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Automated Check-In of Documents in Regional Depositories with USDOCS, a PC- Based System: University of Idaho Library Experience

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What is USDOCS?

An automated U.S. depository documents check-in system developed by Margaret Mooney at UC Riverside

To be used with a machine readable shipping list service, such as Marcive or Bernan

Can be converted to full MARC format for public online catalog

Can be used with the PC-based GPO tapes extraction system developed by UC Riverside

What can USDOCS do for you?

Automatic checking-in of documents received by depository shipments, direct mail, or non-depository mailing

Shelflisting to the piece level

Reference use for latest acquisitions

Printing call number labels automatically

Automatic claiming and statistical recording

Cutting down processing time by at least 50%

.How do you make USDOCS work for your library?

Customizing ITEMS database:

Clean up your own item records by manually entering and changing information according to your own shelflist

Each item record with more than one SuDocs class assigned, a separate record is created for each class

New item and class records can be added anytime

Fill in processing codes in the SERCODE and MONOCODE fields

Sample Records:

SELECTION
LOCAL LOCATION
FORMAT
SERIAL
MONOGRAPH
FREQUENCY
NOTES
BINDING

Item No 0429-J-01
SUDOC E 3.1/2:
SEL S
LOC REF/DOC
CALLNO
AGENCY EPA
TITLE GEN PUBS
FMT P/M
STAT A
DATE 02/29/96
SERCODE /B/LO

Customizing USPROC database:

Write your own code to reflect local processing procedures:

- Location codes
- Binding codes
- Processing codes

Examples:

/CD: cd-rom shelved in Reserve Room

/REF-L: latest ed. shelved in Ref/Doc
/B: binding according to instructions
/A2: bind every 2 yrs
/NDEP: non-depository item

System Requirements

A PC with a 486 or higher processor

dBase software

A printer with good tractor feed of paper from bottom up (if you want to print your own call number labels)

Tape backup unit

Costs

Approximately $5,000

Start up cost:
Computer station: $2,000
USDOCS system: ?
Printer: $300-400
Tape backup unit: $150
dBase DOS version: $160
(academic discount)

.Annual cost:

Annual Shipping List Service: $995 (weekly delivery from Bernan) Labels: $340 (20,000 labels)

Samples of USDOCS Menu

USDOCS System
Item Number Database Main Menu
ITEMS.dbf -- Maintenance Menu
Shipping List Processing Menu
Automated Shipping List Processing
Upload Shipping List Files
Database Maintenance Tasks

USDOCS System -- Menu

Reference searching
Shipping List Processing

Go to Items.dbf menu
Quit to DOS

Item Numbers Database Main Menu

1. Find/view records by ITEM NUMBER
2. Find/view records by SUDOC CLASS #
3. Find/view records by TITLE
4. Maintenance Menu
5. Return to USDOCS MENU
0. Quit to DOS

ITEMS.DBF -- Maintenance Menu

1. Find/edit records by ITEM NUMBER
2. Find/edit records by SUDOC CLASS
NUMBER
3. Find/edit records by Title
4. Edit/Add New Records
5. Build SUDOC - Key if blank
6. Reindex the ITEMS.dbf
7. Dot Prompt
8. Return to ITEMS.dbf Main Menu
9. Return to USDOCS Menu
0. Quit to DOS

.**Shipping List Processing -- Menu**

1. Automated Shipping List Processing
2. Check-in Claims/Rainchecks
3. Handle Problem Records
4. Upload Shipping List Files
5. Database Maintenance Tasks
6. Go to USDOCS Main Menu
7. Go to Items.dbf Menu
8. dBase Dot Prompt
0. Exit dBase

Enter the Shipping List number or DM for Direct Mail: _____

(Sample of Shipping List Number: 96-0001-P, 96-0001-M)

Do you want to upload Shipping List records now? (Y/N) _____

Automated Check-in Procedures:

Open boxes, check mark items received on SL, stamp date shipped (mostly done by students)

Make notes on SL for items missing, or corrections needed

Line up shipments on a book truck by SL order

FTP Bernan disk files on a floppy when notified by e-mail and pick up fax copy of Shipment Checklist

.Upload Shipping List files to hard drive

Check in by Shipping List numbers, and SuDoc class numbers

Check mistakes in title, call numbers, etc., before mark Y

Print labels and put labels on checked in items

Make claims, correct problems for missing item records, or class numbers, etc.

Record statistics

Make notes and sort documents according to SuDoc numbers, and designated locations

Questions?

For further information about USDOCS System, please contact:

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