Retrospective Barcoding of Government Documents

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FDLP Conference

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Background

✖ VU depository – 1930

✖ Marcive bibliographic records – 1993

✖ Marcive shipping list records – 2000

✖ Marcive smart barcodes - 2002

Benefits

- Inventory

- A document for every record and a record for every document

- Correct mistakes in location codes

Preparations

Marcive, Inc.

Innovative Interfaces, Inc.

Records :

1. Eliminate ranges of SuDocs numbers
2. Clean up location codes
3. Start adding item records to open entries

The Labels

Microfiche ~ 69,155 records

Paper ~ 33,850 records

CD-ROM ~ 518 records

Costs Involved

- Marcive
  - Record loading charge
  - Barcode labels
  - FTP charge

- Innovative Interfaces, Inc.
  - Load table

- Staff time

Timetable

- May, 2002   Item records sent to Marcive

- June, 2002   Item records returned from Marcive

- August, 2002 Barcoding started

- June, 2004   Barcoding completed (?)

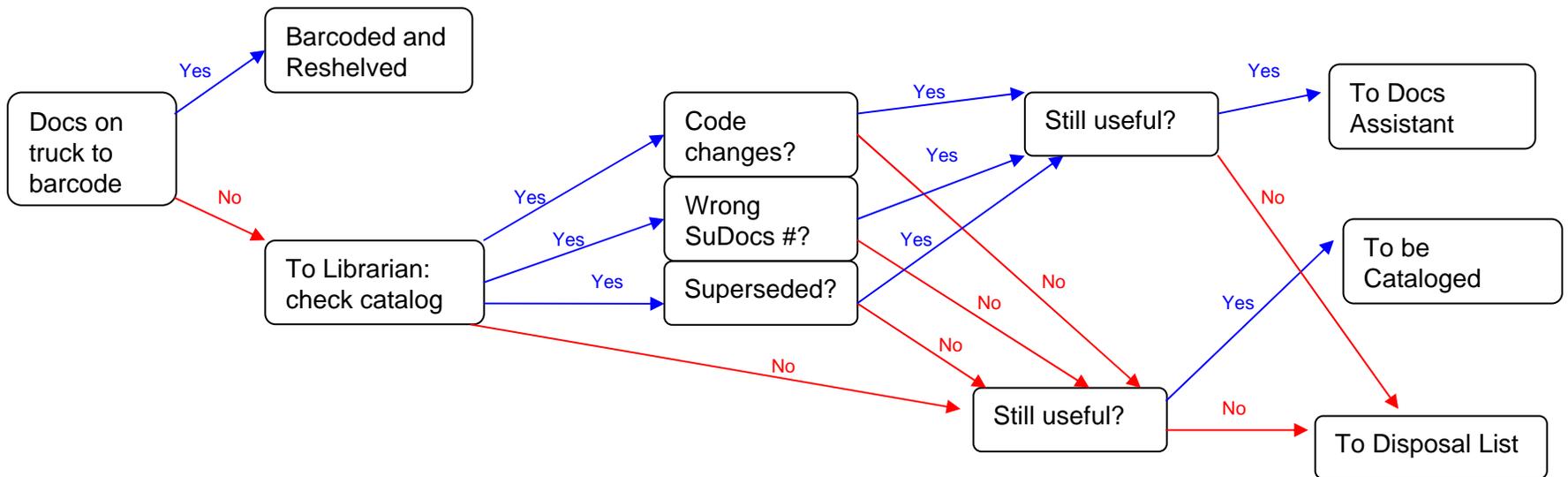# Organizing the Insanity

Ready for weeding

Reshelve

Disposal list

Ready for disposal

Work flow

Disposal List Control

- **Typed lists**
- Web page conversion
- Disposal list log
- Storage space
- Handling requests
- Problems

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	A	Disposal List Name	SuDocs Run	Date Created	Remd/ Galileo	Date w/d on Stats	Storage Shelf #	Date on Web	Date notfd St.Lib.	OK'd St. Lib.	Date Disposed
1											
2	1										
3	2										
4	3										
5	4										
6	5										
7	6										
8	7										
9	8										
10	9										
11	10										
12	11										
13	12										
14	13										
15	14										
16	15										
17	16										
18	17										
19	18										
20	19										
21	20										
22	21										
23	22										
24	23										
25	24										

Sheet1 / Sheet2 / Sheet3 /

Ready   NUM

Disposal List Control

- ➡ Typed lists
- ➡ Web page conversion
- ➡ Disposal list log
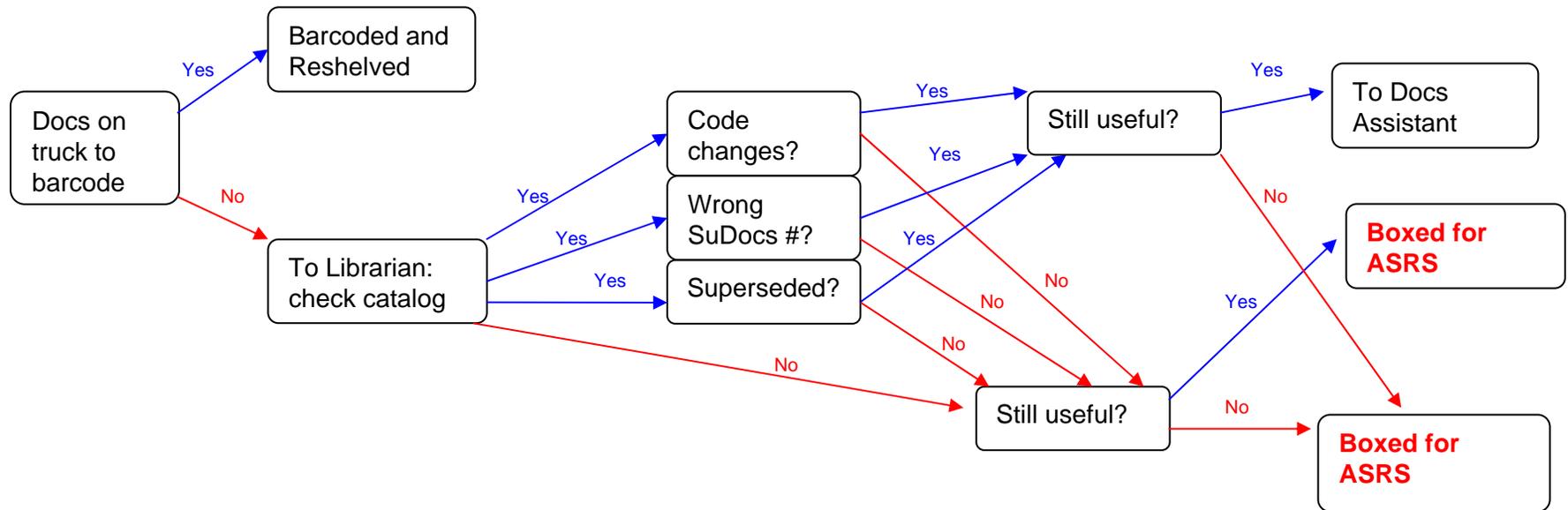- ➡ **Storage space**
- ➡ Handling requests
- ➡ Problems

Disposal List Control

- Typed lists
- Web page conversion
- Disposal list log
- Storage space
- **Handling requests**
- Problems

Disposal List Control

- Typed lists
- Web page conversion
- Disposal list log
- Storage space
- Handling requests
- **Problems**

Crunch Time

File   Edit   View   Diagnose   Communicate   Transfer   Macros   Help

```
B14598309                    BIBLIOGRAPHIC Information
   AUTHOR          U.S. GPO
   TITLE           Documents to be cataloged



                        Summary of Attached Records
   ITEM      001 > COPY #: 1; LOCATION: cars1; VOLUME=Dept. of Army/1; BARCODE=3509
   ITEM      002 > COPY #: 1; LOCATION: cars1; VOLUME=Dept. of Army/2; BARCODE=3509
   ITEM      003 > COPY #: 1; LOCATION: cars1; VOLUME=Dept. of Army/3; BARCODE=3509
   ITEM      004 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./1; BARCODE=35092006
   ITEM      005 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./2; BARCODE=35092006
   ITEM      006 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./3; BARCODE=35092006
   ITEM      007 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./4; BARCODE=35092006
   ITEM      008 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./5; BARCODE=35092006
   ITEM      009 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./6; BARCODE=35092006
   ITEM      010 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./7; BARCODE=35092006
   ITEM      011 > COPY #: 1; LOCATION: cars1; VOLUME=War Dept./8; BARCODE=35092006
   ITEM      012 > COPY #: 1; LOCATION: cars1; VOLUME=PR/1; BARCODE=35092007434836
```

```
To see a particular attached record, Key its number
M > MORE Linked Records                    E > EDIT BIBLIOGRAPHIC
J > JUMP                                   + > ADDITIONAL options
Choose one (1-119,M,J,E,Z,L,W,V,A,P,Y,Q,+) _
```

File   Edit   View   Diagnose   Communicate   Transfer   Macros   Help

B14598310   BIBLIOGRAPHIC Information

AUTHOR   U.S. GPO
TITLE   Documents for disposal

                      Summary of Attached Records
ITEM   001 > COPY #: 1; LOCATION: cars1; VOLUME=I 29.88/6:SK 1/ 1; BARCODE=35
ITEM   002 > COPY #: 1; LOCATION: cars1; VOLUME=I 29.88/6:SK 1/ 2; BARCODE=35
ITEM   003 > COPY #: 1; LOCATION: cars1; VOLUME=I 29.88/6:SK 1/ 3; BARCODE=35
ITEM   004 > COPY #: 1; LOCATION: cars1; VOLUME=I 29.88/6:SK 1/ 4; BARCODE=35
ITEM   005 > COPY #: 1; LOCATION: cars1; VOLUME=I 29.88/6:SK 1/ 5; BARCODE=35
ITEM   006 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/1; BARCODE=350920
ITEM   007 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/2; BARCODE=350920
ITEM   008 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/3; BARCODE=350920
ITEM   009 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/4; BARCODE=350920
ITEM   010 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/5; BARCODE=350920
ITEM   011 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/6; BARCODE=350920
ITEM   012 > COPY #: 1; LOCATION: cars1; VOLUME=ITC 1.10/2:/7; BARCODE=350920

To see a particular attached record, Key its number
M > MORE Linked Records   E > EDIT BIBLIOGRAPHIC
J > JUMP   + > ADDITIONAL options
Choose one (1-185,M,J,E,Z,L,W,V,A,P,Y,Q,+) _

The Reality

Microforms

Paper documents

- Congressional Record
- Serial Set
- Census publications
- Back issues of annuals

Clean-up

- Check shelves and microfiche cabinets

- Add barcode if item is found

- Change codes in catalog

- Delete record if barcode is not found

Disposal from the ASRS

Return box to ASRS

Remove box from ASRS

Type disposal list

VALPO
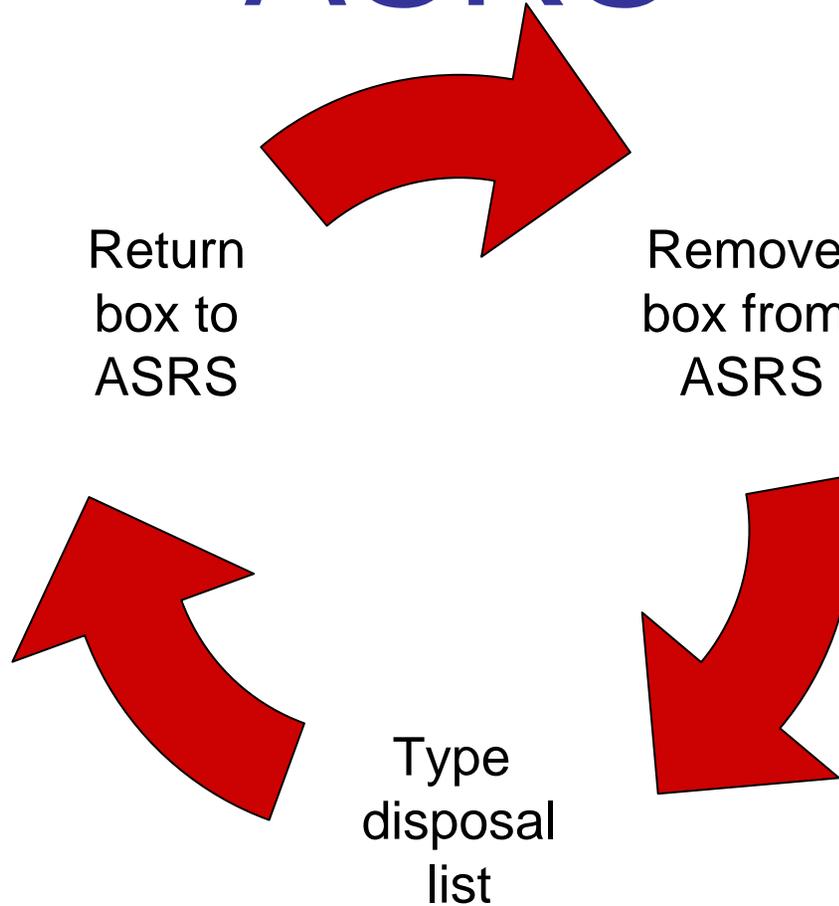
GALILEO

Valparaiso University Libraries Catalog

| Previous Record | Next Record | Return To Browse | Another Search | Start Over | Save to List | Request |

Search Britannica   (Search History)

TITLE   1960 census   Search

Author	United States. Bureau of the Census
Title	1960 census of housing, taken as a part of the eighteenth decennial census of the United States
Publisher	[Washington, U.S. Gov't Print. Off., 1961-63]

LOCATION	CALL NO.	STATUS
CLR-ASRS-Ask at Circ Desk ASRS Request	C 3.224/9:960/ 1/PT.1	NOT CHECKD OUT
CLR-ASRS-Ask at Circ Desk ASRS Request	C 3.224/9:960/ 1/PT.2	NOT CHECKD OUT
CLR-ASRS-Ask at Circ Desk ASRS Request	C 3.224/9:960/ 1/PT.3	NOT CHECKD OUT

Done

GALILEO

Valparaiso University Libraries Catalog

ARS Request

NAME: Becky Byrum

Ask at the Circulation Desk on the second floor for the item you requested.

PICKUP LOCATION: Christopher Center Circ Desk

SUBMIT

Regular Display

Christopher Center Home   Law Library Home

Done

Statistics

- Staff:
  - 1 librarian
  - 1 document assistant
  - 2 student assistants

- Total paper document collection:
  - July 2002: 63,899
  - July 2004: 33,724

- Disposal lists completed: 167

- Documents in ASRS:
  - 8,438 (out of 59,454)

- Boxes in ASRS:
  - 119 for cataloging
  - 146 for disposal

On to the microfiche!