



WELCOME!

SESSION 3 – AUGUST 24, 2016 1:30-2:30PM (MDT)

DOWNSIZING YOUR DEPOSITORY: TOOLS AND IDEAS

CHRIS BROWN: UNIVERSITY OF DENVER

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Downsizing your Depository: Tools and Ideas

CHRISTOPHER C. BROWN

UNIVERSITY OF DENVER: MAIN LIBRARY, REFERENCE LIBRARIAN & DOCUMENTS COORDINATOR

LAW LIBRARY, INTERIM DIRECTOR



Documents Shelving is a Target



- Federal documents occupy a lot of prime real estate in many depositories
- They are among the least used materials
- Directors envision different uses for the space occupied by government documents

Scenario

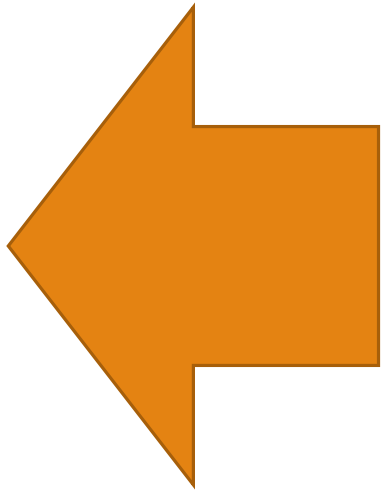
Your director says to downsize ASAP.

What steps can you take to mitigate this situation?



I WANT **YOU** TO DOWNSIZE THE
GOVERNMENT DOCUMENTS
STACKS BY NEXT MONTH

Two-fold Focus



Weeding the Legacy Collection

Hard Part

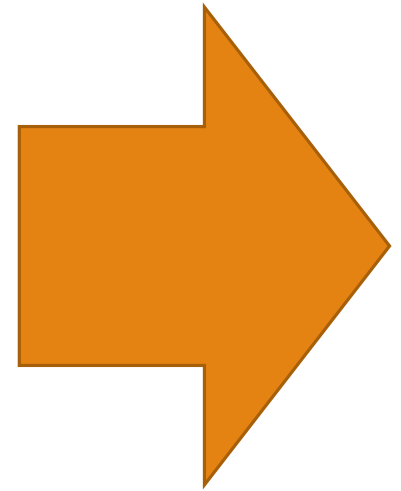
N&O Lists

Waiting for Regional to Decide

Item Deselection

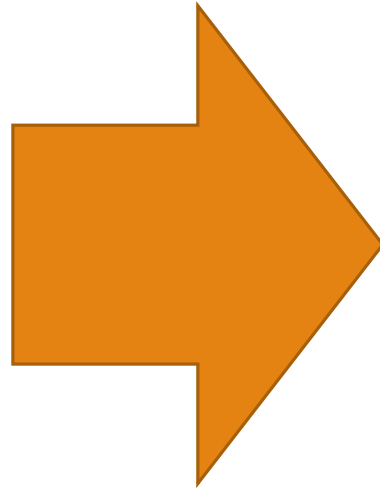
Easy Part

Just say “No” to Items



Downsizing Item Selection (so you stop receiving tangible materials)

0001-A-01	0011-C-01	0015-B-01	0015-B-51	0015-B-61
0024-D	0083-B-41	0102-B-01	0122-A-09	0126-E-07
0130-C	0130-D-04	0130-D-06	0130-D-07	0130-D-11
0130-F	0130-U-02	0130-U-03	0130-U-04	0130-U-05
0130-U-06	0130-V-01	0131-H	0131-H-01	0131-H-02
0132-A-54	0132-A-56	0132-B-54	0132-B-55	0132-C-54
0132-C-55	0133-A-53	0133-A-54	0133-E	0133-F
0134-A-02	0134-A-03	0135	0135-A	0135-A-01
0136	0136-A-01	0137-A-52	0137-A-53	0137-B
0137-B-01	0138-A-01	0138-A-05	0141-A	0141-A-02
0141-A-03	0141-A-05	0141-A-06	0141-A-07	0142-A
0142-A-01	0142-A-02	0142-A-03	0142-A-04	0142-A-05
0142-A-06	0142-A-07	0142-A-09	0142-A-10	0142-A-12
0142-A-13	0142-A-85	0142-C	0142-C-01	0142-C-02
0144-A-06	0144-A-21	0144-A-22	0146	0146-A
0146-A-02	0146-A-05	0146-A-06	0146-A-07	0146-A-11
0146-E	0146-E-02	0146-F-02	0146-F-07	0146-F-08
0146-U-01	0146-U-02	0147-B	0147-B-02	0147-C-01
0148-A	0148-A-02	0148-A-03	0148-A-04	0148-C
0150-B-02	0154-A-04	0154-A-05	0154-A-06	0154-A-07
0154-A-08	0154-A-09	0154-A-11	0154-A-12	0154-A-13
0154-A-14	0154-A-15	0154-A-16	0154-A-17	0154-A-18
0154-A-19	0154-A-20	0154-A-21	0154-B	0154-B-01
0154-B-02	0154-B-13	0154-B-14	0154-B-16	0154-B-17
0154-B-18	0154-B-19	0154-B-55	0154-B-56	0154-B-57
0154-B-58	0154-B-59	0154-B-60	0154-B-61	0154-B-62



0154-D	0394	0430-Q-10	0556-C-01	0556-C-03
0556-C-04	0556-C-05	0556-C-06	0556-C-07	0556-C-08
0556-C-10	0556-C-11	0556-C-12	0556-C-13	0556-C-14
0556-C-15	0556-C-16	0577-A-02	0854-A	0909-D-01
0991-A	0991-A-01	1004-E-01	1004-E-02	

Amending Your Item Selections

Zero-based = start from zero. Only add what you need.

- Zero-based item review is extremely time intensive. It means evaluating each item independently, without regard to whether it was a selection or non-selection in the past. GPO makes this increasingly difficult by adding more and more item numbers to be considered.
- This is what GPO wants you to do every 2-3 years.

Radical approach = University of Denver

- Select minimal print (as in very minimal, nearly NO print)
- Get online records for ALL online GPO content

DU Approach (1): Select Minimal Print

Library # 0071A

0154-D	0394	0430-Q-10	0556-C-01	0556-C-03
0556-C-04	0556-C-05	0556-C-06	0556-C-07	0556-C-08
0556-C-10	0556-C-11	0556-C-12	0556-C-13	0556-C-14
0556-C-15	0556-C-16	0577-A-02	0854-A	0909-D-01
0991-A	0991-A-01	1004-E-01	1004-E-02	

Library # 0071A has selected 0.24 % of the total items offered.

Item Numbers Selected -> 24

Total Possible Selections -> 10019

*Item Lister data file updated Tue Aug 16 15:36:41 CDT 2016

Item	Notes
0150	Stat Abs
0154-D	Reinstated - Stat-USA content
0394	Astro Almanac
0556-C	Special reports various agencies
0557-A	MOCAT SerSet Numerical Lists
0577	US Govt Man
0854-A	NAICS
0909-D-01	Handbook of NA Indians
0991-A	USC
1004-E	SerSet special rpt
1004-E-01	Constitution analysis
1004-E-02	Constitution analysis

DU Approach (2): Get Marcive Records for All Online Content

Marcive's Documents Without Shelves: <http://home.marcive.com/dwss>

Documents Without Shelves for Law Libraries: <http://home.marcive.com/dwsl/>

OR, you can ask Marcive to only give you online records based on your current item selection profiling with GPO (but this is more expensive)

Item Selection Tool

Colorado Libraries: <http://mysite.du.edu/~cbrown/coitems/>

Missouri Libraries: <http://mysite.du.edu/~cbrown/missouri/>

Iowa Libraries: <http://mysite.du.edu/~cbrown/iowa/>

Illinois Libraries: <http://mysite.du.edu/~cbrown/illinois/>

Disjunction is OK

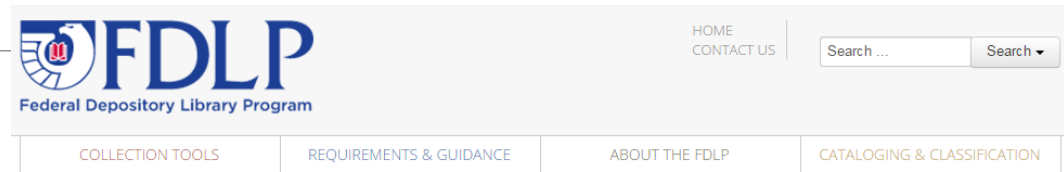
You don't have to select anything these days to be a loyal depository library

Just select what you want

Example from University of Denver (DU)

DU Item Selection through GPO	DU Item Selection through Marcive
0.24% - 24 items selected	100% - that is, 100% of online items

GPO Provides Guidance for Transitioning to an All Online Depository



Home / Guidance / Transitioning depository collection to an all online depository

Transitioning depository collection to an all online depository



Details

Last Updated: February 04 2015

Published: November 20 2014

This article will outline the steps your depository library can take if you wish to change your existing collection footprint and item selection profile to become a depository that provides access only to online formats in the future. Libraries should note that after deselecting all tangibles, it may take up to five years to weed all of their remaining tangible depository holdings in this situation.

What does it mean to be an all online depository?

An **all online depository** is a selective depository in the FDL P that is not selecting any tangible depository resources by item number and does not intend to add any. Current selective depository libraries may transition to become all online over time by deselecting all tangible format item numbers and by properly weeding all tangible depository publications in the library's collection. The transition to become all online is expected to take five years for current depositories because of the five-year publication retention requirement for most Federal depository resources.

Converting your current tangible holdings to an online only collection

Before making changes, your library staff will benefit from brainstorming what the future collection will look like. This will ensure that the process proceeds smoothly, as transitioning often involves coordination among various library units.

Having made the decision to weed all of the tangible depository materials in the collection, libraries should follow proper weeding and disposal procedures as outlined by the regional depository coordinator and FDL P regulations. Additionally, libraries should consider how they will identify online FDL P resources for their collection, provide access to them, and make users aware of them.

Weeding the tangible depository collection

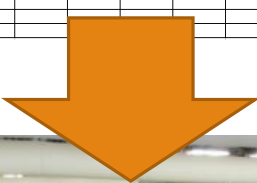
To withdraw all of your tangible depository collection:

- Consult with your regional depository about the general process to be followed.
- Identify all tangible Federal depository resources in the library's collections. Review holdings in all potential housing locations, including any selective housing sites and offsite storage facilities.
 - Dissolve official Selective Housing Agreements, as appropriate.

<https://www.fdlp.gov/guidance-article/transitioning-depository-collection-to-an-all-online-depository>

Downsizing a Legacy Collection

	Documents Area: Linear Feet												Documents																Documents Area: Linear Feet								Documents Area: Linear Feet							
	Record Inches (rounded to nearest)																																											
	1W	1E	2W	2E	3W	3E	4W	4E	5W	5E	6W	17W	17E	18W	18E	19W	19E	20W	20E	21W	21E	22W	22E	23W	23E	24W	24E	25W	25E															
1	167	136	177	188	130	184	151	194	187	196	172	172	0	148	206	141	203	239	245	210	224	233	172	245	239	210	210	177	196															
2	164	179	177	140	103	174	170	185	208	167	129	0	112	88	210	229	203	190	172	233	184	212	245	223	209	204	169	181																
3	174	101	170	190	105	169	179	190	186	180	145	173	226	212	217	184	182	175	226	243	214	235	245	205	206	170	172	188																
4	146	151	177	149	85	178	188	145	190	179	130	105	105	190	153	176	235	228	216	225	202	213	214	245	175	209	180	171	194															
5	163	180	129	153	157	205	137	148	223	185	129	138	202	217	201	207	235	226	224	216	208	239	245	208	207	169	174	193																
6	160	180	170	132	180	205	170	131	233	190	143	141	109	224	182	223	180	243	242	223	204	229	230	209	208	175	167	202																
7	176	167	159	160	184	208	190	171	181	196	140	133	163	192	202	212	223	227	237	192	240	245	243	210	210	181	170	205																
8	182	160	161	90	182	191	200	162	155	180	139	141	168	197	211	219	228	220	210	242	241	240	227	209	205	165	180	78																
9	157	138	158	171	175	200	169	180	152	174	138	130	167	172	207	241	131	222	243	211	218	219	229	210	170	180	174																	
10	161	182	167	180	160	181	153	191	194	195	133	145	145	178	213	183	184	245	223	245	239	214	245	224	207	187	174	173																
11	168	162	179	208	145	180	145	196	161	201	140	144	168	220	229	188	209	226	150	160	215	234	210	207	208	175	169																	
12	178	182	187	186	175	194	180	150	185	143	143	155	212	202	245	189	245	235	215	239	220	225	245	210	208	168	173																	
13	160	103	198	164	163	133	200	166	186	143	123	140	174	210	232	200	245	111	240	241	226	240	239	210	209	183	167																	
14			173	0	177	178	185	163	181	171	178	163	207	224	235	244	220				207	241	243	140	210	210	176	168																
15			193	86	173	170	203	171	169	121	229	141	219	217	219	240	243				244	233	244	245	207	210	171	178																
inches	2156.00	2001.00	2575.00	2205.00	2302.00	2750.00	2620.00	2541.00	2779.00	2621.00	2191.00	1849.00	1849.00	2641.00	2947.00	3090.00	3198.00	3256.00	2759.00	2839.00	3316.00	3304.00	3436.00	3457.00	3139.00	3064.00	2681.00	2582.00	1437.00	0.00														
feet	179.67	166.75	214.58	183.75	191.83	229.17	218.33	211.75	231.58	218.42	182.58	154.08	154.08	220.08	246.58	257.50	266.50	271.33	229.92	236.58	276.33	275.33	286.33	288.83	261.58	253.33	223.42	215.17	119.75	0.00														
docs	9342.67	8671.00	11158.33	9555.00	9975.33	11916.67	11353.33	11011.00	12042.33	11357.67	9494.33	8012.33	8012.33	11444.33	12770.33	13390.00	13858.00	14109.33	11955.67	12362.33	14369.33	14317.33	14889.33	14880.33	13602.33	13277.33	11617.67	11188.67	6227.00	0.00														
vois	1796.67	1667.50	2145.83	1837.50	1918.33	2291.67	2183.33	2117.50	2315.83	2184.17	1825.83	1540.83	1540.83	2200.83	2455.83	2575.00	2665.00	2713.33	2299.17	2365.83	2763.33	2753.33	2863.33	2880.83	2615.83	2553.33	2234.17	2151.67	1197.50	0.00														
Total Docs	531037																																											
Total Vois	102123																																											



Informing Your Director of the Regulations

Legal Requirements & Program Regulations of the Federal Depository Library Program

<http://www.fdlp.gov/requirements-guidance/legal-requirements>

“

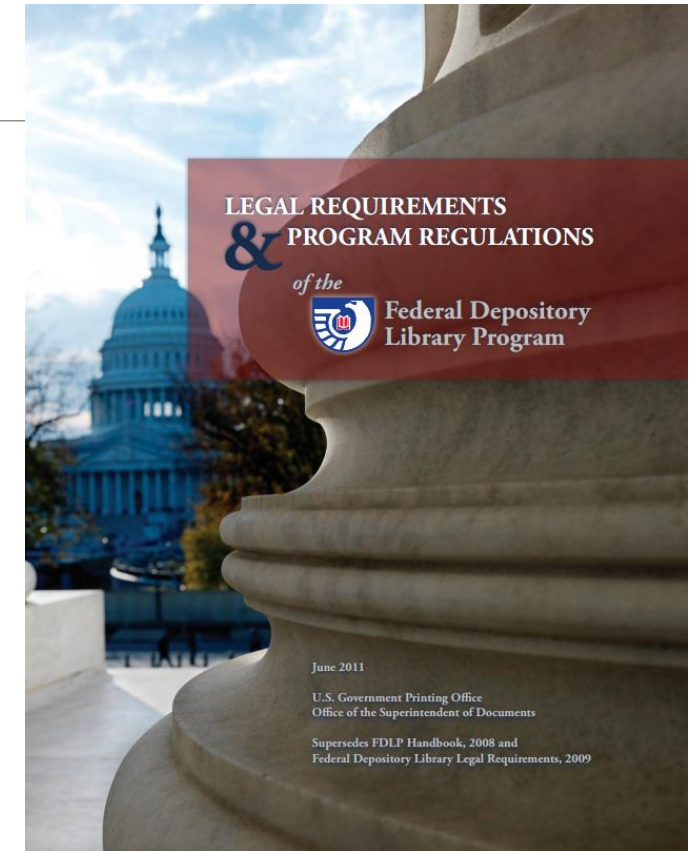
Selective Depositories Served by a Regional Depository

May dispose of government documents after retention for five years (§1911) and upon the approval of the Selective's designated Regional depository within the area after first offering them to other depository libraries within their area, then to other libraries (§1912).

Selective Depositories not Served by a Regional Depository

Shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form which may be discarded as authorized by the Superintendent of Documents (§1911).

”



Materials distributed through the Federal Depository Library Program remain Federal property and must be disposed of according to specific rules and state/regional instruction.

You Must Notify GPO and Your Regional Right Away of Any Proposed Changes

FDLPOutreach@gpo.gov

OR <https://www.fdlp.gov/component/rsform/form/16-outreach-and-support-contact-form>

You may need to file a contingency plan with GPO:

<https://www.fdlp.gov/requirements-guidance-2/guidance/2065-moving-fdl-collection>

Contingency Plan for Penrose Library, University of Denver

Prepared by Christopher C. Brown

April 18, 2011

In light of the upcoming renovation of Penrose Library, I submit this report denoting impacts of the renovation on documents processing, delivery of service, and impacts to the public.

Name of Institution: University of Denver, Penrose Library (Depository 0071A)

Expected Dates of Closure: July 15, 2011 through December 31, 2012. Penrose Library will be closed for 18 months for renovation. During that time all materials (including depository materials) will be housed in off-campus high density remote storage. Library services (including documents reference services to the public) will be in the Driscoll student center ballroom, a large on-campus facility.

Plan for check-in of new materials: We currently receive very few item numbers that generate tangible receipts (0150 Statistical Abstract; 0154-D Stat-USA content; 0394 Astronomical Almanac; 0556-C Special reports various agencies (required); 0557-A MOCAT Serial Set Numerical Lists; 0577 US Government Manual; 0854-A NAICS; 0909-D-01 Handbook of North American Indians; 0991-A USC; 1004-E Serial Set special reports (required); 1004-E-01 Constitution analysis; 1004-E-02 Constitution analysis). We will continue to process materials in the same way we have since our documents processing unit was disbanded in 2008. Materials are received and processed by catalogers in Aspen Hall (the temporary location for library processing and offices). There will be no disruption in the 10-day turnaround time from receipt of items to provision of bibliographic access and availability for use.

Extent of Curtailment of Service: we anticipate no curtailment of service. We will have two vehicles delivering library materials (including depository materials) back and forth from remote storage to Driscoll student center.

Public Notifications of Changes: We have already posted a section of the library Web site, with a bright red button prominently positioned on the mail library Web page. This link is titled: Academic Commons: Penrose Library Building Project.

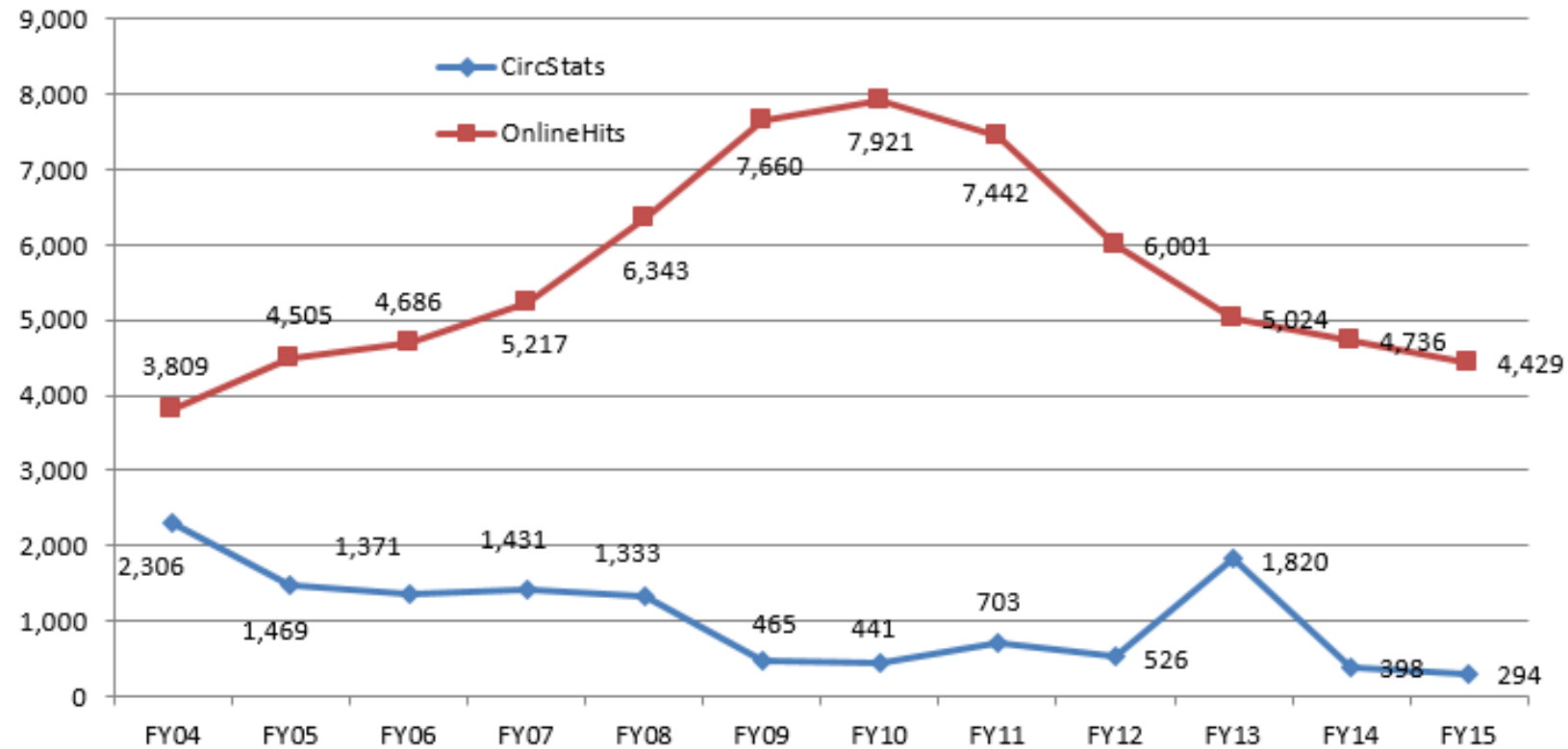


Do Some Analysis: Analyze What is on Shelves

A	B	C	D	E	F	G	H	I	J	K	L	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ			
	Documents Area: Linear Feet			Record Inches (rounded to nearest)								Documents			Documents Area: Linear Feet								Documents Area: Linear Feet								Documents Area: Linear Feet		
	1W	1E	2W	2E	3W	3E	4W	4E	5W	5E	6W	17W	17E	18W	18E	19W	19E	20W	20E	21W	21E	22W	22E	23W	23E	24W	24E	25W	25E				
1	167	139	177	177	140	103	174	170	185	208	167	0	146	206	141	203	239	245	210	224	233	172	245	239	210	210	177	196					
2	164	179	177	140	103	174	170	185	208	167	129	0	112	88	210	229	203	190	172	233	184	212	245	223	209	204	169	181					
3	174	101	177	190	105	169	179	190	186	180	145	173	226	212	217	184	182	175	226	243	214	235	245	205	206	170	172	188					
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13	160	103	198	164	163	133	200	166	186	143	123	140	174	210	232	200	245	111	240	241	226	240	239	210	209	183	167						
14			173	0	177	178	185	163	181	171	178	163	207	224	235	244	220			207	241	243	140	210	210	176	168						
15			193	86	173	170	203	171	169	121	209	141	219	217	219	240	243			244	233	244	245	207	210	171	178						
inches	2156.00	2001.00	2575.00	2205.00	2302.00	2750.00	2620.00	2541.00	2779.00	2621.00	2191.00	1849.00	2641.00	2947.00	3090.00	3198.00	3256.00	2759.00	2839.00	3316.00	3304.00	3436.00	3457.00	3139.00	3064.00	2681.00	2582.00	1437.00	0.00				
feet	179.67	166.75	214.58	183.75	191.83	229.17	218.33	211.75	231.58	218.42	182.58	154.08	220.08	245.58	257.50	266.50	271.33	229.92	236.58	276.33	275.33	286.33	288.08	261.58	255.33	223.42	215.17	119.75	0.00				
docs	9342.67	8671.00	11158.33	9555.00	9975.33	11916.67	11353.33	11011.00	12042.33	11357.67	9494.33	8012.33	11444.33	12770.33	13390.00	13858.00	14109.33	11955.67	12302.33	14369.33	14317.33	14889.33	14980.33	13602.33	13277.33	11617.67	11188.67	6227.00	0.00				
vols	1796.67	1667.50	2145.83	1837.50	1918.33	2291.67	2183.33	2117.50	2315.83	2184.17	1825.83	1540.83	2200.83	2455.83	2575.00	2665.00	2713.33	2299.17	2365.83	2763.33	2753.33	2863.33	2880.83	2615.83	2553.33	2234.17	2151.67	1197.50	0.00				
Total Docs	531037																																
Total Vols	102123																																

	Linear in.	Linear ft.		Linear in.	Linear ft.		Linear in.	Linear ft.
A	3528	294	I	10824	902	SI	2145	178.75
AE	344	28.66667	IC-ITC	421	35.08333	T	1100	91.66667
C	11671	972.5833	J	1423	118.5833	TD	1793	149.4167
CC-CZ	1392	116	JU	1261	105.0833	VA	380	31.66667
D	4969	414.0833	L	2989	249.0833	W	824	68.66667
E	2137	178.0833	LC	1986	165.5	X	4438	369.8333
ED	826	68.83333	LR-N	904	75.33333	Y 3	3165	263.75
EP	2679	223.25	NAS	1398	116.5	Y 4	29715	2476.25
ER	277	23.08333	NS	593	49.41667	Y 10	245	20.41667
FAA-FW	938	78.16667	P-PM	528	44	AE	245	20.41667
GA-GS	1163	96.91667	PR-PREX	1635	136.25	Z	245	20.41667
HE	5968	497.3333	S	3163	263.5833	Serial Set	16360	1363.333
HH	582	48.5	SBA-SE	492	41			
	36474	3039.5		27617	2301.417		60655	5054.583

Analyze What Gets Used



Analyze What Gets Used

Government Documents A Agriculture	65
AA Action	0
AC Arms Control	0
AE National Archives	2
C Commerce	28
CS Civil Service	2
CC FCC	0
CR Civil Rights	8
D Defense	101
E Energy	16
ED Education	156
EP Environment	21
FC Fish Commission	0
FEM FEMA	12
FL Reconstruction Finance	2
FM Federal Mediation	0
FS Federal Security Agency	15
FT Federal Trade	0
FW Federal Works Agency	2
GA General Accounting	6
GP Gov. Printing	0
GS General Services Admin	2
HE Health Human Serv	88
HH Housing & Urban Dev	6
HS Homeland Security	6
I Interior	141
IA US Information Agency	0
ITC Int. Trade	0
J Justice	21
JU Judiciary	2
L Labor	12
LC Library of Congress	21

PR President	4
PREX President Exec Office	7
PRVP Vice President	0
S State	27
SB Shipping Board	2
SBA Small Business	2
SE Securities and Exchange	0
SI Smithsonian Inst	10
SS Social Security	0
SSA Social Security Admin	0
T Treasury	8
TC Int. Trade Comm.	4
TD Transportation	30
VA Veterans	0
W War	8
Y 1. Legislation	23
Y 3. Congress Commissions	52
Y 4. Congress Committees	396

Offsite Storage

If you are lucky enough to have off-site storage, consider using it for govdocs.

Best Practices for Storing and Retrieving Depository Materials in On-site and Off-site Storage (Final)

<http://www.fdlp.gov/file-repository/about-the-fdlp/federal-depository-library-council/off-site-storage-working-group/2735-updated06162016dlc-offsite-storage-wg-best-practicesfinal>

OR <http://bit.ly/2aFi2pE>

**Best Practices for Storing and Retrieving Depository Materials
in On-site or Off-site Storage**

Prepared by the Depository Library Council Off-site Storage Working Group:

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Rich Gause, University of Central Florida
Kate Irwin-Smiler, Wake Forest University
Marianne Mason, University of Iowa
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Kathy Bayer, U.S. Government Publishing Office
Jaime Huaman, U.S. Government Publishing Office

November 4, 2015

Off-site Remote Storage



Go for the biggest payoff first

Y 4s occupy $\frac{1}{4}$ - $\frac{1}{3}$ of many collections. = 2476 linear ft. at DU

Serial Set = 1363 linear ft. at DU

Congressional Record = 360 linear ft. at DU

C (Commerce) and C 3 (Census) take up 15% = 973 linear ft. at DU



Negotiate with Your Director

Y 4s (Congressional Hearings and Committee Prints) – take up 25% of space and are the highest used section (25%). Offer them all out (except for last 5 years) in exchange for purchase of ProQuest Digital Hearings and CRDC collection (for Committee Prints) (2467 linear feet).

Serial Set – very valuable to takes a lot of space. Offer them all out in exchange for Readex Serial Set or ProQuest Serial Set (1363 linear feet).

Congressional Record (X) – Available from ProQuest and HeinOnline (369 linear feet).

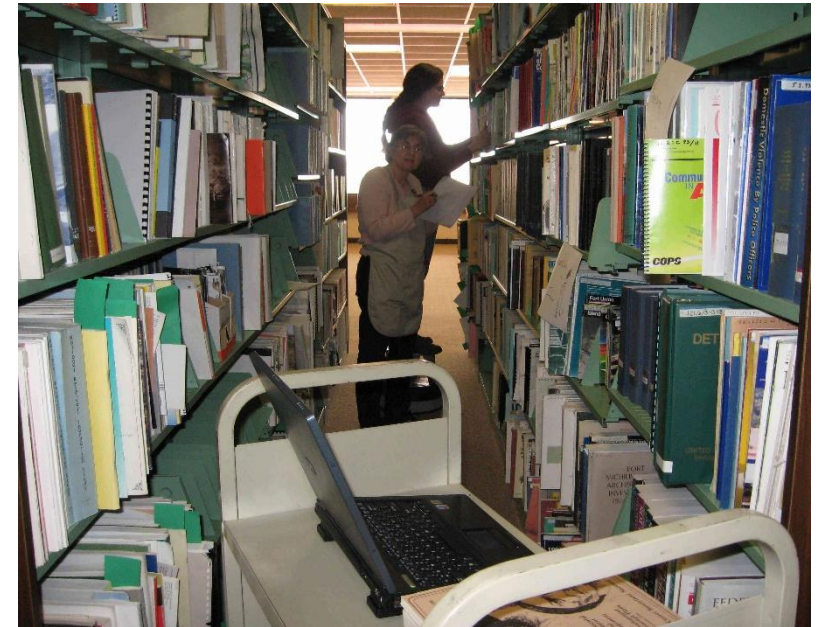
N&O: Brute Force Method

Best for small collections

Type up N&O lists and submit to Regional

Time-intensive but accurate

Walk the docs stacks looking for “tonnage”



N&O: Output records from local catalog

This works only for cataloged items. Does not help with uncataloged materials.

Uses technology to help you out of a time crunch.

C 3.134/2-2:	USA statistics in brief.	United States. Bureau of the Census; U.S. Census Bureau; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1972
C 3.134/A:M 567/	Metropolitan area statistics.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	
C 3.138/3-2:	Current retail trade reports. Retail trade, annual sales, year-end inventories, and accounts receivable of retail stores, by kind of business	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1965-1967
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, and accounts receivable of retail stores, by kind of business	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1968-1970
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1980-1983
C 3.138/3-2:	Current business reports. Retail trade, annual sales and purchases, year-end inventories, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1971-1979
C 3.138/3-2:	Current business reports. Retail trade, annual sales, year-end inventories, purchases, gross margin, and accounts receivable, by kind of retail store.	United States. Bureau of the Census; United States. Census Office; U.S. Census Bureau; United States. Department of Commerce; United States. Department of Commerce and Labor; United States. Economics and Statistics Administration; United States. Social and Economic Statistics Administration;	1984-1991

N&O: Summarizing and Grouping Methods

For example: I 19.3:

Offer entire series at once
(note exceptions)

I 19.3:10	On the Cambrian faunas of North America. Preliminary studies	Charles D V	
I 19.3:11	On the Quaternary and recent Mollusca of the Great basin, with descriptions of new forms	Richard Ellis	
I 19.3:12	A crystallographic study of the thinolite of Lake Lahontan	Edward Salisbury	
I 19.3:13	Boundaries of the United States and of the several states and territories, with a historical sketch of the territorial changes	Henry Gannett 1846-1914;	1885
I 19.3:14	The electrical and magnetic properties of the iron-carburets	Carl Barus 1856-1935;	1885

2	<input type="checkbox"/> I 19.3:1 On hypersthene-andesite and on triclinic pyroxene in augitic rocks / by Whitman Cross, with a geologi Hampden Gov Docs:AVAILABLE, Internet:ONLINE On hypersthene-andesite and on triclinic pyroxene in augitic rocks / by Whitman Cross, with a geologi Internet:ONLINE		1883
3	<input type="checkbox"/> I 19.3:2 Gold and silver conversion tables, giving the coining values of troy ounces of fine metal, and the we Hampden Gov Docs:AVAILABLE Gold and silver conversion tables, giving the coining values of troy ounces of fine metal, and the we Internet:ONLINE	 	1883
4	<input type="checkbox"/> I 19.3:3 On the fossil faunas of the Upper Devonian, along the meridian of 76° 30', from Tompkins county, N.Y. Hampden Gov Docs:AVAILABLE On the fossil faunas of the Upper Devonian, along the meridian of 76° 30', from Tompkins county, N.Y. Internet:ONLINE	 	1884
5	<input type="checkbox"/> I 19.3:4 On Mesozoic fossils / by Charles A. White, M.D. Hampden Gov Docs:AVAILABLE On Mesozoic fossils / by Charles A. White. Internet:ONLINE	 	1884
6	<input type="checkbox"/> I 19.3:5 A Dictionary of altitudes in the United States / compiled by Henry Gannett, chief geographer. Hampden Gov Docs:AVAILABLE A Dictionary of altitudes in the United States / compiled by Henry Gannett, chief geographer. Internet:ONLINE	 	1884
7	<input type="checkbox"/> I 19.3:6 Elevations in the dominion of Canada / by J.W. Spencer. Hampden Gov Docs:AVAILABLE Elevations in the dominion of Canada / by J.W. Spencer. Internet:ONLINE	 	1884
8	<input type="checkbox"/> I 19.3:7 Mapoteca geologica americana. A catalogue of geological maps of America (North and South) 1752-1881, Hampden Gov Docs:AVAILABLE Mapoteca geologica americana : a catalogue of geological maps of America (North and South) 1752-1881, Internet:ONLINE	 	1884
9	<input type="checkbox"/> I 19.3:8 On secondary enlargements of mineral fragments in certain rocks, / by R.D. Irving and C.R. Van Hise. Hampden Gov Docs:AVAILABLE On secondary enlargements of mineral fragments in certain rocks / by R.D. Irving and C.R. Van Hise. Internet:ONLINE	 	1884
10	<input type="checkbox"/> I 19.3:9 A report of work done in the Washington laboratory during the fiscal year 1883-84. / [Edited by] F.W. Hampden Gov Docs:AVAILABLE A report of work done in the Washington laboratory during the fiscal year 1883-84 / F.W. Clarke [and] Internet:ONLINE	 	1884

N&O: DDM2 – Documents Data Miner

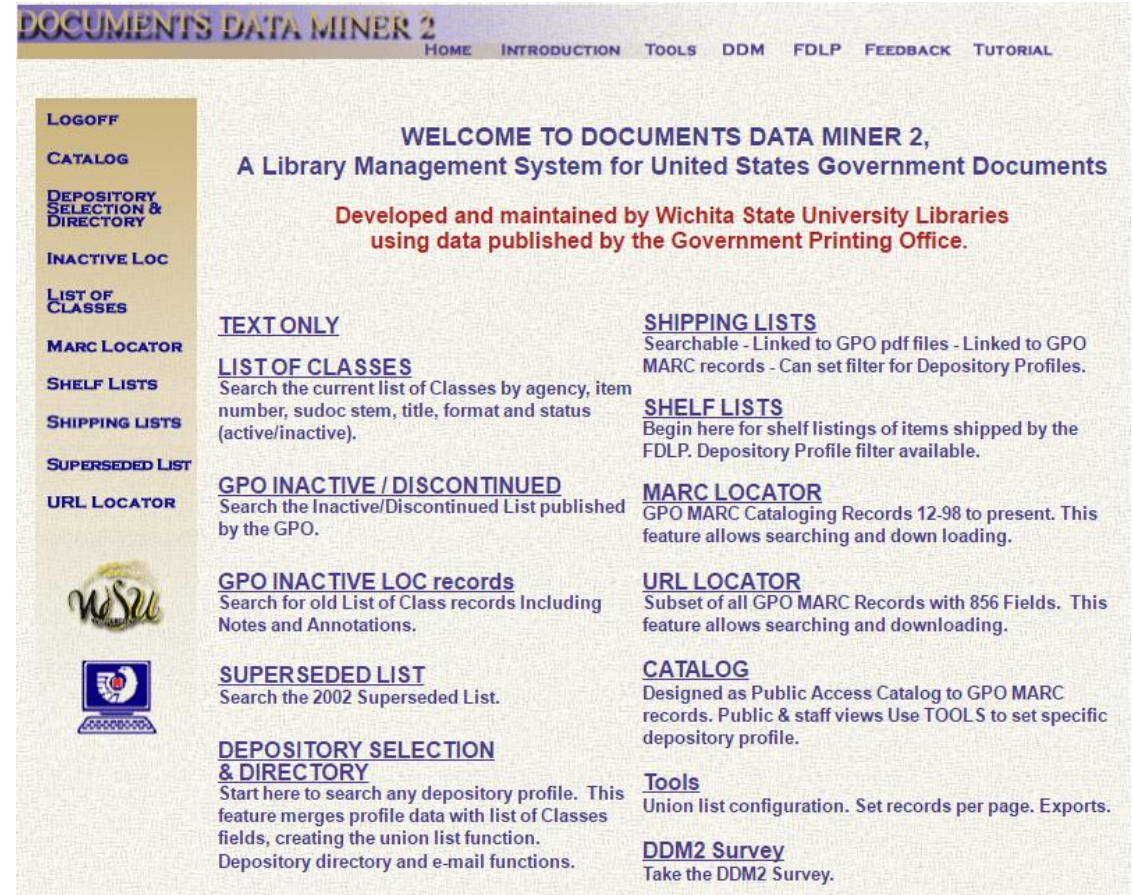
<http://govdoc.wichita.edu/>

Output records by SuDocs stem

Start from the Catalog link

Will only retrieve records from July 1976 onward.

There will be errors, anomalies, and oddities, but it might be a good starting point for larger, uncataloged collections



The screenshot shows the homepage of the Documents Data Miner 2 website. At the top, there is a navigation bar with links: HOME, INTRODUCTION, TOOLS, DDM, FDL, FEEDBACK, and TUTORIAL. Below this, a sidebar on the left contains a vertical menu with links: LOGOFF, CATALOG, DEPOSITORY SELECTION & DIRECTORY, INACTIVE LOC, LIST OF CLASSES, MARC LOCATOR, SHELF LISTS, SHIPPING LISTS, SUPERSEDED LIST, and URL LOCATOR. The main content area features a welcome message: "WELCOME TO DOCUMENTS DATA MINER 2, A Library Management System for United States Government Documents". Below this, it states: "Developed and maintained by Wichita State University Libraries using data published by the Government Printing Office." The main area is divided into several sections, each with a heading and a brief description:

- TEXT ONLY**: A section header.
- LIST OF CLASSES**: Search the current list of Classes by agency, item number, sudoc stem, title, format and status (active/inactive).
- GPO INACTIVE / DISCONTINUED**: Search the Inactive/Discontinued List published by the GPO.
- GPO INACTIVE LOC records**: Search for old List of Class records Including Notes and Annotations.
- SUPERSEDED LIST**: Search the 2002 Superseded List.
- DEPOSITORY SELECTION & DIRECTORY**: Start here to search any depository profile. This feature merges profile data with list of Classes fields, creating the union list function. Depository directory and e-mail functions.
- SHIPPING LISTS**: Searchable - Linked to GPO pdf files - Linked to GPO MARC records - Can set filter for Depository Profiles.
- SHELF LISTS**: Begin here for shelf listings of items shipped by the FDL. Depository Profile filter available.
- MARC LOCATOR**: GPO MARC Cataloging Records 12-98 to present. This feature allows searching and down loading.
- URL LOCATOR**: Subset of all GPO MARC Records with 856 Fields. This feature allows searching and downloading.
- CATALOG**: Designed as Public Access Catalog to GPO MARC records. Public & staff views Use TOOLS to set specific depository profile.
- Tools**: Union list configuration. Set records per page. Exports.
- DDM2 Survey**: Take the DDM2 Survey.

 There are also two logos: a circular logo with "Wichita State University" and a logo with a computer monitor and a document.

N&O: Can do a SuDocs pull as a way to generate N&O listings

DOCUMENTS DATA MINER 2
HOME INTRODUCTION TOOLS DDM FDLP FEEDBACK TUTORIAL

Online Government Documents Catalog

Agency/Author: [Help](#)
And Agency/Author Name Full Text Search

Call number: [Help](#)
And Sudoc entry requires exact spacing and punctuation.
Or, truncated and wild card % searches are possible, ie, C 3% or D%23%

Title: [Help](#)
And Title Full Text Search

[Submit](#) **Subject:** [Help](#)
And Subject Full Text search

Formats: [Help](#)
And Search for specific format

[Reset](#) **Depository:**
Search for specific depository

From Rev Date:
Find only records from this date forward (mm/dd/yyyy)

To Rev Date:
Find only records up to this date (mm/dd/yyyy)

Query limited to 5000 records

DDM's tables were last refreshed from official FDLP sources on Jul 24 2016 11:29PM

	C 3.164:135-
consumption.	C 3.164:135-
	C 3.164:135-
	C 3.164:135/
consumption.	C 3.164:135/
consumption.	C 3.164:135/
	C 3.164:155/
	C 3.164:155/
	C 3.164:155/
	C 3.164:155/
eneral imports.	C 3.164:246/
eneral imports.	C 3.164:246/
eneral imports.	C 3.164:246/
	C 3.164:247/
	C 3.164:247/
	C 3.164:410/
	C 3.164:446/
	C 3.164:446/
	C 3.164:446/
	C 3.164:447/

Work your way through the Superseded List

Even though no longer maintained, the [2002 Superseded List](#) (with additions through 2009) is a way to downsize selected portions of your collection.

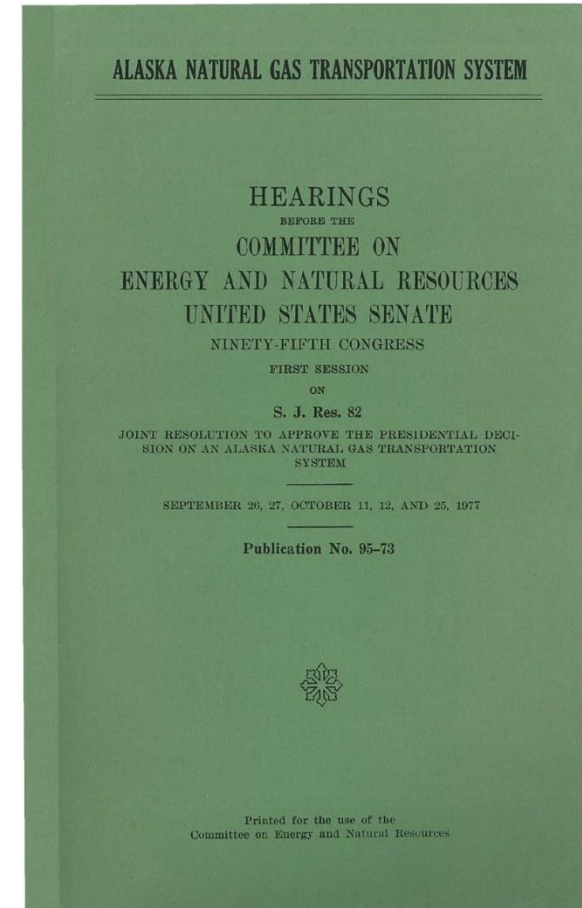
DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Commerce Department	C 1.76:	0231-G-03	Commerce Business Daily	Keep latest 3 months		A
Commerce Department	C 1.77:	0126-D-14	Integrated Resources and Services for... (various subjects)	Keep latest edition		X
Commerce Department	C 1.82:	0128-H	Small Business Innovation Research for FY	Dated. Discard when expired		A
Commerce Department	C 1.86:	0128-K	Science & Technology Fellowship Program	Dated. Discard when expired		X
Commerce Department	C 1.88:	0128-L	National Trade Data Bank	Keep March issue for each year plus current year to date		X
Commerce Department	C 1.88/2:	0128-N	National Economic, Social & Environmental Data Bank	Keep latest edition		X
Commerce Department	C 1.88/3:	0128-L-01	USA Trade	Each disk has full annual data for 2 yrs, current & previous monthly data: regionals should retain 6 discs each year: Feb, Apr, June, Aug, Oct, Dec. of all		A
Minority Business Development Agency	C 1.108:	0231-B-04	Handbooks, Manuals, Guides (various titles)	Discard if revised		A
Minority Business Development Agency	C 1.108/2:	0231-B-04	Franchise Opportunities Handbook	Keep latest edition	R	A
Census Bureau	C 3.2:	0146	General Publications (various titles)	Discard if revised		A
Census Bureau	C 3.6/2:	0146-A	Handbooks, Manuals, Guides (various titles)	Discard if revised		A
Census Bureau	C 3.24/8:	0135	Census of Manufactures. Preliminary Report. Industry Series	Superseded by: Census of Manufactures. Industry Series (C 3.24/4:)		A

The Hearings Problem

Deselecting print hearings presents problems. Many times GPO sends tangible hearings to depository libraries, but the online version may not become available for quite some time.

Since hearings are the most used portion of most documents collections, this is a problem.

A workaround for the problem is to subscribe to digital hearing from ProQuest. You can find citations to pre-published hearings, hearings transcripts, hearings scanned from print, and GPO digitally signed hearings within ProQuest Congressional.



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[Home](#) > [Libraries](#) > [Norlin Library](#) > [Government Information Library](#) > [Needs & Offers Procedures](#) > [Series Titles Not Requiring Listing](#)

Series Titles Not Requiring Listing

Page updated October 2015

Selective depositories in Colorado can discard series titles listed in the excel files below without following formal needs & offers procedures.



- [Serials Titles by SuDocs Stem \(3-5-2013\)](#)
- [Serials Titles by Date \(3-5-2013\)](#)

As a result of a significant project to condense our federal documents collection on site, we've moved a large number of pieces to PASCAL. In doing so, we've added hundreds of serial titles to the "Stems and Serials Not Requiring Listing" list. Since the list embedded in the CU web page was already quite long, and the new document is 86 pages, we've changed the access to this list.

One link opens the document sorted by SuDoc number. You'll note that we've created a separate column for the date each SuDoc/Title was added to the list. We know that many of you have already worked through the previous list and dealt with those stems and titles. So, the other link opens the document sorted by the date the SuDoc/Title was added to the list. This will allow you to focus on the many titles added to the list in just the last few months. We hope that this arrangement will make working with the lists easier. If you have any problems, find mistakes or have suggestions, please notify us.

Follow these directions before discarding volumes in these series:

1. Check the holdings of other depositories interested in collecting this title by clicking the catalog link(s). Within the [CU-Boulder catalog](#) records, click "View additional copies or search for a specific volume/copy" button under the item records, and make sure that its status (to the right

Business Library

CU Digital Library

CU Scholar

Earth Sciences & Map Library

Engineering, Math & Physics Library

Music Library

Norlin Library

Art & Architecture Stacks

Asian Studies Stacks

Government Information Library

Depository Resources

Needs & Offers Procedures

Offers Procedures for Colorado

Creating Offers Lists

Series Titles Not Requiring Listing

Conference

Norlin Commons

Norlin Stacks

Research Area

Science Stacks

Special Collections & Archives

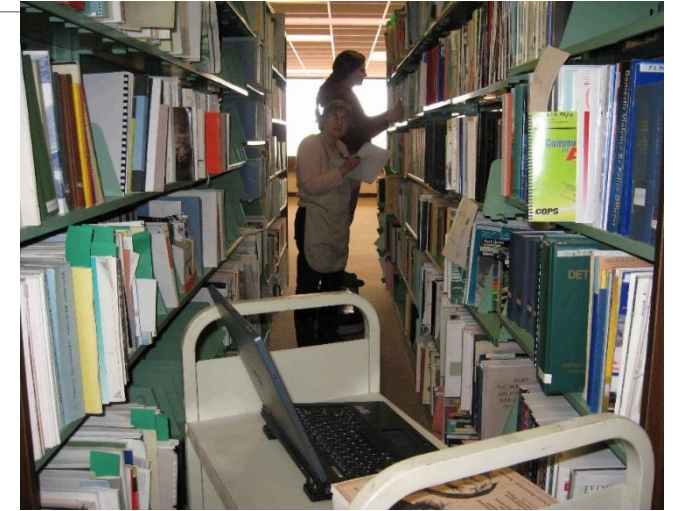
	A	B	C	D	E	F
	Call Number <i>First listed number is most current followed by earlier call numbers</i>	Date Added to List	Title	1. Check Holdings of	2. Volumes Needing Replacement	3. Years You Can Discard
1						
2	A 1.10:	2009/09	Yearbook of agriculture	CU		All years
3	A 17.18:	2009/09	Bibliography of agriculture	CU		All years
4	A 29.6/1: C 55.11: C 30.14:	2009/09	Monthly weather review	CU		All years
5	A 29.6/2:	2009/09	Monthly weather review, supplement	CU		All years
6	AA (whole stem)	2011/03	Action Agency	Search by SuDoc		All materials
7	AE 2.109:	2009/09	Weekly compilation of presidential documents	CU		1993-2009
8	AE 2.114:	2009/09	Public papers of the presidents of the United States: George Bush	CU		All years
9	AE 2.114:	2009/09	Public papers of the presidents of the United States, William J. Clinton	CU		All years
10	AE 2.114:	2009/09	Public papers of the presidents of the United States, George W. Bush	CU		All years
11	C 1.1/2-2:	2013/02	Audit and inspection plan	CU		Holdings in PASCAL. Consult
12	C 1.2:D 62/3/980	2013/02	Directory of key contacts and services : who's where in commerce	CU		Holdings in PASCAL. Consult
13	C 1.2:D 81	2013/02	Building the American dream for the 21st century	CU		Holdings in PASCAL. Consult

Emergency Regional Intervention

Brown, Christopher C., Peggy Jobe, Jennifer Gerke, and McKinley Sielaff. "Documents SWAT Team: A Model for Intensive Downsizing". Presentation given at the Fall 2008 Depository Library Conference, 21 October 2008, Arlington, VA

<http://www.fdlp.gov/file-repository/outreach/events/depository-library-council-dlc-meetings/2008-meeting-proceedings/fall-dlc-meeting-arlington-va-3/169-documents-swat-team>

<http://bit.ly/2aifRI8> [That's Uppercase R, Uppercase I, Numeral 8]

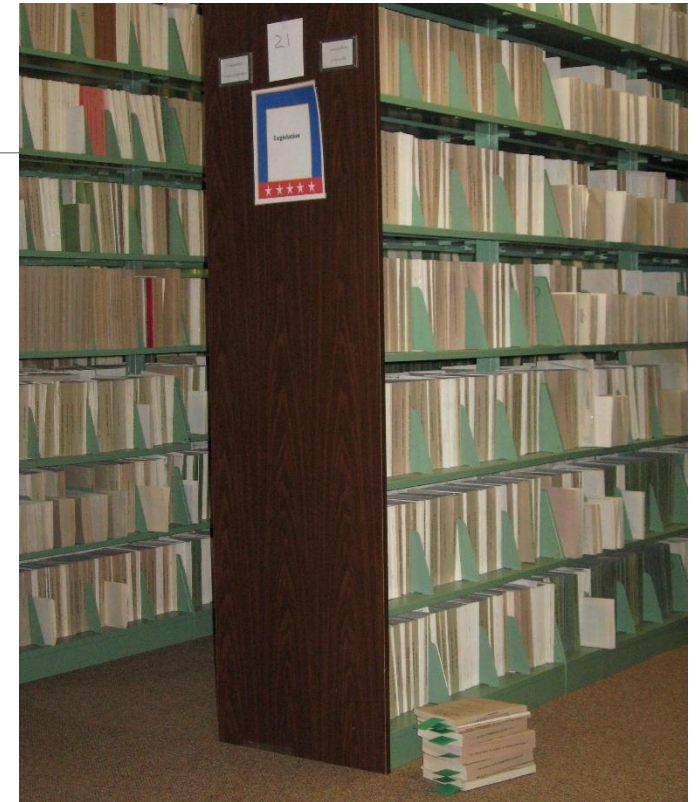


Questions?

Chris Brown

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(303) 871-3404





THANK YOU FOR ATTENDING

PLEASE PROVIDE FEEDBACK [HERE](http://tinyurl.com/westernstates3) OR GO TO
[HTTP://TINYURL.COM/WESTERNSTATES3](http://tinyurl.com/westernstates3)

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CERTIFICATE OF COMPLETION, YOU MUST COMPLETE THE FEEDBACK FORM