“But It’s Not Shelved with the Government Documents”: A Librarian’s Strategy to Assist Library Staff to Identify Government Documents that are Not Located in the Government Documents Collection – Transcript of audio

Hello and welcome. I am the user support library and. My colleague is providing tech support in providing assistance. Before we get started let me share some housekeeping reminders. Use the chat for technical issues or questions. We will be keeping track of them and answering them at the end. Where recording them. And all attendees will be receiving a recording. Join us in welcoming Jesse Griffin. Let me hand it over to Jesse to start the presentation.

Thank you, Don. And thank you everybody who is here. At one of the ending sessions on the second conference. Thank you for attending. Already with anything that I do. I have some corrections, already. In the form of an announcement. And even a promise. The announcement is that I have the bingo. Great, for me. And when I designed this presentation I was thinking. Mostly of how I was identifying documents that I was currently receiving and I noticed a number of chat sessions. People had been frustrated with not being able to find some legacy documents. Court documents the library had received before. And that is just keep Lee escaped my attention when I was doing this and preparing this presentation. My promise is that I am going to circle back at the end of the presentation. And even address some of the strategies. I will use the find documents that I do not know that exist in my library. And with that we will get started. My name is Jesse Griffin. I'm originally from Tifton, Georgia. If you attended the session right before this? Saying yes to the FT LP. If you go to Macon, Georgia and I-75 South. And continue driving it. In 90 minutes you will arrive at Tifton, Georgia. It is a nice town in South Georgia. I am one and a half hours from Tallahassee. And also from Plains, Georgia. Some of you will recognize as the home of former president, Jimmy Carter. I attended school in Athens. And even in the religion philosophy department. And it was in Athens when I became acquainted with government documents. Mostly in a support function. We were doing some renovations at the library. Some of the government documents were being stored in an off-site facility. One of the things I did was take the boxes of government documents out. And if anybody needed a request? I would go out and retrieve it from one of the boxes. I live in Graham, North Carolina. It is equal distance from Raleigh, Durham, Chapel Hill and Greensboro. There was a lot to do in that triangle area. And a nice place to get to all of them. I have an undergraduate degree from Brewton-Parker. And a Masters in philosophy. And I also completed a library degree from SILS in 2017. A bit about why this particular topic is important to me. These are some of the things. But there is a story I want to share. And I think informs how I look at our catalog now. About a year and a half ago. We had a donor give the library several volumes of items that belonged to her father or her grandfather. At the time, the catalog working group that I am a part of. Was talking about ways of doing gift notes. And gift plates and books differently. I thought this was a good time to try some of the stuff that we were talking about. What I did was I wound up taking some of the methods that other libraries were using. And I incorporated them into these records for these items that this lady had donated. I was able to make her donations searchable in our catalog. Using her as an author, donor and her father, grandfather as an author and previous owner of the materials. I thought it was important. Let us not call them nightmares. But I envision a situation where somebody has made a donation to the library. If their descendents, he just wanted to see the materials. And if that person came on a weekend, there would really be no way of finding that information. I decided this would be a good way of making these items discoverable. For people it would really be something. And that is why I am trying to do this here. Making items in our catalog an easily findable by our staff. If somebody has a question. Is this a depository document? Do we have an emphasis at the library about preserving our institutional knowledge. And it is not just back in 1969. We had a new addition and this was part of the new addition. This bad, and the other. For me, institutional knowledge is about documenting the way that my workflow goes. Whenever there was a new coordinator after me. That person will not have to to guess about why things were done how they were done. Also find that if I can instruct librarians in these matters. They will have a tool that they can answer a person's question. Without having to come and ask me. That means that my workflow is not disrupted. And I can maintain projects that I have. But this also raises an issue. How do I get this training out? Inventive ways of preserving this knowledge. And my other issue is communication. As I mentioned. Across the board I think libraries as a whole are having low staffing levels. That is making it hard. At least in small, selective depositories such as mine. The government documents section is just me. It makes it difficult to identify. Let alone train a successor. Given the way the pandemic has disrupted all of our lives. It is also difficult maybe to schedule one on one training. You have to devise a method where training is available whenever a person is available to train. How did I get here? Sadly. This was the 44th anniversary of my law library participation. One of the factors that brought me to this situation is our participation. Before 1978. Libraries were acquiring resources the way that they acquire resources. Purchasing number from vendors, et cetera. They received these resources and they would probably classify them under what ever call number classification system they had in place, at the time. I know that my local libraries they used a hex method at one time. And if you look under the old call number labels, you can see the Hicks classification number. Let me transfer it to the library of Congress. When we began to participating in 1978 with the FDLP. Those are both classified . With Sudoc numbers. And because of the length of time we had accumulated items. It just did not make sense to change over. So we have some government documents that have the Sudoc and LC classifications. We are a nice, tidy, hybrid library. Here are some other examples from our library. Most of these are Serials. That is a monograph. But most of the items we have are Serials. And we have a lot. There is a lot of stuff out there. The other contributing factor as I mentioned before. The library staff just get smaller and smaller. When I began in 2006. We had 10 full-time staff and tech services. And at least five had knowledge of government document processing. 16 years later, collection services has now only five full-time employees. And a handful of student workers. And only one of us right now has a knowledge of processing. And that is me. Again the phenomenon is not limited to technical or collection services. It is library wide. One of the things that libraries are probably good about his cross training across departments. But even within the departments. Things pretty much remained in a silo. We have two factors because of this. Now let me talk about the strategy that I have concocted. The easiest way for a library staff to identify government documents. Is of course using the library location code. K Dot . I need to remember it. I also realized this is not a foolproof way. Maybe 10 years ago. We did a weeding projects. With a lot of nongovernment depository documents. Not everybody that is in the document collection is in a depository document. Let me talk a little bit about that. When I use government documents I uses as a synonym for depository documents. Knowing full well. There are other types of government documents that not could be classified as a depository document. And I will talk more about that later in the presentation. What a great question. Let me come to it to answer, later. What I have. But for me, the simple answer. If it comes for FDLP, it is a depository document. the example that I will .2 later. It is the United States report. We get two copies of those. One comes from the FDLP. And I consider that a depository document. subject to our requirements. Everything from the FDLP. The other we purchase. And even though it is a government document. It is the same as a FDLP copy. But I do not consider it a government document. I do not consider it a depository document. because it does not come from FDLP. What I have in mind. For this session is this, right here. Davis library is our regional library and has a copy of this book. I have a copy of this book. The one at Davis is loaded in their depository location. Ours is in our second floor. But I can let someone else know that it is also a depository document. This is the item record. For the book that I just showed you. If you look. There was nothing really in the location that would tell you. Perhaps there is an item type. Maybe not even an item that would tell you that this is a depository document. One of the things that I considered doing was looking at the holding records for materials. You will see here. Our vendor is Sudoc. Our acquisition method is to the government department. And our government depository. This is a good indication that this is a depository document. however, not all items have really good holding records. I even found a depository Serial that looked like this. Not a good way of finding it out. Also monographs do not have holding records. You can use a holding record. But it is probably not ideal . Also some of your librarians may not have access to holding records. It is not always a reliable method. Another method that I tried is changing the item type to governments document. All of my screenshots are from Sierra. If you do not use a Sierra as your integrated library system. I hope there will be enough overlap that some of this will look familiar to you. One of the problems I encountered with this method. It automatically made items and non-circulating. If it is a monograph it could be circulating. But it was on circulating. Can we do not want that to happen. Because the someone at the circulation desk needs to override the block that somebody is using our checkout kiosk. And that is just a big miss. There needs to be a better method. What I have seen a lot from our regional depository is made in the item agency. In this case it is 2 to 33. And I equate the item with the library owning this particular item. This is a good indication that it is part of the FDLP. We do not own this we are just stewards of the material. This also has the benefit that it does not make items that are circulating, non-circulating. The other thing and probably the easiest thing to do. To add a public note to the item record. This note I have added is this item is a depository document. This solves two problems. This identifies unequivocally as a depository document. and it also shows up on the online catalog. When they look at this. They will see that this is a depository document. that was important to me. I lot of reference librarians use the default to the online catalog. In their search engine. But I spend most of my time in Serial as my default. But this helps me identify something as a depository document. without having to log into Sierra. The other do not have this. But we have added them to them. To go back to the question earlier. How do we separate depository from non-tran21. Using the date received stamp. Here I am appreciative to Mr. potato head and what is monitoring what would be an example of a non-depository document. and also the other action figure. He is modeling the other depository stamp for my library. Why is this helpful to me? I would suggest three benefits. We can easily identify the government documents. It will help us cataloging at the item level. And it will improve by annual survey accuracy. The entire thing behind this was helping our staff identify government documents. On the right this is an item record for a copy of the United States report. At my library we have two copies. The depository copy goes in our reading room. The second copy that we acquired was going through our faculty lounge. When the pandemic hit. Of course we stopped its regular shipments. And eventually we picked everything up. And we were finding these reports. Before we got the GPO copy. The Serial manager and I discussed it. I thought it was important to have a reading room copy instead of a faculty lounge copy. Do not tell the faculty that. But we decided that once the GPO copy came in. We would put that in also the faculty lounge. Just in case anything got reverted back to way that it used to be. If I need to find these depository documents. And I know where they are because I have them on a check card. And I noted that these are the depository copies. On the item record. At least an internal note. But now I change it to a public note. This is a depository copy. If you ever need to reunite everything? You can do that without much trouble. Cataloging at the item level. We remember it was a really big emphasis. For GPO to get everything catalogued . This is another example of a non-tran18 depository document that is at my library. There is the item record for it. And I think changing things like item agency. And adding a public note that this is a depository document. it makes that cataloging much more accurate. Than it normally would be. For me, that is important. You can see I have changed this item agency for this item. To 33. We do not own it. We are just the stewards of it. The other important thing is the biennial survey accuracy. This gives me some trouble when it comes out. How many print items does your library have? Or your depository documents. I just go what was previously answered. And I add in what I think we have received. And come up with an answer. But that is a slapdash way of doing it. Connecticut is not as accurate as it should be. Even adding items that are not in K Dot. This is a query I did in Sierra. I am looking for the item where the location begins. It has changed to number 33. Or an item that is located in Stacks. It only made these changes. The results are not really big. But 56 items I would have missed. If I was just going on what I thought maybe we had. The 56 series and the item agency and the item type. I also did a search with just an item agency of 21. 21 of the 56 and the 33. Before I do that. The other thing that occurred to me. Using public notes. As this information shows up in the catalog. It really discreetly is advertising our collection of depository documents. Because a lot of our stuff is catalogued by the Library of Congress. I do not think that people like me think of things things as government documents. They just think it is part of the collection. But this draws attention at the law library. We have a lot more government documents than what we just have in our documents collection. But they are really all throughout our library. How to get this out to people? As I mentioned before. With short Stacks and small staff numbers? It is difficult to do. I have had the opportunity to at least share some training with libraries at the law library. By creating a user's guide for people. And creating training videos. And also holding group training. Here are two examples that I have created. One is for library staff. It shows the finer points of navigating the website for our off-campus storage facility. The other small library professional sophomore is part of a field experience I did. It was at library school. I worked with our clinical program staff. And went and catalogued their small library. I created call numbers for books that are related to the different clinics. I produced barcodes. At the end I did a users guide. So people would know how to use the sophomore. It started with how to log in. And everything they could do. I covered that in a users guide. It turned out to be 67 pages. In a small PDF booklet form. But it was easy to disseminate. You can also email those two people so they do not have to have a tangible form. The other thing I produced were training videos. You will see the ones in April. These are videos I created to explain the process. To prepare and receive bindery shipments at the law library. This was really important to me. In 2013, 2014. The lady that was the Serial manager. One of her jobs was to process bindery shipments. She abruptly retired. And we left no type of training manual on how to do this. She did however, come back for an unrelated topic and trained me on how to do the bindery stuff. That was a really tense time. Were I just could not figure out how to do it. None of the manuals were really helpful. Now, proactively I went around that and made training videos. These bottom links are two training videos that I have done. If you are interested in seeing what I am covering. The other thing is group training. This is really good at the beginning of the semester. When the law library is in the training mindset. These are just some Q&A. On how to use Sierra that I did for a reference library. And some of the questions are one that they would routinely come and ask me. I figure this would empower them and show where I am finding the information. Now, let me make good on my promise. There are still problematic items this is inertia maintenance. Because I do not want to roll the ball up that hill. They are time-consuming. There are staff depletions. But I really want to focus on this really old SuDoc documents are hard to find. They really are I have at least four suggestions that I'm going to try. And I will start to look for these old legacy documents. All of these are going to involve Sierra searches. One of the things I have identified. I can search for bid records that have a holding record attached to them. Where the holding records have locations that begins with KSTA. The vendor is either SuDoc or GPO. I tried one searching the location is KSTA. And SuDoc. And I found 169 titles, bib records. Some of them I recognize as things that we have currently received. There are others that I do not recognize, at all. Already I have done away and pointed to things that I can check. And make sure they are government documents. I can also search on the 74 field. It is the GPO item number. Or the SuDoc item number. And I also did one where I looked for the 74 field. And I am sorry for all the jargon here. It would have been nice if it was in a slide. But I forgot to that part. I also did one where the item number field had 573. That is the federal register and CFR. And also if you have the time? You can find the item listed and what items you could preselect. And a catalog. And see what the titles are and select the titles in your catalog. I will not do that because it is too much time-consuming. You can also search for 260, 264 B.I.B.. If it has GPO or Washington, D.C. and that could take you to some items that are government or depository documents. But that does not get around it. It is really time-consuming. Can you could probably need to create some training guide. So people know what is going on. And you could even train on people on how we use the ILS. It is important to have these synchronous training methods. People can get their training when they are able to train. And also it is easy for them to integrate with the project they are working on. Because once somebody gets into a project. They do not want to give it up. With that, those are the prepared comments. And I am ready for your questions. I will try to answer them.

We did have one question in the chat. Is there something that can be updated? For Sierra. For your Public Notes - are those something that can be updated using Rapid Update in Sierra? I've been using Location and Icode2 but I really like the idea of the note displaying in the OPAC or discovery layer.

If I were using a global update. If I needed to have that one field. This is a depository document. I could create just a list with these items. If I wanted to create something? I will just list for the FCC record. Create a list where the call number is whatever we have for the FCC record. And once I get that list. I can go into global update. And insert a variable field. And put in the field I want to have done and inserted. Into the item number. And the global update will do it for me. That is how I would go about doing it. I suspect that you could use rapid update. But I do not use that very often. My poison of choice is global update.

I do not see any other questions, so far.

This is also five, 10 years. Once I retire. I am not leaving just a tangled miss for somebody to ennui. At least I can try to ennui that while I am here. At least I will give somebody an idea of how to correct it.

Thank you, Jesse for this presentation. This link follows today's presentation. We will all see you tomorrow. Have a great afternoon.