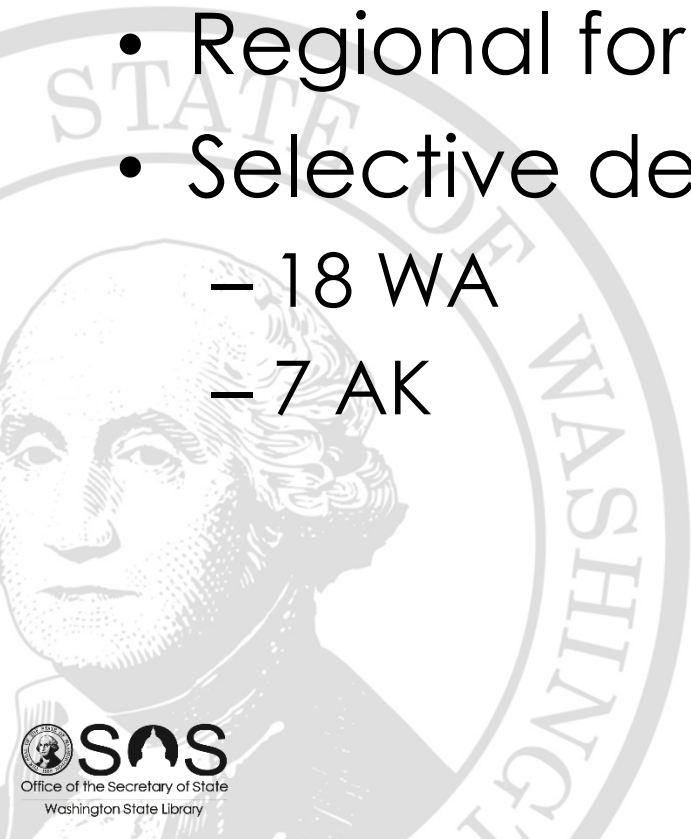


Using FDLP eXchange in a Large or Multi-State Region

Crystal Rowe, Regional Coordinator for WA & AK
Carmen Tinker, Government Documents Librarian
Washington State Library
WA Office of the Secretary of State

Washington State Library

- Designation date: March 1858
- Regional for WA: 1965
- Regional for AK: 1981
- Selective depositories: 25
 - 18 WA
 - 7 AK



Regional Collection & Staffing

- Locations
 - Closed stacks
 - Offsite storage – Primarily Congressional materials, Serial Set, dead Su Doc numbers, and oversize items
- Access
 - Online catalog
 - Shelf list
- Comprehensiveness
 - Trying to build a comprehensive collection at WSL, with a few selective housing agreements
 - One comprehensive collection for the entire region
- Staffing
 - Crystal Rowe – Coordinates large discard projects with selectives
 - Carmen Tinker – Manages day-to-day use of the eXchange; maintains needs list; searches offers lists
 - Laurie Fortier – Searches offers list

Discard Process

- Pre-eXchange: Excel lists via email
- Why the eXchange?
 - Better tracking
 - Opportunity to standardize practices
 - Automatic matching for needs
- Guidelines
 - Have evolved over time

Managing Many Offers

- 300 offer limit
- 60 day regional review period
- Processed on a first-in, first-out basis
- Superseded items can be discarded without using eXchange if first compared against Regional's Needs

Other Logistics

- One offer per volume reduces confusion
- Encourage use of the notes field
 - Any good-to-know information: Locally bound volume? Duplicate?
 - Not all SuDocs accepted in Exchange: Use just the SuDoc stem, and put the full call number in the notes field
- Decide how big of an error merits the offer being re-done by Selective library

Communication is Key

- Messaging system in eXchange has pros and cons – decide when will you use it and when you will use email
- Written policy is useful to reference and to share with Selective libraries
- Training opportunities to get everyone on the same page, explain policy, and address common questions/confusions

Information and Assistance

- Wealth of information on the FDLP website: known issues and upcoming enhancements, documentation, weekly tips, training material, etc.
- Email GPO for individual assistance on any technical issues

Questions?

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