

10-1-2005

Effective Workflows for Processing Electronic Government Documents

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Recommended Citation

Skinner, Debra G., Guy Frost. 2005. "Effective Workflows for Processing Electronic Government Documents." *Library Faculty Presentations*. Presentation 10. source: https://gla.georgialibraries.org/wp-content/uploads/2017/10/events_COMO_2005_sessions.pdf
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Electronic Government Documents

Developing an Effective Cataloging Workflow

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GA COMO October 2005**

Decisions Needed to Establish Workflow

- Single Record Approach
- Record for Every Format
- Resolve Related Records
- Time Factor to Add Records
- Add All Electronic Records
- Add Only E-Records in Selection Profile

Projects and Priorities

- New Physical Pieces (Began Jan. 2003)
- New Electronic Titles (Began 2003)
- Shelf List Project (Began Apr. 2005)
 - Find Record in Voyager & Update
 - Import from OCLC if not in Voyager
 - Pull Pieces
 - Create MFHD
 - Barcode & Create Items
 - Resolve Extra Records
 - Symbol on OCLC

New Electronic Titles (NET)

What is Included?

- New Titles in Electronic Format Only
- Records with URL Added
- Records Ceasing in Physical Format (MF)
- No Longer Distributed in Physical Format
- Change to Any Record Containing URL
 - URL to PURL
 - Change in Bibliographic Information

Workflow Overview for Providing Quick Access

- Copy List from “New Electronic Titles”
http://www.access.gpo.gov/su_docs/locators/net/
- Import Records from OCLC into Voyager
- Distribute Records to Catalogers
- Review & Edit Records

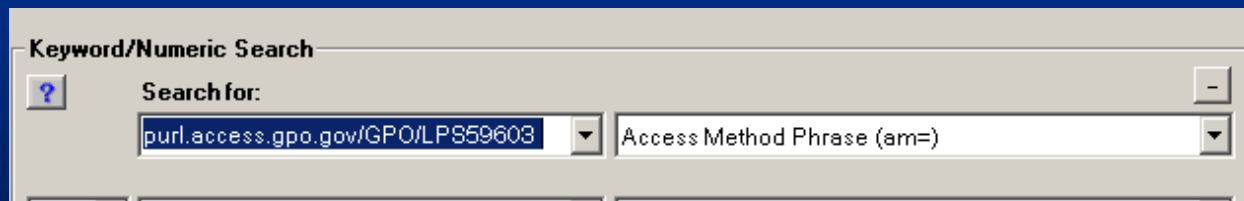
Step 1: Making List Student Assistant

- Copy PDF of “New Electronic Titles”
- Save in MS Word as Rich Text File
- Name & Save File

| New Electronic Titles April 2005 | | | | |
|-------------------------------------|----------------|---|------|---|
| # | SuDoc Number | Title | Year | Internet Access |
| 1 | A 1.110: | World agricultural supply and demand estimates / | 1980 | http://purl.access.gpo.gov/GPO/LPS1847 |
| 2 | A 1.142:SCR.2 | Transaction screen process training | 1997 | http://purl.access.gpo.gov/GPO/LPS59572 |
| 3 | A 1.32:M 99 | MyPyramid | 2005 | http://purl.access.gpo.gov/GPO/LPS60044 |
| 4 | A 1.75:620/999 | Wild pigs | 1999 | http://purl.access.gpo.gov/GPO/LPS59603 |
| 5 | A 105.23/3: | Cattle on feed / | 1963 | http://purl.access.gpo.gov/GPO/LPS1126 |
| 6 | A 13.88:SE-10 | Southern forestry smoke management guidebook | 1976 | http://purl.access.gpo.gov/GPO/LPS60111 |
| 7 | A 13.88:SE-17 | Fire in south Florida ecosystems | 1980 | http://purl.access.gpo.gov/GPO/LPS60113 |
| 8 | A 13.88:SE-18 | Recognizing developmental stages in southern pine flowers | 1980 | http://purl.access.gpo.gov/GPO/LPS60122 |

Step 2: Searching OCLC Student Assistant

- Copy URL from Titles in List (without http://)
- Paste URL into Connexion
- Select Access Method Phrase (am=)



The screenshot shows a window titled "Keyword/Numeric Search". Inside the window, there is a "Search for:" label. Below it, there are two input fields. The first field contains the text "purl.access.gpo.gov/GPO/LP859603". The second field is a dropdown menu that has been set to "Access Method Phrase (am=)".

Step 3: Selecting & Exporting Student Assistant

- More than One Record:
 - Select Record IN GPM
 - Select [electronic resource]
 - GPO or DLC
- Export Selected Record to Voyager Import File

Step 4: Importing to Voyager Student Assistant

- Open Voyager Cataloging
- Log on in Non-Marcive Edit Location
(Records go into UC but not to Marcive for authorities processing.)
- Verify Import-Replace Profile is **OCLC Conditional** (no automatic overlay)
- Import Bibliographic Record from Voyager Import File

Step 5: Editing Bibliographic Records

Student Assistant

- Change 049 to GPMD
- Add public note to 856 field #z
- Save Record
- Copy 856 Field to Use in Holdings Record

| | | |
|-----|-----|--|
| 776 | 0 | #a Miller, Laurel. #t Establishing the rule of law in Afghanistan #h 18 p. #w (OCoLC)55094829 |
| 830 | 0 | #a Special report (United States Institute of Peace) ; #v 117. |
| 856 | 4 0 | #u http://purl.access.gpo.gov/GPO/LPS59633 #z Click here to access this resource online. |
| 994 | | #a C0 #b GPM |

Step 6: Creating Holdings

Student Assistant

- Create New Holdings Record
- Add (Online) after Call Number
- Paste 856 Field from BIB into MFHD

| Tag | I1 | I2 | Subfield Data |
|-------|----|----|--|
| → 852 | 3 | | ‡b GVUSURL ‡h AE 2.106/3:49/ (Online) |
| 856 | 4 | 1 | ‡u http://purl.access.gpo.gov/GPO/LPS494 ‡z Click here to access this resource online. |

Step 7: Revising List Student Assistant

- Update List in Red to Note

- Monograph
- Serial
- Duplicate

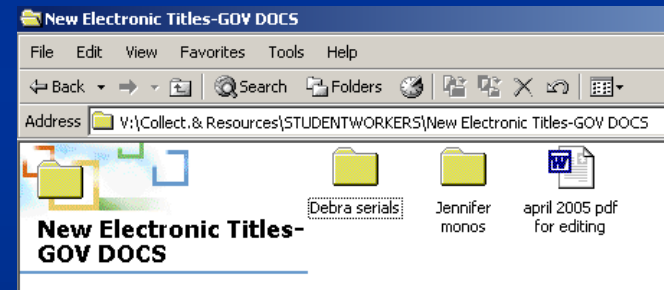
| | | | | |
|----|----------------------|--|------|---|
| 79 | D 214.36: (S) | News | 2004 | http://purl.access.gpo.gov/GPO/LPS57834 |
| 80 | D 5.317:111/ (S) (D) | List of lights, radio aids, and fog signals. | 19uu | http://purl.access.gpo.gov/GPO/LPS31373 |
| 81 | D 5.417:209 (M) | Deploying missile defense | 2004 | http://purl.access.gpo.gov/GPO/LPS59976 |
| 82 | E 1.2:P 56/15 (M) | Photovoltaic | 2001 | http://purl.access.gpo.gov/GPO |

- Send Notification of Completed List to Staff Assistant

Step 8: Cataloging Monographs

Staff Assistant

- Review Each Title in Voyager
- Edit as Needed
- Resolve Duplicates
- Delete Temp Records
- Make Notes of Problems on List
- Replace Title with OCLC# in Word Document
 - Student Assistant to Attach Symbol in OCLC



Step 9: Reviewing Holdings Staff Assistant

- MFHD Previously Created by Student Assistant
- Review Format for Electronic Holdings (no items are created)
- Verify Link
- Notify Catalog Librarian that Serials & Integrating Resources List is Ready

Step 10: Cataloging Serials

Catalog Librarian

- Review Each Title
 - New Titles
 - Many Existing Titles to Update or Overlay
 - Earlier/Later Titles May Be in Database

| New Electronic Titles April 2005 | | | | |
|-------------------------------------|---------------------|--|------|---|
| # | SuDoc Number | Title | Year | Internet Access |
| 1 | A 1.110: (S) | World agricultural supply and demand estimates / | 1980 | http://purl.access.gpo.gov/GPO/LPS1847 |
| 5 | A 105.23/3: (S) | Cattle on feed / | 1963 | http://purl.access.gpo.gov/GPO/LPS1126 |
| 40 | AE 1.101/2: (S) | Semiannual report to the Congress | 19uu | http://purl.access.gpo.gov/GPO/LPS59605 |
| 41 | AE 1.101/2: (S) (D) | Semiannual report to the Congress for the period ... / | 19uu | http://purl.access.gpo.gov/GPO/LPS59605 |

Step 10: Cataloging Serials

Catalog Librarian

- Select Bibliographic Record if Multiple Records
- Verify Link
- Replace & Delete Temp Records
- Resolve Duplicates
- Edit as Needed

Step 11: Review Holdings Catalog Librarian

- MFHD Previously Created by Student Assistant
- Review Format for Electronic Holdings (no items are created)
- Add Symbol or Create LDR in OCLC

General Guidelines

- Follow Same Cataloging Standards as Other Collections in Reviewing Records
- Make Reasonable Effort to Eliminate Duplicates
- Assume Record for Electronic Format is Proper Format if No Other Records in Voyager
- Shelf List Project - Titles Available in Physical Form Will Be Reviewed

Issues Related to NET Serials

Title has Serial Temp Record & Previous
Title Record

| Titles Index | | | |
|--|---|--------|------|
| Title < | Title | Author | Date |
| Cohort default rate guide | Draft cohort default rate guide for FFEL Program and Direct Loan Program loans [microform]. | | 19uu |
| Cohort default rate guide | Official cohort default rate guide / Dept. of Education, Default Management Division. | | 19uu |
| Cohort default rate guide / | Cohort default rate guide / U.S. Department of Education, Student Financial Assistance, Default Management. | | 2001 |
| Cohort Default Rate Guide, Published August 2001 | Cohort Default Rate Guide, Published August 2001 | | 2001 |

Issues Related to NET Serials

Same Title has Electronic Record &
Microfiche Serial Temp Record

The screenshot shows a window titled "Titles Index" with a table of search results. The table has two columns: "Mfhd Call Number" and "Title". The first record is for microfiche (J 16.2:C 81) and the second is for an online electronic resource (J 16.2:C 81/ (Online)). Both records refer to the same title: "Technical Assistance, Information, And Training For Adult Corrections... Service Plan... Oct. 1, 2001 - Sept. 30, 2002... U.S. Department Of Justice... July 2001". Below the table are buttons for "OK", "Cancel", "Search", "Select All", and "Clear All". At the bottom, it shows "2 Records Found" and the search criteria "Search: Mfhd Call Number=J 16.2:C 81/".

| Mfhd Call Number | Title |
|-----------------------|---|
| J 16.2:C 81 | Technical Assistance, Information, And Training For Adult Corrections... Service Plan... Oct. 1, 2001 - Sept. 30, 2002... U.S. Department Of Justice... July 2001 |
| J 16.2:C 81/ (Online) | Technical assistance, information, and training for adult corrections [electronic resource] : service plan. |

2 Records Found Search: Mfhd Call Number=J 16.2:C 81/

Issues Related to NET Serials

Same Title has Monographic & Serial Records

The image displays two side-by-side screenshots of MARC records for the same title: "Hate crime statistics, 1990 : a resource book / prepared under the Hate Crime Statistics Act of 1990 for the Federal Bureau of Investigation ; by the Association of State Uniform Crime Reporting Programs and the Center for Applied Social Research." The left record (Bib 186362) is a monographic record, and the right record (Bib 236312) is a serial record. Both records have identical 088 and 245 tags, but their leaders and 005 tags differ, reflecting their different formats.

| Tag | I1 | I2 | Subfield Data |
|-----|----|----|--|
| 088 | 0 | | ⌘a J 1.14/2:C 86/17 |
| 245 | 0 | 0 | ⌘a Hate crime statistics, 1990 : ⌘b a resource book / ⌘c prepared under the Hate Crime Statistics Act of 1990 for the Federal Bureau of Investigation ; by the Association of State Uniform Crime Reporting Programs and the Center for Applied Social Research. |

| Tag | I1 | I2 | Subfield Data |
|-----|----|----|--|
| 088 | 0 | | ⌘a J 1.14/2:C 86/17/ |
| 245 | 0 | 0 | ⌘a Hate crime statistics : ⌘b a resource book / ⌘c prepared under the Hate Crime Statistics Act of 1990 for the Federal Bureau of Investigation by the Association of State Uniform Crime Reporting Programs and the Center for Applied Social Research. |

Issues Related to NET Monographs

- Purl Links to Different Edition
 - Bibliographic Record is for 2004 ed.
 - Purl Links to 1987 ed.

| Tag | I1 | I2 | Subfield Data |
|-----|----|----|--|
| 088 | 0 | | ‡a D 101.9:1-15/2004 |
| 049 | | | ‡a GPMD |
| 110 | 1 | | ‡a United States. ‡b Dept. of the Army. |
| 245 | 1 | 0 | ‡a Civilian aides to the Secretary of the Army ‡h [electronic resource] : ‡b administration. |
| 250 | | | ‡a [Revision]. |
| 260 | | | ‡a Washington, DC : ‡b Headquarters, Dept. of the Army, ‡c [2004] |
| 490 | 1 | | ‡a Army regulation ; ‡v 1-15 |
| 538 | | | ‡a Mode of access: Internet from the U.S. Army web site. Address as of 4/7/2005: http://www.army.mil/usapa/epubs/pdf/r1%5F15.pdf ; current access is available via PURL. |
| 610 | 1 | 0 | ‡a United States. ‡b Army ‡v Handbooks, manuals, etc. |
| 610 | 1 | 0 | ‡a United States. ‡b Army ‡x Civilian employees ‡v Handbooks, manuals, etc. |
| 810 | 1 | | ‡a United States. ‡b Dept. of the Army. ‡t Army regulation ; ‡v no. 1-15. |
| 858 | 4 | 0 | ‡u http://purl.access.gpo.gov/GPO/LPS59815 ‡z Click here to access this resource online. |
| 994 | | | ‡a C0 ‡b GPM |
| 998 | | | ‡f 200510 ‡g docmonsl |

Issues Related to NET Monographs

- Superseding Titles
 - Electronic May Supersede Physical Format
 - Electronic May Supersede Electronic Format
- Verifying that Physical & Electronic Title are Same

Conclusions

- Provides Rapid Access to Electronic Documents for Users
- Student Does Much of Work
- Physical Holdings for Electronic Titles
 - Added in Shelf List Project
- Catalogers Resolve Problems Systematically
 - Current Shipments
 - Shelf List Project