

FUGITIVE AND LOST DOCUMENTS FOR THE DOCUMENT DISCOVERY PROGRAM

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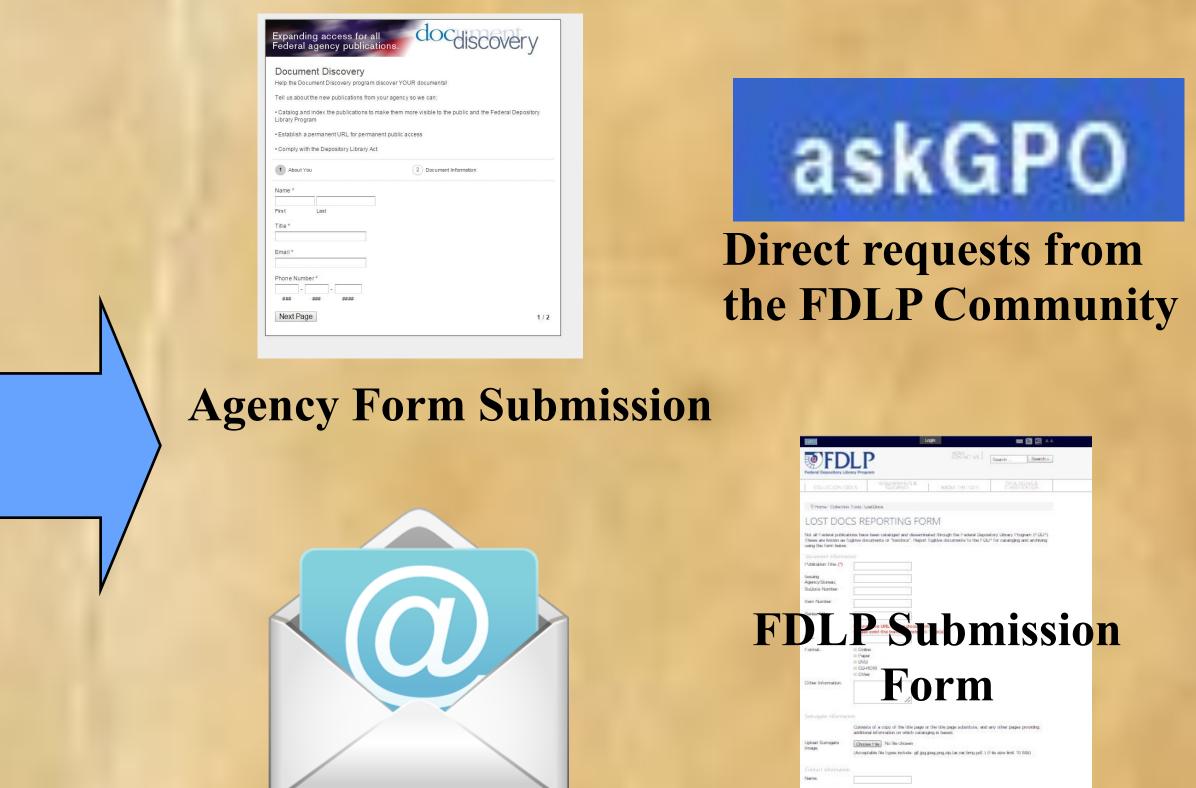
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By Melanie Medsger and Ben Webb (Technical Services Librarians, GPO)

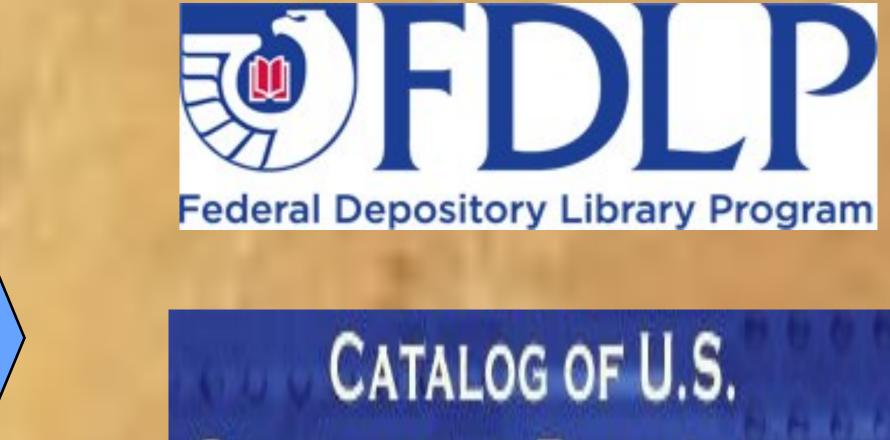
The Document Discovery Process





Direct E-Mail from

Agency



GOVERNMENT PUBLICATIONS

Scope Determination and Cataloging

What is Document Discovery?

Several terms are used interchangeably to describe the publications included in the document discovery program

Fugitive Document: A publication (usually in online format) that is in scope of the FDLP, but published or distributed outside of the FDLP. These publications can be submitted to LSCM for scope determination, cataloging, and distribution of electronic formats.

Lost Docs: An older publication (usually tangible) that is in scope of the FDLP, but was distributed or produced outside of the FDLP and does not have a catalog record in the CGP. Notification should be submitted to GPO with a digital surrogate for scope determination and cataloging.

Document Discovery: Online publications that are in scope of the FDLP that are submitted to GPO for cataloging directly from the creating agency.

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Process Review

In April 2016, LSCM technical services librarians conducted a review of the document discovery program and internal processes. It was found that for a six month period, only 8% of the requests had full catalog records and it took an average of 72 days for those records to be completed.

The team reviewed the workflow to determine the areas of concern and created a plan for long-term improvement. In addition to enacting short-term fixes, LSCM staff improved response time, review time, and management of workflow and requests.

Since July 2016, LSCM technical services and cataloging staff have reviewed 720+ title submissions from the backlog for scope determination and cataloging, as well as, processing 460+ new requests.

The review also found that over 45% of title submissions came directly from federal agency content creators.

Community Involvement

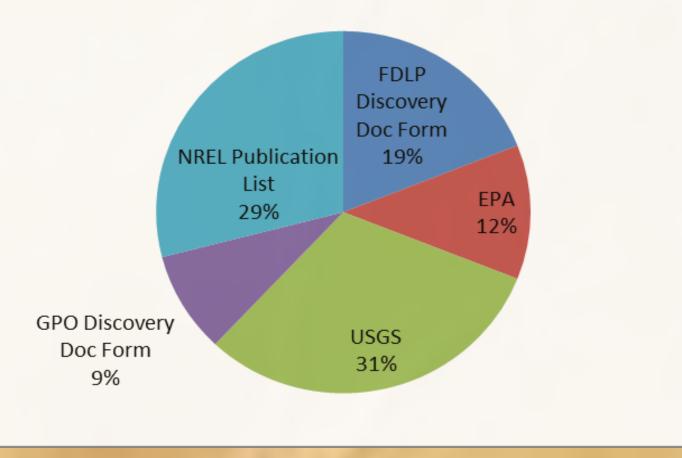
LSCM relies on help from the FDLP community for discovery of fugitive and lost documents that should be included in the

LSCM asks the community to continue to submit requests using the Lost Docs reporting form on FDLP.gov.

Documents should be submitted to:

http://www.fdlp.gov/collection-tools/

Source of Total Submissions



Moving Forward

LSCM continues to receive about 10-15 title notifications per day. New submissions are being actively reviewed and placed into a cataloging workflow.

A project plan has been created to acquire or develop a software solution to automate some of the process, and to improve processing and response time for submissions. All work is intended to improve transparency and communication with the FDLP community in response to notifications and requests.

LSCM management is in the process of reviewing the project plan and assigning staff with the project. LSCM staff will continue to process requests with the temporary processes set in place until a long-term solution is determined, sourced, configured, and implemented.

LSCM asks the community to send comments and questions to: AskGPO -> Federal Depository Library -> Fugitive publications/ LostDocs

Stay tuned to FDLP News & Events for up-

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https://www.gpo.gov/libraries/agencies/