The Give and Take of Coordinating Concurrent Large and Complex FDLP Projects

James Rhoades
Old Dominion University
Goals of the Session...

• Getting to know one another
• Creating a good plan
• Establishing workflows
• Empowering colleagues
• Setting reasonable expectations
Getting to know one another...

Please place your pointer where your depository or institute is located.
How many people at your institute process or work with government documents?

Please place your pointer on the image that best represents your institute.
How big is your depository collection selection?

- 100% (Probably a regional)
- 75% or more
- 50% to 75%
- 25% to 50%
- 1% to 25%

Please place your pointer on the image that best represents your institute.
Old Dominion University (ODU) Snapshot

- R2: Doctoral University – High research activity
- Research Library with 20+ professionals
- Serves over 19k undergraduate students
- Serves over 4k graduate students
- Serves over 900 faculty
- Six colleges
- 91 Bachelor’s degrees
- 41 Master’s degrees
- 22 Doctoral degrees
ODU Federal Depository Library Program in 2017

- Depository for over 50 years
- Selective with various formats
- Two staff members working with the collection (including myself)
- Close to 65% selection
- 6,804 linear feet of shelved items (2,268 shelves)
- Large number of items never cataloged
How long is 6,800 linear feet?

- Length of 5 football fields
- Length of 10 football fields
- Length of 15 football fields
- Length of 20 football fields
Setting the stage at ODU
Push for change and space...

• Re-evaluate our FDLP program
• Should we stay or should we go
• Give them what they want
• Find a way to stay
• Reduce the footprint
What to do?
Creating a good plan

• Get the Regional Depository Coordinator involved
• Consider the options
• Consider the amount of work
• Consider the benefits
• Be prepared to sell the plan
• Be prepared to carry out the plan
• Be ready to do a lot of work
What were ODU’s concurrent projects?

• Becoming an ASERL Center of Excellence
• Collaborating with our Regional Depository
• Massive weed of the collection
• Offering up items
• Discarding of items
• Shipping out claimed items
• Relocating collection after the weed
• Adding to the collection from our Regional
• Processing and cataloging added items
Who was going to complete the projects?

Depository Coordinator
Let’s get to work but...

What’s the timeline?

Can it be phased?
Elements of workflows

• Staffing
• Timelines
• Resources
• Overlap
• Communication
• Cooperation
• Accountability
Offering up documents...

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<th>June</th>
<th>Total</th>
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Total Offers Expired w/o Claim: 14,026

Library - 5,427
Old Dominion University - 27,809

Most Claims:
- University of Kentucky - 280
- Clemson University - 292

Number of Depositories Registered to Use the ASERL FDLP Disposition Database, by State:

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<th>DC</th>
<th>DE</th>
<th>FL</th>
<th>GA</th>
<th>KY</th>
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Total in-COE Scope Claims: 866

Total in-COE Claims: 866
Most in-COE Claims:
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Association of Southeastern Research Libraries
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Telephone: 404-413-2896 | Web: www.aserl.org
Example of simple workflow...
Workflows on steroids...

- Thinking only about numbers
- Thinking about production output
- Thinking people are machines
- Thinking all items are equal
- Even worst...thinking you can do it all
Putting together a team...

- Coordinators can’t do it all
- Big projects require lots of help
- Help usually comes across departments
- Lack of direct reports
- Use students
- Little input on team composition
- Find a way to make it work
Empowering colleagues...

- Identifying strengths
- Realizing weaknesses
- Encouraging communication
- Establishing buy-in
- Recognizing accomplishments
- Understanding reporting lines
- Ensuring accountability
Reasonable expectations...

- Even the best plans can change
- People are not machines
- Workflows need to be flexible and realistic
- Some things are out of your control
- Trucks taller than railroad bridges won’t go under
Let’s review...

• No project or projects will be easy
• Planning helps
• Developing workflows help
• People make it happen
• Being realistic is critical

Thankfully, document librarians and document staff are the smartest and best!!!
Thanks...questions?

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