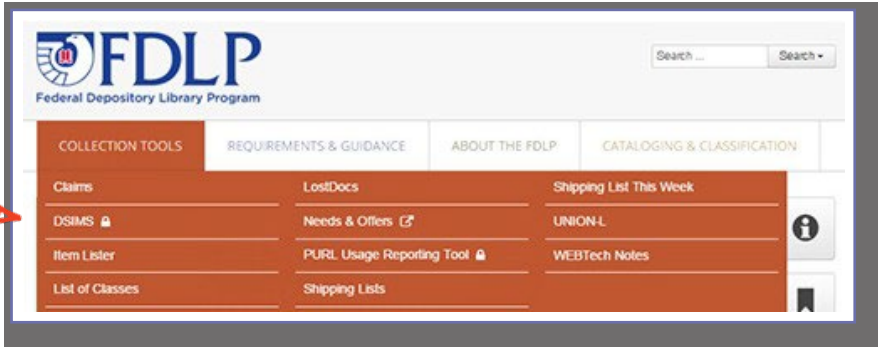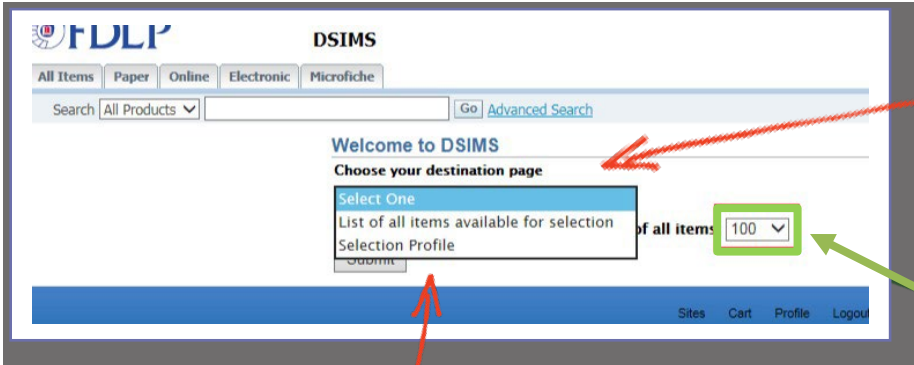# Depository Selection Information Management System (DSIMS)

Find it here on FDLP.gov

Use **DSIMS** to make changes to your selection profile.

Log into the (DSIMS) using your FDL number and password.

To **add item numbers** to your selection profile, select "**List of all items available for selection**."

Note—you can change the quantity of item numbers that displays by changing the number in the drop down box.

To view your item selection profile and to **remove item numbers** from your selection profile, select, "**Selection Profile**."

More information about managing your item selection profile can be found at Amending Your Library's Selection Profile.

List of All Items Available for Selection

• Add Item Number

Tabs at the top left of the screen break out item numbers available for selection by format. You can also search for item numbers in the search box.

To see what tangible format item numbers will become effective on October 1, click on "**Cart**" in the upper right side.

To view your current selection profile, click on "**Selection Profile**."
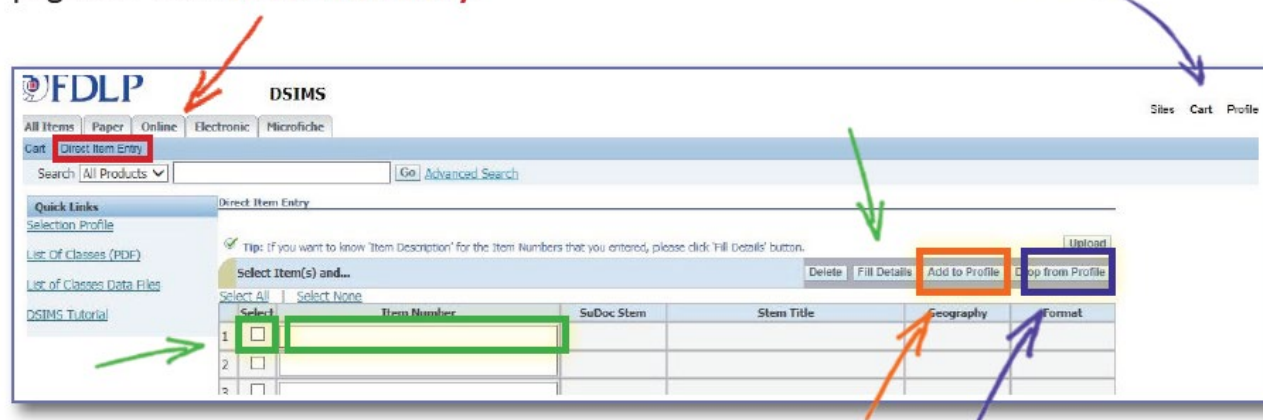
To **add item numbers** to your selection profile, check the **box** next to it and click "**Add to Profile**." EL item numbers (digital or online content) become effective in your selection profile immediately.

More information about managing your item selection profile can be found at Amending Your Library's Selection Profile.

List of All Items Available for Selection

• Direct Item Entry (Add or Drop)

To add or drop item numbers to your selection profile quickly, click **Cart** at the top of the page and then **Direct Item Entry**.

Type in the **Item Number** and check the **box** next to it. Click "**Fill Details**" if you want to confirm the details of the item number(s). When done, click "**Add to Profile**" or "**Drop from Profile.**"
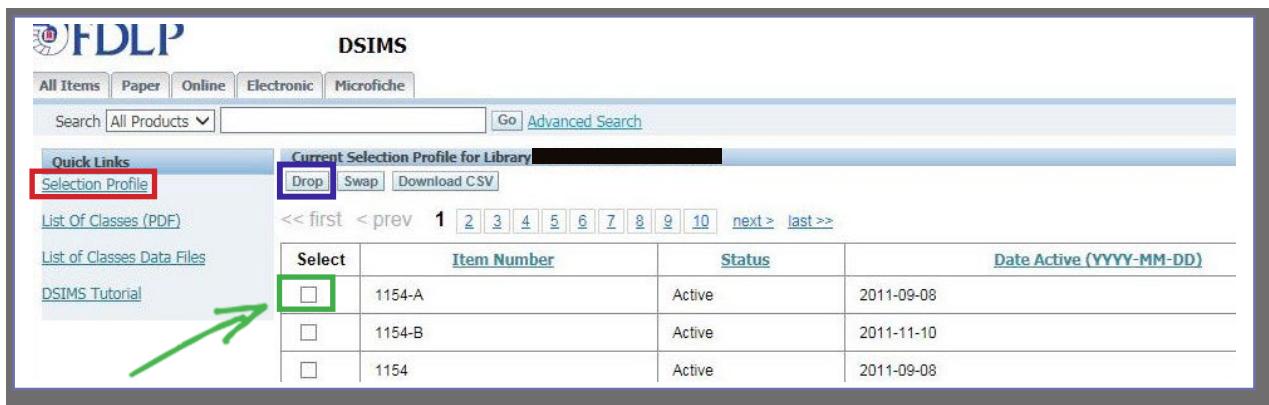
If you want to use a spreadsheet to upload up to 100 item numbers at a time, click **Upload**. The item numbers must have leading zeros and a period at the end. The column header should read INV_NUM

A template is available.

More information about managing your item selection profile can be found at
Amending Your Library's Selection Profile.

List of All Items Available for Selection

• Drop Item Number

To **drop item numbers** from your **Selection Profile**, when viewing your selection profile, check the **box** next to the item number and click "**Drop**."

The list of item numbers can be sorted by Item Number.

Read more about DSIMS in the FDLP.gov Instruction article.

More information about managing your item selection profile can be found at Amending Your Library's Selection Profile.