

PLEASE STAND BY FOR REAL TIME CAPTIONS.

>> Hey everyone this is Jamie at GPO. We will get started in a few minutes so everyone feel free to adjust your volume.

>> Hey everyone, is Jamie at GPO again. We will get started in about five minutes so everyone adjust your volume.

>> All right everyone, we are doing a final audio check and we will get started in about three minutes.

>> Good afternoon and welcome to the webinar providing access to digital documents. My name is Jamie Hayes and I am

with GPO. I have been with GPO for almost 6 years and actually September will be 60 -- six years. Before coming to GPO, I was a depository coordinator at the University of North Carolina Wilmington and then I was a paraprofessional who opened the boxes at the state library and one of the things I do for GPO is I do consultation and training and I visit libraries. I have visited about 215 libraries so we will do a little bit more of housekeeping reminders and then we will get started. If you have any questions you would like to ask me or if you have any technical issues, please feel free to use the chat box located in the bottom right-hand corner of your screen. My colleague here, Ashley Dahlen will be here to answer any technical questions and she may interrupt if you have a stumper of a question for me. We will be recording today's session and we will email a link for everyone that is registered for today's webinar and we will also be sending out a certificate of participation using the email you used it to register and if anyone needs additional certificates because multiple people watched the webinar with you, please email [sdlp.org](mailto:sdlp.org) and include the names and emails for those that need certificates. You can click on the fullscreen button on the bottom left side of your screen into exit, mouse over the blue bar so that it expands and then click on the blue return button to get back to DeVault view. At the ankle of the session, we will share a satisfaction survey with you and we will let you know when the survey is available. The URL will appear in the chapbooks and we would appreciate if you would take the survey for us. Finally, I will be sharing my presentation today and screen sharing it today. What that means is once I start speaking

, you will no longer see the chat box in the lower right side of the screen. If you want to ask a question or want to watch the chat traffic as it comes in, once I start screen sharing, just mouse over the blue bar at the top and when the menu drops down, click on the chat to enable the chat box. With that, we will go ahead and get started. Providing access to digital documents. I want to thank you all for signing up. I have quite a few questions in the registration and I will try to cover most of them. Some are little outside the scope of the presentation but we will get to what we can today. Okay, having visited and worked with depository libraries, I can tell you there's a lot of confusion about what to do with these digital documents. As we are all aware, most government documents are now published in a digital form out

and management of this format can be very difficult. So, when going out to visit libraries, myself and outreach team here, we notice a trend so many people are feeling pretty uncomfortable with the digital documents so if you are also feeling uncomfortable, you are definitely not alone. Here are some of the frequent questions that myself and outreach team received only on visits. So, I would just read a couple out for you guys. How to make information available to patients? What do I do with digital information? What I my crew required to do? What is the workflow of getting these digital titles into the catalog? How do I manage electronic documents? How do I manage working with new electronic titles with the NET?

It is my goal that after this presentation, you will be able to answer all these questions. At least, I hope. [ Laughter ] what we will cover today, we will cover definitions to make sure we are on the same page

and we will cover the legal requirements of what digital documents and what are the requirements for those. How do you find records of digital information. We will do a question and answer session and a lot of those question and answers came from the registration question and talk briefly about promotion of digital documents. In order to have a conversation about digital documents and digital depositories, we have to have an understanding of what these topics mean. First, I want to understand what digital depository is. Our physician is and co-all digital depository focuses on the selection and provision of access to online or digital depository resources. During this presentation, you will hear me use interchangeably online or digital. I know for some people it has a different meaning to them but for me, digital and online mean the same thing. Just know that I interchange them through the program. Basically, and all digital depository has no tangible. They are not receiving any publications and that means they are not receiving any books or maps or CDs or DVDs and they don't have the old historical collection. There is no tangible. Presently, GPO is aware of only a handful of truly all digital depositories and most of these are libraries that have joined the program in the past 5 to 6 years that are never intended to select digital depository documents. Depositories that have digital materials and have been in the program longer can become all digital depositories by changing the profile and it is a process that takes five years so it can become digital depositories and a mostly digital depository collection, by definition

, mostly digital depositories are basically all the depositories in the program. They receive some tangible publications but the majority of what they are providing access to is digital. They may select some tangible material and plan to keep tangible coming in. They may have a tangible collection in the library or they may not. Now, the purpose of talking about this is just to give some definitions. Your library does not have to fit into one of these categories. This is just something for us to have so we can have a conversation. As selective depositories, you make the determination 100% of how the collection is going to look. So, we also have to define what a digital publication is. We get a lot of questions about what online or digital publication is and for our definition, and online or EL publication is a government publication in an online format. An online or EL item number can be applied to one or many publications in a variety of formats. For example, it can be an entry point to a portal such as USA.gov. That is considered online publication. It can be an archive website such as the US Memorial Holocaust Museum and this website has been captured through a full website and stored and archived and those websites are also catalogued by the CUP to point to the archive site. It can be an archive website. An online publishing can also be a database such as American factfinder but commonly, it is a PDF for other format documents made available through GPO persistent uniform resource locator or a Perl. So, please note that Perl sometimes routes users to a copy of the publication on the servers or routes the user to where the publication lives on the agency website. So, I will talk a little bit more about pearls. I do not plan to talk a lot about pearls but I got a question about it so we will talk about it more. Since 1998, US governing publishing office has used pearls to provide libraries and other parties stable URLs to online federal information. If the user clicks on the Pearl, the request will be routed to the federal publication. Libraries do not need to update the catalog records since GPO staff will modify the federal information changes and the Pearl server will route traffic to the appropriate website. If the agency website is more up-to-date than the pearl that goes elsewhere, what steps do you want us to take? If the website is more up-to-date and just Google

ask GPO and let us know about the situation and we can update it. I have another question. Do you combine entire reports or do you keep appendices separate? Do you automatically OCR all PDFs whenever possible? They seek to provide a faithful rendition of the original documents and how it was presented at the time of publication. Another question was can we rely on pearls that are created after harvesting agencies website? Sometimes there are problems with the agency revamping the website. The harvest are scheduled periodically and capture a website that might be delayed because of it being on a schedule. We inform GPO if there needs to be an update. Otherwise, we will capture it during the

next harvest. So, we talked a little bit about pearls and now I want to explain where you can find that online or digital content.

So, there are several different places that you can go to in order to find the digital content. So, you may have description databases to provide but I will provide you with some resources from here at GPO. The first source is online or digital publications in your library catalog. If you are cataloguing the material, you can check your catalog. Another source of information is the US government publication or the CGP. The CGP

is a full pack in a time GPO wants to catalog the documents, this is where we will catalog it. You can search

the documents and we will see that in a little bit. The basic collection is a collection of important government information titles that every library is required to make accessible. Every title on that list is available in the digital format so those titles should also be made available somehow at your library. Got info. If you have not used it before, it is the successor and it is a portal or database that you can use to access PDF versions of government information. Then, there is GPO with the federated search engine attached which can retrieve reports and articles and citations by searching across multiple databases. I will apologize right now. I don't know if you can hear the sirens but we are in a room close to the road so you may hear some sirens on and off. Another source for digitized depository content is the partnerships. We form partnerships with depository libraries as well as federal agencies and we make the content more available. Some of our partnerships include digitization which makes the older historical material more acceptable and then we have the agency subscription database that you can access and that is another source for digital government information. When we talk about digital or online government information, there are always questions about the legal requirements. Right now, I have taken some of the questions that I have received over the past couple of years about digital documents and depositories and try to answer them based on the legal requirements. The document you see in the top and left side is a small picture but you should recognize it. It is the most updated version of the program regulations and I will ask Ashley to place the link to the legal requirements.

>> Thanks for the heads up. >> No heads up here. Keep you on your toes. She will place a link to that so you can take a look at it as you want. Some the questions here are ones that I have received and some are questions that I received through registration. The first question, are we required to provide scanning and printing services? You are required to provide access to printing services. Patron should be able to print via a printer or mediated access. So, what that means is if you have printers, the public should be able to print from those printers. If you are at a university and it is tied to a university account, maybe it is possible to have your patrons via print card or maybe there is a printer behind the service desk. The other option is to provide mediated access and that is to print for your patron. Scanning is not a requirement but it is definitely an added bonus if you are able to provide that to your users. Because I get the question a lot, you are not required to provide free printing of government publications and if you charge your patrons for printing, that is perfectly fine. Do we have to list online content for the regional? In the legal requirement, anytime you want to discard tangible publications and that is books or CDs or DVDs or maps, you have to list that material according to the regional requirements. Okay? It is not the same with digital. There are no retention requirements for online material. Okay? That means it is up to you how long you keep that digital content on your website or in your oh pack. You do not have to list it with your regional. Does GPO send these records to our library? Okay, yes and no. We do not physically send anything to your library, okay? If you select item numbers that are associated with a digital number item, GPO is not sending anything. With the tangible, if you select the item number, we send you a physical item but it is not the same with the digital. If you select digital item numbers, we are not sending you anything. What happens then is it is up to each library how they want to make the digital content available to the general public. You have to be proactive in going

out and getting that digital content and I will show you the couple of ways that I have seen libraries do that but the answer to this question is no, GPO is not physically sending you anything. They are not sending you records and the yes part is that there is a program called the cataloguing distribution program or that see RDP and if you join that program, GPO will pay for your library to receive records and through those records, it is a batch download. That is the only exception. Otherwise, if you are not part of the CRP program, you have to proactively go out and get these records yourself. Ashley is on it and knows where I am going. If you're interested in that program, we will talk about it a little bit more but that is the link for it. Will the digital content we have selected show up on a shipping list? The answer to that is no. We are not sending you anything so there is no shipping list for digital material or online material. GPO will not send you a list of your digital material according to the item selection profile. What are we required to provide in order for patrons to access the digital documents? Okay, you are required to provide access to digital documents. This means that a public patron can use a computer and your library

or that you provide mediated access to digital information. Okay? With access to computers, there is a whole host of issues such as security so if you are at one of those libraries where there is a username, typically what we recommend libraries doing is getting a username that can be given out to the public patrons and if that is not possible, some libraries will keep on computer that does not have a username to log into the computer. If that is not possible, sometimes those standalone computers where people can walk up to use the old pack, those can be a solution to the problem but if none of those are possible, what you need to do is have mediated access and that is where someone in the library, one of the library staff will do the searching for the patient and provide them access whether it is through printing or a thumb drive or something like that. So, there is a bit of wiggle room for how you provide access. It depends on the unique situation at your library but digital libraries are still required to provide access. Okay, what does GPO do to help provide access to digital government information? As I said before, GPO is not physically sending you anything with the digital documents. What we do is we locate and catalog these documents and provide pearls. These persistent URLs and with them if there is a broken link,

GPO will fix it and then you can use our PURL, the PURL usage reporting tool. Sorry, they change the name on me and I always want to go to the old name. The usage tool will tell you how much of your content is being looked at. That is a pretty powerful tool to use and digital content and in addition, GPO also creates guides. The idea with these guides is so that you are not re-creating the wheel. GPO has created our own guide so that you can put it on your own. Okay, another question about the legal requirement, is my library required to catalog online depository resources? The answer to that is no. There is not a current requirement for libraries to catalog online depository resources. Being able to access that content is required but cataloguing is not. I hope that is clear. With that being said, everything that I'm going to present for the rest of the presentation is best practice

. Okay? You are not required to catalog the content but while it is not required that you catalog the digital information, it is a best practice to catalog it and it is very highly recommended. Like I said before and as you are all aware, the print is decreasing and a lot of publishing is now going in a digital format. If you don't catalog your digital government information, you will have big holes in your collection. So, that is something to really think about. While it is not required, it is recommended. We will move forward knowing all the rest of the slides are best practice. Okay, here is a diagram created I think by Ashley and it shows how people are providing access to digital government information

, okay? There are about three ways that we have seen most of our depositories. Online subject guides cataloguing or ingesting. So, some of our libraries do only one of these things and some will do two and a very small percentage will do three. Ingesting the content, some of the libraries, these are typically the major research institutions that will ingest that content and make it accessible and preserve it. So, the reason they are doing that is so that there are multiple copies of these documents in more than one

location. Remember back to when GPO and the federal government shutdown and how difficult it was to access some of that government information. This ingesting of government documents from my understanding is to help make them safe. If anything should happen and we lose access to it. Now, mostly what our libraries are doing is they are providing access to government information via cataloguing or live guides or webpages. That is the vast majority of how people are buying access. So, cataloguing is done differently

at each library. Some of the cataloguing are from various sources like OCLC and some will purchase records from vendors. Some do original cataloguing and this is very few and mostly at the older historical institutions that have older historical documents that have not been catalogued by GPO. The vast majority do a mix of copycat logging and records. So, where can you get sources of records? This is what we will really be focusing on in this presentation. Where do you get them? I don't know what happened to my side. I know I had those freeze ups. Basically, most everything except for the last bullet in the vendors are free. The catalog of publications, you can email up to 20 records per email and you can use these 39.50 to download 10,000 records at a time. Of course, you can also copy catalog and I will show you a little bit. There's also CDP records on get hub and

this is a non-tran01 tool but it is possible to catalog records and we will talk a little bit about the C RDP which he have recently talked about. Then, demographic records. Okay, this is my attempt here to kind of layout the many different ways that I have seen libraries providing access to digital government information. Okay? The first method that I see is Kathy cataloguing. The first copy are documents data minor and the CDP and the new electronic title and get hub. There is also libraries who are getting records to record service and then we have some that are able to access through the government information and here I am thinking of WMS and finally we will talk about live guides and webpages. This is where we will screen share. If this all goes to plan, let's see, my desktop.

The first one we will do, I will show you how some libraries are copy cataloguing.

One of the ways that they catalog is through documents data minor. This is not the GPO tool. It is developed by the state libraries and it uses

GPO data but it is a really good tool . What I want to show you is a simple way to get a list of the digital government information that your library has on the item selection profile. In order to use this tool, it's better to have the up-to-date and reviewed item selection profile. What you want to do is scroll down and use the URL locator. So, I will put a depository number in and use 0412 and that is 2018 but I'm looking for over a month's worth of documents to see what this library would have received in a month and what they are selecting. I also want to point out that the bottom it says official sources, this is the date that they were last refreshed. We figure that is refreshed about every month or two. Once or twice a month, sorry. That is something to keep in the back of your mind. This particular library, 0412 in the span of a one-month period would have only received one record according to the item selection profile, okay? Let me just go back. I want to get a little bit more records. Let me go and do about six months worth. First I want to tell you about the 400 hits and if you hit 400, that is the maximum so there are more titles and showing. You might want to change the date so it is less than 400. I wanted to show you here, this is a list of digital government information associated with library 0412 item selection profile. What it has done is brought back to me a customized list of digital government information based on the selection profile. So, what you can do here is, let's try this one. A national piece of wildland fire management strategy. Here you can see the pearls and the actual websites. I will click on the Pearl because perhaps you want to take a look at this document before you copy catalog it. Some of the libraries when they copy catalog will review each of the titles to make sure that this is really something that they want in their collection. Here is a document and you can review it. See if this will be something that would be useful to your users and if it is, that's great. You have the OCLC number right here. So, you can take that OCLC number and copy catalog it. You can have that record into euro pack. Okay? If you didn't want it, remember I said you are not required to catalog digital content. You don't have to put in.

If this document does not look like it will be useful for your users, you don't have to put it in your catalog. This is what some of our libraries are doing that are copy cataloguing. They will run this report for maybe a month or two and get a list of all of the digital content that they are selecting for and review it and then copy catalog the material that they think their users will be interested in. That is documents data minor two. I will not get too in-depth with these tools because unfortunately we don't have a ton of time and I want to leave time for questions. This is a catalog of your stomach dedications and this is the GPO and there are a few things I want to show you. First is the search. What we will do is search for climate change. All right, so what some of our libraries will do, say you want to add digital documents to your collection but you want it on a particular topic. You can't select categories for your government documents. This is one of the ways that our depository coordinators and staff will search for a particular topic to add more of that content on that topic and here you can see some digital documents. The ones with the PURLs are digital documents and this one here is not. It is a physical document. You click on the document and you can find information here. Here is that PURL . So, this is a CRS document. You can review this document and this would be something that your patrons would be of interest and interested in. If it is something that you think they would be interested in, here is the OCLC number and you can copy catalog. Here are some subjects that you could also click on these with the climatic changes. Here are some more documents that may be of interest. This can be very time-consuming but if there are certain subjects that you know that you are patrons really need. For example, if you are at a university and they have a large science department and do a lot of climate data, this may be something you want to do so that you are sure that your patrons will find this information. The other thing I wanted to show you was the new electronic titles list. Up at the top, the new title if I scroll down, here is the NET or the new electronic titles list. What the NET is, it is a list of all of the digital documents that GPO has catalogued in the past month. This list can be quite extensive and it can be 1000 to 2000 titles so it is a very long list. What I will do is click on January with one month at a time and here you can see there is a full list with all of the titles. As you can see, it is quite a large list. Some libraries will go through that list and others I have seen take this CSV file and I'm not very technical but they take this CSV file and they can put into Excel format and using Excel, they can use their item suction profile and pull out the digital documents that would have been associated with their item selection profile. That is a lot of work but it is possible to do that. I am not tech savvy enough to do that to be honest with you and Ashley knows that pretty well but it is a possibility that you could do that with this tool. It just depends on your needs. If you want to have a small digital documents collection that meets the needs of users, that means you'll spend more time with this collection and curating this digital collection. That is the NET and that CGP. Next, I want to show you get hub which is -- no, that is not get hub. Under the F DLP, if you click on collections tool, it is the CGP on get hub. Okay, GPO joined get hub a couple of years ago and for those you that are not familiar, it is a web-based computer source and publishing service. So, here on get hub you can see that we have what we have with the monthly set of online records for each month. We do about six months of records at a time and so what you can do, there is a basic collection and then these are the MARC records. This is the new collection. So, you can download it in the XML or Mark file. This is the other way that you can get access to those records by copy cataloguing or downloading them into your catalog. Some of our libraries are using get hub currently. Okay, so, now I will show you and talk little bit about some vendors, okay? With vendors, typically there is a cost associated with getting vendor records. Some people would say that the cost is worth it because you are saving staff time who are going in and copy cataloguing and as I just showed you, the cataloguing process, while it gives you more control over the records that you are putting into your collection, it is a lot more labor intensive. So, some libraries will go with the vendor route because they want to stay and save staff time. I will talk a little bit about that. So, one of the most well-known vendors is Mark I've ink. That is a company that you can contract with and they will provide you records according to your item selection profile. I don't know a lot of the

details about Marchive except that you can get specifications and they can provide them either all of the digital records that they are producing which is 1000 to 2000 records or they can provide you with the digital records that you are selecting through the selection profile. Okay? That is up to the libraries that contract with marchive. That is one way that you can get those records through a vendor service and the other vendor service that I am aware of is OCLC. OCLC you can also according to your item suction profile, you can get records from them as well. Some libraries choose to pay to get a batch download of those records. They provide a package of records and then the library will download those records into the catalog. It saves a lot of time compared to copy cataloguing but there is a cost factor. Okay, the next one we will talk about is OPAC and I have to tell you this is when I am least familiar with. I have only heard of a handful of libraries doing this but apparently, WMS -- let me share my desktop again -- has a collection and like I said I am not very technical with this but you can provide access to in the knowledge base

that will give you access to government information. I was kind of looking over here a little bit before the presentation today and it looks like you can either manually select to receive a large batch of these digital records or you can get it according to your item selection profile. Some of the OPAC scum built in with access

to the digital government information and talking to those libraries that have it already built-in, this feature saves them a lot of time because it is a matter of turning in on and then the cost is usually built in to the

OPAC that they have. That is another way that I have heard. The last way is with access information is through webpages. We will talk a little bit about that. All right, I will share my desktop again. So, first I wanted to show you GPO's live guide service and over collection tools, they have purchased guide so that we can make them available to you. So, there are three groups and what is community guidance. Those are guides by depository libraries that are willing to share and then there is FTP information and subject guides.

F DLP information is information about the F DLP and here we have a basic collection and we have the basic collection. I will show you what that looks like and that includes the basic collection with the OCLC numbers. So, it is more intended for librarians. There is also the coordinator calendar and the digitization and information for new coordinators. This is more internal use but the community guidance are where you can find different depository communities and so this is GPO's attempt to help libraries not re-create the wheel. I have an example of one and here it is from the University of South Alabama. You can see that the University of South Alabama uses these guides to make this digital content accessible. So, here you can see we're on the Vietnam war and what they have done is provided a series of web guides and links to this. So, this is 100% acceptable from the GPO point of view. You have the digital documents and providing access through web guides is acceptable and in this case, she has an a really good job to organize this information so that her patrons can get the information they need. This is an example of how to create your web guides to provide access to digital government information. The other one I wanted to show you, this is from Worthington Library in Ohio. What they have done is they have put the links for government information directly

on their webpage. This is also completely acceptable as far as providing access so this is a local government information and then if you scroll down, there are some on Ohio and here is the federal. The way that they have chosen to do it is to place these links on their webpages. Okay? Again, that is another way that some of our libraries are choosing to provide access to digital information and maybe they don't have web guides or don't want to use those or whatever the case may be. If you don't have access to web guides, you can always do something similar to this and I like how the coordinator here has provided the basic collection but that also has the information about what each title is and that is another way that you can provide access to the digital content. Okay, so, I know I rented it really fast but I wanted to -- I have a couple more slides I want to get to and then I will get your questions. These are

some of the questions that I received in the registration. I wanted to make sure to get them. The first question, we are assuming there is no copyright limitation since the government but are there exceptions? Most government documents are not copyright but you have to be careful because some are copyrighted. It's best to check each document and sometimes the government works with outside companies and sometimes the document can be copyrighted or the pictures in the document can be copyrighted. It is important to check each document. Are there requirements for software to provide to the public for the purpose of accessing federal digital documents? There used to be a requirement on the software and the specs of the computer but there no longer is a requirement. The requirement is that patrons seem to be able to access digital government information either on a computer or through access. What is GPO's plan or timeline for digitizing older federal documents? Continuing to add current and retrospective content to existing collections is our highest priority and I'm sure you guys have seen that recently we digitized the public papers of the president so that is another example of how we are digitizing content as well as the congressional record which is available and the development plan is updated annually and that will be published at the end of September 2019. So, what message do you use in order to provide compliance to older scanned documents? The answer to that question is that at this time, GPO does not have an agency wide approach to compliance of the legislative agency. So, we strive to ensure all publications are OCR and have high confidence that all documents can be extracted. Next one, how do you tell what digital documents were library receives? We covered this but I want to reiterate it again because I get the question a lot. GPO does not physically send any digital documents that each library determines and proactively goes out and makes the digital documents accessible. So, access to doctorates from different agencies such as USPTO and DOI, can we save and deliver these documents and my answer to that is yes. That would be a nice service to offer your patrons, document delivery. So, this is the last slide before we get to questions, promoting digital documents because they were several questions that we received about how to more though digital documents so you might want to feature those documents on the webpage or social media or blogs or emails and newsletters. We also like to recommend doing postings about holidays and also to check the media page for ideas. Review to see where the documents can be incorporated. Incorporate digital documents whenever possible and also remind library staff to refer patrons to digital resources. This is important because as you move to more digital collection, it becomes more difficult to see that collection. You can't go out and actually browse them. Training for staff and patrons focused on digital resources and then make sure the digital documents are catalogued just as the tangible are. Again, that is best practice and not a requirement. Okay, so I covered a lot of stuff very quickly but I want to see what questions you have and there was one question I forgot to mention back when we are talking about how to provide access. I have several questions in the registration about what is the quickest and cheapest method to provide access to digital documents. My answer to that is I cannot answer that question and the reason being is that typically when I talk to libraries and go out to call them, I am learning about the library and what the issues are and the unique situations and then I can provide an answer to that question and say maybe you should do it this way or that way. If you need a consultation, my recommendation is that we would be more than happy to talk about your situation. It really just depends on what is going on in your library. Questions. Ashley says we have two pair

>> question number one from Kelly. To use a W US and the question or the answer to that question is yes. Not having the catalog, it's hard for us to envision who was described to what module and what the setup is and it is tough to give advice on a pair

>> is tough when I haven't used the actual tool. I know people are using it and it is providing access to digital government information. Kelly says the knowledge can be based on your profile so I have been

adding individual files. I've heard that. I just heard that. I don't know if it is new or something but that is a real unique development and that is another way to provide access.

>> She says it's really nice to turn on one title instead of adding a whole new item number. That is pretty awesome. >> Question two, as it relates to a chat that I put out on documents, I didn't know if we wanted to bring up time with the demo or not. I don't see any other questions coming in so I will -- >> Her demos are usually worth it so we will give her the time. >> Thank you.

>> I am trying to take the ball. >> Do you want me to hand it to you. >> I've got it. I will click on the tool tab here and scroll down to this little-known section and this is something I wish I had known about 10 years ago. I never discovered it until recently. Click on selection. I told type my old number in and put in a month. Let me put him 52019 and put another month and this is confusing to me. I would think this would actually get you one month. If you only want the electronic title, put the URL and it will tell you that there are 476 records that this library and profile for. Click submit and then you can see the file. From here, you have to be catalog savvy. I'm not sure what that's about but normally you would just download the cloud and put into the iOS and have the security settings.

>> Look at that. I did not even know that. >> I did not know that for over a decade so I kick myself when I discover that but that is an option. Again, this is a tool. >> Much is be really big fans for the folks over at Wichita so they never take it down. So, any other questions? Is there anything that we did not cover during this presentation? Anything confusing or any questions about the legal requirements? >> If I had to wrap up what I hope to walk away from this would be that you guys have the flexibility to develop it and if something works for you because of the workflow or you have a particular staff member, go for it.

>> We have an interesting question. Where can we find a list of all digital libraries and mostly digital libraries? Well, the list of all digital libraries, you would have to contact GPO and mostly digital libraries is basically everyone else.

>> Whether you want to be all digital or not, look at the list of classes and the majority of the content that is actively available is actually EL now and what we are actively cataloguing is primarily EL now. Most are mostly EL whether they want to be or not. There is no one place where you can see a list of libraries and that is because you don't fill out a form when you become a digital library and say I have digital only now. It is just that semantic thing where you say I'm digital and that is my collection. We don't flag you or label you or stick your library in a separate category or change anything, really.

>> What Ashley is saying is our tool don't tell us when you become all digital. We learn about a library going all digital by pulling reports or talking to libraries or libraries joining the program. But there is only a handful of them. >> It is truly only a handful that is truly digital only libraries and of those that are currently profiled are only EL resources and most of those libraries still have a tangible footprint and this can be whatever you want to mean. It can be profiled and they can have all the legacy footprints and it's totally up to you. Whatever works best for your user.

>> Just to piggyback on what Ashley said, a lot of our libraries will receive most of their acquisitions in a digital format but will decide to keep that tangible because that is the historical material that is not available in the digital format. So, most of our libraries will actively choose to keep tangible and very few go all digital. >> We don't care. Some libraries, we literally have one that says I went all digital one day and I said cool on the very same day they filled out form to request a Mueller Report and we are wondering if they did that on purpose and they are like yeah so cool.

>> I'm giving Ashley the note here to put out the survey.

>> She is waving her finger at me. >> I am. We have similar programs at present there is no requirement for catalog digital documents if you go all digital, there is no space obligation and no discard and no cataloguing requirement. Is that right? What made you a depository? That is a very good question, Laura. You still have to provide public access to digital content. What the digital depositories are doing is providing a space to come in and use a computer or gain access to that material

and then they were able to get assistance with the digital content and if anyone has ever tried to use the code of Federal regulation, that is very difficult to use with any regulatory research and it is so important to be able to use this information. The most important part of being able to access reference assistance

. So, that is what our depositories are doing. They are not required to catalog it but most of our libraries are either cataloguing or providing web guide assistance or both.

>> I would say all digital deposits are marketing themselves at a place where people can go and get help because the federal government is not easy to figure out. I am in the federal government and I still struggle to understand who does what and why did they do it and where they printing supplications. We need experts in the field who are savvy with typical government information request.

>> The workload when you become a depository shift from opening boxes to one where you are curating a collection possibly if you are doing best practices of digital content and providing assistance and using it. So, they are still providing a service to the public but how they go about doing it is a bit different. I hope that makes sense. Does that answer your question, Laura? Okay, so we put out the survey and we would really appreciate it if you would fill that survey out. There is a question on there and anything that we forgot to include about digital government information, if there is something we missed or something you didn't understand, please put in that survey and we will be looking to do more webinars on digital government information but we need to know where the holes are. It is hard to know where we are missing information so if there is no further questions, I think we're good to go. Oh, there is some comment. Okay, Amy says unlike Laura, I'm not surprised yeah I think it is a bit of mistake. Needs to be some kind of accountability for digital depositories related to digital depository collections and how they are not only providing access but having policies and selection process. Yes, Amy, this is something that the superintendent of documents, Lori Hall is currently looking into and that is something that we are currently talking about at GPO. There may be changes coming in the future . Hopefully if we get another bill in Congress, that could also make changes to the requirements for digital information and according to the law, digital is not mentioned as a format for collecting so it makes it difficult to have legal requirements on a format that is not included in the law.

>> We have one more question that just came in from Emily. In order to make cataloguing easy for the publications, for example CFR and links to that record and online work. Answer: yes.

>> What we are looking for in your records for tangible materials is we are looking for a listing of what you currently have.

>> Whatever you think, the point is that your user should be able to find it. If they are overwhelmed by 50 different catalog records with the CFO record, by all means, collapsed at 21 catalog record and hopefully you will clear up the confusion. See what works best for your users. Different researchers have different needs and some have detail and some do not. Do what works best.

>> All right, so that is it. Feel free to email us or call us if you need guidance and feel free to take that survey for us so we know what we are missing as far as providing information on digital content. So, all right everyone, thank you and appreciate you taking the time to listen to me and my spiel on government digital information. I hope it was helpful to you all. Thank you.

[Event Concluded]