Starting with the A's: Inventorying a large Regional Collection

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Size and Scope of Collection

- Collection dates back to 1789
- Federal Depository Library since 1884
- Federal Regional Depository Library since 1962
- Over 1.6 million government documents
- (Mostly) accurate catalog holdings back to 1976; earlier holdings minimally represented in catalog.

Government Documents Inventory Project: Humble Beginnings

Meetings (of course!) to establish procedures & staffing

At the table:

- Research & Instructional Services
- E-resources & Serials Management
- Resource Description & Management
- Preservation



Created "official" title of *Government Documents Inventory Project, 2016-* to use in note field for inventory control.

Project Management (fancy version):

Office 365	SharePoint		🛕 🧔 ? Bosman, Renee A 🚳
 Search Home Conversations 	GD Gov Doc Inventory Project Private group	★ Following Group conversations	
Notebook	$+$ New \lor $\overline{\uparrow}$ Upload \lor \checkmark Quick edit \bigcirc Sync \cdots		\equiv All Documents \lor \forall $①$
Documents	Documents		î
Shared with us Pages Site Contents	×		
Recycle bin	Analytic list for Gov Docs.xlsx Duplicate GovDocs List edited by Isicson. Wendy G edited by Isicson. Wendy G	xlsx GovDocs Monographic Workflow.btt edited by liscon, Wendy G	
	\square Name \checkmark	Modified \lor Modified By \lor +	
	Analytic list for Gov Docs.xlsx	3 hours ago Isicson, Wendy G	
	C analytic Tags.xlsx	September 27, 2016 Isicson, Wendy G	
	DMS Tags.xlsx	September 27, 2016 Isicson, Wendy G	
	Duplicate GovDocs List.xlsx	3 hours ago Isicson, Wendy G	
	🎒 Gov Docs Serials Workflow.docx	June 7 Blythe, Kurt	
	GovDocs Monographic Workflow.txt	September 27, 2016 Isicson, Wendy G	
	₫ <u></u> GovDocsStats.xlsx	September 27, 2016 Isicson, Wendy G	
	GPO cataloging-guidelines.pdf	March 23 Blythe, Kurt	
	Gerial Tags.xlsx	September 27, 2016 Isicson, Wendy G	
	superseded-list-supps-2002.pdf	November 22, 2016 Blythe, Kurt	

Project Management (fancy version):

	ire https://adminliveunc.sharepoint.com/sites/GovDocInventoryProje	ect/ Javouts/15	WoniFrame aspx?sourcedoc=%78EC	E1E587-E5E4-4E78-8073-A970C968D6E6%7D8/f	ew Class Notebook	Print 🛛 🛛 Tell me what you want to do 👘 Open In OneNote 🤅 Give Feedback To Microsoft
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Doc Inventory Proje	ct Shared Documents		Analytic list for Gov Do	55		
A	P	с	P	E		
A 4.1	Annual report of the Bureau of Animal Industry for the year	taa	SERIAL	Completed 2017		 Duplicate copies: choose the best copy and discard the others.
A 4.2	The animal parasites of sheep	natalie	monograph	Completed 2017		 Use the designated cart for discard drop-off so GovDocs can dispose of them properly
A 4.3	Bulletin (United States, Bureau of Animal Industry)	slg/Madeline	0 111	Completed 2017	cc: #17	 Please add to the Duplicate GovDocs Excel file on our project site.
A 4.4	Circular (United States. Bureau of Animal Industry)	slg/Stephen	0 11	Completed 2017/sk/slg	cc: #17	
A 4.18	Index-catalogue of medical and veterinary zoology, \$p Authors.	wi		Completed 2017	COLUMN T	 Barcoding: always on the item (not the container)
A 4.19	World Veterinary Congress	wi	monograph	Completed 2017		 Don't import 856 or 530 fields from OCLC
A 4.20	Declaring names of counties placed in modified accredited areas for tub			Completed 2017		 If the 530 refers to microfilm and not e-resources you can keep it.
A 5.2:cutter	Acquisition of land by purchase, gift, or lease under the Migratory-bird c		monograph	Completed 2017		Older editions vs. Newer editions:
A 5.3	Bulletin (United States, Division of Ornithology and Mammalogy)	wi	mostly 0 iii	Completed 2017		
A 5.4	Circular (United States. Bureau of Biological Survey)	wi	0 111	Completed 2017		 It's hard to set a policy for revisions and such. If anything, the policy is that we keep al
A 5.6/a:P 422/	monographs	wi		Completed 2017		editions of everything, unless it is specifically on the Superseded List (and I'll leave a c
A 5.9	[Poster] seasons for migratory game birds 1937-38	wi	0 oclc/0iii	Completed 2017		that downstairs).
A 5.10		wi	0111	Completed 2017		 Review Superseded List and when in doubt, consult Renee Bosman.
A 5.11	Wildlife leaflet series	wi	0 iii	Completed 2017		
A 6.3	Bulletin (United States. Division of Botany)	wi	almost 0 iii	Completed 2017	cc: #17	CRDP records in OCLC:
A 6.4	Circular (Division of Botany)	wi		Completed 2017		
A 6.6:	Inventory of foreign seeds and plants	wi	SERIAL	Completed 2017		
A 7.1:	Report of the acting chemist for		SERIAL			
A 7.3	Bulletin (United States. Division of Chemistry)	wi	almost 0 iii / mono series	Bulletin (United States. Bureau of Chemistry), Bulle	etin (United States. Chemical Division)	
A 7.4	Circular (United States. Bureau of Chemistry)		almost 0 iii	Circular (United States, Division of Chemistry)	2 pcc cc's in oclc	
A 9.3	Bulletin (United States. Division of Entomology)		almost 0 iii	Bulletin (United States, Bureau of Entomology)	2 cc's (#12120856 & #12120818)	
A 9.5	Circular (United States. Division of Entomology) ; 2nd ser		almost 0 iii, title change beware.	aka Circular (United States, Division of Entomology) 2 cc's (#12120907 & 12120938)	
A 9.6	Bulletin (United States, Bureau of Entomology)		almost 0 iii, title change beware. same	a: Bulletin (United States. Division of Entomology)	2 cc's (#12120856 & #12120818)	
A 9.8	Technical series (United States, Bureau of Entomology)		0	Technical series (United States, Division of Entomo	lo 2 cc's (#12125477 & #12125457)	
A 9.16		natalie & rosa	monographic, not analytic	use quoted 500 "E-xxxx" for the e number		
A 10.2:Am 3/1		rosa	monographic	complete 7/2017		
A 10.2:Ed 8		rosa	monographic	complete 7/2017		
A 10.2:F 76		rosa	monographic	complete 7/2017		
A 10.2:OR 3/1		rosa	monographic	complete 7/2017		
A 10.3	Bulletin (United States. Office of Experiment Stations)				cc (#12190667?)	
A 10.4	Circular (United States. Office of Experiment Stations)		almost 0 iii	has serials in it	cc (#9607020)	
A 10.9/1	Annual report of the Hawaii Agricultural Experiment Station		SERIAL			
A 10.10/1	Annual report of Alaska Agricultural Experiment Stations (1907)		SERIAL			
A 10.12/1:	Report of the Porto Rico Agricultural Experiment Station.		SERIAL			
A 10.13:	Farmers' Institute Lecture	Rosa	monographic	complete 7/2015		
A 10.21:	?? related to: #729650600		monographic			
A 10.22/3	Bulletin (Guam Agricultural Experiment Station)	wi	analtylc	complete 5/2017 wi		
A 10.22/4	Circular (Guam Agricultural Experiment Station)	wi	analtvic	complete 5/2017 wi		×

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Project Management (sticky note version):







"Scouting" Ahead

- Serials
- Analytics
- Monographs (ideal for our library school students)

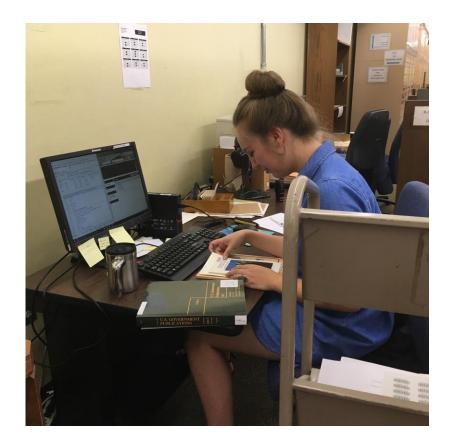
Student Help

1-2 School of Information and Library Science (SILS) students each semester. *from R&IS department*

Marketed as a great resumé builder

Receive training on Connexion and Sierra

Also advertised as a SILS Field Experience option



Some Local Practices

Serials in series/analytics

We add the series numbering to the bibliographic records since Serials can be spread out among many different series and SuDocs. Aids in discovery and many are bound together.

Revision Note

Added to 830 & item record volume field in order to easily identify revisions in series searches and item summary screens.

No Copy 2s

Tracking all duplicates slated for withdrawal and offer to other libraries, via ASERL Disposition Database.

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g Govt Doc	c Call No A 1.3	4	Search + Local	-	200		Save All	E Edit	VB S	CE	Print Close
b33457888 Title Publication Info Description Description Description	Dairy market statistic . [Washington, D.C.] : TI v. ; 26-28 cm. Annual Began with 1974.	s, annual summary [serial] / Uni ne Service,	ted States Department of Ag	riculture, Agricultura	I Marketing Service [serial].						

- Series Statistical bulletin- U.S. Dept. of Agriculture
- Series Statistical bulletin (United States. Department of Agriculture); no. 371, 393, 420, 434, 448, 465, 482, 515, 526, 539, 559, 566, 601, 624, 633, 668.
- LOCATIONS dc

Summary	Summary										
Record i112253891	Vie <u>w</u> i ITEM	View ittEM Attach New Item Delete Move Select									
Harry Law Hills Ida	#	Record Number	Copy No.	Location	Status	Barcode	Volume				
Item-Level Holds 0	✓ 1	i112253891	1	dcpf	-	00051428098	no.441-450				
	2	i112379862	1	dcpf	-	00051432813	no.477-486				
Bib-Level Holds 0	3	i112403578	1	dcpf	-	00051432984	no.523-528				
	4	i112403888	1	dcpf	-	00051433117	no.535/976-541				
	5	i112415751	1	dcpf	-	00051433162	no.557-561				
	6	i11241588x	1	dcpf	-	00051433153	no.562-571				
	7	i 112232334	1	dcpf	-	00050903717	no.365-375				
	8	Di11223463x	1	dcpf	-	00050903691	no.392-407				
	9	i112253441	1	dcpf	-	00051428052	no.418-430				
	10	i112253787	1	dcpf	-	00051428089	no.432-440				
	11	i112402288	1	dcpf	-	00051432859	no.513-521				
	12	Di11237945x	1	dcpf	-	00050904128	no.462-472/2				
	13	Di112649269	1	dcpf	-	00049935463	no.600-608				
	14	i112649890	1	dcpf	-	00049935490	no.621-626				
	15	i112650065	1	dcpf	-	00049935515	no.631-634				
	16	i112650624	1	dcpf	-	00049935551	no.663-669				

Example of Serial's series statements with numbers added, plus the "boundwith" items that don't allow for regular serial volume fields.

File Edit	View	Go	Tools	Reports	Admin	Help
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sierra

Summary

g Govt Doc Call No

FUNCTION Catalog

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no 1089

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b1321987x	
	Miscellaneous publication (United States. Department of Agriculture)
	Miscellaneous publication / prepared by Science and Education Administration.
Publication Info.	Washington, D.C. : U.S. Dept. of Agriculture : Supt. of Docs., U.S. G.P.O., distributor
	volumes ; 24-28 cm
	Irregular
	text txt rdacontent
Description	unmediated n rdamedia
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Search

+ Local

Revised numbering in volume fields for convenience. This is a shot from an analytic cover card.

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Item-Level Holds 0	64	1113138799 1		dcpf	-	00049942160	no.1060
	65	i11313955x 1		dcpf	-	00051440396	no.1061
Bib-Level Holds 0	66	i113139573 1		dcpf	-	00051440485	no.1062
	67	123909444 1		dcpf	-	00051440608	no.1063 (Rev. 1981)
	68	i113139688 1		dcpf	-	00051440591	no.1064
	69	i11313972x 1		dcpf	-	00051440476	no.1065
	70	1113139767		dcpf	-	00051440582	no.1066
	71	i113139792 1		dcpf	-	00051440467	no.1067
	72	1113139809		dcpf	-	00051440573	no.1068
	73	1113139846		dcpf	-	00051440458	no.1069
	74	i113139895 1		dcpf	-	00051440564	no.1070
	75	1113140010		dcpf	-	00051440449	no.1071
		1113140058		dcpf	-	00051440555	no.1072
	77	1113140113		dcpf	-	00051440430	no.1073
	78	1113140198		dcpf	-	00051440546	no.1074
		1113140289		dcpf	-	00051440421	no.1075
	80	1113143813		dcpf	-	00049942106	no.1076
		1113143898		dcpf	-	00049942099	no.1077
		i113144040 1		dcpf	-	00049942080	no.1078
		1113144076		dcpf	-	00049942071	no.1079
		1113144088		dcpf	-	00049942062	no.1080
		1113144167		dcpf	-	00049942053	no.1081
		1113144234		dcpf	-	00049942044	no.1082 (Rev. 1971)
		1113144428		dcpf	-	00049942035	no.1082 (Rev. 1973)
		1113144490 1		dcpf	-	00049942026	no.1083
		1113144556		dcpf	-	00049942017	no.1084
		i11314894x 1		dcpf	-	00049941928	no.1085
		1113144696		dcpf	-	00049941919	no.1086
		1113144830		dcpf	-	00049941900	no.1087
	93	1113144933		dcpf	-	00049941893	no.1088

denf

Opportunities to Improve WorldCat

Fix Series authority statements

A 5.11: was using Wildlife leaflet, a series title for Interior, not Agriculture

Added authorities for the two prior corporate entries for the series:

Wildlife research and management leaflet (United States. Bureau of Biological Survey)

Wildlife leaflet (United States. Bureau of Biological Survey)

Reconciling OCLC & CRDP records

Compare and then update OCLC as needed, to preserve the best information from both sources.

When we find the point at which the Bureau of Biological Survey was moved to the DOI, we'll update the authority records.

Shout Out to the Following Libraries:

- WIX: UNIVERSITY OF WISCONSIN, STEENBOCK LIBRARY
- RQF: UNIVERSITY OF ILLINOIS, AGRICULTURE ARL RECON
- UDJ: USGS BOARD NORTH PRAIRIE WILDLIFE RESEARCH CENTER
- VXG: NEW YORK BOTANICAL GARDEN LIBRARY
- COD: UNIVERSITY OF COLORADO AT BOULDER
- LHL: LINDA HALL LIBRARY
- FUG: UNIVERSITY OF FLORIDA
- WAU: UNIVERSITY OF WASHINGTON LIBRARY
- GPO: US GOVERNMENT PUBLISHING OFFICE
- AGL: NATIONAL AGRICULTURAL LIBRARY
- DLC: LIBRARY OF CONGRESS

It's Working!

As of Sept 25, 2017:

copy orig a/c a/v total Retrocon (Total Titles Added to Collection) 9,376 110 61 606 10,153 Recataloged (Overlaid CDRP or other records) 1,786 0 6 15 1,807 III Edits 1,203 Enhanced OCLC Record 249 Authority records --> local 1 Authority records created 2 Authority records replaced 0

And increased Interlibrary Borrowing requests

Questions?

Renée Bosman: <u>rbosman@email.unc.edu</u> Government Information Librarian

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