



## ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

Steering Committee Conference Call Notes

### ASERL Collaborative Federal Depository Program

August 28, 2013 -3:00pm EST

#### Attending:

Stephanie Braunstein, Louisiana State University  
John Burger, ASERL  
Cheryle Cole-Bennett, ASERL  
David Durant, East Carolina University

Faye Jones, Florida State University Law Library  
Sandee McAninch, University of Kentucky  
Judy Russell, University of Florida  
Bill Sudduth, University of South Carolina

#### AGENDA

##### **Disposition database – enhancement request for edits.**

Winston's summation of the process:

1. Allow newly submitted Offers to be edited within the first 10 days of existence.
  - a. All fields will be editable
  - b. The "Offer Submitted Date" will not change
  - c. Only the submitting institution will be able to edit the Offer.
  - d. Edits will be made on the "Item Information" panel which is displayed by clicking on the SuDoc# in the "My Submitted Items" section. During the first 10 days, the Item Information will be editable, after that time, the information will be static labels (which display the values for the data but do not allow editing).
  - e. When an edit to an existing Offer is made, the Regional depository in that service area will be notified via email within 24 hours.
  
2. Alert Regional depositories of Offers in their service area with non-standard SuDoc#s
  - a. Modify the nightly report to Regionals to add an additional column for "non-std SuDoc#"
  - b. When the daily Offers are evaluated and prepared for the report, make the following checks on the SuDoc#:
    - i. Must begin with a letter or series of letters (up to 3) in the range A-Z and an optional space (letter-part-1)
    - ii. Letter-part-1 must be followed by a number in the range 1-99999 (number-part-1)
    - iii. If there is additional information in the stem, the next character must be a period (.) or a forward slash (/). If there is no additional information in the stem, the next character must be a colon (:).
    - iv. Additional information in the stem may be letters or numbers (A-Z or 0-9), but no additional punctuation.
    - v. Only one colon may be present in the entire SuDoc#.
    - vi. SuDoc# information after the colon may be any series of letters, numbers or punctuation (except another colon).

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- vii. Multi-item Offers may provide SuDoc#s with only letter-part-1 and number-part-1. Single-item Offers should have a complete SuDoc# and will contain information to the left and right of the colon.
- c. Offers which will appear on the nightly report, but do not meet the rules above will be flagged in the "non-std SuDoc#" column. Regionals are encouraged to review these items carefully to determine if the Offer is correct as-is, or if the offering institution needs assistance editing the Offer.
- d. This feature is only an alert for the Regionals. No additional automatic restrictions will be placed on SuDoc# submission.

Members discussed the above scenario, making changes to the definitions for the SuDoc# punctuation and placement (in 2.b.i-vii). Judy Russell and Cheryle Cole-Bennett will make the corrected changes and circulate back to the committee for review.

Due to the resources (staff time and programming costs) involved in implementing enhancements, committee members discussed whether there would be the need for the reports feature, that the editing segment alone might be sufficient. Judy noted that the report feature was Winston's attempt at meeting the two-fold approach recommended by the Committee – to allow for editing but also to block the import of non-standard SuDoc#s. Winston found that the number of acceptable "exceptions" to the SuDoc formatting made it difficult to write code to effectively block non-standard SuDoc#s at import. Instead, he suggested the report feature. Some felt the reports feature would be redundant, that the Regional would easily identify incorrect SuDoc#s without this being distributed in a report. Others felt that the report would be useful feature for the Regional in overseeing their Selectives submissions. Committee members agreed to distribute the features information to the Regionals listserv to get their perspective – whether it would be something they would use or not. Once the suggested revisions to the wording have been confirmed by Committee members, Cheryle will distribute the information to the Regionals listserv for input.

#### **Discussion of training/webinars**

Topics identified to date include:

- How a Selective chooses a COE collection (David Durant)
- Ways to promote your COE collection, highlighting examples from peer institutions (David Durant)
- Formatting offers lists to allow for the "best" matching opportunities
- Creating needs lists that enhance matching opportunities
- Programs focused to subject specialists, collection managers, ILL
- COE digitization efforts - what standards were used, amount of time involved, who did the work and what platform is used for access. (Stephanie Braunstein)
- Updated demonstration of the Disposition Database (Winston Harris, Bill Sudduth and Chelsea Dinsmore)

Members discussed training opportunities. David and Stephanie volunteered to work on and/or deliver specific topics (identified in list above). Members agreed to forward additional topics to Cheryle as appropriate.

Note: A request for an updated Disposition database demonstration was received shortly after the meeting so I included it in the minutes as a potential training topic.

#### **Preliminary discussion of environmental scan.**

Steering Committee members briefly reviewed preliminary questions for an Environmental Scan, based on questions used in the survey undertaken as part of the IMLS grant. Tentative process is to distribute a survey in advance of an in-person (telephone) follow-up interview with the COE administrator. In addition, FDLP Dean's committee will be enlisted to assist with a similar survey process with Deans/Directors of COE institutions. It was noted that in assessing the status of the COE (inventory, cataloging, etc.) it would be helpful to have a way to measure the degree of completeness or scale of the project in a broad sense (for example, "small amount completed, half complete, more than half complete", etc). The Committee also suggested that small focus groups be conducted in a statewide group setting as an effective way to conduct the scan.

**Feedback on the Disposition factoid.**

Cheryle noted that there had been positive response to the factoid. A couple of people had indicated an interest in obtaining cumulative statistics (6 months/12 months). Members were asked to consider if there might be other statistics or information of interest – for example, an assessment of the areas of Government adopted by COEs.

Due to time constraints, no updates were given on the Law/Health Sciences and Dean's committee COE efforts nor the Dept. of State project (identifying the percentage of DOS documents recorded in HathiTrust).

Due to a scheduling conflict with the DLC conference, committee members agreed to reschedule the October conference call to **Wednesday, October 30, 2013**. Members also inquired as to whether the ASERL Regionals would meet at the conference. As Chair of the committee, Mary Clark has coordinated past meetings. Cheryle will work with Mary to provide an update to the committee.

Meeting adjourned at: 4:06pm

Next conference call is **Wednesday, October 30, 2013** at 3:00pm EDT