



ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

Steering Committee Conference Call Notes

## ASERL Collaborative Federal Depository Program

April 17, 2013 -2:30pm EST

### Attending:

John Burger, ASERL  
Mary Clark, Chair, Library of Virginia  
Cheryle Cole-Bennett, ASERL  
Chelsea Dinsmore, University of Florida

David Durant, East Carolina University  
Sandee McAninch, University of Kentucky  
Judy Russell, University of Florida  
Bill Sudduth, University of South Carolina

### AGENDA

- **Disposition Database - SuDoc numbers for monographs and monographic (numbered) series when offering materials from an agency that has no COE assigned**

Notes from the March 28, 2013 FDLP Deans Steering Committee conference call were shared with the CFDP Steering Committee. The Deans Cmte reaffirmed the "best practice" for sharing of records within the Disposition database: Provide as much detail as possible using existing data. The Deans Cmte did not support the request for a best practice to catalog or otherwise create additional descriptions for an item in order to discard, as the Deans agreed this placed an undue burden on the discarding library. The Deans committee remains in agreement that the burden should rest with the library seeking to claim an item.

There was discussion about the Disposition database use as a collection development tool, with the ability to spread the burden for managing FDLP collections. Future enhancements to the database are expected to further aid in this process. In addition, it was suggested that a tutorial on the process for extracting cataloging records and formatting them for upload to the Disposition database would be a helpful resource.

There was also brief discussion as to the degree of policy variation that can be supported among Regionals within ASERL's framework. The ASERL Guidelines were established to document a common set of practices, and input was sought from depositories across the region. There is concern that wide deviation from these practices could undermine the program's integrity as a whole.

Some members of the CFDP Committee remain concerned that items of value may be discarded before a COE has been established. The Committee also considered the feasibility of the suggestion from the FDLP Deans Committee to recommend collections that do not have a COE be the last to be weeded. The group did not think this was feasible, and agreed to identify their top ten agencies to help speed COE recruitment efforts instead.

- **Editing of Records in the Disposition Database**

The CFDP Committee discussed the ability to edit records in the database and agreed that edits are acceptable within the first 10 days after submission. It was noted that the vast majority of the editing issues are with punctuation in the SuDoc number. The Committee will ask if the database can rejected SuDoc numbers (stems) that do not have correct punctuation at the time of submission.

226A Bostock Library, 411 Chapel Drive, Box 90182, Durham, NC 27708-0182

Phone: 919-681-2531 / Fax: 919-681-0805

[www.aserl.org](http://www.aserl.org)

Sandee McAninch also requested that we consider the format default be set to paper, so the offering library only needs to check the format if it is something other than paper. This recommendation, too, will be presented to Winston for review.

Meeting adjourned at: 3:30pm

Next conference call is Wednesday, May 22, 2013 at 3:00pm EST