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>> Good afternoon and welcome to the FDLP webinar. My name is Melissa Fairfield and I'm a specialist for GPS. Before we get started and we will walk you through a few housekeeping reminders. First of you have any questions you would like to ask me or any technical issues, feel free to use the chat box at the bottom right-hand corner of the screen. My colleague Ashley is here and she will keep track of all questions that come in and at the end of the presentation, we will respond to each of them. >> We are recording today's session and we will email a link with the recording of slides to everyone who register for the webinar. It will also be sending a certificate of participation using the email you used to register for the webinar. If anyone needs additional certificates because multiple people watch the webinar with you, please email the FDLP webinar, and for those who need certificates. >> I will start out this presentation with a couple slides describing why you might use FDLP exchange in your collection development, and then I will move on to the website and kind of show you how you would use them the FDLP exchange and development. I will not actually be uploading any materials. I would just be showing you where you can do that. At the end, I will show you where you can find some of our video instructions and other instructions on how to do that if you have any questions about that. >> So why would you use exchange and collection development, well of course [Indiscernible] is one of the main reasons and also you can use it to add [Indiscernible] to collection. >> There are several reasons to use exchange for weeding, first and foremost of course is the process is automated in exchange. Eliminate the need to email or keep track of review period dates in the system does all that for you. It also makes [Indiscernible] easy. I have to do is click a button. >> You can also use it to add materials to your collection. You can post any items that you want. You can use the repository to four items that other libraries are offering, and use advanced search to run regular searches. It's a great way to replace damaged on your items are to keep up with changing collections. >> I will take you, so bear with me just a moment while I share my screen. I'm taking you to our training site. So I can show you how to do some of these things. >> I want to start by showing you how to offer nationally. If you go to your library account, in my library, that will show the account for your entire library, not your personal account, but your library. And I just want to give a quick overview of review periods. There are three different review. You are going to see. Regional review, selective review and offered nationally, nationally. >> Each region gets to choose for you how long regional review is to last. But each individual library issues with you offer nationally and for how long, and I will show you how to do that. >> As you can see from this page, you can see there is no, we are not [Indiscernible] is not offered nationally so there is no time here but we want to offer nationally. So you're to edit, you go to edit. And then you scroll down to the review period and it will ask if you want to offer nationally. I have to do is check that box. And then determine how long you want to offer anything nationally. Save this. Save your changes in their ego. Now you will see that you are offering nationally for 20 days. So what this means is when an item comes in, it will go through regional review for 30 days. It will go through selective review for 30 days, and when it's finished, it will go automatically international review and everybody in the peasantry community will be a see that on the best item that you offered. >> Next I will show you where you will post these. >>, Post needs. >> You post needs the same places offers. You can do it in either manually or with the spreadsheet. That and go into input need. And it looks very much the same as it would if you were uploading or if you were entering [Indiscernible] excuse me, although there are a few differences in that you are allowed to choose multiple formats. Because if you are entering an offer, you have the format in hand so you know whether it is paper or microfiche. But if you are in training you can pick as many formats as you would like. You can also use or select any condition for need. Because again you don't have it in hand if you are willing to accept only [Indiscernible] good condition, check that. You will be the condition of item to do that. >> You can also indicate an item for

digitization purposes or for disaster recovery and you can pick yes or no here. And that will show everybody that that's why, if you come across it and you see it, you have an extra one Puerto Rico but it is a hopefully get that item in there. We will come back to input and I want to show you uploading offers or needs and you can upload needs. And again just work exactly the same way that uploading offers works. It's your file, you import your spreadsheet, and it just goes right into your needs list. >> Down here, you will see that we have templates available, we have templates. So you can take a look. The system works exactly like it would to upload an offer, although the templates are slightly different, because again they are different required fields. They are much [Indiscernible] fields [Indiscernible - low volume]. >> Things to remember about needs as they don't need to regional approval, so while uploading offer will go to your regional for review and the Goodyear select those for review. And it just goes right into the system and anyone can see it. >> Please don't ever expire, so the review period's do not add. This works exactly the same as offers. With matches. As soon as you upload a matching offer they go in, there's a match and you go through this process the same ways you would with an offer that you got. >> And the parties except for the matching send it to each other market is mail or market is Or receive and it's all taken care of. And it's important to know that's a first come first serve basis so if more than one library has a need in there for the same item, the first library can put that need in as the weather is the first shot of it. And then for some reason they don't want the item or they change their mind, that it goes on to the next person. >> The next scene I want to show you is offers repository. Right here, and the repository is where you going to see other people's items. And this is really important because one, you can take a look at what other people are offering. And somebody might be offering something that you didn't even know existed, but it something that you like to have. So you can go in and make a matching need. And then baby you will get matched and you can do the same thing with needs. So if somebody need something to say oh, I have through those or have one of these I don't really want. I [Indiscernible] listed but if somebody really needs that I will go ahead and listed and hopefully get a match. >> Scroll up your little bit. And I'm using our training site so that's why the embers here are so low. If you are on the lives site you have [Indiscernible] on there. >> What they want to point out here is the export. The export current view and you will see this everywhere on exchange site. What this is going to do is export whatever the current list is that you have up. And you see here the spreadsheet of everything that is on this current view. >> 80 do that anywhere on exchange site. >> So just be warned that if you have 1800 items in your list you probably will not, it will probably not upload. >> And really set the other day. >> So you are not going to see anything in the needs and offers repository that isn't available to you. So for example if you are in one state and this is in selective review in another state, you are not going to see a you will not until you can get it. Because that would be kind of being. >> [Indiscernible] to dangle something in front of you the have. >> So what happens if you do see something in here that you want? You can request to offer right there. >> And I don't know what just happened. >> And then you will see right here that it's an offer request and to notify the person who posted the offer that I would like to have it. >> Because there are things or family somewhere else in the process, like I said this is the training site, it's not the real site. >> I'm going to show you now it looks very much the same on the need site. >> I believe there more things. I'll point out a few things here. He's are things that other people need. So -- >> If you want to go through here, you can search by keyword. You can search by classification number. Filter by format. You can filter by library. You can just see what a specific library has an here. You can also show anything that people need for disaster recovery or for digitization projects only so that will show you that. If you're really interested in helping people find and replace something that they have lost in a disaster, you can see, take a look here and say okay, I have this item. I will go put it up. >> And how you do that is you click on the item. And then if you come here, you can copy the item and create either a new offer or a new the. If you see something it's like okay I didn't know that was there and I would like that too, you can copy and create a new lead. If you see something that somebody has that you want to see if you can get to them, you just

copied and create an offer. It was still have to go through the regional review period but once it gets to phase 3, it will match with the library that put the need there. >> I'm sorry, my voice is a little scratchy today. I went to drink some water a quick >> Go back to where I was. So you not only -- search but you can also sort by classification number or publish date, when it was posted in the meeting library. So all of that. >> If you have question about anything in here, you can hit this. It will send a message to the library about that item. >> Now going to show you my favorite, and that is advanced search. And advanced search you can search either needs or offers. And it gives you a lot of criteria. You can put in as little or as much as you want. And be as specific as you want to be. These are general search terms that you will find in most graphic information. You will find the most searches. >> But I'm just going to keyword search. Because we are in the [Indiscernible] site so there are just mattresses. I'm just going to do a quick search of offers. For water. And I'm doing that because my library wants to collect everything possible on water. >> So I want to see what all is in there. So there are nine things found. You will be out to see here that some of these are my own items. And some along to other people. And if I -- what one, okay like to have this and I can request it and it starts going to the process. It will notify the library that entered it that I would like to have it and we will get mailed and sent out. >> And here's my favorite part. You can actually name the search. Save it. And then you can run it on a regular basis. You can run it monthly, weekly. If you're looking for items on a particular subject, you can continue to run that search on a regular basis and it will give you all the new items that have come up that are being offered. >> So it's a really good way to keep up with items in your collection if you have certain subjects that you like. >> So I would just go over little bit about the kind of information you can search for here. You can search for by classification number, by date, you can search just what a certain library is discarding if you know the library that is discarding a lot of things that you have morning. You can just select to search just the library and that will go to your safe search as well. >> You can search your own result or result from the region. >> One thing you will want to do when you save the searches you will want to go in and change the date. So if I did today, and then next month I want to do it from 11:15 to whatever, 11/15 to whatever date expenses that make sense. You can also Kurtz search by format. Condition. All of these, and you can show only disaster or digitization processes. >> And finally I just want to show you where you can go to find more specific information on how to enter offers, how to enter needs and things like that. >> You can do that on FDLP.gov. Go to collection tools. FDLP exchange. And if you go all the way down here, you will be able to see the guidance and training materials. So if you ask specific questions about spreadsheets and that sort of thing, you have the data dictionary. We have template here and we have got training videos. That a very tasked based so a few minutes on how to do one specific thing. >> Also has some recording webinars. And that would be it. >> So what I expect is that you have a lot of questions. So let's [Indiscernible] [Audio fading in and out] to the chat box. >> We can. >> So I can go back on and show you anything specific that you would like more information on. Just chatted in the box. >>

And again I apologize for my voice, it's been a little funky today and doing all kinds of things to me. >> [Pause] >> I will put our contact information appear because I know a lot of times with exchange people don't have questions until they get in there start using it. You can contact FDLP outrage@GPO.gov. Call 20215119. Or go into as GPO. And I see a question. Are you understanding right that is safe search will save all the parameters you put into the for my preference? Yes. >> That is correct. The only thing you will want to do is go in and change the publication date, so that will be the same date or the dates that you, the dates that you want to search. >> So new want to update the HMO that was yes, it will save all the parameters. >> You are very welcome. >> Yes, I'm sorry. Yes, it will be archived in a recording will be mailed to you. >> Got -- [Laughter] >> Ashley says she strongly encourages people to offer nationally but 20% of our claims come from national office. And I concur. Actually I don't think I agree completely. >> It makes it so easy. All you have to do is click a button, and you don't have to keep up with anything, the system does it for you. It shows you where it is in the process. You can get all kinds of, you can get

all kinds of materials from all over the place, probably stuff you didn't even know existed. Just by browsing and searching the repository. It's an amazing tool. Especially for those of you who have specialized collections or you select strongly in certain areas. It's a really way to go in and no what is out there. >>

All right. So if nobody has any more questions, we will wrap up this very short demonstration. Again if you have questions any given their using it have questions about this or anything else, contact us and we will be happy to help you. >> Thank you all for joining us. >>