Go Big, Even at Home: Large Project Management during COVID-19

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Government Documents Microfiche Inventory Project

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U.S. GOVERNMENT PUBLISHING OFFICE   GPO

Snapshot

Selective Federal Depository

 1858–1861, 1877–

Print Depository Collection

 ~350,000 print, ~30% cataloged

Microfiche Depository Collection

 ~170,000 mfiche, ~8% cataloged

Since 1997 all depository monograph records cataloged through Marcive

Illinois State University, Milner Library

Microfiche Inventory Project 2015–

Goal

- Create piece-level depository mfiche inventory arranged by agency

- Withdraw or retain (& catalog) titles

- Reduce mfiche footprint

Staffing

- Documents student assistants, staff and librarian

Depository microfiche cabinets

Unprecedented Times

- March: stay-at-home orders in Illinois (only essential employees at University)

- July: virtual and curbside only access to library

- August: library reopened to university-affiliated patrons

- September: virtual and curbside only access, except by appointment

- Future: TBD

Floor 4 documents area in de-densified Milner Library

Modifying the Project

- 2017 FDLP Academy Webinar informed changes to the project

- Mindful of limited mfiche copies held in depositories

- Awareness of mfiche physical condition

Access U.S. Government information
on the go and on the shelf.

Everything You Need to Know About Microfiche

David Walls, Preservation Librarian
U.S. Government Publishing Office

Susanne Caro, Government Document Librarian
Mansfield Library, University of Montana

May 9, 2017

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Modifications informed by excellent FDLP 2017 webinar!

COVID-19 Adaptions

New Goals

- Use piece-level holdings to search for online access

- Catalog mfiche and/or purls

Additional Staffing

- Multi-department (Research Services, Cataloging, Access Services, Subject librarians)

De-densified chairs relocated to nonpublic space, August 2020

Training & Instruction

Preparation *before* training

- Work with IT department prior to training sessions for file access and sharing

- Create training modalities
  - In person / Virtual
  - Synchronous / Asynchronous
  - Print / Online instructions

- Account for different levels of experience

Department of Agriculture mfiche

During and *after* training

- Describe thoroughly (but without overwhelming)
- Start simply from easy to complicated searches (monographs to serials)
- Provide examples
- Keep project in perspective
- Be available and send follow ups
- Be kind and express appreciation

Human Resources Challenges

- Work-at-home agreements, updates

- New ID cards for building access

- COVID-19 protocols

- Documenting hours

Workroom for documents department, Milner Library

Logistics—Onsite

Expect uncertainty, last minute changes, stress, worry, shifting priorities

Specific hurdles

- Entering a closed (locked) building
- Working in a de-densified building
- Handling materials and equipment

Logistics—Remote

Expect uncertainty, last minute changes, stress, worry, shifting priorities

Specific hurdles

- Working remotely (with spotty connectivity)
- Accessing & sharing files
- Changing (higher) priorities with little notice

Keys to Project Management

- Detail sequencing

- Plan ahead

- Document progress (remotely)

- Share progress

SuDoc Stem	Title Count	Sheet Count	Catalog Count	Present: Yes or No?						Cataloged: Yes or No?	
				All Titles?	All SuDocs?	Mfiche Count?	Cataloged Complete?	Catalog Records Linked?	I-Share Catalog Links?	OCLC#?	Cataloged?
A	185	277	85	Yes	Yes	Yes	No	Yes	Yes		
AE	82	121	39	Yes	Yes	Yes	No	Yes	Yes		
B	1	2	0	Yes	Yes	Yes	No	No	No		
C	4048	8776	1246	Yes	Yes	Yes	No	Yes	No		
C 21.5	1	8255	0	No	No	No	No	No	No		
C 21.5/4:	1	13681	0	No	No	No	No	No	No		
D	4592	7926	367	Yes	Yes	Yes	No	Yes	Yes		
E	276	569	79	Yes	Yes	Yes	No	Yes	Yes		
ED											
ERIC	1724	2431	1300	Yes	Yes	Yes	No	Yes	No		
EP	461	1036	163	Yes	Yes	Yes	No	Yes	Yes		
FCA	66	66	0	Yes	Yes	Yes	No	No	No		
FEM	175	335	39	Yes	Yes	Yes	No	Yes	No		
FHL	22	34	0	Yes	Yes	Yes	No	No	No		
FM	2	4	0	Yes	Yes	Yes	No	No	No		
GA				Yes	Yes	Yes					
GS	25	95	11	Yes	Yes	Yes	No	Yes	Yes		
HE 2	4014	9308	829	Yes	Yes	Yes	No	Yes	Yes		
HE 23	796	1284	10	Yes	Yes	Yes	No	Yes	Yes		

Detail of spreadsheet tracking progress

Tracking Progress

Progress

- 40 agency-piece-level holdings completed
  - 22,454 titles
    - 64,191 sheets
  - 21,993 sheets withdrawn

- 4 agency cataloging searching completed
  - 1,015 titles cataloged
    - 1,284 sheets

PREX

Depository microfiche cabinets; many drawers of PREX mfiche await work

Project Benefits

- Provides work for those whose regular work duties were affected by COVID-19; work can be started and stopped easily and doesn't require special software

- Serves as an efficient method for subject librarians to review retention recommendations remotely

- Offers access to depository information that had been inaccessible through catalog

- Improves access for those titles that are available full text via GPO

- Creates required piece-level holdings for depository titles

- Increases the percentage of the depository collection cataloged

- Indicates Milner's mfiche holdings to other depositories

- Promotes depository titles

- Reduces the footprint of mfiche cabinets in the library (creating more study space for patrons)

- Opens up opportunity to meet new students

Thank you!

Government Documents Duplication Identification Project

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Basic Information

- 2 Depositories
  - 1 Central Library (est. 1884) (Depository 0580)
  - 1 Law Library Depository (est. 1976) (Depository 0580A)

- Depository Collections
  - 600,000 approx. Central
  - 137,000 Law

- Types of Depositories
  - Selectives, but it's complicated…
  - Large historic tangible, SHA, ASERL COE, also electronic

Background Continued

- Start of 2020 decision was made to move gov docs collections to new location

- Planning for move began before COVID began

- Week of March 16th most of Vanderbilt, including libraries transition to Work From Home

- Several parts of the move project broken into "smaller" projects

Government Document DeDuping Project

- Identify duplicate documents by examining government document catalog records

- Also identify format of duplicates

- Challenges
  - Varying catalog practices over many decades
  - No way to run a report to determine needed information
  - Multiple Call number classification systems in use
  - No physical access to materials

Process

1 Staff search catalog record in Alma by MMS ID

2 Examine item records and determine if there is duplication

3 If there is duplication, what type of duplication

4 Record in Google Sheet, using coding and color

By the Numbers

- Project began April 8th-Current

- Staffing
  - Initially had 10 student assistants trained (Central, Gov Docs, Science)
  - 10 Full Time Staff (Annex, Biomed, Central, Facilities, Gov Docs, Law)

- Approximately 91,000 potential duplicates identified, or 91,000 catalog records to be reviewed

- As of October, our team have reviewed over 41,000 catalog records

Project Management

- Understand and be able to communicate project in a simple sentence, without using librarese

- Clearly define project goal(s)
  - Audience is both admin and team members

- Write out a plan for the project including how to accomplish project goal(s)

- Be open and prepared for change
  - Situational, staffing, resource, etc.

- Patience

Staffing

- Be open to utilizing staff from different units, departments, etc.
  - Staff who do not normally work in cataloging, metadata, access services, gov docs, etc. may be added to your team
- Schedules will vary, especially in WFH situations and in phased re-openings
- Be flexible and prepared for sudden changes
  - Schedules change!
- Patience

Training Staff/Team Members

- Be Aware!!! Staff/team members learn differently

- Create a short, simple, instructions document

- Utilize 'shared' documents and files

- Offer group training sessions

Creating Instructions

- Use simple language, pictures, screenshots, etc.
- Avoid "Librarese", library or gov docs lingo, technical language
- Test instructions
  - Test them as project manager
  - Ask a colleague or 2 to read and provide feedback
- Provide examples for reference

Please see the handout for the full project instructions.

Group Training Sessions

- Offer group training sessions rather than individual training
- Utilize virtual meeting technology
  - Allows for real time Q&A
  - Screen sharing
  - Use cameras during training sessions
- Record training sessions if possible

Supervising Staff

- Clearly define goals and expectations
  - Remember due to different skill levels, availability, and other factors; goals may not be on-size-fits-all
- Be "Available" for questions and follow-up
  - Best communication methods will vary from person-to-person
    - Chat, video, email
- Utilize shared documents, files, etc.
- Be mindful of team member wellness
- Celebrate team and project successes and milestones

Statistics Tracking

- Determine meaningful and measurable statistics/information to record
- Keep statistics tracking simple!
  - Daily, weekly, monthly?
- Standardize statistics recording and tracking

Managing a Serials Project for UC's Federal Documents Archive During a Global Pandemic

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What is UC's Federal Documents Archive?

- Federal Documents Archive (FedDocArc)

- UC is carefully consolidating our historical print documents collection and will share 1 print copy of every document across the 10 campuses

- Secondary copies will be digitized. Access and full-text searching is accessible via HathiTrust

- Each campus decides what it may retain and what it may weed.
  No campus is being forced to weed!

- Print materials are deposited into the shared off-site storage facilities (RLFs)

- FedDocArc is one of several shared collection initiatives UC is working on: JSTOR, WEST, JACS

Why a FedDocArc Serials Project?

- FedDocArc focused on monographs because serials are complicated. Serials were paused until a later date.

- UC was working on a plan to incorporate serials in 2019, but then COVID-19 happened. All of the SF Bay Area locked down by March 16

- BUT…not all Library staff at Berkeley had work that could easily transition

- By early April, the UCB Library set up several projects for these staff members so they could work and not have to take leave

- FedDocArc Serials Project was one such project

FedDocArc Serials Project

- Project goal: construct holding statements and identify gaps in Fed Doc serials housed at the RLFs

- Library IT created a list of nearly 13,000 serial titles with holdings information from the Regional Library Facilities (RLFs--UC's shared off-site storage)

- Lists broken into 300 titles per Excel files

- Staff worked on the lists, and then checked each other's work

Challenges of this Project

- Documentation created
    - Examples of holdings—used Yale's Serials documentation
    - Examples of problems they may encounter and resolutions
- Internet and computer access at the start of the pandemic—several flash drives being mailed around
- Training—starting from scratch in some cases
    - Excel
    - Fed Docs
    - Serials v. Monographs
    - Serials Holding Statements
- Lots and lots and lots and lots and lots and lots and lots and lots of Zoom!
- Ergonomics and staff comfort

Other Project Management Issues to Resolve

- Berkeley (Libraries in general?) Work Culture Quirks
  - For many this was the first big picture project they worked on
- Encouraging
  - Serials holdings, GovDocs in general, "Its like learning a new language"
- Listening
  - Stress, work-life balance issues, etc
- Being responsive to questions

What This Means for the Larger FedDocArc Project

- Of the 13K titles, the group completed 8000+ that will help us in filling gaps

- Berkeley is piloting how this list might be used

- Will share with the rest of UC in the spring

- Gap filling could be contributed and archived from across UC

- Eventually will get digitized by Google for inclusion in HathiTrust

Questions???