E-COMPETENCIES

GODORT RESOURCES
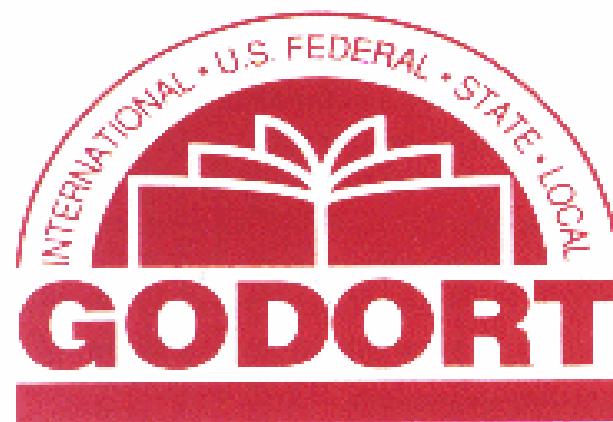
Amy West and Sherry DeDecker

7/18/2007

GODORT Created Resources

http://sunsite.berkeley.edu/GODORT/created.html

**American Library Association
Government Documents Round
Table**

Cataloging
Committee

GPO PURL Alert
PURL (text file) updates for **2001**

January	February	March
April	May	June
July	August	September
October	November	December

ALA/GODORT Cataloging Committee Toolbox for Processing and Cataloging Federal Government Docum...

File   Edit   View   Go   Communicator   Help

Bookmarks   Netsite: http://www2.lib.udel.edu/godort/cataloging/toolbox.htm   What's Related

Toolbox for Processing and Cataloging Federal Government Documents

The following tools are of use to personnel who process and catalog materials distributed through the Federal Depository Library Program (FDLP) which is administered by the U.S. Government Printing Office (GPO). Many are available at no charge via the Internet. GPO staff members catalog and index United States federal government publications, creating or adapting most of the USMARC records used by FDLP library participants. This Toolbox brings together tools and guides for both new and experienced library staff who process and catalog depository materials.

GPO Item Selection and Classification Information ||| Depository Processing Tools
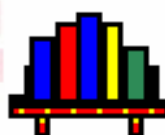GPO Cataloging Records ||| Collection Management Information

Cataloging Handbooks, Manuals, and Guides:
Links to Selected Tools | Megapages by Library Organizations | Tool Collections by Individual Libraries

Location: http://www.lib.umich.edu/govdocs/godort.html

**American Library Association
Government Documents Round Table
Education Committee**

GODORT Handout Exchange

Submit your URL to the GODORT Handout Exchange

Search

Last updated on August 9, 2001

What's New

American Library Association, Government Documents Round Table (GODORT), Education Committee Go...

File   Edit   View   Go   Communicator   Help

Bookmarks   Location: http://sunsite.berkeley.edu/GODORT/education/clearinghouse/index.html   What's Related

EDUCATION COMMITTEE

GODORT

Government Information and Depository Management Clearinghouse

Welcome to the Clearinghouse!

The goal of this GODORT Education Committee project is to gather into one place the many tools available to government information librarians to assist in the successful management of electronic government information, and in building advocacy skills to promote access to this information.

Clearinghouse Topics Web Pages	Tutorials for Using Government Information	Tutorials for Training Government Documents Staff

Clearinghouse Topics Web Pages

- **Federal Depository Library Management** Thomas Karel, Franklin & Marshall College/Maintained by Anne Liebst, Baker University
  - **State, Local or International Government Information Management** Katherine Holvoet, University of Utah
  - **Providing User Access for Electronic Government Publications** Sherry DeDecker, University of California, Santa Barbara
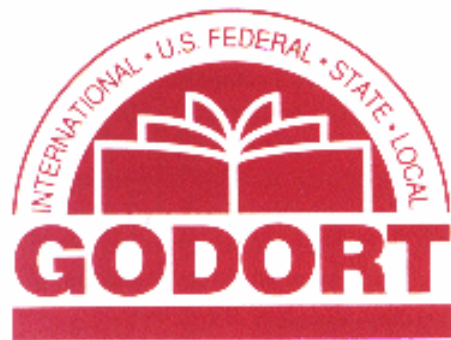
Frequently Used Sites Related to

U.S. Federal Government Information

Federal Documents Task Force (FDTF)
Government Documents Round Table (GODORT)
American Library Association (ALA)

NEW **Terrorism links: at this site** ● **U.S. State Department** ● **U.S. Defense Dept.** ● **Evergreen State College (Olympia, WA)** ● **George Washington Univ.** ● **Univ. at Buffalo** ● **Univ. of Michigan** ● **Univ. of Richmond** ● **Vanderbilt Univ. (Nashville, TN)**

By Level of Government

- President/Executive Branch
- Congress/Legislative Branch
- Supreme Court/Judicial Branch
- Agencies - Branch & Independent
- State and Local Governments

By Subject

- Indexes
- Agencies and Executive Departments
- Agriculture
- Business and Economy
- Census
- Congress
- Consumer Information forms

- Health and Welfare
- Indexes
- Laws and Regulations
- Maps and Geography
- Natural Resources
- President
- Scientific and Technical Reports

CD-ROM Doc:
GODORT CD-ROM Documentation Service

Government Electronic Resources in Physical Format

Search the Database	Edit or Add Records to the Database
See Tips Below	**Requires Password**

What is the GODORT CD-ROM Documentation Service?

The project provides bibliographic, content, use, technical, and management information for government-produced and government-related CD-ROMs, DVDs, and floppy disks, brought together in one centralized location on the World Wide Web. Federal, state, international, foreign, and commercial physical electronic media are included. Links to websites that contain related information are also provided.

- About this project

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)

GITCO Home > Government Information Model Web Page Template

Government Information

See the **Help** page for loading the Template

The following list suggests the best sites to find government information available online for federal, state, international, and foreign levels of government.

Sections

1. Federal Government: General Information
2. Federal Government: Legislative and Regulatory Information
3. State Information
4. International and Foreign Information
5. Statistical Resources

GODORT

How to Find Information about Government CD-ROM Products

These are some sources of information about government CD-ROM or floppy disk products, focussing on those sources that list and/or provide information about their content.

Information that may be included with the product or accompanying publication

- File on the CD-ROM or floppy disk, often called "readme" or having a .txt, .asc, .doc, or .wri extension.
- Accompanying booklet or cover within jewel case of CD-ROM.
- Information accessible from the access software provided.
- Technical or other manuals provided by the agency or vendor.
- Print, microform, or Internet equivalent or near-equivalent.
- Current awareness publication issued by agency.

Lists of CD-ROMs and documentation

- *CD-ROM Technical Documentation Project*. Committee on Institutional Cooperation. "This matrix of CD-ROM products is being developed by government documents librarians [...] to identify existing user guides, technical documentation, and World Wide Web alternatives to the individual CD-ROM titles. It is also being used as a working paper from which CIC librarians will select documentation for conversion to

Gov Docs Online Tutorial

Welcome to the AALL/GODORT Government Documents Tutorial. If you're new to the tutorial, please read our brief Overview.

This tutorial uses many advanced HTML features that may not be supported by older web browsers. If you have a "version 4" browser (e.g. Netscape or Microsoft Internet Explorer 4.0 or higher), you should have no problems (though there may be problems with Macs).

If you're not sure of your browser version, click on the button below.

Display Browser Info

For comments or questions regarding this tutorial, contact either Charlene Cain of the Paul M. Hebert Law Center Library, Louisiana State University, or Larry Schankman of Mansfield University. For your convenience, you can also fill out an online Suggestion Box.

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)

GITCO Home > E-Competencies

Introduction

These "E-Competencies" represent a GODORT effort to describe the technical skills and knowledge that depository librarians need to possess in order to to provide effective service with electronic products.

In most institutions, the ability to use many of the competencies listed here are influenced by forces outside the depository itself. For instance, administrative decisions, whether policy or budget, can determine how well a depository delivers electronic services. Likewise, the policies, procedures, and personnel of a library's systems or IT department can have a great effect on e-competencies.

The effective depository librarian will have knowledge of the local personnel and policies related to information technology. S/he should cultivate positive relationships with administration and systems staff, in order to insure excellent service for electronic government information. S/he should have knowledge of, and input into, technology-related policies affecting the depository. When necessary, s/he should seek out training opportunities. S/he should also take advantage of expertise throughout the government documents community to aid in meeting the e-competencies noted here. One can ask one's regional, nearby depositories, or the community at large via GOVDOC-L.

Tier I:
E-Competencies That Every Depository Librarian Should Have

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)

GITCO Home > E-Competencies > Tier I: E-Competencies That Every Depository Librarian Should Have

1. Computers 101
2. An understanding of GPO's Minimum Technical Guidelines.
3. Competency with Windows operating system.
4. Competency with web browsers and file formats.
5. Competency with e-mail.
6. Competency with electronic catalogs.
7. Competency with web URLs.
8. Awareness of user ability and experience.

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1. Computers 101: Have a *basic* knowledge of the following terms:

     hardware
     software
     the 'Web'
     CPU
     monitor
     peripherals (drives: 3.5 floppy, legacy 5.25 floppy, CD-ROM, DVD, Zip)

**American Library Association
Government Documents Round Table**

Government Information Technology Committee (GITCO)

GITCO Home > E-Competencies > Tier II: Skills Which At Least One Depository Staff Member/librarian Must Have

1. Ability to use Tier I knowledge to install and troubleshoot software
2. Basic skills with word processing and spreadsheet software
3. DOS commands, to support a number of older (CD and floppy) electronic products

1. Ability to use Tier I knowledge to install and troubleshoot software

Includes ability to recognize file formats common in software installation (find a setup or install executable file; find and open a readme file). Competency with utilities such as FTP and file decompression/compression utilities (ability to unzip files)

Resources to help develop these competencies:

About Installing CDs
What is File Compression?
Compression Using Winzip
What is FTP?

Return to Top

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)

GITCO Home > E-Competencies > Tier III: Skills Which Are Very Helpful To Have, Especially In A Depository Library Serving Clientele Performing Research

If your library does not possess these resources or skills, be able to refer to another depository, such as your regional or other local research library's depository.

1. Competency with database software, such as MS Access, FilemakerPro, etc.
2. Basic UNIX commands
3. Competency with statistical software, such as SPSS and/or SAS
4. Ability to do all of the pc skills above with Mac, too
5. Web authoring skills
6. Competency with GIS applications and data

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1. Competency with database software, such as MS Access, FilemakerPro, etc.
Much government data is compatible with (and desirable to use in) a database format. In addition, managing item selections, etc., can greatly be aided by an ability to use databases.

Resources:

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)

GITCO Home > E-Competencies Toolbox

Tier I

Copy & E-mail Web Pages · File Formats · Google Directory "Data Formats" *(data = file in computer science jargon)* · Internet Explorer Keyboard Shortcuts · Netscape Navigator Keyboard Shortcuts · Printing .pdf Documents

Tier II

About Installing CDs · Converting Text Tables to Excel Files · Exploring a CD's Contents · Exporting and Printing from a CD · Removing Hyperlinks from MS Word 97 · Troubleshooting Web Docs · What is File Compression? · Compression Using Winzip · What is FTP?

Tier III

Hiding *{email}* addresses from spammers

Done   Internet

GODORT Created Resources: How You Can Help

Submit recommendations to:

Amy West: **westx045@tc.umn.edu**

Megan Dreger: **mdreger @mail.sdsu.edu**

Co-Chairs, GITCO

Cass Hartnett: **cass@u.washington.edu**

Coordinator, Federal Documents Task Force