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# Using the Catalog of U.S. Government Publications and Other Tools to Review and Customize Item Selection Profiles to Address Local Needs

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# Topics addressed in this presentation:

- Why review depository item selection profiles?
- Tools and tips for an effective review
  - Using Documents Data Miner 2 (DDM2) to generate a spreadsheet
  - Columns to hide and columns to insert
  - Additional tools: Accessing and downloading
- Evaluating each item number and examining its publications' usefulness to your library
  - DDM2 offers distribution volume and currency
  - The Catalog of U.S. Government Publications (CGP) describes tangible and online publications and indicates titles which are online
- Evaluating items and implementing profile changes on an ongoing basis
  - Sorting records to organize work
  - Vendor updates
  - Library-initiated updates

# Why review item selection profiles?

Today's FDLP offers electronic access to most titles, making many "just in case" item selections unnecessary. The *FDL Handbook* recommends that depositories review their item selection profiles:

- *Each depository library should conduct a comprehensive review of its selections regularly in order to insure that needed materials are selected and that materials, no longer of use, are deselected.*

- *You should continually assess user and community needs and provide access accordingly. This doesn't mean you have to re-invent the wheel each time. Instead, you should continue to review Federal, local, state, and regional Web sites to provide new resources and links to your users.*

# Tools for an effective review

- DDM2 – use to generate lists of selected and unselected items for evaluation, including SuDoc numbers and titles

- Item Lister – download weekly item profiles during the evaluation

- DDM2 – use to estimate the volume of tangible distributions or to determine the most recent tangible distribution

- CGP's expert searching capability helps determine the availability of online content in the FDLP for each item under evaluation

# Creating a Profile to Address Local Needs

- Use DDM2's DEPOSITORY SELECTION,& DIRECTORY to generate your library's depository selection profile

- Download your library's profile of selected items. To maximize your options, download Active + Dropped + Unselected items

- Maintain the spreadsheet's values as text; otherwise item numbers will be stripped of leading zeroes

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# Key Data Elements from DDM2:

These DDM2 elements are most useful in evaluating depository item numbers:

- **item**
- **selected** (especially when listing dropped and unselected item numbers)
- **sudocstem**
- **title**
- **format** (items listing multiple formats show a row for each listed format)

- The next slide shows a sample spreadsheet with these values highlighted.

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# Highlighted DDM2 columns for
# **item**, **selected**, **sudocstem**, **title** and **format**

| A dnumber | B item | C selected | D | E sudocste | F nsudocste | G | active | H adate | I udate | J gpostatus | K title | L agencycoc | M agencynar | N frequency | O format |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 242 | 0001 | Y | | A 1.47: | A | 00010 | C Y | 7/20/1999 14:02 | 4/14/2006 11:31 | Y | Agricultural Stat | A | Agriculture | Departmer | P |
| 242 | 0001-A | Y | | A 1.47/2: | A | 00010 | C Y | 7/20/1999 14:02 | 10/7/2003 7:47 | Y | Agricultural Stat | A | Agriculture | Annual | CD-ROM |
| 242 | 0001-A-0 | Y | | A 1.47: | A | 00010 | C | 5/2/2003 13:46 | 10/7/2003 7:47 | Y | Agricultural Stat | A | Agriculture | Departmer | EL |
| 242 | 0002 | Y | | A 1.58/A | A | 00010 | C Y | 7/20/1999 14:02 | 2/6/2007 15:40 | Y | Agriculture Deci | A | Agriculture | SemiAnnu | EL |
| 242 | 0002 | Y | | A 1.58/A | A | 00010 | C Y | 7/20/1999 14:02 | 2/6/2007 15:40 | Y | Agriculture Deci | A | Agriculture | SemiAnnu | P |
| 242 | 0002-A | Y | | A 1.58/3: | A | 00010 | C | 1/13/2004 15:57 | 1/13/2004 15:57 | Y | Summary of De | A | Agriculture | Departmer | EL |
| 242 | 0003 | Y | | A 1.76: | A | 00010 | C Y | 7/20/1999 14:02 | 1/8/2009 16:06 | Y | Agriculture Han | A | Agriculture | Departmer | EL |
| 242 | 0003 | Y | | A 1.76: | A | 00010 | C Y | 7/20/1999 14:02 | 1/8/2009 16:06 | Y | Agriculture Han | A | Agriculture | Departmer | P |
| 242 | 0004 | Y | | A 1.75: | A | 00010 | C Y | 7/20/1999 14:02 | 4/14/2006 11:31 | Y | Agriculture Infor | A | Agriculture | AIB Series | EL |
| 242 | 0004 | Y | | A 1.75: | A | 00010 | C Y | 7/20/1999 14:02 | 4/14/2006 11:31 | Y | Agriculture Infor | A | Agriculture | AIB Series | MF |
| 242 | 0004 | Y | | A 1.75/2: | A | 00010 | C Y | 7/20/1999 14:02 | 3/8/2010 13:22 | Y | Structure and F | A | Agriculture | Annual | EL |
| 242 | 0004-A | Y | | A 1.75/4: | A | 00010 | C Y | 12/11/2003 9:32 | 7/9/2004 7:56 | Y | Index to USDA | A | Agriculture | Departmer | EL |
| 242 | 0004-A-0 | Y | | A 1.75/5: | A | 00010 | C Y | 11/4/2005 15:43 | 4/14/2006 11:31 | Y | United States A | A | Agriculture | Departmer | EL |
| 242 | 0006 | Y | | A 1.1: | A | 00010 | C Y | 7/20/1999 14:02 | 10/11/2006 12:41 | Y | Performance an | A | Agriculture | Departmer | EL |
| 242 | 0006-C | Y | | A 93.43: | A | 00930 | C Y | 7/20/1999 14:02 | 11/5/2007 9:06 | Y | Outlook for U.S | A | Agriculture | Departmer | EL |
| 242 | 0006-G | Y | | A 1.1/3: | A | 00010 | C Y | 7/20/1999 14:02 | 4/10/2003 15:28 | Y | Semiannual Rep | A | Agriculture | Departmer | EL |
| 242 | 0006-H | Y | | A 1.93: | A | 00010 | C Y | 7/20/1999 14:02 | 4/14/2006 11:31 | Y | Budget Estimat | A | Agriculture | Departmer | MF |
| 242 | 0006-J | Y | | A 1.1/6: | A | 00010 | C Y | 7/20/1999 14:02 | 9/27/2007 14:31 | Y | USDA Office of | A | Agriculture | Departmer | EL |
| 242 | 0006-J-0 | Y | | A 1.1/9: | A | 00010 | C Y | 5/12/2006 14:52 | 5/12/2006 14:53 | Y | Annual Report c | A | Agriculture | Departmer | EL |
| 242 | 0006-J-0 | Y | | A 1.1/8-2 | A | 00010 | C Y | 9/27/2007 14:31 | 9/27/2007 14:31 | Y | Budget summar | A | Agriculture | Annual | EL |
| 242 | 0006-R | Y | | A 1.135: | A | 000101 | Y | 7/20/1999 14:02 | 12/11/2003 9:32 | Y | AITC Notes (qu | A | Agriculture | Bimonthly | EL |
| 242 | 0006-R-0 | Y | | A 1.135/2 | A | 000101 | Y | 3/8/2005 9:54 | 3/8/2005 9:54 | Y | Ag Notes (Irregu | A | Agriculture | Irregular | EL |
| 242 | 0010 | Y | | A 1.2: | A | 00010 | C Y | 7/20/1999 14:02 | 11/19/1999 11:10 | Y | General Publica | A | Agriculture | Departmer | P |
| 242 | 0010-A | Y | | A 1.144: | A | 000101 | Y | 7/20/1999 14:02 | 4/10/2007 7:47 | Y | Agriculture Outl | A | Agriculture | Annual | EL |
| 242 | 0010-A-0 | Y | | A 1.129/3 | A | 000101 | Y | 5/11/2004 10:26 | 5/11/2004 10:26 | Y | Office of Ethics | A | Agriculture | Quarterly | EL |
| 242 | 0010-A-0 | Y | | A 1.145: | A | 000101 | Y | 5/11/2004 10:26 | 5/11/2004 10:26 | Y | Report to the Co | A | Agriculture | Irregular | EL |
| 242 | 0010-A-0 | Y | | A 1.129/4 | A | 000101 | Y | 5/11/2004 10:26 | 5/11/2004 10:26 | Y | PDSD Newslett | A | Agriculture | Quarterly | EL |

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# Techniques To Make Work Easier

- Add a column for **decision** recording, e.g., "to drop," "retain," or "add"

- Add a column for items that need MARC **records**. MARCIVE can supply electronic resource records for unselected items, allowing format selection granularity for more depository items. MARCIVE supplies UD records for online electronic resource titles only for items coded "**O**" instead of "**\***"

- Color code evaluated item numbers to make decisions clear or to indicate items to be reviewed by multiple subject specialists

- Periodically sort decision records so that all "to drop" or "retain" titles sit together for easy copying into the Amendment of Item Selections form and use "find and replace" to change "To drop" to "Dropped [date]"

Add columns to record of selection **decisions** and whether MARC **records** associated with the item are desired



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# Suggestions for using the Spreadsheet

- DDM2 spreadsheets have more data elements than may be needed. Delete or hide columns to improve navigation.
- Recording GPO item selection profile amendment **decisions** allows changes to be grouped into batches for efficient processing.
- **Decisions** may include retain, to add, to drop, added or dropped, or pending.
- "To drop" values may be sorted to process as a batch. When implemented, use find and replace to changed to "dropped [date]"
- Vendors have different requirements for profiling. MARCIVE customers may add columns to the left of the item numbers. A **\*** value indicates a default location with shipping list records while **O** is for online-only, for example

  **$LIBUDEL    *.......    0    9999    I    0    [item number]**

- Unwanted items? Mark **DELETE** and omit from the vendor profile.

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# Record decisions and whether records are needed (even for unselected items)

| | B | C | D | E | F | H |
|---|---|---|---|---|---|---|
| 1 | decision | records | item | selected | sudocstem | active |
| 2 | retain | *....... | 0001 | Y | A 1.47: | Y |
| 3 | to drop | DELETE | 0001-A | Y | A 1.47/2: | Y |
| 4 | retain | *....... | 0001-A-01 | Y | A 1.47: | Y |
| 5 | to drop | O....... | 0002 | Y | A 1.58/A: | Y |
| 6 | to drop | O....... | 0002 | Y | A 1.58/A: | Y |
| 7 | retain | *....... | 0002-A | Y | A 1.58/3: | Y |
| 8 | retain | *....... | 0003 | Y | A 1.76: | Y |
| 9 | retain | *....... | 0003 | Y | A 1.76: | Y |
| 10 | to drop | O....... | 0004 | Y | A 1.75: | Y |
| 11 | to drop | O....... | 0004 | Y | A 1.75: | Y |

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# Items with multiple format lines should have decisions recorded in **all** rows associated with the item, as highlighted in this example for emphasis.

| retain | *....... | 0001-A-01 | Y | A 1.47: | Y | Agricultural Statistics (EL) ESSENTIAL TITLE |
|---|---|---|---|---|---|---|
| dropped | O....... | 0002 | D | A 1.58/A: | Y | Agriculture Decisions (semiannual) (P) (EL) |
| dropped | O....... | 0002 | D | A 1.58/A: | Y | Agriculture Decisions (semiannual) (P) (EL) |
| retain | *....... | 0002-A | Y | A 1.58/3: | Y | Summary of Decisions (EL) |
| retain | *....... | 0003 | Y | A 1.76: | Y | Agriculture Handbooks (series) (P) (EL) |
| retain | *....... | 0003 | Y | A 1.76: | Y | Agriculture Handbooks (series) (P) (EL) |
| dropped | O....... | 0004 | D | A 1.75: | Y | Agriculture Information Bulletin (AIB series) (MF) (EL) |
| dropped | O....... | 0004 | D | A 1.75: | Y | Agriculture Information Bulletin (AIB series) (MF) (EL) |
| dropped | O....... | 0004 | D | A 1.75/2: | Y | Structure and Finances of U.S. Farms (annual) (EL) |
| retain | *....... | 0004-A | Y | A 1.75/4: | Y | Index to USDA Agriculture Information Bulletins (EL) |
| retain | *....... | 0004-A-01 | Y | A 1.75/5: | Y | United States Animal Health Report (annual) (EL) |
| retain | *....... | 0006 | Y | A 1.1: | Y | Performance and Accountability Report (annual) (EL) |
| retain | *....... | 0006-C | Y | A 93.43: | Y | Outlook for U.S. Agricultural Trade (EL) |
| to add | O....... | 0006-G | U | A 1.1/3: | Y | Semiannual Report, Office of Inspector General (EL) |
| dropped | O....... | 0006-H | D | A 1.93: | Y | Budget Estimates for the United States Department of Agricult |
| to drop | DELETE | 0006-J | Y | A 1.1/6: | Y | USDA Office of Inspector General Annual Business Plan (EL) |

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# Additional tools: Accessing and downloading

- *List of Classes of United States Government Publications Available for Selection by Depository Libraries*. Text file, updated monthly.
  - Easy to download and gives you the most current information
  - A print copy may help you to analyze the publishing patterns of an agency or committee
- DDM2. Excel or Comma Separated Values (CSV) formats, updated regularly.
  - Downloadable updates to your library's profile can be added to your spreadsheet
- Item Lister. Text file, updated weekly.
  - Easy to download, may confirm selected items not yet in DDM2
  - Recommended format: Option 4. Selections (Y for Yes) and Non-selections (N for No) - in a single column

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Item Lister is updated weekly: download copies regularly.
Notepad makes it easy to view this list in a separate window.

```
1105-A-02 Y
1105-A-03 Y
1105-A-04 N
1105-A-05 Y
1150      N
1150-A    N
1150-A-01 Y
1150-A-02 Y
1151      Y
1151-A    Y
1151-A-01 N
1152      N
1153      N
1153-A    Y
1153-A-01 Y


Library #0087

Item Numbers Selected              ->    4762    54.46%
Item Numbers ***NOT*** selected -> 3982    45.54%
                                         -------------
Total Possible Selections          ->    8744   100.00%

*Item Lister data file updated Fri Oct  1 01:00:53 2010
```

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# Evaluating item numbers

We need to answer the question "**What content do my library's users need?**"

- Review new tangible titles as they are received and note items which do not deliver content relevant to your community
- Examine sample publications or their bibliographic records
- Search CGP for records to determine useful item numbers
  - Evaluate selected item *List of Classes* entries to identify low-content items. Examples common to many agencies, **Ephemera** and **Forms** may not be useful in tangible format. Check content before deselecting.
  - Evaluate **Electronic Products (misc.)** and **General Publications** to determine if useful content is available online
- Organize work into batches of items, especially when using the <u>Amendment of Item Selections</u> form for drops and adds

# Evaluating each item number and examining its publications' usefulness to your library

Merely reviewing *List of Classes* entries won't answer this critical question:

"**What content do my library's users need?**"

- Searching DDM2 by item number demonstrates the volume of recent tangible distribution by GPO and its microfiche contractors. DDM2 does not reflect tangible distribution by USGS.

- An item number search in CGP for available records reveals whether tangible products are needed to provide users access to content.

# DDM2 search for item 1028-A



# DDM2 results for item 1028-A

## The *List of Classes* only represents **possible** FDLP formats

The *List of Classes of United States Government Publications Available for Selection by Depository Libraries* represents a menu for possible FDLP formats, not an assurance of equivalent coverage.

- Not all *List of Classes* entries offer a choice of formats
- Congressional publications **may** be selected in **paper** (P), **microfiche** (MF), or **online electronic** (EL) formats
  – Most Congressional publications are available in paper, from which microfiche copies may be produced
  – Some are online-only, with no paper or microfiche distribution
  – For Congressional publications important to your library's users, select **paper** and **online electronic** items and load records for both

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## Searching CGP to determine tangible and online content associated with GPO items

- Searching by item number is effective because of practices and standards adopted by GPO catalogers

- CGP's **Advanced Search** supports Boolean searching. Search results include an **Expert Search** strategy which can be edited for future use.

- Information recorded in MARC field **776** (linking entries fields which record records for additional physical forms) help determine the availability of equivalent online content

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## Consider these GPO cataloging practices for the use of item numbers in MARC records

- Item numbers need not "match" the SuDoc classification of the piece
- Item numbers reflect *actual* distribution of tangible documents
- Item numbers should *not* be used in records for undistributed titles

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## Searching CGP to determine online accessibility

For items listed without specific formats, search using an asterisk for truncation to retrieve all formats. Items formatted with numbers, letters and numbers, e.g., 1012-E-02 are ideal for this search but the strategy works for shorter item numbers as well.

**Expert search: GDI = "0624-H*"**

When print publications are also available online, GPO catalogers now create a separate electronic resource record which is referenced in field 776 of the record for the print edition. Current rules require the field to contain the description "online." To locate records for print versions that may lack online equivalents, use advanced or expert searching to evaluate recent records. Search for the item number (without truncation) and the keyword "online" to retrieve publications lacking a labeled linking field 776 to online versions.

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## Item 0383-B* returns few online titles: "Will these satisfy library user needs?"

**Records 1 - 10 of 48** (maximum display and sort is 2000 records)

Jump to #

◀ Previous Page    Next Page ▶

| # | | Title | Year | Author | SuDoc Number | Internet Access |
|---|---|-------|------|--------|--------------|-----------------|
| 1 | ☐ | Det One : U.S. Marine Corps U.S. Special Operations Command Detachment, 2003-2006 / | 2010 | Piedmont, John P. | D 214.13:M 34/12 | |
| 2 | ☐ | Al-Anbar awakening. | 2009 | McWilliams, Timothy S. | D 214.13:IR 1/4/V.1-2 | |
| 3 | ☐ | The battle of An-Najaf / | 2009 | Kozlowski, Francis Xavier. | D 214.13:AN 1 | |
| 4 | ☐ | The battle of An-Nasiriyah / | 2009 | Andrew, Rod. | D 214.13:AN 1/2 | |
| 5 | ☐ | Among the people [electronic resource] : U.S. Marines in Iraq / | 2008 | Benhoff, David A. | D 214.13:IR 1/3 | http://purl.access.gpo.gov/GPO/LPS117621 |
| 6 | ☐ | Among the people : U.S. Marines in Iraq / | 2008 | Benhoff, David A. | D 214.13:IR 1/3 | |
| 7 | ☐ | Quantico, crossroads of the Marine Corps / | 2008 | Fleming, Charles A., | D 214.13:Q 2/2008 | |
| 8 | ☐ | U.S. Marines and irregular warfare, 1898-2007 : anthology and selected bibliography / | 2008 | Evans, Stephen S. (Stephen Stewart), 1954- | D 214.13:W 23 | |
| 9 | ☐ | U.S. Marines in battle : al-Khafji, 28 January -- 1 February 1991 / | 2008 | Westermeyer, Paul W. | D 214.13:AL 4 | |
| 10 | ☐ | U.S. Marines in Iraq, 2003 : Basrah, Baghdad and beyond / | 2007 | Reynolds, Nicholas E. | D 214.13:IR 1/2 | http://purl.access.gpo.gov/GPO/LPS99051 |

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## Searching Item 1011 to determine the completeness of online coverage

Search the CGP / BASIC / ADVANCED / EXPERT / BROWSE / NEW TITLES / HELP / ABOUT

**CATALOG OF U.S. GOVERNMENT PUBLICATIONS**

**Catalogs to Search:**
Congressional Serial Set          GPO Access Publications     Periodicals
Congressional Publications         Internet Publications        Serials

**My Options:**
Bookshelf          Results list
Preferences        Previous Searches

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

**Advanced Search: Full Catalog**

**Search for word/"phrase" in...**

| Item Number | ▼ |
| Keyword(s) | ▼ |
| Keyword(s) | ▼ |

**Enter word/"phrase"**

| 1011 | NOT ▼ |
| online | AND ▼ |
| | |

Go    Clear    or limit search by:

Search Hints

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## Expert Search string
## GDI = "1011" NOT WRD = ( online )
## may be revised in the search box

| 9 | ☐ | Impact of recession on states and local communities : hearing before the Committee on Appropriations, House of Representatives, One Hundred Tenth Congress, second session. | 2009 |
| 10 | ☐ | Omnibus Appropriations Act, 2009 : committee print of the Committee on Appropriations, U.S. House of Representatives on H.R. 1105 / Public Law 111-8 : legislative text and explanatory statement. | 2009 |

**You can revise your search:**

GDI = "1011" NOT WRD = ( online )

**Select a Catalog:**

National Bibliography of U.S. Government Publications ▾    [ Go ]

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## Only paper and microfiche versions of this multipart hearing have been cataloged.
## Does this coverage meet library user needs?

| Description | v. <1-4 > : ill. ; 24 cm. |
|---|---|
| General Note | Shipping list no.: 2010-0228-P (pt. 1), 2010-0225-P (pt. 2), 2010-0249-P (pt. 3), 2010-0264-P (pt. 4). |
| Contents | Incomplete contents:pt. 1. Dept. of State fiscal year 2011 budget justification -- pt. 2. Foreign operations fiscal year 2011 budget justification -- pt. 3. Foreign operations annex: regional perspectives; fiscal year 2011 budget justification -- pt. 4. Justification of budget estimates: African Development Foundation; Broadcasting Board of Governors; CSCE; Export-Import Bank of the U.S. ... |
| Subject | United States. Dept. of State -- Appropriations and expenditures. |
| Subject - LC | United States -- Foreign relations -- Law and legislation. |
| | United States -- Appropriations and expenditures, 2011. |
| Linking Field | Microfiche: United States. Congress. House. Committee on Appropriations. Subcommittee on State, Foreign Operations, and Related Programs. State, foreign operations, and related programs appropriations for 2011 v. < > (OCoLC)663469694 |
| Stock Number/Avail. | 552-070-40937-8 (pt. 1) GPO 552-070-40935-1 (pt. 2) GPO 552-070-41078-3 (pt. 3) GPO 552-070-41038-4 (pt. 4) GPO |
| | |
| Holdings | All items |
| Locate in a Library | (paper) http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1011&SYS=000683499 |
| | |
| OCLC Number | (OCoLC)618229877 |
| System Number | 000683499 |

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## How do CGP searches help evaluate items?

- Searching for records containing linking fields versions is more effective than browsing by SuDoc Class to see if each title comes in all formats

- Searching by **item number** with and without the keyword **online** retrieves records showing whether that item's publications are available online

- As newer records include "online" in field 776, finding older records with unlabeled linking fields is not a cause for alarm

- Older records containing unlabeled linking fields can be checked by copying the OCLC number into an **Expert Search** box to retrieve the record
  - Search **035 = 618229877** or
  - Search **OCLC = 618229877** (both search strings are valid)

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## Item No.= "1028-A" AND Keywords= online retrieves 46 records

**CATALOG OF U.S. GOVERNMENT PUBLICATIONS**

| Catalogs to Search: | | My Options: | |
|---|---|---|---|
| Congressional Serial Set | GPO Access Publications | Periodicals | Bookshelf | Results list |
| Congressional Publications | Internet Publications | Serials | Preferences | Previous Searches |

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

| Selected records (checked below): | View Selected | | E-mail | | Create |
| Whole record set: | Select All | | Deselect All | | R |

Results for Item No.= "1028-A" AND Keywords= online

Sort options: | Year(d)/Title |Year(a)/Title |Title/Year(d) |SuDoc (a)

Display options: Extended | Brief

Records 1 – 10 of 46 (maximum display and sort is 2000 records)

Jump to #

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## The Expert Search string is in the box:
## GDI = "1028-A" AND WRD = ( online )

| 7 | ☐ | Currency manipulation and its effect on U.S. businesses and workers : hearing before the Subcommittee on Trade of the Committee on Ways and Means, U.S. House of Representatives, joint with the Subcommittee on Commerce, Trade, and Consumer Protection of the Committee on Energy and Commerce and the Subcommittee on Domestic and International Monetary Policy, Trade, and Technology of the Committ | 2009 |
| 8 | ☐ | Economic stimulus payments : hearing before the Subcommittee on Oversight of the Committee on Ways and Means, U.S. House of Representatives, One Hundred Tenth Congress, second session, June 19, 2008. | 2009 |
| 9 | ☐ | Eliminating the Social Security disability backlog : hearing before the Committee on Ways and Means, U.S. House of Representatives, One Hundred Eleventh Congress, first session, March 24, 2009. | 2009 |
| 10 | ☐ | Employment eligibility verification systems : hearing before the Subcommittee on Social Security of the Committee on Ways and Means, U.S. House of Representatives, One Hundred Tenth Congress, first session, June 7, 2007. | 2009 |

**You can revise your search:**

GDI = "1028-A" AND WRD = ( online )
**Select a Catalog:**
National Bibliography of U.S. Government Publications ▼ [ Go ]

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## Labeled linking fields make other formats
## easy to determine

| Linking Field | Online version: United States. Congress. House. Committee on Ways and Means. Subcommittee on Social Security. Employment eligibility verification systems iii, 97 p. (OCoLC)320768798 |
| --- | --- |
| | Microfiche: United States. Congress. House. Committee on Ways and Means. Subcommittee on Social Security. Employment eligibility verification systems iii, 97 p. (OCoLC)477220881 |
| Stock Number/Avail. | 552-070-38983-1 GPO |
| | |
| Holdings | All items |
| Locate in a Library | (paper) http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1028-A&SYS=000639184 |
| | |
| OCLC Number | (OCoLC)320768851 |
| System Number | 000639184 |

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# The former practice of unlabeled linking fields is retrieved with searches such as GDI = "1028-A" NOT WRD = ( online )

This image is from the newest record using item 1028-A
that follows the old practice of unlabeled linking fields:

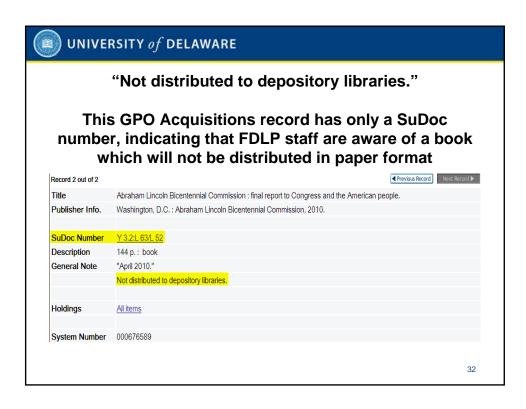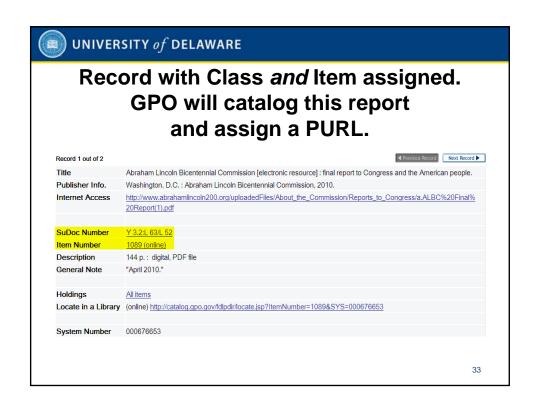| Linking Field | United States. Congress. House. Committee on Ways and Means. Subcommittee on Health. Addressing disparities in health and healthcare : issues of reform iii, 130 p. (OCoLC)340901385 |
|---|---|
| | United States. Congress. House. Committee on Ways and Means. Subcommittee on Health. Addressing disparities in health and healthcare : issues of reform iii, 130 p. (OCoLC)472671604 |
| Stock Number/Avail. | 552-070-39205-0 GPO |
| Holdings | All items |
| Locate in a Library | (paper) http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1028-A&SYS=000645820 |
| OCLC Number | (OCoLC)423061341 |
| System Number | 000645820 |

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# What to do when truncation doesn't help?

When searching short item numbers which have longer versions near them, some clutter can be eliminated with Boolean searching. For example:

- **GDI = "0626-C*" NOT GDI = "0626-C-0*"**


- An alternative is to search by SuDoc stem, but keep in mind that not all records with SuDoc numbers were distributed. For example,
  - **GVD = Y 3.2:L 63/L 52** retrieves two records
  - The record for the online version includes item number "1089 (online)" while the paper format record notes "Not distributed to depository libraries."

# UNIVERSITY of DELAWARE

## "Not distributed to depository libraries."

## This GPO Acquisitions record has only a SuDoc number, indicating that FDLP staff are aware of a book which will not be distributed in paper format

| Record 2 out of 2 | ◀ Previous Record   Next Record ▶ |
|---|---|
| Title | Abraham Lincoln Bicentennial Commission : final report to Congress and the American people. |
| Publisher Info. | Washington, D.C. : Abraham Lincoln Bicentennial Commission, 2010. |
| | |
| SuDoc Number | Y 3.2:L 63/L 52 |
| Description | 144 p. :  book |
| General Note | "April 2010." |
| | Not distributed to depository libraries. |
| | |
| Holdings | All items |
| | |
| System Number | 000676589 |

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# UNIVERSITY of DELAWARE

## Record with Class *and* Item assigned. GPO will catalog this report and assign a PURL.

| Record 1 out of 2 | ◀ Previous Record   Next Record ▶ |
|---|---|
| Title | Abraham Lincoln Bicentennial Commission [electronic resource] : final report to Congress and the American people. |
| Publisher Info. | Washington, D.C. : Abraham Lincoln Bicentennial Commission, 2010. |
| Internet Access | http://www.abrahamlincoln200.org/uploadedFiles/About_the_Commission/Reports_to_Congress/a.ALBC%20Final%20Report(1).pdf |
| | |
| SuDoc Number | Y 3.2:L 63/L 52 |
| Item Number | 1089 (online) |
| Description | 144 p. :  digital, PDF file |
| General Note | "April 2010." |
| | |
| Holdings | All items |
| Locate in a Library | (online) http://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=1089&SYS=000676653 |
| | |
| System Number | 000676653 |

## Evaluating items and implementing profile changes on an ongoing basis

- Depository item selection profile reviews take time, so procedures are needed to ensure that every item is vetted
- Using a shared drive during the review process allows staff authorized to make depository claims to see what items were dropped and when
- Sorting items is easy using a spreadsheet: sorting "to add" and "to drop" in the decision column allows batches to be copied into the Amendment form
- Items can be sorted into any desired order after decisions are implemented
- Vendors require items and customer decisions, not extensive notes!
  - Ensure that decisions and record requests are consistent
  - Derive a copy and remove any data columns the vendor doesn't need
  - Remove duplicate entries before submitting data to vendors

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**Vendors need only a fraction of the data used in your evaluation.**
This detail shows how a copy of an evaluation spreadsheet was reduced to essential data and then de-duped to profile for both tangible + online records (*) or online-only records (O).

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 6298 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1047-A |
| 6299 | $LIBUDEL | O....... | 0 | 9999 | I | 0 | 1047-C |
| 6300 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1047-D |
| 6301 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1049-J |
| 6302 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1049-L-01 |
| 6303 | $LIBUDEL | O....... | 0 | 9999 | I | 0 | 1049-L-02 |
| 6304 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1049-M |
| 6305 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1050 |
| 6306 | $LIBUDEL | O....... | 0 | 9999 | I | 0 | 1050-A |
| 6307 | $LIBUDEL | O....... | 0 | 9999 | I | 0 | 1050-A-01 |
| 6308 | $LIBUDEL | *....... | 0 | 9999 | I | 0 | 1050-A-04 |

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# Vendor updates

- Some vendors will update depository item profiles automatically, adding new items to customers' profiles to ensure timely receipt of records associated with the new item numbers.
- For libraries seeking only MARC records for those items which they select, some vendors will capture the libraries' current item selection profiles and replace the old ones for a flat fee.
- MARCIVE offers a "Documents without Shelves" service which supplies records for GPO-cataloged online titles.  Any library may subscribe.
- MARCIVE can also supply libraries records for selected and unselected items using library-supplied profiles.

# Library-initiated updates

- Libraries seeking to control the type of records which they load can work with vendors to develop highly customized profiles
- MARCIVE can provide records by item number. MARCIVE will also provide or screen out records according to profiles set up by their customers
  - Libraries can eliminate records for individual quadrangle map sheets or for serial issues which the library chooses to treat as periodicals
  - In addition to item number profiling, records can be provided or screened out by SuDoc stem or format
- Libraries seeking greater granularity in depository selection can work with vendors to acquire records providing library users access to online titles which the libraries do not select

## Best practices for Library-initiated updates

- Review item profiles on file with vendors at least annually to ensure that desired records are profiled to be supplied.
- Download new item profile data regularly from DDM2 and review them.
- Regular updating of the library's profile with record vendors helps ensure receipt of needed records.
- Items dropped from GPO profiles may not require immediate changes to vendor item profiles.  Organizing vendor profile changes into periodic batches may be a cost-effective alternative.
- When you have a question or problem regarding vendor-supplied records, ask your vendor.

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## Questions?

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All tools in this presentation are included in GODORT's

*Toolbox for Processing and Cataloging Federal Government Documents*
http://www2.lib.udel.edu/godort/cataloging/toolbox.htm

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