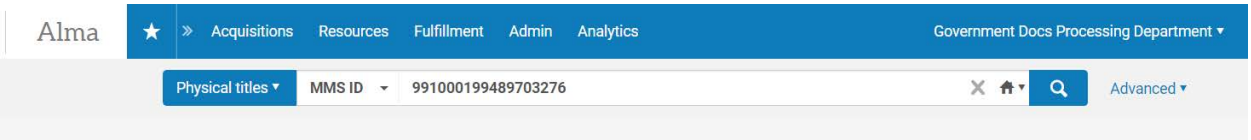
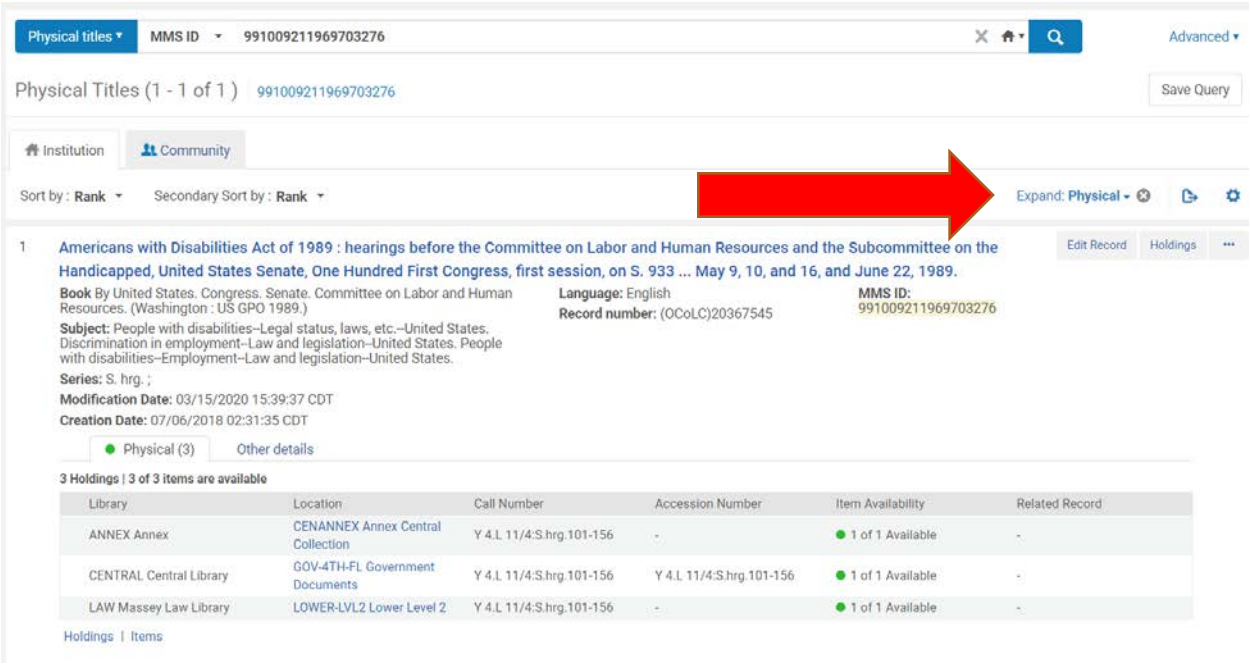
Gov Docs DeDuping Instructions

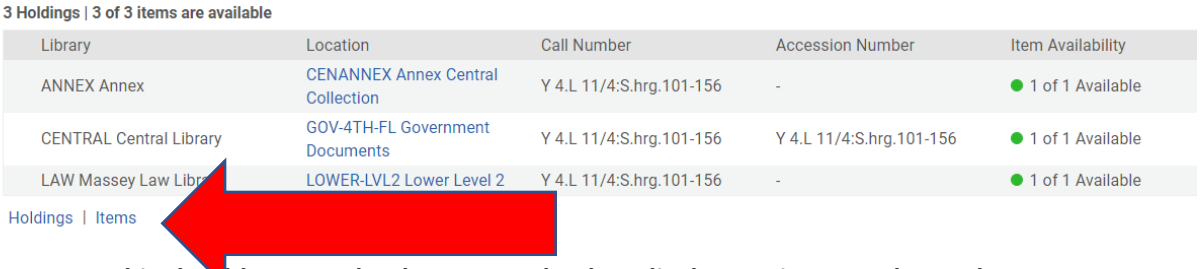
1) Access Duplications Lists in Google Drive at https://drive.google.com/[redacted]
2) Open List in Google Sheets – Do NOT open in Excel
3) Copy MMS ID from Sheet
4) Search MMS ID in Alma using Physical Title: MMS ID search



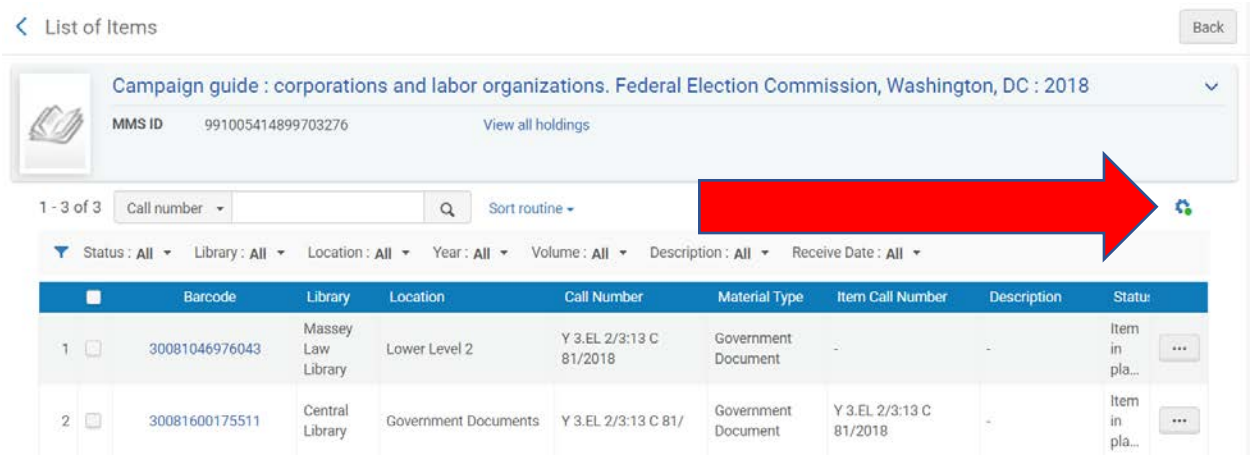
5) Make sure Expand: Physical is selected



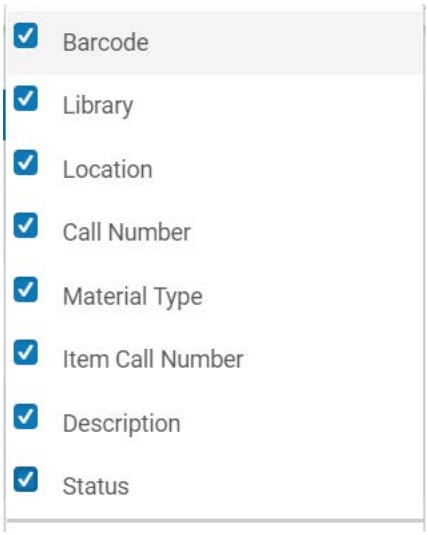
6) Select Items



7) **SETUP-STEP- This should not need to be repeated unless display settings are changed.**
   a. Click on gear to "Customize View"

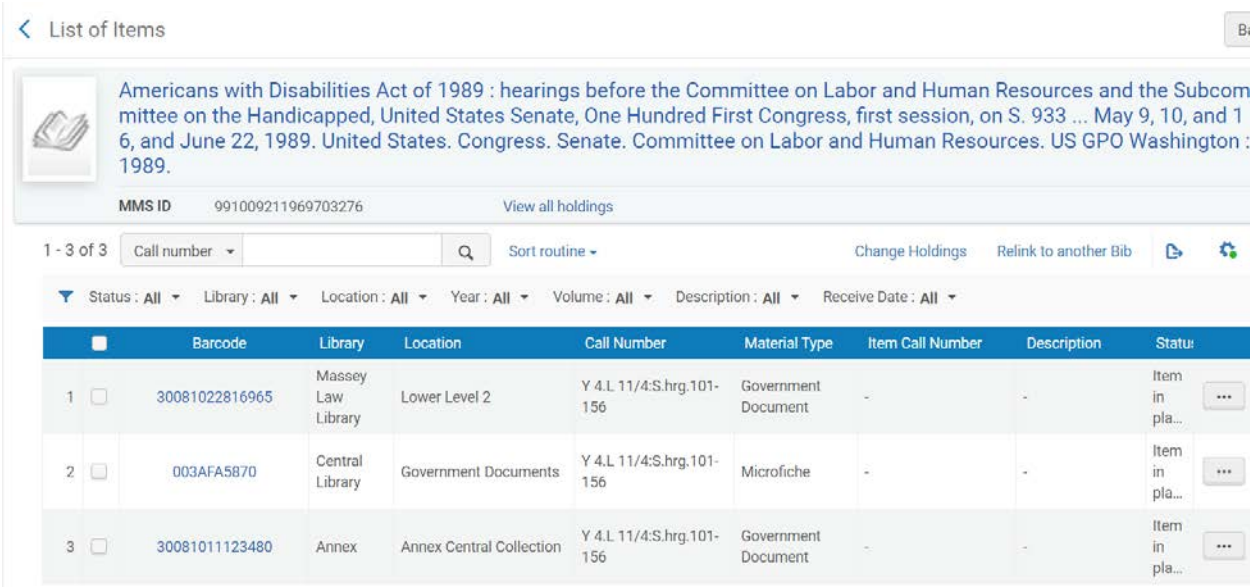


b. Select the following settings:



c. Click Done

8) Look at items to determine whether there are any duplicates and if so, what types of duplicates there are.



9) Record whether an MMS ID has duplicates in the duplicate column. Use Y to indicate there are duplicates use N to indicate there are no duplicates.
10) Using the color and coding chart below, highlight the row on the google sheet to indicate type of duplicates and enter the appropriate code in the dup_type column.

Type of Duplicate	Color	dup_type code
Exact Print Duplicates (Material type = Government document)	Yellow	EP
Exact Microfiche Duplicates	Magenta	EM
Different format dups (Law-print, Central-fiche)	Green	DF
Multiple format dups (Law-print, Central-print &fiche)	Cyan	MF
Unable to determine	Red	UD
Tangible and online duplicate (Print, fiche, or CDROM) + (Online)	Purple	OL
No Duplication	Strikethrough Row	NA

11) Since Google Sheets are being used, work on spreadsheets is automatically saved.
12) Examples:

MMS ID: 991023189299703276 = Multiple format dups
991006746779703276 = Multiple format Duplicates
991006953679703276 = Exact Print Duplicates
991000199489703276 = Different format dupes (Law-Print, Central-Fiche)
991007920589703276 = Multiple examples (Print, and Online) treat as multiple format purple only used when only 1 tangible and online
991005672899703276 = Exact Duplicates