

Report of the Government Documents Pilot Project

Scope: Inventory Kenyon's collection of hearings for the Senate Committee on Banking, Housing and Urban Affairs (Y 4.B 22/3:), House Committee on Banking and Financial Services (Y 4.B 22/1:), and its continuation, the House Committee on Financial Services (Y 4.F 49/20:)

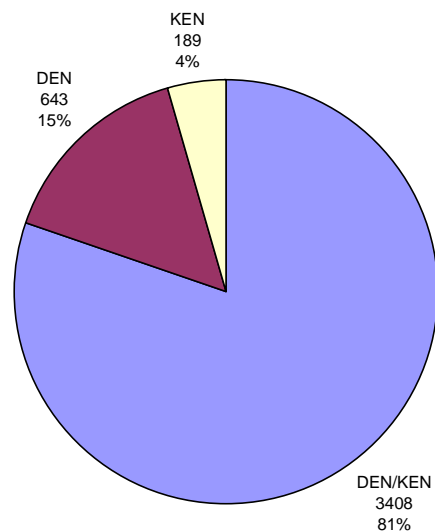
Desired outcomes:

- Identify the overlap between Kenyon and Denison's collections
- Identify and catalog Kenyon's unique items
- Quantify the time required to do this project
- Measure the effort needed to complete this project
- Gather information to make an informed recommendation on how to approach a combined Denison and Kenyon government documents collection, both retrospectively and for current collection development

Progress: All sections designated for the pilot project have been completed. This includes inventorying, cataloging, and reshelving documents.

A total of 4,240 items were identified. The following is a breakdown of our overall combined collection:

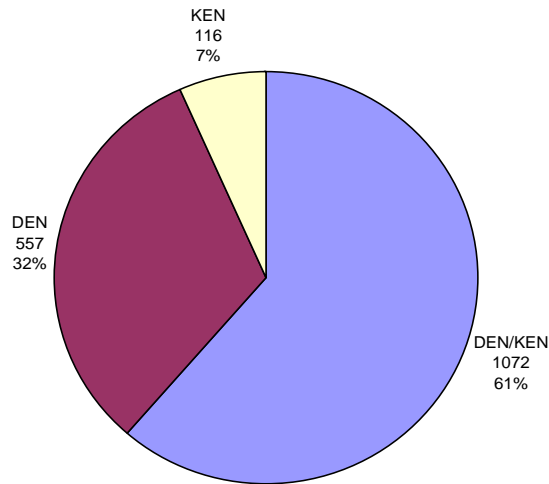
Overlap of Combined Collections



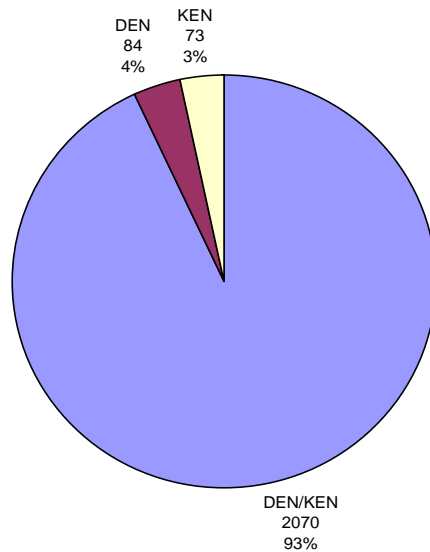
As the graph represents, overall there is an 81% overlap in our collections, with Denison having a larger collection than Kenyon. Of the total, Denison owns 643 unique items, whereas Kenyon owns 189 unique items. All but 14 of Kenyon's unique items were already in CONSORT (i.e. Wooster or Ohio Wesleyan owns them.)

There was a significant difference in the amount of overlap of our combined collections when age was taken into consideration. SuDoc classification changed from cuttered to numbered in 1979 for House documents and 1981 for Senate documents. Thus, older collections are represented by cuttered classification. The following two graphs represent the overlap of our combined collections for cuttered and numbered materials. The newest classification, Y 4.F 49/20: is **not** represented below, as there was virtually 100% overlap in our collections, which began in 2001.

Overlap of Y 4.B 22/1:CT & Y 4.B 22/3:CT



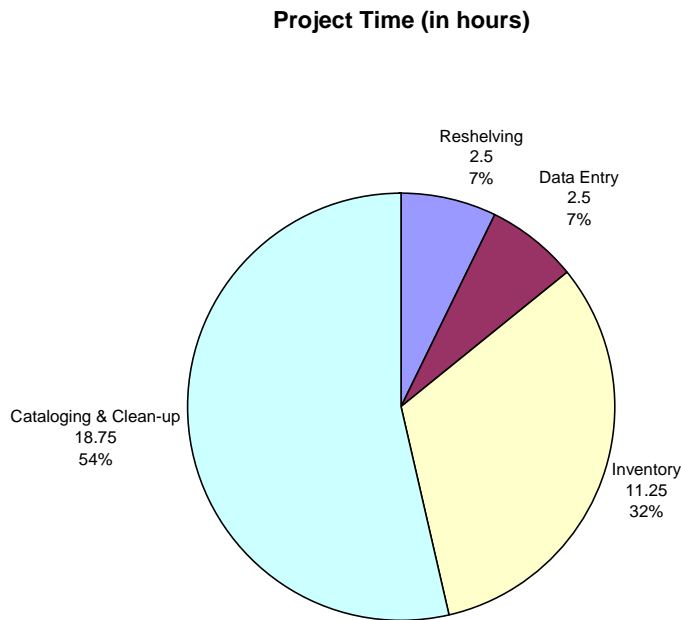
Overlap of Y 4.B 22/1:NOS & Y 4.B 22/3:NOS



Time and Effort: While time is more easily quantified, we have attempted to measure effort as well, which is more subjective.

To complete pilot project, it took approximately 35 hours, 11.25 of which were spent inventorying Kenyon's collection against the list of Denison's collection, (4,049 items) and pulling documents that were not on the list, or otherwise problematic. (Please see the written procedures for a detailed description of the work process.)

A total of 337 documents were pulled from the shelves. It took approximately 18.75 hours to process these documents. About 1/3 of these items were problematic, usually wrong SuDoc numbers. In a few cases, we had one volume of a multi-volume title of which Denison was missing one volume, so all volumes were pulled to be cataloged. Records were downloaded from OCLC for unique titles, or linked to existing CONSORT records when available. Holdings were updated in OCLC, and when possible, enhancements to the OCLC records were contributed. In all, 57 records were enhanced with SuDoc numbers.) Headings were controlled on all OCLC records when holdings were updated. Another 2.5 hours were spent transcribing the hand-written inventory and time logs into an Excel spreadsheet. Resheling documents was often problematic, and 2.5 hours were devoted to resheling alone. The graph below represents a breakdown of how time was spent working on the pilot project:

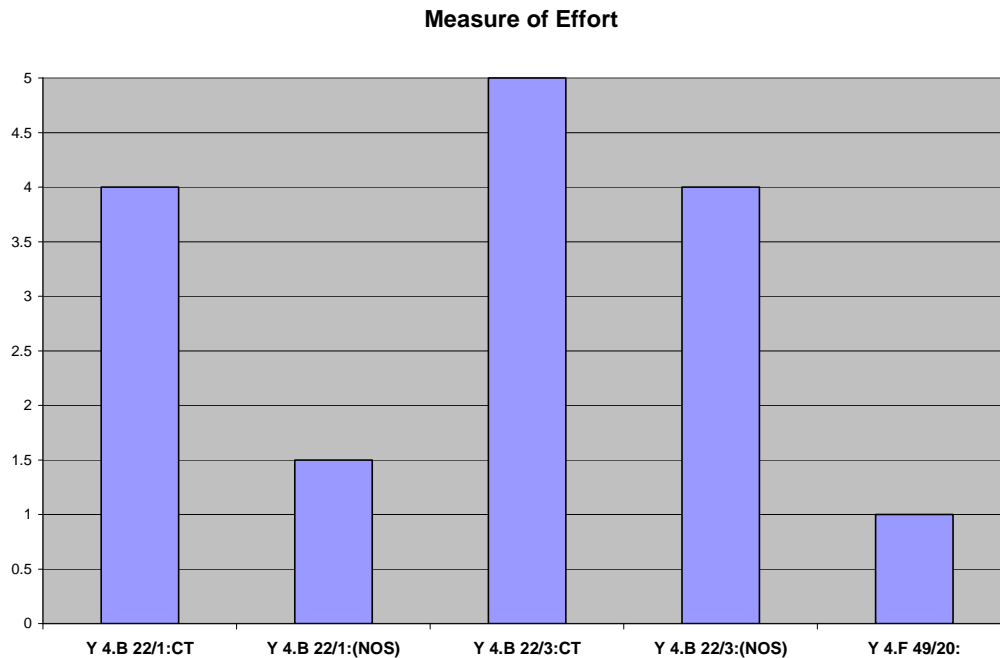


As the graph represents, a large part of the work was cataloging and clean-up, even though this was the smaller proportion of documents handled. Handling these exceptions was both time consuming and took a good deal of effort and expertise to resolve problems and catalog the documents. Additionally, there were a number of SuDoc changes that required shifting the existing collection to accommodate the new class number.

SuDoc numbers were handwritten in pencil on documents, and are not very legible, and take a skilled eye to discern the correct class number when working with the older cuttered materials. This required more effort and attention to detail on the student assistant's part when working with the older hearings. As noted, the process generated shelving problems, which required a

considerable effort to rectify. Although this work can and is being done by a student assistant, one that has a particular talent and affinity for government documents is highly recommended.

In an attempt to subjectively measure **effort** in addition to time, a ranking scale was developed, with 1 being “easy” and 5 being “difficult”, and each section was graded. Factors that contributed to a higher effort score were the number of problems encountered, reshelving difficulties due to class changes, number of documents pulled for cataloging, age and physical condition of the materials, and cataloging complexity. The graph below represents the effort required to complete each section:



As predicted, both the amount of time and effort required to complete both the inventory and the cataloging varied with the age of the collections, with the older materials being more time-consuming and labor-intensive. Additionally, there was greater overlap of our newer collections and less difficult cataloging problems, so those sections required less effort to complete.

Additionally, it took roughly 20 hours to plan and implement this project. This included designing, documenting and revising procedures, creating a list of Denison documents, developing methods to track statistics, compiling and analyzing the data, and training and supervising a student assistant. Much of this was a one-time investment in time and effort. The procedures and documents developed are transferable to other sections of the hearings, although they would need to be revisited if agency areas of the collection are undertaken. Creating a list of documents against which the inventory is taken will need to be repeated for each section, but once the parameters have been established, this requires little time and effort.

Additional comments: Approximately 51 shelves of paper and 6 inches of microfiche documents were processed, which were completed in about 1 ½ months and required 35 hours of actual work time. It is estimated that Kenyon’s entire Congressional hearings collection could be completed well within a year’s time (approximately 400 shelves of materials remaining, plus corresponding microfiche) if proceeding in the same manner as the pilot project.

Since Kenyon's collection was compared to Denison's collection by utilizing catalog records, Denison's collection should be shelf-read for missing documents and condition. Kenyon documents in need of repair were noted, and most were pulled from the shelf for in-house repair. The list of Denison documents is already generated, so an inventory of Denison's documents could be accomplished relatively easily and quickly, and could be done in roughly 15 hours or less.

Kenyon still has over 6,000 brief records for Congressional hearings. How to proceed with a clean-up project of the brief records should be taken into consideration when and if proceeding with a full-scale project.

While the pilot project evaluated Denison and Kenyon's collections, this project could be expanded to include all CONSORT collections. Incorporating Wooster's collection would be relatively easy, but including Ohio Wesleyan would be more difficult, since their collection is not cataloged. A tiered approach would be necessary, completing one collection first, adding unique documents to the catalog, and then proceeding to the other collection.

Submitted by Andrea Peakovic
December 20, 2006
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