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Everyone, I want to thank you guys for coming toward 27 -- 2016 new depository library Institute, our second day. Before I get started, I will give you a little bit of information about my background. My name is Jamie and I am in outreach librarian here at TPO, part of the unit our reach and support and I've worked at TPO for three years, I started on the same day as Laura Flynt, and before coming to GPO I was a depository court Nader out at the University North Carolina Wellington and I was a paraprofessional who processed of the boxes at the state library of North Carolina. I got my start processing documents, and today I am going to talk about box processing and give you an overview of how to process boxes according to the legal requirements and program regulations. So the first thing I want to mention here is that only depositories that select tangible formats will have depository boxes to process. A digital depositories a selective depository in the FDLP that is not selecting any tangible depository resources by item number and does not intend to get any. Depositories that change or item selection profile to become digital depositories will only receive shipping list in mylar envelopes. And if you're interested in getting those if you are an all digital the past where us at FDLP a reach a .gov. And I will type in that e-mail address for you guys. Also note the new libraries than to the program and choose to be digital depositories will not receive shipping lists or boxes. If you are a library that has become a digital depository complete -- and drop all your tangibles you will not be processing anything so you can sit tight while I go over this section for libraries who are receiving tangible and processing boxes. But me go back. So the first box up at the top are -- thank you Ashley. This box up here. These are the boxes that you would typically get from TPO, -- to feel. They come in regular separate boxes where we have regular boxes. And I will explain what that means in a minute. And then we have microfiche that we send out and again this depends on if you select microfiche. If you're not currently selecting microfiche or if you are an all-digital depository you will not be receiving microfiche at something important to remember about this shipment is that microfiche actually comes from our vendor so it is not coming directly from GPO. That makes a difference in claiming and things like that. Can you hear me now? A get a message that you cannot here. Is a better? I'm enough you can hear me. Ashley is going to reach out to those people who are having difficulty hearing me. I will continue on. In this slide, you can see our regular box shipment. This boxes from a selective depository at records University. It is federal depository library number 0378 a. I will show you how I know that. It is right here. That is the library number. Up here you can see the library name. Here is the tracking information. And reference to in case you are wondering at the bottom, this is an identification number for the person who is nearing the mail. Metering the mail. What is in the box? If you open up that box, you can see a depository publication if you are selecting the intangible material. This is a box for Milwaukee public library, 0670. There a regional depository. They will typically get a lot more than most depositories because they select all tangible depository documents. But this is what it looks like when you open a regional box. And if you are selective, you may have less publications than this. I also want to point out right here it

is cut off. But when you open the box, you'll see on the inside flap the number of the depository, so this should say 0670 which looks like -- you can't really tell, if you see a different number, then you know you have the wrong box. In that case what you want to do is send an inquiry to ask GPO. Just google asked GPO. And you can send in the information that you have received the wrong box and we will send you a shipping label so you can get that box sent to the right person.

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This is an older print out, it comes from 2014. It doesn't look exactly like what is being distributed today. We need to update these slides. It is still the same process. The first thing I want to show you is the shipping list number up here. The 2014 represents the year. 0090 is the 90th shipping list. P stands for paper. P is for paper, for separate, E is for electronic. CDs and DVDs. There's nothing for EL online. Since we are not distributing anything tangibly for digital formats, there is nothing going to be on the list. That is important to remember. I also wanted to let you know that if you see a percentage sign, that means it is ship short, no rain checks. GPO did not have enough of that publication to send out to all depositories and we know that it is -- people are being shorted. You don't need to claim those. Also, another thing that you can do with the use shipping lists that libraries like do is they will look at this list, look over all the titles and things like that, and if they find something that they find interesting, or may be good add to their profile, you've got the item number right here so you can add it to your profile. And of course I also want to let you know that this shipping list is one size for all. This is the shipping list that the regional beds and this is the shipping list that people who are all-digital if they have not asked GPO to stop get. It is not customized to your library. That is important to remember. So because of that, what you have to do is go through your box the publications and I like to just flip them upside down. I think it is easiest, and they correspond how they are in the box. To the shipping list that is closest to it. Typically that is how it goes. So here you can see this is a congressional hearing. Can't quite read it on my screen. But it is right here. What I have done is when I am processing the documents and I am taking them out of the box, I see this title and I find it on my shipping list and you can put a star or check or whatever makes sense to you. And this one, water recreation guide, is right here. You go through your box and check them all, all the tangible publications off on your shipping list. Each box will have multiple shipping lists in it. It will also have separate shipping lists, and those will be designated by and at the top. The shipping list for the or separate, you want to hold onto those. I will discuss what they do next. So now that you have checked off everything that you have received in the box on the shipping list, and in this example the 214-0090 P shipping list I only received two publications. The next thing you have to do is to determine if you received everything that you should have gotten. This corresponds to legal requirements and program regulation number 17 which is depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damage receipts must be made within the opera timeframe and by the prescribed methods. So as a stated earlier, because they shipping list is the same one that is sent to everyone you have to determine if you have received everything you should and the way we look at it is the taxpayers have paid money to put this material in your library so you want to make sure you get what they are paying for. My next step after I've checked everything off is I would go down the item list and the item list can be found on FDLP .gov and you place your item -- your depository number in it and it will bring up a list of all the item numbers that you have selected. And then you would go down the list and make sure looking up all of these item numbers, and make sure that you are not missing any publications. So if you have something that you are selecting on this list and you

didn't put a little checkmarks or star next to it and you didn't receive it, then you know you need to claim it. Another way to do it which I am not going to show you today, this is a very simple way to do it but another way can do it is using document data Meyer 2. Away on that program that you can create customized shipping lists that is another program you can use if you are a little bit more computer savvy. And are interested in doing it that way.

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So all tangible depository material must be marked in some manner as depository property. And it is usually accomplished with the depository property stamp. That is from legal requirements and program regulations number 15. After you process your documents and you have determined if there is any missing publications. What you need to do is somehow Mark that material as depository property. In this example here, what the library has done is marked it with the date here, and then US depository item. And that is their way of designating it as a depository item. However I have also seen other ways that depositories do that. For example they keep it in the depository collection and only add depository items in there. I've seen libraries that use an eagle sticker that they place on depository items. I've seen libraries that don't market as depository item but have a record in there [ Indiscernible ] that can easily bring up lists. But the point is if you needed to create a list or needed to know if this item was a depository item that you would have some mechanism of doing it. Traditionally the way that is done is to property stamp that you have other options. If you're interested in in that. So then 16, library staff must be able to identify the shipping list date of receipt or the data processing of the processing material for retention purposes. Whether you use the shipping list date, date of receipt or data processing that is completely up to you. But there should way you can determine if this item, when this item was put into your election. The reason we request that and we have that as a rule, you keep those records for retention purposes. The traditional ways to keep items for five years. There other ways to weed things, but you need to know the date you have had it when you received it so you can tell if you have held it for five years. Most libraries well do a receipt, then received, January 2011. I've also received [ Indiscernible ] will read it on the inside cover. Whatever works for you but some way have to be able to determine when you receive that item. Now we will talk about separate boxes. Separates are sent in the boxes like we are talking about that you process. Or they are sent in mylar envelopes. And the boxes are sent separately. That's why they are called separate boxes. So again, up here at the top, who got the tracking number. We've got the library. Now how you can tell that these are a separate box is right here. It says 2014, 0016. So without opening the box up I know that corresponds to the separate shipping 2014. And this is the library number. So once you've got this number down here, with the shipping list number, what you can do then is go back in your piles, and try to find that separate shipping list. You may if held onto it because it came into another box. If you haven't already received the separate shipping list, you can wait and see if it comes in another box. And this is an example of a separate box. You can see the United States code came in a separate box. A lot of times I happens because the material is too big to fit into a regular box. We'll so this is what a separate shipping list looks like. Again, here you can see 214-0016 that was the number that was on the box but I highlighted. And here you can only see there are a couple of things in a separate box. They usually have a lot less than a normal box. And again, you do the same thing. You would check it off. Here's the United States code and I checked it off because I was the only thing I received in that shipment. So then the next thing I would do, is again to go make sure that I haven't missed anything. So I would verify that I received everything I should have on that shipping list. Now I want to show you what happens if you are waiting and waiting and you don't find -- you don't receive or maybe

you have lost or damaged your shipping list. There is another way that you can go in get those. On the FDLP webpage, and this is a screenshot of the FDLP webpage, if you click on collection tools and then blow on shipping list, -- the low on shipping list, it will bring you to this page, it is a shipping page and basically what you do is you drill down to what you are looking for. So here on the boxes number, I haven't -- if you haven't gone the sheet you can take this number on the box and come to FDLP .gov on the shipping left. I click on that. Is from 2014 so you click on that and it is a separate -- you click on the separate and you scroll down until you see 20140016 and then you open it up. It will be further down on the screen, I just and have enough room for it. And that he open it up and it will be a PDF format that you can print out.

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Here are a couple of things to keep in mind. When claiming. You should claim selected but not received publications. Publications damaged during shipment. Defective publications. And individual publications for entire shipments. They should not claim publications not on the libraries item selection profile. We get that frequently. Sometimes people will see things on their item selection -- the shipping list that they find interesting and will try to climate that if it is not on your list, they won't send it to you. People also should not claim newly selected publications who selection is not yet in effect. So if you place something on your item selection profile, it won't go into -- it won't go into effect until October 1. So say it is August 30, UF place something tangible on your item selection profile and you try to climate, they will not send it to you because it doesn't go into effect until October 1. Also do not claim materials on the claims copies exhausted page. What that means is they are out of copies to send. And then material listed as ship short. They have no copies to send. So all of this corresponds to [ Indiscernible ] number 17 and depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper time frame by the prescribed method. I can tell you as an assessor, when I assess libraries come at this is probably the most missed step four libraries when they are processing their documents. They forget to claim things. Don't forget to claim your documents that are missing. But if you do find that your documents are missing, you can claim them. If you go again to the FDLP age. Click on collection tools and then claims, and here you have 60 days from the date of the shipping list to claimant. It is important to open those boxes as soon as you can. So that you can get those claims in if you need to make any claims. Now, if you have a claim for a microfiche again because this comes from our vendor, it does not come directly from GPO, you have to send it directly to data management international. And there is the contact information but you can also find information on FDLP .gov. If you need some information about where to send these claims, that information is there as well. Some miscellaneous things that you probably should remember. Duplicate or misdirected shipments and boxes of received in error, return to GPO or forward to appropriate library. If you send a GPO request we can send the shipping label to you so that the library doesn't have to pay for it. And also helps us know if there are some kind of error in our shipping lines that we need to crack. I would recommend doing it every single time there is an error. And in addition defective copies claimed and discard the defective copy once you receive a new copy and do not offer it to the regional. And then if you have a problem with the claim, contact us by ask a GPO select Federal depository libraries then claims. We can all send an e-mail to FDLP outreach at GPO .gov.

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This is Ashley. Jamie has a unique section say figured it would be good to do the Q&A now rather than at the end of my section. Let me quickly go over the questions I came in. Question

number one I think was answer. What are separates? Jamie addressed a later on. She said that separate to arrive separately. They are usually too big to fit in the normal shipment box. They tend to come out in one office. There are different shaped box. We're sent the short of material later? The answer is no. When something is listed as ship short it means GPO got shorter. The agency has shorted us copies and we're not able to procure more copies. So if GPO is shipped short, it means we will try and throw as many of the copies into the regional boxes as we can and if there are leftovers we will keep throwing into selective on a random basis knowing full well that not everyone that selects it will get that. What is a proper time frame to claim? The answer to that is 60 days from the date on the shipping list. From Bath come I thought we are required to open process boxes within 14 days of receipt. Is that no longer correct? It was something that was recommended in the past for sure. But as we see more and more libraries use vendor record loads and stuff that come once a month, we have scaled back from that. We understand that your record loads may come once a month, and so it gets to be logically tricky. What we ask that you do is open them up and stage them at least so should somebody actually ask for something that you know we shipped out you can go and pull it off of a processing shelf. We asked the material be organized in some way but you don't have to actually fully processing get them catalogued within 14 days. Some questions that just came in. And address for GPO what we have to send something back? You don't need to worry about the address because if for some reason we are asking you to return material to us, we will give you a mailing label in your e-mail so you print the mailing label out and put it on a box. You don't need to worry about that. Would you please repeat your first point on flight 105 about contacting someone to save money?

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If you have a duplicated or miss directed shipment, if you contact ask GPO, we will do is send you the shipping label so that the library doesn't have to spend their money to send it to the correct location. You just send to ask QP a request and we will take your of that.

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If we goofed, we will take your of that. From sue, his is there a way to electronically claim microfiche? Sorry Sue, no. The vendors we are working with right now have their own process for processing claims, and so you need to look at the bottom of the shipping list to figure out how they want you to do that claim. Most of them now accept faxes I believe. I think some of them you can still mail them in. But things have changed.

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You can mail or fax.

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Tricky bottom of the microfiche shipping list and carefully look at the address where the instructions on how to claim. From Mark what happens if we miss the 60 days? Are we responsible for material we did not receive? That's a tricky question. Technically we should say us. But realistically, the material may not be available for sale. And what we would probably say is Please stand by for realtime captions. will processing your shipments and making prompt claim so that the happen. If it is a chronic problem, then we are going to dig more deeply and see if we can figure out a better way of helping you with your workload or something to that effect. The goal is to make sure that you get everything you are profiled to receive and we want to make that happen.

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Sometimes if you are just missing one or two publications, something came up and you are on vacation and you miss claiming a publication sometimes they will send it to you for free. You

can try that. We don't keep publications past 60 days because we have limited space bar warehouse so after the 60 day Mark is always a fee. But you 07 option as well as checking the needs and offers list to find a publication. Most libraries won't discard for five years, but some libraries for example like the highest appellate state court, if they have selected it, which is iffy, may be able to -- may be able to pick up a copy that way. Any other questions on this section? All right. I'm going to him this over to Ashley then.

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I'm going to talk to you about the peace level accounting and bibliographic [ Indiscernible ] cataloging and other such stuff here. Let me get my files in order. I'm also going to wrap up by talking about regional depository libraries. The regulation 12 states that depository libraries must maintain a piece level record of tangible depository holdings so that the individual depository receipts can be accounted for. Depository libraries have always been required to have peace level accounting of that federal property that they are housing in their library. Always been the case. We say that because the public has to be able to locate retrieve and to use that material in a timely manner. So the first thing that most people ask us is what is peace level accounting for tangible material? The answer to that is one of two things. Piece level accounting is either full cataloging down to the item level, or it is a shelf list. So going back and taking a look at full cataloging, cereals, you can use holding statements like 1992 to 2003 or 2002 to February -- 2002 onward but the February issue is missing. If you things like maps, you can use a map indexing with annotations of what was received. Shelf list. Most people these days don't really know what they shelf list is. An itemized list of everything that is on your shelf. That could include something like a card catalog where the individual pieces of receipts were recorded. It could be a straight word document that lists everything that has been received. It could be a mix of that. We prefer that it be in electronic format such as a spreadsheet. And we prefer that it be publicly accessible. So we are going to go into's more detail here because we get a lot of questions about what piece level accounting is. It is sort of a GPO term so we understand why there is some confusion surrounding that. Let's go into more detail. At the top here, you can see that there is examples of good and bad holding statements. You can use item records as well but for the sake of simplicity I will use holding statements are you can see the level of accountability that GPO is looking for. Over here on the left side, we see 1.1: 1909 to 2015. That is the end of role report of the Department of State for the years 1909 through 2015. Of that holding for our purposes a piece level accounting would be 1.1: 1909 to present. With that present there I can't tell of the 2015 edition has been received or 2016 addition has been received. For peace level records that will not meet that accounting requirement. It doesn't work for the peace level accounting. 1.1: 1909 to 1935, 1940 to 2011. Radar can see that we have a gap between 36 and 39. A bad holding statement those going to say 1809 to -- some years missing. That doesn't help us understand what years and missing so that is a bad holding statement. A good holding statement, a 1.2: AC one/2002, seat 232. Babbling statement would be to say you have received a C one through see 32. We have no way of knowing there is an AC one/2002 or 2002 version. If that helps put it in perspective, I see the level of accounting we are looking for. Below that we have a map Index chart. These come in sheets, and what we've done here is check off the plants. If we haven't received it it is not checked off. That is piece level accounting. You can tell which has been received. That works for piece level accounting. For materials received after January of 2012. You need to have some form of cataloging for them. We get asked, what is cataloging? The goal for cataloging is down to the item level in the tool that you use for your other library resources. We would love it to be in your [ Indiscernible ]. But we actually only require personal

level cataloging. What we would like to see as we would like to see records for the title or the series but you don't necessarily have to record the individual issues that have been received. If you do that partial level cataloging read have the serial record but you don't have the individual issues checked in, you still have to do that piece level inventory. You have always been required to have that piece level accounting in place and in theory it should be easy to keep it all in your [ Indiscernible ], but sometimes there is reasons where people don't want to put individual holdings or piece level accounting in.

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We only require personal level cataloging. Where you catalog is also up to you. I'm only wrong slide come I skipped had. Where you catalog is up to. Ideally, the [ Indiscernible ] would be the best place to Kellogg. Some people catalog in an access database. They're getting basic level titles, calm numbers, item numbers, things like that into a database. Some people do it in a spreadsheet, that works for us. We prefer the cataloging the online or electronic as opposed to something that is in print and we prefer the cataloging be publicly accessible as opposed to something that is been locked away in a staff work. If you have any questions about your cataloging workflow, feel free to reach out and ask us. Now we are back on the slide. There is an overview of your options when it comes to meeting the cataloging requirement for material received after January of 2012. One is you can just catalog everything to the item or piece level. That will meet both requirements for cataloging and piece level accounting. You can do some things I cataloging, serial titles and pamphlets that are very high level but maintaining your piece level accounting elsewhere. You can maintaining that piece level accounting in an electronic database or spreadsheet which is available on a public computer or on a public webpage. To sum up, GPO requires 100% piece level accounting of the federal depository collection that you house meeting your tangible collection. The government has always required that. GPO also requires cataloging to some level or degree for materials received after January of 2012. And the goal of this is to make the collection more visible and to increase its usage. That is what we are focused on. We are flexible about how you go about doing that. Given your library circumstances. Given that, we have to acknowledge that cataloging is done very differently in each library. You can copy catalogs from various sources, you can also do things like purchase bibliographic records from vendors or you can do original cataloging. It's not dumbest much any more but it is done in some places. Most people actually do some sort of a mix of everything I just talked about. For example we will see some libraries that catalog their monographs through a vendor. And they will do their cereals through a copy cataloging. Or we have seen libraries that catalog their print materials through a vendor but they do copy cataloging themselves for there online resources or vice versa. We have seen all sorts of makes us. Was cataloging are dependent on who is doing the cataloging. Whether it's a person that is doing it or whether all the cataloging is done by the technical services department. As part of some sort of integrated workflow so that usually drives how you get your catalog records. Where you can get your cataloging records for the docs, that varies. You have options. If you leave use the Kellogg, GPO catalog, industry. You can e-mail it to 25 records at a time and [ Indiscernible ] format or you can use Z39.50 gateway for up to 10,000 records anytime if you're catalog is see 3950 complaint. We can all see is that none GPO tool that we keep talking about documents and that is free. And you can download individual catalog records in a b.i.d. file format. The catalog record distribution program or sphere DP again that is a GPO partnership with [ Indiscernible ] were GPO pays for your both records. In a minimal money value-added services. Anything beyond that minimum level of value-added services you can pay for on top of that. So if you wanted something like call number

labels and stuff like that you can pay for that on top. There are a limited number of libraries that can participate in the program so it's every fiscal year we have to go in and allocate the number of libraries that are going to be in the program. We will talk more about the steer DP shortly. Than most people I think actually is vendors like OCLC, and those are actually fee-based services to get catalog records. But the cost from the record loads also -- maybe cheaper than copy cataloging because your staff time is money. Depending on what level of review you do of records and things like that, it may actually be cheaper for you to just pay somebody to give you some both. Votes. Something that you need to investigate if you think that your staff time is just needs to be streamlined a little bit. We work with vendors you tend to get your records and bold, you usually get them once month. Sometimes you get them customize to your profile. And you are usually able to get some other value-added services on top of that. Moving on.

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One thing I haven't yet talked about is what to do with the bibliographic control of online resources. Let's be clear here, you are not required to catalog online depository resources. But you are strongly encouraged to do so because it increases the access to the information that you have in those resources. Other ways of developing an online or digital depository collection though, they exist, other ways do exist. That includes making use of guides, or finding other ways of integrating online resources in the library finding aids like a government documents webpage or if you have a learning management system or course guides, things like that. Integrating online resources into those existing AIDS is a good way of providing access to those online resources. Let's talk briefly about retrospective cataloging projects. If your libraries undergoing a retrospective cataloging project for starters, good for you. Each project is unique though. With your local variables. So it's very difficult for us at GPO to give you some advice. Because of those variables. When we talk with libraries were doing retrospective cataloging loads, we asked them to take into account some of their variables such as where the collection is being catalog is housed. As a house smell and where will it be in the future? Are you in the process of moving it or consolidating it in a different location? What classification system or which systems are you using in that collection? Is a collection integrated in with other systems or is it separate? Is a collection in good condition or poor condition or does a very? How old is a collection? Is your library we things simultaneously while you retrospectively cataloging? That's a huge decision that dictates a lot of your workflow. Where you're catalog records going to be acquired from? Will you work with a vendor who specializes in historic government documents or well you be copy cataloging? What are you anticipating you are going to need their? Is your library on a shared catalog system? Does your library have a record of what was selected in the past from which you can tailor or customize records received from any bulk record purchase? What is your staff time versus your deadline? What is your timeline? Those are some very important forces. You get the sense of there's a lot of different variables that libraries are dealing with when they are doing retrospective cataloging projects. If we had to give one bit of advice that we know across the board applies to every library, it is to contact your regional library and then the library that may be impacted by your retrospective cataloging project. Especially if you are on a shared catalog or if you are going to be weeding the collection while you retrospectively catalog. Or if you're going to be moving your collection to a new facility or a new location. You would be amazed at some of the time-saving methods that other people have or some of the other ideas that people have for some of the concerns that people have that you didn't even know they were relying on you to have something and you are potentially considering weeding it.

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Another bit of advice that we absolutely would give to you is while you are retrospectively cataloging, do not throw away your peak -- piece level accounting shelf list or your spreadsheet or card catalog until your cataloging project is over. You need to maintain that piece level accounting at the appropriate location so that patrons have access to the collection during your project. We get asked by a lot of people if they have to keep that old card catalog or that old shelf list in a public area and the answer is if it is a piece level accounting or a portion of your collection, we would prefer it to be in a public area, that way the public is able to make use of the collection. But in recent years, we have come to understand that many selfless or catalogs are out of sync with the retrospective cataloging project. And maybe even weeding projects that of been done over the years. We also understand that using card catalogs is becoming -- I hate to say it -- it is becoming a lost art. And not necessarily going to benefit members of the public who don't know what a card catalog is. We heard a couple of horror stories from libraries to say that the cards in the card catalog were being used as scrap paper by people who didn't know any better. That really hurts. We do prefer that the bibliographic control remain publicly accessible but we understand why it may not work for your library. If that is the case what we ask is that your staff are trained on how and when to use the card catalog or the shelf list. Because they shelf list or card catalog that only one person knows how and when to use, it is just not very useful as a record of the federal property in your collection, and it really won't work as a tool for the public to use for finding material and collections. So make sure that everyone is aware of how to use you are finding. So it's all about real estate, and just in case you're wondering, we do request that libraries that use spreadsheets or databases for their shelf listing, we do request that they posed a copy of that spreadsheet or that database on a computer or a webpage so the public can look at it. One of the biggest changes that GPO has recently undergone is the transition to RDA or resource description and access. This is very important for depository library to understand because it impacts how you all develop your collections. Let me give you a bit of background on RDA first for those of you who don't know what it is. Catalogs, US government publications in all formats and high-quality or original cataloging down to national standards and that includes a bibliographic we capturing streaming videos, posters, contents and all sorts of languages. We began cataloging RDA on April 1, 2013. I believe Todd spoke with you yesterday about that. Some of the biggest changes that you will see in and RDA catalog record is that RDA most of those abbreviations have been eliminated from the catalog records. Like those Latin abbreviations which nobody understood anyway. Least of all the patrons. The general material designation or GMD has been replaced by three new fields. Content type 336, media type 337 and carrier type 338. Willing to RDA has had a great impact on the use of cataloging such as corporate name authorities. Which are authorized names used in catalog records to ensure consistency and accuracy. So if you're interested in this sort of thing, there are several webinars and webcast that a been done by GPO because authorities for the federal government are particularly tricky.

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Another change perhaps the biggest change that immediately affects you all in depository libraries is how GPO now deals with multiple formats and publications. Let's say that a publication is issued in paper on microfiche an online. In the past, GPO would catalog all formats on one catalog record. If your library use that catalog record that you had -- they had received a print version of something and they use that catalog record by default, that library would also have access to the online version because all formats were put on that one catalog record. But now in order to make use of those library catalog with discovery layers another such

functions that allow users to filter their search results by format, GPO has to catalog each record -- each format separately. So they publications issued in multiple formats what -- what we do now is we issue three catalog records or one record for each format that we see. Each record is going to refer to any of the other formats that may exist three field but it's not going to include the plural or the URL and any tangible format record. And that impacts you immediately.

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Whomever in your library is developing the depository collection, must be very clear on what is being catalog and what is not. They must also understand the methods of cataloging at their library. Library copy cataloging are paying for subscription services? If the library gets its records in bulk from a vendor, they have to understand how that record load is being customized and what records are actually being received. The very important questions for depository libraries to be very clear in. Within your libraries you need to communicate about what is being catalog. How is it being catalog? How is it tailored to meet the needs of your users? What we see in outreach and support a lot is we see a lot of libraries where the staff are not communicating with each other. The left-hand is essentially not talking to the right-hand even within the library. And the result, the collection is not being shaped the way that it was intended to be developed. The bottom line is your library may choose to maintain catalog records they keep all the formats together on one catalog record or you may opt to use separate catalog records for each format. The libraries that opt to keep every format on one record moving forward cataloging staff are going to have to make adjustments to the records to merge the information under one record. It becomes a maintenance issue. Also if your library decide later on to make use of the discovery layer in your [ Indiscernible ] you are going to have cleanup to do to separate out those formats on the catalog records again. Do what works best for your patrons and your staff. So we are going to change gears really quickly.

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We are going to talk about the regional selective system. There are two types of depository libraries. Regionals and select us. Regional depository libraries serve selective depository libraries in their state or region. Their role as a regional is to retain at least one copy of all depository publications and one tangible format or to ensure that there -- they are retained elsewhere through some sort of a selective housing agreement. That's what we call that comprehensive collection. One copy of the tangible format within the state or region. Regionals also serve as liaisons between the selective's and their state in GPO so often times if we have to reach out to a particularly dense library like recently we're regional to libraries in Florida, Georgia, South Carolina wondering if everyone was okay after the hurricane. What we tend to do is we tend to reach out to the regionals first because we know that the regionals have their here on the ground and they are keeping tabs and what is going on locally. The regional service liaison. Within the region, regionals provide interlibrary loan services, reference services and perhaps most importantly for selective's, regionals provide assistance in the disposal of unwanted government publications. They are managing the needs and offers of that withdrawal process in your state. Regionals often also provide consultation meaning they may visit your library or they may have phone calls with you. They sometimes manage local training opportunities. Sometimes they organize state or regional meetings. And many of them participate in professional associations for government information such as [ Indiscernible ] state-level associations. That deal with government information. Regionals are designated as a regional depository. By the states -- one of the state senators. Limit of two regionals per state so each senator gets to designate one regional. Most states only have one regional. Currently there are 46 regional

depositories in the federal depository library program. And selective's are served by regional depositories in a variety of models. There is one regional in the state which is most coming. There could be two regionals in the state. Either was shared responsibilities or collecting independent of each other. There could be multiple state regionals so for regional libraries are multiple state regionals. They serve multiple states or territories. You could be in a state where there is no regional. To state the present have selective depositories but no original depository for the state. If a depository libraries not served by a regional or if they are a regional themselves, depository publications must be retained permanently in tangible format or secured through selective housing agreement in another depository library. And here is a very colorful map of the regionals. Thank you Laura for generating our maps. Laura in case you don't know she does all of our map generation. The green states have one regional. That is the book of the country. Blue states have two regionals where the state is effectively divided up amongst the two regionals for administrative purposes. You can draw a line through the states and that's how they divide the state up. You'll states are multistate regionals really regional library serves more than one state. The one orange state that you see, North Dakota is a state where the two regionals work together to provide the comprehensive collection so they do not select 100% of everything but collectively they do. There is no line drawn through the state. Collectively they add up to 100%. And the two pink states are currently not served by a regional.

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Selective depositories. That was regional now let's move on to selective depositories. They are a bit different. Selective's of course get to select the publications that they want and they get to retain what they want. Within the confines of regulation. In other words, the customize their depository collection. This is achieved by selecting suitable materials for the users, retaining materials for at least five years, substituting tangible materials with online equivalents if they want to do so and retaining materials beyond the required five years as appropriate. And of course, they manage their withdrawals in conjunction with their regional library. Selective's are designated in one of three ways. They can be designated by U.S. house representative in their congressional district. There is a limit of two depository libraries per congressional district. Although it any given time there may be more than two and a congressional district because of redistricting over the years. None, to seek for selective depository libraries that were congressionally designated in one congressional district. It means that area was redistricted over the years and we grandfathered them in. Selective's can be designated by a US senator in their state and each senator can designate to depositories. There is a limit of four senatorial designations in total. Selective's can be designated by law or by act of law. These are an unlimited number of bylaw libraries that are allowed. They include state libraries, land-grant institutions, federal agencies, while libraries that have been accredited by the American Bar Association, service academies and so on. This is a good point to pause and talk quickly about state plans. Some states have a written agreement about how their state operates. Typically agreements may include things like collection development, training, housing, public and technical services information, marketing, shared reference service models to my visit information, information about how to transfer material around the state or run region, and disposal workflows. Some states do not have a state plan and some state plans are very outdated. If you have not read your state plan, contact your regional library to see if they would share with you. You may be surprised at the focus of your states collaborative efforts. Even if it is outdated and they help you and others in your state identify ways to work towards that comprehensive government documents collection in your state. I can personally vouch for that. I come from the

University of Maryland and when I last look at Maryland State plan, it hadn't been updated in a really long time but it always made me chuckle because it was clear that the adopters of the 1985 state plan thought that microfiche was the greatest thing ever. So we got a glimpse of how the state was leaning towards microfiche for that permanent record or the comprehensive collection.

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I am done with my little blip about bibliographic control and about the regional. Let's go through some questions. We have a question from Emily. Can we directly download catalog records from the CGP? The answer is you can download it in a MRC file format. How you ingest that file format into your catalog is completely dependent on which system you use and since there are hundreds of catalog systems out there, I can't advise you on how your system might ingest that content and actually publish that catalog record. But yes, you can e-mail records to yourself and you can use the 3950, it is a Gateway protocol to go in and get the catalog records from the CGP. From Justin, she is curious, how long do libraries keep shipping lists. It varies. Most people I think as a rule of thumb used to be like six months to a year. Some people cap them longer, some people cap them shorter. Honestly, if you think about it what you really need to do is just process the material. You need to process the shipment. And if you've got everything that you needed on that list, then really all you actually need to keep is the shipping list log to say yes a process shipping was number one dated 2014. Yes a process shipping was number two from 2014. Keep going on down the line that way you know you haven't skipped a list and if you put on the list and you know everything was successfully processed. It depends on how long you want to keep it but really what you need to keep track of is did you process everything that has been shipped out so far? From Thomas Waters, we catalog 100% or copy cataloging using record download it. On occasion we receive an item that has no record or only a brief record on OCLC. Catalogers prefer to set this aside until the record is improved. Reason that some items don't have a full record? Presumably input by a cataloger and is there a preference for how we handle lease? Putting them aside until the record is improved? Having our libraries improve the record themselves?

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That's a good question. I would assume that the brief record probably was a GPO record but I can tell that for sure. How you handle those situations is entirely local. As long as the material is accessible, if you have a staging area for materials awaiting final cataloging or whatever, you are fine. As long as there is an area that everyone knows if I am looking for something that we know we shipped out but it doesn't have cataloging yet, where might it be and they would know to go to that shelf or whatever, that would be our preferences that it is available and accessible. Everyone handles those types of procedures differently. No worries for the long question. From path, can you give me more detailed information about selective library substituting online records for tangible materials explaining the rules of what constitutes as acceptable, where there so flew part -- so few partners, USGS not listed as a partner. Substituting online records for tangible materials. We are going to go over substitution and supersession and the last program of today. So program 4. I will hold off on that question. Can you make sure that by the time I'm done and after the second session of today or the last session of the program, Kitty make sure that I fully answered your question? To have any more questions about the control or regional selective system? Box processing? Is anybody seeing anything strange in their boxes lately? Or anything like that?

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We have a couple questions for you -- quiz questions for you. Here's a true or false. Cataloging online resources is required.

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Good job. You can tell this is a common question we get. One other true or false. Each house representative can designate up to two depository libraries in their congressional district.

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The answer is true. Each house rep can designate to depositories in their district each senator can designate to depositories in their state. So there is a total of four senatorial designations because each state has two senators. And however many house reps you have. Is however many congressional district you have. Then on top of that there is by law libraries. And that is an unlimited number. The answers each house rep can designate to depositories in their congressional district.

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What happens when you have more than two in the district is that it has been redistricted overtime.

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I think the most depositories I've ever seen in one congressional district was eight. I think two or three of them work by law so it looked little funny but it is not and common with redistricting to go on that there are a lot of congressional designations from house reps.

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I haven't seen any more questions.

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You guys are troopers. It is hard to talk about bid control and make it sound interesting. I hope I was able to convey the importance of talking with your catalogers or if you are the cataloger, talking with whomever is developing a collection. The left-hand really needs to talk to the right-hand to make sure that if you're only cataloging the prints that somehow those online resources offer to get catalog or vice versa. Make sure everybody is on the same page. Okay.

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Once again, we are finished very early.

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I wasn't expecting that.

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You can have a nice long break. We can't bring you back earlier because some people may be coming just the next session and because he software will let us change the soft -- start time. Apologies for that but our next session started to 15:00.

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You'll be able to login as early as 2:00. Again you have a separately URL to click on for that. We will see you back here between 2:00 and to 15 things everyone. -- thanks everyone. [ The next session will begin at 2:15pm Eastern. ] [ Event concluded ]

