

| Concept taught in webinar  | GPO tools  | DDM2 tools   |
|--|--|--|
| Knowing what you are profiled for so you can review your selection profile | <b>Review ISP</b> <ul style="list-style-type: none"> <li>List of Classes – CSV file</li> <li>Item Selection Profile – Item Lister</li> <li>MS Access query</li> <li>Demo how to do counts, create pie charts, and color code list</li> </ul> | <b>Review ISP</b> <ul style="list-style-type: none"> <li>Show List of Classes</li> <li>Depository Selection &amp; Directory &gt; export options</li> </ul>   |
| Maintaining your Online Collection   | <b>Review newer online resources that have been cataloged</b> <ul style="list-style-type: none"> <li>NET</li> </ul>  | <b>Review newer online resources that have been cataloged</b> <ul style="list-style-type: none"> <li>URL Locator <ul style="list-style-type: none"> <li>Selection profile filter</li> </ul> </li> </ul>  |
| Building a Foundation Collection   |  | <b>Review older online resources that have been cataloged</b> <ul style="list-style-type: none"> <li>item/URL database <ul style="list-style-type: none"> <li>Results without any ISP filter on it</li> <li>Demo with ISP pulled down from Item Lister</li> </ul> </li> </ul>  |
| <b>Bonus Features of DDM2</b>  |  |  |
| Understanding what you are receiving                                       |  | <b>Create customized shipping lists</b> <ul style="list-style-type: none"> <li>Demo Shipping Lists <ul style="list-style-type: none"> <li>Add an ISP filter to get customized shipping lists</li> </ul> </li> <li>Compare with ISP and note how what a library is profiled for is not what they are receiving</li> <li>Create a ‘master list of receipts’ and also used as a weeding list</li> </ul> |
| Understanding your historic tangible collection                            |  | <b>Review what you received back to 1997</b> <ul style="list-style-type: none"> <li>Demo Shelflist <ul style="list-style-type: none"> <li>Export options</li> <li>Add ISP filter</li> </ul> </li> </ul>  |
| Understanding your historic tangible collection                            |  | <b>Another way to review what you received back to 1997</b> <ul style="list-style-type: none"> <li>Demo Shelflist database in Tools section <ul style="list-style-type: none"> <li>Add ISP to a MS Access query</li> </ul> </li> </ul>   |
| Understanding how to weed your historic tangible collection                | <b>Superseded List</b>   | <b>Reviewing Superseded List</b> <ul style="list-style-type: none"> <li>Customized Superseded List based on current selection profile</li> <li>Pull customized Superseded List into Shelflist database and run query to list all of item numbers on customized shelflist and supersession instructions</li> </ul>  |

**Disclaimer:** This is not a “GPO process” – what follows are just tips and tricks an Outreach & Support staffer worked on when working in a depository library. It has been refined over the years. Everything was done in MS Office 2010 and Windows 7. If you have a different version of Excel or Windows, some of the steps may vary.

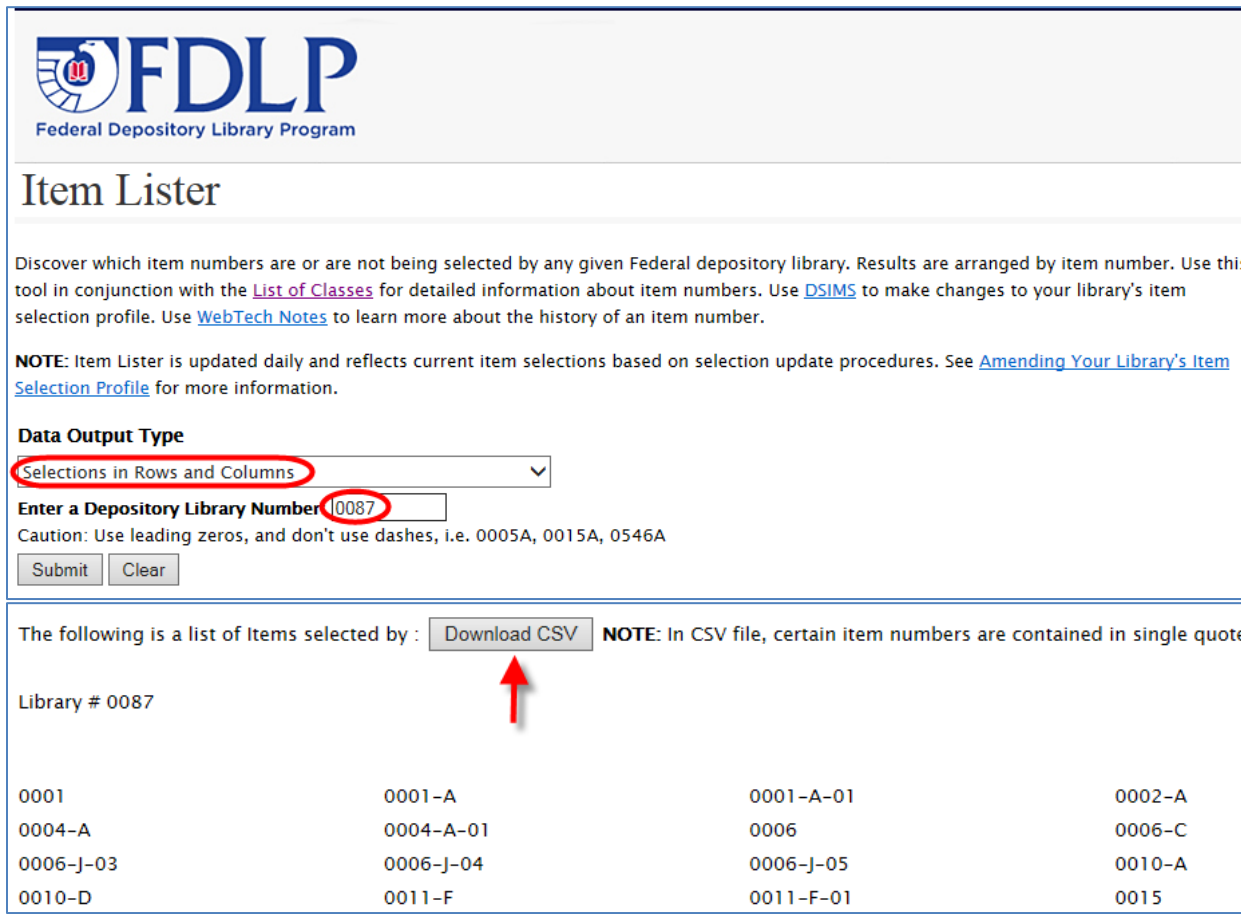
## Concept – Knowing what you are profiled for so you can review your selection profile

### Process – Reviewing your ISP using the LOC and your ISP in MS Access - from GPO files

How are you going to clean up your item selection profile (most likely to stop the unwanted tangible material from arriving in shipment boxes)?

We are going to pull together different files to provide a more accurate picture of what your library is selecting on your item selection profile and in what formats they are available in. To do that, we'll need to import two files into MS Access and then run a simple query.

#### Step 1 - Download your item selection profile from the Item Lister



**FDLP**  
Federal Depository Library Program

## Item Lister

Discover which item numbers are or are not being selected by any given Federal depository library. Results are arranged by item number. Use this tool in conjunction with the [List of Classes](#) for detailed information about item numbers. Use [DSIMS](#) to make changes to your library's item selection profile. Use [WebTech Notes](#) to learn more about the history of an item number.

**NOTE:** Item Lister is updated daily and reflects current item selections based on selection update procedures. See [Amending Your Library's Item Selection Profile](#) for more information.

**Data Output Type**  
Selections in Rows and Columns

**Enter a Depository Library Number** 0087  
Caution: Use leading zeros, and don't use dashes, i.e. 0005A, 0015A, 0546A

Submit Clear

The following is a list of Items selected by : [Download CSV](#) **NOTE:** In CSV file, certain item numbers are contained in single quotes

Library # 0087

|           |           |           |        |
|-----------|-----------|-----------|--------|
| 0001      | 0001-A    | 0001-A-01 | 0002-A |
| 0004-A    | 0004-A-01 | 0006      | 0006-C |
| 0006-J-03 | 0006-J-04 | 0006-J-05 | 0010-A |
| 0010-D    | 0011-F    | 0011-F-01 | 0015   |

[www.fdlp.gov](http://www.fdlp.gov) > Collection Tools > Item Lister

In the drop down box, select **Selections in Rows and Columns**

Type in your **library number**

Click **Submit**

And click **Download CSV**

Follow the prompts on your screen to open the CSV file up. Most computers will most likely default to opening it up in MS Excel.

|    | A          | B      |
|----|------------|--------|
| 1  | Library    | # 0087 |
| 2  | Selections |        |
| 3  | '0001'     |        |
| 4  | 0001-A     |        |
| 5  | 0001-A-01  |        |
| 6  | 0002-A     |        |
| 7  | '0003'     |        |
| 8  | 0004-A     |        |
| 9  | 0004-A-01  |        |
| 10 | '0006'     |        |
| 11 | 0006-C     |        |
| 12 | 0006-J     |        |
| 13 | 0006-J-03  |        |
| 14 | 0006-J-04  |        |
| 15 | 0006-J-05  |        |
| 16 | 0010-A     |        |
| 17 | 0010-A-01  |        |
| 18 | 0010-D     |        |
| 19 | 0011-F     |        |
| 20 | 0011-F-01  |        |
| 21 | '0015'     |        |
| 22 | 0015-A-05  |        |

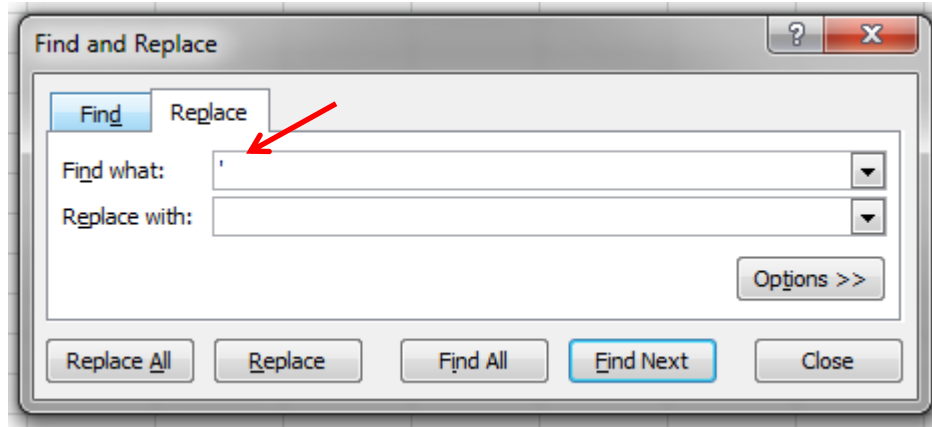
Delete row one (in green) so that cell A1 is Selections and cell A2 is your first item number.

Change the name in your new cell A1 from Selections to **Item Numbers**

Note that there are apostrophes in item numbers that have no letters in them. This is so the spreadsheet (software used to display the CSV file) does not strip out the leading zeros.

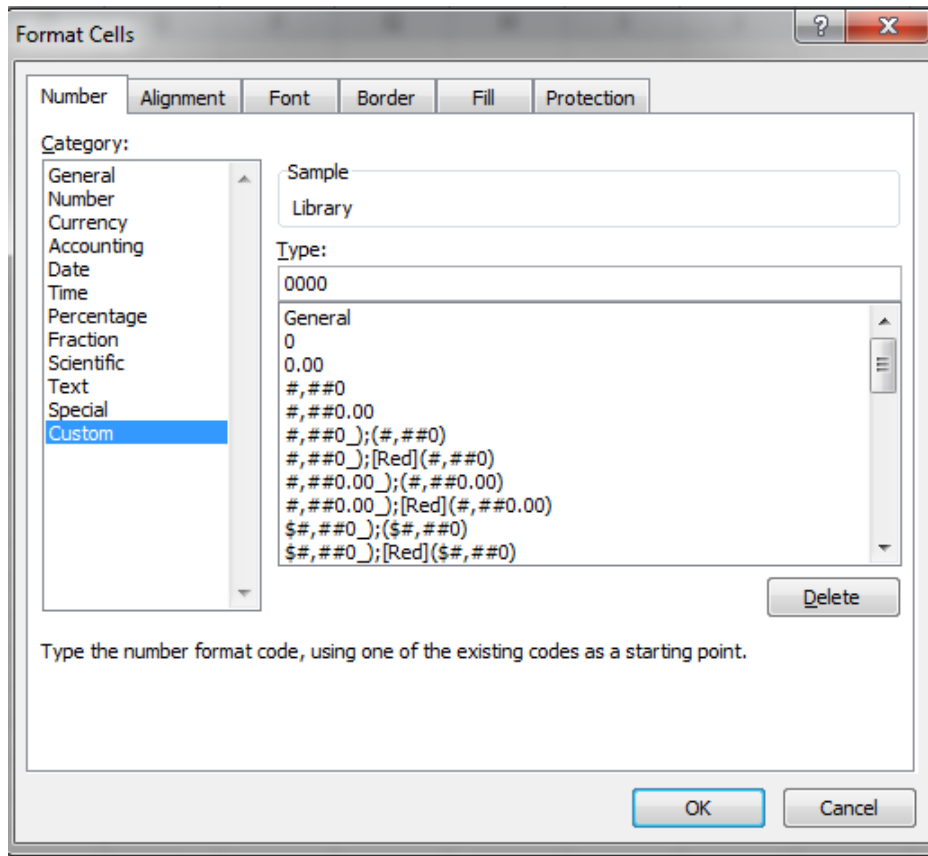
Item numbers must match item numbers found in any other file so that they can 'match' – which means we have to strip the apostrophes out of the item numbers by:

- Selecting Column A
- **Find & Select**
- **Replace**
- Type the ' into the top box and replace it with nothing (leave it blank)



Click **Replace All**.

All the apostrophes should disappear from your item numbers, as will the leading zeroes.



Now you have to get the leading zeros back into the item numbers, so the item numbers in different files match.

With the column still selected, click on

- **Format**
- **Format Cells**
- Select **Custom** from the list
- Type **0000**
- Click **OK**

The leading zeros should be back in the item numbers

**Save** the list of selected item numbers where you will remember it – **as an Excel or .xlsx file – NOT a .csv file**. You have formatted the cells to include the leading zeros, to save it as a CSV file would strip out that formatting.

**Step 2 - Download the List of Classes in CSV format.**

```

"A 1.47:" "Agricultural Statistics" "" "" "P" "0001"
"A 1.47/2:" "Agricultural Statistics" "" "" "Annual" "CD" "0001-A"
"A 1.47:" "Agricultural Statistics" "" "" "EL" "0001-A-01"
"A 1.58/A:" "Agriculture Decisions" "" "" "Semiannual" "EL" "0002"
"A 1.58/3:" "Summary of Decisions" "" "" "EL" "0002-A"
"A 1.76:" "Agriculture Handbooks (series)" "" "" "P/EL" "0003"
"A 1.75/4:" "Index to USDA Agriculture Information Bulletins" "" ""
"A 1.75/5:" "United States Animal Health Report" "" "" "Annual" "EL"
"A 1.75/2:" "Structure and Finances of U.S. Farms" "" "" "Annual" ""
"A 1.75:" "Agriculture Information Bulletin (AIB series)" "" ""
"A 1.1:" "Performance and Accountability Report" "" "" "Annual" "EL"
"A 1.1/3:" "Semiannual Report, Office of Inspector General" "" ""
"A 1.93:" "Budget Estimates for the United States Department of
"A 1.1/6:" "USDA Office of Inspector General Annual Business Pla
"A 1.1/9:" "Annual Report of the Judicial Officer" "" "" "Annual" ""
"A 1.1/8-2:" "Budget Summary and Annual Performance Plan" "" "" "An
"A 1.1/10:" "Office of Inspector General Strategic Plan" "" "" "Tri
"A 1.135:" "AITC Notes" "" "" "Quarterly" "EL" "0006-R"
"A 1.135/2:" "Ag Notes" "" "" "Completely Irregular" "EL" "0006-R-0
"A 1.2:" "General Publications" "" "" "" "0010"
"A 1.144:" "Agriculture Outlook, Conference Proceedings" "" "" "Ann
"A 1.129/3:" "Office of Ethics Newsletter" "" "" "Quarterly" "EL" ""
"A 1.145:" "Report to the Congress, CERCLA/SARA Activities" "" ""

```

Go to [www.fdlp.gov](http://www.fdlp.gov) > **Collection Tools** > **List of Classes** > **List of Classes Data Files**

Click **Download** next to the List of Classes file (NOT the List of Classes Online Only Items file)

After downloading, open the file up.

The file will open up as a text file. Reads pretty messy, huh?!

Don't worry, when imported into MS Access, it will be formatted in a more readable display.

Save the file where you will remember it - as a text or .txt file.

**TIP** - Close both the Item Selection Profile and the List of Classes file spreadsheets. If you import them while they are open, MS Access will strip out the cell formatting's leading zeros.

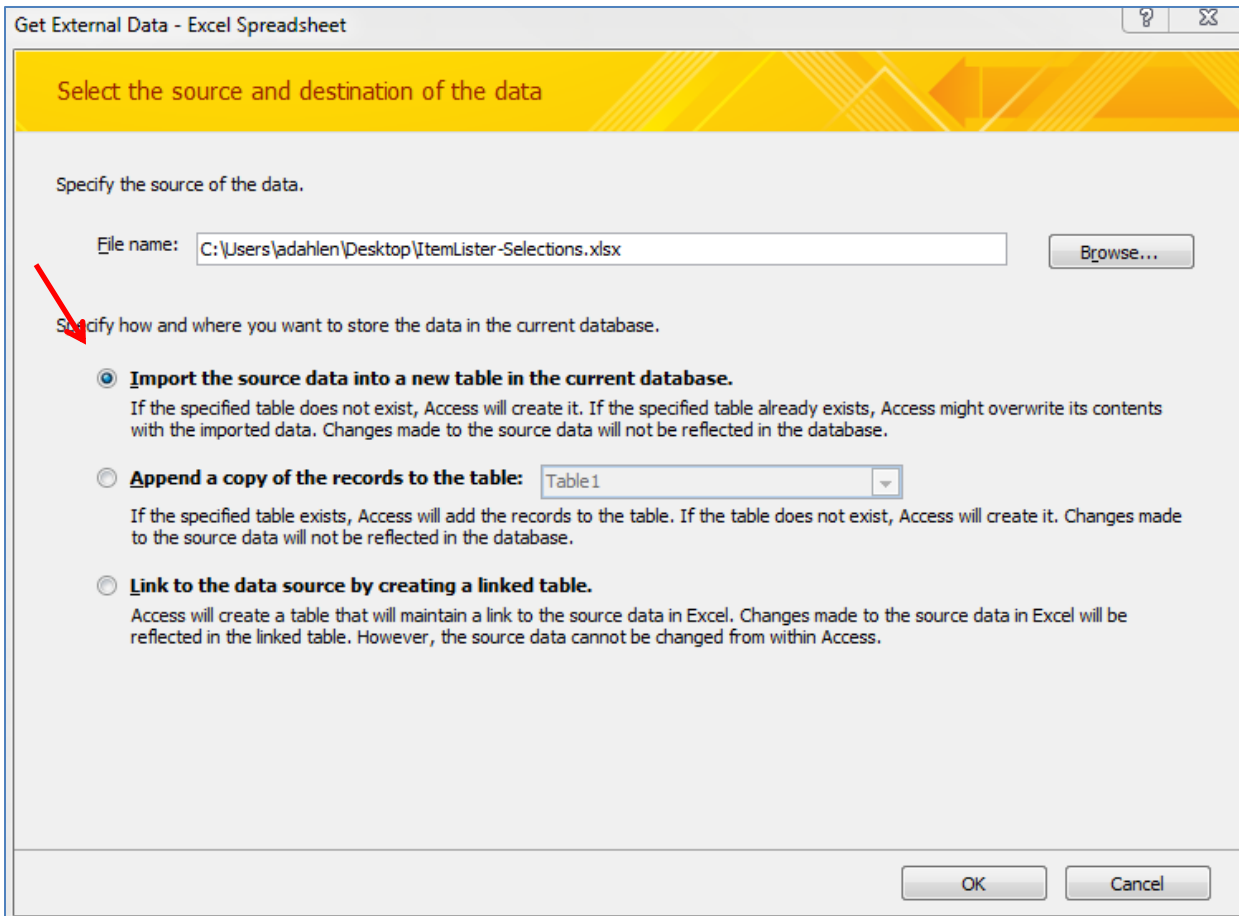
### Step 3 - Import files into MS Access and create a query.

Open up **MS Access**.

Create a new or **blank database**, name it, and save it where you will remember it.

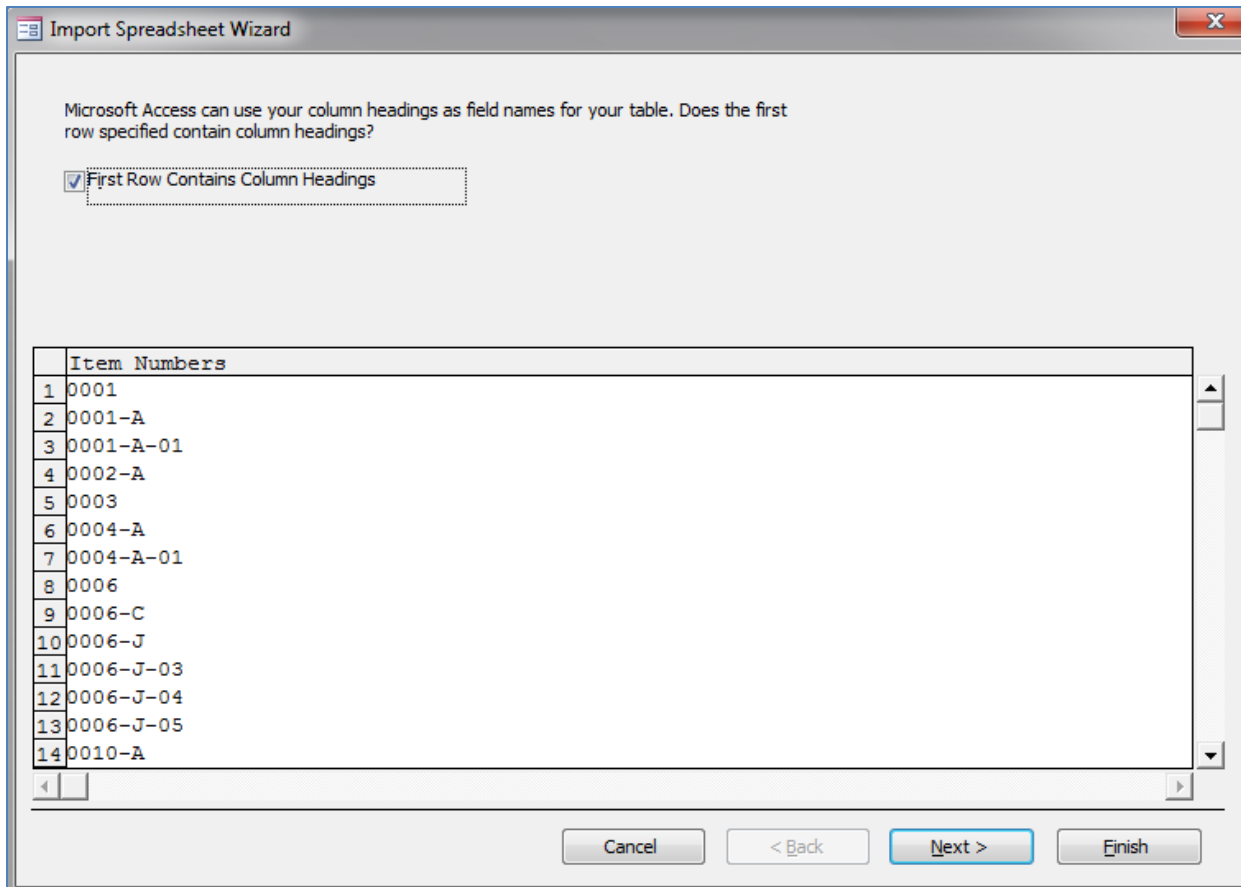
#### Step 3.1 Import your Item Selection Profile.

With your blank database open, click on **External Data**. Under **Import & Link**, click on **Excel**. **Browse** until you find your item selection profile spreadsheet and click **Open**.



Import the source data into a new table > click **OK**.

**Step 3.1.2** Now you have to format the spreadsheet that you just imported into MS Access.



Check the box for **First Row Contains Column Headings** >

Click **Next** > **Next** > **Next** and keep the name of the file

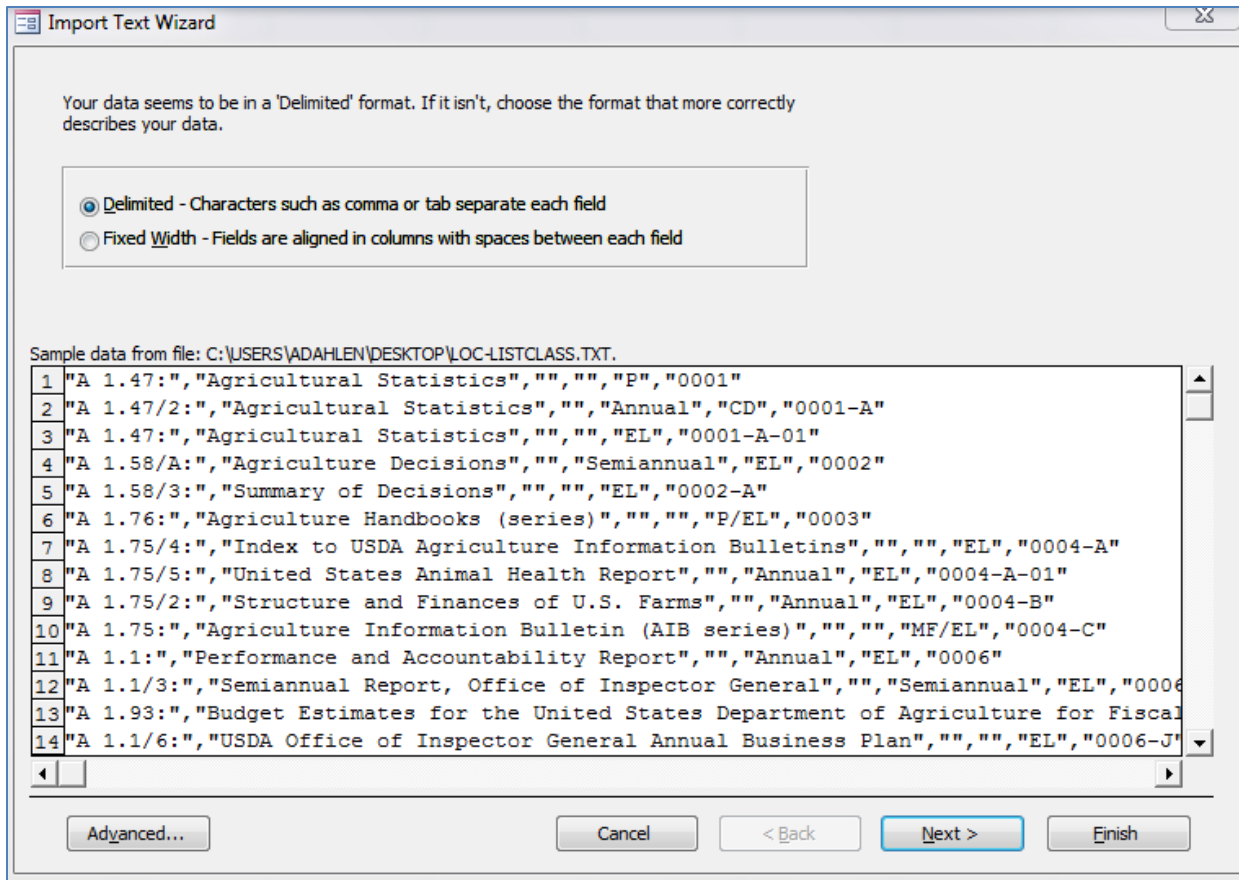
Click **Finish** > **Close**

You have imported your item selection profile, but kept most everything at the default settings.

### Step 3.2 Import the List of Classes.

In the database, under **External Data** tab, under **Import & Link**, select **Text File**. Browse until you find the list of classes file and click **Open**. Leave the import settings at default and click **OK**.

**Step 3.2.1** Now you have to format the List of Classes file that you just imported into MS Access.



It should recognize that the file is delimited, then click **Next**



Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
  Semicolon
  Comma
  Space
  Other:

First Row Contains Field Names
 Text Qualifier:

```

A 1.47: Agricultural Statistics
A 1.47/2: Agricultural Statistics
A 1.47: Agricultural Statistics
A 1.58/A: Agriculture Decisions
A 1.58/3: Summary of Decisions
A 1.76: Agriculture Handbooks (series)
A 1.75/4: Index to USDA Agriculture Information Bulletins
A 1.75/5: United States Animal Health Report
A 1.75/2: Structure and Finances of U.S. Farms
A 1.75: Agriculture Information Bulletin (AIB series)
A 1.1: Performance and Accountability Report
A 1.1/3: Semiannual Report, Office of Inspector General
A 1.93: Budget Estimates for the United States Department of Agriculture for Fiscal Y
A 1.1/6: USDA Office of Inspector General Annual Business Plan
    
```

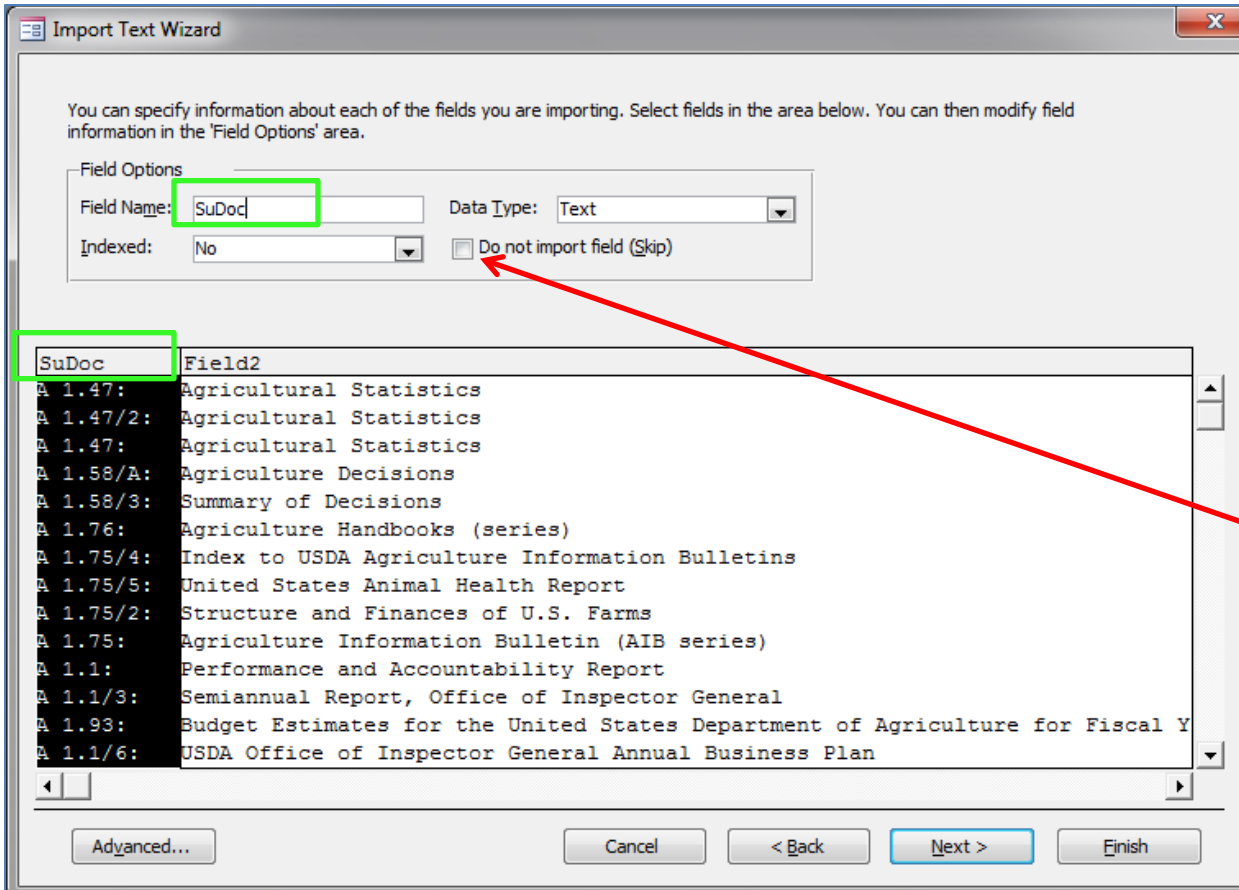
Advanced... Cancel < Back Next > Finish

It should identify that the columns are separated by a column.

Scroll to the right to ensure that all the columns are correct.

Do NOT check the box for First Row Contains Field Names because the first row does not contain headers. We will have to supply that later.

Click **Next**



You have to name the columns.

With the first column selected, type the name of the field in the **Field Name** box.

Scroll over and click on the each column that you want to provide a header or column name for. Type the name of the column in the Field Name box.

For blank columns or unwanted columns, instead of naming it, just select the column and check the box for **“Do not import field (Skip)”**.

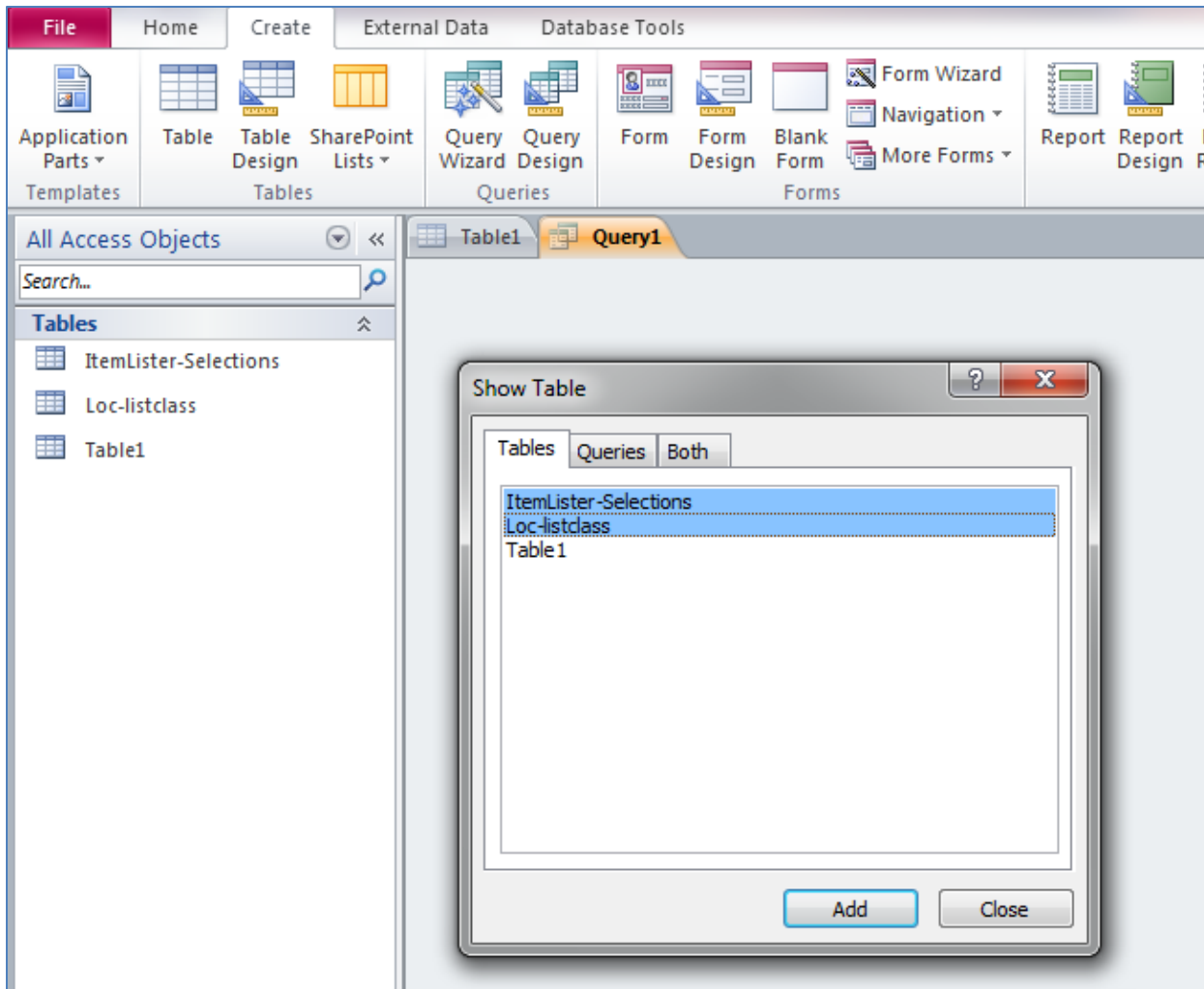
Click **Next > Next >** keep the name of the file

Click **Finish > Close**

You have two tables imported (plus the default blank table) in your MS Access database.

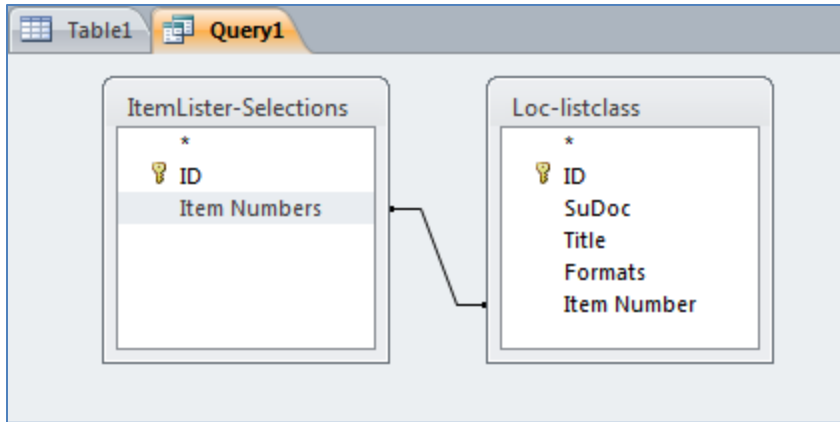
### Step 3.3 Create a query to get detailed information about what is on your item selection profile.

#### Step 3.3.1 In the database, click on the **Create** tab > **Query Design**



Select your two tables (hold the **Ctrl** key down as you click on them), **List of Classes** and the **Item Selection Profile** tables.

Click **Add** > **Close**



Click on your **Item Numbers** column (that was your item selection profile list) and drag it to the **Item Number** column in the List of Classes table.

It will draw a line between the two tables.

That is telling MS Access that those fields are related to each other and contain the same values.

Double click on **Item Numbers**, **SuDoc**, **Title**, and **Formats** (or whatever you named the columns as).

### Step 3.3.2 Create you query fields.

| Field:    | Item Numbers                        | SuDoc                               | Title                               | Formats                             |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Table:    | ItemLISTER-Selections               | Loc-listclass                       | Loc-listclass                       | Loc-listclass                       |
| Sort:     |                                     |                                     |                                     |                                     |
| Show:     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Criteria: |                                     |                                     |                                     |                                     |
| or:       |                                     |                                     |                                     |                                     |

The fields you double clicked on will appear below.

Under **Results**, click **Run**



It will run your query, returning all the Item Numbers, SuDocs, Titles, and Formats where it matches your item selection profile.

| Item Number | SuDoc     | Title            | Formats |
|-------------|-----------|------------------|---------|
| 0001        | A 1.47:   | Agricultural Sta | P       |
| 0001-A      | A 1.47/2: | Agricultural Sta | CD      |
| 0001-A-01   | A 1.47:   | Agricultural Sta | EL      |
| 0002-A      | A 1.58/3: | Summary of De    | EL      |
| 0003        | A 1.76:   | Agriculture Har  | P/EL    |
| 0004-A      | A 1.75/4: | Index to USDA    | EL      |
| 0004-A-01   | A 1.75/5: | United States A  | EL      |
| 0006        | A 1.1:    | Performance a    | EL      |
| 0006-J      | A 1.1/6:  | USDA Office of   | EL      |
| 0006-J-03   | A 1.1/9:  | Annual Report    | EL      |

**Tip – Going Online or Digital Only?**

If you want to go all 'digital only', you will have to deselect any item number that has anything other than just 'EL' in the format field. If it is a multiple format item number, for example, 'P/EL', you will have to deselect it or risk getting tangible material for it.

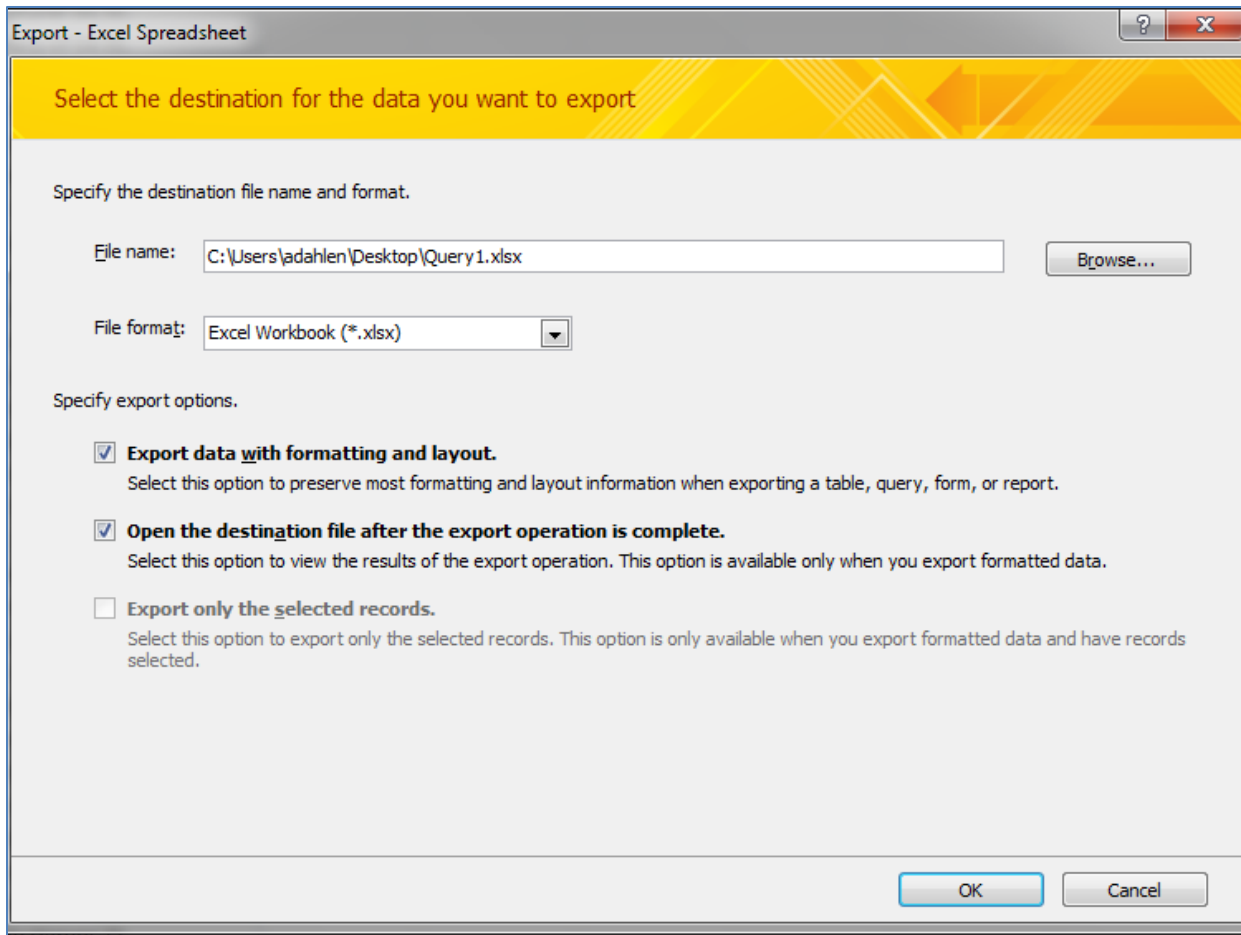
In other words, if you want to drop item numbers with tangible formats associated with them, identify item numbers that can be distributed in a tangible format (basically anything that isn't exclusively listed as "EL" can be issued in a tangible format).

From there, deselect unwanted item numbers in DSIMS

**The difference between this Item Selection Profile list and that from DDM2 is that:**

- Item numbers with multiple formats and/or titles are only listed once (on one row)
- Item numbers with unknown formats are blank in the Formats field.

**You can export this query into an Excel file to more easily sort, manipulate, and color code it.**



To export and manipulate...

Click on **External Data** tab

Under **Export**, click on **Excel**.

**Browse** to where you want it to be saved to

**Check** the boxes for both

- **Export data with formatting and layout** and
- **Open the destination file after the export operation is complete**

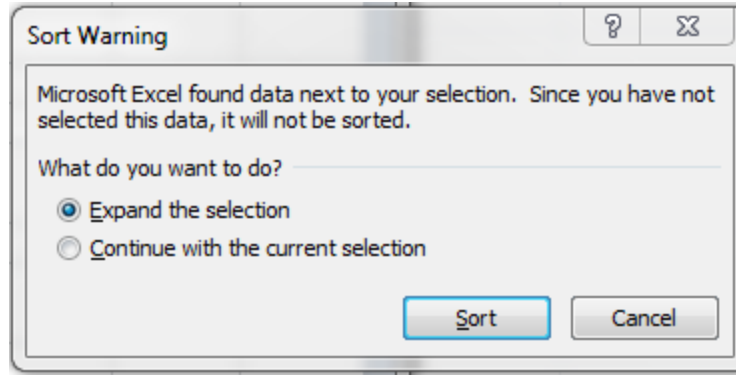
Click **OK** and **Close**

**Tip** - Your analysis will benefit if you add format information when there is no known format listed.

To add a format value where it is missing, select the **Formats** column and click on **Sort & Filter > Sort Z to A**.

It will prompt you to **Expand the selection** that is sorts

Click **Sort**



All the item numbers with an unknown format are sorted to the bottom

Scroll down to the first blank format cell

Type **Unk** in the first blank format cell

Mouse over the lower right corner of the Unk cell until the cursor forms a plus sign **+**

**Double click** on the lower right corner. It will auto fill all the remaining empty cells with **Unk**

|           |              |  |     |  |
|-----------|--------------|--|-----|--|
| 0909-C-01 | SI 1.49:     | Information Series   | CD  |  |
| 0982-L-03 | TD 1.130:    | NTSB/RP (series)   | CD  |  |
| 0982-N-29 | TD 12.17/2:  | NTAD (National Transportation Atlas Databases)                                 | CD  |  |
| 0083-B-08 | A 13.99/8:   | National Wildfire Coordinating Group: Handbooks, Manuals, Guides               | Unk |  |
| 0122-A-78 | A 92.58/5-4: | Forecast Reports (series)  |     |  |
| 0569-A-03 | AE 1.114/3:  | National Historical Publications and Records Commission (General Publications) |     |  |
| 0569-B    | AE 1.108:    | Handbooks, Manuals, Guides   |     |  |

**Save** your spreadsheet.

This process can be used to review your selection profile.

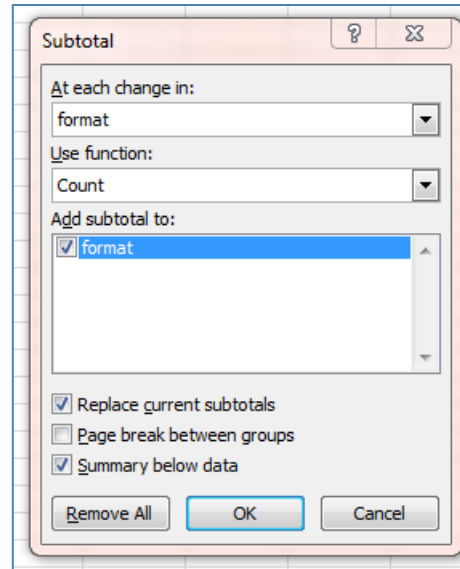
#### **Other analysis options:**

To see your selection profile broken out by format, in the spreadsheet, select the format column > **copy** the column > click on a **new** spreadsheet tab at the bottom of your spreadsheet > **paste**.

**Select** the column > **Sort & Filter** > **Sort A to Z**.

Select the column again > **Data** > **Subtotal** > **OK** >

At each change in: **format**  
Use function: **Count**  
**OK**



It just counted the number of CDs, DVDs, E, EL, MF, Paper, Unknowns formats listed...

|   |       | A               | B      | C |
|---|-------|-----------------|--------|---|
| 1 | 2     | 3               |        |   |
|   | 1     |                 | format |   |
| + | 99    | CD Count        | 97     |   |
| + | 105   | DISKETTES Count | 5      |   |
| + | 122   | DVD Count       | 16     |   |
| + | 289   | E Count         | 166    |   |
| + | 6786  | EL Count        | 6496   |   |
| + | 6788  | format Count    | 1      |   |
| + | 7751  | MF Count        | 962    |   |
| + | 10028 | P Count         | 2276   |   |
| + | 11046 | Unk Count       | 1017   |   |
| . | 11047 |                 |        |   |
| . | 11048 |                 |        |   |
| . | 11049 |                 |        |   |
| . | 11050 |                 |        |   |
| . | 11051 |                 |        |   |
| . | 11052 |                 |        |   |
| . | 11053 |                 |        |   |
| . | 11054 |                 |        |   |
| . | 11055 |                 |        |   |
| . | 11056 | Grand Count     | 11036  |   |
| . | 11057 |                 |        |   |
| . | 11058 |                 |        |   |

In the upper left corner of the table, click the **2**



Select and copy the counts for each of the formats, leaving out the Grand Count.

|   | A     | B                 |
|---|-------|-------------------|
| 1 |       | format            |
| + | 99    | CD Count 97       |
| + | 105   | DISKETTES Count 5 |
| + | 122   | DVD Count 16      |
| + | 289   | E Count 166       |
| + | 6786  | EL Count 6496     |
| + | 6788  | format Count 1    |
| + | 7751  | MF Count 962      |
| + | 10028 | P Count 2276      |
| + | 11046 | Unk Count 1017    |
| - | 11047 | Grand Count 11036 |
|   | 11048 |                   |

Then Paste it into NotePad or TextPad to clear out all the formulas 'behind the scenes'

|                 |      |
|-----------------|------|
| CD Count        | 97   |
| DISKETTES Count | 5    |
| DVD Count       | 16   |
| E Count         | 166  |
| EL Count        | 6496 |
| format Count    | 1    |
| MF Count        | 962  |
| P Count         | 2276 |
| Unk Count       | 1017 |

Select it again, copy it, and paste it into a new spreadsheet tab at the bottom. You have a count of the item numbers you select broken out by format.

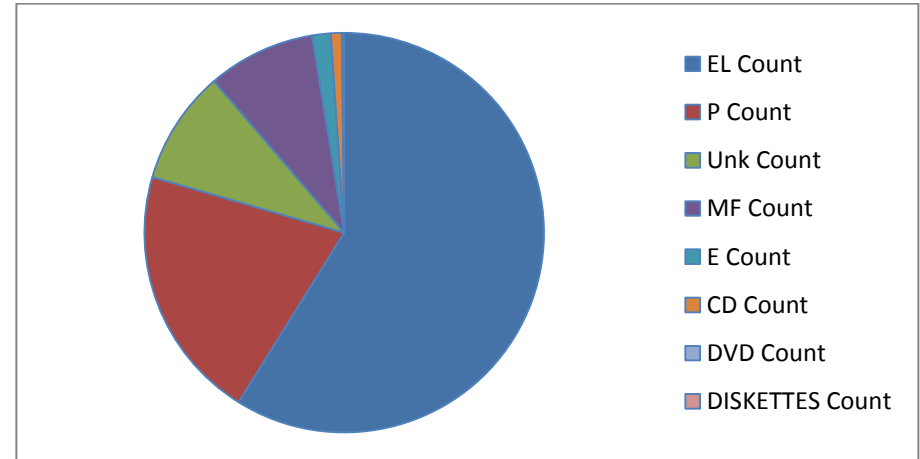
Delete the row 'format Count 1'. You can manually add the CD Diskettes, DVDs and E Counts if you want to see all the tangible electronic together, or you can report them out separately.

Select the Count column, Home > Sort & Filter > Sort Largest to Smallest > Expand the selection.

Select entire chart

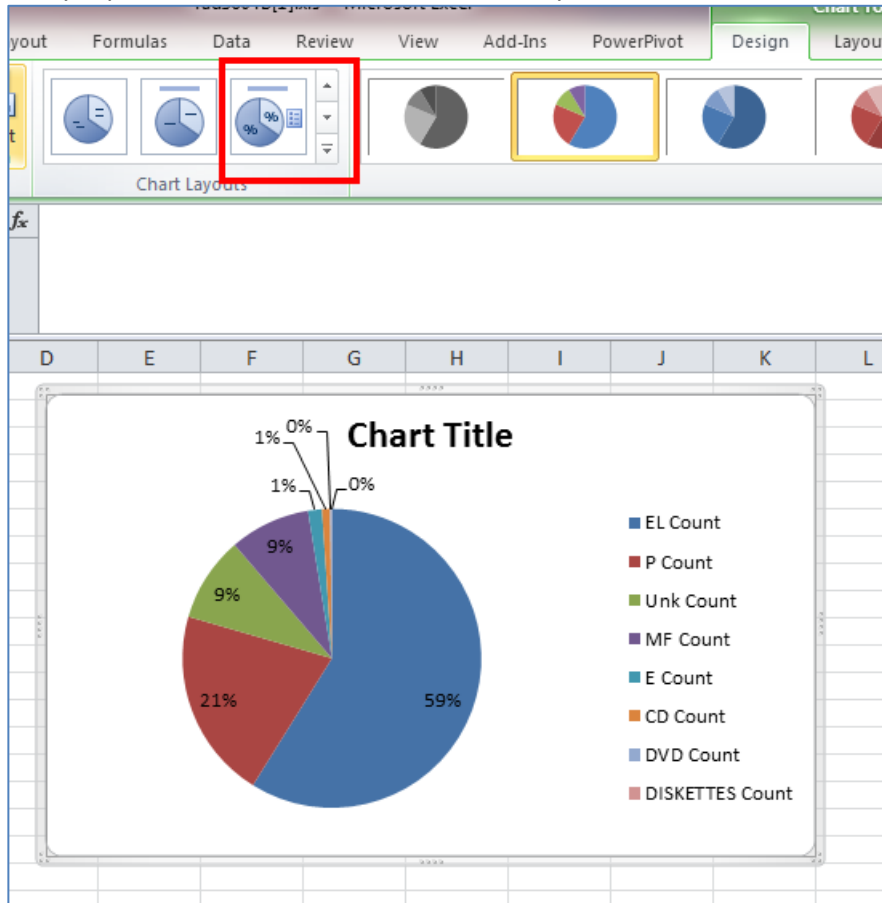
|   | A         | B    |
|---|-----------|------|
| 1 | EL Count  | 6496 |
| 2 | P Count   | 2276 |
| 3 | Unk Count | 1017 |
| 4 | MF Count  | 962  |
| 5 | E Count   | 166  |
| 6 | CD Count  | 97   |
| 7 | DVD Coun  | 16   |
| 8 | DISKETTE  | 5    |
| 9 |           |      |

Click on Insert > Pie > 2D Pie



As you can see below, this library is profiled for close to 60% in online-only formats.

You can change the **Chart Layout** (Design Tab) to view the percentages.



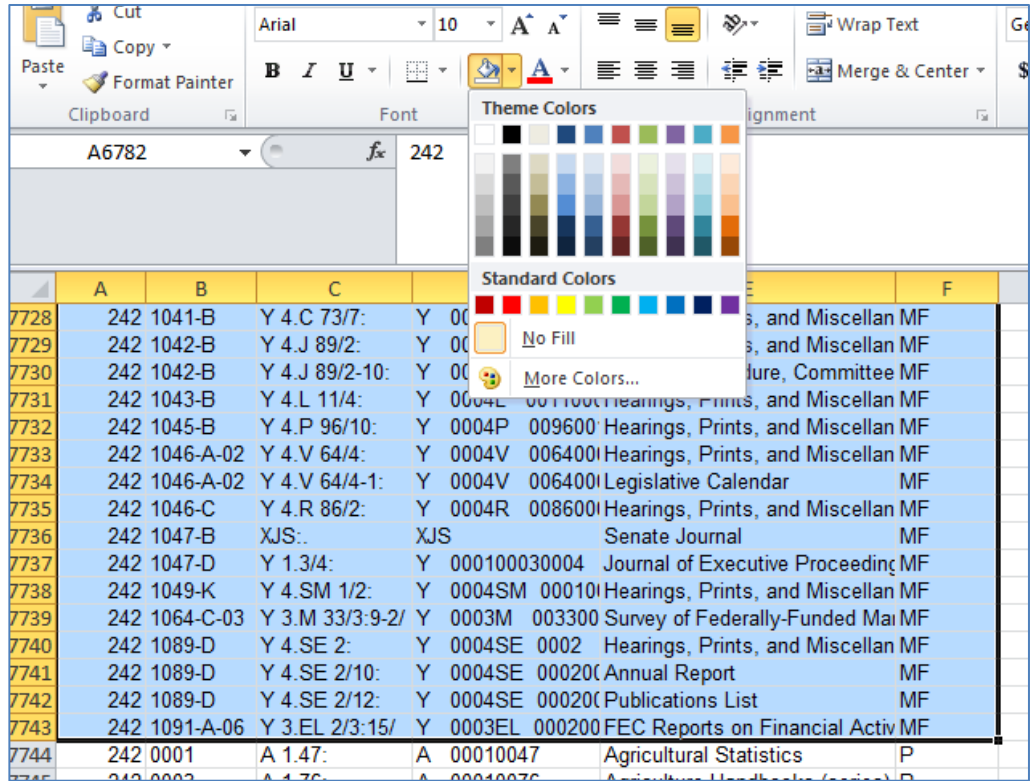
Going back to the original selection profile tab, try color coding your selection profile by format.

**Select** the format column

**Sort & Filter > Sort A to Z > Expand the selection**

Select the cells for a format, and pick a color to shade the cells

Repeat the steps for each format until the content for each format is shaded different colors



If you are using data from the List of Classes and Item Lister, **select** the SuDoc column. **Sort & Filter > Sort A to Z > Expand the selection.**

**Tip** - If you are using DDM2 data, **select** the nsudocstem column. nsudocstem is “naturalized SuDocs”, meaning MS Excel will properly sort the SuDocs stem. **Sort & Filter > Sort A to Z > Expand the selection.**

You are seeing your selection profile in SuDoc stem order, color coded by format.

|   | A       | B         | C           | D               | E                                  | F      | G |
|---|---------|-----------|-------------|-----------------|------------------------------------|--------|---|
| 1 | dnumber | item      | sudocstem   | nsudocstem      | title                              | format |   |
| 2 | 242     | 0006      | A 1.1:      | A 00010001      | Performance and Accountability     | EL     |   |
| 3 | 242     | 0006-G    | A 1.1/3:    | A 000100010003  | Semiannual Report, Office of In:   | EL     |   |
| 4 | 242     | 0006-J    | A 1.1/6:    | A 000100010006  | USDA Office of Inspector Gener     | EL     |   |
| 5 | 242     | 0006-J-04 | A 1.1/8-2:  | A 0001000100080 | Budget Summary and Annual F        | EL     |   |
| 6 | 242     | 0006-J-03 | A 1.1/9:    | A 000100010009  | Annual Report of the Judicial O    | EL     |   |
| 7 | 242     | 0010      | A 1.2:      | A 00010002      | General Publications               | Unk    |   |
| 8 | 242     | 0010-B    | A 1.7/2:    | A 000100070002  | News Releases for ...              | EL     |   |
| 9 | 242     | 0011-C    | A 1.11/3:   | A 000100110003  | Handbooks, Manuals, Guides         | Unk    |   |
| 0 | 242     | 0011-C-01 | A 1.11/3-2: | A 0001001100030 | Dietary Guidelines for Americ      | EL     |   |
| 1 | 242     | 0080-H    | A 1.32:     | A 00010032      | Posters and Maps                   | P      |   |
| 2 | 242     | 0015      | A 1.34:     | A 00010034      | Statistical Bulletins (series)     | EL     |   |
| 3 | 242     | 0015-B-59 | A 1.34/6:   | A 000100340006  | Statistical Highlights of U.S. Ag  | EL     |   |
| 4 | 242     | 0016      | A 1.36:     | A 00010036      | Technical Bulletins                | EL     |   |
| 5 | 242     | 0013-A    | A 1.38:     | A 00010038      | Miscellaneous Publications         | EL     |   |
| 6 | 242     | 0013-A    | A 1.38:     | A 00010038      | Miscellaneous Publications         | MF     |   |
| 7 | 242     | 0001-A-01 | A 1.47:     | A 00010047      | Agricultural Statistics            | EL     |   |
| 8 | 242     | 0001      | A 1.47:     | A 00010047      | Agricultural Statistics            | P      |   |
| 9 | 242     | 0001-A    | A 1.47/2:   | A 000100470002  | Agricultural Statistics            | CD     |   |
| 0 | 242     | 0015-C    | A 1.57:     | A 00010057      | USDA News                          | EL     |   |
| 1 | 242     | 0002-A    | A 1.58/3:   | A 000100580003  | Summary of Decisions               | EL     |   |
| 2 | 242     | 0002      | A 1.58/A:   | A 00010058A     | Agriculture Decisions              | EL     |   |
| 3 | 242     | 0032-B-02 | A 1.60/2:   | A 000100600002  | Bibliographies and Lists of Publ   | P      |   |
| 4 | 242     | 0032-B-01 | A 1.60/3:   | A 000100600003  | Bibliographies and Literature of   | EL     |   |
| 5 | 242     | 0032-B-01 | A 1.60/3:   | A 000100600003  | Bibliographies and Literature of   | MF     |   |
| 6 | 242     | 0014-A    | A 1.68:     | A 00010068      | PA (Program Aid) Series            | EL     |   |
| 7 | 242     | 0014-A    | A 1.68:     | A 00010068      | PA (Program Aid) Series            | P      |   |
| 8 | 242     | 0004-C    | A 1.75:     | A 00010075      | Agriculture Information Bulletin   | EL     |   |
| 9 | 242     | 0004-C    | A 1.75:     | A 00010075      | Agriculture Information Bulletin   | MF     |   |
| 0 | 242     | 0004-B    | A 1.75/2:   | A 000100750002  | Structure and Finances of U.S.     | EL     |   |
| 1 | 242     | 0004-A    | A 1.75/4:   | A 000100750004  | Index to USDA Agriculture Infor    | EL     |   |
| 2 | 242     | 0004-A-01 | A 1.75/5:   | A 000100750005  | United States Agriculture Health R | EL     |   |

For example, the library here selects the Agricultural Statistics in 3 formats, EL, P, and CD (colorful, eh?)

They can quickly identify if they want to deselect one of the formats.

Also, you can get a quick sense of how a library is developing a particular area. For example, most libraries select congressional materials in paper and online, or microfiche and online. So you will see a pattern of color a/color b/color a/color b/color a/color b/color a/color b...

This library here is a selective, and you can tell that they have an 'illegal' selection because they select both the paper and microfiche version of Y 4.P 93/1-10:

|           |                |   |         |            |                                    |    |
|-----------|----------------|---|---------|------------|------------------------------------|----|
| 1004-F    | Y 4.P 93/1:    | Y | 0004P   | 00930001   | Hearings, Prints, and Miscellaneou | EL |
| 1004-D    | Y 4.P 93/1:    | Y | 0004P   | 00930001   | Hearings, Prints, and Miscellaneou | MF |
| 0992-A-01 | Y 4.P 93/1:1   | Y | 0004P   | 00930001   | Congressional Directory            | EL |
| 0992      | Y 4.P 93/1:1   | Y | 0004P   | 00930001   | Congressional Directory            | P  |
| 0992-A    | Y 4.P 93/1:6   | Y | 0004P   | 00930001   | Government Printing and Binding R  | P  |
| 1004-D    | Y 4.P 93/1-10: | Y | 0004P   | 0093000100 | U.S. Government Depository Librari | MF |
| 1004-E    | Y 4.P 93/1-10: | Y | 0004P   | 0093000100 | U.S. Government Depository Librari | P  |
| 1025-A-02 | Y 4.SCI 2:     | Y | 0004SCI | 0002       | Hearings, Prints, and Miscellaneou | EL |
| 1025-A-03 | Y 4.SCI 2:     | Y | 0004SCI | 0002       | Hearings, Prints, and Miscellaneou | MF |
| 1025-A-04 | Y 4.SCI 2/11:  | Y | 0004SCI | 00020011   | Legislative Calendar               | EL |
| 1025-A-02 | Y 4.SCI 2/11:  | Y | 0004SCI | 00020011   | Legislative Calendar, Committee on | MF |

Otherwise, the rest of the Y4's for this library are consistently a blue/tan/blue/tan pattern, reflecting that they select congressional material in online and microfiche formats.

You can also do all of the above analysis using DDM2, with some caveats...

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## **Concept – Knowing what you are profiled for so you can review your selection profile**

### **Process – Reviewing your ISP - in DDM2**

#### **Overview of DDM2**

- Is a service of Wichita State University
- It provides search functionality and reports for selection profiles, shipping lists, catalog records, and other GPO data files
- Its data dates back to 1997
- DDM2 regularly updates their files from GPO files. They always indicate someplace on their page the last date that they uploaded content. You may have to wait for them to update their files.

**DDM2:** <http://govdoc.wichita.edu/ddm2/gdocframes.asp>



The **List of Classes** is available on the home page under List of Classes

The file can be exported into a spreadsheet.

However, for the purpose of analyzing your item selection profile, you do not need to create a query in MS Access database like above.

To analyze your selection profile in DDM2, click on **Depository Selection & Directory** > Type in your **library number** and click **Submit**

**DOCUMENTS DATA MINER 2**  
HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

**WELCOME TO DOCUMENTS DATA MINER 2,**  
**A Library Management System for United States Government Documents**

Developed and maintained by Wichita State University Libraries  
using data published by the Government Printing Office.

**LOGOFF**  
**CATALOG**  
**DEPOSITORY SELECTION & DIRECTORY**  
**INACTIVE LOC**  
**LIST OF CLASSES**  
**MARC LOCATOR**  
**SHELF LISTS**  
**SHIPPING LISTS**  
**SUPERSEDED LIST**  
**URL LOCATOR**

**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.

**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.

**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.

**URL LOCATOR**  
Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.

**CATALOG**  
Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.

**Tools**  
Union list configuration. Set records per page. Exports.

**DDM2 Survey**  
Take the DDM2 Survey.

The library number is a link. Click on your **library number**.

**Depository List**

Click on **Dep#** number to search that library's profile.  
Click on **Institute** for complete Directory information.  
Click on the **e-mail** address to send a message.  
Click on the **URL** to go to their Homepage.

| Dep#                 | Item% | institute              | Library                | City   | State | E-mail   | Home URL  |
|----------------------|-------|------------------------|------------------------|--------|-------|--|---|
| <a href="#">0087</a> | 50%   | University of Delaware | Hugh M. Morris Library | Newark | DE    | <a href="mailto:varken@udel.edu">varken@udel.edu</a> | <a href="http://guides.lib.udel.edu/usgov">http://guides.lib.udel.edu/usgov</a> |

You get a form where you can run queries on your selection profile.

The form looks like you have to fill out fields, you don't actually have to though.

You can see your entire profile by just clicking on **Submit**.

Or you can evaluate it by format or other criteria.

**Tip** – You know how to evaluate what you are selecting on your selection profile, but what about what you aren't selecting?

From the form, in the Status drop down box, select **"Unselected for \_\_\_\_\_"** to see a list of what you are NOT selecting.

Show classlist entries on an agency, item or sudoc query

|               |   |
|---------------|---|
| Agency:       | Any Agency  |
| And           | Agency dropdown provides summary of item number totals by agency for this depository.                               |
| Item Number:  |   |
| And           | Item entry requires exact spacing and punctuation. Or, truncated and wild card % searches are possible, ie, 0619%08 |
| <b>Submit</b> | Sudoc Stem:   |
| And           | Sudoc entry requires exact spacing and punctuation. Or, truncated and wild card % searches are possible, ie, D%23%  |
| <b>Reset</b>  | Title Search:   |
| And           | Search exact title, or word(s) from a title. Automatic left/right truncation built in.                              |
| Formats:      | Any Format  |
| And           |   |
| Status        | Active For 0087   |
|               | Active = an item number currently selected by a depository library.   |
|               | Dropped = an item number which was active, but has been dropped since DDM's inception (11-97).                      |
|               | Unselected = an item which has never been selected by a depository since DDM's inception (11-97).                   |
|               |   |
|               | New Items in last 0 Months  |

You can page through the search results 25 at a time, or you can export your selection profile by clicking on **Export to Excel** or **Export to CSV**

status:Y

Page 1 of 220 Records =5480

Go To >>

**EXPORT TO EXCEL** EXPORT TO CSV

gpo and 0087 status A=active, I=inactive, D=dropped, N=not selected

| Shelf     | Item      | SuDocStem | Title                   | Agency                 | Format | Frequency | GPO | 0087 | LOC Date Added       | LOC Last Update      |
|-----------|-----------|-----------|-------------------------|------------------------|--------|-----------|-----|------|----------------------|----------------------|
| Shelflist | 0001      | A 1.47:   | Agricultural Statistics | Agriculture Department | P      |           | A   | A    | 7/20/1999 2:02:55 PM | 10/8/2012 4:46:20 PM |
| Shelflist | 0001-A    | A 1.47/2: | Agricultural Statistics | Agriculture Department | CD     | Annual    | A   | A    | 7/20/1999 2:02:55 PM | 5/31/2012 3:22:16 PM |
|           | 0001-A-01 | A 1.47:   | Agricultural Statistics | Agriculture Department | EL     |           | A   | A    | 5/2/2003 1:46:43 PM  | 10/8/2012 4:46:20 PM |
|           | 0002-A    | A 1.58/3: | Summary of Decisions    | Agriculture Department | EL     |           | A   | A    | 1/13/2004 3:57:37 PM | 5/31/2012 3:22:16 PM |
|           |           |           |                         | Agriculture            |        |           | A   | A    | 7/20/1999 2:02:55 PM | 5/31/2012 3:22:16 PM |

From the spreadsheet that opens up, you can manipulate the data in the same way as above – with one important caveat – this is an **IMPORTANT CONCEPT for when working with DDM2 data...**



DDM2 breaks out each title and each format for a given item number, separately.

Below, you can see that the SuDoc stem A 1.76: and the title Agriculture Handbooks is repeated twice.

|           |      |         |                                |                        |    |  |
|-----------|------|---------|--------------------------------|------------------------|----|--|
| Shelflist | 0003 | A 1.76: | Agriculture Handbooks (series) | Agriculture Department | P  |  |
| Shelflist | 0003 | A 1.76: | Agriculture Handbooks (series) | Agriculture Department | EL |  |

This item number is a multi-format item number, meaning if you select it, you are profiled for both the P and the EL format.

Below, you can also see that item numbers that have more than one title and SuDoc associated with it will appear on two lines.

|           |        |            |                                      |                        |    |  |
|-----------|--------|------------|--------------------------------------|------------------------|----|--|
| Shelflist | 0018-A | A 92.24/5: | Farms and Land in Farms              | Agriculture Department | EL |  |
| Shelflist | 0018-A | A 92.40:   | Farm Production Expenditures Summary | Agriculture Department | EL |  |

DDM2 breaks multiple-format and multiple SuDocs/Titles item numbers out onto two lines, counting each line for each difference. In GPO’s Item Lister, it will only reflect that you select the item number once. Therefore – **there will likely be a difference between the selection count that you see in DDM2 and in Item Lister.** This will also be important later on.

When you export to Excel or CSV, you may want to delete the columns you don’t need, like the blank column, selected, active, adate, udate, gpostatus, agencycode, agencyname, and frequency.

‘nsudocstem’ is a ‘naturalized SuDoc stem’ so you can sort the list in Excel in proper SuDoc order (very handy).

From here – you can do the same analysis on your selection profile as you did using GPO files above. The difference being how DDM2 lists multiple-format and multiple-title/SuDocs item numbers. Be careful if you deselect item numbers based off of DDM2 data. Make sure you are double check if an item number you are interested in adding or dropping has multiple formats and/or titles/SuDocs associated with it.

## Concept – Maintaining Your Digital Collection

### Process – Reviewing digital resources that have been newly cataloged - from GPO files

Digital resources are constantly being identified and cataloged. A good digital collection requires ongoing and regular maintenance. Maintenance involves ensuring continued appropriateness of digital resources in your collection as well as a review of your discovery or access points to the digital material. Most importantly, it involves you yourself staying up-to-date with new online or digital resources that may be of interest to your users.

Using the Catalog of U.S. Government Publications (CGP), you can identify newly cataloged digital resources.



CGP: <http://catalog.gpo.gov/F>



Click on **New Titles**

From there, you can click on the links run CGP queries of newly cataloged online/electronic/digital resources. The reports are broken out by different time frames.

| <b>New Titles</b>  |                             |                                |                            |                            |                                   |
|--|-----------------------------|--------------------------------|----------------------------|----------------------------|-----------------------------------|
| The New Titles page is an easy way to find all the latest documents added to the <i>Catalog of U.S. Government Publications (CGP)</i> . It provides access to new documents in many different formats, such as print documents, electronic documents, or eBooks. It also provides information on documents that are still in-process. Users can look for documents in a particular range of time by clicking on specific timeframes, such as Last Seven Days or Last Three Months. |                             |                                |                            |                            |                                   |
| <b>New Titles</b><br>All new titles  | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |
| <b>New Electronic Titles</b><br>Only new titles that are available online  | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |
| <b>New Government eBook Titles</b><br>Only new eBook titles (mobi and/or epub formats)   | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |
| <b>New Preliminary Titles</b><br>Only report of new titles that are still being processed  | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |
| <b>New Serial Titles</b><br>Only new continuing titles (journals, annuals, and periodicals)  | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |
| <b>New Integrated Resource (IR) Titles</b><br>Only new documents such as archived Government websites, databases, loose leafs, etc.  | <a href="#">Last 7 days</a> | <a href="#">Last Two Weeks</a> | <a href="#">This Month</a> | <a href="#">Last Month</a> | <a href="#">Last Three Months</a> |

You can review the search results page and note resources of interest. Note the OCLC number, CGP System Number, or check the boxes next to the resources and email the checked records to yourself. More information on how to email and save CGP records can be found in the Help file by clicking on **Help** at the top of the CGP menu bar.

Selected records (checked below): [View Selected](#) | [E-mail](#) | [Create Subset](#) | [Add to Bookshelf](#)

Whole record set: [Select All](#) | [Deselect All](#) | [Rank](#) | [Refine](#)

Sort options: [Year\(d\)/Title](#) | [Year\(a\)/Title](#) | [Title/Year\(d\)](#) | [SuDoc \(a\)](#)

Display options: [Extended](#) | [Brief](#)

Records 1 - 10 of 156 (maximum display and sort is 2000 records)

[Jump to #](#)

[Previous Page](#) [Next Page](#)

| # | Title   | Year | Author  | SuDoc Number     | Internet Access  |
|---|---|------|---|------------------|--|
| 1 | <input checked="" type="checkbox"/> <a href="#">Across town, across oceans : expanding the role of small business in global commerce : hearing before the Committee on Small Business, United States House of Representatives, One Hundred Fourteenth Congress, first session, hearing held May 20, 2015.</a> | 2015 | United States.Congress.House.Committee on Small Business, | Y 4.SM 1:114-012 | <a href="http://purl.fdlp.gov/GPO/g">http://purl.fdlp.gov/GPO/g</a>  |
| 2 | <input checked="" type="checkbox"/> <a href="#">An Act to Designate the Facility of the United States Postal Service Located at 14 3rd Avenue, NW, in Chisholm, Minnesota, as the "James L. Oberstar Memorial Post Office Building."</a>  | 2015 | United States,  | AE 2.110:114-37  | <a href="http://purl.fdlp.gov/GPO/g">http://purl.fdlp.gov/GPO/g</a><br><a href="http://purl.fdlp.gov/GPO/g">http://purl.fdlp.gov/GPO/g</a> |
| 3 | <input type="checkbox"/> <a href="#">An Act to Designate the Facility of the United States Postal Service Located at 141 Paloma Drive in Floresville, Texas, as the "Floresville Veterans Post Office Building."</a>  | 2015 | United States,  | AE 2.110:114-33  | <a href="http://purl.fdlp.gov/GPO/g">http://purl.fdlp.gov/GPO/g</a><br><a href="http://purl.fdlp.gov/GPO/g">http://purl.fdlp.gov/GPO/g</a> |

Alternatively, you can scroll to the bottom of the New Titles page and you can view a spreadsheet version of New Electronic Titles – one month at a time.

### New Electronic Titles Monthly Archive Reports

New Electronic Titles Monthly Archive Reports are generated from data collected from the *Catalog of U.S. Government* monthly report will be available by mid-February).

Beginning in April 2005, data from the *CGP* was used to generate monthly reports that included new records and records changed to include only new records. Development to refine the report format is ongoing.

The current reports will be made available in HTML format with links in the titles to the bibliographic records and in Cor

**2015**

|                              |                           |                          |
|------------------------------|---------------------------|--------------------------|
| <a href="#">January</a>      | <a href="#">March</a>     | <a href="#">May</a>      |
| <a href="#">January.csv</a>  | <a href="#">March.csv</a> | <a href="#">May.csv</a>  |
| <a href="#">February</a>     | <a href="#">April</a>     | <a href="#">June</a>     |
| <a href="#">February.csv</a> | <a href="#">April.csv</a> | <a href="#">June.csv</a> |

**2014**

|                             |                           |                         |                          |                               |                              |
|-----------------------------|---------------------------|-------------------------|--------------------------|-------------------------------|------------------------------|
| <a href="#">January</a>     | <a href="#">March</a>     | <a href="#">May</a>     | <a href="#">July</a>     | <a href="#">September</a>     | <a href="#">November</a>     |
| <a href="#">January.csv</a> | <a href="#">March.csv</a> | <a href="#">May.csv</a> | <a href="#">July.csv</a> | <a href="#">September.csv</a> | <a href="#">November.csv</a> |

Open the spreadsheet up by clicking on the month you are interested in (the file with the .csv file extension).

Within the spreadsheet, delete unwanted records, and save the desired records. The remaining records on the list will have the OCLC number and CGP system number to make it easier to copy catalog.

**Tip** - This procedure does not take into account a library's item selection profile. All resources are reviewed, which may mean that resources that wouldn't otherwise have been captured in a selection profile would get reviewed.

There is an average of about 600-700 online or digital resources cataloged each month. Some would prefer to only have to review resources based on their item selection profile. To do that, you will have to either pull the monthly .csv New Electronic Titles list into MS Access and run a query against your library's item selection profile, or, you can use DDM2.

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## Concept – Maintaining Your Digital Collection

### Process – Reviewing digital resources that have been newly cataloged - from DDM2

To evaluate or identify online resources that match your current item selection profile:

DDM2 can run a query and identify all the MARC records created by GPO (since 1997) that have an 856 PURL entry, which matches your current item selection profile.

The screenshot shows the homepage of Documents Data Miner 2. At the top, there is a navigation bar with links: HOME, INTRODUCTION, TOOLS, DDM, FDLP, FEEDBACK, and TUTORIAL. On the left side, there is a vertical menu with the following 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 main content is organized into three columns of links and descriptions:

- 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.
- 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.
- 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.
- URL LOCATOR**: Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.
- CATALOG**: Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.
- Tools**: Union list configuration. Set records per page. Exports.
- DDM2 Survey**: Take the DDM2 Survey.

There are also two logos on the left side: a stylized "WStU" logo and a logo of a computer monitor displaying a globe.

DDM2:

<http://govdoc.wichita.edu/ddm2/gdocframes.asp>

Click on **URL LOCATOR**

The URL Locator is a subset of all GPO MARC records dating back to 1997 that have MARC 856 fields (PURLs/URLs)



|                                       |   |
|---------------------------------------|---|
| <b>OCLC Number:</b>                   | <input type="text"/>  |
| And                                   | Enter exact OCLC number ie: 42295292  |
| <b>Item Number:</b>                   | <input type="text"/>  |
| And                                   | Item entry requires exact spacing and punctuation.<br>Or, truncated and wild card % searches are possible, ie, 0260% or 0619%08 |
| <input type="button" value="Submit"/> | <b>Sudoc Number:</b> <input type="text"/>   |
| And                                   | Sudoc entry requires exact spacing and punctuation.<br>Or, truncated and wild card % searches are possible, ie, C 3% or D%23%   |
| <b>Agency/Author:</b>                 | <input type="text"/> <input type="button" value="Help"/>  |
| And                                   | Full Text Search 1xx Tags for an agency/author.   |
| <input type="button" value="Reset"/>  | <b>Title:</b> <input type="text"/> <input type="button" value="Help"/>  |
| And                                   | Full Text Search for title.   |
| <b>Subject:</b>                       | <input type="text"/> <input type="button" value="Help"/>  |
| And                                   | Full text search on subject<br>Use 'and' 'or' 'near' as operators between words.  |
| <b>Pub Type:</b>                      | <input type="text" value="Any"/> <input type="button" value="v"/>   |
| And                                   |   |
| <b>Depository:</b>                    | <input type="text" value="0087"/>   |
| And                                   | Find only records that belong to this depository profile  |
| <b>From Date:</b>                     | <input type="text" value="5/21/2015"/>  |
|                                       | Find only records from this date forward (mm/dd/yyyy)   |
| <b>To Date:</b>                       | <input type="text" value="7/21/2015"/>  |
|                                       | Find only records up to this date (mm/dd/yyyy)  |

In the form, if you want to view all of the records with PURLs or URLs in them, just click **Submit**

**Tip** - It is recommended that you enter a time frame to limit the volume of records returned

To filter the search results to your current item selection profile, in the form, type in your FDL number in the **Depository** column and click **Submit**

When filtering by your current selection profile, you may miss relevant online resources, but you will not have to review all the records cataloged in your time frame.

**Tip** - You can also search for online resources by LSCH, agency, SuDocs stem, etc.

**Tip** - The '%' symbol is the wildcard character in DDM2

|            |           |
|------------|-----------|
| Oclc:      |           |
| Agency:    |           |
| Item :     |           |
| SuDocStem: |           |
| Title:     |           |
| Subject:   |           |
| Format:    | *         |
| Depo:      | 0087      |
| From Date: | 5/21/2015 |
| To Date:   | 7/21/2015 |



### Search Results (400 hits)

#### ***"Stand your ground" laws :***

Item 1042-C SuDoc Y 4.J 89/2:S.HRG.113-626

<http://purl.fdlp.gov/GPO/gpo57501>

<http://www.gpo.gov/fdsys/pkg/CHRG-113shrg94124/pdf/CHRG-113shrg94124.pdf>

<http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1042-C&SYS=000949327>

Download View Marc ocn909041034 GPO timestamp= 5/29/2015 2:19:46 PM

#### ***"Stand your ground" laws :***

Item 1042-A SuDoc Y 4.J 89/2:S.HRG.113-626

<http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1042-A&SYS=000950156>

Download View Marc ocn910339421 GPO timestamp= 6/9/2015 7:51:06 AM

#### ***#BringBackOurGirls: addressing the threat of Boko Haram :***

Item 1017-C-07 SuDoc Y 4.F 76/2:S.HRG.113-628

<http://purl.fdlp.gov/GPO/gpo58447>

<http://www.gpo.gov/fdsys/pkg/CHRG-113shrg94293/pdf/CHRG-113shrg94293.pdf>

Download View Marc ocn911138392 GPO timestamp= 6/17/2015 2:06:54 PM

Search results return online resources cataloged by GPO and any limits you put into the form, such as your selected time frame, or records that match your library's current item selection profile.

You can:

- View the item number, title, & SuDocs number
- View the resource itself by clicking on the PURL or URL
- Make note of the OCLC number
- Download the MARC bibliographic record in .bib format

**Caution** - You will have to further limit your date range if you see that it returns 400 results (the maximum search results). Remember that GPO catalogs an average of 600-700 online resources a month.



Once you have identified catalog records of interest, you can note the OCLC number down and copy catalog them, or download the MARC records in .bib format from within DDM2.

This process is a good way to regularly review and identify new online or digital resources of interest for your collection.

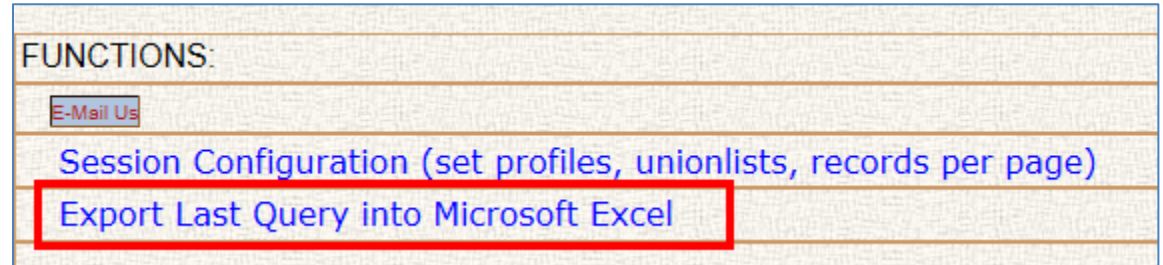
You have noted that the search results cannot be exported into a spreadsheet for review. There is a way to export the search results.

**To export the URL Locator search results:**

Run the query above

On the DDM2 navigation bar at the top, click on **TOOLS**

On the Tools page, click on **Export Last Query in MS Excel**



**Open** the spreadsheet

| id | id     | oclc         | revdate         | Title                                  | Item      | SuDocStem                | urlcnt |
|----|--------|--------------|-----------------|--|-----------|--------------------------|--------|
| 1  | 548712 | ocm35747091  | 6/25/2015 12:02 | Best edition" of published copyrighte  | 0802-A    | LC 3.4/2:7 B/            | 1      |
| 2  | 549528 | ocn913744398 | 7/13/2015 9:57  | The state of technological innovation  | 1040-C    | Y 4.EN 2:S.HRG.114-31    | 3      |
| 3  | 547986 | ocn911138392 | 6/17/2015 14:06 | #BringBackOurGirls: addressing the th  | 1017-C-07 | Y 4.F 76/2:S.HRG.113-628 | 2      |
| 4  | 548476 | ocn905622147 | 6/24/2015 11:51 | #CommActUpdate :                       | 1019-C-01 | Y 4.C 73/8:113-112       | 3      |
| 5  | 548592 | ocm39742151  | 6/25/2015 14:25 | [FBI documents regarding Marilyn Moi   | 721       | J 1.14/2:98027951        | 4      |
| 6  | 549495 | ocn913602267 | 7/10/2015 16:19 | 20 GHz monolithic transmit modules /   | 0830-H-14 | NAS 1.26:182134          | 1      |
| 7  | 549496 | ocn913602265 | 7/10/2015 16:19 | 20 GHz monolithic transmit modules /   | 0830-H-14 | NAS 1.26:182134          | 3      |
| 8  | 549980 | ocn905015327 | 7/21/2015 16:18 | 2014 farm bill :                       | 1032-E    | Y 4.AG 8/3:S.HRG.113-558 | 3      |
| 9  | 549458 | ocn913575278 | 7/10/2015 9:57  | 21st century cures :                   | 1019-C-01 | Y 4.C 73/8:113-163       | 3      |
| 10 | 549352 | ocn913535976 | 7/14/2015 14:02 | 21st Century Cures Act :               | 1008-I    | Y 1.1/8:114-190/         | 2      |
| 11 | 546723 | ocn910254298 | 6/16/2015 15:42 | A bill to amend the Internal Revenue   | 1008-G    | Y 1.1/5:114-56           | 5      |
| 12 | 548424 | ocm55153555  | 6/23/2015 14:43 | A census of pensioners for revolution: | 0154-A-16 | C 3.223/29-6:P 38        | 2      |
| 13 | 549916 | ocn914184989 | 7/20/2015 15:24 | A century of denial :                  | 1089-E-01 | Y 4.SE 2:114-1-3         | 5      |
| 14 | 549750 | ocn913879784 | 7/16/2015 12:13 | A ceremony unveiling the portrait of t | 1010-C    | Y 4.AG 8/1:L 96          | 2      |
| 15 | 547864 | ocn769234940 | 6/16/2015 8:48  | A doctrine reader :                    | 0408-A-05 | D 208.212:9              | 3      |
| 16 | 548878 | ocn911962798 | 6/26/2015 13:17 | A generic multibody simulation /       | 0830-H-14 | NAS 1.26:182949          | 1      |
| 17 | 548879 | ocn911962997 | 6/26/2015 13:17 | A generic multibody simulation /       | 0830-H-14 | NAS 1.26:182949          | 3      |

This Tools feature exports the search results of your last query.

The difference is that it does not show you the URL or PURL associated with the record. It only reports the number of URL/PURLs in the record. If you do not need to click on the URL/PURL when reviewing the resource for relevancy, then this procedure may make it easier for you to streamline the copy cataloging. If you prefer to be able to click on the URL/PURLs as you review them, you will need to use the DDM2 URL Locator search.

These procedures are a good way to regularly identify resources for inclusion in your online or digital depository collection. It is more for ongoing maintenance or development. It is not particularly suited to reviewing resources that were cataloged in the past or for identifying core resources that haven't been updated in a while.

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## **Concept – Building a Foundation Collection**

### **Process – Reviewing older online resources that have been cataloged using DDM2**

Identify older digital or online resources that were cataloged in the past.



LOGOFF

CATALOG

DEPOSITORY SELECTION & DIRECTORY

INACTIVE LOC

LIST OF CLASSES

MARC LOCATOR

SHELF LISTS

SHIPPING LISTS

SUPERSEDED LIST

URL LOCATOR



WELCOME TO DOCUMENTS DATA MINER 2, A Library Management System for United States Government Documents

Developed and maintained by Wichita State University Libraries using data published by the Government Printing Office.

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.

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.

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.

URL LOCATOR

Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.

CATALOG

Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.

Tools

Union list configuration. Set records per page. Exports.

DDM2 Survey

Take the DDM2 Survey.

Go to the DDM2 homepage

http://govdoc.wichita.edu/ddm2/gdocframes.asp

Click on Tools

## EXPORTS AND DOWNLOADS:

### Note:

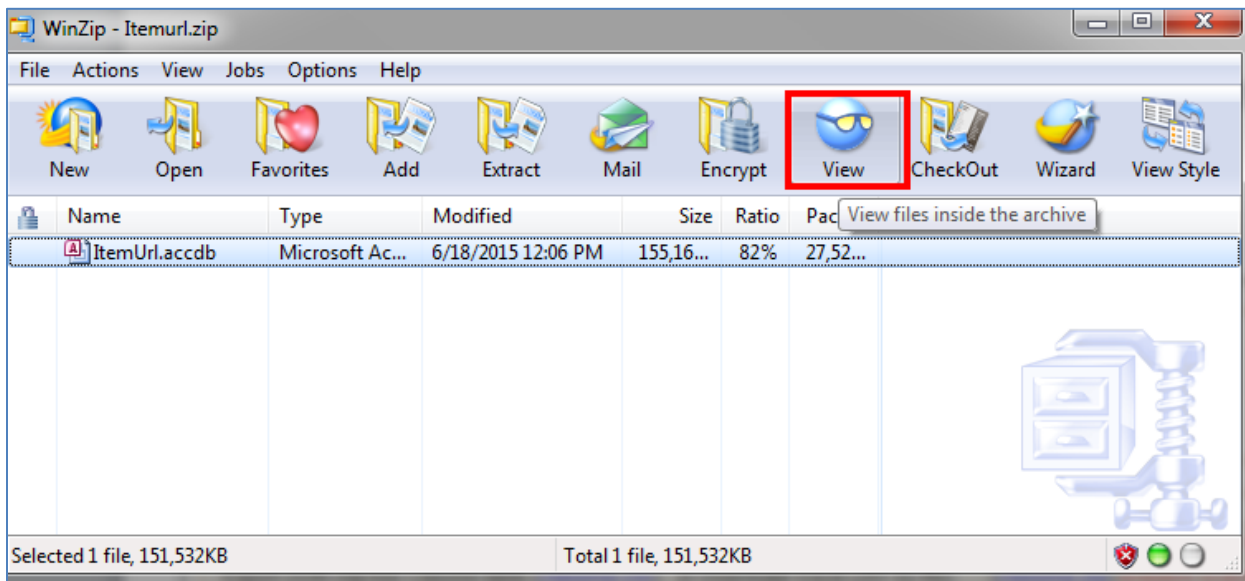
To create excel exports filtered by depository number, enter depository number at SESSION CONFIGURATION above.

### Definitions:

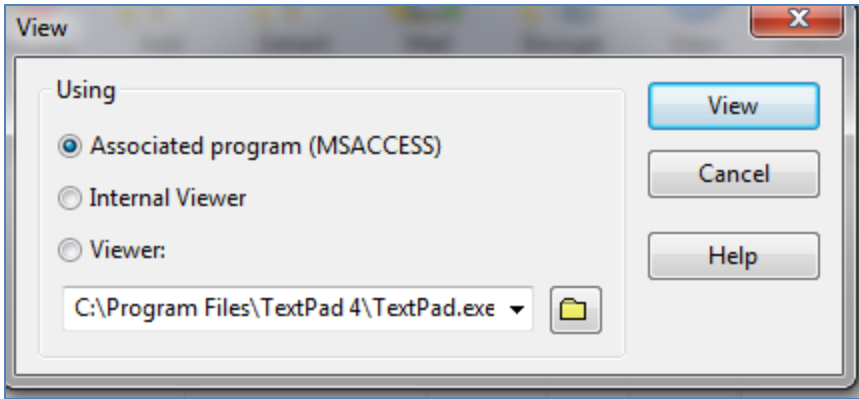
CSV extensions may be loaded directly into excel or saved as a file  
CSV extensions are exported from the database in realtime  
Zip extensions are smaller and faster (if you have a slow modem).  
Zip's are are static files and may not reflect weekly changes (check the date).  
Zip's contain the same data as the csv's and can be loaded into excel or access.

|  |                       |
|--|-----------------------|
| Export DDM agency table ( <a href="#">agency.csv</a> ) or Download/ Excel (7.22 Kb) ( <a href="#">agency.zip</a> )                   | 6/18/2015 12:26:05 PM |
| Export DDM depository table ( <a href="#">depo.csv</a> ) to Download/ Excel (139.4 Kb) ( <a href="#">depo.zip</a> )                  | 6/18/2015 12:26:00 PM |
| Export DDM active Classlist table( <a href="#">classlist.csv</a> ) of Download/ Excel (261.19 Kb) ( <a href="#">classlist.zip</a> )  | 6/18/2015 12:25:54 PM |
| Export DDM inactive Classlist table ( <a href="#">classina.csv</a> ) or Download/ Excel (287.82 Kb) ( <a href="#">classina.zip</a> ) | 6/18/2015 12:25:41 PM |
| Export GPO inactive Classlist table ( <a href="#">gpoinact.csv</a> ) or Download/ Excel (782.83 Kb) ( <a href="#">Gpoinact.zip</a> ) | 6/18/2015 12:25:31 PM |
| Download shelflist Database (19.82 Mb) ( <a href="#">Shelflist Access 2013</a> )   | 6/18/2015 11:59:23 AM |
| Download shelflist CSV(13.52 Mb) ( <a href="#">Shelflist CSV file</a> )  | 6/18/2015 11:59:40 AM |
| Download item/URL database (26.25 Mb) ( <a href="#">Url Access 2013</a> )  | 6/18/2015 12:07:46 PM |
| Download item/URL CSV file (15.36 Mb) ( <a href="#">Url CSV data</a> )   | 6/18/2015 12:07:15 PM |

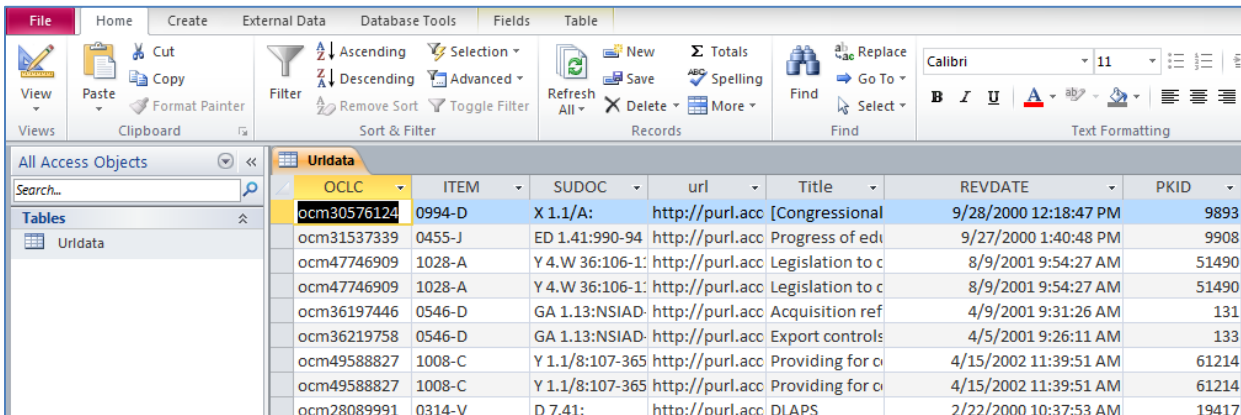
item/URL database (**Url Access 2013**) > Open



From in the WinZip program, select the **ItemUrl.accdb** and click **View**



View in Associated Program (MS Access) > Open



From there, click on the table **Urldata** to view the table. This is a list of all catalog records since 1997.

Fields include the PKID, OCLC number, Item number, SuDoc Stem or SuDoc number, URL/PURL, Title, REVDATE, NSUDOC, and SUDOCSTEM.

NOTE that the REVDATE is the date that GPO last touched the catalog record and PKID stands for MARC Primary Key.

|              |           |                 |                                 |                      |
|--------------|-----------|-----------------|---------------------------------|----------------------|
| ocn893484524 | 0306      | D 1.2:C 88/2/20 | http://catalog.gpo.gov/fdlpdir/ | Sharing the burden : |
| ocn893484524 | 0306      | D 1.2:C 88/2/20 | https://www.nsa.gov/about/_fi   | Sharing the burden : |
| ocn893484524 | 0306      | D 1.2:C 88/2/20 | http://purl.fdlp.gov/GPO/gpo52  | Sharing the burden : |
| ocn893484764 | 0899-A-01 | S 9.10:14-429   | http://catalog.gpo.gov/fdlpdir/ | Space cooperation :  |
| ocn893484764 | 0899-A-01 | S 9.10:14-429   | http://purl.fdlp.gov/GPO/gpo52  | Space cooperation :  |
| ocn893484764 | 0899-A-01 | S 9.10:14-429   | http://permanent.access.gpo.g   | Space cooperation :  |

NOTE that many catalog records have multiple PURLs and URLs in it. Each PURL/URL is displayed on a separate line in MS Access – so at some point in your review, you may want to de-duplicate the list by OCLC number or PKID.

For example, in the screenshot to the left, there are really only two catalog records here, but each catalog record has three URLs and PURLs in them. Look at the OCLC numbers.

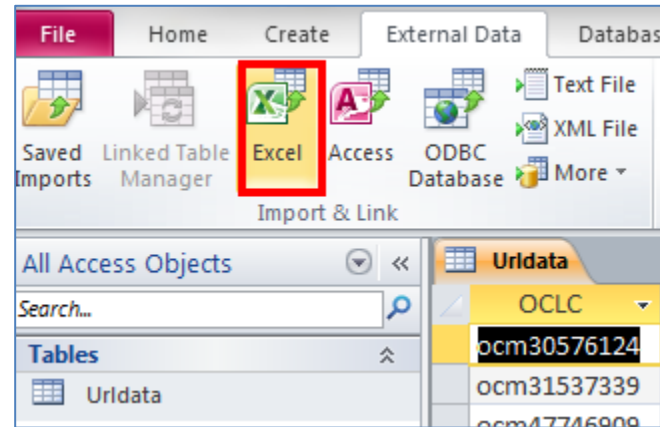
That process will retrieve all GPO MARC records with 856 MARC fields in them. To further reduce the volume of resources for you to review, you can add your item selection profile into the database as a file, and run a query to filter the resources by your profile.



With the ItemUrl database open, click **External Data** > under Import & Link click **Excel**

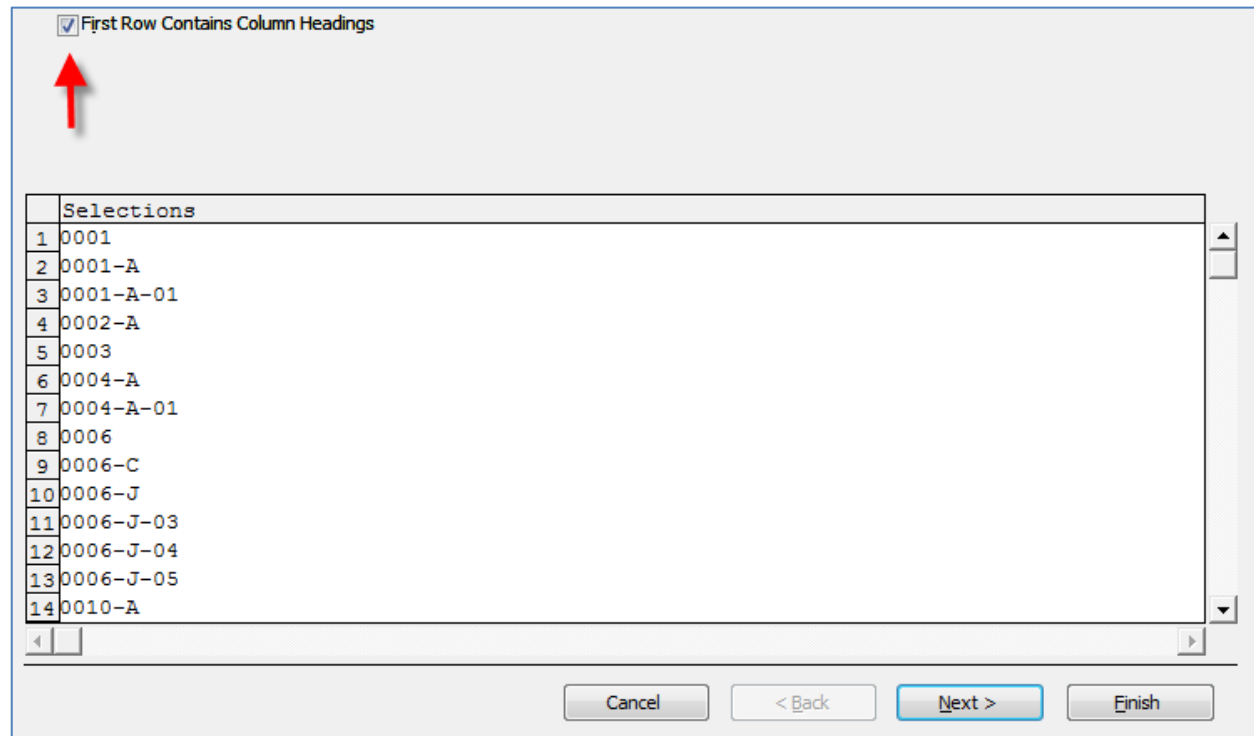
**Browse** until you find where you saved your item selection profile in MS Excel format (see above), **select** the file, and click **Open** > **OK**

You are advised to pull your item selection profile over from GPO's Item Lister (see above) because if you use DDM2's selection profile data, you'll have duplicate item numbers listed for item numbers that have multiple Formats/SuDoc stems/Titles...If you run a query in MS Access with duplicate item numbers in your selection profile, it will duplicate the query results too.



You have to format the spreadsheet before it can import

**Check** the box for First Row Contains Column Headings



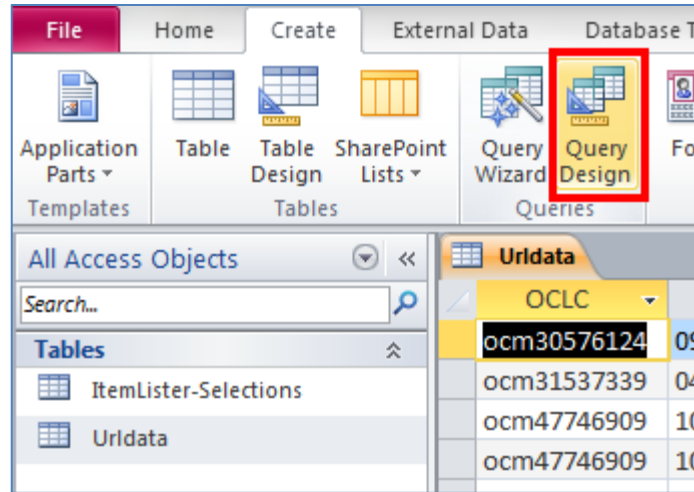
**Next > Next > Next**

Leave the name of the table as is or type in a new one.

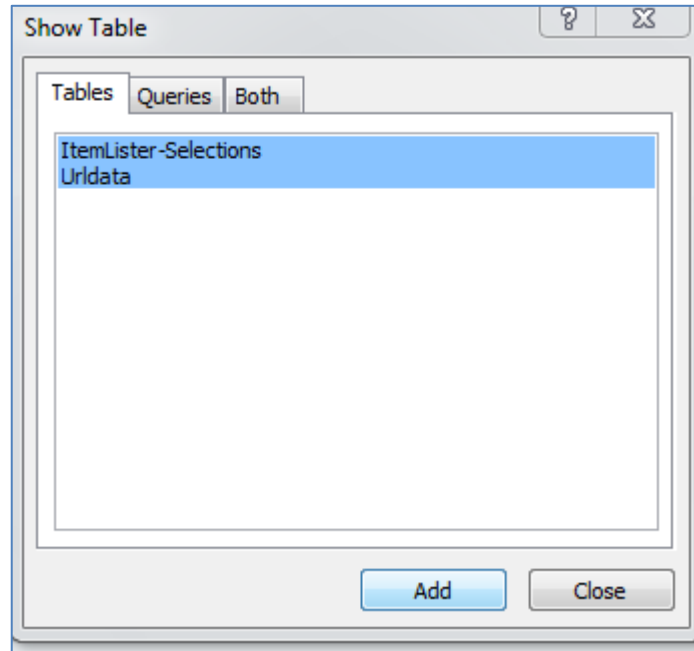
**Finish > Close**

You now have two tables in your MS Access database

To build a query, click on **Create > Query Design**

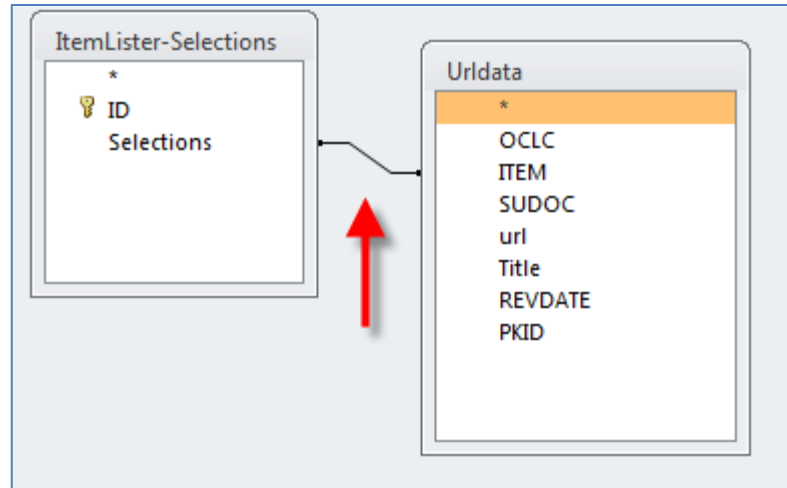


In the Show Table dialog box, **select** your two tables and click **Add > Close**



**Click and drag** between the item number field in your selection profile table and the Item number field in the Urldata table.

This will tell MS Access that the content in those two fields are related

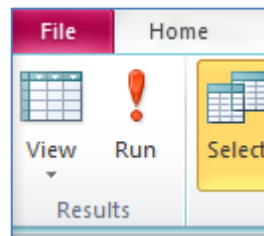


**Double click** on all the fields you want to see in your query results

The fields will display down below the tables

| Field:    | OCLC                                | ITEM                                | SUDOC                               | url                                 | Title                               | REVDATE                             |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Table:    | Urldata                             | Urldata                             | Urldata                             | Urldata                             | Urldata                             | Urldata                             |
| Sort:     |                                     |                                     |                                     |                                     |                                     |                                     |
| Show:     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Criteria: |                                     |                                     |                                     |                                     |                                     |                                     |
| or:       |                                     |                                     |                                     |                                     |                                     |                                     |

Up at the top, click **Run**



You are looking at a filtered list of catalog records that match your current item selection profile. You can export up to 65,000 rows of data into a MS Excel spreadsheet if you like.

You can filter the search results by year, SuDocs stem, etc...to more easily review the records.

**Tip** – remember that if there are duplicate item numbers or duplicate URLs, MS Access will report the results multiple times. You can sort the results by OCLC number to more easily identify duplicate instances of a record.

This is a good procedure to get bibliographic records for online resources that haven't been updated in years into your catalog.

This strategy works for evaluating and/or identifying your online resources, but the process can be applied to tangible materials shipped out since 1997 using the SHEFLISTS feature in DDM2.

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## **BONUS Features of DDM2**

**Concept - Understanding what you are currently receiving in tangible format through the FDLP**

**Process – Create customized shipping lists for box processing and/or create a master receipt list using DDM2**

DDM2 has all the shipping lists going back to 1997. You can view all the content distributed on shipping lists, or you can create shipping lists that are customized to your current selection profile. Be careful that if you have made any changes to your selection profile, that you are viewing an accurate reflection of your box receipts.

From the DDM2 home page, click on **SHIPPING LISTS**

### 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.

#### **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.

#### **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.

#### **URL LOCATOR**

Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.

#### **CATALOG**

Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.

#### **Tools**

Union list configuration. Set records per page. Exports.

#### **DDM2 Survey**

Take the DDM2 Survey.



Type in your **FDL number** in the Depository Id box and some other limiter, such as a calendar year and month

**Submit**

Ship List No

Enter a shipping list number, ie: 2001-0015-p  
Or a corrected shipping list number, ie: 2002-0131-pc  
Wild cards (%) can also be used ie: 2006%c%

Title

Fiscal Year  Mth

**Submit** Ship Year  Mth

Item

Item entry requires exact spacing and punctuation. Or, truncated and wild card % searches are possible, ie, 0260% or 0619%08

**Reset** Sudoc

Sudoc entry requires exact spacing and punctuation. Or, truncated and wild card % searches are possible, ie, c 3% or D%23%

Category

Depository Id

This field searches current profile only

What is returned is a list of shipping lists

Each shipping list has a red number next to it – that is the number of publications your library is currently profiled for

|               |                |               |               |
|---------------|----------------|---------------|---------------|
| 2015-0001-e 5 | 2015-0002-e 4  | 2015-0003-e 2 | 2015-0004-e 2 |
| 2015-0005-e 2 | 2015-0006-e 2  | 2015-0009-e 2 | 2015-0010-e 3 |
| 2015-0011-e 2 | 2015-0012-e 4  | 2015-0139-m 1 | 2015-0160-m 1 |
| 2015-0001-p 4 | 2015-0003-p 3  | 2015-0006-p 2 | 2015-0007-p 3 |
| 2015-0008-p 1 | 2015-0009-pc 1 | 2015-0010-p 3 | 2015-0011-p 3 |
| 2015-0012-p 4 | 2015-0013-p 1  | 2015-0014-p 1 | 2015-0015-p 3 |
| 2015-0016-p 3 | 2015-0017-p 2  | 2015-0018-p 3 | 2015-0019-p 2 |
| 2015-0020-p 2 | 2015-0021-p 5  | 2015-0024-p 5 | 2015-0025-p 4 |
| 2015-0026-p 4 | 2015-0027-p 3  | 2015-0028-p 2 | 2015-0029-p 4 |

For example, there were more than two publications on this shipping list, but this library is currently only profiled for two of the publications that were distributed on the shipping list

If your current selection profile matches what your profile was when the shipping list was distributed, you can click the **Export to Excel** button to get the shipping list data in spreadsheet format

list filtered for depository id **0087**  
[Get 2015-0011-e.pdf](#)

| Marc                          | Item   | Sudoc                | Title   |
|-------------------------------|--------|----------------------|---|
| <a href="#">4 Marc Serial</a> | 0154-D | C 3.278/2:2015/3/DVD | U.S. Imports of Merchandise, Statistical Month - March 2015, Issued May 2015, (DVD-ROM) |
| <a href="#">3 Marc Serial</a> | 0154-D | C 3.278/3:2015/3/DVD | U.S. Exports of Merchandise, Statistical Month - March 2015, Issued May 2015, (DVD-ROM) |

[Download 0 Marc Mono Records](#)  
[Download 7 Marc Serial Records](#)  
[EXPORT TO EXCEL](#) [EXPORT TO CSV](#)

Please note that this procedure is NOT a guarantee that your library received what is listed as it based off of your current selection profile. Always check when DDM2 last refreshed its data from GPO sources so you know what selection profile DDM2 is basing everything off of.

You do not have to limit the shipping list data by your selection profile. Simply do not type in your FDL number if you want a list of everything that was shipped out on a shipping list.

When limiting the Shipping List feature by your selection profile, be careful to add or remove publications listed or not listed in the results when you make changes to your selection profile

**Tip** - Some libraries regularly go into this feature and copy and paste the customized shipping lists into a master spreadsheet of their depository holdings.

Further, a master list of depository receipts can be used to create future withdrawal lists. Just sort the list by shipdate and identify publications that were shipped out over 5 years ago and are thus eligible for withdrawal after regional approval.

**Tip** - Some libraries regularly use this feature to bypass having to compare the paper shipping lists found in the depository boxes and their selection profile. It can streamline the box processing if DDM2 has uploaded the shipping list files you are working on.

---

## Concept - Understanding your historic tangible collection

### Process – Use DDM2’s Shelflist feature to identify resources distributed (back to 1997) that match your current selection profile

There is a difference between what you have profiled to receive through the FDLP (your item selection profile) and what you actually receive. The Federal government does not issue publications on a schedule like the commercial publishing industry. To understand what you are actually receiving, you have to look at the Shelflist feature of DDM2.

From **DDM2** homepage, click on **Shelf Lists**. Type in your **library number**, a **fiscal or calendar year**, and **Submit**.

DO NOT RUN THE QUERY for all data. DDM2 data goes back to 1997 and it will “kill” your computer to run a query that large!!!

This Shelf List query isn't entirely accurate. DDM2 has loaded all the shipping lists going back to 1997. It knows your CURRENT item selection profile. When you run a Shelf List query, it is taking all the shipping lists that it has, and it is filtering to your CURRENT selection profile. If you have changed any of your item selections during the time period you are looking at, it will not be reflected in the end result. So you could be missing publications on your list that you received, but have deselected since – or - you could have publications on your list that you didn't receive because you didn't select the item numbers 'back then' but you do now.

You can run the query for different time periods to compile a list of what you likely received. As your selection profile has likely varied over the years, results will vary.

The list will not acknowledge any supersession or other forms of withdrawal that your library has done to your collection.

To make it easier to manage, export the data into a spreadsheet.

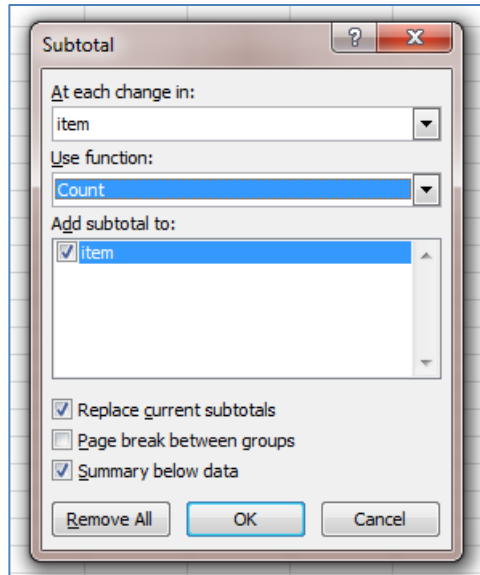
**Export to Excel** or **Export to CSV**.

You have a list of what you should have received during you specified time period, according to your current selection profile. It includes the item number, SuDoc stem, title, shipping list number (abbreviated), and the shipdate listed on the shipping list.

**Select** and highlight the item number column > **Sort & Filter** > **Sort A to Z** > **Expand the selection**.

**Copy** the item number column and **paste** it into a new spreadsheet tab.

With the column still highlighted, click on **Data > Subtotal > At each change in: item, Use function Count > OK.**



Again, click on the **2** in the upper left corner of the table so you only view the mid-level outline.

| 1 | 2  | 3    | A     | B  |
|---|----|------|-------|----|
|   | 1  |      | item  |    |
| + | 14 | 0228 | Count | 12 |
| + | 17 | 0306 | Count | 2  |
| + | 19 | 0315 | Count | 1  |
| + | 22 | 0325 | Count | 2  |
| + | 30 | 0344 | Count | 7  |
| + | 32 | 0393 | Count | 1  |
| + | 34 | 0432 | Count | 1  |
| + | 36 | 0551 | Count | 1  |
| + | 45 | 0569 | Count | 8  |
| + | 47 | 0577 | Count | 1  |
| + | 53 | 0620 | Count | 5  |

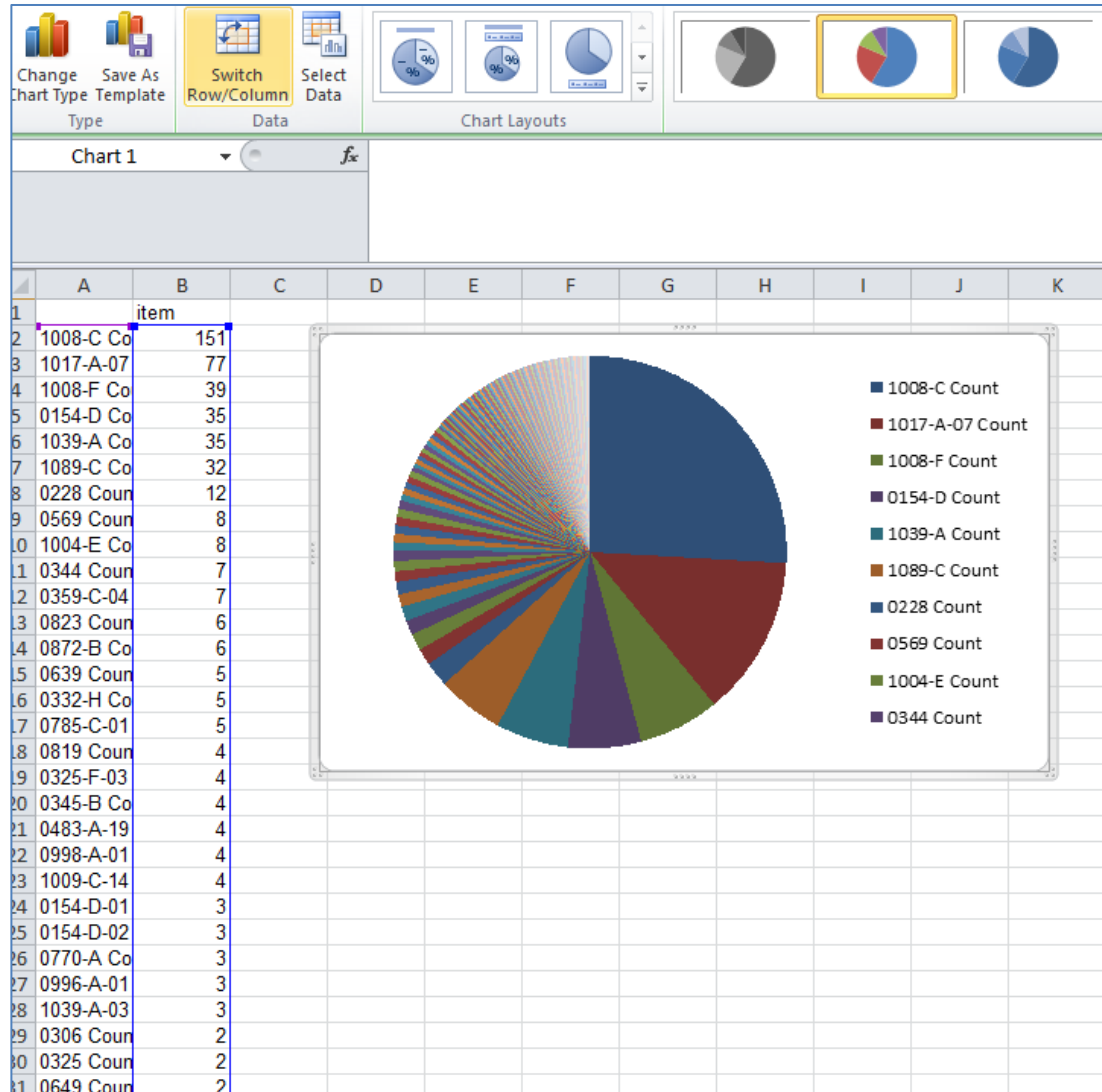
**Select** and **copy** the item number and count columns. Don't select the Grand Count information.

**Paste** it into TextPad or NotePad to clear out the formatting.

**Select All, Copy, Paste** into a new spreadsheet tab.

**Select** and highlight the column with the actual count data in it. **Home > Sort & Filter > Sort Largest to Smallest > Expand the selection > Sort.**

Select both columns > Insert > Pie > 2D Pie



You can see above that over 50% of this library's ACTUAL receipts come from only 4 item numbers.

**Tip** - If you have to reduce your incoming tangible footprint in a short amount of time, focus on the item numbers that are heavily distributed, don't worry about the item numbers that are not heavily distributed. You can't see it here, but for this library, only 122 item numbers were distributed in fiscal year 2013. Yet they are a regional and they select 100% of everything! That means that most of the item selection profile didn't get distributed FY 2013.



**Caution:** Watch what you deselect!!! If you drop an item number that has multiple formats associated with it, you lose both titles/SuDocs/format associated with that item number.

|          |         |   |          |                                |    |  |
|----------|---------|---|----------|--------------------------------|----|--|
| 242 0003 | A 1.76: | A | 00010076 | Agriculture Handbooks (series) | EL |  |
| 242 0003 | A 1.76: | A | 00010076 | Agriculture Handbooks (series) | P  |  |
| 242 0011 | A 1.77: | A | 00010077 | Home and Garden Bulletins      | EL |  |
| 242 0011 | A 1.77: | A | 00010077 | Home and Garden Bulletins      | P  |  |

So for example, if you deselect item numbers 0011 or 0003, you will lose both P and EL formats on your selection profile!

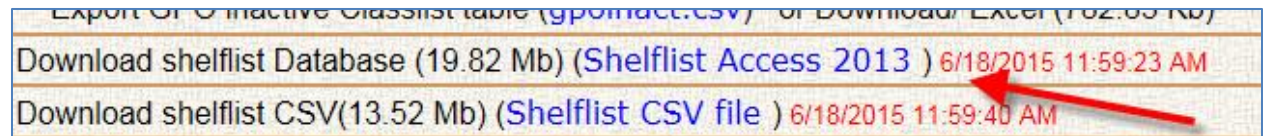
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## Concept - Understanding your historic tangible collection

### Process – Use DDM2’s Shelflist feature to identify resources distributed back to 1997 that match your current selection profile

There is an easier way to export shelflist data going back to 1997, using the Shelflist Database. This process works best if your library’s selection profile has not changed much over the years.

On the DDM2 home page, click on **Tools** > Download shelflist Database **Shelflist Access 2013**



Open the Access database like above.

With the Shelflist database open, you can see a list of everything shipped out since 1997.

To filter the shelflist to your likely receipts over the years, import your selection profile into the database (see above).

Create a query between the two tables where the item number fields are related to each other. Run the query. Export the results if it is under 65,000 rows.

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## Concept – Understanding how to weed your historic tangible collection

### Process – Use DDM2 to create a customized Superseded List based off of your current selection profile

Note – the Superseded List is a reference source for supersession criteria and it provides examples of specific publications that are superseded or have special considerations. The list itself has not been updated by the FDLP community since 2009, but is still largely accurate as tangible resources sitting on shelves still qualify or otherwise meet the supersession criteria.

The Superseded List can be downloaded on FDLP.gov in the Weeding A Depository Collection article at <http://www.fdlp.gov/requirements-guidance-2/guidance/30-weeding-a-depository-collection>. However, this list is not in a spreadsheet format.



On the DDM2 home page, click on  
**SUPERSEDED LIST**

|   |  |  |
|---|--|--|
| <b>LOGOFF</b>                                       | <b>WELCOME TO DOCUMENTS DATA MINER 2,<br/>A Library Management System for United States Government Documents</b>   |  |
| <b>CATALOG</b>                                      | <b>Developed and maintained by Wichita State University Libraries<br/>using data published by the Government Printing Office.</b>  |  |
| <b>DEPOSITORY<br/>SELECTION &amp;<br/>DIRECTORY</b> | <b><u>TEXT ONLY</u></b>  | <b><u>SHIPPING LISTS</u></b><br>Searchable - Linked to GPO pdf files - Linked to GPO<br>MARC records - Can set filter for Depository Profiles.           |
| <b>INACTIVE LOC</b>                                 | <b><u>LIST OF CLASSES</u></b><br>Search the current list of Classes by agency,<br>item number, sudoc stem, title, format and<br>status (active/inactive).  | <b><u>SHELF LISTS</u></b><br>Begin here for shelf listings of items shipped by the<br>FDLP. Depository Profile filter available.                         |
| <b>LIST OF<br/>CLASSES</b>                          | <b><u>GPO INACTIVE / DISCONTINUED</u></b><br>Search the Inactive/Discontinued List<br>published by the GPO.  | <b><u>MARC LOCATOR</u></b><br>GPO MARC Cataloging Records 12-98 to present. This<br>feature allows searching and down loading.                           |
| <b>MARC LOCATOR</b>                                 | <b><u>GPO INACTIVE LOC records</u></b><br>Search for old List of Class records Including<br>Notes and Annotations.   | <b><u>URL LOCATOR</u></b><br>Subset of all GPO MARC Records with 856 Fields. This<br>feature allows searching and downloading.                           |
| <b>SHELF LISTS</b>                                  | <b><u>SUPERSEDED LIST</u></b><br>Search the 2002 Superseded List.  | <b><u>CATALOG</u></b><br>Designed as Public Access Catalog to GPO MARC<br>records. Public & staff views Use TOOLS to set specific<br>depository profile. |
| <b>SHIPPING LISTS</b>                               | <b><u>DEPOSITORY SELECTION<br/>&amp; DIRECTORY</u></b><br>Start here to search any depository profile. This<br>feature merges profile data with list of Classes<br>fields, creating the union list function.<br>Depository directory and e-mail functions. | <b><u>Tools</u></b><br>Union list configuration. Set records per page. Exports.  |
| <b>SUPERSEDED LIST</b>                              |  | <b><u>DDM2 Survey</u></b><br>Take the DDM2 Survey.   |
| <b>URL LOCATOR</b>                                  |  |  |


You can filter the Superseded List by your current selection profile by adding your FDL number to the Depository id Filter box.

|                                       |   |
|---------------------------------------|---|
| <b>Agency:</b>                        | <input type="text"/>  |
| And                                   | agency Name - full or partial<br>Or, truncated and wild card % searches are possible. ie, %aviation% )                        |
| <b>Item #:</b>                        | <input type="text"/>  |
| And                                   | Item # full or partial<br>Or, truncated and wild card % searches are possible. ie, 0020% )                                    |
| <input type="button" value="Submit"/> | <b>Sudoc:</b> <input type="text"/>  |
| And                                   | Sudoc entry requires exact spacing and punctuation.<br>Or, truncated and wild card % searches are possible, ie, C 3% or D%23% |
| <input type="button" value="Reset"/>  | <b>Title:</b> <input type="text"/>  |
| And                                   | Search for title.<br>Search for word(s) in title.<br>Use '%' for wild card searches.  |
| Depository id Filter                  | <input type="text" value="0087"/> <input type="button" value="x"/>  |

**Search Results (656 records)**

| Agency                                       | Sudoc      | Item      | title  | Instructions  |
|--|------------|-----------|--|---|
| Agriculture Department                       | A 1.34:    | 0015      | Statistical Bulletins  | Discard if revised  |
| Agriculture Department                       | A 1.76:    | 0003      | Agricultural Handbooks   | Discard if revised  |
| Forest Service                               | A 13.99/8: | 0083-B-08 | Handbooks, Manuals, Guides                                       | Discard if revised  |
| National Agricultural Library                | A 17.23:   | 0095-F    | Agricultural Libraries Information Notes                         | Keep current year plus previous year  |
| Foreign Agricultural Service                 | A 67.40/2: | 0076-K    | Trade Leads (former title: Export Briefs)                        | Keep current year plus previous year  |
| Agricultural Research Service                | A 77.12/A: | 0025-A    | Agricultural Research (separates)                                | Discard if select Agricultural Research (A 77.1   |
| Agricultural Marketing Service               | A 88.16/4: | 0024-C-02 | Livestock, Meat, Wool Market News, Weekly Summary and Statistics | Keep latest edition   |
| Agricultural Marketing Service               | A 88.40:   | 0019-A    | AMS  | Discard if revised  |
| National Agricultural Statistics Service     | A 92.16:   | 0018-C    | Agricultural Prices  | Monthly issues superseded by annual (A 92.1 not contain all the detailed data from the mont |
| National Agricultural Statistics Service     | A 92.18/3: | 0024-J    | Livestock Slaughter  | Monthly issues superseded by annual (A 92.1   |
| Economic Research Service                    | A 93.39:   | 0021-N-02 | Products and Services from ERS-NASS                              | Keep current year plus previous year  |
| Farm Service Agency                          | A 112.22:  | 0068-E-06 | U.S. Warehouse Act Licensed Warehouses                           |   |
| National Archives and Records Administration | AE 1.102:  | 0569-B-02 | General Publications (various titles)                            | Discard if revised  |
| National Archives and Records Administration | AE 1.108:  | 0569-B    | Handbooks, Manuals, Guides (various titles)                      | Discard if revised  |

The Superseded List based off of a library's current selection profile

Note that the search results cannot be exported directly in this feature.

But you can click on **Tools > Export Last Query into Microsoft Excel > Open**

Printing either the whole Superseded List out or just the Superseded List for your current selection profile may make it easier to identify areas out in your stacks that can be weeded.

**Tip** - You could use the Shelflist database (see above), import the spreadsheet version of the entire Superseded List, import your selection profile, and create a query (where the item number is linked together in all three tables), so you can identify resources your library likely received (back to 1997), and include supersession instructions in the output file.

Reminders:

- You have to make sure the item numbers are formatted correctly in each file.
- Publications may be listed more than once if they are listed more than once in the Shelflist or in the Superseded List.



- This list will only return publications where there are instructions for the item number in the Superseded List – so there are receipts that are older than five years that you likely received but are not on this list, because it does not have anything listed under the item number.
- Note that item numbers have changed over the years, so there may be resources that you received in print, but the item number has changed to something new and your selection profile was automatically updated.

Note below how some publications are listed more than once (annoying), but, it is easy to figure out that the earlier edition should be superseded (nice!).

|        |                    |   |          |              |                     |
|--------|--------------------|---|----------|--------------|---------------------|
| 0862-B | S 1.123:UG 1/998   | Background Notes, Uganda, No. 1, Januar | S 1.123: | S 00010123UG | Keep latest edition |
| 0862-B | S 1.123:UG 1/998   | Background Notes, Uganda, No. 1, Januar | S 1.123: | S 00010123UG | Keep latest issue   |
| 0862-B | S 1.123:UG 1/998   | Background Notes, Uganda, No. 1, Januar | S 1.123: | S 00010123UG | Keep latest issue   |
| 0862-B | S 1.123:UG 1/998-2 | Background Notes, Uganda, March 1998    | S 1.123: | S 00010123UG | Keep latest issue   |
| 0862-B | S 1.123:UG 1/998-2 | Background Notes, Uganda, March 1998    | S 1.123: | S 00010123UG | Keep latest issue   |
| 0862-B | S 1.123:UG 1/998-2 | Background Notes, Uganda, March 1998    | S 1.123: | S 00010123UG | Keep latest edition |

Using this process, it is fairly easy to identify large runs of serials that are eligible for weeding. And while this procedure is very clunky and open to errors, it is a way to help identify or target those smaller pockets of publications that can be weeded, like pamphlets.