

## When the Serial Set...



## Isn't *REALLY* the Serial Set:

How Selectives Cope With  
Congressional Reports and Documents

### Why is it important to have a physical Serial Set? \*

- ✦ It provides the most detailed record of government operation
- ✦ Items of such historical importance need to be saved in a permanently reliable format
- ✦ We are reluctant to truncate historical sets

*\* even though it's all online*



## What happened in 1997?

- ➔ Depository status of Serial Set ceased for selectives as GPO had to find ways to cut costs
- ➔ You can still have it—for a price (\$15,400 per Congress)...
- ➔ Or, you have to deal with the kinds of issues we will be discussing this afternoon



## Outline for the Panel Discussion

- ➔ Format decision: Microfiche or Paper?
  - Pros and cons
  - Experience with a mixed collection
- ➔ Paper: DO or DON'T imitate "real" Serial Set?
  - What to bind? (none, some or all?)
- ➔ How-to details
  - Binding
  - Cataloging
- ➔ Future of the Serial Set



### Format decision: MF or paper?

#### ➤ Paper--pros

- Shelves look neater when paper is bound
- Items are preserved
- Items are easy to locate on the shelves
- Bound volumes are easy to use
- Binding is less expensive than purchase of Serial Set



### Format decision: MF or paper?

#### ➤ Paper--cons

- Items lose their separate identities when bound
- Paper takes up more space
- If a bound volume is lost, all its parts are lost
- Staff time needed for processing binding shipments
- Binding is an expense

### Format decision: MF or paper?

#### ➤ Microfiche--pros

- Fiche is a space saver
- Items are kept as separate entities
- No extra processing expenses are incurred

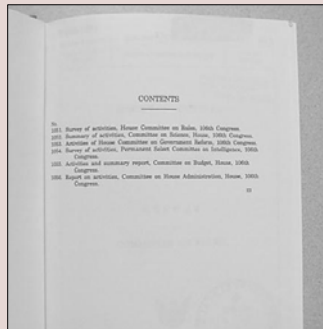
#### ➤ Microfiche--cons

- Fiche is awkward to use
- Individual fiche can be hard to file and to keep in order
- Microfiche cabinets and viewers/printers must be purchased

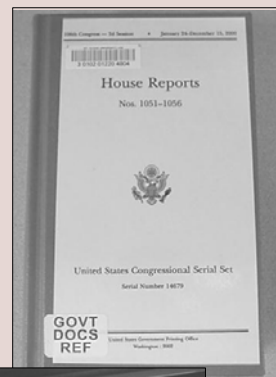
### Paper options

Format decision: MF or paper?

- Retain arrangement by document type
- Continue Serial Set numbering
  - Use title pages
  - Use table of contents pages



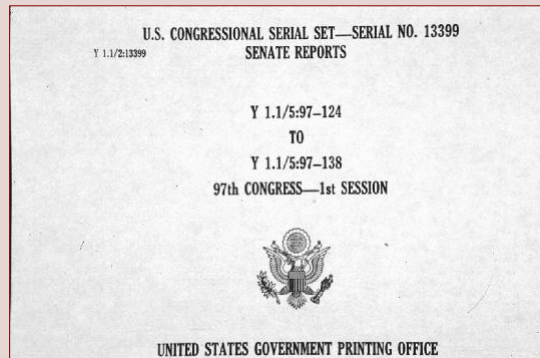
- Print Serial Set volume number on each spine



**Format decision: MF or paper?**

**Microfiche options**

- Use dividers to imitate Serial Set arrangement



- Don't use dividers and retain arrangement by document type

**Format decision: Experience with a mixed collection**  
at Cornell Univ.

**Historical Collections** (closed stacks)

- Complete set (15<sup>th</sup> Congress, 1817- )
- Bound paper volumes for depository documents
- CIS microfiche for non-depository documents
  - one title in OPAC
  - separate holdings by format
  - both arranged by volume numbers
  - housed in separate areas
- Readex depository publications, 1956-1980
  - microprint

**Format decision: Experience with a mixed collection**  
at Cornell Univ.

**Current documents** (closed stacks)

➤ Unbound documents

- Congress, session, document type and number
- In storage area until bound

➤ Bound volumes by Congress, session, volume

➤ Microfiche

- CIS Serial Set; arranged by SuDoc number
- U.S. Government Publications; depository (1981- )
- arranged by year, MoCat #, SuDoc #
- dividers
- one year delay

**Once you decide on PAPER:  
DO you or DON'T you  
Imitate "real" Serial Set?**



### Why we DO imitate the "real" Serial Set

at the Library of Virginia and St. Cloud State Univ.

#### Continuity of the Collection

- Library of Virginia has one of the most complete collections in the country
- We actually bought the 105<sup>th</sup> Congress Serial Set

#### Other reasons to imitate

- Tradition
- Appearance
- Finding Aids



### Why we DON'T imitate the "real" Serial Set

at St. Mary's

- *Cost*: We cannot afford to bind everything
- *Simplicity of numbering*: Cataloging records from Marcive use House/Senate Report/Document numbers (Y 1.1/3,4,5,etc.)
- *Simplicity of numbering, cont.*: Many citations are to House/Senate Report/Document numbers, not Serial Set volume numbers, even for older items
- *Acceptance of limitations*: I am not Virginia Saunders (!)

**Reasons we bind ALL**  
at Library of Virginia

**Preservation**

- We decided to imitate the “real” Serial Set
- We keep everything; the collection is not weeded
- Loose paper is difficult—easy to misplace, misfile
- Small pieces are easily damaged, especially after adding Marcive labels

**Economy**

- Binding a lot less expensive than buying the “real” Serial Set

**Reasons we bind SOME**  
at St. Mary's

- *Convenience/Cost:* We cannot afford to bind everything, but don't want to deal with lots of slip reports/documents
- *Arbitrary cut-off:* We bind all reports under 50 pages in length
- *Retention Policy:* Having some unbound items facilitates weeding, which we do very selectively
- *A happy result:* Since starting in-house binding, we shelve primarily by document type rather than by Congress...



➤ Difference in appearance of shelves calls attention of librarians and users to difference in arrangement





### **Reasons we bind NONE**

at Southeastern LA Univ.

- *Library Type:* We are not a research library.
- *Proximity of a Regional:* There is one 45 miles from us.
- *Circulation:* We circulate individual reports and documents over 15 pages. We do not circulate bound Serial Set volumes.
- *Cataloging:* We receive Marcive records that reflect the individual reports and documents, but do not reflect the bound volumes.
- *Usage of Reports and Documents:* Overall, our collection receives very low use.
- *Service to the Depository Community:* I thought our collection could serve as a resource for other depositories.

**How-to  
details**

### **Binding all Reports and Documents to imitate the "real" Serial Set**

at the Library of Virginia

- We bind following GPO's title page and table of contents guidelines
- Spine labels follow GPO tradition as much as possible
- Marcive labels have interfered with binding once

How-to  
details

## Binding all Reports and Documents to imitate the "real" Serial Set

at UT, El Paso

### Gathering Together

- Use Schedule of Serial Set Volumes: found in the Administrative Notes Technical Supplement
  - URL: [www.access.gpo.gov/su\\_docs/fdlp/pubs/techsup/](http://www.access.gpo.gov/su_docs/fdlp/pubs/techsup/)
- Check Table of Contents to make sure all documents are in order
- Check material out to bindery
- Make sure bindery slips reflect change in SuDoc number

How-to  
details

## Binding all Reports and Documents to imitate the "real" Serial Set

at UT, El Paso

### Replacing missing documents

- Purchase through the GPO online bookstore; maintain a GPO deposit account for this purpose
  - URL: <http://bookstore.gpo.gov/>
- Search for documents online at GPO Access; full text documents are printed out and cut to fit
  - URL: [gpoaccess.gov/serialset/cdocuments/search.html](http://gpoaccess.gov/serialset/cdocuments/search.html)

How-to  
details

## Binding selected Reports and Documents at St. Mary's

➔ We keep track of which reports are bound and which are shelved as is by marking a numerical list:

### Y 1.1/8:108- House Reports

001	050	100	151	200
<b>002</b>	051	101	<b>152</b>	201
003	052	<b>102</b>	153	202
004	053	<b>103</b>	154	203
005	054	104	155	204
006	055	105	156	205

How-to  
details

## Binding selected Reports and Documents at St. Mary's

➔ We type up a "table of contents" page for each bound volume:

House Reports, 105<sup>th</sup> Congress, 2<sup>nd</sup> Session

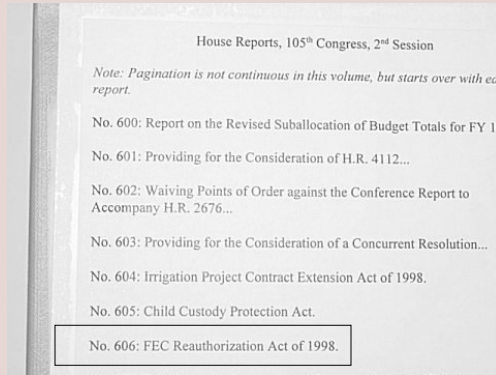
*Note: Pagination is not continuous in this volume, but starts over with each report.*

No. 600: Report on the Revised Suballocation of Budget Totals for FY 19
No. 601: Providing for the Consideration of H.R. 4112...
No. 602: Waiving Points of Order against the Conference Report to Accompany H.R. 2676...
No. 603: Providing for the Consideration of a Concurrent Resolution...
No. 604: Irrigation Project Contract Extension Act of 1998.
No. 605: Child Custody Protection Act.
No. 606: FEC Reauthorization Act of 1998.

**How-to  
details**

## Linking individual records to miscellaneous bound volumes

at St. Mary's



### Getting the records

- from OCLC
- from Marcive
- creating them

**How-to  
details**

## Linking individual records to miscellaneous bound volumes

at St. Mary's

```
001 39640922
003 OCoLC
005 19991124161013.0
008 980805s1998 dcu b f000 0 eng dnam1a
035 293163
040 GPO|cGPO|dSNM
043 n-us---
049 SNMM
074 1008-C
074 1008-D (MF)
086 0 Y 1.1/8:105/600-631
110 1 United States.|bCongress.|bHouse.|bCommittee on the
Judiciary.
245 10 Child Custody Protection Act :|breport together with
dissenting views (to accompany H.R. 3682) (including cost
estimate of the Congressional Budget Office).
260 [Washington, D.C. :|bU.S. G.P.O.,|c1998]
300 38 p. ;|c24 cm.
490 1 House Report / 105th Congress, 2d session :|v105-605
500 Caption title.
500 Distributed to some depository libraries in microfiche.
500 Shipping list no.: 98-0308-P.
500 "June 25, 1998."
504 Includes bibliographical references.
650 0 Abortion|Law and legislation|United States.
```

How-to  
details

## Linking individual records to miscellaneous bound volumes

at St. Mary's

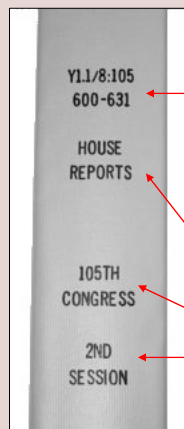
### If you create them, include ...

- author: *U.S. Congress. Senate/House. Committee ....*
- individual document's title
- 490 series statement, including the unique document number within the series
- 830 series statement
- 810 statement of author/title optional

How-to  
details

## Linking individual records to miscellaneous bound volumes

at St. Mary's



```
040 GPO|cGPO|aSNM
043 n-us---
049 SNMM
074 1008-C
074 1008-P (MF)
086 0 Y 1.1/8:105/600-631
110 1 United States.|bCongress.|bHouse.|bCommittee on the
Judiciary.
245 10 Child Custody Protection Act :|breport together with
dissenting views (to accompany H.R. 3682) (including cost
estimate of the Congressional Budget Office).
260 [Washington, D.C. :|bU.S. G.P.O.,|c1998]
300 38 p. :|c24 cm.
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500 Shipping list no.: 98-0308-P.
500 "June 25, 1998."
504 Includes bibliographical references.
650 0 Abortion|xLaw and legislation|zUnited States.
650 0 Custody of children|zUnited States|xStates.
740 01 House Reports, 105th Congress, 2nd Session, 1998.
810 1 United States.|bCongress.|bHouse.|tReport :|v105-605.
830 0 House report (United States. Congress|n(105th : 2nd
session :|d1998). House).
994 EO|bSNM
```

How-to  
details

## Linking individual records to miscellaneous bound volumes

at St. Mary's

### Practicalities

➡ assigning the item barcode

The screenshot shows a Netscape browser window displaying a library record. The address bar shows the URL: <http://regina.stmarys.edu/search/childcustodyprotectionact>. The record details are as follows:

**Previous Record** | **Next Record** | **Return to Browse** | **Another Search** | **Start Over** | **MARC display** | **Export**

(Search History)

TITLE: child custody protection act | View Entire Collection | Search

*Corp author*: [United States Congress House Committee on the Judiciary](#)

*Title*: **Child Custody Protection Act : report together with dissenting views (to accompany H.R. 3682) (including cost estimate of the Congressional Budget Office).**

*Pub info*: [Washington, D.C. : U.S. G.P.O., 1998]

LOCATION	CALL #	STATUS
Blume U.S. Docs. 2d Flr.	<a href="#">Y 1 1/8 105/600-631</a>	CHECKED IN

*Descript*: 38 p. ; 24 cm.

*Series*: [House Report / 105th Congress, 2d session ; 105-605](#)  
[United States Congress House Report, 105-605](#)  
[House report \(United States Congress \(105th : 2nd session : 1998\) House\)](#)

*Note*: Caption title.  
Distributed to some depository libraries in microfiche.

How-to  
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## Linking individual records to miscellaneous bound volumes

at St. Mary's

### Practicalities

- ➡ time and effort factors
- ➡ copy and paste is a beautiful thing
- ➡ verify that all access points bring up all the records

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### Linking individual records to imitation Serial Set volumes

at UT, El Paso

- ➡ Check material back in from the bindery; change status from "bindery" to "non-circulating"
- ➡ Put in barcodes, security strips, and date stamp the volumes
- ➡ Cataloger identifies each record within the volume and enters "bound withs" into each record

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### We don't link records

at Southeastern LA Univ.

- ➡ *What Bound Volumes?* If you're not binding, there will be no bound volumes to which records could be linked.
- ➡ *Catalog Should Reflect Reality.* Whatever your decision on binding, the information in your catalog should reflect the correct call numbers and locations for Serial Set publications.

How-to  
details

## Retrospective Cataloging in the Serial Set at the Library of Virginia

### Accessibility

- LVA has historical collections overall
- We have cataloged selectively: Virginia, Revolutionary War, Civil War, Navigation, Genealogical Materials

### Selection of materials to catalog

- Serendipity
- Systematic
- Future cataloging enhancement – links to the Digital Serial Set? Possibly

## Future of the Serial Set

### Current digital collections (full text remote online access)

- GPO Access (1995/104<sup>th</sup>—present)
- Congressional Universe (1995/104<sup>th</sup>—present)

### Historical Collections (remote online access)

- digital images of the publications
- full-text searches on OCR-generated ASCII text
- search using a variety of indexes
- available in the fall of 2003



## Future of the Serial Set

### **LexisNexis U.S. Serial Set Digital Collection**

- 1789-1969 with American State Papers (1789-1838)
- approx. 11 million pages
- based on CIS Serial Set on microfiche

### **Readex U.S. Congressional Serial Set Digital Edition**

- 1789-1980, with American State Papers
- over 12 million pages
- digitized primary sources

### *The Panel --*

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