

# Getting our Docs in a Row: The CONSORT Colleges Consolidate Four Collections

Fall Federal Depository Library  
Conference &  
Depository Library Council Meeting  
October 20, 2008  
Arlington, VA

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Denison University, Kenyon College, Ohio Wesleyan University, The College of Wooster

## Representing CONSORT:

Ellen P. Conrad, Denison University  
Cataloging Supervisor and Project Coordinator

Mark D. Gooch, The College of Wooster  
Technology & Government Information Librarian

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Mary Webb Prophet, Denison University  
Deputy Director and Documents Librarian

Cynthia Cort, Denison University  
Government Documents Specialist

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Government Documents Specialist

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## Getting our Docs in a Row

### What are we doing?

- Combining four depository collections
- Plans, processes, procedures

### Goal?

To best serve our patrons, we are

- creating a permanent and enduring collection
- using library space, resources, and personnel to best advantage
- Reducing duplication and weeding
- Freeing space for docs and other library needs

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## A History of Cooperation

- Ohio GODORT
- Five Colleges of Ohio
- CONSORT/OhioLINK

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August 23, 1989

Founded 1831

Carol Singer  
Documents Dept.  
Kenyon College Library  
Gambier, Ohio 43022

Dear Carol:

Are you still interested in cooperative housing of Appropriations Hearings? We definitely are keeping the following:

Y 4.Ap 6/1:D 36/5/Yr.	Defense
Y 4.Ap 6/2:D 36/4/Yr.	Defense
Y 4.Ap 6/1:F 76/3/Yr.	Foreign Assistance
Y 4.Ap 6/2:F 76/7/Yr.	Foreign Assistance
Y 4.Ap 6/1:M 59/6/Yr.	Military Assistance
Y 4.Ap 6/2:M 59/6/Yr.	Military Assistance

The rest we will weed to a five year level.

Please let us know if you are interested in cooperative housing, otherwise, space considerations force us to weed independently, and we will put the appropriations hearings on an offers list as soon as possible.

Yours truly,

*Mary Webb Prophet*  
MB

Mary Webb Prophet  
Assistant Reference Librarian

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## Denison/Kenyon Work Redesign Goals

- streamline technical services operations
- reduce duplication of effort on existing routine processing operations including:
  - acquisitions
  - cataloging
  - materials processing
- create additional staff time to deal with the new challenges of electronic resources.

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## Time Line 2004 - 2005

- Consultant team Report May 2, 2004
- Collection consolidation meeting was held June 9, 2004 held at Kenyon College
- July 7, 2004 meeting with Regional Librarian Audrey Hall for initial discussion of the idea.
- Denison Completes Historical Cataloging Summer 2005

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## Time Line - 2006

- Summer/Fall 2006 Denison/Kenyon Gov Docs Pilot Project
- October 5, 2006 Consultants Report on Library Space and Storage.
- November 27, 2006 Preliminary Report of Government Documents pilot project
- December 2006 Mark Gooch of the College of Wooster meets with Denison and Kenyon to discuss expansion of the pilot project

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## Time Line 2007-8

- Late Winter/Early Spring – Ohio 5 Directors Approve Project for CONSORT Colleges
- Spring 2007 – Denison Director Scottie Cochrane donates a portion of Ellen Conrad's Time to provide coordination for the project.
- Fall 2007 – Selective Housing Agreement sent to GPO for approval
- March 2008 – Selective Housing Agreement finalized

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## Ohio's State Plan Compliance

- **Coordinate item selection and selective housing agreements** with other depositories in a geographic area or **within consortia**.
- **Carry out weeding programs** in accordance with the guidelines set forth by the Government printing office and the regional depository and to **assist the regional in insuring the retention of the last copy for the state and where possible within local regions and consortia**
- **Consolidate**, where feasible, **weak retrospective collections to produce strong regional or consortium retrospective collections** and contribute to the building of a strong retrospective collection at the regional depository.

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## Consultation with the Regional

- July 7, 2004 Megan Fitch and Mary Prophet meet with Regional Librarian Audrey Hall for initial discussion of the idea.
- Spring 2007 Doc's Prescription Article
- Weeding lists
- Consultation with regional librarian in terms of state plan and selective housing agreement

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## Legal Requirements

- If your library is a selective depository served by a regional depository, you **MUST** retain Federal publications for at least five years, unless they are superseded or the discards are authorized by the Superintendent of Documents;

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## Legal Requirements (cont.)

- When an item is dropped, however, all materials previously received under the item number unless superseded **MUST** still be retained for the statutory five-year retention period before they can be offered on a disposal list to the regional library.

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## Legal Requirements (cont.)

- Your depository library, ... may also transfer current or retrospective materials to another library, ... shared or selective housing. A participating alternate site ... may be a ... another depository library... **A formal agreement between the parties MUST be signed if the host site is not under the same administrative control as your depository that is offering the material for selective housing.**

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## Selective Housing Agreement

- An Memorandum of Agreement (MOA) for a selective housing agreement should specify:
- The justification for the transfer;
- The duration of the agreement;
- Conditions for the termination of the agreement;
- The manner in which the collection will be maintained and organized;
- Guarantees of free access by the general public;
- Arrangements for interlibrary loan cooperation; and
- The procedure to be followed in the event the agreement is dissolved.

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## Selective Housing Agreement (cont.)

- Sample designed for
  - Two Libraries
  - One housing material at the other
  - Limited number of publications
- Our situation
  - Four Libraries
  - Each housing material with the other three
  - Indeterminate number of publications

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## Selective Housing Agreement (cont.)

- The designated depository still bears responsibility for oversight to ensure that the legal responsibilities are met.
- **Remember the selective housing site MUST abide by all of the standards and legal requirements that govern the FDLP.**

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## Selective Housing Agreement (cont.)

- Libraries should retain historical files as they may contain information about when an item was selected, dropped, discontinued, superseded, changed format, changed SuDocs class number, sent to a selective housing site, etc.

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## Implementation

- Each library is a Library of Record (LoR) for a given area
- Began with Congressional hearings. Why:
  - More straight-forward
  - ~75% duplication
  - All four libraries have collections—format varies
- LoR responsible for maintaining collection, other libraries withdraw duplicates

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## Process of Consolidation

### Library of Record (LoR)

- Inventory collection
  - Catalog & relabel (Kenyon)
- Identify missing & damaged items
- Notify libraries in rotation
- Add & replace items
- Offer duplicates
- Update OCLC holdings

### Contributing Libraries

- Review holdings for retention
- Transfer items to LoR in rotation, by format
  - Paper first (preferred format)
- Withdraw and offer duplicates
- Update OCLC holdings

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## How We Do It...



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## Doing the Work

- Detail-oriented work
- Complex workflow
- Adapt to local needs
- Local Project Team:
  - Students
  - Hands-on staff
  - Librarians
- Tracking & communication



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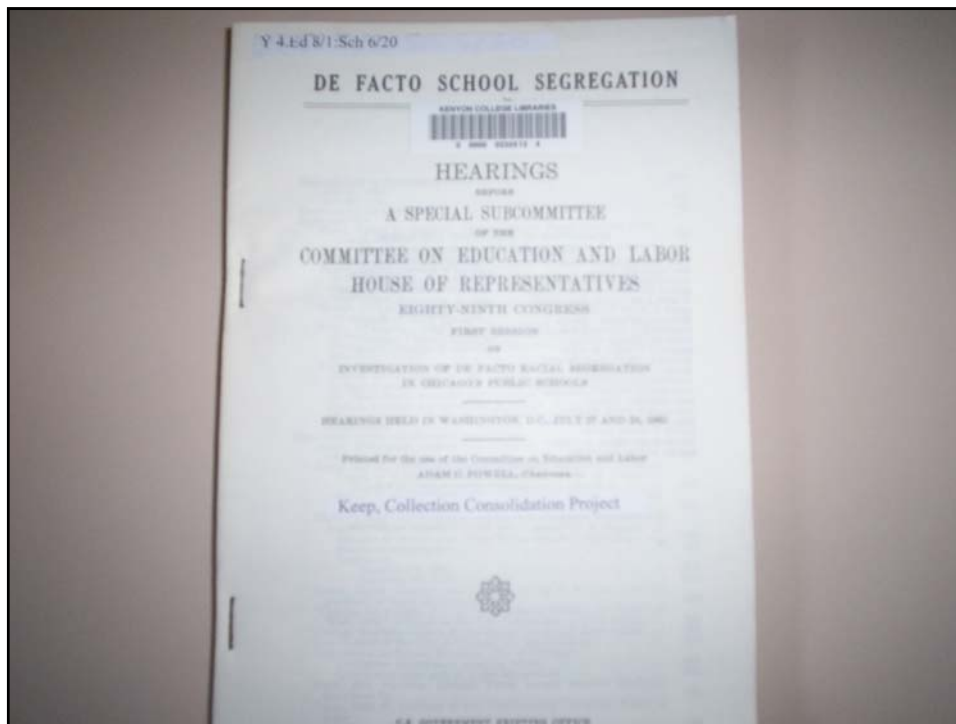
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Son of Gray Report: Library of Record assignments and progress													9/24/2008		
Class	Committee Name	Denison	Kenyon			Ohio Wesleyan			Wooster			Completed/status of class			
			Num of	Micro	Priority	Num of	Micro	Priority	Num of	Micro	Priority				
37	Y 4.F 53 - 73	B, assorted	0.5	0	2	0	0	X	0	0	X	0.3	0	LoR	12/5/07 completed
38	Y 4.F 76/1 - 76/2	B, Foreign affairs/relations	39.3	0	A	67	3	A	22	23	B	44	0.5	B	7/1/08 WOO no action. 9/5/08 WOO List under review. 9/23/08 LoR to be determined later.
39	Y 4.F 76/5 - 76/6	B, Foreign aid	0.5	0	2	0	0	O	0	0	O	0.3	0	LoR	12/18/07 consider WOO as LoR rather than DEN. 12/19/07 WOO is now LoR. DEN has nothing unique to send. Completed.
40	Y 4.G 21 - 74/2	S, assorted	0	0	X	0	0	X	0.1	0	LoR	0.1	0	2	5/10/08 EC suggested OWU begin this class 5/08 WOO doc sent to OWU, DEN and KEN have none. Completed.
41	Y 4.G 74/3 - 74/6	B, Government organization	5	0	2	7	0	4	1	0	3	7	0	LoR	3/12/08 WOO inventory completed, missing/repair noted. Ready for DEN to send paper. 4/2/08 DEN ready to send when Mary determines KEEPS. 4/4/08 DEN paper sent to WOO. 6/5/08 OWU docs sent to WOO, offers list posted. 7/23/08 OWU done. 7/1/08 KEN notified to send. 8/18/08 KEN list sent to Liaisons. 9/18/08 KEN paper sent to WOO.
42	Y 4.G 74/7 - 74/9	B, Govt. Operations/tech search	18	70	2	10	130	4	85	74	3	36	35	LoR	4/4/08 these classes are being processed with the above classes. 7/23/08 OWU paper sent to WOO, offered, w/d. 7/1/08 KEN notified to send. 9/18/08 KEN paper sent to WOO.
43	Y 4.H's	B, assorted	5.25	3	LoR	5	3	4	13	4	2	5.5	3.5	3	12/13/07 DEN inventory begun. 8/12/08 DEN inventory complete. 8/12/08 OWU notified to send paper. 8/13/08 OWU paper sent to DEN. 8/20/08 OWU docs received and processed. 8/20/08 WOO notified to send docs to DEN. 8/21/08 WOO docs sent to DEN. 8/28/08 WOO docs received and processed at DEN. 9/4/08 KEN notified to send paper to DEN. 9/10/08 KEN inventory begun.
44	Y 4.Im	B, assorted	2	0	2	2	3	4	1	3	LoR	1	0	3	
45	Y 4.In 2/1 - 2/11	B, Indian and Industry	3.5	10	2	10	7	LoR	0.5	14	4	5.5	12	3	
46	Y 4.In 3 - 8/2	B, assorted	0.1	0	LoR	0	0	X	0	0	X	0.1	0	2	8/13/08 DEN inventory done. 9/4/08 WOO notified to send paper to DEN. 9/5/08 WOO paper sent to DEN, no MF. 9/8/08 Completed.

KEEP?	TITLE	CALL #(ITEM)	VOLUME	Date	OCLC #
1	10-year record of the Advisory Commission on Intergovernmental Relatio	Y 4. G 74/7 Ad 9/8		1972	334116
2	A cost profile for support services. Hearing before a [Special Studies	Y 4. G 74/7 C 82/2		1968	453569
3	A new federalism. Hearings, Ninety-third Congress, first session	Y 4. G 74/6 F 31/14/	pt. 1	1973	702099
4	A new federalism. Hearings, Ninety-third Congress, first session	Y 4. G 74/6 F 31/14/	pt. 2	1973	702099
5	A review of Labor Department Accounting Systems. Hearing before a [Spe	Y 4. G 74/7 Ac 2/3		1968	3384
6	Access of service secretaries to military information : hearing. 94t	Y 4. G 74/7 Se 2/4		1975	2007869
7	Access to records : hearings before a Subcommittee of the Committee on	Y 4. G 74/7 R 24/7		1974	1120644
8	Accountability of educational institutions for Federal funds and the e	Y 4. G 74/7 F 96/5		1979	5943863
9	Accounting procedure for the District of Columbia. Hearing before a su	Y 4. G 74/7 Ac 2/6/971		1971	158091
10	Accounting procedure for the District of Columbia. Hearing, ninety-fir	Y 4. G 74/7 Ac 2/6		1970	99339
11	Acquisition by General Services Administration of property at Laguna N	Y 4. G 74/7 L 13 n		1975	2048767
12	Activities of Interagency Committee on Auto Theft Prevention : hearing	Y 4. G 74/7 Au 8/6		1976	2631964
13	Activities of the Cabinet Committee on Opportunities for Spanish-Speak	Y 4. G 74/7 Sp 2/4		1973	797489
14	Adequacy of aid resources for auditing overseas assistance programs :	Y 4. G 74/7 Ai 2/3		1980	7281289
15	Adequacy of COWPS enforcement of price standards for petroleum product	Y 4. G 74/7 Ad 3		1980	6650769
16	Adequacy of Federal agency studies into national impact of a New York	Y 4. G 74/7 N 42/	[pt 1]	1975	2837113
17	Adequacy of Federal agency studies into national impact of a New York	Y 4. G 74/7 N 42/	pt. 2	1975	2837113
18	Adequacy of the administration's anti-inflation program : hearings bef	Y 4. G 74/7 An 8/3/	[pt 1]	1979	4943281
19	Adequacy of the administration's anti-inflation program : hearings bef	Y 4. G 74/7 An 8/3/	pt. 2	1979	4943281
20	Adequacy of the National Weather Service's hurricane and flood warning	Y 4. G 74/7 H 94		1972	525140
21	Administration and management practices of the Railroad Retirement Boa	Y 4. G 74/7 R 13/3		1979	6055149
22	Administration of Federal health benefit programs. Hearings before a s	Y 4. G 74/7 H 34/2/	pt. 1	1970	98450
23	Administration of Federal health benefit programs. Hearings before a s	Y 4. G 74/7 H 34/2/	pt. 2	1970	98450
24	Administration of Federal health benefit programs. Hearings before a s	Y 4. G 74/7 H 34/2/	pt. 3	1970	98450
25	Administration of Federal health benefit programs. Hearings before a s	Y 4. G 74/7 H 34/2/	pt. 4	1970	98450
26	Administration of HUD's section 518 (b) program : hearing before a Sub	Y 4. G 74/7 H 81/7		1977	3352392
27	Administration of laws affecting farmworkers : hearing before a subcom	Y 4. G 74/7 F 22/2		1980	7039870
28	Administration of the AFDC program : a report to the Committee on Gove	Y 4. G 74/7 Ai 2		1977	3005250
29	Administration of the AFDC program : hearings before a subcommittee of	Y 4. G 74/7 Ai 2/2		1978	3610771
30	Administration of the Buy American act : hearing before a Subcommittee	Y 4. G 74/7 B 98		1978	4481103
31	Administration of U.S. embassies abroad : hearings before a subcommitt	Y 4. G 74/7 Em 1		1978	4615117
32	Advance payment of subscription charges for audio publications : heari	Y 4. G 74/7 Au 2		1974	1145068
33	Adverse effects of coal mining on Federal reservoir projects. Hearing.	Y 4. G 74/7 C 63/2		1973	899047
34	Advisory Commission on Intergovernmental Relations. Hearing before a s	Y 4. G 74/7 In 8/17		1972	591890
35	Advisory committees. Hearing before a subcommittee of the Committee on	Y 4. G 74/7 Ad 9/7		1972	309088







## Ingredients for Success

- Well-defined goal
- Flesh out procedures
  - Pilot study
  - Documentation
- Adjust for local differences
- Staff ability to do the work (time, expertise)
- Willingness to do value-added work



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## A few more details ...

### Coordinator's role

- Experience with documents and the people
- Oversight
- Planning and tracking
- Not the daily work

### Institutional support

- Directors who support the documents collections, the staff, and the concept of collaborative work
- Committed staff – Librarians and support staff

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## We Talk With Each Other

This is HARD WORK!

- Detailed, complicated work
- Philosophically and emotionally challenging

The working group is

- Open
- We know each other
- Willing to discuss and to disagree
- Willing to be vulnerable
- Willing to be wrong – or right
- Willing to stand up for our points of view and to change
- Always respectful of each other and of opinions

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## Questions?

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# Working Papers

- History of Cooperation and the Collection Consolidation Project
- Selective Housing Agreement and Implementation Parameters
- Ohio State Plan Compliance

## Procedures and Policies

- Item Record Fields Info
- Millennium List Creation & Use
- Electronic Offers Lists in Google
- Batch Work in CONSORT
- Committee Reclassification
- Five Year Retention
- Reviewing Collections to Keep, Weed, etc.
- ICODE-1 Assignments
- Batch Work on OCLC
- Format Priority
- Standard Text for Notes
- Duplicate Withdrawal Process

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# Web Links

**CONSORT, our shared catalog**

<http://consort.library.denison.edu/>

**Shared cataloging of current acquisitions**

<http://collaborations.denison.edu/ohio5/doccat/>

**Cataloging of our historical collections**

<http://www.wooster.edu/Library/Gov/Ohio5Docs/Catalog.html>

**Cataloging the Foreign Relations of the United States Series and Sub-Series**

<http://www.wooster.edu/library/gov/Ohio5Docs/FRUS.htm>

**The Five Colleges of Ohio Government Resources Web Site**

<http://www.wooster.edu/Library/Gov/Ohio5Docs/Home.html>

Shared Policies (see URL above)

[Access Policy](#)

[Collection Development Policy](#)

[Government Information Guidelines and Policies](#)

**Original pilot project report**

<http://www.wooster.edu/Library/Gov/Ohio5Docs/Hearings-PilotProject.pdf>

Class level information on Library of Record assignments and other project documents are available on the Project's Google site

<http://consort.collection.consolidation.googlepages.com/home>

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