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# DttP

## Documents to the People

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# DttP

## Documents to the People

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## Columns



## Features



**About the Cover:**
Children wait patiently to have their books signed out by circulation attendants. All previously attended the Saturday afternoon free movies at the Library's auditorium. "Children Check Out Books at the Benjamin Franklin Library," [Photographs and other Graphic Materials]; Records of the U.S. Information Agency, Record Group 306; National Archives at college Park, College Park, MD [online version available through the Archival Research Catalog (ARC identifier 23932426) at www.archives.gov; June 12, 2017].

# From the Chair

## Who, Me?

Shari Laster

Professional identity is a curious thing. Like many in our line of work, when I'm asked what I do, I often experience a long moment of hesitation. Is my job title enough? Does it explain my work in a way that fits the context of the conversation? What is it about what I do that's important, or relevant, or interesting, that I want to communicate? What is it that I really do, anyway? I certainly go to meetings and write emails and update my calendar, but what do I accomplish with all of that? And why should it matter to the person who is asking? (I suppose this is why conventional wisdom suggests that starting a conversation by asking someone what they do is one way to have the conversation quickly stall out.)

I work in higher education. I'm a library worker, who holds a degree in library and information science, with a job as a full-time librarian. I'm a government information librarian, except when I'm a data services librarian (except when these two are the same role). I help people find and use content from governments of all shapes and sizes, and I work with people to access and understand content that can be analyzed with computational approaches. I teach classes and workshops and instruction sessions, and I learn how to do things so that I can go out and teach them. I manage collections of government documents, which are kind of like regular books except they are completely different and also from the government, and I build collections with web content—yes, with websites—yes, I'm building collections of websites. And I serve on committees and participate in projects and chair task forces—which means that yes, I do go to meetings and then write emails.

It's a strange time to be a government information librarian. Our work seems vital, yet in some ways it can also seem remote. Government information is a hot topic, and access and preservation have become mainstream issues, along with authenticity and even authority. Yet libraries and librarians can be slow to shift direction or pick up on possible momentum. For some of us, our day-to-day work has hardly changed at all. As I try to bridge this perceived gap for myself, I want to share my perspective on how we might explore possibilities for change and action.

One of the greatest ways we can contribute within our communities is to be present with our knowledge and expertise, while at the same time being open to new ways of thinking about government information collections and services. Library instruction, open access initiatives, web archiving projects, and digital scholarship programs are all poised to react to changing concerns within our field. There are opportunities to incorporate government information into each of these areas, and sometimes this can happen all once, as DataRescue events (http://www.ppehlab.org/datarescue-events/) have demonstrated throughout the United States.

We can also encourage those who care to take direct action: advocate, speak up, and share stories about how access to government information affects what they care about. Libraries and librarians work for long-term access to government information because the communities we serve rely on it. To the extent that a clear picture of this need can be communicated, it's perhaps what government information librarians are best positioned to do.

This leads me to ask of all of you: what can we do to connect our work, and the work we want to do, with our current roles and responsibilities within libraries and cultural heritage institutions? How can we go from a vision, to a plan and definitive action? I have offered a few of my ideas, and I welcome you to share yours, whether in future issues of *DttP*, in a conference presentation, or even a listserv message. Our professional community is waiting to hear from us, and this is the time for action.

One new line for my professional identity: I am honored to serve as GODORT Chair for the coming year. I want to work with all of our members to continue to transform GODORT into an organization where action happens. In order to do so, we will need to transition from the final stages of GODORT's reorganization into a sustained level of activity for all of our priorities as an organization: learning, discussion, advocacy, and scholarship. There is a role for everyone in this work, and I encourage you to contact me so we can discuss how you can contribute.

**Shari Laster** (slaster@ucsb.edu), Government Information Librarian & Data Services Librarian, UCSB Library, University of California, Santa Barbara

# 2017 GODORT Reception and Awards Ceremony

The 2017 GODORT Reception and Awards Ceremony will be Sunday, June 25th, at Kasbeer Hall at the Corboy Law Center at Loyola University, 25 East Pearson Street from 6:00–8:00 p.m.

This year's award winners will be recognized:

### James Bennett Childs Award

*Judith Russell*, Dean of University Libraries at the University of Florida

### ProQuest/GODORT/ALA "Documents to the People" Award

*Florida State University Libraries Government Documents Depository* and *Mohamed Berray*, Coordinator for Government Information at FSU.

### Bernadine Abbott Hoduski Founders Award

*Philip (Phil) Yannarella*, Government Documents Librarian, Northern Kentucky University

### 2017 Margaret T. Lane/Virginia F. Saunders Memorial Research Award

*Sarah Potvin and Laura Sare*, Texas A&M University Libraries

### NewsBank/Readex/GODORT/ALA Catharine J. Reynolds

*Hayley Johnson* of Nicholls State University and *Sarah Simms* of Louisiana State University

### W. David Rozkuszka Scholarship

*Stephani Rodgers*, MLIS student at University of South Carolina

### Larry Romans Mentorship Award

*Lisa Janicke Hinchliffe*, University of Illinois at Urbana -Champaign

The support of our generous hosts is essential to our being able to honor the awards recipients. Please join us in thanking them by stopping by their booths in the exhibits hall during the conference: Conquest Systems/Data-Planet, EastView, IMF, LexisNexis, Marcive, ProQuest, Readex/Newsbank, Renouf, World Bank, OCLC, and OECD.

# By the Numbers

## Economic Data Revisions: What They Are and Where to Find Them

Katrina Stierholz

*"The past is never where you think you left it."*
—Katherine Anne Porter

### Data Revisions

Economic data is being revised often. On the first Friday of every month,* the Bureau of Labor Statistics (BLS) publishes its Employment Situation Summary. This report describes the state of employment in the United States and two highly anticipated (and media-watched) employment numbers: The Unemployment Rate and Total Nonfarm Payroll Employment. The Unemployment Rate is based on a survey of persons who report they are seeking work but are not employed. The Payroll Employment Data are based on firms' reports of the number of people employed. Economists and others carefully watch the rise (or fall) of the total nonfarm payroll employment data. These data are a fundamental reflection of current economic conditions and a significant rise or fall will, in turn, influences economic decision-making by businesses and government.

There's a small rub, however, in the Payroll Employment Number: It is a very rough estimate and is revised the following month—and then again the month after—as more information arrives at the BLS. These revisions can be large and may materially change the picture of the economy. Here's an example: The first release (October 3, 2008) of the September 2008 nonfarm payroll employment data indicated a loss of 159,000 jobs. The second release (November 7, 2008) of the September 2008 employment data indicated a loss of 284,000 jobs. The third release (December 4, 2008) of the September 2008 data indicated a loss of 403,000 jobs. ALFRED, the FRED tool that captures data revisions, illustrates the change in data (see graph below).

### What's the Diff?

For Major Economic Data, the first release is often based on incomplete data. For the Payroll Employment Data, on average, 73 percent of the data have been collected when the data are first released.† Over time, more firms submit their data and the numbers become more accurate. The Payroll Employment Data are revised in the two following months after their release (so, a total of three releases initially). Then the data are again updated in a benchmark revision using the state unemployment data as the tool to benchmark the survey data.‡ As a result of the revision process, these data can have significant changes within just a few short months. However, news reports generally focus on the latest number and not on the revisions to the previous months' data, and the more accurate information contained in those earlier months is generally not reported or discussed as much as the most recent (less accurate) data.

The Employment Data series is not the only one that is revised. GDP data are also revised many times as more data are collected.§ The Bureau of Economic Analysis (BEA) estimates some of the elements of the Gross Domestic Product (GDP) statistics two times after the initial quarterly release, followed by an annual revision, then a comprehensive revision to GDP every five years. Some of the five year (benchmark) revisions can be substantial, reflecting changes in definitions and classifications.

As a general rule, economic data are revised and become more accurate over time. It is important to remember that nearly all Economic Data series are estimates—no one specifically asks every single person in the country if she or he is employed. Economic surveys are designed very carefully and the revisions are examined to determine if there are potential improvements in the estimations.

Why do data revisions matter? Decisions are often made using the most recent (and possibly incomplete) data. When people look back at decisions made, they often compare their decisions with the now more complete data and thus remove the decision from its context. As librarians, it is important to advise users of this feature of economic data.

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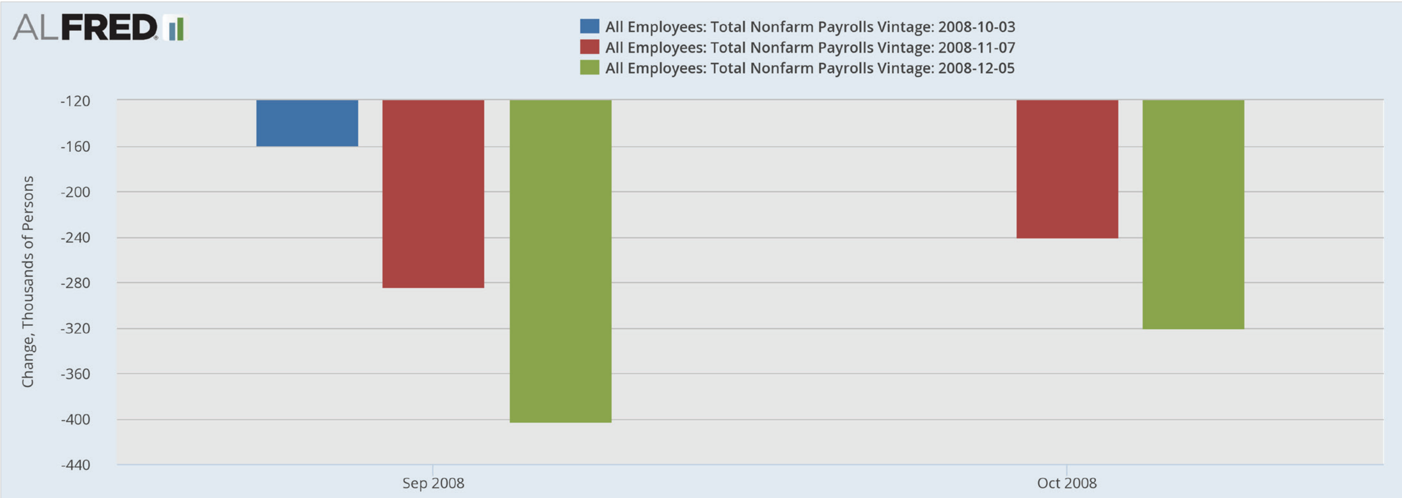
* Actually, it is the third Friday after the conclusion of the reference week—that is, the week that includes the 12th of the month (https://www.bls.gov/ces/ces_tabl.htm).

† Nardone, Thomas; Robertson, Kenneth and Maxfield, Julie Hatch. "Why Are There Revisions to the Jobs Numbers?" Beyond the Numbers: Employment & Unemployment, vol. 2, no. 17. U.S. Bureau of Labor Statistics, July 2013; https://www.bls.gov/opub/btn/volume-2/revisions-to-jobs-numbers.htm.

‡ Information on the benchmarking is available at https://www.bls.gov/web/empsit/cesprelbmk.htm.

§ For more information, see the BEA's discussion on their *beablog*, "Revising Economic Indicators: Here's Why the Numbers Can Change." July 8, 2013; https://blog.bea.gov/2013/07/08/revising-economic-indicators-2/.




**Source: U.S. Bureau of Labor Statistics, All Employees: Total Nonfarm Payrolls [PAYEMS], retrieved from ALFRED, Federal Reserve Bank of St. Louis; https://alfred.stlouisfed.org/graph/?graph_id=354151, February 22, 2017.**

## Finding Revisions

So, how can you help your users find the revisions or the original data? There are several tools available, and they each have their users and fans.

*ALFRED (https://alfred.stlouisfed.org)*

The St. Louis Fed's FRED database has a parent: ALFRED. ALFRED captures all of the revisions of data added to FRED. In a few notable cases, staff have manually captured revisions to high-profile data series. ALFRED is a relatively simple tool to use—users can search for data in ALFRED and then select the vintage of data desired. So, if you would like the initial release of the December 1996 payroll employment data, you first find the data series (PAYEMS is the FRED mnemonic); then in the "edit graph" pane, select the vintage from January 1997 (because the initial release of the December data is the first Friday of the following month). Because so many data have different units, ALFRED works best when looking at a single series at a time.

*BEA Data Archive (https://www.bea.gov/histdata/)*

Data series published by the BEA have preserved the original vintage of the data. The releases generally go back to the early 2000s and are available by their release (National Accounts, Industry Accounts, International Accounts, Regional Accounts, and Integrated Macroeconomic Accounts).

## OECD Main Economic Indicators Original Release Data and Revisions Update:

The Organisation for Economic Co-operation and Development (OECD) has captured the revisions to its Main Economic Indicators since 1999 (see http://stats.oecd.org/mei/default.asp?rev=1). The OECD revisions dataset provides online access to the original versions of the data published in the Main Economic Indicators database. The data come from all OECD member countries, the euro area, and non-OECD countries such as Brazil, China, India, South Africa, and the Russian Federation.[¶]

*Bank of England Real-Time Database (http://www.bankofengland.co.uk/statistics/pages/gdpdatabase/default.aspx)*

The Bank of England offers a handy set of Excel spreadsheets with vintage data for England back to January 1990. The data are updated every year and the vintage offered is as of the last working day of the month. Some quarterly data are available back to 1976.

*FRED-MD and FRED-QD (https://research.stlouisfed.org/econ/mccracken/fred-databases/)*

These data are specifically designed for users of macroeconomic data for forecasting and replication of empirical work. In short, they are most likely to be used by economists and economic forecasters.

¶ McKenzie, Richard and Michela Gamba. "Data and Metadata Requirements for Building a Real-Time Database to Perform Revisions Analysis." See http://www.oecd.org/std/40315408.pdf.

*Real-Time Data Research Center (https://www.philadelphiafed.org/research-and-data/real-time-center/real-time-data)*
The Philadelphia Fed has captured vintages of major macroeconomic time series. These data are available back to the mid-1960s, by indicator, and available in Excel format.

*FRASER (https://fraser.stlouisfed.org)*
FRASER is a digital library of print economic publications, particularly collections of periodical data publications. FRASER provides digital copies of print publications, including the initial release of the data in the Press Release *Employment Situation*, as well as more comprehensive publications such as *Economic Indicators* that can offer a broader snapshot of the economic picture at a moment in time. One downside of FRASER is that it is not available in a database format (e.g., Excel).

## A Final Note

Regardless of which tool is used to capture data, it is important for users to remember the frequency of updates/revisions to the data. When citing a dataset, the version (e.g., initial, second, or third release) should be noted to avoid confusion and any perceived conflicts with data found in other datasets.

# A Summary of Collaborative Projects Working to Preserve Access to Government Data

Laura Sare

Researchers of varied disciplines use federal information and data on a daily basis. Publically funded information and data are important not only to researchers, but to businesses and state and local governments as well. Recent events have resulted in concerns about the continuing accessibility of federal government information has led to several collaborative projects to preserve government data. This article is a summary of some of these projects, the types of data they collect, and how anyone can provide access to the valuable data.

The best known project is DataRefuge.[1] DataRefuge focuses on identifying, assessing provenance, and creating trustworthy, research-quality copies of digital datasets of federal climate and environmental data for continued accessibility to researchers in such places as the Internet Archive.[2] Volunteers can help in this effort to save information by visiting (http://www.ppehlab.org/datarefuge).

DataRefuge partners with several other climate/environmental data saving initiatives such as Climate Mirror, whose goal is to store climate change data redundantly in many locations around the world.[3] The Azimuth Climate Data Backup Project also backs up climate data from NASA, NOAA, and other agencies.[4] The Environmental Data and Governance Initiative (EDGI) are also either partners with DataRefuge or working on collecting and preserving the same data.[5]

Scientific data is not the only data being collected, social science data is also being covered as well. DataLumos is an archive within openICPSR, which is an archive created by the Inter-university Consortium for Political and Social Research (ICPSR).[6] ICPSR has traditionally collected federal census data, criminal justice data, and educational data, but now with DataLumos, it is creating an archive specifically for federal government social science data. DataLumos accepts deposits of public data resources from the community as well as recommendations to gather public data resources. Researchers can deposit data that they believe may be at risk or hard to find in the future. ICPSR is committed to ensuring that valuable data resources remain accessible and easy to locate. For an introduction on DataLumos, you can view a recorded webinar here to learn more (http://www.youtube.com/watch?v=mzvlJk_wbzw&feature=youtu.be).

While not truly about data, another project that was collecting government information web sites is the End of Term Presidential Harvest 2016.[7] The End of Term Web Archive captures and saves U.S. Government websites at the end of presidential administrations and started in 2008. Nominations for websites to crawl run from September 2016 through March 1, 2017. The archived webpages are hosted by the California Digital Library.

So there are several ways we can help these efforts: by raising awareness and asking researchers we work with what their data needs are and what data sets they use regularly, by nominating those data sets to be archived, or by attending a data rescue event (http://www.ppehlab.org/datarescue-events/). You can also learn more at (librariesnetwork.org). Most of these initiatives also take monetary donations as well.

**Laura Sare** (lsare@tamu.edu), Government Information Librarian, Texas A&M University

## References

1. "Welcome," accessed February 15, 2017, http://www.datarefuge.org.
2. "Internet Archive," accessed February 15, 2017, http://archive.org.

3. “About Us,” accessed February 16, 2017, http://climatemirror.org/#about.
4. “Azimuth Climate Data Backup Project,” accessed February 15, 2017, http://math.ucr.edu/home/baez/azimuth_backup_project/.
5. “DataLumos,” accessed February 15, 2017, https://www.datalumos.org/datalumos/.
6. “openICPSR,” accessed February 15, 2017, https://www.openicpsr.org/openicpsr/.
7. “End of Term Archive,” accessed February 13, 2017, http://eotarchive.cdlib.org/.

# Online Guide to U.S. Map Resources

## Take the Survey—Get on the Map!

Christine Kollen

The *Guide to U.S. Map Resources*, produced by the American Library Association's Map and Geography Round Table (MAGERT) in 1986, 1990, and 2006*, provides detailed directory information for map collections and cartographic resources in libraries and similar institutions throughout the United States. A decade has passed since the third edition was published, and there have been many changes in how libraries collect, preserve, provide access to, and administer maps and other cartographic resources. There is also yet another, newer, type of cartographic information to consider: geospatial data. In addition, there has been an explosion in the use of geospatial technologies, meaning the demand to find geospatial data for research needs is more prominent than ever.

In 2014, a project planning team of the Map and Geospatial Information Round Table's (MAGIRT) Publications Committee was formed, consisting of Carol McAuliffe, from the University of Florida as the lead, Kathleen Weessies from Michigan State University, and Christine Kollen from the University of Arizona. The planning team was charged with investigating what process was used to create the last edition of the *Guide* and what improvements could be made; we were also tasked with developing recommendations on possible formats we might want to consider and identifying what would be needed to create a new edition. The planning team recommended the following:

- Develop a new online version of the *Guide to U.S. Map Resources*
- Populate the *Guide* with crowd-sourced information on U.S. map collections in libraries, archives, schools, and museums
- Include a searchable map interface so collections can be found by geographic location
- Include a searchable index to collections' subject specialties using controlled vocabulary
- Provide links to digital collections (including possibly incorporating the MAGIRT Scanning Registry, http://mapregistry.library.arizona.edu/)

MAGIRT's Executive Board accepted the planning group's recommendations and, in July 2016, the *Online Guide to U.S. Map Resources* implementation team was appointed—Carol McAuliffe, University of Florida, Christine Kollen, University of Arizona, Hallie Pritchett, University of Georgia, Paige Andrew, Pennsylvania State University, and Nicole Kong, Purdue University. The implementation team developed a survey to collect information and selected Google Forms for collecting data and administering the survey. One of the task force members, Nicole Kong, is developing an online platform with an interactive map interface in consultation with the MAGIRT Geographic Technologies (GeoTech) Committee. In addition, the implementation team is coordinating outreach and education about the *Online Guide* and developing a long-term sustainability plan. To give everyone an opportunity to see a prototype of the online edition and encourage more people to fill out information about their collections, they are planning to have a pilot (proof of concept) version of the *Guide* available at the American Library Association Annual Conference in Chicago, Illinois in June.

One of the exciting aspects of this edition is that even after we have officially released the *Online Guide*, we will be able to

* Guide to U.S. Map Resources, Third Edition. Christopher J.J. Thiry, ed. Map and Geography Round Table of the American Library Association. Lanham, Maryland, Toronto, Oxford: Scarecrow, 2006.

continuously accept new data on collections and update information found in the collection entries.

You may have already seen promotions about the *Online Guide*. Committee member Hallie Pritchett presented a poster session at the Depository Library Council Meeting and Federal Depository Library Conference in October 2016, providing those present with information about our project and encouraging those attending to fill out the *Online Guide's* survey; all 100 of our postcards with a link to the survey were taken by attendees, and the *Online* Guide is beginning to take shape! We also presented poster sessions at the ALA Midwinter Conference in January 2017 at several GODORT and MAGIRT committee meetings, and email notices were sent to a variety of listservs, including govdocs-l, maps-l, rdap-l, and sts-l.

The survey is still open and can be accessed at http://tinyurl.com/magirtsurvey. If you have any questions or suggestions, you can contact one of the task force members.

**Christine Kollen** (kollen@email.arizona.edu), Data Curation Librarian, University of Arizona

# We Need You! . . . To Become a Preservation Steward

## Benefits, Challenges, and Lessons Learned from the Nation's First Preservation Steward

Kathryn Tallman

In October 2016, the University of Colorado-Boulder (CU Boulder) and the Government Publishing Office (GPO) signed the nation's first Preservation Steward Memorandum of Agreement (MOA). CU Boulder, the Regional Federal Depository for the state of Colorado, has pledged to retain and preserve three large collections of legislative history: the U.S. Congressional Serial Set, the bound Congressional Record, and Congressional Hearings. In turn, GPO will cover shipping costs to fill collection gaps and facilitate communication between CU Boulder and other libraries that plan to withdraw large runs of relevant documents. The purpose of this article is to provide a historical context for the Preservation Steward agreement, describe how CU Boulder implemented the MOA, and encourage other depository libraries to become Preservation Stewards.

### A Brief History

The need for the long-term preservation of tangible government documents is not new, but it wasn't until GPO implemented the Regional Discard Policy that the Preservation Steward plan was put into effect. The development of the Regional Discard Policy can be traced back, in part, to the 2012 Forecast Study for Federal Depository Libraries and the 2013 National Academy of Public Administration (NAPA) report entitled *Rebooting the Government Printing Office: Keeping America Informed in the Digital Age*. The FDLP Forecast Study "queried Federal depository libraries about their pressing issues, goals, and viewpoints, and asked them to identify initiatives and needs."[1] The need for preservation of tangible and digital documents was a recurrent theme. This was further illustrated by one of GPO's recommendations in the *Future Roles and Opportunities: An FDLP Forecast Study Working Paper* to "allow more flexibility and collaboration among depository libraries for collection management than Title 44 currently permits (sharing across state lines and regional discards when online version is available)."[2] Additionally, the 2013 NAPA report on the future of the Government Publishing Office stated that,

> "To safeguard the historical documents of our democracy for future generations, GPO should work with depository libraries and other library groups to develop a comprehensive plan for preserving the print collection of government documents."[3]

As a result of the FDLP Forecast Study, the NAPA report, and focused discussions with the Depository Library Council and the wider FDLP community, GPO Director Davita Vance-Cooks approached the Joint Committee on Printing (JCP) with a proposal to allow Regional Federal Depository libraries to discard depository materials. The JCP responded with a specific set of conditions for the Regional Discard Policy to go into effect. The publication (1) has been retained by the regional in tangible form for a period of seven years from the date of receipt, processing, or shipping list; (2) is available on GPO's Federal Digital System in a format that meets the standards of the Superintendent of Documents as authentic with the digital signature of the Superintendent of Documents; and, (3) exists in tangible format with at least four tangible copies distributed geographically within the FDLP.[4] The third requirement, that the publication exist in tangible format with at least four copies distributed geographically, is the basis for the Preservation Steward agreement. For the Regional Discard Policy to go into effect, GPO must ensure that every document on the discard list is preserved in four geographically-dispersed locations in the

United States. In order to confirm the availability of these copies, GPO developed a Memorandum of Agreement and encouraged depository libraries to become Preservation Stewards.

In the summer of 2016, GPO released a Draft Preservation Steward Memorandum of Agreement.[5] This document described the purpose and background of the Preservation Steward initiative and listed the responsibilities of Preservation Steward libraries and the Government Publishing Office. These included: verifying the existence of the items, ensuring that the items are catalogued, determining that the items are in 'good' condition, storing the items in a climate-controlled environment or housing the items in closed or open stacks with guarantees in place to replace lost documents, and stamping each item and including retention notes in catalog records. The Preservation Steward MOA is completely voluntary, and each library that chooses to join is given the flexibility to identify the specific collections that they want to preserve. Discussions with GPO allow each Preservation Steward to tailor the MOA to their own unique circumstances.

Following the release of the Draft Preservation Steward MOA, GPO hosted a webinar on the Regional Discard Policy and encouraged libraries to become Preservation Stewards. Shortly after this webinar, Peggy Jobe (now retired) and Kate Tallman contacted GPO to start a discussion about volunteering to become the nation's first Preservation Steward. A description of this experience follows.

## An Easy Decision

The decision to become a Preservation Steward was an easy one for the University of Colorado Boulder. The library had a comprehensive, historic, and well-preserved collection of tangible legislative branch documents. For example, in the early 2000's, CU Boulder received a large collection of Serial Set volumes in excellent condition from Colorado State University's off-site storage facility in Fort Collins, Colorado. These documents were shipped directly to CU Boulder's off-site storage facility, the Preservation and Access Service Center for Colorado Academic Libraries (PASCAL), and most volumes hadn't seen the light of day in over 30 years. Additionally, CU Boulder has always received Congressional Hearings and the Bound Congressional Record in paper format, and all of these items have been moved to PASCAL in the past ten years.

Digital access to these collections was also considered during the decision-making process. CU Boulder subscribes to a number of commercial databases that provide access to every item in the Preservation Steward agreement. Public patrons can use these resources on campus with guest wireless or on public computer terminals. Faculty and staff of the library are also familiar with the many freely accessible sources of digital government information. Circulation statistics for these documents showed that they were rarely requested by patrons, and it was clear that the most frequent users of these documents were library faculty and staff. The government information unit was also eager to contribute to the mission of the new Regional Discard Policy, and the Preservation Steward project was seen as a simple way to make a large impact within the depository community.

The implementation of the Preservation Steward project was dependent on a number of factors. It required institutional support from the University Libraries administration, coordination and consultation with numerous library units and departments, and a willingness of GPO to accommodate unique circumstances. Before bringing a complete proposal to the library's administration, the government information library had to ensure that the project proposal would satisfy GPO's requirements. The Serial Set, Congressional Record, and Congressional Hearing holdings at CU Boulder total over 200,000 individual items and are kept off-site in PASCAL. Therefore, the Government Information library would not be able to physically handle, assess, and stamp every item as required in the draft Memorandum of Agreement. They could, however, provide alternative accommodations, and GPO was agreeable to these modifications. For example, each item in PASCAL has been physically handled and catalogued at some point in time, so a spreadsheet of individual titles was deemed acceptable in lieu of physically inspecting every item.

Soon after receiving the green light from GPO, the government information unit met with library administration and presented their proposal to become a Preservation Steward. Three components of the project were emphasized: (1) the implementation of the Regional Discard Policy would benefit all depository libraries; (2) the project aligned well with the library's new strategic plan; and (3) the library's reputation would benefit from local and national attention. Administrative support for the plan was strong, and only three additional prerequisites were required. First, no item in the Preservation Steward collection could circulate outside of the library. Second, the catalog record for each item must clearly state that the document is retained as a cooperative agreement with the US Government Publishing Office. And third, the signing of the agreement was to be followed with a 'big splash' in the local and regional media.

Five library departments and units were identified as playing a critical role in the Preservation Steward project: government information, circulation, preservation, metadata services (MSD), and special collections and archives (SCA). One or two members of each department were recruited to join the

Preservation Steward planning team and attended a series of meetings. This team took care to ensure that each component of the project integrated well with existing operations, workflows, and procedures of library departments or units. The details of this were hashed out in a long series of meetings, and a description of that process is provided below.

## Circulation and Public Access

The Preservation Steward project required two specific circulation policies: (1) library patrons must be able to request documents from this collection, and; (2) these documents must be available for use on-site for a reasonable period of time. As a result, the Preservation Steward team developed a new set of procedures that could accommodate these policies while meeting the preservation project's standards. When a document is requested from the online catalog, it is pulled from PASCAL and sent to the library circulation department. From there, it is routed to special collections and archives (SCA), and the patron is informed by email that the item may be used in the SCA Reading Room. After use, the document is sent to the preservation unit to be assessed and prepared for its return to PASCAL.

Early discussions with the circulation and preservation department representatives led to a significant change in how the Preservation Steward documents were housed in PASCAL. Each item in the collection was assigned a new location code of SL@P, or "Special Locations at PASCAL". This code represents a special location for rare and valuable items at PASCAL that are evacuated first in the event of an emergency. Preservation Steward materials that already reside in PASCAL receive the location code, but are not physically moved to the SL@P location. The size and complexity of operations at PASCAL would make it too costly, time-consuming, and difficult to move each existing Preservation Steward item to the new location. However, new Preservation Steward documents are given this location code upon receipt, and are physically stored with other SL@P items at PASCAL.

Soon after the Preservation Steward MOA was signed, it was discovered that items with the "limited use" availability status did not produce paging slips at PASCAL. The reason for this remains a mystery, but the circulation department was able to develop a new procedure which involves checking for Preservation Steward requests during a daily analysis of PASCAL requests, and forwarding the list to PASCAL each morning.

## Preservation

Preservation treatment is a critical component of the Preservation Steward agreement. The government information library worked closely with the preservation unit to identify existing procedures that could be applied to the preservation of these documents. After a patron is finished using a Preservation Steward document, it is routed down to the preservation unit to be assessed for condition and boxed, shrink-wrapped, or placed in a CoLibri cover or pocket. Preservation staff also inspect the catalog record for errors, stamp the document with the official Preservation Steward label, and place stickers on the box or cover. Stickers are never placed on the item itself. These items are then sent to be rehoused in SL@P.

New items receive the same treatment. When a new Serial Set, Congressional Hearing, or Congressional Record arrives from GPO, it is sent down to the preservation unit with stickers and barcodes paper-clipped to bookmarks. The item receives the same treatment as an older document, and is sent to PASCAL with protective housing, condition codes, a SL@P location code, and the "limited use" loan rule. CU Boulder is fortunate to have a knowledgeable and supportive preservation unit. For those libraries where preservation treatment is unavailable or costly, GPO has discussed the possibility of reimbursing the cost of preservation or treating the items at their facility in Washington DC.

## Metadata Services and Cataloguing

The Preservation Steward MOA requires an itemized inventory of all items included in the agreement. For CU Boulder, this has been the biggest challenge of the entire project. The spreadsheet required by GPO includes columns for SuDocs, titles, OCLC numbers, volumes, dates, format, and condition. Depending on the size of the project, this list-making process could vary. For smaller collections, this may be a simple project to host and crowdsource over the course of a few days with some eager volunteers and free coffee. But for a larger collection with over 200,000 items, this requires advanced knowledge of cataloguing procedures and sophisticated list-making skills using the local ILS. For CU Boulder, a strong working relationship and consistent communication between the government information library and the metadata services department was crucial to initiating the project. Multiple list-making meetings and email check-in's were critical to stay on-track with the project. At the time of this article, CU Boulder has been able to provide GPO with a complete list of Congressional Record holdings. A revised list of Congressional Hearings (120,000+ items) has gone through a few drafts and the final list will be delivered by the time of publication. However, an itemized list of US Serial Set volumes is going to take more time. Cataloging practices of the past have made it more difficult for the project team to pull a single list of Serial Set titles and volumes. For now, GPO does not have any plans to add the Serial Set to the "titles eligible for regional discard", so this collection is lower on CU Boulder's list of priorities.

## Daily Depository Operations

The US Congressional Serial Set, Congressional Hearings, and the Bound Congressional Record are still published in tangible formats and shipped regularly to Regional depositories. As a result, the Preservation Steward project is never "complete," and new items are added every day. Student employees and library staff have been trained to treat Preservation Steward documents differently during the intake and processing of shipping lists and boxes. Rather than stamping and stickering these items as usual, the barcodes are cut out and clipped to bookmarks within the items. These documents are manually delivered to the Preservation unit in weekly batches. Although this process has added a minute or two to the processing time for each item, it has not negatively impacted daily operations.

## Benefits and Challenges

Throughout this project, there have been many unexpected benefits. First, the government information library has developed deeper cooperative relationships with other library departments. This project was a truly collaborative effort and the professionalism and collegiality that has been mutually demonstrated during this time has been extraordinary. Secondly, the promotional "big splash" that was requested by the library administration turned out to be a fun opportunity for the government information library to speak about the importance of government documents to a much wider community. At one point, the department head was interviewed for a popular state-wide news radio show, Colorado Public Radio's Colorado Matters. As a direct result, the unit received three new library instruction requests from previously unserved faculty.

There were also a few unexpected challenges. Developing a holdings list with every title was, and continues to be, remarkably difficult. Different cataloguing practices in the past led to additional, unforeseen, problems. For example, the government information unit and metadata services department have embarked on a large project to clean up 6,000 Congressional Hearing print records that were erroneously attached to CIS microfiche records. Other challenges occurred when testing the day-to-day project workflow. Student employees found it difficult and time consuming to match, cut-out, and paper-clip the small SuDoc stickers and barcode stickers provided by GPO. Because the SuDoc numbers are visible on barcode stickers, procedures were changed to allow students to only cut-out the barcode stickers. It was also discovered that Preservation Steward documents and other SL@P items were being placed haphazardly in the same bins as other books arriving from PASCAL. This endangered the items and made it difficult for circulation to identify the correct items to send to the special collections department. The circulation department offered to use a separate bin for SL@P items, thereby providing a cost-effective, easy solution to the problem. Despite these unexpected challenges, if asked whether CU Boulder would go back and do it all over again, the answer would be a resounding yes.

## Why You Should Join

The Preservation Steward agreement is a worthwhile and attainable way for all depositories to highlight their collection strengths and contribute to the mission of the wider FDLP community. All it takes is a phone call to GPO, and they will work to make sure that the Memorandum of Agreement works for most unique circumstances. The Preservation Steward agreement can be marketed to local media, giving depositories the opportunity to promote their collection and services. Collaborative relationships with other departments may be strengthened as the project workflow is developed and refined. The Preservation Steward program also helps move the Regional Discard Policy forward and will eventually allow Regional depositories to weed larger collections of tangible documents. Finally, and most importantly, the Preservation Steward project helps preserve our nation's print democracy and contribute to the wider mission of the Federal Depository Library Program.

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