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[Please stand by for realtime captions]

Hello everybody welcome back to the afternoon sessions. I have some housekeeping first.

I was informed a glossary and terms and list of links is available -- in the file repository and the glossary is on page 50 -- 54 of the PDF, I'll let you know the links have not been updated in a very long time so some of them might not be working but it is there.

The first session, I will talk about the document lifecycle here at GPO, by this I mean the lifecycle of documents here before they get to you, what steps go through before they are disseminated to the public. It will be a very brief over because a lot of this information is going to be explained in more detail later today and tomorrow and we have a lot of webinars in the Academy on this topic. If you want more information, please go there or take a look at the recordings of the sessions.

The lifecycle can be grouped into four categories, discovering the acquisition, classification and cataloging, dissemination and preservation.

Discovering acquisition, according to title XLIV of the US code, all agencies are required to notify us when a new document is published. Once we are notified, we can make an informed decision about whether it is in scope or how we want to distribute it, whether or not it should be distributed, or get one copy of it and catalog it so there's a record of the document that not distributes depending on each individual publication. This is required of the agency whether they published through us, whether they use an outside vendor, they published on their own or they put anything on to their website. Unfortunately agencies are not aware of this and a lot of things get published and do not get reported so we have a lot of staff who search for things on my materials, that are not being reported by the agencies and bring those into the program as well.

Every once in a while we find a tangible publication that we missed that was not -- we were not informed about.

We also rely on the community to report documents that are missed because there are so many we only have so many staffing members there are things that we don't catch and that the agencies do not let us know about, this can be done through the lost reporting form and there will be more information available.

We have a lot of information if you want to more about that. The tangible publication, the acquisition record is created and that way you know we have found it, and it is in the process of being classified and catalog and distributed.

Once items are received, or we discover an online document, a classification is completed and we have a classification scheme, at this point a brief record might be created before full cataloging is done, we have here minimum information in CGP, they include the class members and other basic information those are overlaying with full cataloging records once those are completed. This is just a way -- so you have to have very basic information to know more about the document and this can be done prior to distribution but did two things that are done in conjunction while we get the document ready to distribute, the classification and catalog will go on and then step members will be working on that.

The final piece of the lifecycle is dissemination and preservation, information is generally disseminated in two ways, tangible publications are shipped to selecting libraries inboxes, and this will be discussed tomorrow, only documents are disseminated through various channels, putting the CGP, harvesting, and a few other ways we have two archive and we have some other systems where you can get -- online documents.

The goal of presentation is to ensure public access to these documents, many of the dissemination items I mentioned service purpose, because preservation is an active area right now, we are constantly updating our tools, that is an overview of the steps that documents go through before they leave GPO. I can stop for questions here if anybody has any.

I will hand over to Kathy.

Thank you. Hello. I am a librarian here, we will shift gears from the discussion about GPO process to your library collection development, focusing on development of federal depository resources out we know your government information collections probably include non-depository resources as well and potentially publications mother jurisdictions of government, here we talk about federal depository resources.

My goal is to introduce you to resources and tools, and very briefly describe how you can go about making some collection development decisions, this is extremely detailed we're talking at a very high level, so we encourage you to discuss collection development with us With original depository coronary, as you have the opportunity at hopefully if you are very brand-new, you can find some documentation left by a predecessor, or ask if they have any written documentation about the depository collection and decisions made over time.

This is -- I appreciate your attention, and to start, we will talk about a very big picture view, this is comprised of US government publications haven't -- having value there are some things are excluded but I want to make sure that we start with that overview. Congress established the federal library program to help fulfill its responsibility to inform the public about the policies and programs of the government, today public officials designate depository libraries in order to provide local public access to information within -- with assistance, and depository Library share this responsibility, so it is an overview and summary of the discussions, the point, is the collection must then be not only on your primary patron but on the general public or non-patron as well to provide access to all those who are interested in the information.

To note the law requires all federal libraries maintain 10,000 books to learn and retain their status, it sounds like a very small number I know but it is based and developed a long time ago, legislatures have this requirement to ensure libraries has sufficient size and staff to support the depository operation.

We asked the question, talking very briefly about meeting library patron federal information needs, depository library should make an effort to identify the information needs of their Congressional District or local service area, selecting what is needed is important at selective depositories, if you are a reasonable it's also important to identify federal government information needs to be prepared for reference questions and provide other services.

Something to consider when selecting items, classes are taught, area business interest, culture interest, research needs, or any regular users you have or anything else that might determine what materials are of interest.

It is also important to be good stewards and ensure your library does not continue to receive material in a physical format that you do not want to keep or don't deem useful. The documents are sent out at taxpayers expense.

Any policy it's a best way to document the collection, or the best practice, policy records decisions made about current selections as well as any future plans for the depository collection, we recommend you regularly review and update the policy, as appropriate, you can develop your own policy or make -- include information about your depository collection into a larger library policy and you might be in a state or region have as a state plan that includes Guild information as well. If you do not know if you have a state plan check with the regional depository.

Switching gears, for the purpose of the depository collection and shaping it, I want to talk about federal depository resources.

We have a session on that tomorrow, number eight resource depository library must provide access to content, I want to describe that content.

Tangible [Indiscernible] that you have already in your collection, that your selecting and receiving, only only publications, they are -- resources available online, and then the catalog search tool, it includes access to numerous databases. We have official content partnerships And agency subscription databases, I have slides for each of those.

This allows you to search across several databases, retrieving articles and citations. One thing to note when you're searching this you may actually find nongovernmental publications as well.

They are made available life it -- by the federal agencies.

We have content partnerships, the list that we have includes content and service, and partnerships, if you're not familiar with this page I recommend you browse through the list, and see if there's any resource you want to highlight on a guide or catalog.

The other part of the content is agency subscription database, we only have one currently it is a home security library, we have more in the past, when an agency provides something and makes it available to purchase we try to get free access for libraries, or something that has limited access, you have access to it as libraries. And from this page referenced here, you can go in and request access if you do not already have it

We talked about content, and everything that covers, provided here, is the collection list that we have this is for collection development purposes for the most part. The basic collection for us is related to a requirement, I want to mention we have these other lists, the suggested list, it gives you access to publications, a lot of them long-standing publications, for different types of libraries. If you are at a public or academic library you can take a look at the listed have not seen it before and see if there's anything that is worthwhile for your library. The essential title for publication and formats -- it has a confusing title, it does not mean these are things you have to have in fact -- I'm skipping ahead, about selections, there are no requirements to select any of the titles on this list.

Despite the name essential, titles, there are no requirements at all to select this list.

What this means for GPO is we will make these publications available intangible format as long as the agency continues to publish them we have the titles on this list, they are of importance, we will distribute them as long as they are made available.

We have the list of official content partnerships, and we have a big list in the catalog of US government publications, within the CGP we have a separate section for new titles, including new electronic titles, you can go in and look at newly catalog resources.

Some libraries staff go in and search these things on a biweekly basis, so it is interesting, to see what is new, and it may be something you already have. There is GPO [Indiscernible] which is available through the catalog.

There is another list. It is called the court documents of our democracy. I want to mention it, if you go into the federal judicial system, you'll see it linked from there, and have similar resources to the basic collection but it also has a focus on historic materials, it includes a few things such as statistical items, it's another resource.

Coming back to the basic collection, there are 21 titles currently on the list all of these lists, like the basic collection, can change over time.

Ballista can change.

The basic collection is something which every depository library is required to have access to -- and the titles accessible for immediate use. These titles are vital searches for information that supports the public right to know about the activities of the government, how you provide this access is a local decision. Linking just to the CGP is not sufficient we actually are interested in you providing access to the title, the 21 titles at this point. The way to provide access include cataloging each title and having the links in a bibliographic record, cataloging the collection, and

including a link, in a sheer catalog. -- In a shared catalog. You can also link to the titles in the basic collection from your library website, you can capture the content and put it within your own interface on your own website. You can also make available commercial equivalents of collection titles, and you can incorporate these titles into topical, bibliography guides.

You can do one of these methods or a combination, in most libraries. All of these titles are catalog -- catalog. The full if you are creating your own webpage, or looking at this page for the first time you're welcome to augment this with other relevant content, the collection includes the federal digital system, we have a new interface for that, you can also link that, you may also want to link to historical documents such as the Declaration of Independence, things like that.

And of course, it would be nice to always mention the statistical abstract to the US.

Changing gears I started with an overview of collection development and the purpose. We talked about some collections of resources, now we're in the nuts and bolts of depository collection development processes.

How does one select from other titles and formats are available? You do this through using the item number system, each library has -- almost every library has an item number selection profile that is the list of item numbers representing federal material selected, GPS does not distribute publications by subject but we make publications available based on issuing agencies so they item number system represents how GPO groups materials, and the libraries choose materials, they choose these item numbers and create suction profiles. These are the list of the items for the specific desired content, and regional depository libraries, they usually have 99% of these.

As content changes, so should the selection of the publications, we were told -- we will talk about the tool in a minute.

I want to add, your GPO will automatically add new item numbers based on what is they are, and the agency may publish something new, we don't have an item number representing that part of an agency. We only -- this is called MAPI. We will only map item numbers with tangible formats, to an item number associated with a tangible format that we have, if you are selecting -- we will not map and item number based on another item number that is associated with an online only format. So we do not want to create shamans of new tangible resources to those libraries.

You will not receive new tangible resources when a new item number is mapped. Unless it is mapped to another tangible item number.

This is item number requirements, there are so many, we can go these pretty quickly, every library is free to select the item number that fits local needs, regionals have to select everything in tangible format. There are a few exceptions to that. Selected depositories may only select one format of a title, some item numbers are available only to regionals and law libraries, regionals can get the one Congressional records, and titles, and then Supreme Court decisions, they are restricted to regional depositories and law libraries at this point.

Otherwise you can select a number of item numbers you want, there used to be a requirement all ivory select these item numbers at the bottom of the sly, the bottom of the slide, those item numbers were associated with tangible distribution. So all libraries up to that point were receiving at least seven tangible resources since that regulation was rescinded, libraries could opt to select nothing or select only online, in their selection profile, allowing libraries to join the program as all digital or existing depositories to transition to become all digital over time. So that was a big change. The point here relates to item numbers, there are no requirements whatsoever for selected depositories to select any item numbers you can select zero or as many as you want.

This collection slide is an overview of the resources, [Indiscernible] at the bottom of the slide -- this is a path that shows how you can get direct links to these tools, click on the selection tool option and didn't get instructions about how to use these tools.

This is a tool that is available, you can use it to do your item number selection profile, you can see a list of all the numbers selected or not selected, by any library.

You can type any library into the search box. You can print this list when processing new shipments, to compare it with the item numbers you have selected. We will go into that process more tomorrow. This list is often used to make sure that libraries are receiving everything they're supposed to in the shipment boxes by comparing the item numbers.

This can also be a collection development tool because you look at your own profile and other depositories, or you go look at the profiles of similar types of libraries.

This is updated daily from reports drawn from the tool, with the process, it is available under collection tools, it is a publication, it is available in PDF format and we have some datafiles of the resources that are available also. The official list of all publications for selection, it is everything that you can select, it is online, are datafiles that you can download and use, you can also search in the PDF. The first part of the publication is arranged to buy agency, or sub agency, and has the list of publication format and item numbers that the second part is arranged by item number, so you can cross-reference.

You can tell which formats are associated with each one.

Format definitions are listed in the middle. And item number might be associated with one of those formats or to be associated with multiple formats you may see various examples of publication, they could be disseminated in paper and online. If there is no format designation you could get any format -- with the item number when selecting.

There are quite a few of these numbers that do not have a specific format, they might have a description, so just be aware if you are trying to limit the tangible receipts you are getting or want to go all digital, but you do not want to select anything that is not clearly checked, I will describe that in more detail.

The depository selection information management system, is the tool currently used by layer brace to manage profiles. This is where you go if you want to change what you're selecting you

can access this resource, the tool, with the depository number and your case sensitive internal password. If you do not have the password, contact us.

You can add and drop item numbers from your selection profile. Drops of any formats and additions of item numbers associated with formats take effect immediately. If you are adding an item number associated with a tangible format, it will be added to your library profile October 1 of the next federal fiscal year. If you are to add an item number today, it is associated with a format, it will be added to your profile on October 1 on October 1, 2017.

If you select an item number it goes into a shopping cart, so you know what is there. We make these additions as tangible item numbers effective on October 1 because it is related to our budget cycle.

If you happen to make a change and you accidentally delete an item, and you do not need to, these contacts -- please contact us immediately. We can add it back into your profile. We do not want you to wait until October 1 until the next federal year.

This shows what you're looking at, the selection profile screen. This is where item number as an drops are made. When you log into this, using your number and password, you have options, you can look at all available item numbers so if you want to add something to can go through those numbers, and then determine the selection box and add it to your profile, or you can switch over to the other option that is just to look at what your library is currently selecting. And make changes they are.

So if you're interested in using this, for the first time, go to the instruction page, on the website. There is a tutorial. It is not -- you will not find descriptive information will only find item numbers so you have to know the item number you want to add or drop. There are shortcuts to allow you to add and drop, lots of numbers, and if you -- you can contact us.

This is available as a collection tool, it covers -- designed to support the management of library collections, you can use this to search browse and view updates, and to list the process information, you can use is to identify records and publication numbers that need to be changed, you can identify something transitioned to another format, you may also use it to identify issues with older material on the shelves, if you have not looked at this yet, I recommend you go in and take a look at the advanced search mode it gives you a better idea of the different fields that are available.

It is updated in real time and the data set includes information from 1991 forward.

If you have a look at this yet, please do. It is a resource cost something all of us here uses on a daily basis, it is helpful to know about the content that is here that we talked about item numbers, the list of classes, you will learn more about shipping lists and all of that later, now that you know that We recommend you go to this section and plug in your item number, and see what you can find, is -- it is created to create some value added services, some of the cool stuff you can do, you can tailor shipping list, the shipping list section, you can plug in your library number and

create shipping lists that just provides titles that you're selecting and you should be getting in your box.

If you go into this selection directory, you can plug in your depository number, and you can just find the publications you're selecting by different formats. And other kinds of searches are available.

It is a really useful tool if you want to take on a comprehensive collection development review, I recommend you use this, if you're interested in learning about all the things -- please contact us we can point you to some resources about it and we can walk you through the different options. When you open up each section, there is a date last updated at the bottom that is when our colleagues have last updated the section.

The current version is here, I will talk about reviewing your selection profile, and the process to do that, we went to go over this briefly. We can use an example of reducing selections of tangible format, and focusing instead on selection online only documents because have those we have a lot of questions. We know you are reducing your tangible collection footprint, and what you already have, so, we can give you some very high level thoughts.

To remind you, there is no requirement at all to select any item number. There is also no requirement to select a certain percentage of available numbers, that used to be required, any depository can provide access to all online content, so you do not have to select by item number two provide access.

In today's session, you'll hear more about an overview of cataloging in some cases libraries use item number selection to facilitate cataloging, so that may be a major consideration when reviewing and deciding what to keep.

I will talk briefly about reasons or considerations, to select item numbers associated with publications and also item numbers associated with tangibles but there are no requirements at all for selected depositories to select any item numbers.

We still have no items -- we still have numbers, in the workflow, we assign item numbers to online only publications, even though a physical publication is not distributed, and you can access it with or without selecting it in your selection profile, it is part of the way libraries have been selecting things, and it is such a part of so many libraries workflows that we still use those numbers.

There are considerations why you would want to include items associated with online only formats.

If you have regular users of the catalog, they can click on the location, and see the types of resources, that your library has.

There are also various tools that use item numbers, and it gives you an idea of how your library works within the review.

It identifies the subject strength. Occasionally they decide to switch the format of the publication, I don't know how often, but they can happen so if you have that item number on your profile, it can be a trigger to let you know when you go to the website to identify a number associated with the publication.

You can compare or inquire catalog records, that you have developed, using those item numbers to identify catalog records or if your in the disposition program to automatically get records.

GPO -- having said that, you can again, create or miniature item number selection profile in any way you want so those were just considerations and I reiterate that again because we have so many questions about why those if it's necessary -- why it's necessary to select the numbers.

If you have to decide what you want to keep selection of tangible publications, here are some considerations. Some publications are preferred by users in paper format, some paper can offer security, you want to keep developing the collection, some content is not online. Online access features may not be user-friendly for patrons that you have. Some agency websites may only provide access to current issues all other are resources that are linked to archived copies.

You can be at a library where you are asked to deselect tangibles and we understand, maybe you are going through a remodel, for whatever reason, you may be directed to deselect receipt of intangibles and that is then something to take into consideration with her overall collection evolution policy, and then if you can keep selecting the tangible publications that are of most value.

We get so many questions about changing a collection from one that includes tangible publications to digital, this is how you incorporate changing item numbers in a process of collection development.

We need decision is made that online formats does survey information, or other sources are involved that prompt you to become a more digital depository, we ask you continue to provide free public access to resources at your library, that is the key service component of providing free access so this involves looking at your services overall and seeing how you would tweak them if necessary to make sure your provide access to online resources instead of tangibles.

It is necessary to continue to provide a free access and for a collection workflow, you want to amend your libraries item selection so they include only item numbers associated with EL, or reducing the item numbers associated with tangibles if you want to become a mostly digital depository. And then you want to lead your tangible collection that is a program tomorrow, all about leading.

Digital depository mostly digital, is a term you can define however you want, mostly digital for one library at one size, and it may include selecting almost no tangible publications but a few are they large depository you can still select 100 or more, dozens of publications, it is a subjective term. But if you want to modify your item number selection profile, to become a more digital

depository, we can help you and the way to go about that is the night of the item number would include item numbers associated with EL publications.

Here are some suggested guidance articles about development and management of tangible publications. These cover different perspectives on collection development, collection development, it links to the resources, that have described today, the profile goes through in more detail, the decision-making process about changing your item numbers. If you want to become mostly online libraries, I encourage you to look at that article.

His right hand is over to the next speaker, I want to mention there is development management related programs in an upcoming conference, hopefully you can have the opportunity to attend in person or listen in virtually two programs that are recorded, if there are programs that you cannot attend or are not being recorded we have a conference archive, there are really good programs on collection management and I encourage you to take a look at those conference proceedings at some point. Especially if you are starting a project.

Also I encourage you to talk with your regional coordinator, or neighboring libraries, to get a sense of collection development in your local area, or statewide area, if you have collaborative development, that is great.

It can be a challenge to set that up and to maintain, but you can make decisions with a group of libraries to provide access to resources that way.

That was a very very high level overview of depository collection development. I anticipate that has been a lot of questions and maybe some more so keep them coming. Please contact us directly if you have specific questions about your individual depository situation.

Thank you for listening.

Hello everyone. I will do the next section about cataloging projects, you can see on the sly, a lot of the cataloging work that GPO does. The program, is one of the programs managed by the superintendent of documents, its goal was to create a comprehensive index of public documents including every document issued or published not confidential and character. There are lots of other projects going on, you can see we are working on pulling together the components of what we call the national bibliographic records inventory. This involves gathering together cataloging, the historical shelf list and shipping was, and monthly entries going all the way back the goal is to have a comprehensive list of all publications which libraries would then be able to copy catalogs. For the category project alone we have 9700 brief records already in the publication. That project and the other cooperative cataloging projects are ongoing.

GPO's successfully completed implementation of RDA in April successfully completed implementation of RDA in April 2013, without catalog new bibliographic records according to the standards, since 2013 GPO continues to monitor and apply new practices, its library of congress program for cooperative cataloging policy statements and other documentation for the program cataloging. In addition services continues to review and evaluate and develop local practices and procedures, as a result, the first GPO guideline were updated in 2015, since then

we continue to update and publish our guidelines including name authority guidelines, fiscal year 2016, library services began participating in the Library of Congress publication program. Cataloging provides data for federal agency publications including the addition of a number.

Historic shelf lists, this is a small portion of the list, these are currently being transcribed electronic format to form the foundation of future records since 2009, the staff has transcribed more than 180,000 records, published between 1870 and 1982. If you're interested in finding out more we have an excellent webcast that I invite you to watch.

Cataloging record distribution program, let's talk about the program your library may be eligible for. The program distributes catalog records to participate according to the current library item selection, libraries have the option to get changed records. GPO pays for your libraries to receive these records. There are limited number of places waiting lists and confirmation participations, 135 libraries are participating, we want you to contact our support team.

Uniform locator, since March 1998, US government publishing office has used uniform resource locators, to provide libraries and other parties through online information, these are clicks on a link, the request is routed to the federal publication called libraries do not need to update these in their records since staff will modify these entries as the location of the federal information changes. The server will route traffic to the appropriate website. We perform maintenance and you can contact us if anything is broken, GPO can modify, if it's been harvested there's -- it is always up-to-date that the most current information, if we cannot obtain a line version of the information, the record is modified to link to a page that states as a certain date information was no longer available online.

In order to ensure the link points to accurate resources, depository libraries are encouraged to use this in their catalogs. There are two main advantages to use this, it decreases the time required to maintain links and access to usage statistics.

To identify pearls in the catalog, use the catalog to determine if a publication or series has been assigned a Perl, this will appear in the catalog record if the resource has been identified. No pearls are found, contact us. Of the 1 million records, about 200,000 have pearls. A possibly 36% are linked to permanent items, the remaining goes to live sites. Here our partners. And hundreds of these pearls are added monthly.

Usage reports, with this tool, you can analyze where the people are finding your pearls. Or how they are connected to your network. Pearls are being clicked on. And when are they being clicked on. I encourage you to find out more about this tool we have an excellent webinar in the Academy archive.

Web harvesting. We have been actively harvesting federal websites, as of October, we have 128 collections that are archived we can search our collection, we have 8.7 TB of data and over 64 million URLs. We are cataloging these sites as regular records. So we have wanted and 44 records in the catalog. It is more than the number of sites harvested. We have a sub collection, we create a separate record, there are other examples. We have one harvested for the overarching agency and isolate the sub collection for a catalog. Please check out the collection and archive it.

We have a growing number of books, the easiest way to find them go to the front page and you can see a banner and a link click on that nipples of -- it pulls up all of the eBooks, you can see it opens up all of the available formats such as PDF, and others and you can download those, you can download those to your devices. They are free and there's a growing number of them so please check it out frequently.

The system was developed over time beginning in 1895, she organized to under 50,000 documents that were found in basements and sealed rooms all over Washington and she did over one year. The system she developed, agency and department, arrangement depository materials should conform to professional standards, the arrangement should facilitate the practical use of a depository collection. Libraries may arrange resources according to the superintendent of documents classification system. Other systems, the location of a depository material can influence your choice of classification. You may integrate material into other collections such as a general reference collection or you can keep it as a separate collection or a mixture.

This photograph you can see some of our libraries who have been involved in the webcast series, they have produced over 15 different webinars and webcast. On topics such as records, the item number system and GPO shall this, be sure to be on the lookout on the series if you're interested, we will do a webinar on the updated catalog. We have ongoing web address. -- Webinars.

Were quite a few questions. -- We had quite a few questions.

Going back to the beginning, essential Titleist is not required? Correct. The essential title list is something you on the committee said please if this thing goes online please lobby with the agency to keep it in print. So it was essential to keep those resources in print as long as possible. Now it might be online only, but we go to bat and tried to keep those resources in print because you said it was essential. Many in this room are nodding their heads.

Do I have this right, all the basic collections are required to have -- libraries are required to provide access to resources found on the basic collection whether they provide digital or or line access or select the content, in a tangible format, we ask you make the content available but we do not require you select the item numbers because it is available, every title on the list is available online and there are many ways to make them available. You can catalog them, put them on a guys [NULL] you can create another link all that provides an access point seeking get to those resources that the committee has decided every depository library needs.

How you provide access, that is up to you.

You may have to repeat the comes about new tangible resources and mapping item numbers.

It is kind of tricky but think about it this way, when we talk about something that we have to figure out how to get on people's profile immediately because we want to add that content to anyone who may be interested in it and we do not have to wait until October of the next year so if we get a new magazine or something, and it is printed, we will look at an item number that is

similar to that particular content and figure out if it is already profile, we will add the item number format it to your selection profile based on other things that you already selecting.

Is a couple of questions -- there's a couple of questions with the mapping, but just know that GPO will add some item numbers to your selection profile based on your other selections but there are some caveats.

If I select the Prince item number but not the microfiche what do I do when I received both formats when one is not selected, you're not obligated to retain anything you're not profile to receive. So what could be going on, we can have a good on our end and we need to know that, so we can stop the problem, the other thing that can go be going on is your library could then put on a list which by law your library was entitled to receive this publication, usually it is a congressperson or another member of Congress that as your institution to a list of people -- to receive the Federal Register. If that happens, but we need you to do is get a scan of the microfiche envelope Give us a scan, because the mailing label help us decide which list you are on, it is our mistake -- for is it the other half of GPO who manages the mailing list.

If we receive an item classified as one of them number and is later changed to another, are we required to keep her from five years before offering it to our regional or we consider it to be a non-selected item.

We do our very best when we are ordering materials, the information comes in and we identify it and classify it so if you get in your box, and it was not will be expected to be, we apologize for that, we do need you to keep it because it was technically thrown under an item number that you are profile four. We do our best but when those orders come in they can be very hard to tell what exactly it is the agency is trying to do so we apologize.

Is not the same thing but -- if you're selecting an item number you have some tangible stuff under the number and use of -- stop selecting you still have to keep the stuff you received for the five years, essentially because the tangible things to receive our federal property so that's where - - that's what behind this.

In this case, sometimes when we order things the order based on the information the agency gives us so they will order a pamphlet and they will call a pamphlet and will do our acquisitions and the item comes in and is a coffee-table book, an extreme example, so we ordered it under a certain item number and he gets thrown under the item number, sometimes we can change it before hand, sometimes we can't, and we have to change the item number. That's why that happens.

What is the best way to go through a profile to remove item numbers for things that are no longer publish? There is not an easy way to do that for GPO, however I would highly recommend you take a look at documents -- the resource that I pointed out before. They take GPO files and they catch them and I can tell you I have quite a few tricks up my sleeve, Alpine times going to their shelf list database and I say give me the last couple of years of everything that's been shipped to depository libraries and I pull into my Microsoft access. And show me all the item numbers that match.

From there, you can pull into Excel and do all sorts of things to find out what has been shipped out. If you want any tips on how to go about doing that, send me an email.

Related to the question, what are the downsides to not remove them items that are no longer published, you profile for it, or something similar, in the past for a reason so at some point time, you are receiving it actively and you're interested in it so ask yourself if you're still interested in the content, do not worry about the frequency, because you profile for the content that you are interested in first, it doesn't hurt to have inactive item numbers, sitting on your selection profile. You do not receive anything under those item numbers but if you're more interested in managing your collection profile, by all means deselect the item numbers that are not actively being shipped.

If you are interested in the content but it has not been shipped, you can keep it on your selection profile because as we talked earlier the mapping think that if we see we get some new content and we have to create a new item number for it and we identify the content is similar to the inactive number, we may map that material to your selection profile because we do not want you to miss out on the content. So we can potentially not new content to your selection profile based on what the current profile is.

However, a good example, numbers associated with the senses, each senses is likely to have different publications, so if you have item numbers from the last senses, or any of the other publications than you will get mapped to new item numbers.

We want to repeat that if you have fixed your item selection profile so your individual -- you are digital depository, we will not map and item number to your profile that will send you something table.

On the inactive item numbers if it's in the list of classes then it is technically active even though it has not been distributed for a long time, we have on our website, a list of formally inactive item numbers that GPO staff has determined to be that way.

If you think you might have one, you can keep it in your selection, it could come back to life, unlikely but it could happen.

If you're trying to go more digital and you do not want anything tangible added, do not worry we will never add a tangible format item number two your profile based off of your selecting something in an online format. If we have a new publication we may map it to an existing tangible publication and vice versa if we have a new online publication we may map it to a new online -- publication, to an existing application but will try not to cross that.

If you go into document data Miner you can see what was distributed. You can get some sense of the item numbers that you have on your profile that are not being used. We regularly go through, the list of classes and we will inactivate numbers from time to time and then those disappear automatically from your selection profile, every library does that have to do that. GPO does that for you.

I just think that removing all the numbers that are no longer needed with speed up the process of checking shipments against the item list, there may be other -- if it's on a shipping was means we have shipped it out so deselect those numbers on our end, that will not change the shipping list because we're still shipping the stuff.

I would refer you to our friend document data Miner, going through those lists, looking for item numbers that you are profile for is tedious. Go to the shipping list tool and plug-in your number, and say me -- give me all the numbers that they can filter the shipping list to your current selection profile. They do not know what you selected last year or two months ago, if you changed your profile since then but they know what you're currently profile four. It can filter out all the content that you are not profile four.

It's a great tool if you have explored yet.

How can we view other selections to use as a benchmark, you can always go in and use item list serve, it's a list of item numbers which can be confusing, the document data Miner is another tool, so you can go in and see the titles, the item numbers, of what your institution is looking at.

Are some safe low -- sample policies available?

Not directly, you might check with college if you are looking to look at policies in neighbor depositories, I would also go on to the community site and search, [Indiscernible] there are other policies, the information is not going to be current they will not give as much information about being a digital depository but you could potentially get some ideas about formatting a policy.

Do we have any more questions?

[Indiscernible] you are discussing partnerships earlier [Indiscernible] is a partnership in the works?

There have been discussions but I don't know of any -- anything official. There has been discussions over time but nothing in the near term that we are aware of.

[Indiscernible] you can let us know. [Indiscernible]

The partnership -- they have to want to be a partner and agreed to certain criteria in the memorandum of understanding, it takes a little bit of time to set up a memorandum of understanding agreement, so we are setting up new ones now for the federal information preservation network, we will have official documentation.

What is let the library jobs and item number what record-keeping is required?

None really technically, it's always advisable if you will keep the content on your shelf after the five your retention time frame is up, if you're doing any retro cataloging, you might want to keep

track of the fact that you selected that item number, that helps you acquire older catalog records for the content, you are required to manage the resources in your collection, they used to recommend you keep track of what you are profile for, in general, they used to be item cards, [Indiscernible] having some historical knowledge the past selections can be useful whether or not you keep that as an item number is up to you, it can be useful to know that your library selects the publication from a certain agency, but not doing that, this makes me think about the fact that data Miner gives you information based on your current item number selection profile.

There is no good way of tracking what is happening over time, in your depository. When a profile -- it is based on your current item selection. There's no easy way to pull together any historical information about your library. Every now and then we get a request from the library wanting selecting historical information. But we cannot provide that.

This is an example of one of those charts that I have done I pulled down to the shelf list of data and what I did was I took this particular library, I took your selection profile, I color-coded -- by the format, anything in blue is electronic or or line anything that's a tangible item is in pink, if we do not know, I just left it blank. The thing that I did was I went through and I counted how many times since August 2014 since August 2020 14/2 we ship the material or if it's an EL and item number, how many times how we catalog so you can see this library is profile for a lot of resources, some of these things are active, some of them are not so much active but you can see something like this, you can see charts, if this were 16 this library received 69% of their paper stuff, it came from one item number so it gives you a different flavor of what is going on with your profile. All of this is easily done between downloading the shelf list and this was all done in Excel. There are options to help you manage your selection profile if you need some more hands on, let me know.

What you learn how to do this you have to be careful because other people track you down and say I know you know how to do this. Can you do this for me to? It never really goes away.

That speaks to the complexity A depository collection development. You have all the item numbers, things you're not selecting, you have to make decisions, you have to catalog, do you need item numbers, it is incredibly complex and we encourage you to talk with some of the other people here and we can talk about your individual library situation and what your plans are. And give you an idea of things that we have heard from other libraries, to make sure we provide access to everything you're supposed to have.

And we have a shared phone number as well. [Indiscernible] so we have folks here Monday through Friday. Were happy to consult with you, when I first became a coordinated and I saw the item numbers I was overwhelmed. I spent half of my time looking at my state catalog to get some sense of what libraries were selecting. It is incredibly complex. We can do our best to help you find a path and simplify things for you.

Also some he mentioned they were concerned about what their peer institutions were selecting, I have been doing a lot of this lately where I pulled together list of what is everyone in particular state profile force everyone can figure out all we duplicating selections, are we duplicating -- we

can work with profiles. We do not know what you have retained over the years but we can work with your profile, and in the future. So if you want to compare we can help you.

We see this a lot, when you find out on library is relying on his other to select and retain something, but it turns out the other library was relying on somebody else, it is this trickle-down collapse. The network works, when you work as a network which requires communication. You have to let other people know what it is you are hoping they retain so they do not make decisions that impact you.

Any other questions? Any final questions?

Is not I will give you a quick reminder that tomorrow, we're going to pick up again at 12:00, [Indiscernible] Questionable on hacking you submit lost documents request? -- Question number one, how can you submit lost documents requested?

This may have been an unfair question.

[Indiscernible] it's on the left side under collection tools.

True or false, cataloging online resources is required.

It's great everybody is answering the questions.

I have a different set of questions. Are selected depository libraries required to select any item numbers? Yes or no.

Correct.

Read library is required to have the title on this list accessible -- every library is required to have the title on this list accessible.

My apologize for giving you the wrong questions.

Tomorrow when you login for a number two, we will start at 12:00 noon. Eastern time. You have another URL to click on to get into the correct webinar room. Keep that email that SAQ yesterday morn. Thank you very much.

Have a good day everybody.

[Event concluded]

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