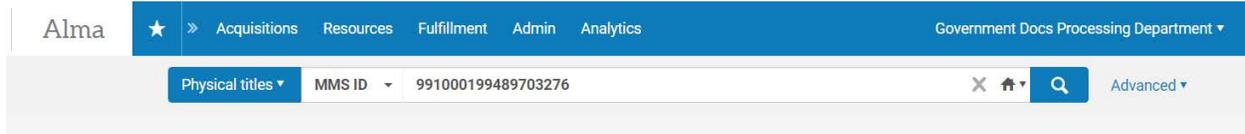


## Gov Docs DeDuping Instructions

- 1) Access Duplications Lists in Google Drive at <https://drive.google.com/> [REDACTED]
- 2) Open List in Google Sheets – Do NOT open in Excel
- 3) Copy MMS ID from Sheet
- 4) Search MMS ID in Alma using Physical Title: MMS ID search

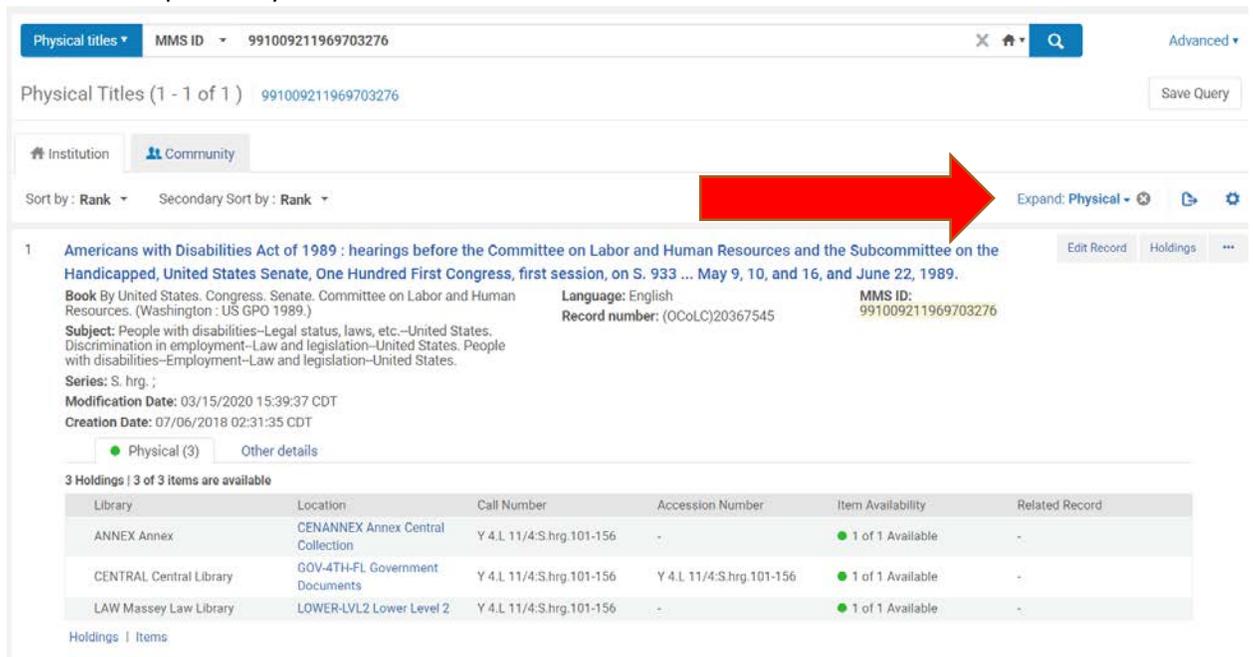


Alma

Acquisitions Resources Fulfillment Admin Analytics Government Docs Processing Department

Physical titles MMS ID 991000199489703276

- 5) Make sure Expand: Physical is selected



Physical Titles (1 - 1 of 1) 991009211969703276

Institution Community

Sort by: Rank Secondary Sort by: Rank

Expand: Physical

1 Americans with Disabilities Act of 1989 : hearings before the Committee on Labor and Human Resources and the Subcommittee on the Handicapped, United States Senate, One Hundred First Congress, first session, on S. 933 ... May 9, 10, and 16, and June 22, 1989.

Book By United States. Congress. Senate. Committee on Labor and Human Resources. (Washington : US GPO 1989.) Language: English MMS ID: 991009211969703276

Subject: People with disabilities--Legal status, laws, etc.--United States. Discrimination in employment--Law and legislation--United States. People with disabilities--Employment--Law and legislation--United States.

Series: S. hrg. ; Modification Date: 03/15/2020 15:39:37 CDT Creation Date: 07/06/2018 02:31:35 CDT

Physical (3) Other details

3 Holdings | 3 of 3 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
ANNEX Annex	CENANNEX Annex Central Collection	Y 4.L 11/4:S.hrg.101-156	-	1 of 1 Available	-
CENTRAL Central Library	GOV-4TH-FL Government Documents	Y 4.L 11/4:S.hrg.101-156	Y 4.L 11/4:S.hrg.101-156	1 of 1 Available	-
LAW Massey Law Library	LOWER-LVL2 Lower Level 2	Y 4.L 11/4:S.hrg.101-156	-	1 of 1 Available	-

- 6) Select Items

3 Holdings | 3 of 3 items are available

Library	Location	Call Number	Accession Number	Item Availability
ANNEX Annex	CENANNEX Annex Central Collection	Y 4.L 11/4:S.hrg.101-156	-	1 of 1 Available
CENTRAL Central Library	GOV-4TH-FL Government Documents	Y 4.L 11/4:S.hrg.101-156	Y 4.L 11/4:S.hrg.101-156	1 of 1 Available
LAW Massey Law Library	LOWER-LVL2 Lower Level 2	Y 4.L 11/4:S.hrg.101-156	-	1 of 1 Available

- 7) **SETUP-STEP- This should not need to be repeated unless display settings are changed.**
  - a. Click on gear to “Customize View”

Campaign guide : corporations and labor organizations. Federal Election Commission, Washington, DC : 2018

MMS ID 991005414899703276 View all holdings

1 - 3 of 3 Call number [input] [search] Sort routine [dropdown]

Status: All Library: All Location: All Year: All Volume: All Description: All Receive Date: All

	Barcode	Library	Location	Call Number	Material Type	Item Call Number	Description	Status
1	30081046976043	Massey Law Library	Lower Level 2	Y 3.EL 2/3:13 C 81/2018	Government Document	-	-	Item in pla...
2	30081600175511	Central Library	Government Documents	Y 3.EL 2/3:13 C 81/	Government Document	Y 3.EL 2/3:13 C 81/2018	-	Item in pla...



b. Select the following settings:

- Barcode
- Library
- Location
- Call Number
- Material Type
- Item Call Number
- Description
- Status

c. Click Done

8) Look at items to determine whether there are any duplicates and if so, what types of duplicates there are.

< List of Items B



Americans with Disabilities Act of 1989 : hearings before the Committee on Labor and Human Resources and the Subcommittee on the Handicapped, United States Senate, One Hundred First Congress, first session, on S. 933 ... May 9, 10, and 16, and June 22, 1989. United States. Congress. Senate. Committee on Labor and Human Resources. US GPO Washington : 1989.

MMS ID 991009211969703276 [View all holdings](#)

1 - 3 of 3    [Change Holdings](#) [Relink to another Bib](#)

Status: All Library: All Location: All Year: All Volume: All Description: All Receive Date: All

	Barcode	Library	Location	Call Number	Material Type	Item Call Number	Description	Status
1	<input type="checkbox"/>	30081022816965	Massey Law Library	Lower Level 2	Y 4.L 11/4:S.hrg.101-156	Government Document	-	Item in pla...
2	<input type="checkbox"/>	003AFA5870	Central Library	Government Documents	Y 4.L 11/4:S.hrg.101-156	Microfiche	-	Item in pla...
3	<input type="checkbox"/>	30081011123480	Annex	Annex Central Collection	Y 4.L 11/4:S.hrg.101-156	Government Document	-	Item in pla...

- 9) Record whether an MMS ID has duplicates in the duplicate column. Use Y to indicate there are duplicates use N to indicate there are no duplicates.
- 10) Using the color and coding chart below, highlight the row on the google sheet to indicate type of duplicates and enter the appropriate code in the dup\_type column.

Type of Duplicate	Color	dup_type code
Exact Print Duplicates (Material type = Government document)	Yellow	EP
Exact Microfiche Duplicates	Magenta	EM
Different format dups (Law-print, Central-fiche)	Green	DF
Multiple format dups (Law-print, Central-print & fiche)	Cyan	MF
Unable to determine	Red	UD
Tangible and online duplicate (Print, fiche, or CDROM) + (Online)	Purple	OL
No Duplication	Strikethrough Row	NA

11) Since Google Sheets are being used, work on spreadsheets is automatically saved.

12) Examples:

- MMS ID: 991023189299703276 = Multiple format dups
- 991006746779703276 = Multiple format Duplicates
- 991006953679703276 = Exact Print Duplicates
- 991000199489703276 = Different format dups (Law-Print, Central-Fiche)
- 991007920589703276 = Multiple examples (Print, and Online) treat as multiple format
- purple only used when only 1 tangible and online
- 991005672899703276 = Exact Duplicates