

### 3 Summary Observations

Through its review, the JIG found that current selection practices vary throughout the Library. This section provides observations, an overview of who makes selection decisions, and where the selection decisions are made.

#### 3.1 Observations

According to the *Annual Report of the Register of Copyrights, Fiscal Year (FY) 2002*, CO received 198,745 monographic items for registration (408) and 68,945 voluntary monographic items in compliance with section 407 of the CO law. Of this material, LC selected approximately 60 percent to retain in the collections and designated 40 percent for the exchange program.

The JIG members examined current processes, training, and role of the SO for multiple types of deposits. Their observations form the basis of the recommendations detailed in Section 5 of this document.

##### 3.1.1 Disposition and location information in CO and Integrated Library System (ILS) records can be inaccurate and inconsistent.

- CO record does not indicate de-selection of work when it occurs after CO processing.
- Location code in CO record does not necessarily reflect actual disposition of the legal deposit. LC may deselect deposited materials sent to LS from CO thus contradicting the selection decision shown in the CO record.
- ILS record may be inaccurate due to the CIP Division default selection that indicates “acquire two.” Someone making a selection later in the workflow may believe that the default is a true selection decision and acquire an extra copy of a book that is not wanted for the collection.

##### 3.1.2. Duplicative searching and selection occurs.

- Time constraints for CO registration do not permit searching databases for information on a work prior to registration.
- Selection of the work occurs multiple times because duplicate copies travel through workflow independently of each other, even though CO receives them together.

##### 3.1.2 A proportion of the CO deposits are routinely selected for the LC collection.

- Currently ACQ SOs can select a high percentage of the monographs received without searching the ILS.
- LS consistently selects a high percentage of material submitted for registration under a deposit account (DA) because of the quality and subject matter of the submissions. This is less true for material submitted for registration with cash payment (primarily Textual Works [TX]).

##### 3.1.3 Further decentralization of selection duties to CO is consistent with existing LS policy to assign these duties to LS Acquisitions Directorate (ACQ) and CAD.

- Staff in LS ACQ and CAD have received selection training from ACQ SOs. The primary purpose of this training was to develop a larger pool of experienced staff capable of performing selection duties.
- CAD and LS ACQ staff works with LS Recommending Officers (RO) to make selection decisions on questionable works.
- CO staff have extensive experience with published and non-published works in many different formats sent for registration.

**3.1.4 Staff in CO is familiar with the general body of work for the formats they regularly examine.**

- Current practice indicates that examiners register deposits after the ACQ SO has made preliminary selection decisions.
- CO receives similar types of deposits on a regular basis.

**3.1.5 Unlike material acquired through purchase and exchange, most 408 registration and 407 voluntary material is received unsolicited and contains some material that is out of scope for the collection.**

- LC provides no criteria for publishers submitting works in compliance with section 407 of CO law, unless the work is demanded.
- Deposits are not demanded unless LC specifically wants to add the work to the collection. Occasionally works submitted in compliance with a demand request are rejected for the collection once the item is in hand. If selection is done once, the accidental rejection of a work demanded for the collection may not occur.

**3.1.6 Past training on selection activities has been effective.**

- Some experiential training and training documentation already exists for staff having years of experience with LC's collections. LS trained experienced ACQ and CAD personnel to select material through small group observation of ACQ SOs and the selection process, in conjunction with acquisitions guidelines and CPS.
- Current selection documentation provides a high degree of detail that can be used to train others to perform routine selection.

**3.1.7 LC will continue to need SOs.**

- A body of material exists for which the complexities of the selection decision lie outside the proposed role of CO staff.
- LC needs experienced staff, such as SOs, to perform high-level duties, including non-routine selection, training, coaching, and quality review. SOs play a vital role in LC collection development.

**3.1.8 Selection practices vary for special formats or subject areas (e.g., Law, Music)**

For TX material:

- Law Library selects all law-classed material.

For Visual Arts (VA) material:

- LC does not formally select photographic deposits. P&P curators review some group registrations for informational purposes.
- Prints are the only special format to undergo selection before CO registration.
- G&M deposits, in excess of what is retained in the collection, are designated and set aside for the exchange program. This program assists the division in attracting interns and graduates students to work at LC, by supplying materials for their schools.

For Performing Arts (PA) material:

- Currently all music deposits are selected. The only variation is the level of cataloging priority the SO assigns to the item.
- Recorded sound deposits, in excess of what is retained in the collection, are designated and set aside for the exchange program.
- LS SO goes to CO to review and select motion pictures.

### **3.2 Selection decision authority**

The current practice of selection demonstrates the variation in who, where, and how the decision is made. Figure 1 identifies where the selection decision occurs and who makes the decision for each type of deposit. Multiple entries in a box indicate that selection takes place multiple times in the workflow.

In some cases, the SO must conduct further research to determine a selection decision. In these cases, the SO sets these works aside for further processing.

The final column (Assignment) indicates which unit routes the format to LS cataloging and assigns the work to a custodial location. Appendix A contains detailed descriptions of current selection processes.

**Figure 1: Current selection decision authority**

Format/type of deposit	Decision authority (who/where)			
	Retention	Number of copies	Priority	Assignment
<ul style="list-style-type: none"> <li>▪ 408 monograph registration deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ SO/Materials Control (MC)</li> <li>▪ SO/CIP</li> <li>▪ SO/CIP (if marked discard)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SO/MC</li> <li>▪ SO/CIP (may de-select in CIP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ CIP staff/CIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ RO/CIP</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407 demanded monograph deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD (may consult with RO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD: 2 copies or 1 copy of foreign works</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD</li> </ul>	<ul style="list-style-type: none"> <li>▪ RO/CIP</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407 voluntary monograph deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ SO/CAD</li> <li>▪ SO/CIP</li> <li>▪ SO/CIP (if marked discard)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SO/MC</li> <li>▪ SO/CIP (may de-select in CIP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD</li> <li>▪ SO/CIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ RO/CIP</li> </ul>
<ul style="list-style-type: none"> <li>▪ 408 serial registration deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER Division SO/Serial Record Division (SRD) (may consult with RO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD (consult with RO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD (may consult with RO)</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407 demanded serial deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAD staff/CAD</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407 voluntary serial deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD (may consult with RO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD (may consult with RO)</li> </ul>	<ul style="list-style-type: none"> <li>▪ SER SO/SRD (may consult with RO)</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407/408 music deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Music SO/Music Division</li> </ul>	<ul style="list-style-type: none"> <li>▪ Music SO/Music Division</li> </ul>	<ul style="list-style-type: none"> <li>▪ Music SO/Music Division</li> </ul>	<ul style="list-style-type: none"> <li>▪ Music RO/LS Cataloging</li> </ul>
<ul style="list-style-type: none"> <li>▪ 408 geographic and cartographic deposits</li> </ul>	<ul style="list-style-type: none"> <li>▪ G&amp;M Cataloging/G&amp;M</li> </ul>	<ul style="list-style-type: none"> <li>▪ G&amp;M SO/G&amp;M</li> <li>▪ Default acquire one copy, send second to another area or exchange program</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A unless purchase</li> </ul>	<ul style="list-style-type: none"> <li>▪ G&amp;M SO</li> </ul>

Format/type of deposit	Decision authority (who/where)			
	Retention	Number of copies	Priority	Assignment
<ul style="list-style-type: none"> <li>▪ 407/408 print, poster, and photographic deposits</li> </ul>	<ul style="list-style-type: none"> <li>▪ P&amp;P SO/MC CO Exam, Copyright Cataloging Team (CO CAT)</li> </ul>	<ul style="list-style-type: none"> <li>▪ P&amp;P SO/MC CO Exam, CO Cataloging</li> <li>▪ Usually acquire one copy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verbal assignment by P&amp;P SO</li> </ul>	<ul style="list-style-type: none"> <li>▪ P&amp;P SO</li> </ul>
<ul style="list-style-type: none"> <li>▪ 407/408 legal materials deposit</li> </ul>	<ul style="list-style-type: none"> <li>▪ CO/CO</li> <li>▪ Default selection by publisher</li> <li>▪ Additional selection by Reference Librarian or Law Specialist</li> </ul>	<ul style="list-style-type: none"> <li>▪ CO/CO</li> <li>▪ Default: 2 copies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law Specialist/Law Library</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law Specialist/Law Library</li> </ul>