

Managing Your Depository Collection with DDM3 – 5/19/2020

Note: This is not a GPO process or tool – DDM is a tool we've worked for years with both in a depository library and at GPO. Everything demonstrated at the end of this tutorial in MS Excel was done in MS Office 2013. If you have a different version of Excel, some of the steps may vary.

General tips throughout the site:

- **DDM3:** <https://websvc-325.wichita.edu/ddm3/>
- Click on the **Register as a new user** if you have not registered already.
- If you have registered, log in by clicking on the **Log in** button on the right.
- 'NSuDoc' is a naturalized SuDoc stem so you can sort the list in Excel in proper SuDoc order (very handy).
- The wildcard character is the % symbol in some fields. In other fields, if there is an "Info" button, click on it to learn more about wildcards and Boolean searching.
- If you ask for a particular year or month, remember to type the year or month in the secondary box(es) that pop up.

Shipping List:

Used to: View all shipping lists back to FY 1997 when shipping lists were made available electronically.

Tips:

- For shipping list [2020-0158-P](#), the filename is formatted: [200158p.csv](#) and the Ship Id is formatted: [2020-0158-P](#)
- Click on **Details** button to see the full shipping list. From there you can **Export to Excel**, **Export to CSV**, or **Download PDF**.
- Get a customized shipping list tailored to your library's current item selection profile. In Depository Id, type in your FDL number.

Shelf List:

Used to:

- View everything shipped to depository libraries going back to FY 1997
- Filter to see what a particular library would have received per their current selection profile
- Identify when something was last shipped out
- See the history of a title

Tips:

- Filter the results to your library's current selection profile by typing you FDL number in the Depository Id field.
- See the history of a title (at least back to 1997) using the Title, Item, or Sudoc fields. Be sure to use the % wildcard character.
- The results can be exported to Excel or CSV format.

List of Classes:

Used to:

- View the List of Classes (everything available for selection by depository libraries)
- View what a library profiles for

Tips:

- The form defaults to searching Active item numbers. Other options include viewing inactive item numbers, and item number not shipped out in the last 4 years.
- To view the entire List of Classes, click **Submit**.
- To filter the list so you can see just what a library is profiled for, enter the FDL number in the Depository Id field.
- Click on the **Union** button to see who in the state, region, or specified distance also selects an item number.
- Click on the **Ship** button to see when it last shipped out.
- The file will tell you when the last time something shipped out. You will see EL item numbers listed as having shipped out in the past. This is because the item number used to be for P or MF, and later on changed its format to be EL. So be careful when deselecting item numbers based on the last ship date – you might want the EL format to remain on your selection profile.
- DDM3 breaks out each title and SuDoc stem for a given item number.

| | | | | | | | | | | | | |
|--------------|-------------|-----------|-------------|----------------|---|---------------------|----|----------|---|----|------------|-----|
| Union | Ship | 0142-C-01 | C 3.186/10: | C 000301860010 | Fertility of American Women | Commerce Department | EL | Biennial | Y | 36 | 2001-07-11 | 860 |
| Union | Ship | 0142-C-01 | C 3.186/12: | C 000301860012 | School Enrollment in the United States, Social and Economic Characteristics of Students | Commerce Department | EL | Annual | Y | 36 | 2001-07-11 | 862 |

Above you can see that the SuDoc stem C 3.186/10: and C 3.186/12: use the same item number, on two rows. If you select the item number, you get both titles. Despite being the same item number, each row is counted. In GPO's Item Lister, it will only reflect that you select the item number once. Therefore there will likely be a difference between the selection count that you see in DDM3 and in Item Lister.

Depository:

Used to:

- See FDL Directory information for a library
- See a list of libraries by library type or in a state

Tips:

- This data is pulled from GPO files. If something is out of date, update the FDL Directory file (<https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp#>) for your library. DDM3 refresh its records periodically.

Marc Records:

Used to: Search for and download catalog records by various fields, ex. Subject & Depository Id.

Tips:

- Get catalog records (singular or in bulk) in a .mrk format based on your library's selection profile.
- Get tangible or digital-format resource records.
- Export the lists to Excel or CSV files to help subject selectors review content prior to cataloging.
- Identify older digital-format catalog records and retroactively build a digital collection.
- Excel and CSV lists can be used to identify resources to link to in social media applications.

Catalog:

Used to: See catalog records (human-readable).

More in-depth collection management work

To see the entire List of Classes and flag or indicate what a library selects:

On the DDM3 homepage, go to **List of Classes**.

Click **Submit**.

Click on **Export to Excel**.

Go back to the List of Classes page.

Enter your FDL number in the Depository Id field.

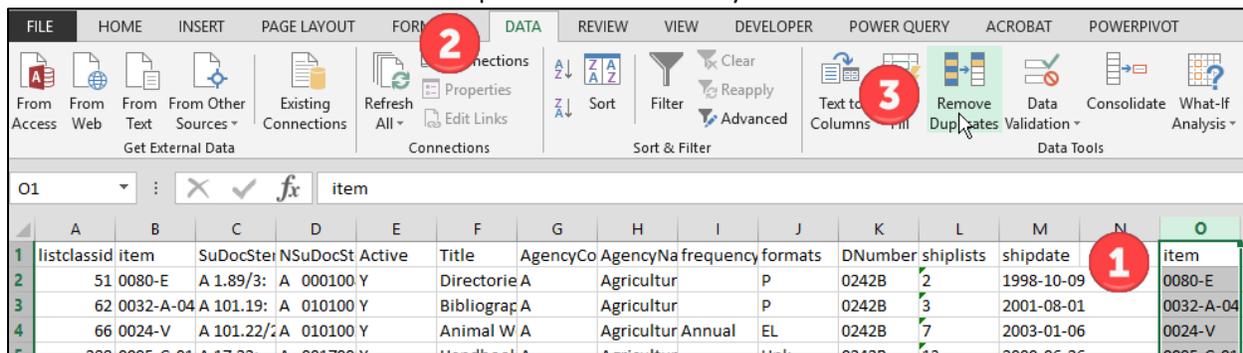
Click on **Export to Excel**.

You now have two Excel files.

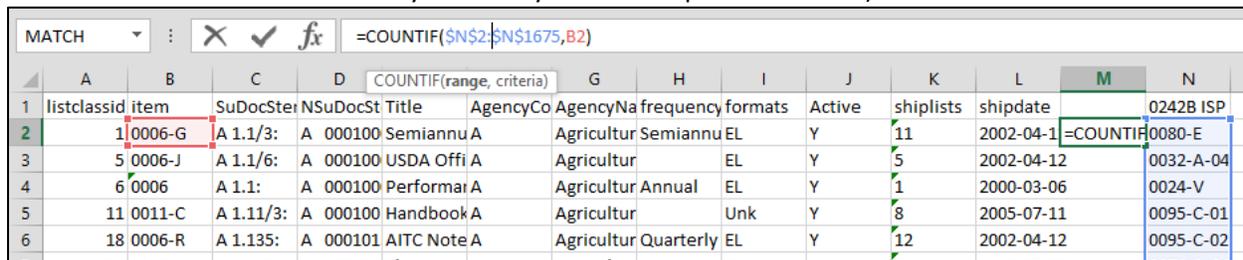
In the file that lists your library's selection profile, select the item number column.

Copy and paste the item numbers selected to column N of the List of Classes file.

With your item numbers column still selected, on the **Data** tab, click on **Remove Duplicates**. Item numbers used more than once for multiple titles will now only be listed once.



In cell M2, type `=COUNTIF(N2:N1675,B2)` and hit Enter. (The ? should be replaced with the last row number of the item number from your library's selection profile column.)



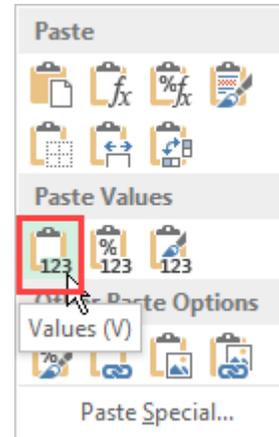
If the library selects the item number in the List of Classes, it will count it as a 1. If the library does not select it, it will count it as a 0. If the item number is listed multiple times in the List of Classes and you did not Remove Duplicates, it will count it each time, so the number can go higher than 1.

Draw the formula down the entire column by mousing over the lower right corner of cell M2. When the plus sign appears, double click on it.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|-------------|--------|-----------|----------|--------|-----------|------------|-----------|---------|--------|-----------|------------|---|-----------|
| 1 | listclassid | item | SuDocSter | NSuDocSt | Title | AgencyCo | AgencyNa | frequency | formats | Active | shiplists | shipdate | | 0242B ISP |
| 2 | 1 | 0006-G | A 1.1/3: | A | 000100 | SemiannuA | Agricultur | Semiannu | EL | Y | 11 | 2002-04-11 | 0 | 0080-E |
| 3 | 5 | 0006-J | A 1.1/6: | A | 000100 | USDA Offi | Agricultur | | EL | Y | 5 | 2002-04-12 | 1 | 032-A-04 |
| 4 | 6 | 0006 | A 1.1: | A | 000100 | Performar | Agricultur | Annual | EL | Y | 1 | 2000-03-06 | | 0024-V |
| 5 | 11 | 0011-C | A 1.11/3: | A | 000100 | HandbookA | Agricultur | | Unk | Y | 8 | 2005-07-11 | | 0095-C-01 |

To clear the formulas running behind the scene, select all of column M and copy it.

Paste > Values.



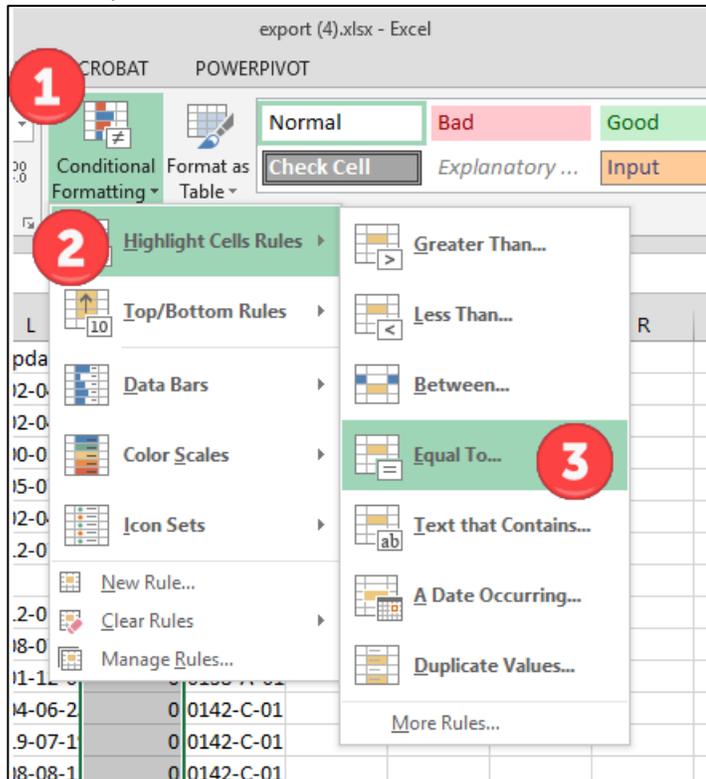
Name column M something like "Select Yes/No?"

In that column, you can do a Find and Replace to replace the 1's with Yes and 0's to No.

You can also select the column and under **Conditional Formatting >**

Highlight Cell Rules > Equal to
0 as Light Red Fill, and

Highlight Cell Rules > Greater than
1 as Green Fill.



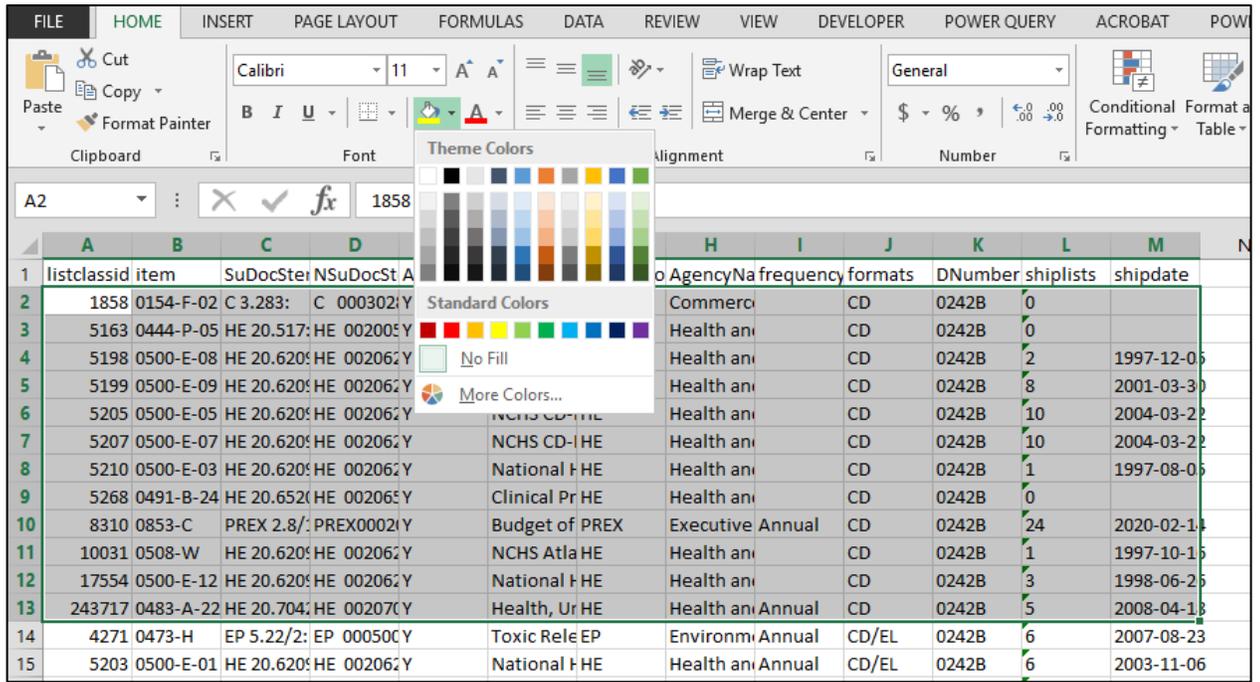
Color code the List of Classes file by Format:

Select formats column.

Sort & Filter > Sort A to Z > Expand the selection.

Select the fields you want to color code and pick a color for each format.

Repeat for each format you wish to see color coded.



Select the NSuDocStem column. **Sort & Filter > Sort A to Z > Expand the selection > OK.**

You are seeing the List of Classes in SuDoc stem order, color coded by format.

| | listclassid | item | SuDocStem | NSuDocStem | Title | AgencyCo | AgencyName | frequency | formats | Active | shiplists | shipdate |
|-------|-------------|-----------|-------------|------------|-------------------------------------|----------|------------|-----------|---------|--------|-----------|------------|
| 10360 | 2210933 | 1017-C-07 | Y 4.F 76/1: | Y 0004F | Hearings, Prints, and Miscellaneous | Y | Congress | | EL | Y | 0 | |
| 10361 | 248005 | 1017-B-07 | Y 4.F 76/1: | Y 0004F | Hearings, Prints, and Miscellaneous | Y | Congress | | MF | Y | 439 | 2019-10-24 |
| 10362 | 248006 | 1017-A-07 | Y 4.F 76/1: | Y 0004F | Hearings, Prints, and Miscellaneous | Y | Congress | | P | Y | 865 | 2020-02-13 |

If you have your selection profile color coded as well, it becomes even easier to identify what your library selects and in what format:

| | listclassid | item | SuDocStem | NSuDocStem | Title | AgencyCo | AgencyName | frequency | formats | Select Y/N? |
|-------|-------------|-----------|------------|------------|-------------------------------------|----------|------------|-----------|---------|-------------|
| 10539 | 2210830 | 1025-A-03 | Y 4.SCI 2: | Y 0004SC | Hearings, Prints, and Miscellaneous | Y | Congress | | EL | Yes |
| 10540 | 9945 | 1025-A-02 | Y 4.SCI 2: | Y 0004SC | Hearings, Prints, and Miscellaneous | Y | Congress | | MF | Yes |
| 10541 | 9944 | 1025-A-01 | Y 4.SCI 2: | Y 0004SC | Hearings, Prints, and Miscellaneous | Y | Congress | | P | No |

So that is how you can look at your item selection profile. **That is what you have profiled to receive, IF the government prints something. But it is NOT an accurate reflection of what you ACTUALLY receive in a tangible format.** To understand what you are actually receiving, you have to look at the Shelf List feature of DDM3.

What is actually being shipped out? Or what item numbers are ‘heavy hitting’ item numbers (i.e. distributed a lot?)

On the **DDM3** homepage, click on **Shelf Lists**.
 Type your FDL number in the Depository Id field.
 Enter a fiscal or calendar year, and click **Submit**.

This Shelf List isn’t entirely accurate. DDM3 has loaded all the shipping lists going back to 1997 and it knows your CURRENT item selection profile. When you run a Shelf List query, it is taking all the shipping

lists that it has, and it is filtering to your CURRENT selection profile. If you have changed any of your item selections during the time period you are looking at, it will not be reflected in the end result. So you could be missing publications you actually received in the report, or you could have additional publications in the report that you didn't select 'back then'. That is why you cannot use DDM to meet your library's FDLR requirement for 'piece-level accounting'. That said, we can still understand a lot from the report.

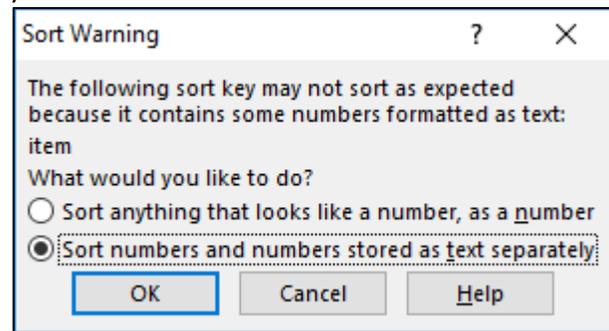
Click on **Export to Excel** or **Export to CSV**.

You have a list of what you should have received during you specified time period, according to your current selection profile. It includes the filename, shipping list number, shipping list date, item number, SuDoc number, title, and your library number.

Select and highlight the item number column > **Sort & Filter** > **Custom Sort** > **Expand the selection** > **Sort**.

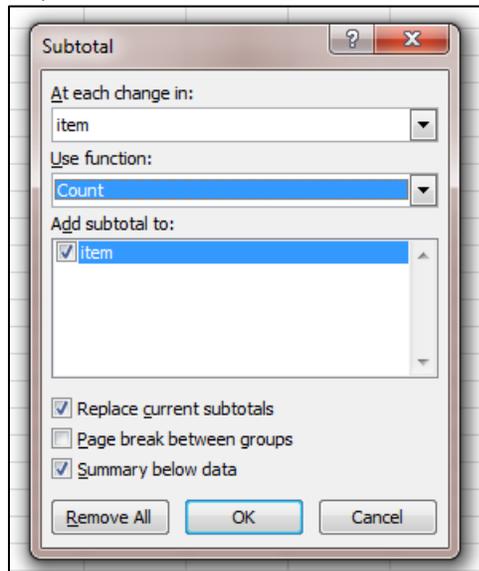
Check the box for **"My data has headers"** and Sort by **item** > **OK**.

Sort numbers and numbers stored as text separately > **OK**



Copy the item number column and **paste** it into a new spreadsheet tab.

With the column still highlighted, click on **Data** > **Subtotal** > At each change in: **item**, Use function **Count** > **OK**.



Again, click on the 2 in the upper left corner of the table so you only view the mid-level outline.

| | 1 | 2 | 3 | A | B |
|---|----|------------|---|---|------|
| | | | | 1 | item |
| + | 14 | 0228 Count | | | 12 |
| + | 17 | 0306 Count | | | 2 |
| + | 19 | 0315 Count | | | 1 |
| + | 22 | 0325 Count | | | 2 |
| + | 30 | 0344 Count | | | 7 |
| + | 32 | 0393 Count | | | 1 |
| + | 34 | 0432 Count | | | 1 |
| + | 36 | 0551 Count | | | 1 |
| + | 45 | 0569 Count | | | 8 |
| + | 47 | 0577 Count | | | 1 |
| + | 52 | 0628 Count | | | 5 |

To better visualize how frequently particular item numbers are distributed, put the data in a chart:

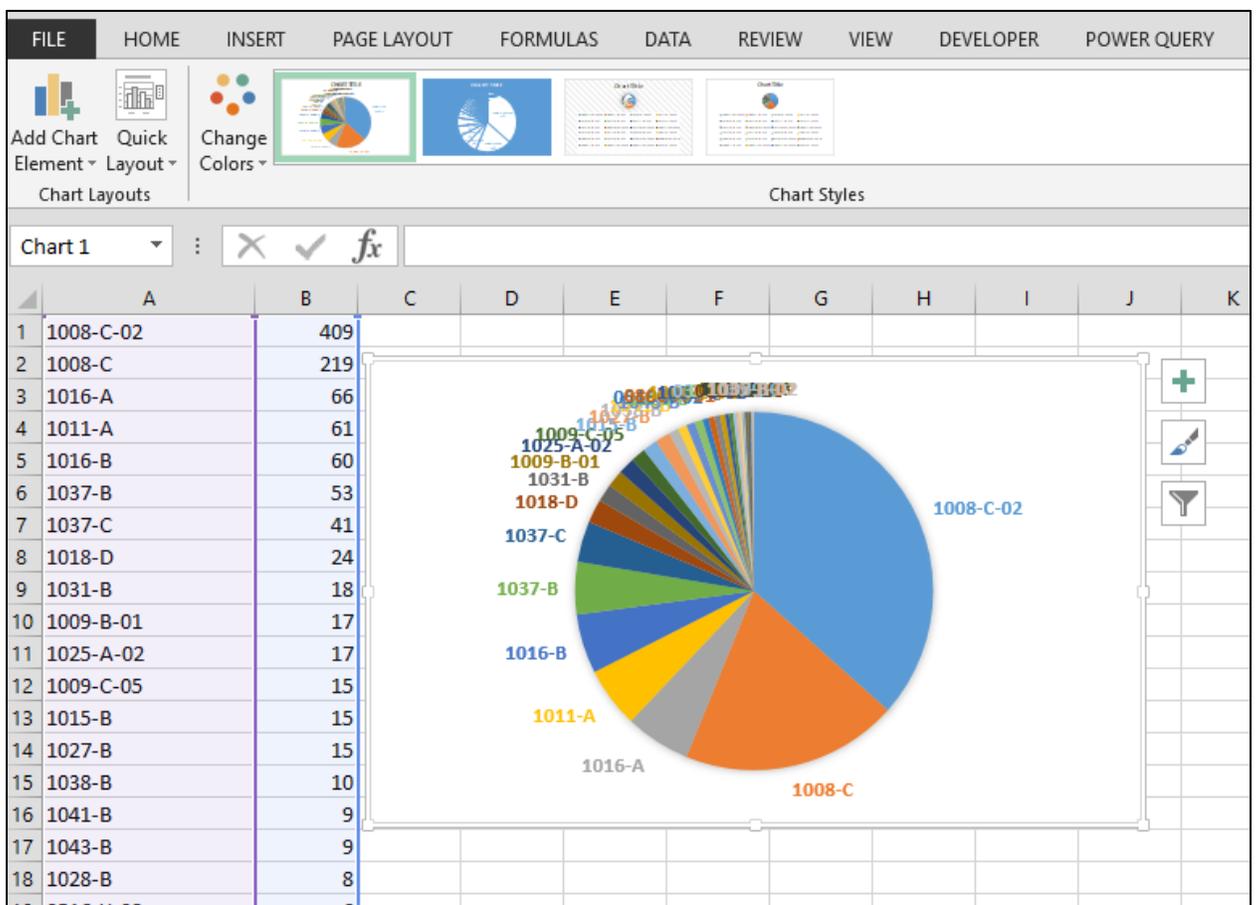
Select and **copy** the item number and count columns. Don't select the Grand Count information.

Paste it into TextPad or NotePad to clear out the formatting.

Select everything again, **Copy**, **Paste** into a new spreadsheet tab.

Select and highlight the column with the actual count data in it. **Home** tab > **Sort & Filter** > **Sort Largest to Smallest** > **Expand the selection** > **Sort**.

Select both columns > Insert > Pie > 2D Pie



You can see above that over 55% of this library's ACTUAL receipts come from only 2 item numbers.

Tip - If you have to reduce your incoming tangible footprint in a short amount of time, focus on the item numbers that are heavily distributed, don't worry about the item numbers that are not heavily distributed. You can't see it here, but for this library, only 38 item numbers were distributed in fiscal year 2019. Yet they select over 675 tangible format item numbers! That means that most of the item selection profile didn't get distributed FY 2019.

Caution: Watch what you deselect. If you deselect an item number that has multiple formats associated with it, (ex. P/EL), you lose both titles/SuDocs/formats associated with that item number.

See the formats your library select:

On the DDM3 homepage, click on **List of Classes**.

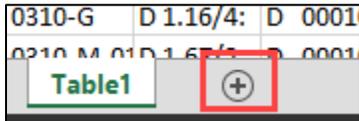
Type your FDL number in the Depository Id field and click **Submit**.

Export to Excel.

Open the file up.

Select the **formats** column and under Editing, click on **Sort & Filter > Sort A to Z**.

Select the formats column again > **Copy** the column > click on a **new** spreadsheet tab at the bottom of your spreadsheet by clicking on the plus sign.



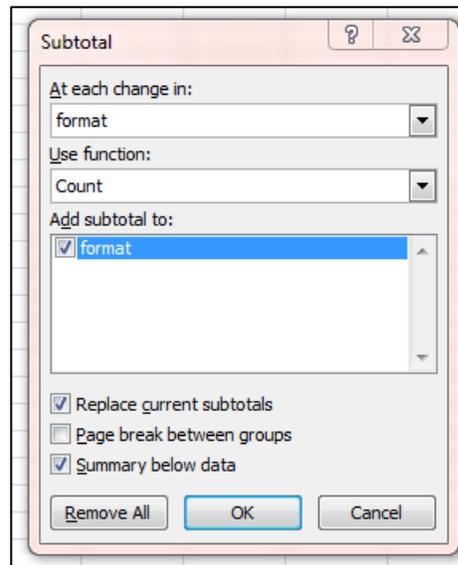
Paste the column into column A.

Highlight the column again > **Data > Subtotal > OK**

At each change in: **format**

Use function: **Count**

OK



It just counted the number of CDs, DVDs, E, EL, MF, Paper, Unknowns formats listed...

In the upper left corner of the table, click the 2

| | A | B | C |
|---|-------|-----------------|-------|
| 1 | 1 | format | |
| + | 99 | CD Count | 97 |
| + | 105 | DISKETTES Count | 5 |
| + | 122 | DVD Count | 16 |
| + | 289 | E Count | 166 |
| + | 6786 | EL Count | 6496 |
| + | 6788 | format Count | 1 |
| + | 7751 | MF Count | 962 |
| + | 10028 | P Count | 2276 |
| + | 11046 | Unk Count | 1017 |
| . | 11047 | | |
| . | 11048 | | |
| . | 11049 | | |
| . | 11050 | | |
| . | 11051 | | |
| . | 11052 | | |
| . | 11053 | | |
| . | 11054 | | |
| . | 11055 | | |
| . | 11056 | Grand Count | 11036 |
| - | 11057 | | |
| | 11058 | | |