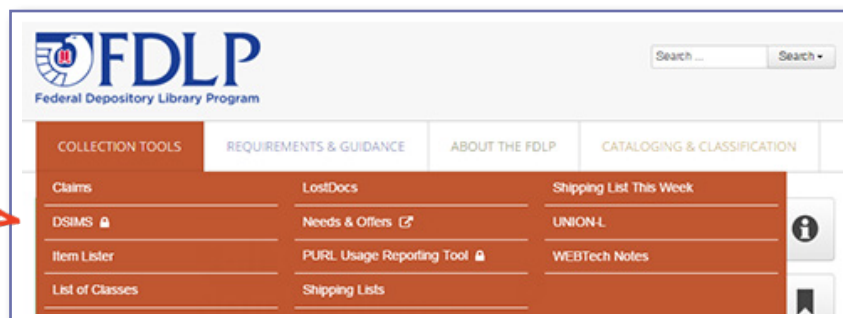


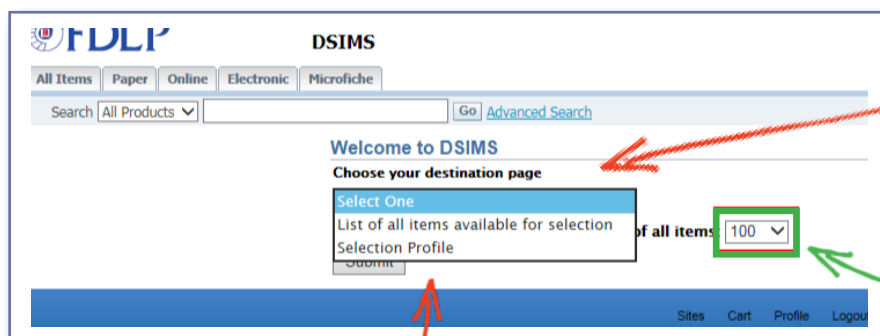
Depository Selection Information Management System (DSIMS)

Find it here on FDL.gov



Use **DSIMS** to make changes to your selection profile.

Log into the (DSIMS) using your FDL number and [password](#).



To add item numbers to your selection profile, select “List of all items available for selection.”

Note—you can change the quantity of item numbers that displays by changing the number in the drop down box.

To view your item selection profile and to remove item numbers from your selection profile, select, “Selection Profile.”

More information about managing your item selection profile can be found at [Amending Your Library’s Selection Profile](#).

List of All Items Available for Selection

- Add Item Number

Tabs at the top left of the screen break out item numbers available for selection by format. You can also search for item numbers in the search box.

To see what tangible format item numbers will become effective on October 1, click on **“Cart”** in the upper right side.

The screenshot shows the FDLP DSIMS interface. At the top left, there are tabs for 'All Items', 'Paper', 'Online', 'Electronic', and 'Microfiche'. A search bar is located below the tabs. On the right side, there are links for 'Sites', 'Cart', 'Profile', and 'Login'. A 'Quick Links' menu on the left includes 'Selection Profile', 'List of Classes (PDF)', 'List of Classes Data Files', and 'DSIMS Tutorial'. The main content area displays a table of items available for selection. The table has columns for 'Select', 'Item Number', 'SuDoc Stem', 'Stem Title', 'Geography', and 'Format'. A red box highlights the search bar, a green box highlights the 'Selection Profile' link, a pink box highlights the 'Add to Profile' button in the table header, and a blue box highlights the 'Add to Profile' button in the table header.

Select	Item Number	SuDoc Stem	Stem Title	Geography	Format
<input type="checkbox"/>	0001	A 1.47:	Agricultural Statistics		P
<input type="checkbox"/>	0001-A	A 1.47/2:	Agricultural Statistics		CD
<input type="checkbox"/>	0001-A-01	A 1.47:	Agricultural Statistics		EL
<input type="checkbox"/>	0002	A 1.58/A:	Agriculture Decisions		EL
<input type="checkbox"/>	0002-A	A 1.58/3:	Summary of Decisions		EL
<input type="checkbox"/>	0003	A 1.76:	Agriculture Handbooks (series)		P/EL
<input type="checkbox"/>	0004-A	A 1.75/4:	Index to USDA Agriculture Information Bulletins		EL

To view your current selection profile, click on **“Selection Profile.”**

To **add item numbers** to your selection profile, check the **box** next to it and click **“Add to Profile.”** EL item numbers (digital or online content) become effective in your selection profile immediately.

More information about managing your item selection profile can be found at [Amending Your Library’s Selection Profile.](#)

List of All Items Available for Selection

- Direct Item Entry (Add or Drop)

To add or drop item numbers to your selection profile quickly, click **Cart** at the top of the page and then **Direct Item Entry**.

Type in the **Item Number** and check the **box** next to it. Click “**Fill Details**” if you want to confirm the details of the item number(s). When done, click “**Add to Profile**” or “**Drop from Profile.**”

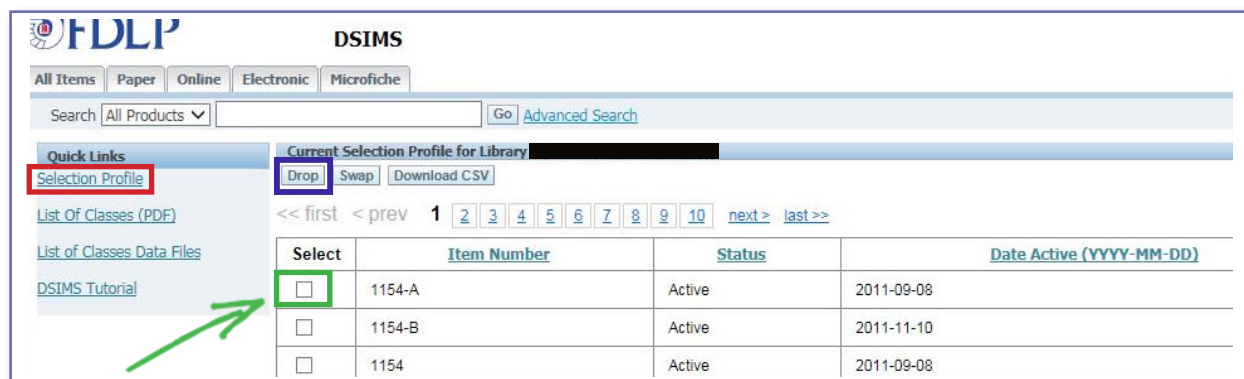
If you want to use a spreadsheet to upload up to 100 item numbers at a time, click **Upload**. The item numbers must have leading zeros and a period at the end. The column header should read **INV_NUM**. A template is available.

	A	B
1	INV_NUM	
2	0002-A.	
3	0011-B.	
4	0013-A.	
5	0021-T-02.	

More information about managing your item selection profile can be found at [Amending Your Library’s Selection Profile.](#)

List of All Items Available for Selection

- Drop Item Number



The screenshot shows the DSIMS interface. On the left, under 'Quick Links', 'Selection Profile' is highlighted with a red box. A green arrow points from this link to the 'Drop' button above the table. The table has the following data:

Select	Item Number	Status	Date Active (YYYY-MM-DD)
<input type="checkbox"/>	1154-A	Active	2011-09-08
<input type="checkbox"/>	1154-B	Active	2011-11-10
<input type="checkbox"/>	1154	Active	2011-09-08

To **drop item numbers** from your **Selection Profile**, when viewing your selection profile, check the **box** next to the item number and click “**Drop**.”

The list of item numbers can be sorted by Item Number.

Read more about [DSIMS](#) in the FDLP.gov Instruction article.

More information about managing your item selection profile can be found at [Amending Your Library’s Selection Profile](#).