

Please stand by for realtime captions.

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>> Hello everyone, this is Melissa at GPO, I'm just giving a sound check. We will begin in about five.

>> -- minutes.

>> This is your final two-minute warning, we will begin in's two minutes.

>> -- we will begin in two minutes.

>> Hello everybody, welcome back to NDI. We had a question in the last session, Ashley is going to take a couple of minutes an answer that for you. Hello folks, this is Ashley, the question that we got in the chat box is how long does it take for promotional items that are as -- that are ordered to arrive. We heard back from her point of contact it should take about two or three weeks is the response to be got. If you are seeing something different than that, and we will investigate for that if you let us know.

>> Everybody, I will start of the session discussing very briefly at a very high level talking about the document lifestyle -- lifecycle process. Here at GPO. The lifecycle document can be grouped into four categories which are discovery an exhibition, classification and cataloging, dissemination and preservation.

>> Title 44 requires that all agencies notify Alice deal when a new document is published this requires -- requirement applies to all documentation whether it is a public GPO, through a private vendor, if the agency publishes it online or itself. For various reasons sometimes items do not get reported to us, this is often due to agencies who do not know that this is a requirement, and there is so much information being published that people often lose track of that. So we do have staff here in [Indiscernible]'s job is to search for documents that are not been reported, they talk with agencies, it up relationships, our websites, try to find everything that is not being published. So they can be published through one of our programs. Of course this is a nearly impossible task to be reliably community to report documents that we have missed. If you notice something that you think should be part of our program, that you cannot find a record of anywhere, and reported to us at GPO and we will added to our catalog if it is in the scope of our program. We will do the research for you, and it is something that we should have received word of, or we should otherwise have in our collection and we will go ahead and catalog that for you.

>> Once an item is discovered whether tangible or electronic, we decide which format will best serve the needs of our library, and disseminated that way. -- disseminate it that way. Sometimes and agency will disseminate a document it both ways, if we determine that a document is more useful in electronic format we will catalog of both items, but we will only disseminate the electronic literature. And we will only have a catalog record for the tangible item. Once we have discovered a tangible public location -- publication if we decide is the best way to disseminated, we will created acclamation record a brief record whose purpose is to make sure that you know that we are aware of this item that we have ordered it, and it will be more fully catalog once we actually receive it. -- catalog once we actually receive it. The next in the lifecycle process is cataloging. Once we receive an item or discover an online item, we classify it the superintendent of classification scheme, then it is fully catalog. Sometimes we create a brief record first with the minimal information minutes, but, -- in its, that they are all fully catalog eventually, and they do overlay the brief record. Sometimes you will see records that are not quite complete that they will be eventually.

>> The final steps in the document lifecycle is dissemination and preservation. Dissemination something refers to get in the document out to you, tangible materials are shipped through boxes, and include only the tangible materials that you have in your item selection profile which will be discussed a little later today I believe. Online publications are disseminated electronically, generally through the GPO. The purpose of preservation is to ensure public government -- public access to government publications either tangible or online, this is an ever-changing area we strive to expand the ways that this is done. Some of the current ways that we are working to preserve materials are by [Indiscernible] and web

harvesting, we usually use archivist for that. For more information about the efforts keep an eye on [Indiscernible] in the Academy.

>> That is a simple overview of the document lifecycle process here at GPO. A lot of this information will be expanded on later on today or tomorrow. Now I will hand this over to [Indiscernible].

>> Hello everyone, is is Laura, I'm going to talk about cataloging. At GPO. This will be pretty high level, and I will probably end up sounding like a broken record referring you to a lot of webinars, that we do have a lot of be useful webinars recorded about our catalog initiatives and programs. The slide here, showed you the circle in the middle is our ultimate goal, which is to have an national bibliographic record inventory. So that would be a comprehensive list of all federal publications catalogs that everyone could send as copy catalogs from. -- that everyone could copy catalogs from. That is a huge goal that we are working on it. The cataloging and indexing program at GPO, is one of the three big programs that our unit library services and content management does and manages. It is slightly different than the Federal Depository Library program, but the two of them overlap a lot. Most of what the cataloging and indexing program finds and catalogs then goes, it is within the scope of the [Indiscernible] and goes out to the user libraries in the program.

>> The other big one, I guess we have not mentioned the chat, the international exchange program. GPO and [Indiscernible] also sends a lot of US government materials to other countries and we have arrangements we and the library of congress and receive government information from other countries and we send our government information to them.

>> A lot of these boxes around the slide, are some of the elements going around the goal of the national bibliographic inventory. The historic showplace transaction that is going on, the various cooperative headlining projects, and partnerships and preservation stewards that we have, we are working on GPO internal records, migrating things from our legacy systems and files and getting them into the catalog, with the US government publications. Fugitive documents is another big one, Melissa was talking about how we try to identify and also asked the depository library to identify them and get them catalogs. And to get a transgression.

>> -- transgression.

>> We talk a little bit about the superintendent documentation system, cataloging the system it is a little bigger -- different and special this was developed mostly a GPL by [Indiscernible] a GPO librarian people here are extremely fond of her, I know the one person who has a picture of them on their desk, and one person carries a picture of her in their wallet. We love her. We think that she did a great thing. Making up this scheme, and she was not the only one. You can look into the history of this, but she was the driving force. She came to GPL in 1985, -- gpl in 1985, she brought in over 250,000 documents from rooms and basements in agency buildings all over, within one year she brought the documents in, and organize them and decided that the best way to organize them, because these are government documents, author is a little fuzzy. So the classification system publishes first by agency and then document type. It is difficult to organize a material by subject or author or other sort of standard things that we do for other things such as books.

>> This tiny picture, is a poster, one of the free promotional materials he can order from -- that you can order from us, it is an outline of the classification scheme, here is one chance to plug a nice webinar that we have recorded, the classification system has an overview, the view of the depository libraries, they can choose to arrange your documents or researches -- resources according to the classification system, or you can use another classification system, we certainly have leverage using the Library of Congress pacification system, some using do we, you can use a combination of them. It depends very much on your collection where it is in your library, how it is located. I think I just said you can use a combination of systems, maybe you have your record collection and you have government documents and their with a lover of Congress, and then you have a room with the majority -- with the Library of Congress, and

then you have a room with the majority of the [Indiscernible]. We don't particularly care which you use, it is your choice.

>> Another aspect of the GPO cataloging, as of April 2013 we started using RDA, the resource description access for the cataloging. The bullets on the slide you can see some of the things that change, some of the fields that were important as we moved over to RDA. But the last bullet to their, the main point, -- there the main point, we do quiet -- high-quality formatting, the standards that we are using now is RDA. Another thing that is not on the slide, but I will mention quickly, in fiscal year 2016 GPO goes on a government fiscal year, that fiscal year begins in October, so since 2016, we have been participating in the library Congress cataloging in publication program. So we provide cataloging data to the library Congress, for federal agency publications. And that is including the addition of the [Indiscernible].

>> Historic showplace, I think -- shelf list, is a historic project. This is one of the highlights in our timeline. It started in 2012, GPO has as you can see this picture, a really large historic shoplift. That is -- shelf list. We undertook this process to transcribe the shelf list cards into an electronic format these are the base for foundation for future catalog records. A lot of the records or cards in historic shelf list, are very brief. Some of them has state brief and some have been enhanced as we find and see those documents.

>> In the historic shelf list, they also include bibliographic information for some publications, the GPO identify that were not disturb it through the [Indiscernible]. In the catalog of US government publications that is going to be brought or even then anything that is in the [Indiscernible]. Early on in the distribution of arguments, -- documents from the government, from the library program and the predecessors, others published materials and we were notified, we might have a record for that. New from this year, as of September 3 17, -- third, 2017, the beginning of this month, we are incorporating [Indiscernible] into the historic shelf list project. We are now comparing the cards transcribing to records in OCLC if we find a match, will we use the record that is already there and updated as needed. That there is no match we will create a new record in OCLC we're also working on loading we have over 80,000 records there are already transcribed and are currently only in the [Indiscernible] and we will look into uploading those into the OCLC. So we like to share.

>> The cataloging record distribution program, is another one of those benefits of the [Indiscernible]. We should of put this on our top 10 list. This is a program that your library may be eligible for as a Federal Depository Library. Sorry for this done slide, -- dance slide, the basics is through this program we distribute GPO catalog records to leverage in the program according to what they currently selected on the item selection profile, everything you select you will get the catalog record for. You also have the option to get change records, and the option to do some customization to see the record customization on the slide, and some bullets about the kinds of customization that you can choose.

>> We have 165 libraries in the program rain now, and we have a wait list -- program right now, and we have a wait list, for 2018. You can also choose in this program to receive this workshop list record or not. You choose by agency. If you want to receive a historic record. I have the link of the slide to the project base that has all the information about the CR DP. And the requirements if you join the program. There are a couple of requirements they're not too arduous basically you need to receive an average of 10 records a month, need to complete an annual survey any need to actually pick up a retrieve the free records we are giving you an upload them into your catalog regularly. The two contact people for that arm myself, Laura fleet, and Kathy, if you want to learn more about this program or get into the weightless let us know. We will harp on this later on, it is on the slide, you can always reach any of the outreach librarian, any of us you were talking today, was picture use at the beginning, we have a shared email [Indiscernible] if you remember anything remember that and then you can get back in touch with us.

>> Pearls are persistent uniform research locators, we have been using them since March 1980 a, the idea of a Perl is that it supplies a stable [Indiscernible] if you click on one, on a webpage or a catalog you

will get routed to the federal publication, the beauty of it is that you do not need to update this in your catalog on the webpage, to get GPO the staff modifies and over time in our survey -- server will route the traffic to the appropriate website we do the appropriate website maintenance, with their broken with XM but we do often find broken pearls and we encourage you to let us know. We want to fix them and we will.

>> Sometimes hosts will remove content from the webpage, because we're monitoring these, we will notice that, we will modify the Perl to route the traffic on our updater repository so we will make sure that you can still get to that content.

>> And if we cannot obtain an online version of the information, then we will modify the Perl with a link to the page that states that as of a certain date is information was no longer available online. There will be an obvious a banner on the top of the page letting you know that this is no longer 100% current. That there is an archived version.

>> So we definitely encourage you depository libraries, to use the pearls in your webpages, the two main advantages is that you decrease the time needed to maintain links, it is we are maintaining them, and then [Indiscernible] which comes up into sites.

>> The first is a quick screenshot to show you where you can find them and identifying them in your library catalog, you can use the government publication are library at GPO, to determine if there is a PERLS or publication, it will appear in that catalog record, under the Internet axis field, you can see this highlighted in the slide here. You will see PERLS, Access.gov, in the URL. If you do not find the PERLS, especially if you do not find one, and you know the item is available, in an online format please contact us and we will make one for it.

>> Right now we have over \$230,000 ---30 PERLS and we're adding monthly. People often want to know, we have about 30% of the PERLS linking to GPO servers which is permanent access, and some are going to [Indiscernible] or archived your web harvest, summer going to live sites, from an agency that will most likely be integrating resources are ongoing serials, or to partner sites who are federally agency's her partner libraries.

>> -- or partner leverage. Here are the statistics that I was talking about. This is how you get them. We have a tool, it changed its name recently, it is a Perl usage report. Ashley did an extremely nice webinar on this tool, we have the link, it is called understanding PERLS usage in your library. How to sign on, set up, in a nutshell you set up the nodes, the patterns, you identify some places where you would want the tool to collect data and search. Then you collect for a while, the negative readout and then you see, to my institution -- event you get a readout and then you see at my institution who is clicking on what, what time and how many times, see you can start to analyze where our people finding the PERLS and how are they connecting. When and which ones are they using. It is always a challenge to try to find usage specifics for electronic information, it doesn't checkout, you cannot get a circulation statistic, so this is a good way to show the use of your online collection.

>> I think I briefly mentioned when I was talking about what PERLS go where , GPO has an extensive web a harvesting initiative, ongoing, we began harvesting and [Indiscernible] way back in 1996, we use the Internet archive's, archivist, the subscription-based service, in the new, I shouldn't say this guy have not investigated this closely enough, I believe it should be on the new tab in our new homepage. You can go to our selection on archivist and then we have 140 selections on the radio. We have 11 We have 11.9 TB of data that we harvested from agency websites, and we also have 180 records in the CGP for our harvested website. So there are multiple ways that you can get access to archived information that we are collecting. If you have suggestions for something that we are not currently archiving or harvesting, as always let us know. We would be happy to look into that. Into adding it.

>> Also, in the catalog of governments, we have e-books, from government agencies, you can download them free of charge, you can use them on various e-book reading devices, we have 320 of those currently. That is another format that we actively seek out and catalog.

>> In this photo, you are seeing someone new faces -- some of the new faces. These are libraries I have been involved in the webinars, these are some of the most popular and viewed webcasts and webinars, is are the ones relating to cataloging. So we have a lot of them, Marty's name authority record one maybe the all-time leading most use webinar that we have. We have webinars on shops list, -- shelf list, reporting tools, many topics. Make it -- make sure to look at that, if you are interested in cataloging and service topics. That is it for me, I will pass this off to Kathy to talk about collection development.

>> Thank you so much Laura, we're going to shift gears a little bit from talking about GPO resources and activities, to your library's collection development. There will be related topics tomorrow, for opening up boxes, and cataloging [Indiscernible] control and weeding, these are on the [Indiscernible] side of things. Starting up, Congress established this to help the two -- fulfill its responsibilities to let the public know about the [Indiscernible]. The depository libraries are available to provide no fee access, fulfill information with experts assistance, all of you wonderful people, also the depository libraries share the responsibilities. The collection focus must not be on every patrons for what we also call non-primary patrons which is often the general public at libraries or if you are public library folks who are outside of your taxpayer base. Identifying the federal government information need the current and potential patron, and selecting of providing access to that meets their needs that is the basis of collection development.

>> So in the big picture, we just want to go over the scope of this. It is comprised of United governments publications having value. Excluded are publications classified for national security, or issued for simply administrative or operational purposes, which have no public interest or educational value. Also included are cooperatives publications, those publications that agencies are required to sell in order to be self-sustaining. So knowing that, what you get from the STL P is within that scope. Note that there cataloging and indexing scope is broader cheap -- been GPO catalogers, they also catalog things that are of internal use and agencies and we have records in the CGP which they these publications were not disseminated in the FDLP. Also not on the slide, I wanted to mention that the law as it stands, requires libraries to have 10,000 books. That has been interpreted in the environment of electronic information to be tangible publications. These are not depository publications. So when we come out with our biannual survey questions, which is coming up soon, we will talk about that tomorrow, we have asked recently if you have 10,000 books in your library. We are asking that because it is in your law, -- the law, we have to make sure that depository still have 10,000 [Indiscernible]. They made this requirements into law to make sure the depository law -- libraries have enough staffing.

>> The rest of the slide has a general high-level collection development content. As with all of the other publications at your library, a regular collection development ensures users needs are continually being met. We always recommend collection development policies, written documentation about your depository collection. Unfortunately, these systems do not have a history of your item selection. We may have some information about your collection. In some of our reports, about your depository operations, but if you make a major change in your collection, or if you have that somewhere documented please hold on to that. For other folks in the library.

>> And of course when we're talking about government information collections, and naturally you will have other resources that support and complement the depository collection. You probably have some databases, the provide additional indexing, and you may have other publications that describe the government. And describe what is in the government publications. And with all other resources at your library you can consider elaborate collection development. Many of you are ready participate in that.

>> So that we are all on the same page, since the FDLP is a multifaceted library program, we want to give an overview of the concepts. Every library right now has a different collection, based on how it has been developed over time to meet the community's needs. And you also have library situations that are individual, we have a contact information at the outreach@GPO.gov. We would love to talk with you

about your individual library collections, but, for this slide and the rest of the presentation I'm talking about high-level issues.

>> The vast majority of libraries are both tangible and online resources. In their collections. A few depository are 100% digital by choice, and more are moving in that direction. When we talk about selection development of online resources, references commonly made to the library's online collection which is a group of online resources that the library chooses to focus on. This consists of online federal information products, that the library has determined best needs the information needs of the government's -- community service. It could include information products and publications catalogs from the CGP, the basic collections which we who will talk about momentarily, contact management systems, digital systems, and its new beta interface, and [Indiscernible] which we who will talk about same. Contact partnership information which is electronic, and then homeland security digital library which who will talk about momentarily. All of that information is electronic and if it meets your collection needs it is part of your electronic or online collection. Resources can be identified for selection by item number, or, or you can identify them throughout the review. Such as a regular review of CGP electronic titles list. These resources are made visible and promoted to the user community by cataloging, inclusion in webpages and guys. Reference and other public services are provided for them of course. Public services and visibility are naturally focus on areas that they can manage of the subject expertise of a library, that you have determined will meet the best needs of the community.

>> I wanted to describe the online collection, it is not something that we are pushing out to you, at least at this time. Is a collection that you curate among what is available to meet the needs of your community and you provide access to its in whatever way make sense to your users. -- to it in whatever way make sense to your users.

>> You are familiar with number 12 already, I will described his momentarily, it will say first and continue to stay this rather next few minutes, there are no requirements to select publications by item number unless you are regional depository library or library participates in a service that uses item numbers. If you are the selective depository you can have zero item numbers selected, unless you are part of a program like the catalog distribution center program, or you set up with the vendor to get bibliographic information. You select the format you choose, they are only selecting item numbers for online publication, or they have just removed of the item numbers from their profile and are providing access to resources at the digital depositories.

>> If you are at a selected depository, you can select as few or many as what meets your needs, regional depositories however, have the responsibility to develop comprehensive collections for their states or regions. And they will include all formats. In their collections. So again everyone here is in a different place, in terms of collection development, so, if you have questions or are planning up project through your collection we encourage you to contact us. Not at the moment of course, because we're doing this program.

>> Depository program collections. We ask you to be aware of the content, and catalog or otherwise describe the content is useful to your patrons. If you are familiar with item numbers already I want to mention again there are no requirements to select publications in any of the resources on this list unless you are at a regional depository or use the service that uses item numbers. I will probably say this again for the end of the program. As -- is the content consists of the resources that your library has selected you can weed some of these over time, there will be a program tomorrow over -- about weeding. This program includes online only publications, this includes everything this catalog image CGP's online, including the federal judicial system, and titles from the basic collection. I mention this because sometimes these are included in the list of content but there are also a part of online publications and some of the basic collection titles are also intangible formats. -- in tangible formats. The next describes the next three things on the list, [Indiscernible].

>> GPO's catalog is from [Indiscernible] and the search engine is metal lip, username. -- [indiscernible] we use their name. GPS [Indiscernible] include 71 databases of government resources. Included are things such as data.gov. Databases from the US Army Center of military history, Institute of health, and in our 16 more. In this you can search through quickset, examples our business and economy, education, health and safety, etc. You can also select to the resources that you with -- wish to search. Reports, articles citations and direct links to online resources.

>> This is a resource link, from the front page, you may link to it, from a library guide, to the CGP are directly to GPS [Indiscernible] and feel free to do so if it is useful to your users. Please note that while other resources search by the [Indiscernible] our government product may include nongovernment publications.

>> So in other parts of the content is content partnership. We have a growing list of partnerships with federal agencies and libraries, and the content partnerships that are online are part of the content. They must be accessible, you can see the current with the partners when you list of the [Indiscernible] is it on the slides. We have partnerships with federal agencies for specific content, libraries for content that they digitize, libraries which have curated online information, and with libraries to have done some cataloging of their collection.

>> Many of our partners me their content available online, and that is what we ask you to become familiar with and provide access to. This content will be described image CGP and will also be at [Indiscernible]. As appropriate to your library you may include catlike records for these resources in your local catalog or include them in guides and in other ways promote them. We recently updated the name of his partnership category, -- of this partnership category, you may be familiar with canned tents -- content partnership with a C. We have different names are your partnerships, if you look at the list that we have preservation stewards, they work on tangible publications which you are is a do not have access to online, unless there is a digitize copy out there, so the preservation stewards focus on preservation of historic resources. And there are also partners offering services. Which is useful to note and I encourage you to look at the list of you have that is already.

>> The slide says agency subscription database, they say it is plural but we only have one at this point. We used up more, agency description databases require access and available free of charge within a depository library, there were some in the past two were fee-based or the agency is required to have login passwords or authentication to gain access, a lot of those have become publicly acceptable. And one is now part of a commercial resource.

>> So the homeland security digital library is the one that we still have, it is a database containing non-classified presidential directories as well as specialized resources related to homeland security. Is is useful information for your libraries users, you can gain access to raw there is -- through authorization, or passwords you can find it following the links on the slide. There is an additional description as well. The homeland digital library comes out from [Indiscernible] in California, so okay.

>> We talk about content, different collection lists, this is really for your collection development purposes, I will say again that nothing on the slide is required, unless you are at a selected library. If you are at a regional you have to select anything. To make your comprehensive collection complete. JBL, offers these various -- GPO offers these various [Indiscernible]. If you are new you want to -- you might want to take a look at this list and compare them with your library. I will share with you how to do that shortly. If your collection, or selection covers all of these titles. From the government. I will actually step ahead to the basic collection because it is here on the list first. The basic does have requirements related to it it has a big name but it is something that we ask you to provide access to not by selection or tangible formats but to each title. Is depository library is required to have all of the titles on this list except for those for immediate use because they are included in vital information that supports the public's right to know about the government. How this is accomplished is a local decision, merely linking to the CGP does not provide sufficient access what we're looking for is access to each individual title.

When you go to this information in the collection list, there will be a link to this list I will read here. You can provide access to the basic selection -- collection, in one of the following ways. You can catalog each title, include any active hyperlinks in the record, you can catalog the basic collection using a collection level record, you can catlike the basic collection in a shorter catalog where the default option is to search records of all libraries. You can link to all sorts of titles from the basic collection from your library's website or guide, you could if you choose to purchase or make available commercial equivalent of the titles, and you can of course incorporate titles into guides or other online resources. Or printed guides actually to have them, you can do all of that in one way or a combination of ways. I will setback. Here is the collection must again.

>> The suggested core collection actually the basic collection and essential titles were all created in joint projects between the community and GPO. These were all recommendations from folks who took a look at their collections and came up with these major resources. The suggested core collection comes from the 1990s we do still have it available. Note that some of the titles on the list are in active meaning they are no longer available. But there are list for academic public and law libraries, and if you're interested in those types of specifics, you can to look at the list and the target small and medium-sized library collections so we're looking for major resources for those types of libraries. The essential titles list is one of our most confusing titles. It is actually essential titles for public use an edge of their -- and other tangible uses list. There was a list in 1996 study the transition to GPO to a more electronic depository Library program, that was the same period of time that the GPL is content -- gps library system and Thomas came out, it was then moved to go online. Then in 2000 and wind the first essential titles list came out. And helps develop -- help developed by the depository community, the goal was as they migrated documents online, as agencies published online, to be a more accurate -- be more accurate, that GPL is still going to -- GPO is going to prior to his funding for certain titles of intangible formats. This list contains things that were determined at the time, to be made available in public use or other tangible formats. So this list is not a list of items that you must collect, it refers to GPO not you as a [Indiscernible]. There is also not a guarantee that the title will also be or always be available intangible formats things do change. You noticed there is a caveat on that list. It says that we will updated at the agency If the agency makes a change, but we give a commitment to advocate for the tangible publication for each item on the list.

>> So official online content partnerships, mention just a moment ago that there was a list of those partnerships. Another collection lists the might be useful, to know about, with another source is the GDP. In addition to [Indiscernible] the search engine, there is a new titles list in the CDP. Those include a new titles, and electronic titles, and new serial titles, you integrated resources, and e-books, and [Indiscernible] titles. Using one or combination of these things may be useful for collection development. And we want to make sure that you are aware of all of these.

>> Changing is again, we -- changing gears again, we started with a high level description of collection development and resources now we're going to get into the nuts and bolts of what could be a process that you use. And I'm going to describe the item number system, selection or collection development historically at libraries, and for many depository today's based on the item number system. GPL does not distribute publications by subject as previously mentioned earlier this afternoon, instead GPL makes publications available for selection based on [Indiscernible]. The item number system is how they put them together that are produced by individual government agencies or sub agencies. The item numbers are assigned to a title, or format of the title, or a group of titles. It occurred to me that does go to the slides earlier -- as a was glancing through the slides earlier, it would be humble to mention -- it would be helpful to mention. The Prince format item number is [Indiscernible] the microfiche is 0573 D and the online is 05 is 057 says -- six. The national archives is AE [Indiscernible]. I thought it might be helpful to actually mention what those are. At this point.

>> So when online publications began coming out, the item number system was so much a part of that daily process, that GPO continues to find item numbers to those publications. Even though the publication the physical publications were not distribute it. You can access these things without actually selecting the item number.

>> As I mentioned before these are all access to provide -- offers to select access to these for you do not have to select them. Through management of item numbers, and profiles that meet your needs. You can change these item numbers as needed. Some libraries select and numbers for all formats, others to send tangible formats, because numbers are required for you to get tangible formats additional boxes. Your library could of done many different things over time. So please check any documentations -- documentation that you have about any changes that may have occurred.

>> There are just a few requirements related to item numbers, for the most part every library is free to select item numbers the best meet of their needs, but, selective may only select one tangible format of an item for regionals can select the formats there are available. And some cases item numbers are restricted to regional depository library, this includes the expensive sources, the bounds congressional record and serial set. They used to be available for all libraries to select but at some point because of cost considerations they became regional only publications.

>> The Supreme Court decisions, artistry rooted to regional depositories only. -- are distributed to regional depositories only. This bottom part of the slides becoming less critical, until August 2014, libraries were required to select to item numbers. [Indiscernible]. All libraries, these, the publications associated with these item numbers were on hot topics, things like they are rock study group reports, the 9/11 commission report, reports or hearings about Hurricane Katrina, Al Qaeda etc. Also resources such as Alyssa classes, this regulation was rescinded in 2014 so libraries can join now with 100% digital depositories and will never receive any tangible format unless they receive to choose -- choose to do so. And libraries can transition to become 100% digital. And these two required members explained by other resources in your collection, the do not necessarily match your primary collection development focus because they came out under the new item numbers and hot topics that all libraries have received.

>> Yet another topic, collection tools. We have different slides for these tools coming up. I just want to mention that they are direct links to the tools, and the path there, and their are also instructions there. These tools are the first resources in the bullet points. And the last resource there, documented data, should have built and whistles, and multicolor next to it. It is a fantastic resource, enter out for this resource it will be on the slide.

>> Item Lister. It is a tool that you can use to see your selection profile as described in the title. You can see a list of all item numbers selected or not selected, by your library, plug-in your depository library number, or plug-in any number and get this information. And the results look like the picture on the screen. This is showing the ends of a library side profile, same this library selected 20% of what was offered at the time of this information was captured.

>> Item Lister's updated, in real-time, -- item list is updated in real-time, if you make changes you may not see it updated to the next day because of caching issues, but I would like to suggest that you check item Lister the day after you make a changes to your profile. Some libraries print the list of their item selection and compared to shipping lists to quickly compare what item numbers the you select with those on the shipping must. -- list. So what of the classes?

>> This is very important. You may only have this in tangible formats, the last printed edition was 2015, it is the official list of all publications available for selection. The online files a regularly updated, but sometimes if you start with the PDF of the October 2015 to do you use the scanning this resource. I know where I can find things, I encourage you to browse through things if you have not already. The first part is the print publication is arranged by agencies. And Alyssa type of publication format and item

number that were available at the time that it was published. The second part of the publication is arranged by item number [Indiscernible].

>> On to these two, depositories selected management system which euros a [Indiscernible]. -- which we also, [Indiscernible]. You can use this tool to manage your profile. These item Lister can be your profile or give you the list of item numbers, gives you a little more information and you can also make changes to your item number. You have to log into this with your depository library number and your internal depository password which I'm not sure we have mentioned yet today. If you do not have your internal depository password please contact us, at our region support throughout GPO, or two or two [Indiscernible]. -- [Indiscernible]. We would like to protect the integrity of the password and only give them out within the directory, if there are several of you from the one institution, please have the coordinator contact us to get the password. We get a lot of password requests.

>> There is that information, we need to login, this is information that your library manages. They can drop any item number, and that takes effect immediately. You will stop getting the publication in your shipment boxes if it is in tangible or match. You can add item numbers that represent online only publications you can also get -- they also get added immediately to your profile. If you want to add item numbers for tangible materials that goes into a shopping basket, and gets processed by GPL and is in your profile -- GPO is on your profile around October 1 depending on what day of the week October 1 is. And that is the beginning of our federal fiscal year as previously mentioned. Handle distribution is figured -- tangible distribution is figured into our budget, that is what we start adding the publications of the beginning of our fiscal year.

>> Here is just a quick screenshot of the selection profile when you login to defense -- [Indiscernible] you have to selections for a destination page, you can see all available numbers and you can add them to your profile, you can choose your libraries profile and sort that and drop relevant item numbers. I highly recommend that you check out the quick guide in instructions.

>> So wet tech notes, I debated how much information to share, it is another GPL tool -- GPO tool, it provides information you can search updates, classifications and web of classes and information it is updated as needed as information is discovered and added to the resource. This is not the most intuitive tool I encourage you to take a look at it if you have not used it yet. I almost always go to the advanced search option, that gives me a better understanding of what I am looking at. I usually want to add lots of things into the searches. To try to make it as precise as possible. You have different categories as options, in Webtech notes, would happen to, is one of those, it is used to announce winners delays in distribution or delays in publication, so that is used frequently. Classification of dates where changes to that information and that is announced. -- is announced. They announce winners updates to us a classes with item numbers, there is a miscellaneous update to the list of classes. And it accounts for title changes with a deactivated depository numbers. This is another source of information about publication dissemination. In the SDLC -- FDLDP. The information that we have, if you are not finding something in here, and you are aware of something that may have changed please let us know.

>> You cannot see this, we are all raising our hands and jumping up and down this is documents data Miner two, this is a resource these are the resources I just mentioned a lot of that information you can get through this one resource. Please note that it is a non-GPO resource, the people at [Indiscernible] created a kite has information about the depository collections, receives data from item Lister, and makes it available in value-added ways. GPS systems, most of us here have this as one of our primary bookmarks. In our web browsers. It includes data from 1997 forward. A couple of things to note, it represents information based on your current item number selection profile. If you know that there has been a lot of changes to your item number selection profile, please be aware that the information that you get from documented data Miner, or DDM two, -- 2, will make it a bit more challenging. In terms of interpretation of the data. Also please note the last updated dates in each section that you search, we have volunteers running, folks sorry about this, I'm entrusting Kathy. Way to get her -- interrupting

Kathy, way to get her off track. We have volunteers running this, running this resource. Thank you for the Ashley. -- that Ashley. They are not working every day. The data may be a couple of weeks old when you get into it. If you're making a lot of changes to your profile's, that data is good to know because recent changes will not be reflected in DDM.

>> Changing gears it again, we get a lot of questions about reviewing item selection profiles. A lot of it stands from somebody like a library director, asking depository staff to make changes to the profile to stop getting as many tangible resources for example if you're going through a library model and missing collection space or if that person has retired and you do not have time to process as many tangible resources, again please contact us if you are planning a project. We can potentially give you some best practices that we've seen over time in Syracuse and Florida give you some options for different -- and city sometime in give you some options.

>> You can re-create reports, from catalogs if you have catalogued everything, you might want to take a look at what you are not selecting and see if there any resources that are valuable to add to your collection. Perhaps there have been a new program, -- has been a new program at your college or university, or a new business is starting up in town, you may want to select new resources if you have space for the tangibles.

>> If you have an immediate time crunch any need to reduce tangible receives, you can focus just on the item numbers or tangible selections. And use these document data Miner's tool. And then consider your collection development policy and document changes.

>> So we also get questions about why one would want to select I'm only item numbers. -- online only item numbers. I don't think I mentioned, they have aforementioned labored -- labeled EL.. P is for paper, M is for microfiche, these are not compelling reasons, you may not want to deal with an item selection profile. This is just a reason the you may want to consider selecting these and have them in your item selection profile. Use these various collection tools, it may be easier, again item number said been around for a long time. They were the basis of dissemination of tangible publications. So GPO manages the [Indiscernible] selection, you can use that [Indiscernible] to take a look at your library's collection and other libraries collections. And, to turn the collection strengths -- and to turn the collection strengths. If you decide not to use item numbers for any reason, we recommend that you share that with other depository in the state so they know you made that decision. You might want to have item numbers in your profile if you're using the CDP to identify new publications you can systematically go through item numbers and pull up the bibliographic records associated with them. That is just one way to go.

>> I think it is probably more like 10 years ago some agencies would switch formats. With some of their publications and so if you were selecting an item number and you get that application in whatever format was made available I do not think that is happening as much anymore because the most everything is online.

>> -- almost everything is online. A lot of libraries are planning to keep the numbers in their selection profile, they have services through bibliographic records vendors that uses item numbers to get and create groups of records. And there is the potential that they may develop new [Indiscernible] that uses item numbers, keep that information for your library because we do not keep that information.

>> I do not think that any of these are compelling reasons unless you have an urgent workflow already in place. To use item numbers.

>> So here are some general question developments information about taking the luxury of taking this information and you have not been directed to select the tangible publications, some publications of course may be preferred by users in paper format, some may offer better security for preservation and access. You may wish to develop current collections intangible format, and you wish to continue with that. Some contact might not be online although not much. The online version may not be user-friendly. I don't have an example of that. Offhand. And then some agency websites may not provide access are

only provide access I should say to only current issues and not older publications. Just some lots in terms of collection development. If you have made the division -- decision to transition to be a digital depository, here are some thoughts. There are three things, one you will continue to provide free public access, and services to depository resources at your library. Unless you are the library that is designated at the highest state court library. Those states are not required to provide free access but most do. But for everyone else you will continue to provide free access even if you are a digital depository with no tangible resources you are still open to the public to come into your library and ask questions at the public service desk.

>> To become a digital you can focus on the item numbers associated with tangible formats in your profile, and select or deselect as many publications as you wish. Associated with tangible format and focus on those associated with EL. Or you can deselect everything if you wish. If you are becoming more mostly digital depository, you will want to we've tangible -- lead tangible publications there is a meeting on that tomorrow.

>> I just wanted to finish up with some suggested guidance articles there is a lot of content, and the FDO P content by the way is distributed in various places on the GOP.gov. Here are some articles related to collection development. They focus on Digital libraries they reiterate a lot of what is in some of the other articles also you might potentially want to start with that one. So that is development at a very high level.

>> Thank you everyone for your attention.

>> Okay. This is Ashley, we have quite a few questions coming in so let's go over the questions feel free to chat any questions in as you think of them. Okay? From Kathy, if we find a document from an agency's websites can we request of PERLS to be create a the answer is if you find something online that you want to PERLS four, and what does not exist an issue can request the one can be made. The easiest way to report that is to use lost it talks, we used to have a specific forms the people filled out, that we recently made a change to how we change -- handle those request now if you go to the.gov and look at tools and you click on the last document link, you can report documents that need to bibliographical control if you reported as lost it will do the research to find out if it is appropriate for inclusion in our CDP, for on my materials if you create an online record for it we will create a PERLS for it. That is how to do that.

>> I also want to mention this Kathy, we also call the fugitive documents. She will probably see reference to that in some references. -- documents.

>> Another question from Orissa, what is the cataloging program again? GPO cataloging and indexing program is a larger program run by [Indiscernible] all of our catalogers are working under this program we have to refer to that program as C and I for cataloging and indexing. Most of the cataloging content is content that is also in the scope of the [Indiscernible] so you see it but not always. Those are two of the biggest programs are that C and I, and the [Indiscernible]. And then from chat about a question if we want to let you know something that could potentially be a web text note entry, is that done through average email or his or separately to do that. Chat, I have never had that question asked before. You of got me thinking about that one. What I would say, submit a regular [Indiscernible] inquiry and state the nature of your findings, and our acquisitions are cataloging staff will take a look at what you are reporting to us and they will decide to that point of the web tech note entry is appropriate. That would be my best advice. We here in our region support we typically do not go into these web tech note tool on the backend, that is on the cataloging side of our operation. If you cannot find the Corporal if you send it to the our rich it -- outreach, it will probably be routed to the right people with the fastest way is the other way.

>> To be have any other questions? I don't think with describes ask GPO. Correct me if I'm wrong. The reason ask GPO is useful, is there are several sub categories and you can choose a subcategory that you think is appropriate such as cataloging, we get a lot of questions that come in that way to end up in web

tech. If we get questions in our region support I do go into the notes to make sure that I'm trying to do the research that I can for my colleagues here, and let them know what has already been done.

>> You may have done that also, and that is why you sent us the question. This is Laura, I will be talking about that tomorrow. And ways to contact us. Do not be alarmed, there will be a link to the actual websites, that is ask GPO. I think it is ask tran01.gov. -- ask GBL.gov.

>> Gavin, if you mean GPO yes you can go to the US government manual and you can see the printing operation versus the library side of the operation. We are a schizophrenic agency in that regard. The library services and contact management are basically library and an catalogers. And a host of other web specialist. We are appropriated, the other side of our operations we are of very large printing plants, we do passports operations, SecurID's, we're also a production facility and that is not appropriated that is cost recovery. The GPO organization you can find an organizational chart in the US government manual. If you are specifically asking for an [Indiscernible] were charged, I do not believe that there is an orc chart on -- organizational chart online. We've had changes recently, we have an acting circuit mentioned -- acting [Indiscernible]. There is a lot of change going on right now. To my knowledge we do not have an organizational chart available. We could try right now, hopefully we can get them all. We can to ensure I -- we can try to describe the structure, in the library, it is a business unit. We have four or five subunits, so those would be our region support, that is us, projects and systems, library tech services, that would be the cataloging and acquisition staff, publication and information also falls under the superintendent of documents, who are we missing? I think that is it.

>> So clearly we are confident and competent about that. Projects and systems. I am getting confused. Under that unit we have web archives and planners, Project Management and systems and web content.

>> Sorry for all of the acronyms we are a federal agency in -- agency and we have a lot of acronyms we can throw at you. Do we have any other questions?

>> Okay. If you think of questions later on tonight, feel free to write them down. Section 3, or update number two will start tomorrow at the same time it will started 12:00 Eastern. You will have yet another URL to click on to enter the webinar room. Go ahead and feel free to chat out any questions even if it is from today into Mars webinar that is not a problem. Otherwise I'd Inc. we're ready to wrap up -- otherwise I think we are ready to wrap up for today.

>> Thank you all I appreciated and we will see you tomorrow. Have a good day.

>> -- i appreciate it and we will see tomorrow. Have a good day.

>> [Event Concluded]