoverable via their ILS before the military technical manuals were shipped to GPO Main, and it is their decision if they wish to overlap those records with the CGP print records. UNT Libraries staff may likewise decide to import the Pilot Project 2 online version records, which include CGP PURLs to the digital surrogate, into the UNT Libraries ILS. However, UNT Libraries staff could also choose to wait until the Pilot Project 2 titles are ingested into the UNT Digital Library, so that PURLs in their library ILS would point to the Pilot Project 2 digital surrogate in their Digital Preservation Steward repository.

Final Deliverables	Delivery Dates
632 online version CPG records	10/15/2024 for Batches 01 and 02 8/21/2025 for all other UNT PP2 items Online version records updated with GovInfo URLs and spot-checking completed 12/11/25
Preservation Steward inventories including 632 military technical manuals from the W 1.35 and M 101.18 SuDoc class	1/26/2024
Digital surrogates for 632 military technical manuals from the W 1.35 and M 101.18 SuDoc classes	4/17/2025
Presentation to FDLP community at Spring 2023 DLC and Fall 2024 FDLP Conference	April 2023 Spring DLC October 2024 FDLP Conference

Final Deliverables	Delivery Dates
Permanent public access to the items included in Pilot Project 2 inventories via GovInfo and UNT Digital Library	10/10/2024 for Batches 01 and 02 ingest into GovInfo 9/16/2025 for all other UNT PP2 titles ingest into GovInfo Digital surrogates provided to UNT Digital Library on 1/20/2026
Final Project Report	4/16/2026

3. Conclusion

While the timeline and milestones set for Pilot Project 2 shifted considerably, for all of the reasons cited in this report, the effort delivered on the objectives and goals set out when the project started. The WWII-era military technical manuals included in Pilot Project 2 document the way that the U.S. military communicated vital training to service members in that era. They are fascinating publications, with broad appeal, and Pilot Project 2 ensured those 632 titles are preserved in both digital and print formats, and accessible to anyone anywhere in the world via GovInfo. Due to the variations in format of these publications, the LSCM Digital Conversion Team was able to test their item-level digitization preparation processes to ensure that they can manage non-standard Federal publication collections. The MCS Cataloging/Metadata team capitalized on the opportunities afforded by this project to explore and develop processing and cataloging methods and scripts to expedite the delivery of the records needed for the GovInfo packaging system. Finally, the fact that the collection was barcoded greatly contributed to efficiencies in multiple Pilot Project 2 iterations, and LSCM has now adopted the use of barcodes in all Digital Conversion Team workflows.