

FIPNet -- Expanding Partnerships to Preserve Access to Government Information

Judith C. Russell

Dean of University Libraries



ASERL Webinar

April 1, 2016

Federal Documents at UF

The University of Florida (UF) is the **Regional Federal Depository Library** for Florida, Puerto Rico and the U.S. Virgin Islands

It is also an active participant in the **ASERL Collaborative Federal Depository Program** with 35 Centers of Excellence (mostly small, defunct agencies)

- 21 USDA agencies
- Congressional Hearings
- CFR and Federal Register (through the Legal Information Center)
- Panama Canal Commission and predecessor agencies and all other Federal documents about Panama and the Canal

Federal Documents at UF

UF began cataloging ~300,000 documents already in offsite storage in 2008

UF moved the remainder of its Federal Documents collection to offsite storage in 2014 and committed to cataloging the entire collection

Since 2008, over 465,000 titles have been cataloged, representing many more volumes

Most are enhanced copy cataloging records, but over 13,880 original cataloging records have been created and contributed to OCLC/WorldCat

Federal Documents at UF

Process for Cataloging and Traying Federal Documents:

- A bookcart of untrayed documents is pulled
- Catalog is checked to locate a record for each item, confirm its accuracy, and verify bar code and OCLC number; record is corrected and upgraded if necessary
- If no record is found, an original cataloging record is created
- Condition is assessed (minimally) and, if brittle or otherwise damaged, condition is noted in the MARC 583 field and in the item record
- Damaged and brittle volumes are often shrink wrapped to stabilize and prevent further deterioration

Federal Documents at UF

Process for Cataloging and Traying Federal Documents, *continued*

- Retention commitment is recorded in the MARC 583 field, identifying the document for permanent retention as required by law for the holdings of a Regional Federal Depository Library
 - > 583 1 \$5 flgafar \$a committed to retain \$c [date FLARE holding created] \$d **committed to retain permanently** \$f FLARE \$f **FDLP** \$j FSTO
 - > 583 1 \$5 flgafar \$a **condition reviewed** \$c [date FLARE holding created] \$f FLARE \$f **FDLP** \$j FSTO
- Document is vacuumed to remove dust
- Bar code is reproduced and placed on the outside of the back cover

Federal Documents at UF

Process for Cataloging and Traying Federal Documents, *continued*

- Document is assessed for size and trayed with items of like dimensions



Federal Documents at UF

Process for Cataloging and Traying Federal Documents, *continued*

- Inventory for each tray is double verified before shelving
- Record/holdings statement is uploaded into OCLC and made available in WorldCat



NOTE: New documents are processed and trayed as they are received.

Federal Documents at UF

Additional Process for Center of Excellence (COE) Collections

- COE Collections are treated as special collections
- If necessary, documents are sent to the Conservation Unit for repair or treatment
- Documents are digitized after page by page verification
- Documents receive higher level, image by image, QC
- Access copies are loaded into the UF Digital Collections (<http://UFDC.ufl.edu>)
- Preservation copies are sent to the Florida Digital Archives (<http://fclaweb.fcla.edu/fda>)

Federal Documents at UF

Additional Process for Center of Excellence (COE) Collections, *continued*

- UF committed to digitization of its COE Collections, with the exception of CFR, Federal Register and Congressional Hearings
- UF will harvest and host born digital or digitized documents for its COE Collections, with the exception of CFR, Federal Register and Congressional Hearings for which UF relies on Fdsys
- UF does not otherwise harvest or host digital documents locally

Federal Documents in FLARE

Libraries in the State University System (SUS) of Florida and the University of Miami are building a shared collection called **FLARE: Florida Academic REpository**

- Offsite storage in Gainesville managed by UF
- Journals, monographs and government documents included
- Shared policy development and funding
- Information at: <http://cms.uflib.ufl.edu/flare/Index.aspx>

Federal Documents in FLARE

There is a “Last Copy” policy specific to Federal Documents:

- **This policy supports the preservation of unique government documents held in Florida academic libraries and selective depositories (including Puerto Rico and the Virgin Islands).**
- **This policy acknowledges the value of retaining at least one copy of each unique government document in the state as part of a preservation program.**
- **Therefore, all academic libraries and selective depositories in Florida (including Puerto Rico and the Virgin Islands) are granted the right to deposit last copies of government documents being withdrawn from their collections in FLARE for preservation**

FIPNET Opportunities

UF is already voluntarily performing many of the tasks identified as FIPNET Opportunities:

- ✓ **Cataloging and metadata creation**
- ✓ **Digitization and content conversion**
 - Harvesting Web content**
- ✓ **Hosting digital content (for its Centers of Excellence)**
- ✓ **Storing physical copies**
- ✓ **Condition assessment**
- ✓ **Conservation**
- ? **Other innovative activities that support preservation**

Please feel free to contact us for more information:

Judy Russell: jcrussell@ufl.edu; 352-273-2505

Ben Walker: bfwalker@ufl.edu; 352-273-2545

**Chelsea Dinsmore (Digital Services): chedins@uflib.ufl.edu;
352-273-0369**

Jody Hewitt (Cataloging): jodyb@uflib.ufl.edu; 352-273-0375