# Harford Community College Library's CRDP Workflow, Before and During COVID-19

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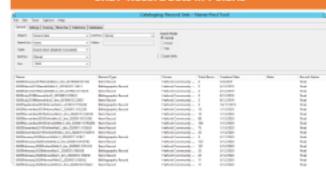
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## About Harford Community College Library's Use of CRDP

- An 18.15% selective depository library in Bel Air, MD
- Member of the CRDP since 2011
- 3 members of the Library staff create CRDP profile to receive, import, and catalog bibliographic and item records for print and electronic formats into Library Polaris catalog that need minimal local cataloging. customization during final processing.
- Update bibliographic and item records profile as the Library Systems Specialist works through database records cleanups
- Library Systems Specialist updates holdings in OCLC
- Depository Library Coordinator updates our Item Selection as the Library Associate finds additional electronic documents relevant to curriculum and collection that may not have been in earlier selection profiles.
- About mid-month, both the Library Systems Specialist and the Depository Library Coordinator receive notification of CRDP files ready for download into Polaris and the Library Systems Specialist downloads these files within the 2-week period.
- Library Associate works on shipment processing and coordinating local cataloging customization of the downloaded CRDP records, and does withdrawals and Needs & Offers.

## CRDP Record Sets in Polaris



### CRDP Profiling Form

GPO Profiling Form 2019 Initial semp 11/7/2011

D 0085 DDB: 02485 System Polaris Type of Project CRDP records ibsary Name Harbert Community Cottage Library , 401 Thomas Rus Road, lifet Air MD 21015-1698

Depository Coordinator. Other Centact: Data Ciliman Mgy for Tech Syes & Gov Documents Library Systems Specialist depleases (Starford ects) accidentifications etc.

SUDOC 086

#### Ernstla for FTF ptckopy acrales (Ebacked relations) and decided an ethic food edu Special Procusing:

- MARC-8 character encoding.
- Just new records, no changes.
- Separate records with LC dass from those without it. (Looking for presence of data)
- Files separate by format. Microfiche discontinued after April 2019. Create 049 Sa - HARM for physical titles, HARO for online

#### County 2012 (Inhiba)

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CREATE 831 ND1(\*0\*) ND2(\*)\*) 5a(\*23\*) 5k(\*70\*) 54(\*)\*) 5n(\*\*F) 53(\*0\*) 5a(\*4\*) 57(\*0\*) 5w(\*18\*) 5a(\*23\*) 5y(\*0\*) 5g(\*2\*) 5c(\*35\*) \$x(\*)\*(RDF\*) 5x(\*None\* CASE) in(\*\*EGO/Doc\*\*) CASE)

PHYSICAL SERIALS CREATE 85: INDIC 07: INDIC(1)\*) Sec 25\*) SE(167\*) S4(10\*) Set 97\*) S5(10\*) ba(14\*) S7(10\*) Sec(187\*) Se(137\*) S5(10\*) S((17\*) Se(131\*) Se(147\*) S4(147\*) CASE) Sh(LC# from COORED)

If 65653 indicates a plain test version, remove that 656 field.
For each 856 field, sitt 5y"READ THEE NOW" Do not provide OCLC holdings.

## **HCC Library Polaris Collections and Assigned Shelf Locations** of Government Documents

- Collection HCC Main = Shelf Location 3rd Floor (print books, pamphlets, small maps in binders NPS maps)
- Collection HCC Legal = Shelf Location 2nd Floor-curved shelves (print hearings, public laws, Federal Register, Congressional Record, Statutes at Large)
- Collection HCC Video Collection = Shelf Location 2nd Floor-DVD (DVD's, CD's, VHS in DVD case)
- Collection HCC Gov Doc = Shelf Location 2nd Floor-Maps & Posters (large maps and posters in flat tops shelves of DVD case)
- Collection HCC Media Room = Shelf Location Ask at Reference Desk (puzzles, games, oversized items on shelves behind Reference Desk to be seen, can be checked.
- Collection HCC Online Resource = Shelf Location Online (Electronic Government Documents)

## COVID-19 Campus Shutdown & Staged Reopening

- Library's Polaris catalog client lives on a Terminal Services environment on campus ITS server, which created some initial limitations with shut down on March 13th due to the COVID-19 pandemic.
- This did not affect the downloading of CRDP records to a local computer which continued steadily since March 12th and online records were later imported into Polaris since summer.
- Logistics delay in granting remote access to this server environment to other library staff and the Library was unable to receive physical shipments, causing no physical customizing cataloging of print documents during most of the summer.
- Marcive and GPO implemented 45-day file expiration extension and the Library Systems Specialist was able to download print and electronic format files at her convenience. without missing the files download 2-week window.
- No need to ask Marcive and GPO to stop delivery of our files.
- By September campus ITS granted remote access to the Polaris Library catalog client to more Library Technical Services staff with campus owned laptops at home.
- Resumed FDLP shipments to the Library in October
- As Library moved into Stage 2A of campus reopening plan with some partial in-person services, materials can also be taken home by Library Staff for cataloging or done at the Library in between circulation needs of students' reservations for computer and study space and curbside pickup of requested materials.
- Processing coordinated with local cataloging customization of the already downloaded CRDP records in Polaris can resume.