

Please stand by for realtime captions.

>>Hello, everyone. Welcome to Compiling a Monthly New Electronic Titles Alert . I'm doing a sound check for the folks who just entered the program. We will get started momentarily in about three minutes at the top of the hour. Thank you.

>> Hello, everyone. Welcome again to the webinar, Compiling a Monthly New Electronic Titles Alert . I'm Kathy. Our tech support is Corey. We are in the library unit at GPO. I have the pleasure of introducing today's presenter, Richard Todd. Richard is a technical services at interlibrary loan library and at the Navy legal information Center at the University of Tulsa College of law. Before we get started, I have a few housekeeping details to share before we turn it over to Richard. We will be fielding questions after the presentation. Please feel free to text chat your questions throughout the webinar. I will keep track of questions and share them with Richard afterward. We are recording, or after his presentation, [laughter], We are recording today's session and everyone who registered will receive an email with a link to the recording and slides. We will send these to the email address you use to register for the webinar. Will also send a certificate of participation. If you are part of a group watching this webinar using one person's registration, and if everyone would like to receive a certificate, please email outreach to request additional certificates. Please include the title of today's webinar along with the names and email addresses of everyone requesting certificate. If you need to zoom in on the slides, you can click on the full screen button in the bottom left of your screen. To exit the full screen mode, hover over the blue bar at the top so it expands and click on the blue return button to get the default view. After the presentation and question and answers, we'll share satisfaction surveys with you. We will let you know when it is available. The URL will appear in your Box. We always appreciate your feedback. That wraps up the housekeeping information. Richard, I would like to mention how much we appreciate that you volunteer to present today about the workflow you developed. Please take it away.

>> Thank you, Kathy. This webinar will detail how I regularly perform development for the government document collection and how I compile a monthly new electronic titles alert for faculty distribution from this process. This presentation utilizes innovative interfaces Inc. Sierra library system, OCLC connection, and of course the catalog of U.S. government publications website. So let's begin.

>> I begin by directing my browser to this website and select electronic titles from the menu of catalogs to search. I select from the menu and, as you can see on this particular month, there are 1423 new titles, new electronic titles ready to go. At this point, I select refine or than any because I have some refinements to make. And here, I take advantage of the options to refine the search results. In my case, I would like to read the selections that might have the words hearing or report or act in the title. We are going to already have these and other collections and we do not really want to bring in duplicate records for those same reports.

>> After running my bullion string, this will reduce this month results by 435 tiles. I now have 988 to review. I review records that appear to be potential candidates here. I look at the subject heading for indications of legislation or policies related to the judicial system in general. There is a Native American, family, immigration, energy and environment. Some of these particularly, native American, energy, environment, our kind of programmed specializations of our particular school of law. If I need to see more, if this does not tell be quite enough before making the decision, I can click on the Internet access link to do the actual document itself if I decide to select the record. What I did was I write down on a notepad the OCLC number you can see at the bottom and, sometimes, many times, there are multiple numbers. And in that case, I just jot down the newest of those numbers. And then I also write down beside it enough of the title to be able to identify and confirm with the connection that I am on the right record. Here we have an example of that particular document that we just looked at the record for. This is what you see when you click for this one anyway, the Internet access link. If for some reason your connection is interrupted during this process, it is a good idea on your notepad to kind of keep tabs because, again, in this case, I am reviewing 988 records to kind of keep tabs or bookmarks where you

are at in the process. That way, you can easily return to the place you are at using the jump to number box that you see here. If you are distracted for a reasonable amount of time during the day while you are doing this process, you come back and your screen may look like this. And in this case, you can usually click the back arrow on your browser and you can always return to the exact page you were where you left off. Here is a photo of the beginning of my notes. The 988, it is the total number of titles in my search results. It reminds me in case if, forced, if for some reason I would lose the entire search, I would have the same parameters of this would give me a way of confirming that I am back in the same place. You also see on the notes, of course, the OCLC numbers and the parcel title for confirmation. Once I have completed that list, I think it went to our Sierra system. And I checked those OCLC numbers to just confirm that we do not already have it brought into the system, even by myself or by the government document library and at the main campus library because we are on a shared system. Once that is done, I log into OCLC connection and begin to retrieve the records via the OCLC numbers. Depending on your policies or preferences during this process, you may or may not choose to register your holdings in OCLC for an electronics only resource. As a habit of practice, I do recommend having those. There may be some record editing that you would like to perform. In this case, I would just want location codes and I would insert a call number field that we use for electronic resources. To do this, I gather the record I have selected for that into a create listing Sierra. I select last months list and then I adjust the search screen. This will gather records brought in today on the law library a location and normally this is the first and only thing I do today and so I also confirmed that number is the number on my list just to make sure that it works just fine. Once that list is gathered, I move to the Sierra global update module. I select the new create list at a click the search button. Here we see the records that I select the command input tab on the left. I can enter my edits for the record set. Here you can edit the code on all of those. I want to change from showing as library first floor to library electronic resource. With the variable link field, I am going to insert which will stay electronic resource. Once the commands are compiled, I can click the preview tab. If everything looks good, I click the process button. I will select the show records button to display the titles in my list. Here they are. From here, I can go through each record and I like to clean up the 856 links. I check the functionality of each link and I like to limit the number of links to two. There can be several links. So unless they have specific specializations which they normally do not, I like to have the main link and if there is an alternate link directly to the department, I like to keep it as an option. I also have standardized statements that I like to apply. I like to add access online to the main link and I usually put the phrase alternate link to the department or optional link. I can now check the records via public display. And I always try and take a look at all of the edits I have made during this process and I see that everything has worked out. We have the location, feels, law, electronic resource, the column a number, electronic resource, and we have the cleaned up 856 link.

>> I begin compiling an email to distribute to faculty. I cut and paste the title and the URL from the public view. I paste them into an email organized by general topic setting. Clicking on the URL sends them to the catalog record as opposed to going directly to the document. That concludes the presentation. At this point, I believe Kathy is going to begin fielding any questions that you might have

>> Thank you very much. Please input any questions into the chat box. At this point, we do not have any.

>> I know I covered a lot of technical stuff in a short period of time.

>> We've got a great presentation which will be available as a reference. Richard, do have any sense of the average number of records you identify each month?

>> This will vary for everybody. In my case, I would say it is nearly always between 30 and 50. This entire process that I go through because I am reviewing a lot of records, I would say in grand total, it takes maybe a work day and a half. I do try to do all of the bringing into Sierra within a day. They are easier to collect that day. If I can't, that's not a big deal. That can still be done.

>> Thank you. I was just curious how this process works for the number of records that you capture. So a couple of questions have come in, if more than one OCLC number is listed in the record, is the last one the most recent?

>> The highest one, the biggest number is the most recent. And usually is the last one. So if it is a 7 million a and the ones behind it are 6 million and 5 million, et cetera, the 7 million will be the most current one, I believe, and that is the one I use and it is usually the one that is sitting at the end of the string.

>> Great. From Scott, are you able to use the featured list function of the web to show your list to the public and could that replace your had created email?

>> I probably could leave the featured list for books. So I just do this on the side. And I believe in the Sierra, you are kind of limited to one on that. But no, we have not done that yet. We do that with books and materials, though.

>> Did you redo all the 888 records all one by one?

>> 988 records, yes, I did.

>> [laughter]

>> You can normally quickly spot by title. And a lot of them, you went through them really fast because, when you are doing this, you will organize everything kind of chronologically. And often times, you get to a point to where when you start CA several pages sometimes of 1950s and older material, and they are not new at all, but in electronic form, I guess, in regard to electronic government documents, there are old government documents that have been converted, and I go through those because, occasionally there is a classic that we don't have that we would like to have, those are usually for us a general court or judicial kind of work as opposed to some of our energy and other specializations. But still, you can fly to those pages fairly quickly.

>> I want to say going off of the titles and browsing down the titles, it may be one out of every 30 or more that I actually click on to take a close look.

>> Is it possible to put that field into the call number feels? Field?

>> 086 into the call number feels? Here on electronic resources, we do not, we keep our electronic and our material resources separate. And for us, you do not really use a call number two organize electronic resources so we just have kind of an across-the-board, in our system, I do not know if all of them are like this, 090 is applied for strictly Library of Congress call numbers. 099 is kind of other and those include government document numbers and I will move and 856 into a 099 if it is a material that is going on the shelf though when it is an electronic resource it is just an electronic resource.

>> We are starting to get a lot of thank you messages. From Laura, can you tell if compiling the Swiss has increased usage of the collection?

>> I don't know. I hope so.

>> How long have you been doing this workflow?

>> This I did once because I thought probably like many libraries, the electronic resources for document is displacing the print material. So I kind of came up with this to keep the government documents as a collection even though it was moved into electronic, really current and relevant. I started doing this and not long after that, I spotted some cool stuff on there and I really's felt strongly about some of the faculty and library staff knowing about it so I did pretty much exactly the last slide you saw there, a version of that, and I sent it to the library director at the time and she insisted at that point that it become a regular monthly thing going out to the faculty. And I want to say that was maybe 6 years ago. Maybe it was 7 years ago.

>> I think your proactive approach has got to be paying off. But it is interesting to know that you can calculate it in many ways. Buddy appreciate your doing it and your director supporting that. Scott had a comment about copying the 0862 the 089 and Arlene has a question, have you tried using the refine feature to narrow down title by subject?

>> No. The key thing for me is to keep out so I don't trip into acts and hearings and regular legislative reports and productions because, as I said during the presentation, we already have those that we do not really want more duplicates of the same content out there.

>> I also compile a monthly list of the documents and it's a good way to also keep in regular contact with faculty which is fabulous. I appreciate that, Bruce. Another question from Israel, can you provide follow-up records by subject heading?

>> Could you repeat that? Is back at can GPO provide the follow-up records by subject heading?

>> I'm not quite sure with the question is about. Would you have any more information on that? Could you use the titles to identify items to select [muffled audio] distribution program? In other words, if you identify new titles that are useful but they are not on the selection profile, then you could get records from other sources. So you are not necessarily keeping up with selections for online format. Your focus is better on content of new titles that are catalogued?

>> Right. And bringing them into our catalog for access, right.

>> Could you run a report that shows those item numbers?

>> Like the OCLC numbers? Back at the item number.

>> I'm sure I could. The Sierra creates a list.

>> If anyone has suggestions on how to organize electronic titles and ways that would help you, please feel free to let us at GPO no. I'm glad Richard, you are taking full advantage of what you have there. Scott says it's a good idea to use item and numbers in the imported records. A comment from GPO, we know that item numbers, other libraries do not keep the selections up to date. But if you are able to pull out items of numbers of things you have catalogued by identifying the subject, then that could help you update your item number selection down the road. If you choose to for any reason, Scott says 074, Laura says I wanted to include government titles in our other new titles list but there is not always a good way to map agencies to academic disciplines. Most of our list use call number ranges by subject. Has anyone found out way math to do we call numbers? Mapping a classification to one built on scepters, good question. [laughter] Amy, I agree with suggestions to review by subject headings that item number. Noted. Eileen, I'm trying to find shortcuts to browsing 800+ records every month. [laughter]

>> Yes. So it will depend upon your local needs and definitely time and system capabilities. Scott, how about the [indiscernible word] instead and Richard is very diligent, agreed. This is just a thought I had. If you can get info about how useful that email is with the monthly email with notification of new titles, that would be really fascinating.

>> Okay.

>> Have a law clinic here for legal practice and their focus is immigration and family law. And so that is why, beyond our specialization, I bring in a lot of family and immigration topics.

>> It does seem the refine feature in the CDP could help narrow the list for review so I glad see that tip.

>> I am scanning to make sure I did not miss a question. I hope I did not pick if I did, please feel free to chat it again.

>> I'm glad the government site offers the non-Boolean option because it's not really a Boolean option in Sierra and it feels, I know it's a very dangerous term, but it's still nice to have around. Sometimes you feel a little limited in Sierra by not having, this is really funny, by not having non-as a Boolean option.

>> Is anybody using online email and able to do this sort of thing? Please email me with the workflow. We just switched and nobody knows anything anymore. Sure someone could suggest some ideas. We switched to Primo and I would second that. To evaluate the effectiveness of the list to see if your statistics from GPO have gone up, Richard, have you signed up for the tool?

>> No.

>> Okay. That might be just another source of data

.

>> I will look into that.

>> There's information under the instructions section about the resource. I'm just seeing if I can pull it up really quickly from here.

>> It would be interesting to see how detail that is.

>> I'm looking for the instructions article. We will put that into the chat. There's a link a collection tools just to login, I believe. It is something you have to sign up for. And then you can get monthly data.

>> Okay. I will follow through on that.

>> They may have data locally also. We are not the primary administrator of the system. We share that with our main campus library. The monitor and runs some things that we don't necessarily always see ourselves.

>> It makes a difference in the reporting tool when you share a catalog because you have to figure out which is yours.

>> Our main campus library is on a separate depository.

>> Does anybody have any other questions?

>> Before we close, I would like to thank you, Kathy and Corey, for all of your assistance in putting this together.

>> Of course.

>> I would like to thank the attendees as well. I hope some of this information helps out.

>> We will send out information about the survey momentarily. I would appreciate if you would have a few minutes to fill that out. Any last question? We are getting a lot of thank you's coming in the text chat. It's inspiring, thank you for your knowledge, et cetera. Just from someone here at GPO, it's really wonderful that you are identifying online resources and cataloguing them to local access so we consider the best fact is that I really appreciate it. We have a lot of people saying thank you. If anybody has more questions for Richard and or if you think of something later, the email addresses is on the first page of the presentation. He said he would be happy to follow up. Peter says thank you. You gave me an idea of what to do on getting the word out on electronic titles.

>> I really like on my email distribution, I really prefer to bring it into our catalog before they go out to the document. I like to direct people through the online catalog as often as possible.

>> I realize it's a lot of work. You are also learning the collection of the online collections at the same time you are doing this so I think it is fabulous. It looks like we do not have any more questions coming

in. Thank you, everyone, for completing the survey. I really appreciate that. Thank you very much, Richard. We look forward to hearing about this at down the road as you continue this and get feedback from faculty.

>> Yes. Thank you again.

>> We will go ahead and wrap up since we have no more questions that everybody have a wonderful day. We will send out certificates of participation in posting this presentation soon in the archive. Thank you. Have a good day.

>> [event concluded]

>> [Event Concluded]