

Handout to Accompany “What Does the Green Dot Mean? Documenting Your Collection’s History” by Gwen Sinclair, Claudene Sproles, and Angela Kent  
FDLP Conference  
October 18, 2022  
Most recent version of this handout: <http://go.hawaii.edu/24M>

## General

When was the library/collection established?

What was/is its main purpose?

List all of the buildings/places where the library has been located since it was established.

Has the library experienced any natural or man-made disasters?

Does the library belong to any consortia or other networks?

## Depository History

When was the depository established? Why did it decide to become a depository? By whom was it designated?

Was it integrated with the main collection or maintained as a separate collection?

If it has changed status from selective to regional or vice-versa, document the dates of those changes and the reasons why.

Which classification schemes have been used?

Has the library entered into any FLDP partnerships? (e.g., Preservation Steward, Print Selector, Digital Deposit)

## Acquisitions and Collection Development

What are the strengths and weaknesses of the collection?

What is the selection percentage? Has it changed significantly over time?

Was the collection started from scratch, or did the library start with collections acquired from other institutions?

Are collection development policies from the past available?

What is the gift policy, and how has it changed over time?

Aside from purchases or gifts, which other acquisition methods have been used?

Which book/serials vendors have been used, and when?

Has the library participated in any depository or acquisitions programs other than the FDLP (e.g., Atomic Energy Commission, Documents Expediting Project, Earth Science Information Center, PL 480, etc.)?

## Technical Processing

Does the Gov Docs unit handle its own technical processing, or is it handled centrally?

Does the library outsource any of its technical services processes? If so, with which vendors, and when did the contracts begin?

How were items cataloged originally (card catalog, bibliography, other)?

Was cataloging done in-house, or did the library outsource cataloging?

At what point did the library start using an online catalog?

Has the library created brief bibliographic records for some categories of material?

If brief records were used, when were they systematically or selectively upgraded to full records?

Which bibliographic utilities have been used (e.g., OCLC), and when was their use established?

Has the library done a reclamation project for records in OCLC? If so, when?

Are the library's holdings for FDLP items set in OCLC?

When was the card catalog converted? Were cataloging records converted all at once, or done in phases? Were gov docs included in retrocon?

When were AACR and AACR2 implemented? When was RDA implemented?

Are there still books in the collection that don't have records in the online catalog? If so, why?

How were serials checked in before computers (Kardex, index cards, etc.)?

Did the library practice latest entry or successive entry cataloging for serials?

When were serials holdings recorded in the online catalog?

Are detailed serials holdings recorded, or only summary holdings?

## Preservation & Binding

Does the library perform mending, binding, and rehousing?

How were/are books labeled with call numbers?

Which theft prevention method, if any, is used? When was it implemented?

Has the library conducted an assessment of the condition of library collections? If so, when?

Which categories of material have been bound? Which materials were left unbound?

What special housing has been used (e.g., encapsulation of maps, pamphlet binders)?

## Circulation & Shelving

When did the library begin to do online circulation?

When did the library begin to barcode items? Which categories of material are barcoded?

Has the library inventoried its collections? If so, when?

Does the library circulate gov docs or have a shorter loan period for them?

How are special formats handled (e.g., pamphlets, CD-ROMs, maps)?

Has any part of the collection been moved to closed shelves or off-site storage? Are there any selective housing agreements?

Are items in the collection security stripped or tagged?

## Automation

When was the library automated (when did it implement its first Integrated Library System (ILS)?

Which library systems were used prior to the current one? List them with dates.

Which ILS modules has the library implemented?

Does the library use GPO- or vendor-supplied cataloging records?

Who manages record loads and import profiles?

## Personnel

Who were the main librarians who managed the collection? How did they shape the collection and the systems used in it?

Who were the most active gov docs librarians in the state/region?

## Other

Are there any additional idiosyncrasies or quirks of your collection/organization that you would want to pass on to your successors?