

PROJECT: Government Publications Collection Assessment Initiative

Date Approved: November 27, 2008

Date to be Completed: Fall 2012

Project Manager: Carol Perry

Project Sponsor: Helen Salmon

1. Project Overview

Project Overview

Project Description:

To plan and execute a complete review of the Government Publications Collection.

Project Team

Name	Department	Responsibility	Tel. #	E-Mail ID
Helen Salmon	Head, User Services	Project Sponsor	X52121	hsalmon@uoguelph.ca
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TBD

2. Project Objectives

Project Purpose:

- To undertake a review the entire Government Publications print Collection in order to maximize usability over the long term.
- To identify elements of a core print collection to be maintained in good condition.
- To identify materials that are low-use or redundant which can be relocated to Annex or weeded from the collection.
- To identify collections that would be candidates for future digitization initiatives, either in-house or through consortia arrangements.

- To develop a collection management policy for future management of government produced materials (space utilization, retention policies, print storage or digital archiving, conversion of print to digital, etc.).
- To align U. of Guelph Government Publications collections policy with evolving Depository Services Program agreement (currently under revision).

Considerations:

The scope, nature and timelines of this project may be modified due to the following external factors:

- Current organizational renewal may affect staffing configuration and Collections team goals
- Upcoming staff reductions due to Early Retirement initiative
- Pending long-term strategic plan for Library Archives & Special Collections
- Pending renegotiation of Depository Services Licence Agreement
- Decisions by OCUL Government Publications Digitization Initiative
- Pending OCUL print storage strategy
- Pending OCUL establishment of trusted digital repository

Project Scope and Deliverables

- Current and accurate assessment of the University of Guelph’s government-published print collection which identifies and groups sub-collections of materials.
- Development of criteria to establish a core government publications collection. Representative criteria might include:
 - ⇒ Uniqueness of material
 - ⇒ Primary source material not available in digital format
 - ⇒ High-interest materials used for program support and research
 - ⇒ Standard government publications necessary to maintain a comprehensive collection
 - ⇒ Depository materials which must be maintained under current license agreements.
 - ⇒ Usage level of material
- Development of criteria to monitor DSP items in the catalogued collection. Representative criteria might include:
 - ⇒ Retention of DSP-mandated materials under federal & provincial agreement guidelines
 - ⇒ Withdrawal of DSP-mandated materials allowable under retention guidelines-where material is identified as redundant or no longer required in support of current or future research
- Development of criteria which will be used to identify low-use items to be sent to the Annex or to be managed within the context of an OCUL print repository strategy. Representative criteria might include:

- ⇒ Low-use items not currently duplicated in the TUG Annex collections or at an OCUL print repository.
- ⇒ Medium-interest materials currently available electronically but not in a secure enduring environment.
- Development of criteria which will be used to identify titles for withdrawal from the Government Publications Collection. Representative criteria might include:
 - ⇒ Low-use items where the title is duplicated elsewhere in the TUG Annex collections or in an OCUL print repository (weed outright)
 - ⇒ Periodical titles which can be weeded because they are duplicated and have secure and enduring access in electronic form (weed after review coordinated by TUG IR committee)
 - ⇒ Monographic series which, due to their subject matter, are obsolete and hold no historical value (weed after review coordinated by TUG IR committee)
- Development of criteria which will be used to identify titles from the Government Publications Collection which should be digitized. Representative criteria might include:
 - ⇒ Unique items of enduring historical value which are not duplicated elsewhere within TUG or OCUL and/or are in poor physical condition (where copyright permits).
 - ⇒ Items which are heavily used and would benefit from a more widely accessible mode of access (where copyright permits)
- Examination funding opportunities for temporary staffing, (eg Young Canada Works)
- Examination of criteria for adding web documents to Trellis and possible alternatives (Primo and other meta-search type initiatives)
- A work plan which outlines timelines and work processes for:
 - ⇒ Estimating resource requirements (staff and monetary)
 - ⇒ Setting priorities
 - ⇒ Identifying key collections
 - ⇒ Requesting and reviewing available background data (TRELLIS reports on titles duplicated in print and electronic, identification of monographic series titles, etc.)
 - ⇒ Consultation and decision-making with key stakeholders (when needed) for verification of titles which will be sent to Annex
 - ⇒ Consultation and decision-making with key stakeholders (when needed) for verification of titles which will be weeded.
 - ⇒ Consultation and decision-making with key stakeholders (when needed) for verification of titles which will be digitized.
 - ⇒ Consultation and decision-making with key stakeholders (as needed) regarding physical housing of the collections (e.g. type of shelving, shelving and furniture layout, use of freed-up space).
 - ⇒ Pulling and processing titles to be sent to the Annex
 - ⇒ Weeding of periodical and monographic series titles. Will look to previous TUG projects for 'best practices' examples
 - ⇒ Shifting of collections post-weeding
 - ⇒ Updating of TRELLIS location/status information for titles which have been weeded or relocated
 - ⇒ Carrying out free-space survey (post-weeding and relocation)

- A critical path document which clearly outlines timelines, major milestone events, etc.
- A record of “best practices” developed during the project, which can be applied for other large-scale collection assessment projects.

Measurable Success Indicators

- Creation of a coherent core collection increases usability of the collection
- Through increased usage statistics on circulating items, the library aligns itself with University Strategic Planning regarding space usage.
- The lower level of the Library is being used in a way that maximizes space efficiencies
- Project costs are within 10% of original estimates
- Weeding and relocation activity during the project causes minimal disruption for users
- The Government Publications collection continues to meet the needs of users, containing titles which are not duplicated elsewhere through the Library in stable electronic format, and which are of historical and enduring value
- “best practices” are identified for Government Publications collection management over the long term

Scope Includes/Excludes

Includes	Does Not Include
<ul style="list-style-type: none"> • Direct focus will be on all collections located in Government Publications section of the library • Consideration of all other government-published print and digital collections owned or subscribed to by the Library • Monitoring evolving DSP policies on archiving and retention of materials 	<ul style="list-style-type: none"> • Any consideration of duplication between TUG collections and holdings beyond the TUG Libraries system (*this may be expanded to include the OCUL context, pending a fall 2008 report to the OCUL Directors regarding OCUL strategies for a shared print repository). • Depository materials which must be kept under current licence agreements • Map collection • Parameters of TUG “Last copy agreement” (which specifically excludes government publications)

3. Project Parameters

Cost/Benefit

- Costs include:
 - ⇒ Staff time (including part-time hiring)
 - ⇒ Cost of disposal of withdrawn materials
 - ⇒ Cost of digitization of materials
 - ⇒ Impact on Guelph’s annual flow-rate quota for TUG Annex space usage

- Benefits include:
 - ⇒ Through re-arranging, relocating and weeding the Government Publications collections, we will be providing users with a cohesive, usable collection.
 - ⇒ Freeing up new usable space
 - ⇒ Developing “best practices” for space & collections management for the rest of the UG Library

CONSTRAINTS:

- ⇒ Assessment will be limited to UG holdings NOT located in the Annex. Depository materials which must be maintained will not be included in the assessment.
- ⇒ Project should be completed by September 31, 2012
- ⇒ Project costs must be managed within its projected budget lines
- ⇒ Collections must remain accessible to users throughout the project
- ⇒ Some decisions are subject to a fall 2008 report initiated by the OCUL Directors regarding OCUL strategies for a shared print repository.
- ⇒ Changing environment due to proposed and future government strategies may alter project scope
- ⇒ Funding constraints regarding physical moves and/or digitization costs may require adjustment or extension of project timelines
- ⇒ Effect of revised government websites in December on staff time

4. Project Stakeholders and Roles

(R)Responsible: The person/people responsible for carrying out a task (the “doers”). There must be at least one R for every process/function. **(A)Accountable:** “The buck stops here.” There can be only one A for each process/function. This is the person the project team counts on to make sure the task gets done — correctly — and on time. **(C)Consult:** The people who need to be consulted before a decision is made. Their input is required before moving forward. **(I)Informed:** Project stakeholders who need to be informed of what's being done. They don't provide input, but they do have a need to know what's happening.

TASK	Project Sponsor (TUG Exec)	Project Manager	Project Team
Project Charter	R	A	C
Work Plan	I	R	A
Staff & User Communication		R	A
Progress Reports	I	R	A
Final Report	I	R	A

5. Communications and Reporting Plan

Group or Individual	Nature of Communication	Frequency/Date	Originator	Comments
Project Sponsor	Status Meeting	Semesterly	Project Manager	Summary to Project Team
Project Team	Team Meeting	Monthly	Project Manager	- frequency may vary dependant on project needs
Staff and Users	Notification of project purpose, any expected service disruptions	TBD, periodic updates throughout the project	Project Manager	Individual Library websites & email
External Partners (TUG)	Notification to TUG listserv	TBD, periodic updates	Project Sponsor	Email
All Library staff	Summary Report (Completion of project)	Fall 2012	Project Sponsor	Email