Building a Digital Depository Collection

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9/2/2015

Agenda

• Definitions
• Methods of developing an online collection
• Sources of change
• Mission refresher
• Evaluation of collection needs
• Making your vision a reality
• Identifying relevant resources for your collection
• Instructions for watching the recording
Definitions

• Digital Depository versus Online Depository
  – In this webinar, we refer to digital depositories and online depositories interchangeably
  – Both imply a library is providing links to resources found online and/or in agency databases
  – How they go about making those links visible is up to them

Definitions

A mostly digital depository
  • A selective depository library that emphasizes selection of and provision of access to online or digital depository resources
  • Only select a few Federal depository resources in tangible (print, microfiche, CD/DVD, maps, etc.) formats
  • Weeds or has weeded the bulk of the library’s historical tangible collection

An all-digital depository
  • A selective depository in the FDLP that is not selecting any tangible depository resources by item number and does not intend to add any
  • Focuses exclusively on the selection of and provision of access to online or digital depository resources
  • Has weeded everything

* Current selective depository libraries may transition to become all-digital over time (five years) by deselecting all tangible format item numbers and by properly weeding all tangible depository publications in the library’s collection
What resources are in a digital depository collection?

- Online or digital publications cataloged in the Catalog of U.S. Government Publications (CGP)
- The FDLP Basic Collection
- Federal Digital System (FDsys)
- GPO’s MetaLib
- Official content partnerships (including content in “hybrid” partnerships)
- Agency Subscription Databases the library has signed up to access

Why be a digital depository?

When the public sees this ➡️

They can expect to find excellent government information services and standards, regardless of the information formats available locally.
Ways of developing an digital depository collection

* Today we will only be covering how to identify resources, mostly with an eye towards cataloging

Impetus for Change

Cause One – Change in formats

Libraries have historic tangible materials, overlapping tangible/online material, and born online material

![Diagram showing online resources over time](chart.png)
Impetus for Change

Cause Two – Evolution of Libraries and Services

• Changing user expectations or needs
• Changing services
• Changing space needs
• Funding shortages

Careful management is needed

Evaluate your library’s goals, institutional mission and strategic values, and user communities

Reassess what materials to select or make accessible
Core Mission of FDLP

**Keeping America Informed**

Mission has not changed, but evolved:

- Commitment to providing free, public access to the tangible publications distributed and online or digital resources cataloged by GPO
- Provide assistance with depository resources to users.
- Tangible resources remain Federal property and must be maintained and handled accordingly
- Online or digital FDLP resources may be made visible through library catalogs, Web pages, or other means

Evaluating Your Collection Needs

- Who in your library needs to be at the planning table?
- What are your patron/community format preferences?
  - What suits your immediate access needs?
  - What suits non-immediate access needs?
  - What is needed for long term preservation and access?
  - Do you have a geography that is ‘too far away to travel to’ or a timeframe for delivery that is ‘too long of a wait to be of use to the patron’?
Evaluating Your Collection Needs

- Review your public service assets/limitations/needs
- Consider benefits of retaining and/or continuing to receive tangible materials
- Communicate your decisions with others who may be relying on your collection
- Communicate with GPO and your regional – in some cases GPO may be able to assist
  - e.g. stop your shipping lists

That got your attention, didn’t it?

The Final Characterization

- Tangible
- Digital
- Mostly Digital
- Digital
- Digital Only

“Just in Time”
- Nearby Referrals
- ILL
- Love that FDLP network!

“Just in Case”
- Your Library
- Long Term Preservation
- Your Library

Love that FDLP network!
Needs Evaluation

This evaluation will have to periodically be revisited to ensure patron needs are being met.

Analysis may require online usage stats and a review of access points.

“Make it so”

What to do with your current tangible holdings:

- Weed all or some
- Retain all or some

* Caution – weeding may impact how online resources are made available in your catalog

Ways of making online resources accessible:

- OPAC
- Online subject guide
- Staff training
Changing gears now...

How to identify relevant online or digital depository resources...

* Primarily for cataloging, but some principles apply to the development of online subject guides

**Important Concept # 1:**

**Do you need an Item Selection Profile (ISP)?**

<table>
<thead>
<tr>
<th>When you have an ISP...</th>
<th>When you do not have an ISP...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can work with vendors for profiled records</td>
<td>May prefer to get all digital resources</td>
</tr>
<tr>
<td>Can use DDM2 to identify profiled records</td>
<td></td>
</tr>
<tr>
<td>Can participate in the CRDP</td>
<td>May prefer to work with vendors for profiling parameters</td>
</tr>
<tr>
<td>May miss relevant online resources if only reviewing resources based on ISP</td>
<td>May prefer to scan all new resources to ensure all relevant resources are identified</td>
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Your decision will dictate how you go about updating up your item selection profile, how you identify your foundation collection, and how you continue to build or maintain your moving forward
**Important Concept # 2:**

"Foundation Collection" vs. "Maintaining a Collection"

**Foundation Collection**
- A core collection of digital or online resources
- Likely contains serial records that may not have been cataloged recently

**Maintaining a Collection**
- A regular review of new resources to identify resources of interest
- Likely will net monographic resources and new serials

Has to be done regularly to capture new resources

Usually 'inherited' from when tangible resources had PURLs in catalog records, otherwise, must be actively built

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**How To Make or Review the Foundation Collection**

When weeding your tangible collection, review your existing records in your OPAC, many of which are likely to be multi-format records
1) Note which multi-format records need to be cleaned up to only reflect the online or digital holding
2) Note where online or digital resource records need to be copy cataloged

Identify if new resources are relevant for your digital collection that have not already been cataloged

Identify core/foundation resources relevant for your collection
How To Maintain Your Collection Moving Forward:

Manually review for new resources cataloged
- NET or DDM2 for total review
- DDM2 for review by ISP

‘Automate’ receipt of digital resource catalog records
- Vendor services to get batch load of all digital resources cataloged
- Vendor services to get customized records (usually) based on ISP
- CRDP – requires ISP

On a shared catalog?

Review resources already in shared catalog. What can you add your holdings to?

You have opportunities to streamline operation
- Vendor?
- ISP?
- Shared responsibility?
Options for creating and maintaining a digital depository collection

- Ingest
- Preservation
- Access
- Online Subject Guides
- Cataloging

Part Two Demo


Watch:

- One way of identifying the foundation collection
- Identify a suitable workflow for ongoing maintenance of the digital collection

Tools used in this webcast:

- Item Lister
- List of Classes
- NET
- DDM
Questions?

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