FDLP 101: Collection Management Basics – Transcript of audio

Hello everyone. Welcome back to our next session, collection management basics. I will pass it onto our first presenter, Valerie Glenn.

 Thank you. Hello everyone. Thank you for joining us for the final presentation of today, collection management basics. As was mentioned earlier, this program is a response to some questions and discussion that took place at the fall depository library concert conference last October. Today's speakers are Ashley, Vicki and Jennifer. They will be covering GPO tools to help refine item selection, best practices and tools and ashes address issues related to law libraries. Will also be monitoring the chat for questions and comments to be addressed at the end of the presentation. We have a jampacked our so I will get right to it and hand things over to Ashley Dahlen.

 Thank you. Hopefully you can hear me. Hello. My name is Ashley Dahlen and I am an outreach librarian pick I was asked to talk to you all about classes and other GPO tools.

 Scott I believe you are unmuted, can you please mute. Thank you. As asked to talk about the list of classes at your item selection profile. To let you know, I will not be talking about special selection offers today, those are publications you might see go out on of its announcements. That is where if we put out a special selection offer you'll have a chance to acquire a copy of something regardless of whether or not you profile for it or not. That is a separate operation. My goal here is to go over some of the names of the tools and some of the vocabulary we use. Yukking it up to speed with managing your FDLP collection. To start with, there are two places you can find your item selection profile. Those are the things your library is profound to receive from the FDLP. Item list or any depository selection for management system. I give you a screenshot., In the drop-down menu it will come out and you'll see both of those tools listed the item Lister, you just need your library number and it will give you a report back of the numbers you profile for. DSIMS is different. That is the total you used to add or deselect item numbers. You actually have to log into that tool using your library number in your FDLP password. Some people tend to use item Lister. Both of those tools will give you the item number yourself. It will not tell you the title or the format associated. The list of classes, that is a list of everything you library currently is available. He advised, we have not gone to print with that publication or made a PDF since 2015. If you're still using your print list of classes, it's very out of date. We don't necessarily recommend you use that copy unless your predecessor has a handwritten note in their. You do need to use in order to be up-to-date with what is currently available for selection is the list of classes and go over the collection tools, there is a menu link called list of classes and within that is a link to the data files Prickett is a file folder. Within that file folder you will see a whole bunch of files that are all updated twice a month. You can get the latest and greatest, most of the files are used primarily for use in local databases that people have created over time but the two files that will be for you are probably the plain list of classes and the modified list classes. Here is, really quickly the paper or last PDF of the 2015 list of classes looks like. File page, page 1, organized information by agency first and then departments within that agency and then publication series. Is a close up on the right side. That has the agency or bureau level agency. The publication series number is all contained. You can see the title, format and the atomization as well. If you printed this out on your own or are looking at the paper copy we shipped out, it's about 330 pages long. This is the list of classes, separated value or CSV. My computer opens up text files or CSV by default, everyone's computer is different. This is what it looks like for me. This is not particularly helpful for me because there are 70 quotes and comments. I cannot sort. Is a static list. It is official and is updated twice a month. This is what happens when I open up Excel and import into Excel via the data tab. Clear file and put it into XL, it will understand to parse out the entries into different columns which is very helpful. You will notice there are no column headers. We go from column a two column F. This is a modified list of classes. You will notice it goes from A to I. There are three extra

columns. This is a man-made person created file, I create this twice a month so when they are updated I follow along and update this file and make it available. I've added the agency in bureau or some agency sub level department information into C and D. Also with the SuDoc column. You know XL does not sort SuDoc numbers correctly. It column will sort things in proper SuDoc order. If you guys are interested, most people are confused. They see item numbers that there profile for any list of classes but they cannot make the connection between the two files. If you need help with that, let my group know because we can give you a column on the right side of that file and it's basically saying here column J, selected, yes or no, you have the SuDoc, agency, some agency and title, if you need that help, let us know. Also we get this question a lot. People wanting to know, how can I tell how often this thing is shipped out? They are very concerned, if they have a paper format they are considering adding to the profile they want to know if it comes out six times or 600 times a year. If you need that count, let us know and let us know the time frame. Some people just want to go back three years or a couple years more, it's up to you. Let us know. This is the modified list of classes filled you get. Applicable*to indicate the fields I added. The right side is what I need to go over. That is the format. A lot of questions about the formats you see. If you see it listed as D, CD, DVD or diskette it means it's tangible electronic media pick something could come to you in a box. It is different from EL, that stands for electronic library. It means it's digital or online. Do not get those formats confused. If you want an all digital library, you have to have all of those item numbers as EL and only EL. If you seen MF or microfiche, that format is being phased out. It should be going away very soon. If UCP is dance for paper, you and Kay indicates that I added that field. If you go to the regular list of classes or paper copy it basically means it's an unknown or unspecified format. If GPO does not know what format the agency will distribute under we leave it blank but for database and spreadsheet purposes it's usually helpful to have an actual value in that field so I add UNK picking know what your profile is and you have a list of classes, how do you merge them together? One thing I want you to know is what you can profile for any list of classes is not necessarily what is actively being catalogued and for tangible format it's not necessarily being shipped out. The answer to that is because federal government resources are not like commercial resources. In order to explain to you why federal resources are different I have to flip the tables a bit and explain to you how GPO, our staff uses the list of classes also. In this case an agency is going to notify Joe PO, they want to go to print with something and they file a standard form one. Our unit is going to see that moving its way to the print production process and based on that minimal form information we see, we will be like that is that agency, that department and it appears to be this publication series. We know from the list of classes that 100 libraries are profile for that item number. We are going to ride that print order as it's making its way through the rest of GPO and we will add those 100 copies we want to acquire for ourselves. When the publication is finally printed, the original customer, the federal agency will get whatever quantity they ordered but we will take our copies and distribute those to you guys. The number one question we get is why can't libraries profile from material by subject and that was in the workload we just described two. We cannot profile because GPO staff, we have to order copies before we even see the publication. Hasn't been printed yet so we don't know what the subjects technically are. We cannot look at the publication after it's been fully printed, give it to her catalogers and have an assigned subject heading and then say for these for subject headings, I'm going to assume we got 20 want the subject heading and 80 who want the subject heading so we need to order 100 copies. We cannot say that and have them set the printing press up all over again just for those 100 copies. That's extremely expensive. The other reason we can't have the profile is because we can't decide subjects to committee or agency. The U.S. federal government is one of the largest publishers in the world. They cover every single subject heading and they deal with thousands and thousands of topics and subjects and themes and even trying to distill those things down into manageable, broad subject terms would not particularly work well for you guys because if we said this agency appears to be with defense, that's great but most libraries need a level of granularity within that. We cannot necessarily presume to know

at the beginning. Agencies and committees also have a predictable works on a problem arises, they will pivot and respond to that problem. An example that strikes me is think about if you need to profile for pandemic resources. [audio-cutting out] every agency pivoted to deal with the COVID pendant that was unfolding. Every agency put up resources on the pandemic. We can never tell what an agency or committee is going to be dealing with any future. That makes it hard to profile for those resources. Rob, your Mike is live, can you please mute.

That is the tangible resources. The agencies are not filing a standard form one because it's not being printed. What happens is we may see a print item come in and we are going to look for the online equivalent that we are also going to be regularly monitoring websites for content which is how we get a good chunk of our material. Might also be contacted by the agency or you all out in the field saying there is this great new resources that we should catalog pick that is how we acquire digital resources. As we implement the task force, obviously we are going to be evaluating our tools in light of these digital workflows and digital content because we want to give you guys the ability to profile for material differently outside of the item number system. We are not there yet. If your library has access to digital content to catalog records or if you're in the distribution program, you're still going to need to select the EL format item numbers because that's the only way we can push the correct content to your catalog records. Silverlining, there is no cataloging requirements for digital material and no reading rules that apply. In general, for all of the formats we are talking about, if you are a collection developer you will need to identify the resources of interest for your collection, you will need to find where it is in the list of classes and profile for that content to the use of its item number. I do recommend that everyone go to Ground Zero and set your existing selection profile aside for a moment and review your current and future needs with a fresh perspective. Just because you selected it in the past doesn't mean you need to continue to selected. There have been huge massive changes on campus in terms of the programs being offered and you might no longer need to support a particular program anymore. On the flipside of that is there is also a lot of new very relevant content out there that your library might not be getting because when we created that electronic format we didn't necessarily map it to your library at that point in time. You need to evaluate things you are already selecting but look at things you are not selecting because you need to shake it up. I give you a link to the depository collection and development guidance article has a lot more information about creating a collection development plan in identifying subjects and topics of interest. In general you will identify your subjects, agency content that is of interest to your user if there any series that are being referenced a lot, anything that supports your user needs and then you need to isolate for the themes and topics and subjects are actually found in the information resources. Therein lies a little bit of a challenge. It is a two-pronged approach. You need to look for your keywords or theme and you need to look for those keywords in the CDP which is GPS catalog. In the interest of time going to skip over the side. An example here. Let's say that we are looking at the topic of hurricanes and we are trying to find out what resources can we profile for that support that topic. Step one, look for your topic and theme and a list of classes. We have one entry that uses the keyword hurricane and that may seem really small but remember that is a list of classes, list of publications series that are being produced, not the individual titles of the publications within those publications series. The one resource we see listed is ace series resource for the national operation plan and it is an EL format. Something for you to keep in mind that the national hurricane operations plan was first catalogued in 1998 in its last major revision was in 2004. There have been more recent updates but they were not significant enough for us to warrant changing the record date. If you click on the pearl in that one catalog record, it will actually take you to an archive of 22 annual editions of the report. That last report was issued last year in 2022. My point here is that if you find a publication in a list of classes but it doesn't appear to be particularly active do not just disregard. Older cereal and older records may still benefit being in your FDLP collection and it might still warrant profiling for that item number. That record is all but the resource is very much active. Also, if your library has said you are profile for an item

number but please send only new catalog records and not older records, understand you might not get this resource in your collection for a very long time because we haven't had a need to make a change to that record. That caveat in mind. Step two on the right side. You are going to look for your keyword in the CDP records as well. You are not going to look for your keyword or theme and just the title or subject field, look for it and all keywords. You want to search the full record. I looked for her cane as a keyword and I looked at the resulting stems that were produced to isolate where that topic comes up the most frequently. What I saw on the screen here, the number one place was in USGS open file reports which surprised me. Number two was the Senate committee on governmental affairs with congressional hearings. GAO Government accountability office reports to Congress, Department of Homeland Security office of Inspector General series, I had no clue what that series was so surprised to see it in the search results and then I get to something I was expecting. NOAA technical series. That would not have made the list if I had not made it five series. Then number six was house documents. If you are like me, you expected to see more NOAA resources float to the top and FEMA at the top also. FEMA ranks way down on the list in terms of the number of catalog records produced for resources dealing with the theme of hurricane. My point in showing you this step is for you to understand the agency and congressional committees do a lot of diverse work and you might find your topic in unexpected places. You might have found some resources but now you need to identify it and select the item numbers like the house documents series. Especially if you're eyeing the print format. If you select the house documents series you will get about 100 publications a year. Some of which may deal with hurricanes, most of which will not. You have to gamble. Again, try to isolate what resources your profiling for. You have to identify the subjects and interests and figure out where they reside as well is actual catalog records. You will find those themes and serial resources that have few catalog records or and places you would normally expect them to be. When you have your item selection profile and you have identified where your themes are in the list of classes, you will need to create two lists. One is a list of item numbers you need to select and one list is a list of item numbers to deselect and stop it from coming to your library on your item selection profile. At that point in time you lock-in to DSIMS and make those changes accordingly. If you do not login often and can't remember, I've given you two links. One is a quick start guide with screenshots and the other is a link to a recording that we did as a webinar. If you have any questions about how to get to the selection profile, we would help you out. One last thing., Question we get from people trying to manage their collection, trying to figure out how often something is shipped out and when was the last time, do not forget if you go to FDLP.gov, one of the options is shipping list. Go down to the article and you see a file called combined shipping list. That is a file that contains everything the shipping list back to fiscal year 1997. There are two formats available and if you download the Excel version you see is color-coded based on the format. It's helpful if you're trying to figure out when was the last time something shipped out or how frequently can you expect it to come out if you profile the item number. I visit it only works for tangible materials. This file is updated twice a month by me. You have to work wait for the first and 15th to get this file. I am going to handed over. One minute. Okay, I think I handed the ball over.

I think so. Okay. Weeding resources and tips is what I'm talking about. I want to take a practical view of weeding to help people move towards it. Going to look at some of the essential resources we use in reading. Ashley has already identified some of them so I will cover it from a different perspective. I also want to give basic tips to consider. What I will not talk about is how to weed. There are too many variables to cover it all. MI there? I am.

You need to do yourself.

Okay. Okay. There are factors that determine what is the workflow of your library, what are the requirements from your regional? What type of system does your library have come what is your library's collection development policy? What resources does your library have to sustain? All of this varies library from library so there's no way to give anybody a definitive answer on how to weed. What

gives me the right to give you any information? A little bit about my background, when I came to the USA library in 1995, one of the main tasks was to weed the collection. At that time the collection was a zero growth collection which means I wanted to add something to the shelf had to take something off. Absolutely no room on the shelf for new materials. As you can see, where I started in 1995, that number represents all tangible formats, of the 28 years we are now down to a smaller portion of that. When I came here, we had over 70 boxes of materials before it even started to weed myself. We had to go through that disposal process which is tedious. Since 2015 U.S. libraries close list, we don't do web exchange. It was acquired by original library and even then, you can see we are still behind any number of things we weed, our most recent list posted was actually created in 2019. That should give you the idea of the lifetime of what we have. We still have a backlog of materials to process. Because of that I created some things to help you get through this. I created a guide which would colleague of Doc's needs and offers and hopefully my assistant will be adding that link so you can see what it looks like. If you go to disposal on that, it shows you some resources I find essential for what I'm doing. It gives me background information and some resources that I will cover one by one. Another kind of creative was the training resources guide. This when I've had for many years. On this one, if you look at the weeding and starting tab, those are some of the things that we will be going to also. I use both of these quite often. I do want to point out to those looking at the needs and offers that just plain the materials off the shelf is not the end all. It is a process. Since we had such a backlog of that, the materials are not done until they are finished with the disposal process. We still had to let people know that these things existed. That is why I had to create the needs and offers guide. As I mentioned the training resource is what I used to help me get to the links that I use constantly in my process. Ashley went over in detail the modified list of classes and list of classes, whether Excel or PDF format. These help with the organizational materials. It ties together the SuDoc with the item number and it helps determining which item numbers need to be selected from your items profile. Weather use one or the other and I use both, there are advantages and disadvantages. The advantage of the PDF is that it's visually easy to see the SuDoc category. It gives you an idea of what it is you are working with. Also it's easy to leave notes on it. I am constantly making notes on my printed version of what I've done and have it done and when I did it. It helps me organize my process. The problem is, it's not current. That was pointed out. For the Excel version the advantage of that is it can meet manipulated and focused on different types of information. If you want to know what item numbers are microfiche you can use it to know which ones you want to deselect. The other thing is, it is up to date and you are working with a list of classes and you find a SuDoc that has an item number that is not listed in your profile, that is a good indication that the item never ceases to exist pick that is what the modified classist is also. If you're working with your own profile, you will see item numbers that no longer exist so that may be a reason to look at whether or not you want to include it any longer. The disadvantage of that is it's harder to take notes unless you want to print out the spreadsheet and it's also harder to visualize, that longline can get very confusing if you don't have a good way to look at all the information. Okay. And other resource is the item Lister. Ashley went over some of these for you. It does list the current and active item numbers and whether or not they are selected by the library. If there's an item number that's not listed and it's supposed to it means it's a dead class. She did give you a helpful hint, if you decide to withdrawal all the SuDoc that are no longer relevant , it's a good idea to deselect the item number if it's still valid. Because my library right now is on an accelerated program of waiting, I have to update my profile on a quarterly basis. I am dealing with accurate information. This requires going to the selection as Ashley indicated. And other thing you might want to consider is the web tech notes. A lot of people don't use this as a weeding tool but it gives you a lot of good information. There is a category that you can select for witches basically the updated list of classes. What it does is identify discontinued publications, canceled classes discontinued item numbers. It also tells you if there is a title change or format change, it gives you an idea of something to look at. If you are primarily interested in keeping your collection current, the out of

date SuDoc might be a candidate for weeding. If that item number has been discontinued. That could be helpful. The superseded list was last updated in 2012, why would this be a factor? The list is really more of a suggestive guidance on what to remove rather than an actual complete list of things to include that might be removed in the five-year period. Supersession materials might be withdrawn at any time. This tells you, if you get a good feel for the item, it will tell you what things are good things to withdraw. This class of materials and those that are discarded or revised are collected, dated material can be described when it's expired. A lot of advertisements, it can tell you whether to keep the latest information or latest edition of something meaning it supersedes the previous edition. Or if you only want to keep the current year because it accumulates information year-by-year in the recent year is the related addition. Other things that also accumulate into a newer addition. You don't need to keep the older one. Superseded out of the list is the most difficult to identify. You get a new volume, that doesn't mean you can supersede all of the previous volumes. Some things like annual reports are valid for that you're only. Some things accumulate and if all of the information in it. Those things you can get rid of the old years and keep the new but the rule of thumb is the titles revised or corrected with a new addition you are not required to keep the out of date addition. You do not need to go through the disposal process unless your regional library says otherwise. The starting point for weeding is basically with a collection development policy for your library. Some libraries already have documents to use as your guide and some have it for the entire library which he now sees as a guide but it develops the scope from the government documents collection. Whether you want current only or be aware of the research the library has. It also helps you know what to keep and what to discard. If it's outside the scope of your collection than there is no reason to keep it and you might want to go to the disposal process. Be sure when you are doing this you work with your regional libraries for guidance and instruction. There are some things that can be quick weeding. If you need to make space quickly, the best candidates are those large multivolume sets available on the web. Such as the Federal Reserve bulletins because that's back to 1915 or statue that large, a lot of these are not digital and are available online. If you don't have a need for the paper versions than that would be a good idea to start with that. Other things are the out of date materials. The duplicates and reprints, the things you can make without much of a decision, do I or do not keep. Their immaterial. As I mentioned, supersession materials are a good thing also to consider when weeding. Substitution is another thing to use which means you are withdrawing tangibles within official online version is available. More recently are outdated formats. Microfiche, CD-ROM and VHS. If your library cannot support non-paper titles within the library then chances are they will not be much use to the patron. If you no longer have a microfiche reader in your library, having a microfiche collection has little bearing to the patron. Okay. Managing the unmanageable. Don't focus on the collection in its entirety. Pick one area and worked in that one area. To a small weed throughout the year pick if you are not in a situation and you have to get rid of multiple shelves of materials got do small projects throughout the year. Also set up protocols for when you add new material strict if you're still adding materials, set it up so if anything comes in such as national parks service materials than you can say keep latest edition only in your catalog. When the new one comes in you know to pull the old one. Okay. I recommend if you are going to do a major weed, weed by agency and then by SuDoc and then across all formats. The reason to do this is it helps you keep track of what you're doing. Start with agencies that cease to exist or create no information for the scope of your library. Does of the best agencies to start with. Don't just weed paper, we'd all formats. That we can make sure everything is cleared out. Be aware that if you have a historical collection, you may need to trace the history of an agency through all versions of the SuDoc. If you don't want anything for the Coast Guard and you had a very old collection you might need to travel where the agency was in the system, the SuDoc system to make sure you get all of the materials out. As Ashley mentioned, do not forget to read your electronic material. The online publications. The advantage to that is all you have to do is just remove the catalog record from your collection. Since her is no five-year retention role for on

the publication you can do it at any time. We get a lot of new records from the 1970s, we don't need those. They are electronic so I don't have to keep them. We move them once they come into the collection which the means get rid of them. Weeding is more than just removing tangible, is also removing her deselecting item records and item numbers from your profile. If you are getting records to the CIDP you want to make sure your item selection is up-to-date and you're not getting records that you do not lead in your library so you don't have to keep removing them. I do quarterly updates to MADD selection profile and then we need to remove item numbers so we don't get them. Okay. Very last thing, I would strongly recommend if you are just starting out to look at these particular webinars. They are available through the training program and FDLP. I also have it on the weeding discarding page, it's at the bottom of that page. Additional wants to look at. I'm going to give this over to Jennifer so she can get her program started. If I can do that. There you go. Ball is in your court.
Jennifer, you are muted.
Thanks. I asked if anybody could hear me and nobody answered. I have a new headset. Can you hear me now?
Yes we can.
Thanks, I'm going to talk about law libraries and are different needs. I've been doing this for a long time, I've been a depository coordinator at the law library at Indiana University in Bloomington. Am also a reference library so I worked in public services and I do a lot of instruction. I teach advanced legal research and government information courses in the Department of Library and information science. Over the course of my two decades in public services I've been a participant in this shift of the legal research landscape. From relying solely on tools and online resources. The changes that have been brought about due to the evolution have really impacted our collection development strategies. Physical collection is a basis we offer and our roles we perform as librarians. There are nearly 200 law libraries and participate in the program. 140 of these are academic law libraries.
They also are in the federal courts cuss date cords and agencies that participate in the FDLP. Most of these libraries are eligible to participate due to the special provisions outlined in title 44. To these designations, Congress aimed to guarantee the public had access to lobulated government information as well as the assistance of trained legal research librarians. In 1978 Congress enacted public Lalani five 261. The designation act. This allowed law schools to be.

Let's look at some of the different collection management needs of law libraries and FDLP. Law libraries collect official and authentic versions of primary legal materials with the goal of the preservation of law throughout history. As a. They receive superseded codes and historical documents which in turn creates older and fragile conditions in need of presbyter preservation and repair. The U.S. government is the source of official authoritative versions of primary legal materials and other useful information. I like to inform my students that the official publications of the legal rules are government documents. This chart is helpful in illustrating that legal authority comes from each branch of the government and shows how that authority is published. Agency rules and regulations and decisions and court opinions. We have the bluebook and is a citation style guide for legal documents and academic writing in the field of law. It provides standardized rules for citing legal authority such as the administrative codes and secondary sources and court rules. This is widely used in legal academia, Laura Bruce, court documents and legal practice. When it comes to the primary legal sources of authority, bluebook rules require with sites to the official publications primary legal authority and not a commercial publication. The bluebook rules for citing cases, statutes and administrative documents are listed on the slide. The rules require that the official publications be cited and also point the user to table T1. That is the United States jurisdictions. You can find a listing of the titles and legal citation abbreviation for the official case reporters, statutory complications and reports of and ministry of decisions. What is official? Generally official means is published by the government or in some jurisdictions the states. The state government might authorize

a commercial publisher to publish its official statutory or ministry code. For the U.S. government it's all published by the government. You can see here title 28 section 411 of the U.S. code mandates publication of the U.S. Supreme Court. The U.S. Supreme Court's website had a statement on the page where you can access the PDF files of the U.S. reports and it reads caution, only the printed bound volumes of the U.S. reports contain the final official opinions of the Supreme Court and in case of discrepancies between the bound volume and materials included here or other versions including print, some electronic official or unofficial the printed bound volume controls. This language was recently removed so I inquired and they contacted the court so I've been assured by the reporter of decisions through GPO that the Supreme Court is not planning to discontinue the print volumes of the U.S. reports or any other form of publications of the U.S. reports. The print volume of the U.S. reports remains the final official version. What this tells me that in legal research, print is still very important. In the next couple slides you can download these, you can see statutory language mandating the publication of the U.S. code and it supplements in the statute at large. On the next slide, the statutory language regarding the code of regulations in title 44. Also title V, rules are unenforceable if not properly published. This brings me to the evolution of the law. The lot evolves over time, codes are amended as sections are added or repealed and languages changed where sections are renumbered. Law libraries need to preserve the progression and development of statutory and regulatory law overtime. In legal practice we must research and apply the law that was in effect at the time of the offense. Attorneys must consult superseded codes. A superseded statutory or regulatory code is a code that's been replaced by a newer updated version due to changes in the laws brought in by the amendments. A superseded code is not currently valid or forcible but it does have other value. If an attorney has a client that committed an offense the past, that attorney has to research the law that was enforced on the date the offenses committed. These codes only go back so far in time online and before that we should maintain our print collections. Because of the need to preserve and access historical authorities, all libraries may keep superseded editions, all of these codes take up considerable shelf space. The current U.S. code comprises four shelves in the superseded code takes up 34 shelves. Our current CFR takes up 11 shells but the superseded collection that goes back to 1938 takes up almost 300 shelves. This is the picture of part of the collection. Official reporters of and ministry of decisions, a lot of these became publication in the early 20th century. Some go back to the 19th century. They all take up a lot of room and their condition is deteriorating. The condition of the government documents in our collection ranges from pristine to severely deteriorated. If we decide to keep these collections then we need staff with book repair skills because of age and fragility, these documents need conservation attention. You might have somebody on your staff to do this but you might not. In which case you could outsource if you can afford it. I spoke to my colleague who is our archives and digital preservation specialist, Katie about the resources and manuals she uses to help her when she is consulting and I put together a handout. It is on FDLP.gov on the conference page. Click on handouts and slides Prickett lists the books she uses, online resources and a list of archival products and supplies. Hope you find it helpful. As I've just discussed the different needs of law libraries, last summer I realized because of space issues and other factors, here at our library we need to evaluate our print government documents collections and develop a strategic collection management plan. We've never done it and this is our library in 1906. I think nothing has been weeded since then. This project is ongoing. Identifying documents and a collection of diamond documents that are suitable to archive. The auxiliary library facility is a secure climate controlled book and object repository for our Bloomington campus libraries. We can send materials there. We decide the circulation status of any materials we send there and access is controlled through the library catalog. Items are retrievable and can be delivered to patrons nearest campus library location within 24 hours. The only limitation is that we cannot have duplicate copies. There are two depository libraries, the law library and the wells library. We do have some collection agreements in place. Years ago wells library deselected all of the committee hearings and prints Cinelli send ours after processing. Because we send

over some documents we are in the same institution at Indiana University and we have to have a selected agreement to send these materials. Also, when you send items and we retrieve them to the catalog you have to have really good identifying information. So you know which volumes you're going to retrieve. If I decide to discard items a provide a discard list at the regional library and even though I don't have to I offer them on FDLP exchange. I am mindful of the national collection and I want to make sure if any libraries need the materials they can get them. I also checked the GPO digitization needs list. We also became a preservation steward so these are all good ways to support the national collection which brings me to my last slide. Ashley is giving a webinar on May 10 about the national collection. You can get that information from the link and slide deck and FDLP.gov. I am passing the ball to Valerie. There you go. Thank you.

Thank you. Thanks to everybody for presenting. If you are like me you are absorbing everything that was shared in the past hour. We only have a couple minutes so I don't think, I didn't notice any questions in the chat aside from Suzanne did have a question about keeping records of everything that she's weeding but maybe you can take that off-line. I do need to hand this over to Lisa to wrap up the day. I will say the collection and discovers the discovery services subcommittee is always looking for additional questions and topics for programming. If you have any suggestions and we are happy to hear them. Oh, gosh. There are several questions in the chat. Kelly, what do you suggest? I don't know if we are able to get to these or if we should follow-up with individuals after the fact.

We have two minutes left if you want to try.

Okay. Andrea will I will try to ask or answer your question first. The folks use DDM three as a weeding tool? Is it up-to-date? Ashley do you have current information?

It is not a GPO tool so it is updated at whatever frequency the current site manager is able to do it and he is retired. Last I checked it was once every two months or so but I don't know for sure. I'm not sure I would use it for a weeding tool because he is the exact same information that we can find the combined shipping list file, you have to filter it to your profile. Basically uses GPO files and it mashes them up. I don't know whether to advise you to use it or not. To keep your eye out a news and events and hopefully we will have a tool that you can use that is similar.

I see we are at 4:30. Kelly should I handed the ball back?

Sure, did you want to close us out?

I want to thank everybody who presented today and think all of the attendees and remind you to come back tomorrow for our look back at 50 years and the student project and the conclusion of our business meeting. Importantly an open form where you want to talk about how you promote digital government information. Thank you everyone and have a good afternoon. [Event concluded]