



Steering Committee Conference Call Notes

ASERL Collaborative Federal Depository Program

August 22, 2012 - 3:00pm EST

Attending:

Bill Sudduth, University of South Carolina
Chelsea Dinsmore, University of Florida
Cheryle Cole-Bennett, ASERL
David Durant, East Carolina University

Faye Jones, Florida State University Law Library
Sandee McAninch, University of Kentucky
Stephanie Braunstein, Louisiana State
University

AGENDA

• **Announcement**

"Putting America Back to Work during the Great Depression: Preserving and Improving Access to the Works Progress Administration Records for the Future". William T. Young Library, 401 Hilltop Avenue, Lexington, KY, on September 5, 2012 at 1:30 p.m.

• **Update – ASERL COE database and the Department of State (DOS) records**

Chelsea Dinsmore reported that about 2000 DOS records have been uploaded to the ASERL COE database from the UF catalog. During the load, UF encountered a problem with the database accepting characters with accents or similar punctuation. Winston Harris (UF) is working on a fix so the database will accept those characters. *Post note:* In speaking with Winston, he felt that this was an export error created by their Aleph system and not a problem specific to the ASERL COE database. His fix is not so much with the database as with the UF export file.

• **Update – ASERL COE Database Enhancements**

Priority list with time estimates (attached). Sandee McAninch suggested that it would also be helpful if the gap reports included some method to weed out items that had been previously viewed/processed so that the user did not have to filter through a long list of items that had been previously addressed. Cheryle Cole-Bennett indicated that each item in the database has a "date stamp" as to when it had been added to the database, or when the item had been updated. This information might be used to build this type of filter. Cheryle will send the information to Winston to be added to the desired list of enhancements. She also indicated that she anticipates any unexpended grant funds to be allocated toward implementing as many of the identified enhancements as possible.

Column display in reports. Bill Sudduth suggested that the conditions fields be shifted to the right, after the format field in the display so that pertinent information is visible onscreen without scrolling. Committee members agreed this should be added to the list of requested enhancements.

• **The survey – discuss next steps for interpreting/presenting the results**

After some discussion, Cheryle agreed to create a synopsis of the survey results for Committee review at our September meeting. She will distribute the draft no later than September 12th.

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- **Supporting documentation – review workflow process from UK to include in “best practices” documentation (attached)**

The Committee reviewed the documentation and it was recommended that we include it under our Supporting Documentation rather than incorporated it into the Best Practices document. Cheryle agreed to edit the document to remove the names of any UK staff members before publishing it on the website. Bill Sudduth and Chelsea also agreed to produce similar workflow process documentation from their institutions by the end of September.

- **Steering Committee – continuation of Committee roles after grant ends**

Cheryle requested that the Committee continue to meet monthly until the final report is submitted to IMLS in December 2012. It was then suggested that this topic be addressed again at the December meeting and a schedule be determined at that time. It was noted that the Committee should plan to meet as needed to provide guidance and assistance to the deans and to assist with ongoing program recruitment.

Meeting adjourned at: 3:56pm

Next conference call is Wednesday, September 26, 2012 at 3:00pm EST

WPA Processes

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Bibliography Procedures

- 1) The 2010-2011 GA created an excel workbook of titles, dates, call numbers, and OCLC numbers (when available) that are known WPA items but not owned by UK. The workbook is titled, "*Bibliography of Known WPA Items, not owned by UK*" and will be referred to as *Bibliography*. This file is located at: My Computer > CTS Shared Drive > Acquisitions > FederalDocs.
 - I. The sheets making up the *Bibliography* workbook, all sorted alphabetically by title, are:
 - a. *Comprehensive Reported List*: Combination of all **Reported** sheets. All items acquired by UK listed in the *Bibliography* will be marked Received in the Received column at the far left.
 - b. *Reported 2010*: consists of known WPA titles that UK does not own, that were reported to ASERL in 2010. AKA the 'Old Gap file.'
 - c. *Reported 5-2011*: consists of known WPA titles that UK does not own, that were reported to ASERL in 2011. AKA the 'Old Gap File.'
 - d. *Reported 4-2012*: consists of known WPA titles that UK does not own, that were reported to ASERL in 2012. AKA the 'Old Gap File.'
 - e. *NOT Reported*: the list of titles the GA finds when searching the resources indicated below that have not been reported to ASERL. AKA the 'New Gap File'
 - II. To begin the bibliography, the 2010-2011 GA compared all titles and OCLC numbers listed in the 11 workbook sheets of the Paratext file to UK's Voyager list of WPA items. See Paratext Workflow for further description.
 - III. When an item was added to the *NOT Reported* sheet in the *Bibliography*, the OCLC number (if applicable), call number (if applicable), Title of publication, and Date were added to their respective columns.
 - IV. To ensure the validity of call numbers, measures are being taken to verify all call numbers. The Monthly Catalog Online, the GPO Catalog of Government Publications, the Cumulative Title Index, and "checklist" microfilm reels are used for verification. When an item listed in the bibliography's call number is verified, add the initials, mc (monthly catalog), cgp (catalog of gov pubs), ti (title index), and mf (microfilm) to the far left column of the *Comprehensive Reported List* labeled "call # verified". Same for "Not Reported" sheet.

 - 2) Current progress and procedures:
 - I. The 2010-2011 GA began the process of searching OCLC's public side (Worldcat database) utilizing a 'publisher' search with keywords 'works progress administration' OR 'work projects administration'. See OCLC Search Workflow.
 - II. When current *NOT Reported* list reaches 750 titles it needs to be reported to ASERL. See Julene Jones' Responsibilities section.
 - a. At this time the GA will create a new *NOT Reported* sheet and another line will be added to the above list of sheets that make up the *Bibliography* workbook.
 - b. The newly created *Reported (month/year)* sheet will then be copied (not cut) in its entirety, pasted at the bottom of the *Comprehensive Reported List*, and resorted alphabetically by title.
 - III. Every new WPA title found is searched in Voyager, the *Comprehensive Reported List*, and the current *NOT Reported* sheet before being added to the *Not Reported* sheet.
 - a. Avoid duplication of titles between the *Not Reported* list and other lists in the *Bibliography*. The only duplication allowed is between what appears in the *Comprehensive Reported List*, and the *Reported (year)* lists. Duplication between the *Not Reported* list and any other lists will result in complications with ASERL uploads.
 - IV. When an item is added to NOT Reported sheet, include the OCLC number (if applicable), call number (SuDoc, LC, or Dewey, if applicable), Title of publication, and Date in their respective columns.

 - 3) Current progress and further steps:
2010-2011 GA:

- I. Started the *Bibliography*
- II. Completed the Paratext search
- III. Began the Monthly Catalog search, has added titles to the Bibliography up to number 195 in FW packet 1; but has searched in Voyager the titles up to number 259. 2010-2011 GA ceased work on this search to continue other projects. See [Monthly Catalog workflow](#) for clarification.
- IV. Is currently working through the OCLC search workflow. See [OCLC workflow](#) for current status.
- V. With the help of students, the Online Monthly Catalog, the Online Catalog of Government Publications, and the microfilm reels are being utilized to find missing call numbers for titles in the *Bibliography*.

2011-2012 GA has:

- I. Completed the Monthly Catalog search, and added titles to the *Bibliography* from all packets (Y3 packet, FW packet 1, and FW packet 2).

Future work to be done:

- I. Complete the OCLC Search, both pb: and cn:.
- II. Continue to compare titles received by gift shipments against the *Comprehensive Reported List* and mark appropriate items received as necessary (type "R" in first column of spreadsheet), also check shipments against the *Not Reported* list and remove titles as necessary.
 - o Be sure to verify as thoroughly as possible the item is the same. Check that the title, date, call number (if applicable), and publisher (if applicable) match exactly.
- III. Add known but not owned titles identified in microfilm search to *Bibliography*.

4) Resources used to further develop list of known WPA publications not owned by UK:

- I. Paratext database: used to develop the first list of known WPA publications not owned by UK, aka *Bibliography*
- II. OCLC, Worldcat database: used to develop the *Bibliography* by adding titles, call numbers, and OCLC numbers.
- III. Proquest Monthly Catalog, and the GPO Catalog of Government Publications: used to search for and validate SuDoc call numbers for titles in *Bibliography*. Assistants in the project have searched through all lists, completed 7/2011. See the bottom of the [Monthly Catalog workflow](#).
- IV. Proquest Monthly Catalog printouts of FW and Y 3.W 89/2: used to add titles to *Bibliography* and validate call numbers.
- V. Printouts of film and film reels: used to add titles and verify call numbers. See [Microfilm set Search](#).
 - a. Used to verify call numbers for items currently without, and to find new titles to add to the *Bibliography*.

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Paratext Workflow

- I. 2010-2011 GA began the *Bibliography* utilizing the Paratext workbook that contains 11 pages of WPA titles known to exist.
- II. GA compared each title on the first Paratext sheet to UK's Voyager records. Titles that did not appear in Voyager were added to a separate excel sheet named '*Draft Paratext sheet 1*'
 - a. This method continued with each sheet having its own *Draft Paratext sheet #* corresponding to its number in the Paratext workbook.
 - b. Once one Paratext sheet was completely searched, the items added to each '*Draft Paratext sheet #*' respectively were added to the *Bibliography* on the then *Not Reported* sheet (currently named *Reported 5-2011*).
- III. As the Paratext sheets were worked through, the titles were being compiled into one sheet to ensure there was no duplication of titles. The titles were also compared to *Reported 2010* list.

IV. This search is complete.

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OCLC (Worldcat) Search Workflow

- I. For this search, have Worldcat, the Voyager Cataloging module, OCLC Connexion, and the *Bibliography* open. (When opened in that order the transitions between programs are much more fluid).
 - II. In the Advanced Search option in Worldcat, search both publishers for the WPA at the same time, ex: “work projects administration” OR “works progress administration” as Publisher searches (pb:). Then do same search as Corporate Name (cn:). You should only consider any title in cn: search that is published by WPA (700 field). Please ignore any title in cn: search that is only about the WPA (600 field). This means that you can skip any title where corporate name match is only in subject section of WorldCat record.
 - III. Work through each title that is published by the WPA, listed in Worldcat.
 - a. If Worldcat shows the title is held by UK, you may skip it. Access Records staff have checked Voyager to ensure Worldcat is correct, and that the bibliographic record for the item indicates it is part of the WPA COE Collection (i.e. 590 and 909 fields in bib and subfield X in holdings record).
 - b. If Worldcat does not show the title as held by UK, search the title or call number of the item (not OCLC number) in Voyager.
 - i. If the title is retrieved in Voyager (verify that these have 590 and 909 fields), but is not listed as owned in Worldcat, compare the OCLC numbers on both records.
 1. If the OCLC numbers match, mark record in OCLC Connexion, as Held by UK (see separate instructions).
 2. If the OCLC numbers do not match, compare the records to ensure the item is indeed the same. If they are, move on to the next title. If not, add the title to *Bibliography* as listed below.
 - ii. If title is not in Voyager, go to IV below.
 - IV. When a title is not owned – search by title in the *Comprehensive Reported List*, and the current *Not Reported* sheets in the *Bibliography* to see if the title is already listed.
 - a. If it is – move onto the next title in Worldcat list.
 - b. If it is not – add all relevant information (copying/pasting from the MARC record in OCLC Connexion) to the bottom of the *NOT reported* sheet.
 - V. OCLC Connexion is used to copy paste most of the information to ensure all titles are recorded properly, and fewer typos are made when transferring information. Obtain the OCLC number from the Worldcat record and search for it in OCLC Connexion by typing [# 1234578] into the search bar.
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- VI. There is the issue of items being added to the Worldcat database before the search is completed, resulting in missing titles. There is no way to find titles recently added that we are aware of. This is an unresolved issue that Federal Depository Librarian is still exploring for potential solutions.

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Monthly Catalog Workflow

- I. Lists of all titles with the call number beginning 'FW' and 'Y 3.W 89/2:' were created using My Archive in the Proquest Monthly Catalog database.
 - a. There are three lists total, marked 'FW Packet 1,' 'FW Packet 2,' and 'Y3 Packet' stored in the bottom filing cabinet at the FDU GA's desk, in the green file-folder labeled WPA.
- II. 2010-2011 GA began searching in FW Packet 1 with the intent to
 - a. find call numbers for titles in the *Bibliography* sheets (done by Hannah via keyword searches in Monthly Catalog in May 2011 (*see note below)), and
 - b. to find new known but not owned titles to add to the *Bibliography*.
 - i. Began by searching for each title on the list in Voyager by call number stem (i.e. 'FW 1.1:'), the full call number, and by title.
 - ii. When a title was in Voyager, (i.e. already owned by UK) the title in the list was marked through with pencil. Ensure that bibliographic record identifies it as part of the WPA COE Collection (i.e. 590 and 909 fields in bibliographic record and subfield X in holdings record). If it is not, print record for evaluation and addition of fields.
 - iii. When a title was not in Voyager (i.e. not already owned by UK) the title and call number were highlighted.
- III. At a stopping point, (generally after searching approximately 100 titles), return to the beginning of the search and proceed to search all the titles highlighted in the Monthly Catalog packets in the *Comprehensive Reported List*, and *Not Reported* sheets to see if the title is already represented.
 - a. If so, check that the call number matches, or add call number when necessary
 - b. If not, add the item to the current *NOT reported* sheet.

*The Monthly Catalog has also been utilized to find call numbers for all the titles listed in the *Bibliography*. FDU Student Hannah Roe completed this search for the *Reported 10*, *Reported 11*, and the *Not Reported* list in July 2011. SuDoc numbers that have been verified by Hannah in the *Comprehensive Bibliography* are highlighted in red. Any titles added after July will need to have their call numbers verified before being reported to ASERL.

IV. This search is complete.

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Microfilm set Search

- I. Microfilm reels, 117 (owned by UK), and 24 [0], 52 [0], and 72 (owned by Oklahoma State University) will be used to:
 - a. obtain valid call numbers for as many titles in the *Bibliography* as possible, (II Instructions below)
 - b. to add titles to the *Bibliography* that are not already represented, (III Instructions below)
- II. Use printed copies of the *Comprehensive Reported* sheet, and the most current printout of *Not Reported* sheets in the *Bibliography*.
 - a. Ensure they are in alphabetical order by title before printing. Recommended that only the SuDoc verification code, the call number, and title be printed to save paper, also consider orienting paper to landscape when applicable.
 - b. Scan through all FW, and Y3.W 89/2 call numbers in appropriate film reels and check for each title from the cards to see if it is listed in either of the sheets of the *Bibliography*. Reels 24 and 52 have no WPA listings so we only need to check reels 72 and 117. Because we own printouts of all FW 4.14: call numbers, this search only needs to be conducted for FW call numbers **up to and after** the FW 4.14:'s as the comparison will be conducted with the paper version for FW 4.14: call numbers (Hannah has completed this).
 - c. When a title is listed in either sheet from the *Bibliography*, verify/add the call number from the film reels (check off those found), adding the “mf” code to the appropriate column in the electronic version of the *Bibliography*.
- III. If a title is not already listed in either of the two sheets from the *Bibliography*, write, very legibly, the call number, full title, and date of publication on a pad.
 - a. At a noted stopping point, compare this written list to UK’s holdings in Voyager/InfoKat. **Written titles that match exactly** to items owned by UK should be checked off the list. If you are unsure about any title, note that it is a questionable piece with a ? in the far left column and let your supervisor make the final decision.
 - i. If UK does own the title, verify that the call number is correct, and the title has been identified in the bibliographic record as part of the WPA COE collection (i.e. 590 and 909 fields in the bib record and a subfield X note in the holdings record).
 1. In the instance that Voyager work needs to be done on a piece, (i.e. call number is incorrect, or needs 590, 909, or subfield in holdings record), highlight the call number and note what it needs in the left-hand column.
 2. It may be that UK owns a WPA title but it is classed in Library of Congress instead of SuDoc. These titles should also be highlighted as Voyager issues as we will want to either transfer the piece from its LC location to SuDoc or add the SuDoc call number to the item's bibliographic record.
 - ii. If UK does not own the title, title is marked with an X. Then take title list to PC and add the call number, title, and date to the current *Not Reported* sheet in the *Bibliography*. Note that the call number is verified with the ‘mf’ code. Search OCLC Connexion for a record, and add OCLC number if one is found.

Film has also been used to find valid call numbers for currently owned WPA pieces.

- I. 2010-2011 GA searched for call numbers for items owned by UK but without a valid SuDoc (reported to GPO) in the film reels and was able to add call numbers to a number of titles, and send them to Julene Jones for cataloging.

- II. The items for which valid call numbers could not be found were added to the Library of Congress collection. Some of these may eventually be found on reels.

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WPA Gifts Workflow

- 1) WPA offers are received in many different formats: through exchange lists, through e-mail exchanges, through the Florida Disposition Database, through “owned vs. available” report from ASERL COE database, and through the GPO Needs/Offers website.
 - I. When offers lists are received, the GA will search Voyager and shelf, checking to see if we already own any of the titles. If not found in Voyager, verify accuracy of SuDoc. See Page 1, 1.), IV for call number verification resources.
 - a. When a title is not owned – have your supervisor ask for a copy. If two copies of the same title are available, ask for both.
 - b. When a title is owned, check the holdings records for multiple copies. When only one copy is owned – have your supervisor ask for a 2nd copy. If there are multiple copies, check the bib record for 583 fields (condition reports). If either copy is in bad shape – have your supervisor ask for a 3rd copy to replace the copy in bad shape.
- 2) Process for handling “owned vs. available” report from ASERL/COE database after shelves have been checked.
 - I. Using electronic/print version of report, create separate spreadsheets for each of the institutions who have titles that we do not own, and one new master spreadsheet including only the items being requested. Include only those titles that your supervisor has highlighted in pink (eliminates looking for same title multiple times). Add a new column 1 to each new institutional spreadsheet to indicate how many copies of the title we are requesting (circled check mark = ask for one; circled X = ask for two). Be sure to include SuDoc numbers of pieces being requested. Send all spreadsheets to supervisor in separate e-mails, one for each institution (For example: Auburn = AAA, Library of Virginia = VIC, and University of South Carolina = SUC). Ignore all KUM entries until you get to III and IV below. Supervisor will send these spreadsheets to appropriate person at each institution.
 - II. Add a new column 1 to new master spreadsheet to indicate which titles have been requested and how many copies we asked for.
 - III. Compare old master spreadsheet to new master spreadsheet and add note in first column of new master spreadsheet indicating which titles we did not need to request (those with just a checkmark and no additional notes indicating a problem).
 - IV. Compare old master spreadsheet to new master spreadsheet and add note in first column of new master spreadsheet indicating any titles that appear on old master spreadsheet but still need problem-solving (those that have none of the other three symbols beside them and/or handwritten text that indicates there may still be some question about the symbol it was given).
 - V. Review both spreadsheets with your supervisor at this point.
- 3) When we receive boxes of WPA items from another institution – open and inventory.
 - I. All materials are checked by title against the *Comprehensive Reported List*, and current *Not Reported* sheets in the *Bibliography*.
 - a. Titles are marked Received in the *Comprehensive Reported List*, or removed from the *Not Reported* list respectively.
 - b. Titles are also searched in Voyager (or InfoKat) to check whether or not they are duplicates. See [Evaluation \(Duplicate Comparison\) Workflow](#)
 - II. All new to UK (not duplicate) materials go to Julene Jones in Special Projects, who catalogs items not previously owned. Make sure pieces have verified, accurate SuDoc numbers on them before sending them to Julene.

- III. Duplicate items are kept by current FDU GA for evaluation/comparison against the UK copy/copies.
 - IV. Both copies are evaluated according to the evaluation slip instructions, and then an Access and Archival copy are chosen. Each gets appropriate stick slip.
 - a. Access copies are circulated and will be chosen for digitization whenever possible
 - b. Archival copies are kept as non-circulating and will be sent to Remote Storage eventually.
- 4) Voyager work for adding Access/Archival pieces entails verifying accuracy of SuDoc, creating new holdings and item records for duplicate items, checking bibliographic record to ensure all necessary information is present, and editing as necessary. Count all items as added to cataloged collection on GA statistics sheet and keep a running monthly total of WPA duplicates handled.
- I. Open the Voyager holdings record (MFHD) for UK's copy and add subfield(\$)*x* in 852 field stating its status (archival or access); check for ASERL statement in this MFHD, add if not already in MFHD 852 field.
 - a. \$*x* UK holds archival copy for ASERL Collaborative Federal Depository Program libraries
 - II. Add MFHD for duplicate copy to the same bibliographic record, add \$*h* with call number, \$*x* with ASERL statement and \$*x* stating its status
 - a. Catalog for location *annx,sd* (make sure the first indicator of the 852 is 3)
 - b. Ex: 852_3 *annx,sd* \$*h* (call number here) \$*x* UK holds archival copy for ASERL Collaborative Federal Depository Program libraries. \$*x* archival copy
 - III. Add item record for duplicate copy; barcode piece, add barcode to item record, and change 'copy' number on the item record accordingly.
 - IV. In the Bib record, check for 583 fields (see 583 Instructions), edit or add accordingly; check for ASERL statement in 590 and 909 fields.
 - a. 590 UK holds archival copy for ASERL Collaborative Federal Depository Program libraries
 - b. 909 ASERLWPA
 - V. Save and close, proceed to next set of items.
- 5) Processing for WPA items post-Voyager work must be done by GA or specified to student as different from normal document processing work.
- I. Once all items have been processed in Voyager, they must be processed to be shelved.
 - a. Counted as added to cataloged collection
 - b. Measured for collection (do not put on measuring shelves, GA must do this); do NOT sensitize
 - c. Call number must be added to piece
 - d. Property stamp must be added to piece
 - II. Pieces are then ready to be sent to respective shelves based on their archival/access status.
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- 6) There are 31 boxes of WPA gift items from Missouri being held in the basement of King Library.
- I. These boxes have been unpacked and the items have been shelved alphabetically by title in the basement of King.
 - a. Procedure for unpacking boxes:
 - i. Re-sort MO spreadsheet by title and add column for receipt statement. [Done.]
 - ii. Check off titles on MO list as pieces are unpacked and put in order by title on shelf. [Done.]
 - iii. MO list will then be checked against ASERL/COE database "owned vs available" report to determine if we need any pieces on "owned vs available" (re-check this list against Voyager once more before request).
 - iv. MO list also should be checked against Voyager to confirm number of copies needed.
 - v. All new offers of WPA material must be checked against this spreadsheet.

- b. As time permits, retrieve X number of titles from King to work on at Young and proceed from step 3.I above. [In progress.]
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7) We are striving to catalog all the items in the WPA Collection. As such, a shelflist purge project took place in which all the shelflist cards for any WPA item with a Voyager record were removed from the shelflist and recycled. It is possible the 2010-2011 GA missed some cards, if any cards are found, Do not recycle it unless the title/titles has/have a record in Voyager.

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Evaluation (Duplicate Comparison) Workflow

- I. When we receive what we think are duplicates of pieces in our WPA collection, the first step is to confirm that they are duplicates by comparing covers, title page, number of pages, publication date, etc. If we find that this is a slightly different publication, it should be given to Special Projects for cataloging.
- II. If we have confirmed that the two pieces are duplicates, we then need to determine which copy is in the best condition so that we can designate it as our “Archival copy” (not to be loaned). We will keep the best second copy we can find for an “Access copy” (copy to be loaned/digitized).
- III. We will use an evaluation slip to help determine which copy is to be the Archival or Access copy as well as stick slips similar to the ones used in the Serial Set to designate the “Archival (white)” and “Access (pink)” copies (For SuDoc classed material). The stick slips are utilized for the SuDoc WPA items in order to better distinguish between titles of which we have one copy and titles of which we own multiple copies. For LC-classed WPA items where we have two copies, only the piece designated as the **Archival** copy will receive a stick slip. Because the Access copies are just going back to the open stacks, there is no reason to give it a pink slip.
 - a. Stick slips for “Archival” copy should be copied on acid-free paper, and the SuDoc/copy number should be written on all stick slips, call number labels should also be added to new pieces.
- IV. When making these decisions, always prefer the piece with better covers, better paper (passes the corner fold test) and no page loss/damage as the “Archival copy.” If you must choose between a piece with better paper and one with a better cover, choose the one with the better paper and set it aside for binding/re-casing. We may be able to make use of the cover on the other piece to make a cover for the piece with the better paper. This decision is rarely a cut and dried decision, so check with Regional Depository Librarian if you feel you cannot make a decision on your own. Fill out a condition evaluation sheet, utilizing each column respectively for each piece, hole-punch the sheet and store in the WPA Evaluation Sheets binder held in the Federal Depository Unit work area.
- V. As you work through the duplicates, you will be sorting them into the following groups:
 - 1) Non-UK copy designated archival copy, but needs preservation work, i.e., still better than UK copy; will need bib (583 field), MFHD and item work
 - 2) Non-UK copy designated archival copy and does not need preservation work; will need MFHD and item work, and may need bib work (add any necessary 583 field information),
 - 3) Non-UK copy designated access copy (UK copy is better), but needs preservation work; will need bib (583 field), MFHD and item work
 - 4) Non-UK copy designated access copy (UK copy is better) and does not need preservation work; will need MFHD and item work, and may need bib work (add any necessary 583 field information).
- VI. Processes for shelving the archival copies have yet to be put in place, so we will shelve the Access copy in Access Records and the Archival copies on the labeled shelves behind Reference Desk near STARSS until these processes have been determined. Eventually, archival copies (that do not need preservation) will be sent to the cave and the access copies will go back to King.

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Notes on Processing WPA Items

- I. When processing WPA items or evaluating duplicates, always check the bibliographic record for 583 information – ensuring it is up-to-date and utilizes the correct controlled vocabulary.
- II. Person responsible for adding holding records for duplicate copies will also be responsible for adding 583 information for the new duplicate items as necessary (see [583 Instructions](#)).
- III. All WPA bibliographic records should have a 590 field stating “UK holds archival copy for ASERL Collaborative Federal Depository Program libraries” and a 909 field with “ASERLWPA”

See hyperlinked (in e-copy) or following (in hard copy) sheets for further detailed information on cataloging WPA items.

- I. [WPA Cataloging Procedures](#)
- II. [Special notes on Analyzed WPA Titles \(FW 4.14 or Y3.W 89/2:\)](#)
- III. [Special notes on the Inventory Titles FW 4.14 or Y3.W 89/2:43\)](#)

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583 Instructions

Terminology for 583 field of WPA materials:

(revised 4/7/11—smc/jj/nl)

1. All materials are assumed to be printed on acidic paper.
2. Include only conditions which need attention. For instance, a hard cover book with no damage will not need any preservation action except for deacidification, so 583 field will not be present.
3. All 583 fields will have a 1 in the first indicator and a blank in the second indicator.
4. All 583 fields will end with: |2 pda [Preservation and Digitization Actions: Terminology for MARC 21 Field 583] |5 KyU [insert your institution's MARC code]
5. All 583 fields will include: |c [year of evaluation]
6. All 583 fields will include: |a [action] (will be “housed” and/or “condition reviewed”—see instructions below). It is possible to describe “repaired,” “acquired surrogate,” “digitized,” etc., but these instructions do not cover these actions.
7. If there is more than one copy, or you are describing damage to a specific volume or portion of the volume, use a subfield |3 at the beginning of the 583 field to describe which copy, volume or portion of a volume you are describing. Where we have identified one copy as our archival copy and the other/others as our access copy/copies, we will use these terms in addition to copy numbers where applicable.
8. Terms to use in subfields |i and |l must be taken from tables below; free text must go into a subfield |x.

Additional instructions for 6. and 8. above:

Current housing condition will be indicated by “|a housed,” and then one of the following terms in a subfield |i which is repeatable:

Standard i terms when a = housed	
box	custom-fitted board stock enclosure, preservation quality materials & construction. (rare books)
encapsulation	custom-fitted polyester enclosure, preservation quality materials & construction. (maps)
envelope	non-custom paper or Tyvek enclosure, preservation quality materials & construction. (pamphlets)
folder/container	non-custom enclosure, card/board stock, preservation quality materials & construction. (manuscript)
jacket	custom-fitted paper enclosure, preservation quality materials & construction. (fiche)

If you must use free text to describe the housing, that information will go into a subfield |x. For example:

- |x Staples
- |x Spiral binding
- |x Tied up in string

Current physical condition will be indicated by “|a condition reviewed,” and then one of the following terms in a subfield |l (lower case L) which is repeatable:

Standard l terms when a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged
flaked/cracked	rebacked	
foxed	redox	

Note that you can use the terms above to describe the condition of a specific portion of a volume or a specific copy. For example:

583 1_ |3 copy 1 access copy cover |a condition reviewed |c2009 |l torn |2 pda |5 KyU
583 1_ |3 copy 1 access copy pp.10-12 |a condition reviewed |c2009 |l missing |2 pda |5 KyU
583 1_ |3 copy 1 access copy page 4 |a condition reviewed |c2009 |l loose |2 pda |5 KyU
583 1_ |3 copy 2 archival copy |a condition reviewed |c2009 |l insect damaged |2 pda |5 KyU

Prefer terms from MARC table above over using free text. If you must use free text to describe the condition, that information will go into a subfield |x. For example:

|x flaking edges and text pages
|x detached and/or partially detached text pages
|x broken text block
|x broken inner joints
|x detached boards
|x case spine loose

Examples:

Both 583 fields are describing our only copy:

583 1_ |a housed |c2010 |i envelope |2 pda |5 KyU
583 1_ |a condition reviewed |c2010 |l damaged |l brittle |2 pda |5 KyU

Only 583 field is describing a second copy (first copy has no housing or condition issues and has been designated as our archival copy):

583 1_ |3 copy 2 access copy |a condition reviewed |c2009 |l damaged |l foxed |2 pda |5 KyU

Only 583 field is describing only the cover of our only copy:

583 1_ |3 cover |a condition reviewed |c2010 |l torn |2 pda |5 KyU

Multiple 583 fields are describing both of our copies:

583 1_ |3 copy 1 archival copy |a housed |c2009 |i box |2 pda |5 KyU
583 1_ |3 copy 1 archival copy |a condition reviewed |c2009 |l damaged |x broken inner joints |2 pda |5 KyU
583 1_ |3 copy 2 access copy |a housed |c2009 |i envelope |2 pda |5 KyU
583 1_ |3 copy 2 access copy |a condition reviewed |c2009 |l damaged |l foxed |2 pda |5 KyU
583 1_ |3 copy 2 access copy cover |a condition reviewed |c2009 |l torn |2 pda |5 KyU

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WPA Digitization Preparation Workflow

This workflow describes the process for preparing a list and inventory of all items sent to Digital Library Services (DLS) for digitization.

- I. Conduct Keyword boolean searches in Voyager Cataloging module.
 - a. Multiple searches will need to be conducted to ensure all possible titles are retrieved. The search examples listed below will assist in retrieving many titles, however, it depends on the searcher's judgment to stop searching.
 1. Kentucky AND aserlwpa
 2. KY AND aserlwpa
 3. Kentucky AND WPA
 4. Kentucky AND works AND progress AND administration
 5. Kentucky AND work AND projects AND administration
 1. See example doc 'WPA Digitization Tennessee'
- II. Once the first search is conducted, open new Microsoft Excel workbook
 - a. Save workbook to 'N:\Acquisitions\FederalDocs\SandeeGADesktop\WPA' as 'WPA Digitization (State) (month.year)'
 - i. Name first sheet in workbook: SuDoc items
 - ii. Name second sheet in workbook: LC/Dewey items
 - iii. Name third sheet in workbook: Microform
 - b. In top row of the SuDoc sheet, in their own respective columns type:
Bib #; Holding #; SuDoc (086); Copy Sent; Title; Date Sent; Date Returned
 - i. Bib # = the bibliographic number for each document being sent to DLS
 - ii. Holding # = the holding number of the item being sent to DLS
 - iii. SuDoc (086) = the SuDoc call number found from the holding record
 - iv. Copy Sent = note whether the archival, access, or only copy was sent
 - v. Title = title of item
 - vi. Date Sent = date sent to DLS
 - vii. Date Returned = date pieces are received at Young after digitization is complete
 - c. In the top row of the LC sheet, in their own respective columns type:
Bib #; Holding #; (050), (090), or (096); Location; Copy Sent; Title; Date Sent; Date Returned; Copyright
 - i. Bib # = the bibliographic number for each document being sent to DLS
 - ii. Holding # = the holding number of the item being sent to DLS
 - iii. (050), (090), or (096) = the LC, Dewey, or local call #. Always use the call # from the holding record
 - iv. Location = Where the piece is shelved, ex: Young 5, Young 4, Special Collections, Storage, etc.
 - v. Copy sent = note whether the archival, access, or only copy was sent
 - vi. Title = title of item
 - vii. Date Sent = date sent to DLS
 - viii. Date Returned = date pieces are received at Young after digitization (or when piece is returned to other libraries, ex: special, med center, etc.)
 - ix. Copyright = indicate what year and by whom the title is copyrighted by
 - d. In the top row of the Microform sheet, in their own respective columns type:
 - i. Bib # = the bibliographic number for each document being sent to DLS
 - ii. Holding # = the holding number of the item being sent to DLS
 - iii. Call number = the number found in the holding record
 - iv. Location = where the piece is shelved, ex: Periodicals, King, etc.

- v. Title = title of item
- vi. Date Sent = date sent to DLS
- vii. Date Returned = date pieces are received at Young after digitization (or when piece is returned to other libraries, ex: special, med center, etc.)

III. Go Back to Voyager Cataloging module, viewing the results of the first search.

- a. Arrange results by title, open 10-15 records at a time starting from the top of the list. Keep track of what title you ended on. (Click “Titles” in the menu bar to open the original search list: clicking “Search” will restart the search process).
- b. Type (or copy/paste) the bib #, call #, and Title into their respective columns.
- c. Check record for number of holdings.
 - i. If only one copy is owned:
 - 1. Type the holding #, and copy sent; in this case, ‘only copy’ into their columns.
 - ii. If multiple copies exist you must check the physical items to evaluate which piece should be sent.
 - iii. Once pieces have been evaluated, fill in the remaining information (holding #, copy sent) into the spreadsheet for each piece.
 - iv. Type ‘Date Sent’ information on the day the pieces are shipped to DLS.
- d. Continue through the results list until all items are listed on the sheet – continue through the search methods until all possible searches have been exhausted and all titles are retrieved.
- e. In the instance that the item being sent to DLS does not have a voyager record, you must type the Title, author, publisher, date of publication, page numbers, and call number (if applicable) into the list. If a shelf list card is present for the piece with no voyager record, note on the shelflist card the date the item was sent to DLS. Add a received date to shelflist card upon receiving the piece from DLS after digitization. The goal from now on is to catalog all pieces before digitization. Most of the titles have now been cataloged.

IV. As items are gathered and boxed for shipment to DLS, add a \$z (Z subfield note) to the 852 field in the holdings record for the exact item being sent to digitization stating, “Sent to Digital Library Services for digitization, (date)”. You will also need to verify any call number that starts with a state name after the colon. All of these pieces will need to have a Cutter number substituted for the state name. This means they will have to be searched in the microfilm reels and the ProQuest Monthly Catalog for valid SuDoc numbers. If some are not found, apply the Cutter number that has been used for the rest of that state’s pieces. If no Cutter is available, send them to Julene for LC classification. Any piece whose number has been changed should be removed from the state-organized shelflist cards for this set, and the spreadsheet should be corrected.

V. Upon receiving the pieces after digitization is complete, remove notes from holding/item records, check each piece for any damage occurring from digitization, and then the items can be reshelved.

VI. We want to send the best copy to DLS to be digitized. This does not always mean the archival copy. Due to the possibility of damage to the piece during digitization, sending the access copy when appropriate is preferred.

- a. Note how close the text is to the spine crease when the document is open. If the text is closer than a half inch to the crease and is difficult to read, send a copy with more gutter space.
- b. Try to send the piece with the highest quality paper, and no missing pages.
- c. If you feel you cannot make a decision on a piece, see the Regional Depository Librarian for assistance.

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Inventory of the County Archives (Erroneous Call Numbers)

An issue has been discovered involving many of the pieces in both the WPA call number stems (FW 4.14: and Y 3.W 89/2:) in both our access and archival collections (15 shelves out of 42). They have been labeled and cataloged with the wrong SuDoc number. Some have also been digitized with wrong call number on the cover. The correct numbers were discovered as we began to go through the filmed copy of GPO's shelflist to find known, but not owned titles, and to verify call numbers for some other pieces that we knew had incorrect numbers.

We have created a spreadsheet (Inventory of County Archives – call number issue spreadsheet) that provides all of the bib IDs, the shelf call number (erroneous) and the valid SuDoc number. This allows us to keep track of which digitized copies still have erroneous SuDoc numbers, but has allowed us to go ahead and correct SuDoc numbers on tangible copies and in cataloging records.

For pieces not already digitized: re-label pieces, reorganize shelves, and edit Voyager records to show valid SuDoc number. This is being done for all that were not digitized or were digitized in Fall 2011.

Currently, the following states still have pieces that are shelved under their erroneous SuDoc numbers: Illinois, Indiana, Iowa, Kentucky, Massachusetts, Nebraska, New York, North Dakota (Y 3 call numbers for this state only), Ohio, Oklahoma, Oregon, South Dakota (Y 3 call numbers for this state only), Tennessee, Texas, Utah, Washington, and Wisconsin (220 pieces total). This means that the following states have already been relabeled with the correct SuDoc number and are now in the process of having their Voyager and OCLC records updated to reflect the correct SuDoc number: Alabama, Arizona, Arkansas, California, Colorado, Delaware, Florida, Georgia, Idaho, Kansas, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota (FW call numbers for this state only), Pennsylvania, South Carolina, South Dakota (FW call numbers for this state only), Virginia, West Virginia, and Wyoming. The only states that had pieces digitized with their erroneous SuDoc numbers, however, were Kentucky and Tennessee (23 pieces total).

The 2011-12 GA is currently in the process of:

- I. Checking that pieces which have already had their SuDoc numbers corrected on their labels also reflect the correct SuDoc number in Voyager (bib and holdings) and in OCLC.
- II. Pulling, relabeling, and editing records in Voyager and OCLC for all pieces that are still shelved under their erroneous SuDoc numbers.
- III. Keeping the spreadsheet up to date with all corrections being made to pieces and information regarding those pieces that were digitized with erroneous SuDoc numbers.

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Julene Jones' Responsibilities with the WPA Collection:

Julene is charged with cataloging all WPA material, uploading the Known, Not Owned list (aka Gap File) to ASERL, and updating our current holdings with ASERL.

- 1) Cataloging all WPA material. When 'new to UK' items are received and determined as 'new' (not duplicates) they are sent to Julene for cataloging.
- 2) Uploading our 'Known, Not Owned' list, aka 'Gap File' to ASERL.
 - I. When the *Not Reported* file reaches 750 titles, GA will stop adding titles, then:
 - a. Take measures to verify all call numbers (through the Monthly Catalog, the "title index", the GPO Catalog of Government Publications, and the 'checklist' microfilm reels).
 - b. Once all the call numbers are verified, notify Julene via e-mail (Julene.Jones@uky.edu) that the *Not Reported* sheet is ready for her.
 - II. Julene works with the *Not Reported* sheet within the program MarcEdit to create basic records for each title on the *Not Reported* sheet.
 - a. She compares the sheet against previously sent files to ensure there is no duplication of titles.
 - b. The list is uploaded to ASERL.
 - c. At this point Julene will e-mail the GA noting that the file has been uploaded, this is when the GA will rename the excel file from *Not Reported* to *Reported (date)*.
- 3) Uploading all "New to UK" WPA items. These items must also be reported to ASERL as owned by UK.
 - I. For this process, Julene will verify the date the last ASERL upload was sent and use that date to generate a list of all Bibliographic records for WPA materials that have been edited/added between that previous date and present day.
 - II. Julene conducts some Marc edits for those records.
 - III. At this point a second upload to ASERL is conducted that updates our holdings with them.
- 4) Additional responsibilities involving ASERL COE database include uploading our records for other COE's agencies and running reports for FDU to use in inventories.

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LC Classed WPA Items – 583 confirmation

- 1) Student will take the next available **not worked on** sheet from the designated “LC Classed WPA Items 583 Confirmation” folder on GA’s desk and check listed titles in Voyager (or staff view in InfoKat) for any 583 information. Printed sheets begin at number 209, as numbers 1-208 are non-Young locations.
 - a. If 583 fields are present, note pertinent information on sheet underneath the call number so you can ensure it is an accurate reflection of the piece. (See first sheet in folder for an example).
 - i. Be sure to note the condition of each copy (multiple copies should show up separately on the list).
 - b. Note when a title does not have a 583 field.

- 2) Go to shelves in Young and search for **all** pieces on the list (including c.2’s, 3’s etc.).
 - a. Note with a Checkmark that you either:
 - i. Agree with the 583 information, or
 - ii. Agree that no 583 information is needed.
 - b. If the current (or nonexistent) 583 is not adequate, write down any further notes that need to be made to the bib record. Take the 583 Instruction sheet, located at the end of the pile, to the shelves with you for controlled vocabulary.
 - c. Note when a title is missing from the shelf with “NOS” for not on shelf.

- 3) For now, leave all pieces on shelf, and return worked sheet and 583 instructions to the designated folder on GA’s desk, keeping them in numerical order.
 - a. Staff member will go through the lists and:
 - i. Add information to 583 fields as necessary, and
 - ii. Add a ‘C’ in the ‘Checked/Completed’ column.
 - iii. Access copies and only copies will remain on shelf.
 - iv. Archival copies will be pulled to go to storage.

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Instructions for Hyperlinking/Bookmarking

In Word 2007 and in Word 2010:

1) To create a hyperlink to a location within the same document, use one of the following methods:

1. Create a bookmark, and then create a link. To do this, follow these steps:
 - a. Save the document.
 - b. Select the text or the image that you want to use as the destination for the hyperlink.
 - c. Click the Insert tab.
 - d. In the Links group, click Bookmark.
 - e. In the Bookmark name box, type a unique name for the bookmark, and then click Add.
 - i. You cannot use spaces in your bookmark unique name but words can be separated with an underscore. (ex: WPA_Instructions).
 - f. Move the insertion point to the location in the document where you want to create the hyperlink.
 - g. Click Hyperlink in the Links group.
 - h. Click Bookmark.
 - i. In the Select Place in Document dialog box, select the bookmark that you want to use as the destination hyperlink, and then click OK.
 - j. Click OK to close the Insert Hyperlink dialog box.

Your text should be hyperlinked.

2) Linking to documents/webpages outside the current word document:

1. In the document where you wish to make the links,
 - a. Select the text or the image that you want to use as the destination for the hyperlink.
 - b. Right click on the highlighted text
 - c. Options will pop up, choose 'hyperlink'
 - d. In the left hand column, make sure 'existing file or webpage' is chosen
 - e. Find the document you wish to link to through the folders bar
 - f. Click on the document you wish to link to
 - g. Click ok.

Your text should be hyperlinked.

3) There is also a method for hyperlinking to outside documents inside e-mails. This ensures that the recipient of the document will always be linked to the most current copy – enabling editing without having to resend e-mails.

1. In a “new” message go to the options tab and select the format of either Rich Text or HTML.
2. Go to the Insert tab and under the Links section, click Hyperlink.
3. In the “Look in” box, choose the location of the file.

If you leave the box at the top blank, you get the location string (i.e. the full location of the document).

If you want it give the link a title, such as “WPA Procedures” type that in the box at the top labeled “Text to Display” and the link will show up hyperlinked in the text.

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Known Issues	Estimate
Ability to delete records, OCLC # search, SuDoc search	4 weeks
Include some method to weed out items that have been previously viewed/processed in the gap reports so that the user does not have to filter through a long list of items that have previously been addressed	TBD
Ability to insert agency abbreviation during upload	1.5 weeks
An indicator that the database is responding to the request - an hourglass, etc.	2 days
Add agency filter column to the Holdings Condition report (actually this is not included in any of the reports other than the item marc record. It might be helpful to just include the column in all reports)	1 day
Multiple Agency Filters	3 weeks
Standardized agency filters and OCLC symbols	2 weeks
Rough estimate:	12 weeks