



The Give and Take of Coordinating Concurrent Large and Complex FDLP Projects

James Rhoades
Old Dominion University

Goals of the Session...

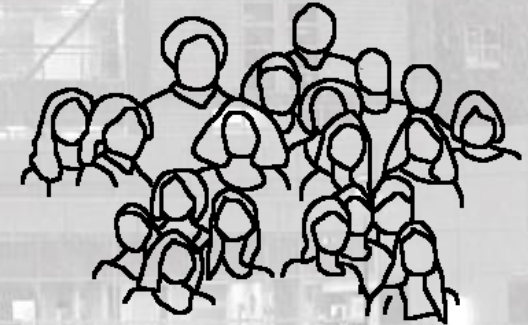
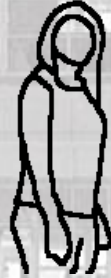
- Getting to know one another
- Creating a good plan
- Establishing workflows
- Empowering colleagues
- Setting reasonable expectations

Getting to know one another...



Please place your pointer where your depository or institute is located.

How many people at your institute process or work with government documents?

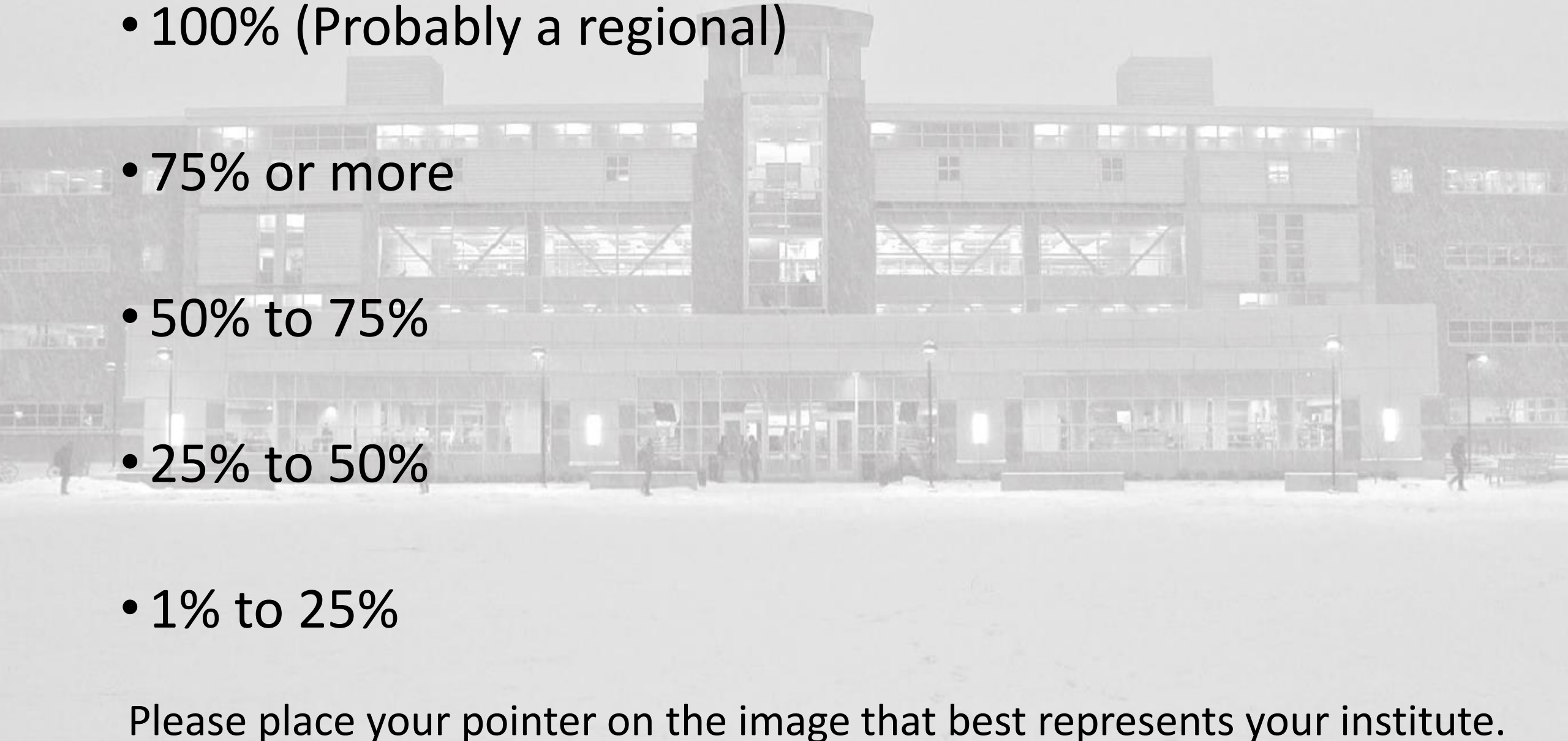


Please place your pointer on the image that best represents your institute.

How big is your depository collection selection?

- 100% (Probably a regional)
- 75% or more
- 50% to 75%
- 25% to 50%
- 1% to 25%

Please place your pointer on the image that best represents your institute.



Old Dominion University (ODU) Snapshot

- R2: Doctoral University – High research activity
- Research Library with 20+ professionals
- Serves over 19k undergraduate students
- Serves over 4k graduate students
- Serves over 900 faculty
- Six colleges
- 91 Bachelor's degrees
- 41 Master's degrees
- 22 Doctoral degrees

ODU Federal Depository Library Program in 2017



- Depository for over 50 years
- Selective with various formats
- Two staff members working with the collection (including myself)
- Close to 65% selection
- 6,804 linear feet of shelved items (2,268 shelves)
- Large number of items never cataloged

How long is 6,800 linear feet?

- Length of 5 football fields
- Length of 10 football fields
- Length of 15 football fields
- Length of 20 football fields





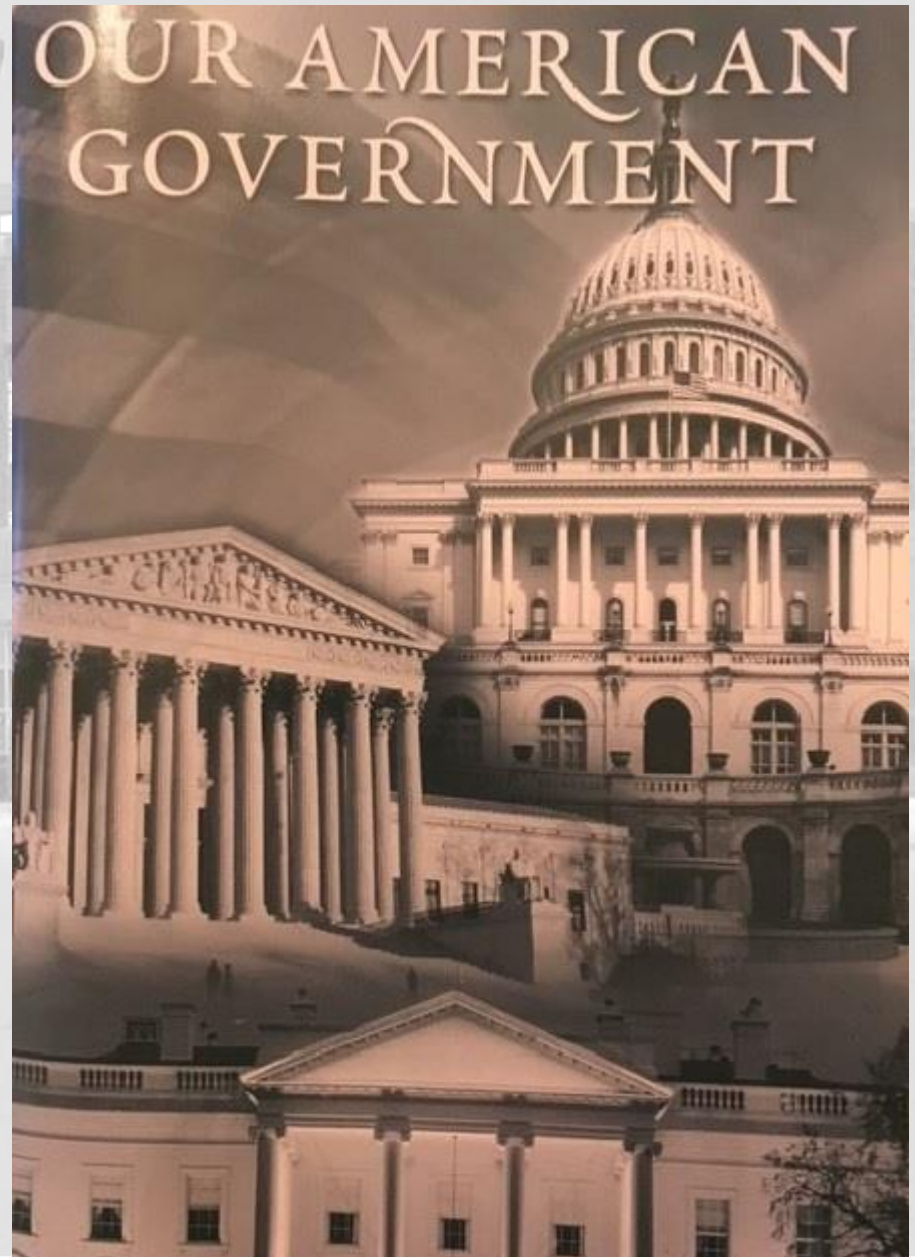
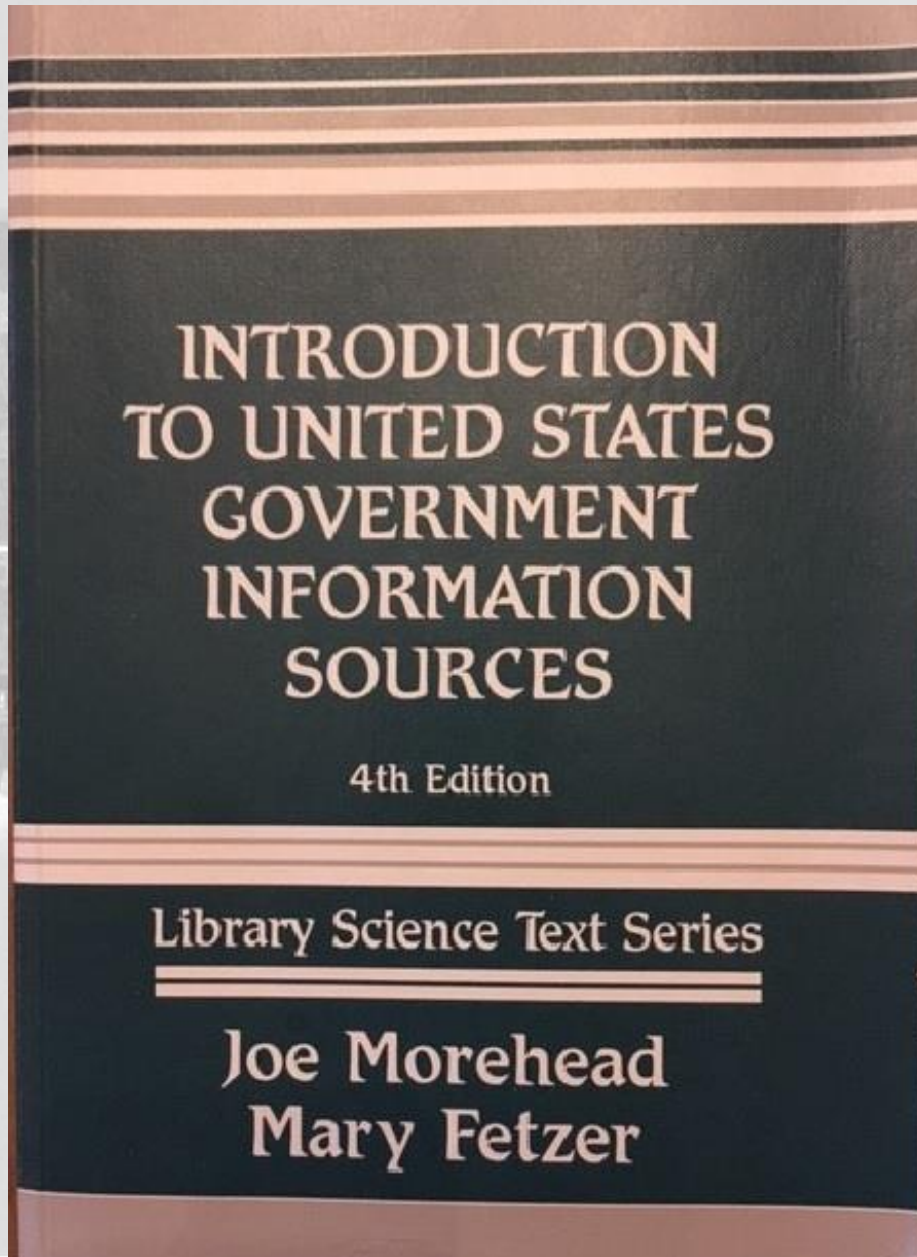
Setting the stage
at ODU

Push for change and space...

- Re-evaluate our FDLP program
- Should we stay or should we go
- Give them what they want
- Find a way to stay
- Reduce the footprint



What to do?



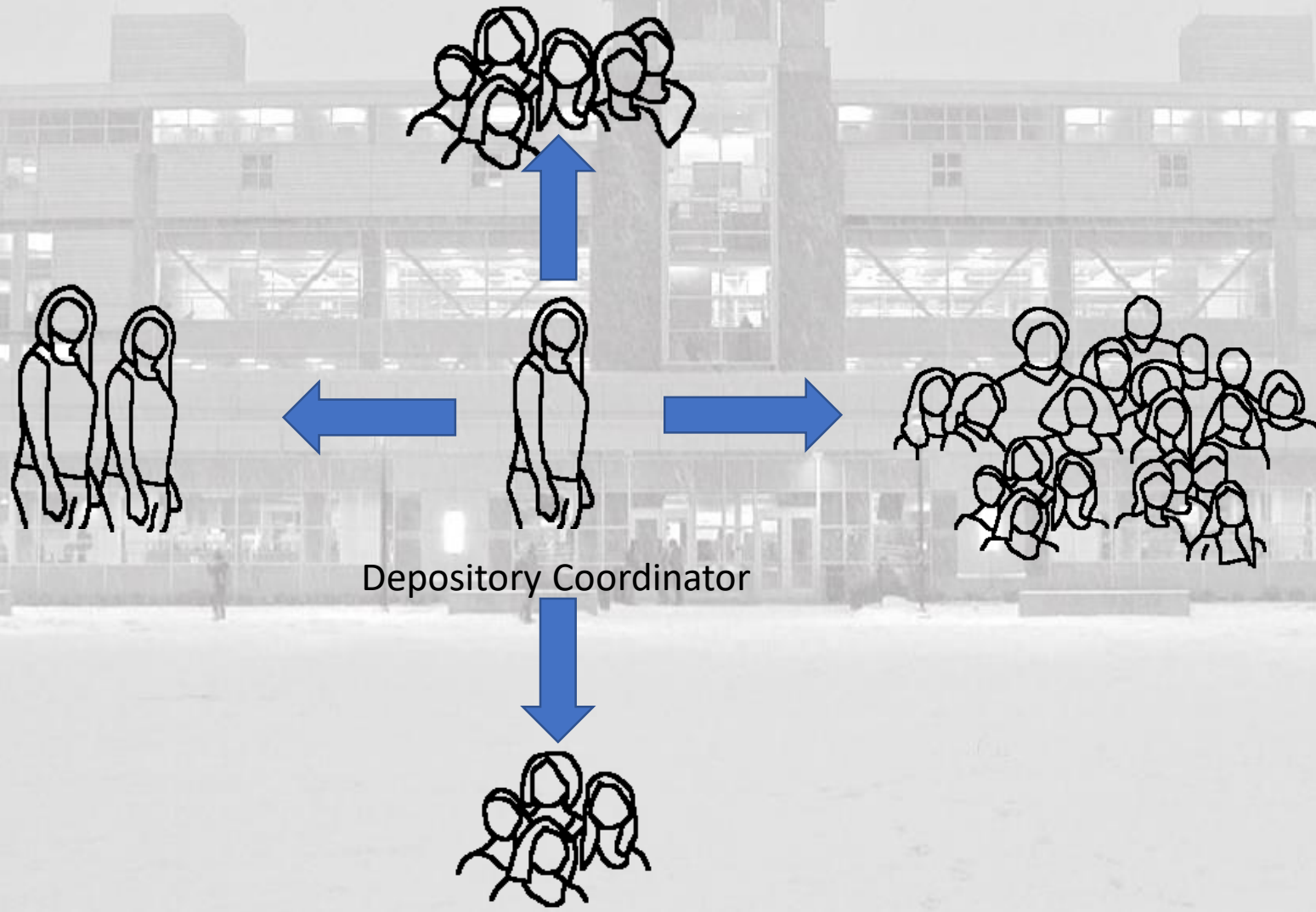
Creating a good plan

- Get the Regional Depository Coordinator involved
- Consider the options
- Consider the amount of work
- Consider the benefits
- Be prepared to sell the plan
- Be prepared to carry out the plan
- Be ready to do a lot of work

What were ODU's concurrent projects?

- Becoming an ASERL Center of Excellence
- Collaborating with our Regional Depository
- Massive weed of the collection
- Offering up items
- Discarding of items
- Shipping out claimed items
- Relocating collection after the weed
- Adding to the collection from our Regional
- Processing and cataloging added items

Who was going to complete the projects?



Let's get to work but...

What's the timeline?

Can it be phased?

Elements of workflows



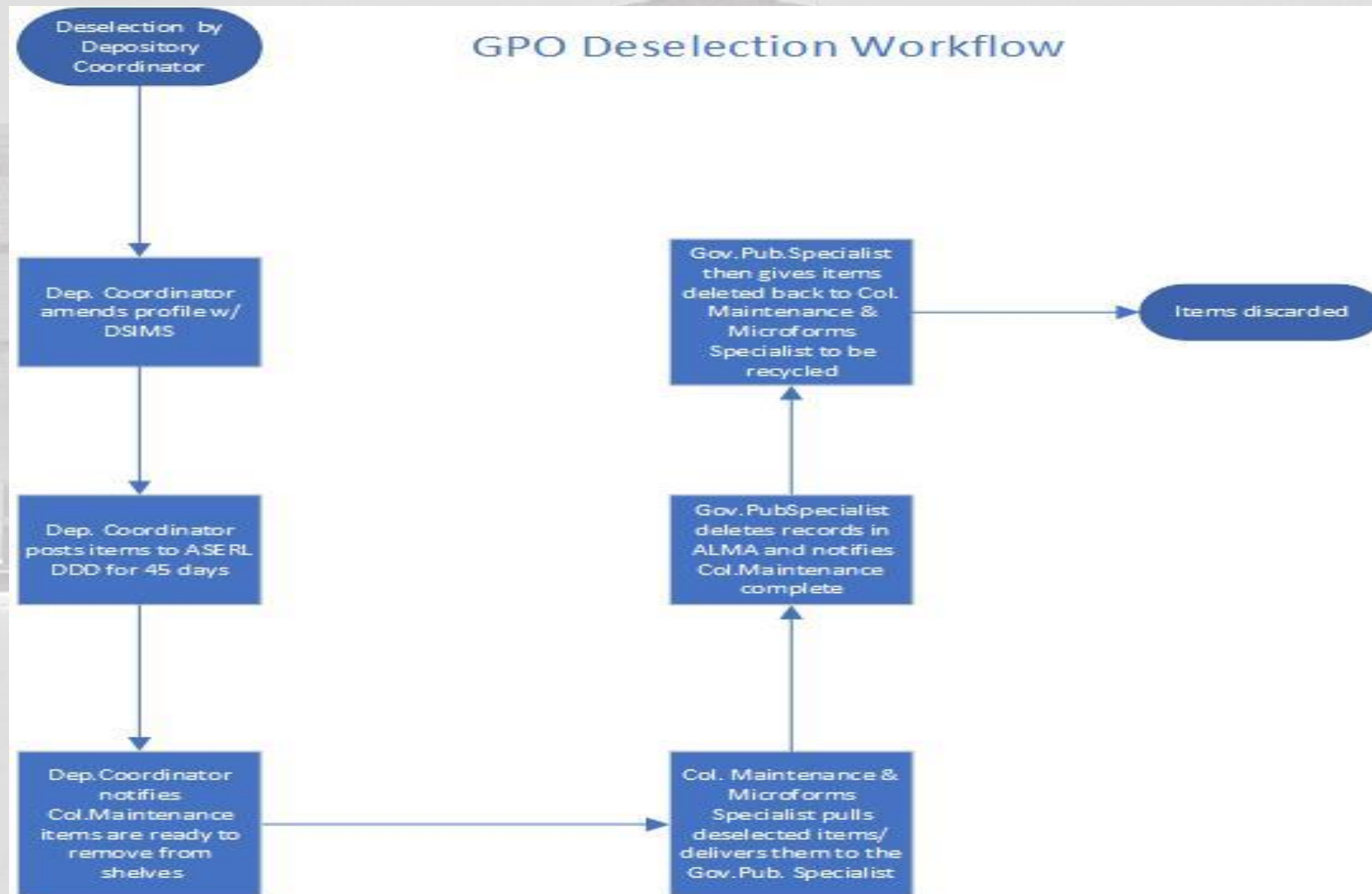
- Staffing
- Timelines
- Resources
- Overlap
- Communication
- Cooperation
- Accountability

Offering up documents...

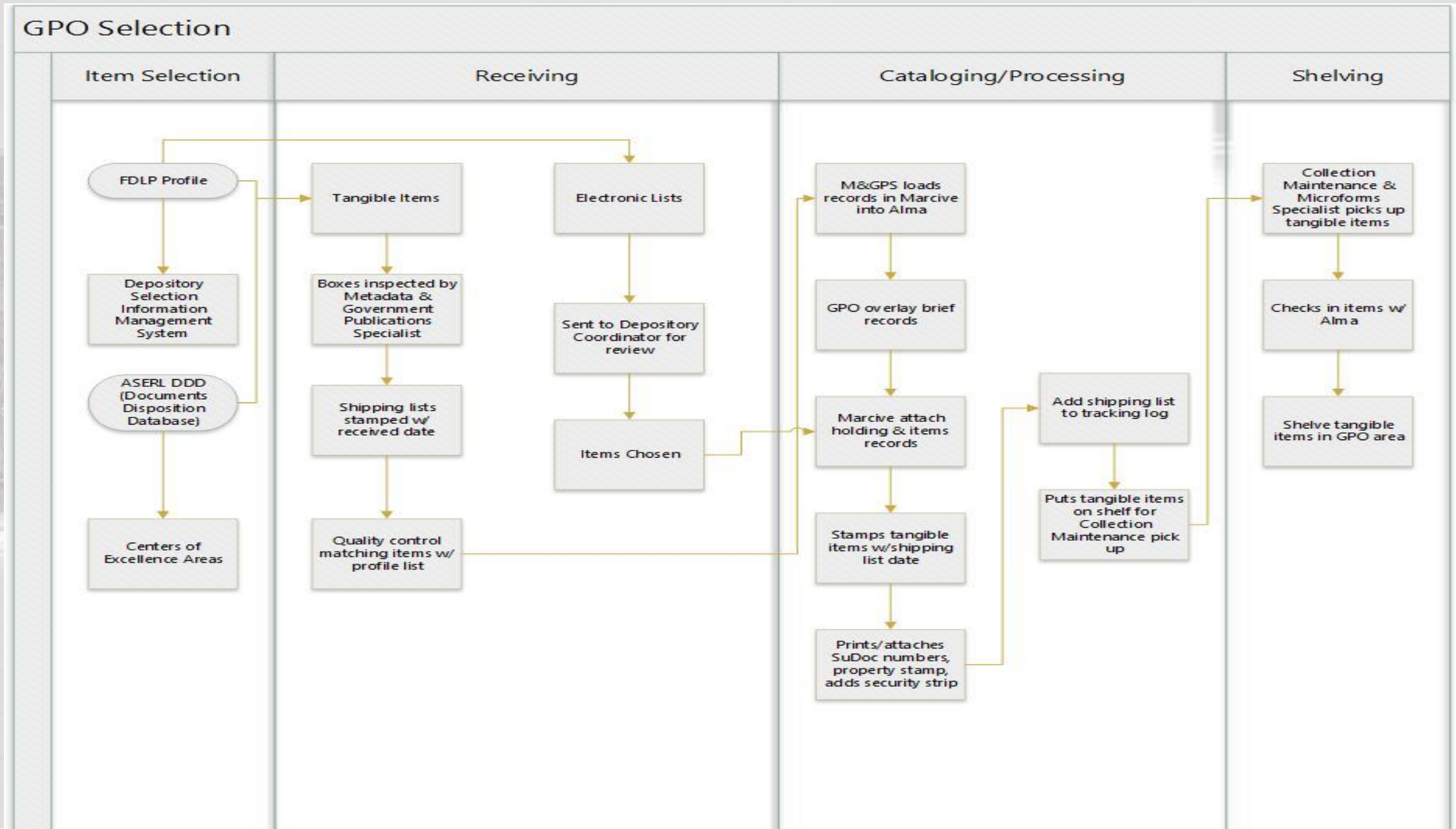
ASERL FDLP Documents Disposition Database							
Bimonthly Use Report							
May-June 2018							
NUMBER of DOCUMENTS OFFERED				NUMBER of DOCUMENTS CLAIMED			
State	May	June	Total	State	May	June	Total
AL	898	753	1,651	AL	7	0	7
DC	0	0	0	DC	0	1	1
DE	0	1	1	DE	0	0	0
FL	534	487	1,021	FL	157	139	296
GA	0	0	0	GA	0	0	0
KY	3,351	5,577	8,928	KY	297	337	634
LA	1,283	3610	4,893	LA	68	54	122
MD	54	19	73	MD	2	0	2
MS	485	0	485	MS	0	5	5
NC	1,869	19415	21,284	NC	102	48	150
PR	0	0	0	PR	0	20	20
SC	173	898	1,071	SC	184	308	492
TN	5,778	5,683	11,461	TN	0	6	6
VA	2798	29,958	32,756	VA	27	15	42
VI	0	0	0	VI	0	0	0
Total:	17,223	66,401	83,624	Total:	844	933	1,777
Total Offers Expired w/o Claim	14,026	36,411	50,437				
	Library - 5,427	Old Dominion University - 27,809		Most Claims	University of Kentucky - 280	Clemson University - 292	
Number of Depositories Registered to Use the ASERL FDLP Disposition Database, by State				Number of Documents Claimed by Centers of Excellence Libraries (COE)			
AL	18 of 22 (82%)	MS	8 of 11 (73%)		May	June	Total
DC	5 of 32 (16%)	NC	33 of 33 (100%)	Total In-COE Scope Claims	441	425	866
DE	4 of 5 (80%)	PR	3 of 5 (60%)	Most In-COE Claims	University of Kentucky - 142	Clemson University - 292	
FL	28 of 32 (88%)	SC	17 of 20 (85%)				
GA	5 of 23 (22%)	TN	18 of 21 (86%)				
KY	18 of 19 (95%)	VA	25 of 32 (78%)				
LA	25 of 27 (93%)	VI	0 of 2 (0%)				
MD	16 of 22 (73%)	Total:	223 of 306 (73%)				



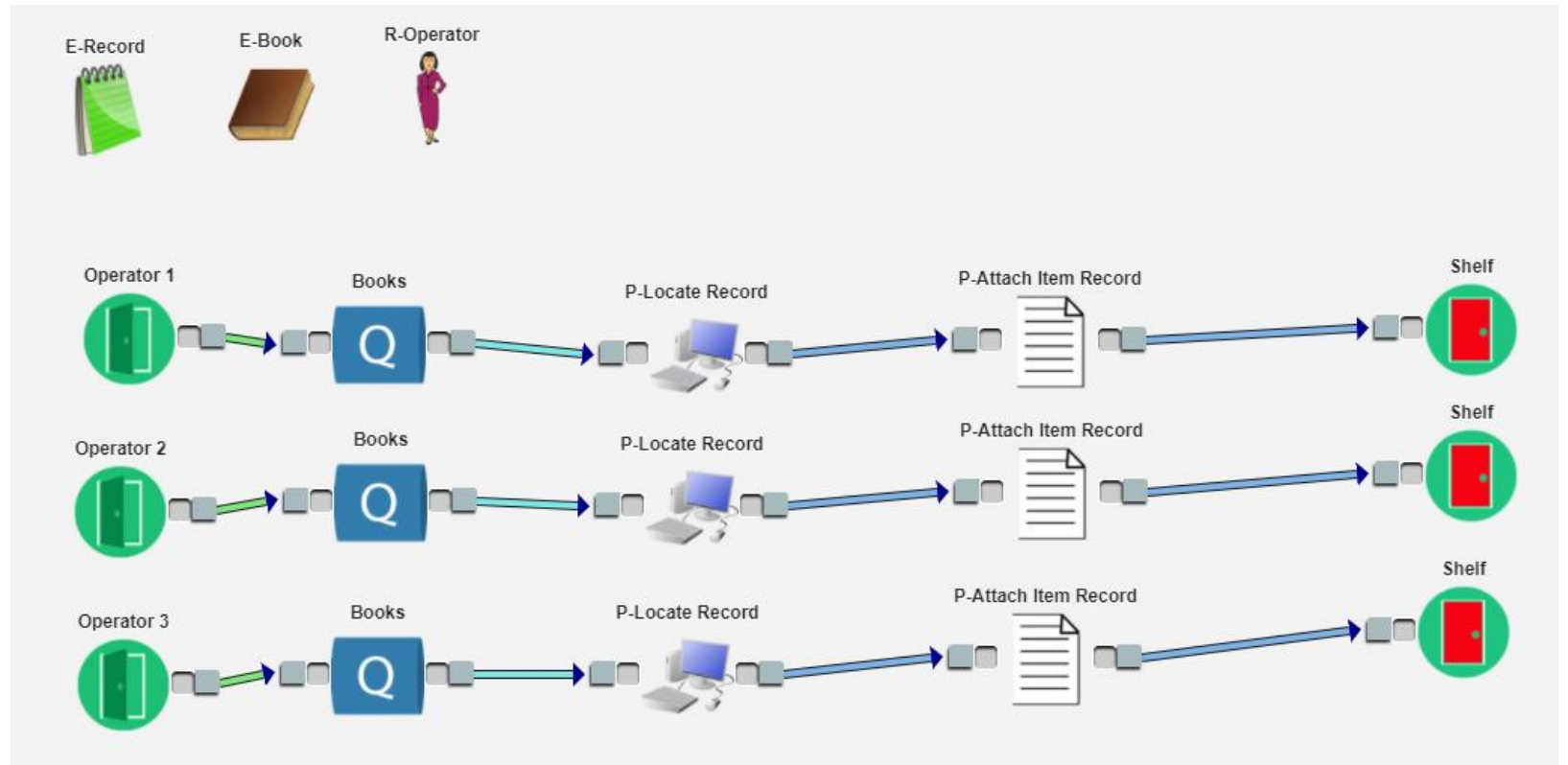
Example of simple workflow...



Example of complex workflow...



Workflows on steroids...



- Thinking only about numbers
- Thinking about production output
- Thinking people are machines
- Thinking all items are equal
- Even worst...thinking you can do it all

Putting together a team...

- Coordinators can't do it all
- Big projects require lots of help
- Help usually comes across departments
- Lack of direct reports
- Use students
- Little input on team composition
- Find a way to make it work

Empowering colleagues...



- Identifying strengths
- Realizing weaknesses
- Encouraging communication
- Establishing buy-in
- Recognizing accomplishments
- Understanding reporting lines
- Ensuring accountability

Reasonable expectations...

- Even the best plans can change
- People are not machines
- Workflows need to be flexible and realistic
- Some things are out of your control
- Trucks taller than railroad bridges won't go under

Let's review...

- No project or projects will be easy
- Planning helps
- Developing workflows help
- People make it happen
- Being realistic is critical

Thankfully, document librarians and document staff are the smartest and best!!!

Thanks...questions?



James Rhoades

Marcia Gorin

jrhoades@odu.edu