Depository Selection Information Management System (DSIMS)  
Interagency Depository Seminar  
July 30, 2012

Background

- Prior to the launch of the Depository Selection Information Management System (DSIMS), GPO had been using the Depository Distribution Information System (DDIS) to manage List of Classes data and library selection information since 1983.
Background (continued)

- September 2010 – Contract awarded to migrate DDIS functions into a new Oracle-based system
- February 2012 – DDIS switched to read-only functionality to begin migration

Background (continued)

- March 2012 – GPO staff began using DSIMS
- April 2012 – DSIMS launched to FDLP libraries
DDIS
- Mainframe system programmed in COBOL
- Supported by 1 GPO staff member who knew the program
- Accessible by GPO staff only
- Limited to what system was designed to do in early 1980s

DSIMS
- Oracle system using modern technology
- Can be supported by anyone who knows Oracle
- Accessible by FDLP libraries via Internet
- Provided workflows to automate manual processes

DDIS Screen as Seen by LSCM Staff

DSIMS Screen as Seen by LSCM Staff
Depository Library Access to DDIS
- No FDL access to system
- Changes to selection profiles submitted via web form
- Libraries checked Item Lister to verify changes
- Drops entered anytime
- Adds only entered during Update Cycle
- Adds effective Oct. 1

Depository Library Access to DSIMS
- Access through FDL interface
- Changes submitted directly into system
- Changes verified within 24 hours
- Drops & Adds entered anytime
- Adds of tangible items effective Oct. 1

FDLP Access to DSIMS
Go to selections.fdlp.gov
- User Name is your library number
- Password is your internal password
- Contact GPO if you do not know your internal password
• After logon, you will see a list of all items available for selection.
• Tabs on the upper right side allow you to view specific formats.
• 100 items displayed at a time.

• Check boxes in the Select column to add items to your selection profile.
• Click Add to Profile button before moving to another page.
• If you attempt to add items that are already in your selection profile, you will get a message stating that the item already exists in your current profile.

• If you add an online-only item (EL format), the item will be added to your profile.
  • You will get an on-screen confirmation message including the item number(s) added.
• You can also search for an item to add to your profile.
• Leave the Categories menu at “All Products” and type the item number in the search box.
• Click Go.

• The Results list will display the item or items that matched your search terms.
• Click the link to the item number you want to display.
• You will see the item you clicked with an Add to Profile button to the right.
• Some items also display a description.
• Click Add to Profile button.

• If the item added is in a tangible format, you will be taken to your Selection Basket.
• You will get a message stating that the item(s) will be moved to your profile on Oct. 1.
• From the Selection Basket, you can click Direct Item Entry to get a form where you can type in items that you want to add.
• A formatted spreadsheet of items to add can also be uploaded from this page.

• To drop items, you will need to access your Selection Profile.
• From the list of items available for selection, click the Selection Profile link in the Quick Links bar on the left.
• Click the *Item Number* column heading to sort by *Item Number*.
• Click page numbers to jump ahead or jump back in the listing.

• Click check box next to the item(s) you want to drop.
• Click *Drop* button.
• Click *Item Number* to sort by *Item Number* to verify that the item(s) are gone.
• From this screen, you can also download your current selection profile in CSV format.
• To download, click Download CSV button.

• A popup box will ask if you want to open or save the file.
• After opening the file and expanding the columns, it will look something like this.
• A more printer friendly version can be created by copying column A into a Word file and creating columns.
• Click the A column header to select all data in that column. The gray column indicates that it is selected.

• Copy the selected column shown on the previous screen.
• Open a blank Word document.
• Paste the copied column into the Word document.
Go to the *Columns* function in Word and select the desired number of columns. In Word 2007, this is on the *Page Layout* tab.

Users who need to see a library’s selection profile, but do not have access to DSIMS can view profiles through Item Lister.
Users can enter a library number in one of 4 boxes to retrieve selected items in rows and columns, non-selected items in rows and columns, all items in rows and columns, or all items in a single column.

**Item Lister**
- Does not require a password
- Users can view any library’s selection profile
- Shows selections and non-selections
- Does not allow users to change selection profiles
- Separate application using DSIMS data

**DSIMS**
- Requires a password to access
- Users can only view their own library
- Only shows selections, not non-selections
- Allows depository coordinators to make changes to their selection profiles
Remember When Using DSIMS

- Items to be dropped from your profile can be submitted at any time of year and become effective immediately.
- Items to be added to your profile can be submitted at any time of year. Adds of online-only (EL) items become effective immediately, adds of tangible format items become effective Oct. 1.
- View your Selection Basket to review tangible items that will be added to your profile on Oct. 1.
- Go to the list of available items to add items.
- Go to your selection profile to drop items.
- Search feature searches items available, not selection profiles.

Remember When Using DSIMS

- Verify stems in print List of Classes or comma-delimited List of Classes files from FDLP.gov before adding or dropping items. Stems can also be verified using the search feature.
- When viewing your selection profile, “Date Active” refers to the date the item was added to your selection profile, not the date the item was created.
- Refer to the tutorial on FDLP.gov for detailed instructions.
- Use the Federal Depository Libraries and Item Selection Tool (DSIMS) category & subcategory when submitting questions to askGPO.
Resources

Depository Selection Information Management System (DSIMS)
- http://selections.fdlib.gov

Amending Your Library’s Item Selection Profile
  Select Collection Management > Selection Profile > Amending Your Library’s Item Selection Profile

Resources (Continued)

Tutorial
  Tutorial is also linked from the “Amending Your Library’s Item Selection Profile” article listed on the previous slide.

Item Lister

askGPO
- http://www.gpo.gov/askgpo
Questions?

Lisa Russell

Manager, Content Management
Library Services and Content Management
lrussell@gpo.gov