Declutter, Curate, Refresh

Make a Big Impact with Small Changes at your Federal Depository Library
Background/ FDLP Journey
Background/ FDLP Journey
Declutter

- Weeding
- Workflows
- Moving collections
- Clearing out old ways of thinking about government information!
Surprise!
Cleaning Up Your Workflow
Weeding with Purpose

What’s your vision? What’s the goal/outcome for weeding?

Do you have a collection development policy?

Are you discarding outdated material?

Making space on the shelves?

Looking to move to less tangible and more digital documents?

Do you want to create a browsable collection keeping items that aren’t heavy reading?
Unexpected Documents
Digital Weeding

PURL Usage Report
Publication Date
Archived Websites Records
Agencies
Selection Profile

- As you’re weeding, note some item numbers
- Look at your collection at stats
  - What is circulating
  - Areas you’d like to build and expand or minimize
  - Demographics of your community
- Special offers from GPO
- Choosing tangible or digital?
- DDM3
- Using the Catalog of GP
  - Search by SuDoc Stem or item number
Enjoying Successes
Guidance on Discards
Weeding, cataloging, shelf lists, discards & offers
Slow & Steady

“Visualize big, but go small...”

Kim Garzia, Library Specialist and Government documents technician, Jefferson College
Selection Profile

Cataloging & Classification:

Cataloging Record Distribution Program

Details
- Date: October 3, 2020
- Information:
  - Record message sent out: CREP-Changed Records from a Recent GPO PURL Update Project

Please note: MARCIVE has extended the timeframe when CREP catalog records are available to pick up in support of libraries at this time. Please contact GPO or MARCIVE if you have any questions.

The Cataloging Record Distribution Program (CRDP) provides GPO produced catalog records to participating Federal depository libraries at no cost to the libraries.

The U.S. Government Publishing Office (GPO) started the CRDP on October 1, 2019 and has expanded the program each year. Currently, it serves up to 251 Federal depository libraries.

GPO contracts with MARCIVE Inc. for bibliographic record services for CREP participants. MARCIVE personnel work with...
Enjoy Successes
Curate

Less is more
Small is beautiful
Love the local

- Find items of local interest
- Make items easy to browse
- Create new displays
Curate: Make it Pop!
Curate: Shelving Small Items

Jefferson College Library

Garden Grove Main
Curate: Browsing a collection

Leave Gaps!
Curate: Consistent Labeling
Curate: Access Database Labels

HE 20.7002:K 73/2015 / 20151124
0504 / 20160063P
Knees Lifted High, 2015
GARDEN GROVE LIBRARY / 2015-12-22
Curate: Displays
Curate: Local, State, and Federal Government Documents

Jefferson County History Center: Archives & Research Room, Jefferson College Library
Curate: Collections & Access
Refresh

In 2020 and Always

- Build excitement
- Create something new
- Refresh for your community
Refresh: COVID

Use your time for projects:

- Updating your Selection Profile
- Update your Gov Doc Collection Development Policy
- Write a Succession Plan
- Inventory
- Cleaning up catalog records
Refresh: COVID
Refresh: COVID
Refresh: COVID
Refresh: COVID

Access to Government Information During Closure

As a member of the Federal Depository Library Program, Jefferson College Library is committed to providing access to Government information, even during our closure due to the novel coronavirus (COVID-19) pandemic. Please email the Government information librarian, Lisa Pritchard, at lpritch@jeffco.edu with requests for information. Alternative forms of assistance will be used to ensure access to Government information. The Library will work with partners across the nation to meet your information needs.
Refresh: COVID
Census 2020: Home
Information about the 2020 Census.

The 2020 Census is fast approaching. Data collected in the census will inform the distribution and food assistance. It’s important that we all respond to shape the future of our community.

Refresh: Guides and Webpages
Refresh: Exhibits
Refresh: Exhibits

Military Art
Census
Gov Infographics
Maps
GPO Posters
Local Subjects
In-house posters
OC PUBLIC LIBRARIES
GOVERNMENT DOCUMENTS
PROGRAM

Mission:
The Garden Grove Main Library, located in the 47th U.S. Congressional District, was designated a Federal Depository in 1963. The primary mission of OC Government Documents Program is to provide free access to Federal Government information through print, digital materials, and online resources.

This will be achieved through:
1. Offering a large selection of digital documents in our catalog that are available 24/7
2. Providing a Government Resource webpage on our library's homepage
3. Providing expert assistance by a trained librarian
4. Following the requirements set forth in the FDLP Legal Requirements and Program Regulations
5. Supporting the general collection of Orange County Public Library, which serves the citizens of Orange County, California.

Document Categories

<table>
<thead>
<tr>
<th>Agriculture/Science</th>
<th>Education</th>
<th>Orange County Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>FDLP</td>
<td>Politics/Elections</td>
</tr>
<tr>
<td>California Government</td>
<td>Federal Government</td>
<td>Statistics &amp; Demographics</td>
</tr>
<tr>
<td>Careers and Occupations</td>
<td>Health</td>
<td>US Patent and Trademark</td>
</tr>
<tr>
<td>Citizenship and Immigration</td>
<td>Legal</td>
<td></td>
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<tr>
<td>Consumer</td>
<td>MILITARY/ Veteran Services</td>
<td></td>
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</tbody>
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Refresh: New Ways of Thinking

ChooseMyPlate.gov
Refresh: your community

Local Food @ your library
A PANEL discussion on AGRICULTURE in JEFFERSON county and the DEsoto Farmers' Market

FRIDAY, SEPTEMBER 24TH 2:00-3:30 P.M.
JEFFERSON COLLEGE LIBRARY IN Hillsboro

Finnish Scholar @ your Library
Cultures of Hunting in North America and Europe
A Historical Overview

Dr. Mikko Saini

Ann Fuhrman is the United Nations Documents Specialist in Missouri's only UN Depository Library.

Betty Olson--De Soto Public Library Librarian--50 years
Refresh: your co-workers

Federal Depository Libraries 101

Welcome to the FDLP Academy

The goals of the FDLP Academy are to:
Refresh: Gov Info Peeps

March 3rd, 2020
Refresh: FDLP friends

PLANNING YOUR FEDERAL DEPOSITORY CELEBRATION

Plan
The length of time that you will need to plan your event will depend on your library and community. Do not let the time that you want to use fill up quickly with requests. Do you need to work around academic or legislative calendars? Do you know the protocols of your institution? The further out you can plan, the more time you will have to invite guests, line up activities, and get together your plans. Spread your celebration out over a month, a year, or make it one big event. Simple or grand – you decide!

- Theme or message of the day
- Check-list & continuity plan
- Your enthusiasm will be contagious

Get a team
Get together a diverse group from your library or college; the more perspectives you can bring into the initial planning stage, the more ideas you will have on how to create a successful event. Ask for help and be specific. One person can take photos, make buttons, or pass out cupcakes. Your colleagues, friends, and community want to be a part of the program.

Ideas and Resources for Planning your Anniversary or Special Occasion

"Your voice as a depository librarian is critically important in the promotion of the FDLP and Federal Government Information." — FDLP website

Enjoy
There is no substitute for careful planning, but on the day of any large event, especially one for which you cannot anticipate the audience size, some things will go awry. Whatever you do, keep focused on your primary goal – cultivate a greater understanding of the wonderful resources Federal Depository Libraries provide to their communities.

- Have a plan, but be flexible
- Keep your own remarks short
- Enjoy the visitors and your guests, everyone will take clues from you about how to behave
- Document the event, you will want photos for future promotions

Things happen
Whether it is insufficient buttons, too many cupcakes, or speakers who change the program, something will not go according to your plan. The attendees will not be aware of all that you have planned, and community members, young and old alike, will create some fun moments, even if they are unexpected. Remember – just enjoy it!

After the Party
Your celebration will bring attention to your collection and help promote the materials and services your library provides as a Federal Depository Library, newspaper articles, and questionnaires about the FDLP will provide opportunities for you to educate the public about this important program and the materials it provides.

Make sure that you keep up the momentum beyond the celebration. You can continue to have similar events that feature Government Documents for Constitution Day, Veterans Day, or other federal holidays. You can promote access to your collection and civic engagement by partnering with other governmental agencies and community groups.

Follow-up
While you thank those who helped to make your event a success, especially elected officials and their representatives who attended the event, your board or administration, and other library staff who helped, let GPO know about your event and how you used their promotional materials.
Measuring Impact:
Let me count the ways

- Stats
- Engagement
- Social media
- Your own enthusiasm
- Community enthusiasm
<table>
<thead>
<tr>
<th>Statistics</th>
<th>Engagement</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Grove Main Library</td>
<td>Jefferson College Library</td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>Libguides, Videos/FB Posts</td>
<td>Circulation</td>
</tr>
<tr>
<td>Social media</td>
<td></td>
<td>Events &amp; Exhibits</td>
</tr>
<tr>
<td>Interactions with the webpage</td>
<td></td>
<td>Passive Programming</td>
</tr>
<tr>
<td>Digital document clicks</td>
<td></td>
<td>Stakeholder Support</td>
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<td>Administrative Support</td>
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<td></td>
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Challenges

- We aren’t full-time dedicated Gov Doc Librarians
- Working around daily library needs
- COVID
- Distrust of government
- Building support for program
- Keeping up with requirements & changes
- Cataloging challenges & Selective Status

Remember you aren’t alone!
Future Plans/ Staying Motivated

- Display on government conspiracy theories
- Systemwide grant programming
- #TBT Throwback Thursday
- Citizenship Corner/Veteran Resources Maps Exhibit, More Guides, Videos on Gov Info, Digital Records Project
- Weeding, State Bi-Centennial & Gov Docs
Resources & References


Be a Voter https://www.ocpl.org/voter

More to come!

Cassandra Sargent

OC Public Libraries | Garden Grove Main Library

cassandra.sargent@occr.ocgov.com

714-530-0711
Links & References for Jefferson College Library

Census 2020 Libguide https://libguides.jeffco.edu/census


Celebrating 30 Years in the FDLP https://www.fdlp.gov/all-newsletters/community-insights/2151-jefferson-college-library-celebrating-30-years-in-the-fdlp

Vote 2020 Libguide https://libguides.jeffco.edu/vote2020

Lisa Pritchard, Jefferson College Library, 636-481-3160, lpritcha@jeffco.edu, www.jeffco.edu/library
Questions?
Thank you!