TELEWORKING STUDENT ASSISTANTS:
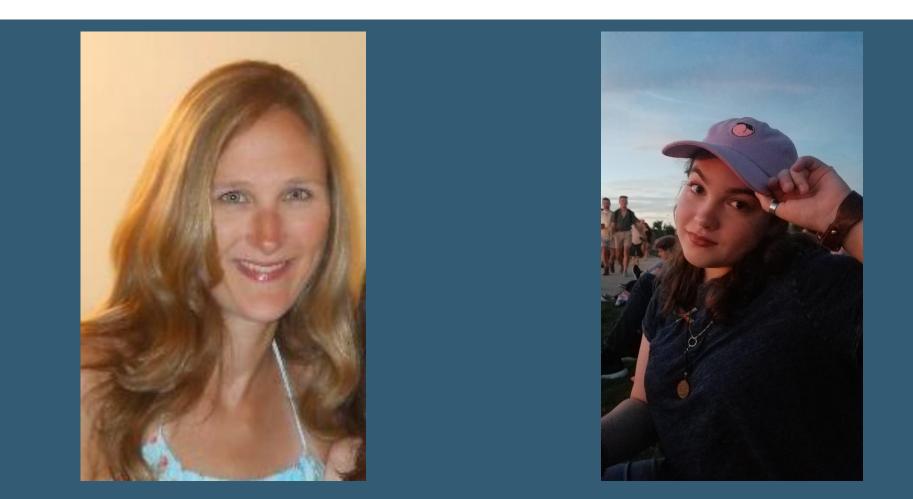## WHAT ON EARTH CAN THEY DO FROM HOME?

Federal Depository Library Virtual Conference October 20-23, 2020

Presentation Date: Oct. 21st, 4:45-5:30 p.m.

Elisabeth Garner, M.Ed., M.L.S. Interim Coordinator-Government Resources-UNC-Wilmington

Sarah Dutton-Student Worker Assistant-Government Resources-UNC-Wilmington

ELISABETH GARNER & SARAH DUTTON

ELISABETH GARNER

- Interim Government Resources Coordinator-UNC-Wilmington, Randall Library

- Current Vice-Chair of the Government Resources Section for the NC Library Association

- Hobbies include anything to do with the NC mountains; hiking, skiing, etc. I go as often as I possibly can!

- I'm married, have 2 cats, Sheldon & Alf, and a sweet nephew named Ethan who's 3.

SARAH DUTTON

- Junior at UNC-Wilmington, majoring in History. Current student worker assistant for Government Resources dept.

- Currently working in an Archival internship at the Gaston County Museum, North Carolina

- Social Media Coordinator for SAGA at UNC-Wilmington

PRE-COVID, ON-SITE WORK

Deselection, Deselection, Deselection

More of the same: Deselection

SWITCHING TO TELEWORK MODE

(1) CHECKING ELECTRONIC LINKS:

FEDERAL & NORTH CAROLINA BORN-DIGITAL RECORDS

Cataloging Record Distribution Program for FY2021

The U.S. Government Publishing Office (GPO) will initiate the tenth year of the record distribution process, titled the Cataloging Record Distribution Program. It will begin on October 1, 2020 and will run through September 30, 2021. Participation in the program this physical year includes **245 libraries**, and there are **40 open slots.**

The main criteria to join the program is to be a depository library. It is also required to profile to receive at least 10 records a month, retrieve the files promptly and load them into the library's online catalog and to participate in an annual survey.

The openings fill up quickly! However, a few libraries do drop during the year for various reasons, so if your library is interested, please ask to be on the waiting list for FY 2022

There is a waiting list, so please contact either Kathy Bayer or Lara Flint at GPO. They can be reached at 202-512-1119 or at FDLPOutreach@gpo.gov.

Questions or comments about the project should be submitted to GPO using askGPO.

Technical support is provided by MARCIVE. Existing CRDP libraries should contact MARCIVE with any questions about profiling, formatting, and receipt of files, as well as other technical concerns.

Born-digital State Government publications - new additions

2020:

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |

2019:

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

2018:

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

2017:

Jan-Feb | Mar-Apr | May-Jun | Jul-Aug | Sep-Oct | Nov-Dec

2016:

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

PROCESS FOR CHECKING ELECTRONIC LINKS AT HOME

- I send Sarah the "New Online" and "Overlaid Online" federal records that we receive from MARCIVE each month. After I've processed them, I will send her a spreadsheet of both lists, with their respective OCLC #'s, and then she checks each of them in the online catalog. A tedious project in some ways, since we can receive anywhere from 1,000-3,000+ each month.

- I also download the North Carolina Born Digital records each month, that our State Library of North Carolina provides. After I've processed those, I send her a similar list, and she goes through the same process and checks the links in our catalog, to make sure they are working correctly. We usually only receive 15-100 of these each month.

SOME ISSUES BROUGHT TO LIGHT!

- This project brought to light two separate issues we were having:

- Some of you have experienced the issues with the PURL links not loading properly, we certainly did. That began a series of discussions/emails with GPO and our Systems department as to what the problem may have been. GPO was undergoing the process of changing ~170,000 plus PURL links and our catalog was not reflecting that yet, in many of our records. Fortunately, over the next several months, those catalog records will be updated.

- Next, Sarah noticed that a fair amount of our monthly electronic records were showing incorrect Summaries attached to the catalog record display page. The Summaries would be for completely different books and have nothing to do with the Government Resource that was being displayed on the page.

(2) CHECKING FOR PRINT RECORD OCLC NUMBERS-(DESELECTION INSPIRED)

STEPS SARAH TAKES WHILE WORKING ON THIS PROJECT AT HOME

- Now that I've been back to work, Deselection has reconvened, but I am now making all the deselection lists by myself, to be uploaded to the ASERL database

- Sarah began with the Y4 A's and went through our catalog to check for Print(bib) records only. If she found a SuDoc that had more than one entry, I trained her to look at the bibliographic record to determine which one was the Print record

- When she found the Print record, she listed its OCLC number in a spreadsheet, and then moved on to the next one, and so on, and so on….UNTIL….Sept. 10th arrived!

- *The equivalent of approximately 90 full boxes cleared the 45-day waiting period on the ASERL database. I then asked Sarah to take all those corresponding expired lists and go back into our catalog to do the same thing as described above; capturing the OCLC number for each of the records. Then I take her lists, complete a mass deletion of holdings in Connexion for those records and a mass deletion of those records from our catalog. I also keep statistics of how many items we have deselected.

SEARCHING FOR MICROFICHE CATALOG RECORDS

- We are also working on an ongoing project to deselect all our Federal Microfiche catalog records (and actual Microfiche along with it).

- Using the "Active SuDoc List" provided by GPO/FDLP, I divide it up in sections for Sarah to work on from home. Her task is to copy and paste each SuDoc stem into our catalog, and then see what results come up from that search.

- From there, she looks at each of the records that are displayed, to determine which ones are the Microfiche records. She then notates the OCLC number for those records on a spreadsheet and then sends me the spreadsheet.

- I will then go in and delete those catalog records, the same way I do when I delete the print records from the catalog and OCLC/Connexion.

WEBINARS

- Since Sarah has expressed interest in possibly attending Library Science school after completion of her undergraduate degree, I thought she might benefit from viewing any (and all!) of the FDLP Webinars that are available to view. She has made that a part of her remote working duties as well.

- There is also a series of webinars that are all Government Resources related on a YouTube channel called "Help! I'm an Accidental Government Information Librarian" You can find this channel here: https://www.youtube.com/channel/UC6CfualeU8N77uso6prY1oQ

QUESTIONS?

- Elisabeth Garner, Interim Government Resources Coordinator, UNC-Wilmington, Randall Library, 910-962-4272, garnere@uncw.edu