GOVERNMENT DOCUMENTS CDs / DVDs AT ESU: A Work In Progress

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Background

- Sept. 1998—Documents Department had a 486 with a jukebox setup for CDs and a dot matrix printer
- May 2001—Reorganization, Documents Department dissolved; personnel (Documents Librarian and Staff Assistant) become members of Information and Instructional Services; Collection Management processes incoming documents materials; non-print formats added to OPAC
- May-June 2002—Reference floor remodeled; state-of-the-art computer system purchased for Documents CDs/DVDs, but wiring not yet completed; it most likely will be finished and the system functioning before the end of Fall 2002 semester

System Specs (Meets GPO Specs)

- Operating system: Windows 2000
- Applications: IE and Netscape (probably 4.7); War FTP and Adobe Acrobat (both free on the Internet)
- Hardware: 3.5 floppy drive, CD-R/DVD drive; zip drive may be added later
- Networked printing (free), or downloading to email or disk

Other Information

- Documents system administrators: 1) Head of Collection Management; 2) Government Documents Librarian (system blocking software being investigated)
- CDs and DVDs are filed in two cabinets; if they cannot be used on the system, they may be checked out on loan pass at the discretion of the Documents Librarian; the disks have not been backed up
- Users will be logged on by library personnel, who will load the disk and make sure that it works; the only access to this material is in-person, and documents-related use of the workstation takes priority
- There will be desktop icons and/or signage which lists the disks that can be set up for the user
- Guides will be made available to users in paper or via the Internet

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