Handbook of Policies, Procedures & Instructions
Government Documents Department
James E. Morrow Library
Marshall University

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Introduction

This manual should serve as a guide to assist the Government Documents Department employees in running the department's daily operations. It is a working document that goes through continuous analysis, revision, and updates as needed.

As a Selective Depository Library, the Marshall University Government Documents Department adheres to Title 44 of the United States Code.   The Department collects, maintains and preserves government information and makes them freely accessible and available to the public.

Department Mission Statement

The mission of the Government Documents Department goes side by side with the mission of the University Libraries, which is to provide information services and bibliographic resources to support the information needs of Marshall University community (students, faculty, staff, administrators, retired university employees, and alumni). The Department also makes its resources and services available to the local community, businesses, schools, industries, and any member of the general public.

Government Documents Operating Hours

The Government Documents Department will observe the following hours.

Monday – Friday   **8:00 A.M. – 4:30 P.M.**

Saturday & Sunday   **Closed**

University Holidays   **Closed** (please review Academic Calendar @ http://www.marshall.edu/calendar/academic/)

<u>Access Policy</u>

Access and usage of the Government Documents department holdings is not limited to any particular individual, group, institution, or agency. The Department serves the Marshall University Community (faculty, students, and staff), citizens, businesses and industries of the Third Congressional District, the Tri-State area residents, industries, and businesses, and any interested person from the general public regardless of their geographical or residential location. Access is provided to our users free of charge at no-fee. This includes access to print and non-print materials (digital & electronic) resources.

Public Access to the Department Computer Workstations Policy

Marshall Universities Government Documents Department adheres to meets the requirements for the Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries" as outlined by the Federal Depository Library Program (FDLP).

In meeting these requirements, we keep pace with Federal agency information dissemination practices and fulfill our obligation to provide service to Government Documents patrons seeking information in electronic formats.

Access and usage of the Department Public Access Computer Workstations are available for our users free and with no charge.

<u>Reference Services Policy</u>

The Documents Librarian and Staff are more than willing to help users find the information they need.   All of our Government Documents reference collections, holdings, and services are accessible to our users during our department hours free of charge.   In addition users may search MU Libraries Catalog, MarciveWebDOCS, Catalog of US Government Publications (CGP), FDsys, and FIRST GOV databases for government information.   Users are urged to ask the Documents Librarian and the staff if they need any further assistance.

Telephone, e-mail, and chat reference questions are also available, welcomed, and will be treated as any other inquiry. However, long distant phone questions may be asked to call again to check on the status of their question.

Bibliographic Instruction, Formal at Department User Education Classes Requests, Formal at Home-Base Classes Guest Speaking Requests, and Department Scheduled and Walk-In Tours & Orientation Policy

The essential goal of MU Government Documents Reference Services is to help users gain an understanding of the collections and services of the department, and to teach them how and where to find needed information from the Government Documents resources. Therefore, the Department welcomes individual or group requests for government information educational sessions including bibliographic instruction sessions, formal at department or at home-base of classes user education requests, and scheduled and walk-in department tours and orientation. Specialized presentation requests on a topic of interest and research such as government information on women, historical resources, legal and law resources, resources on American Ethnic groups, health information resources, etc. are also welcomed and encouraged.

Scheduling the previously listed user education initiatives could be done directly by calling the Government Documents Office at 304-696-2342 or 304-696-3121, or by calling MU Libraries main phone line 304-696-2334, or by reaching us via MU Library Instruction web link at http://www.marshall.edu/library/services/requestinstruction.asp

Telephone, E-Mail, Letter, or Fax Questions Policy

The Department will provide telephone, e-mail, letter, or fax reference services to any person asking for information regardless of their affiliation (students, faculty, organizations, businesses, industries, or any member of the general public). However, long distant callers may be asked to call again to check on the status of their question.

Internet Use Policy

Our Depository Library offers free access to online Federal Government information provided through the Federal Depository Library Program (FDLP). This follows the same principle of free access that governs the use of traditional depository materials, as provided in Section 1911 of Title 44, <u>United States Code</u>.   Students, staff and faculty may use their own users name and password to access such information.   Non-Marshall Users including guest, community members, and individuals from the general public may ask one of our staff for a guests account (free of charge) to allow them search our website and government information on the web.

No filtering software blocks access to FDLP information. Our security measures are consistent with FDLP guidelines and requirements:

Log-in or sign-up sheets are used (as with circulation records, confidentiality of these records are consistent with applicable privacy statutes).

Patrons' use of depository workstations is subject to the library's overall acceptable use policy (e.g. a form of valid ID should be available upon request).

Holding of Departmental Materials Policy

Upon patron's request, the Government Documents Department will hold materials

for a limited time (not to exceed a week).   These materials on hold are accessible to other patrons upon their requests.

Circulation Policy

The circulation policy of the Government Documents Department adheres to MU Libraries general circulation policy taking in consideration FDLP guidelines and policies regarding to the usage of depository collections.   This means that a valid MU ID is required from MU faculty, students, and staff at the time of checking out any of our collections. Our document collection is also available to all citizens, without charge, regardless of their affiliation with Marshall University. Residents of the 3rd Congressional District as well as any member from the general public can use the collection and the available services except circulation privileges. However, any individual from the general public who does not carry a valid Marshall University ID or a valid Alumni card may purchase a special borrowing permit at the circulation desk at Drinko Library.

Documents designated as reference material, folios, certain products such as large scale maps, microforms, etc. are designated in house usage only.   Some may circulate for a very short period of time for copying or presentation purposes. For such exceptions, please check with department staff.

Lending / Interlibrary Loan Policy

Circulating documents may be checked out for lending purposes through Interlibrary Loan various means including Document Delivery and EZ-Borrow systems. The Government Documents Department adheres to MU Libraries Interlibrary Loan Policy taking in consideration FDLP access guidelines. Other documents such as documents designated, as reference must stay for in-house usage.

CDs/ DVDs Usage and Circulation Policy

CD and DVD titles on deposit from the Federal Government and commercial titles will also be added to the Government Documents collection. Disks are accessible by asking one of the Document's staff about that particular disk. The workstation computers and our CD/DVD players may be used for accessing CD/DVD databases.   CDs and DVDs may circulate, please check with one of our staff.

Collection Development Policy

James E. Morrow Library of Marshall University is a Selective Depository for United States Government publications. It is also responsible for the selection, processing, and housing of documents. It is responsible for making documents available to the University community and to the citizens of the 3rd Congressional District of West Virginia. We also help and serve citizens outside our service area such as residents from the Tri-State Area, which includes adjacent counties in Ohio and Kentucky with their government information needs.

The Library endeavors to select publications, which will support the academic programs of the University and the information needs of the surrounding community. Faculty and patron input are sought when making new item selections. To meet user needs, selections are made from each government agency. In addition, subject areas of special interest to be collected are: Census and Economics; Coal and Coal Mining; American Ethnic and Minority Groups; History, Wars and Treaties; Women; Health Information; Law and Legal Information; and materials relating to the Tri-State Area, West Virginia, and the Appalachian Region.

Selection of documents is accomplished through the Item Selection Updates provided by the Federal Depository Library Program. When necessary, documents will be purchased from other sources, such as the GPO Bookstore and National Technical Information Service (NTIS).

Since the current trend with a lot of depository libraries is more towards electronic

access.   MU Libraries Government Documents Department is heading towards the same direction by acquiring more digital information.   This will widen our users' base and make accessing Government Documents easier and more convenient. As we transition to a more digital collection, less hard copies will be acquired.

Maintenance, Preservation, and Disaster Preparedness Policy

Marshall University Government Documents Department adheres to the mandates of Congress to maintain and preserve government publications. Our disaster preparedness plan is an ongoing process. This involves identifying potential hazards to our collection and taking appropriate steps to eliminate or reduce those factors before they become a problem. This involves reporting problems to the appropriate people before a disaster happens. If damage occurs, we follow the Marshall University Libraries' disaster / preparedness plan by calling the appropriate people immediately. Government Documents Librarian and the Documents staff would be notified as would the Preservation and Disaster Planning Committee, chaired by MU Libraries Disasters Specialists Librarian. Mobilization of these key people would begin immediately.

<u>Document Repairs</u> are a regular part of collections maintenance. Our mission is to preserve government documents materials. We perform a wide variety of tasks: repair books, mend covers, make boxes and portfolios for fragile materials and for items with multi-media formats. We hand bind pamphlets which protects them for optimal shelving. We also loose-leaf-bind thick items, insert loose or replacement pages, cut the page edges of new monographs so they may be opened, and so on.   If commercial binding is needed then we can send items out for that.

Weeding Policy

Weeding is also an ongoing process and we weed the collection regularly. Materials will be disposed of in accordance with policies of the Federal Depository Program. Materials of historical value or significance of subject matter will be retained as deemed appropriate by the librarian and staff of the Government Documents Department. During the past few years, weeding and discarding has really increased as electronic sources replace hard copy documents and some formats have become obsolete. An example of this is the floppy disc collection.

Superseded publications and those designated "Keep Latest Only" (KLO) are discarded when the newer edition, etc. arrives. These are NOT offered to other libraries as the information is outdated and superseded. We mark these on the Statistics sheet as "withdrawals." Also, we indicate if documents withdrawn are paper, microfiche, CD, map, etc. Second copies are usually offered to another library, or discarded at the discretion of the Documents Librarian.

MU Libraries adheres to FDLP weeding guidelines which allows selective depository libraries dispose of any publication, which has been retained for at least five years after consultation and obtaining permission from the Regional Depository that serves them. The Regional Library serving our area is West Virginia University Charles C. Wise Library. We are in constant contact with our Regional Library Director especially when it comes to weeding. We follow their recommendation and suggestions regarding weeding list format and procedures.

Promotion of the Depository Collection Policy

Various marketing methods should be implementing to promote the usage of our documents collections including:

Bibliographic Instructions (BI) Sessions: Class tours of Government Documents are usually scheduled and given at the beginning of every semester. Certain professors always request these from us. Examples of these are Historical Methods (Historical Research and Writing), Journalism, Legal Research and Sources, English, etc. These are conducted in the department and usually last about one hour.

Monthly Displays / New Document Displays: We have frequent displays of document materials on designated historical occasions: African American History Month, Women's History Month, Hispanic History Month, Veterans Day, Martin Luther King's Holiday. We also have displays of new document materials.

Occasional Displays: Occasionally the Documents Department does a display in the main university library, Drinko Library. There they have locked glass display cases (three small and one large); also a locked display table in the main lobby of the library. These displays have dealt with various topics: Women's History, African American History, and most recently Census 2010.

Specialized Bibliographies: We compile and make specialized bibliographies for various classes and groups of users. Example: Government Documents History Bibliography which is used by the History Department and particularly for the Historical Methods Class (Historical Research and Writing). We also have ongoing

bibliographies on: African Americans, Women, Hispanic Americans, etc.

Brochures: about Government Documents on various topics of current interest;

Workshops: We have conducted scheduled workshops for both professional and paraprofessional staff about various aspects of government documents and their use. Example of themes: Women's History, African American History, Historical Research Using Government Documents, Legal Resources in Government Documents, etc.

Walk-In-Tours: These are more unstructured tours where times and dates are set up in advance. They are advertised to faculty, staff and students. Patrons just show up for these if they want to and have time.

Newspaper Articles, etc.: Several time in the past [The Parthenon: Marshall University's Student Newspaper](#) has featured articles about our Government Documents Collection. For these articles, reporters have come over, taken pictures, and interviewed the Documents Librarian and staff about the collections. They have featured some of our displays on historical events, such as African American History Month, Women's History Month, and Census 2010 displays.

Promotional Materials from the FDLP Desktop: We use and display for handouts the promotional materials available at http://www.fdlp.gov/component/virtuemart/

Periodical Displays: Routine displays of the latest issues of popular and new periodicals are one of our patrons' favorite areas. Some popular titles displayed are: **Congressional Record**, **Occupational Outlook Quarterly**, **Survey of Current Business**, **Economic Indicators**, etc. Also as patrons go through our department destined for other locations, often they stop to browse our periodical display and the other displays

we have currently available (New Documents, etc.)

Procedures
Government Documents Department
James E. Morrow Library

Procedures: Table of Contents

I. Opening and Checking in Boxes

1. <u>Check to Make Sure the Box Belongs to Us:</u>

Check the address label on each box/package to make sure that it belongs to Marshall University, Depository Library #0660. If the package is addressed to another library, do not open the box. Give it to the Documents staff so that it may be forward to the correct library. Documents staff will notify the Government Printing Office (GPO) using **askGPO http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php** and provide them with our depository number as well as the depository number of the library whose shipment you received. GPO will send either a prepaid mailing label for the other library or a mailing label to return the shipment to GPO. We rarely get a wrong box but it does happen occasionally.

2. <u>Date Boxes, Place in Documents Word Area, and Process:</u>

Regular boxes also have the library depository library number written on the inside of the top flap. Our depository number is 0660. If the number is not ours, then it belongs to another library. When boxes arrive and after making sure they belong to us, stamp each box, package or envelope with our depository date stamp. Then place these at the designated location in the documents work area. When picking a box to process, do them in order by date received. Be sure to pick the oldest one first. Open only one shipment at a time. Open boxes right side up with the mailing label on top. Open packages or boxes carefully so as NOT to cut or damage any document.

3. <u>Remove Documents and Shipping Lists From the Box</u>:

There are five types of shipping lists: Electronic (E), Microfiche (M), Paper (P),

Separates (S) and U.S. Geologoical Survey (USGS). When processing document

shipments, remove the documents from the box or package, one at a time. When you come

to the first shipping list, stop. The first shipping list should go with the documents you just

removed from the box. It works best if you process the documents in small groups with

their accompanying shipping list. After you process the first group of documents from

your box, proceed to remove the next group down to the next shipping list. Finish the box

accordingly.

4. <u>Stamping and Labeling Documents:</u>

After you have removed the first group of documents down to the first shipping list, the

next step is to stamp the enclosed shipping list(s) in the upper right corner with the

depository date stamp. Then proceed to stamp each document with the document date

stamper. Each document and shipping list needs to be stamped with the date processed.

Our stamper appears like below:

<div align="center">

UNIVERSITY LIBRARIES
MARSHALL UNIVERSITY
HUNTINGTON, WV 25755

January 12, 2011

GOVERNMENT DOCUMENTS DEPT.
FEDERAL DEPOSITORY 0660

</div>

     Stamp documents near the center or where it won't cover up any title or significant

information. Stamp hardback books inside the center of the first page. Make sure to use

the same date on the shipping list and the documents contained in your box. Stamping is

necessary to meet the Superintendent of Documents requirements that each document be

identified as a depository item.

One at a time, find each document on your shipping list. In the upper left hand corner of each document, write the SuDoc (Superintendent of Documents) classification number. SuDoc numbers appear on the shipping list to the left of the document titles.

When you transpose the SuDoc numbers from the shipping list to the document, remember to write neatly and clearly. Use a number two lead pencil for your labeling. If at all possible, try not to write over any significant features of the document (title, text, pictures, etc.). However, often this is unavoidable. If the document is wide enough, place the label on the spine. Place it so that the top part of the label is abou two inches from the bottom of the spine. Write SuDoc numbers as they appear on the shipping list. Keep uppercase/lowercase letters precisely as they appear on the shipping list. A label protector should be placed over the label for documents that are wide enough to have the label placed on the spine.

If the document surface is too dark to see, place a book label in the upper left hand corner of the book and write the number on it. When labels are used, write the SuDoc number inside the document on the first page in the upper right hand corner. Sometimes, the labels get old or fall off. In this case, we don't have to look the call number up; we can simply write up a new label.

Check each document in your box against its accompanying shipping list. When you find the document on the list, draw a line between the item number and the classification number. With your pencil, write the SuDoc number from the shipping list in the upper left hand corner of the document. Transfer SuDoc numbers from their

horizontal format to a vertical format. To arrange the number format correctly, include everything up to and including the slash (/) and the colon (:) on the first line. Directly under the first line, write everything after the colon and up to the slash (/). <u>DO NOT WRITE IN THE SLASHES</u> on the other lines. These are there simply to let you know when to drop down to the next line. The remaining lines will contain information between subsequent slashes. Some examples follow that show how to properly record SuDoc numbers on the documents from the shipping list:

<u>Shipping List</u>	<u>On Documents</u>
A 1.35:382/7	A 1.35: 382 7
EP 1.23/2:73-247a	EP 1.23/2: 73-247a
L 36.2:H 81	L 36.2: H 81
D 7.6/4:M 59/2/972/ch.1	D 7.6/4: M 59 2 972 ch. 1

Continue the process of labeling until all documents in your box have their proper SuDoc numbers and all are marked off on the shipping lists..

5. <u>Microfiche Shipments:</u>

The majority of our documents come in microfiche format. Open the package of microfiche taking care to remove them intact. The microfiche down to the first set of

shipping lists should go together as was the case with the paper documents. Process the microfiche in batches. Remove the rubber bands or paper clips from the microfiche before processing. Once removed, leave these off the fiche. Rubber bands contain sulfur and can do damage to the microfiche over extended periods of time. Stamp them at the center of the envelope with the date stamper.

SuDoc numbers do not need to be written on the microfiche envelopes, since they almost always have it already printed clearly in the upper left hand corner of the film. If the SuDoc number is not on the film, write the number from the accompanying shipping list in the upper left hand corner of the envelope. If there are multiple fiche envelopes for one document, each one needs to be date stamped and labeled. Stamp the shipping lists as you did with the paper documents. As you find each item on the shipping list, mark it with a line between the item number and the SuDoc number as you did with the paper documents.

6. <u>CD-ROMs, DVDs and Videos:</u>

If CDs come in paper, cardboard, or thin plastic cases, remove them from their packaging. Place the CDs in jewel cases and process them as you would other CDs.

For CD-ROMs and DVDs, place a label in the upper left hand corner of the jewel case or the DVD case. Write the SuDoc number from the shipping list onto the label as you would with other documents. <u>NOTE</u>: Be sure to remove the entire plastic wrapper from the cases.

For stamping CDs, remove the title page from inside the jewel cases and date stamp these. If there are no papers with the CDs, Stamp one of our larger labels and attach it to

the jewel case. Stamp it and affix it to the back cover of the jewel case. Also the label can be place inside the jewel case.

For DVDs, remove the title page from behind the plastic cover, date stamp it, and put it back in place.

For videos, place a label or write SuDoc number on the labeling tag of the video. Also place a label with the SuDoc on the outside of the video case. Stamp the video case if it has a page that can be stamped. If not, proceed as you did with a CD that did not have paperwork with it.

7. Separate Packages:

Documents that are odd shaped, too large for regular boxes, or need special handling are shipped as "Separates." Special shipping lists for these are sent to depository libraries in with regular shipments. They are marked at the top of the list with a number followed by an (-S). When separate shipping lists arrive, give them to the library staff responsible for processing these. These lists are held for a few days until all the documents on the list arrive. When separates arrive, place them on the "Separate Shipments" truck until the shipping lists arrive. Usually the packages will arrive before the shipping lists. They are then processed as you would other paper documents. If a document fails to arrive that's listed on the separate shipping list, hold the list for a week or so before claiming them. Separate packages sometimes arrive over a period of two weeks or more. Claim Separates, as you would other paper documents.

8. Direct Mail Shipments:

Direct mail is depository material mailed directly to the library from the printing

contractor. These are not in regular or separates shipment boxes and DO NOT come with a shipping list. These documents are shipped to depositories directly because of the timeliness of the information. Direct mail shipments should be processed as soon as possible as they are the most time sensitive. They should be checked in and made available immediately. The following microfiche titles are currently distributed as Direct Mail:

Federal Register AE 2.106: -- Item 0573-D (MF)
List of CFR Sections Affected   AE 2.106/2: -- Item 0573-D (MF)
Congressional Record (daily)   X 1.1/A: -- Item 0994-C (MF)

Process these as you would other documents, but without the shipping list. Make sure to record these on the statistics sheet as items received.

9. Map Shipments:

The maps usually come in tubes. Carefully, remove the maps from the tubes and place flat on one of the large processing tables. Place a heavy book on each corner. Leave the books on top of the maps for a couple of days. This is necessary to make them lay flat and prevent them from curling up while processing and filing them in the map cases.

Date stamp maps either on the front where it won't cover up any vital information or on the back of the map. Write the SuDoc number in the upper left hand corner as with other documents.

10. Posters:

Posters come shipped in tubes and in regular shipments. Process the ones in tubes like you would the maps. The ones that come folded in regular boxes need to be unfolded and laid flat, and then processed.

After processing posters, they are to be filed flat in the map case drawers labeled

"Posters." Display posters whenever possible for patron and staff information and enjoyment.

11. **Non-Depository Items:**

   Occasionally, but not often, we receive non-depository items. **Kids Count Data Book** and some **West Virginia Population Reports** from the WV State Data Center are examples of non-depository items. Stamp these with the date stamper. These are labeled with a tag "State Data Center" and filed with our reference section.

12. **Slick or Glossy Documents:**

   If the document surface is too glossy to write on, place a book label in the upper left hand corner of the book and write the SuDoc number on it. Also, be sure to write the SuDoc number inside the document on the first page in the upper left hand corner.

   If the front cover is too glossy to receive the date stamper, stamp the document on the inside at the center of the first page. If all the pages are glossy, used one of the larger labels, affix it to the document then stamp.

13. **Documents with Multiple Pieces:**

   Special documents such as kits and publications with pocket parts of maps, etc. are a bit more time consuming. Each loose piece must be date stamped and the SuDoc written on them. This is beneficial for situations where a map, brochure, etc. may get separated from the rest of the set. With the SuDoc number on each piece, it is a simple matter to reunite it with its counterparts.

14. **Documents with Plastic Covers:**

   Plastic packing needs to be removed completely from the documents so that they can

be processed correctly. **DO NOT** leave parts of the plastic on the document.

15. **Loose Leaf Documents:**

    Some documents come loose leaf and without binders. These either have to be placed in a binder, tied, stapled or bound together. If you're unsure how to handle a particular document, consult the Documents staff.

16. **Receipt: Corrected Copies**

    Whenever your depository library receives a corrected copy of a publication, it replaces a publication previously distributed through the FDLP. The publication that was initially distributed should be removed from your collection and discarded. Do not offer these to another library. This is done in order to prevent misinformation from being disseminated to the public. These corrected copies are identifiable by the **/CORR** at the end of the SuDoc classification number. .

17. **Duplicate Documents:**

    If a duplicate copy of a document is received, it is considered a secondary copy and it may be offered on a discard list to the regional depository or be discarded. If, however, it is substantial in size or a popular publication, submit a request using **askGPO** **http://gpo.custhelp.com/cgi-bin/gpo.cfg/php/enduser/ask.php** to obtain a prepaid mailing label to return it to GPO.   DO NOT send duplicates back to GPO unless notified to do so. If it is not a substantial or popular document the Documents Librarian chooses whether to keep it as a duplicate copy or to offer it on the discard list to the Regional Library for the "Needs and Offers List" (N&O List). If we are to keep the duplicates as a second copy, process it as you would the other documents. Be sure to add an additional line to the

SuDoc label designating it as a copy 2, etc.

18. Documents Not Found on Shipping Lists:

Occasionally, there are documents included in with regular shipments that are NOT listed on the shipping lists. If this happens, search the online MARCIVE index for the SuDoc number for these. If the SuDocs are found, process them as you would other documents. Also, write the SuDoc number and the title of these documents at the bottom of one of your shipping lists. Be sure to add them in the statistics count of documents received. If the MARCIVE search is unfruitful, hold the document a couple of weeks and search for them again later.

19. Stripping Documents (Security Strips):

The next step after stamping and labeling the documents is to insert security strips. Security stripping is important to the protection of the documents collection against theft. Never share this security information with anyone outside the library. Each strip is a thin piece of metal which holds a magnetic field. When an item is checked out, the staff deactivates this field and the item does not set off the gate alarm. If this field isn't deactivated, the gate alarm will sound. Place security strips down inside the spine of the hardback books using the insert tool. For paperbacks, place the strip 25 to 50 pages into the document and as close as possible to the in towards the spine. The exceptions to the stripping process are documents that are frequently superseded.

20. Place Finished Documents on Truck for Bar-coding

After documents are processed, they are placed on a truck waiting to be barcoded./online cataloging.

21. <u>Check Shipping List Against Our Current "Depository's Item Selected List":</u>

Our library is a Selective Depository. As of October 1, 2010, we receive 67.89% of all Government Printing Office's (GPO) publications. That means there will be documents listed on some of the shipping lists that we are not supposed to receive. All the documents that we ought to get will be listed on the current Items Selected List, October 1, 2010 (hard copy) or on the GPO Access Item Lister page:

http://www.access.gpo.gov/su_docs/fdlp/tools/itemlist.html

In this processing step, the item numbers on the shipping lists that were not received need to be checked against our current Items Selected List, October 1, 2010. If the item searched **<u>DOES NOT</u>** appear on the list, then make a line from the item number to the left edge of the shipping list. If the item number was not on the list, then we were not supposed to receive it. If the item number searched **<u>DOES</u>** appear on the list and was not received, then this document must be "claimed." In this case, make one circle around the item number and the classification number (or numbers) on the shipping list. This circle alerts the Documents Staff who finishes off the shipping lists that this item must be claimed.

22. <u>Counting and Recording Documents Received</u>:

Next, go through the shipping lists and staple the shipping lists together that have the **<u>same</u>** number. For example, shipping list 2011-0039-M indicates at the top left of the page that it has two pages. It helps in the filing process if shipping lists with multiple pages are stapled together.

Since a count of all documents received is essential, we count the number of documents received with each shipment. First, total the documents received on each

shipping list and mark this number at the bottom of the page.

When individual shipping lists are totaled, then the totals for all the shipping lists from your box need to be added together by format. You should have different totals for the paper, microfiche, electronic, and map documents received. These various totals need to be recorded on our daily statistic sheet under "paper documents received," "microfiche documents received," "electronic documents received," etc.

23. <u>Finishing Shipping Lists</u>:

Completed shipping lists are given to the Library Staff responsible for checking, clearing, recording, and filing each list. As soon as the staff receives the shipping lists, he/she immediately checks through them for claims. Claims are those items that we were supposed to receive but did not. Ideally, the claims are sent out the day the processing part is complete.

Next, the shipping lists are separated by format: Microfiche (M), Paper (P), Electronic (E), Separates (S), and Maps. Then, each category of lists is put in date, number and descending order. This chronological (date) order means that the latest shipping lists are on the top.

<u>Example</u>

(as lists would appear for a set of microfiche shipping lists – from the top of the pile to the bottom of the pile):

<p align="center">2011-0039-M</p>

<p align="center">2011-0038-M</p>

<p align="center">2011-0037-M</p>

2011-00 36-M

2011-0035-M

2011-0034-M

Next the shipping lists are marked off the shipping list log or register.

24. <u>**Shipping List Log or Register:**</u>

GPO's fiscal year begins on October 1 each year. The shipping list numbering sequence re-starts each October 1st. A shipping list log or register must be kept to make sure all shipments are received. This is a running numerical list of shipping list numbers. A log is kept for each of the formats: paper, microfiche, electronic, separates, and maps. When the shipping list is completed, mark the list number off the register to indicate it has been received. After shipping lists are marked off their appropriate log, they need to be interfiled with previous shipping lists. First, separate the lists by format: paper (-P), separates (-S), microfiche (-M), electronic (-E), and maps. Then, put them in descending numerical order, with the largest number on top. That way the most recent lists are more readily accessible. Interfile the new lists with the previous lists. According to FDLP Desktop, shipping lists received by mail do not need to be kept after they have been processed and the contents of the shipment have been compared to the library's item selection profile. After this time, they may be discarded.

25. <u>**Shelving Documents or Filing Microfiche:**</u>

The shelving and filing procedures are tasks usually performed by our Extra-Help Employees, Student-Assistants, Graduate Assistants and Work-Study Students. Shelving and filing are pretty straightforward processes. The paper documents are first placed on a

book truck in SuDoc order, and then interfiled on the shelves in the stacks. Microfiche documents are interfiled on the in the fiche cabinets.

II. <u>Claims for Documents</u>

Claims must be made for those items that we were supposed to receive and didn't. Also claims can also be made for any selected documents that came damaged, is missing pages or is otherwise misprinted. Libraries may only submit claims for materials that are on their item selection profile and may not submit claims for materials that they have not profiled to receive. Claims must be submitted within 60 calendar days of receipt of the shipment. This is noted at the top of the shipping list under the date. However, the sooner we claim the missing document, the better. The number of claim copies produced by GPO can be depleted quickly if several libraries make claims for a particular item. GPO only reserves a few copies for claims purposes. So, try to make claims as soon as you can or within a day or so of receiving the finished shipping list. Before making claims:

1. <u>Double Check Circled Item Numbers:</u>

Double check the Items Selected List, October 1, 2010 to make sure items circled are ones we are supposed to receive and not circled by mistake.

2. <u>Make Sure It Isn't a "Separate"</u>

Before claiming an item, check to see if the shipping list has an "-S" after the shipping list number at the top (i.e., 2010-045-S). If it has an "S", that means the items on the list are being mailed individually in smaller or larger packages. These are called "Separates." DO NOT CLAIM THESE. They will not be in your box. They are mailed separately and at a later time. Give separate lists to the library staff responsible for these.

3. **Make Sure It Isn't a Rain check or Shortage:**

   If a percent symbol (%) or note such as "Regionals Only" is found next to the item number it means that the publication was <u>shipped short</u> and GPO cannot fulfill a claim for that item. Therefore, do not claim the publication. Sometimes publications are shipped short from the agency, but GPO has managed to secure copies for libraries that select the corresponding item number. In those cases, a note will be included in the title field indicated that a rain check was issued, and libraries need not claim these publications for they will be delivered in a later distribution box. Place the shipping lists for rain checks in the folder for "claims." Keep check on these. If the rain check never comes, then these need to be claimed. File shipping lists that have shortages with the other completed shipping lists. We will not get these. Shortages can be like unfilled claims. See "Unfilled Claims."

4. **Check the Claims Copies Exhausted Page**

   Also before making a claim check the Claims Copies Exhausted Page at:

   http://www.fdlp.gov/component/content/article/158 This page is updated periodically and lists those publications that GPO has exhausted their claims stock. DO NOT submit a claim for any publication appearing on this list.

5. **Making the Claim:**

   If the document circled is an item we are supposed to receive and didn't, and if it isn't a separate or rain check, then we need to claim that document. Map and microfiche claims can still be submitted through the mail. Mail these out as soon as possible. Paper, Electronic, and Separate claims have to be claimed over the web. Use the Web Claim Form

at: http://www.fdlp.gov/collections/collection-tools/webclaimform

For the microfiche and map claims, a Xerox copy needs to be made and kept in the "claims folder." The Xerox copy can be destroyed when the claim comes back with the original shipping list. Fill out the information required at the bottom of the original shipping list: name of library, address, depository library number, librarian's signature, etc.   Write the date the item was claimed at the top of both the original shipping list and the Xerox copy. Then, mail it to the address at the bottom of the shipping list.

Microfiche and map may also be claimed fax. The fax number appears at the bottom of the shipping lists. There are a couple of different fax numbers each for Maps and Microfiche because they come from various contractors.

6. <u>Claims for Damaged or Defective Documents:</u>

If a defective or damaged document is received, a claim may be made. However, keep the damaged or defective copy until the claim copy is received. Then, it can be discarded. DO NOT send defective/damaged documents to GPO and DO NOT offer them on the discard or "Needs and Offers List."

7. <u>Claims for Direct Mail Publications:</u>

DO NOT use the Web Claim Form to claim Direct Mail microfiche. Claim direct mail microfiche within 60 days from the date of the shipping list. Use the following information to make these claims:

<u>Congressional Record (daily)</u>
Item number: 0994-C (MF)
Claim via fax
Alliance
Fax: (202) 512-0035
Attn: Natoshka Faxio-Douglas

Federal Register (daily) and the List of CFR Sections Affected (LSA) (monthly)
Item number: 0573-D (MF)
Alliance
Claim via phone
Joe Moore (GPO) at 202-512-2098 or
Sherry Dudley (Alliance) at 410-282-5900 x 3036

8. USGS Map Claims

   If you are missing any USGS map shipments, follow the directions on the USGS

shipping lists and claim the maps directly from USGS within 60 days. DO NOT use the

Web Claim Form to claim these maps. Use the following information to make these claims:

U.S. Department of the Interior
U.S. Geological Survey
Denver Federal Center
MS 306, Attn: Receiving
Denver, CO 80225
Fax (303) 202-4694

9. Claims for Entire Shipments:

   Check shipping list log for any missing shipping list numbers. If there are missing

shipping list numbers; make copies of these for claim purposes from one of the following

websites:

http://www.fdlp.gov/collections/shipping-lists/145-shipping-lists
http://ublib.buffalo.edu/libraries/units/cts/acq/gpo

Then use the Web Claim Form to make the claim for the entire shipment.

10. Filled Claims:

   When claimed documents arrive, give these to the Documents staff responsible for

processing claims. The claim documents are to be processed like other documents: date

stamped, labeled, cataloged, shelved, etc. To finish off the claim, pull the

documentation out of the claim folder, mark the receipt of the document on the shipping list, add it to the number of received documents and record it on the statistics sheet. Finally, file the shipping list with the other lists.

11. Unfilled Claims:

Since GPO produces a limited number of copies for claims purposes for 1221 Depository libraries, some claims may come back marked "Exhausted." When this happens, pull the shipping list from the "Claims Folder." Staple the LPS's response to the shipping list and file it in with the other lists. Keep a list of the documents claimed that have come back unfilled. Try to obtain these documents from other sources such as:

- Check and keep checking the online "Needs and Offers List" (N&O List) to see if another library is discarding the document that needs to be replaced. The N&O List is at: http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html

- In-print documents of significance will be purchased from the appropriate sources. The U.S. Government Bookstore website is: http://bookstore.gpo.gov/

- See if the document can be obtained in electronic format

- EX-Borrow or Inter Library Loan the document from another library and then make a photocopy.

III. Online Cataloging Project: Government Documents

1. Bar-coding Project:

We have been cataloging our government documents collection online now for several years. This is an ongoing project. We work at getting the newer documents in the online catalog first. Then as time permits, we are also doing some retrospective online catalog of our older more historic documents.

For the online cataloging project, new documents are pulled from the finished document boxes and set aside. Records are then pulled from the OCLC Cataloging Database, modified, and copied and added to our online catalog. Bar-codes are then affixed to the documents and attached to the online record.

2. <u>Electronic Formats and Web Access</u>

We have electronic government resources integrated in our Marshall University Government Documents Webpage. On our web page there are numerous Government documents titles and web pages. Also many of our user education tools help assist our ever increasing online users.   This facilitates our goals of providing public service in an increasingly complex electronic environment.

3. <u>Cataloging Record Distribution Project (CRDP)</u>

The U.S. Government Printing Office (GPO) implemented a second year long Cataloging Record Distribution Project (CRDP) from GPO's Integrated Library System (ILS).   This year's distribution with run from October 1, 2010 and is slated to end on September 30, 2011. Participation in the program was limited to 75 libraries. Marshall University Libraries Government Document was one of the 75 libraries chosen to participated in this second year. These records are provided to us free of charge. October and November 2010's records were loaded into our library online catalog. The total number of records was 1350. This project will create greater access to tangible documents in depository collections and electronic documents available from U.S. Government Web sites. Documents made available in paper, microfiche, CD-ROM, and other physical media normally, a catalog record for the tangible version is created or adapted to catalog the

tangible version. If the online version of a document is cataloged prior to the time an equivalent tangible version is cataloged and the bibliographic details and content of both versions are the same, information regarding the tangible version, including distribution information is added to the record for the online version.

IV. <u>Shelving of Documents by the SuDoc Number</u>

1. **The Superintendent of Documents Classification (SuDoc) number is composed of a letter or combination of letters, symbolizing a department in the Federal Government, and a number. The number has a period after the first digit or set of digits. The first part of the number up to the period reflects the agency within the department. The number after the period and before the colon stands for the type of publication or series.**

<u>Example:</u>

C 3.2:

C-   means this is a Commerce Department publication

3-   stands for the Census Bureau

.2:-   indicates that this is one of their general publications

Anything after the colon is the cutter number for an individual title (a cutter number is a number composed of a letter of the alphabet combined with a number), the year or date on a serial or annual, or the number for a series.

<u>Example:</u>

C 3.2:C 18/5

C 18-   a general publication about careers with the Census

5-   indicates the fifth document in this series on careers with the Census

2. Documents are arranged alphabetically and numerically.

3. First, arrange the documents alphabetically (e.g.: A, B, C, CC, CR, D, E, ED, EP, etc.)

4. Next, within each alphabetical class, arrange the documents in order for each agency. (e.g.: A 1.; A 2.; A 13.; A 20.; etc.

Note: The SuDoc system is NOT a decimal system. Keep in mind the number after the letter but before the period is considered a WHOLE NUMBER.

5. After the documents are in order by department letter and agency class number; next, publication numbers (the number after the period) should be arranged numerically. (e.g.: A 1.1:, A 1.2:, A 1.9:, A 1.10:, A 1.15:, etc.)

Note: Again, the SuDoc system is NOT a decimal system. Keep in mind that number after the period and before the colon is also considered a whole number.

6. On the second line of the SuDoc number is either the cutter number for an individual title, the year or date on a serial or annual, or the number for a series.

A. **Cuttered numbers** are arranged alphabetically and then numerically

Example:

A 1.1:A 60

A 1.1:A 65

A 1.1:B 40

A 1.1:C 2

A 1.1:C 19

B. Year or dates are arranged chronologically

Example:

A 1.1:989

A 1.1:990

A 1.1:999

A 1.1:2000

A 1.1:2002

Note: Dates in the SuDoc number often appear without the 1 in front of the date and

sometimes without the first two digits.

Example:

99 will be 1999

05 will be 2005

An example of a document where the first two digits of the date are dropped is the

Water Resources Investigations (I 19.42/4:). These would be put in SuDoc order as follows:

I 19.42/4:89-1436

I 19.42/4:90-436

I 19.42/4:99-2613

I 19.42/4:00-3160

I 19.42/4:01-123

I 19.42/4:02-65

C. Series numbers are arranged numerically

(e.g.: A 1.34:580, A 1.34:586, A 1.34:630)

7. **If there is a slash (/) before the colon, the numbers after the slash and before the colon are arranged numerically (e.g.: A 13.36/1:, A 13.36/2:, A 13.36/4:)**

8. **If there is a dash (-) following the first number after the slash, the numbers are arranged numerically (e.g.: D 301.26/6-8:, D 301.26/6-9:, D 301.26/6-10:, D 301.26/24-2:, D 301.26/24-3:)**

9. **When filing documents, <u>years</u> come first, then <u>letters</u>, then numbers. That is when two or more items have the same SuDoc stem (first line of the call number)**

   <u>**Example:**</u>

   C 3.2:997

   C 3.2:2000

   C 3.2:T 16

   C 3.2:T 16/993

   C 3.2:T 16/2

   C 3.2:65

   C 3.2:137

V. <u>Collection Maintenance</u>

1. <u>**Shelf reading:**</u>

Shelf reading is the process of checking each document's call number sequence on the shelf to make sure they are in order and arrangement correctly. When shelf reading, you check each document and make sure it is in the proper order. Shelf reading is necessary because, things occasionally get shelved wrong or misplaced. Shelf reading

assignments will be made to individual students. If you know of an area in need of particular attention, let the documents staff know so it can be addressed and corrected. When self reading, it is necessary to check all documents in turn, one by one, to make sure they occupy the correct place in the SuDoc order. As you shelf read be sure to check the document to the left and the document to the right of each one. Paper documents are shelved from left to right on shelf. Microfiche, microforms, CD's, DVD's, etc documents are filed from front to back in drawers.

While shelf reading, you may find duplicate copies of a document, documents which have been superseded, more than one document with the same Sudoc number or a document with no Sudoc number. If you find such documents give them to the documents staff. Don't discard a document or make any changes without first checking with the documents staff.

After shelf reading each row, make sure all documents are neatly arranged on the shelf and standing up straight. Use book ends, boxes or Princeton files provided, especially at the end of rows, to prevent documents from falling over. Do not pack the documents too tight in the boxes or Princeton files, as this is not good for the documents either. When you shelf read, be sure to record, the shelf areas that you've completed and record the last call number where you left off. We also have colored tags that say, "Stopped Here," that you can place between the books where you've left off. These make it easier to find your place the next time you have to shelf read.

Documents staff recommends that you alternate your shelf reading activities with other duties. Shelf reading is intense and fatigue and boredom can set in quickly. It is

recommended that you only shelf read about an hour or so at a time, then take a

break away from it and do other assignments.

2. Shifting:

When overcrowding occurs, documents must be shifted to make room for new

documents.   Don't force a publication onto a shelf that is already full since this can

damage the documents. Be sure and let the documents staff know about the

overcrowding situation. Then, plans can be made to alleviate the problem.

VI. WEBTech Notes: Corrections and Changes

The relaunched application of WEBTech Notes features the ability for GPO staff to

create records and make updates to those records in order to provide Federal depository

libraries the ability to easily track changes to Federal publications. Records may be viewed

online, but also to keep users automatically informed of additions and modifications.

The WEBTech Notes is designed to support the management of Federal depository library

updates to Superintendent of Documents classification numbers and to *List of Classes*

information. Specifically, WEBTech Notes may be used to:

- Identify records and publication call numbers that need to be changed.

- Identify if something new transitioned to another format.

- Identify issues with older material on their shelves.

http://www.fdlp.gov/collections/collection-maintenance/webtech-notes WEBTech Notes

http://www.fdlp.gov/component/content/article/439 WEBTech Notes Help Page

http://www.fdlp.gov/collections/collection-tools/webtechnotes WEBTech Notes Video

WEBTech Notes provides instant public access to additions and modifications as they are made by GPO staff. The dataset includes data from 1991 forward. Traditionally, updates were recorded and distributed in paper to Federal depository libraries in <u>Administrative Notes, Technical Supplement (ANTS)</u>. Since updates are now made to the Web-based application as needed, the U.S. Government Printing Office ceased publication of ANTS. A final print version of ANTS was released as Administrative Notes, Technical Supplement (ANTS), Volume 15, no. 11-12, November – December 31, 2008.

VII. <u>Changes in a Document</u>

<u>Revisions and Corrections:</u>

Some documents are revised on a regular basis. If an entire document is revised, the document should be marked with the note "KLO" (keep latest only) right under the call number. Pull these and give them to the documents staff. These superseded versions are marked for discard and the new one replaces it. Sometimes documents have a note on the cover saying to "Discard if Revised." With these the old publication gets pulled and replaced with the new one. Other documents are received and maintained in a loose-leaf notebook that receive updates or "transmittals." When replacement or updated pages are received, these need to be placed within in document and the older pages removed. Each update or transmittal has instructions telling you which pages to remove, replace, etc. Set all documents which have been superseded or revised aside in the designated area for the documents staff. Never discard any document or document materials without checking with the documents staff first.

VIII. <u>How to Use the Online MARCIVE Index</u>

The MARCIVE Index is the online version of the <u>Monthly Catalog</u> of the United States Government Publications. It is a listing of all depository and some non-depository federal publications. The starting date for the online MARCIVE Index is July 1976. It is updated monthly, so it is a current listing of GPO publications.

The MARCIVE Index lists all GPO publications between July 1976 and present. Since we are a Selective Depository and receive only 67.89% of Government Publications, there are documents listed on MARCIVE that we do not have. For searches after July 1976, the best way to search for a Government Document is to use the online MARCIVE Index. The web address for the MARCIVE Index is

http://www.marcive.com/webdocs/webdocs.dll

1. On the Government Documents home page, locate the "Search MarciveWebDOCS" link right under the department hours.

2. Click on that link to do a document search.

3. Click on the type of search that would best locate the materials sought. There are browse, keyword, titles, authors, and subject searches. Toward the top of the page, there is a link you can click on to do a combined search.

4. After the type of search is selected, find the search box, place the cursor at the beginning of the box and left click. Now, type in your search word(s).

5. Click search to submit the search request.

6. When the search is completed, a list of documents will appear on the screen.

7. If your subject is broad, there may be several pages of document titles listed. To look at the next page(s), click on "Next Page" either at the top or bottom of the list.

8. If you would like to look at any of the documents on this list, click on one of the links. What comes up then is a full bibliographic record for the document selected.

9. If you would like to take a look at this document, first click on the "Holdings" in the upper left hand corner of the record. This is done to check and see if it is a document that we have or not. It will say "This item is SELECTED by your library Marshall Univ." or "This item is NOT SELECTED by your library Marshall Univ."

10. Next, click "Back" in the upper left hand corner of the screen to go back to the bibliographic record.

11. If it is a document that we selected, write down the entire SuDoc number. This number is needed to retrieve your document.

12. If it is a document that we have not selected, you may write the bibliographic information down from the screen. This information is needed in order to place an inter-library loan request.

13. To continue looking for other documents, click "Back" again. This will bring up your first search list.

14. If you want to start another search, click back once more to get the search box.

15. After you have the SuDoc numbers for the documents you want, they can be pulled from the stacks.

IX. <u>How to Use the Monthly Catalog</u>

1. The <u>Monthly Catalog</u> (GP 3.8:) of the United States Government Publications is a book catalog listing all depository and some non-depository federal publications. Each issue generally consists of two parts, an index section and an abstract section.

2. For searches prior to July 1976, the paper copy of the <u>Monthly Catalog</u> must be used for Government Document searches. After that date, the most expedient way to search for documents is the MARCIVE index (the online version of the <u>Monthly Catalog</u>).

3. Our hard copy of the <u>Monthly Catalog</u> indexes begins with 1900. However, the abstract parts of the indexes from 1900 to 1936 are in microfiche format. From 1937 on, we have both the indexes and abstracts in paper copy.

4. Over the years, the Catalog has had several revisions in format:

    A. Up until 1974, the annual cumulative index was a combined index including authors, titles, and subjects. In 1974, the index was divided for those categories.

    B. In July 1976, the Catalog output was computer-generated for the first time. The indexes remained divided for author, title, subject, and added series/report number. The Library of Congress Subject Headings was adopted as the authority list for the subject index. The main entry section provided full bibliographic information, including author, title, publisher, and date, Superintendent of Documents Classification number, OCLC number, and subject tracings. A separate Serials Supplement provided

information on serial or periodical publications, a departure from the listing previously included in the February issue of the Catalog.

C. In 1977, the index sections included indexing by Superintendent of Documents Classification Number.

D. In 1979, the index sections included indexing by stock number (S/N number).

E. In 1980, the index sections included a title keyword index (indexing all significant words in any title, e.g., <u>Handbook of Cyclical Indicators</u> would be listed under "handbook," "cyclical," and "indicators").

F. In 1985, beginning with the 97th Congress, a separate index for the <u>Congressional Serial Set</u> was introduced.

G. To date, these additions provide access through the following categories: author, title, subject, series/report number, classification number, stock number, title keyword (classification number is listed only in the annual and semi-annual cumulative indexes.)

H. In 1987, the classification number was included in the subject and title indexes each month, and in the cumulative indexes.

5. If a request was made for information on higher education in the U.S.S.R., the <u>Monthly Catalog</u> could be consulted by using any of the access points in the divided index section. For instance, in May 1981, the entry no. 81-4372 could have been located in the all of the indexes as listed below:

<u>ED 1.8: Un 3</u>

81-4372 Rosen, Seymour Michael, 1924-

Education in the U.S.S.R.: Current

Status of Higher Education

Author Index: United States, Office of Education, Rosen, Seymour Michael, 1924-.
   Title Index: Education in the U.S.S.R.: Current Status of Higher Education

Subject Index: Education, Higher-Soviet Union

Series/Report: DHEW publication: no.(OE)-79-Number Index:
Stock Number: 017-080-02060-2
Title Keyword: current, higher, education, status, USSR
Classification Number: ED 1.8:Un 3

6. For a full bibliographic citation for this document, look the abstract number 81-

   4372 up in the abstract part of the May 1981 Monthly Catalog.

7. Once a document entry has been found in the Catalog, copy down the

   Superintendent of Documents Classification Number: (e.g., ED 1.8: Un 3).

X. Searching Millennium Online Catalog

   The Millennium (III) Catalog is Marshall University Libraries online catalog. You can

use this index to find some government documents. We currently have about 30% of our

documents in this system. As our major Cataloging Project continues, this percentage will

increase. One priority this year is to get as many of our documents online as possible. We

are also one of the 75 libraries chosen to participate in the Cataloging Record Distribution

Project (CRDP). In this program, several hundred catalog records for the new documents

will be added monthly to our online catalog. This will create greater access to tangible

Government documents in our depository collection and to electronic documents available

from U.S. Government Web sites.

To search the III catalog form the Government Documents homepage, place your cursor over "Research Tools" (top and left on the drop down bar); then click on the first link there which is "Marshall Libraries Catalog." This will bring up a search page for the online catalog.

XI. <u>Online Websites for Government Documents Searches</u>

There are hundreds of Internet search engines that may be utilized when searching for government publications. Most federal agencies and departments have their own web pages. These web pages have a link where you can click and search. A few of the more popular ones are listed below.

<u>American Factfinder:</u>   http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml

Source for population, housing, economic and geographic data from the Census 2000, the 1990 Census, etc.

<u>Basic Depository Library Documents:</u>

http://www.fdlp.gov/administration/handbook

- ➢ Shipping list logs and Depository Shipping lists
- ➢ Collection development guidelines for Selective Depository Libraries
- ➢ Depository Library Directory
- ➢ Handbook for Federal Depository Libraries
- ➢ Federal Depository Library manual
- ➢ List of Classes of United States Government Publications

- ➢ Superseded lists

- ➢ Self-Study of a Federal Depository Library

- ➢ Interactive list

Documents Data Miner (DDD): http://govdoc.wichita.edu/ddm/GdocFrames.asp

A collection management tool for federal depository libraries

FedStats: http://www.fedstats.gov/

A gateway to statistics from 100 U.S. Federal Agencies

FirstGov: http://www.firstgov.gov/

Your first click to the U.S. Government. Has an agency index and links to their websites, federal branches, state, local and tribal government index and links to their websites, etc.

Google: http://www.google.com/

One of the best Internet search engines available to date. Google searches over three million web pages. An excellent starting point to search for government documents.

Uncle Sam Google: Specialized search engine; searches Federal State and Local

government documents   http://www.google.com/unclesam

FDsys: GPO's Federal Digital System (GPO's next generation of online Government information online – replaces GPO Access) http://www.gpo.gov/fdsys/

Provides free public access to full-text, official federal information, federal products for

sale, and aids for finding federal information, etc. It provides free online use of over 2,200

databases of federal information.

GrayLit Network: http://graylit.osti.gov/

A science portal of technical reports. Some include full-text of documents. The GrayLit Network makes "gray literature" of the U.S. agencies easily accessible over the Internet. It also taps into the search engines of distributed gray literature collections, enabling the user to find information without first having to know the sponsoring agency. The GrayLit Network is the world's most comprehensive portal to federal gray literature.

LSU Libraries Federal Agency Directory: http://www.lib.lsu.edu/gov/index.html

Has links to federal agencies. When you click on these links, it gives the agencies homepages with search capabilities.

Thomas: Legislative Information on the Internet: http://thomas.loc.gov/

Congressional legislative searches (ex: bills, public laws, house and senate reports, Congressional Record, etc.