

**ABSTRACT:** (One paragraph describing your FEO project in a way that can be understood by colleagues outside your discipline, alumni, and educated members of the general public.)

As Chair of the Documents Department in the libraries, I curate a collection of close to one million government documents published by the Federal Government and distributed via the Federal Depository Library Program. In my role as the Federal Regional Depository Librarian for libraries in Florida, USVI and PR I oversee a distributed network of collections of government documents in 42 depository libraries. A brief survey of these libraries conducted this past year indicated a strong interest in digitizing material from their collections along with concerns about their limited skills and/or lack of resources. As a way to address these concerns I am working with the libraries to develop a state-wide, cost efficient, and attainable selection and digitization plan. The goal of the plan is to meet the needs of the individual libraries and at the same time create and support a statewide network that distributes the workload and responsibility for selection and digitization. To meet the goal I need an academically substantiated process to select "hidden" uncataloged federal publications from participating libraries that best meet the needs of researchers as well as a digitization and submission process that can be successfully implemented in each library. Therefore, I propose creating a distributed depository documents model that 1) establishes an academically based selection criteria matrix for material to be digitized, 2) Incorporates economical and efficient digitization procedures for a distributed network of selective depository libraries, and 3) Supports remote network processing and submittal of digitized documents to UF's Digital Collection.

**LIST ORIGINAL GOALS AND TO WHAT EXTENT YOU ACHIEVED THEM**

- 1) Using the advice of nationally recognized experts in the field of digitization, develop criteria matrix for selecting government documents to digitize that best meet the needs of researchers at the Federal Depositories in Florida, USVI and PR.

I brought 4 nationally recognized experts to the University of Florida on March 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> to assist in the development of a state-wide government documents digitization project involving the 42 Federal Depository Libraries in Florida, Puerto Rico and the U.S. Virgin Islands. On Tuesday, March 26<sup>th</sup> they gave brief presentations describing their areas of expertise and all staff and librarians from depositories in Florida were invited to attend. The remainder of their time here at UF was spent meeting with Documents Department staff and other interested individuals.

Mark Phillips, the Assistant Dean for Digital Libraries at the University of North Texas, is an internationally recognized leader in collaborative digitization and digital curation projects for government documents. He has published extensively and made numerous presentations on digitization and metadata including one on the Digital Preservation of Newspapers at the International Conference on Preservation of Digital Objects in 2012. Mark will be addressing the development of selection criteria for digitization projects.

Brooke Wooldridge is the Project Coordinator for the Digital Library of the Caribbean, a cooperative digital library that currently supports more than 30 project partners to facilitate access to digitized versions of Caribbean cultural, historical and research materials currently held in archives, libraries, museums and private collections. Brooke will be addressing the development of the online instruction modules for libraries as part of a digitization project.

Kirsten Clark is the Regional Federal Depository Library at the University of Minnesota. Her library provides regional services to Depository Libraries in Minnesota, South Dakota and Michigan. She is currently the chair of ALA's Government Documents Round Table and is a recognized expert in the area of virtual training for government

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information. Kirsten will address the use of Adobe Connect to host online meetings with the depositories that University of Florida oversees.

Rich Gause is the Documents Librarian at the University of Central Florida. He administers the CampusGuides and LibAnswers implementations at UCF and provides group and one-on-one training for colleagues. He has created over 200 guides covering topical research areas, specific classroom sessions, database tutorials, and presentations. He recently presented a webinar for AskA Librarian. Rich will address the use of LibGuides as a way to disseminate and promote digital collections developed by this project.

- 2) Build skill sets among UF's Documents Department library faculty in using virtual training technologies.

Adobe Connect meeting software was purchased and Kirsten Clark from the University of Minnesota and a noted expert trained my faculty in the use of the software to conduct training and meetings.

- 3) Investigate best practices for online we-based instruction and develop a framework to establish a learning community among the Federal depository libraries.

Worked with Brooke Wooldridge to develop a pilot project for web-based training modeled after the one developed for the Digital Libraries of the Caribbean project. The pilot project was successfully tested in the summer/fall of 2013 with three depository libraries. This model will be used for a state-wide digitization project in 2014 at which time the use of the digitized items will be tracked (Goal 4)

**OUTCOMES OF FEO:**

A. List intended benefits of this FEO related to your own professional growth and development, and indicate if achieved.

1) Develop meaningful selection criteria that can be applied to a state-wide plan for digitization

Mark Phillips from the University of North Texas worked with me and my staff to begin developing a state-wide model based on the subject area of hurricanes and would include born-digital items. This model will be shared at a meeting of Federal Depository Librarians from around the country in April in Washington, DC. This meeting was originally scheduled last October but was cancelled due to the government shut-down.

2) Test various methods of providing virtual instruction to depository libraries

Kirsten Clark trained my staff in the use of Adobe Connect and this is the software that will be used to conduct virtual training and meetings.

3) Learn about planning a state-wide digitization project using the Digital Library of the Caribbean as a model.

Brooke Wooldridge worked with two faculty members in my department to develop a pilot project to test the feasibility of the Digital Library of the Caribbean model that was implemented last summer/fall. The successful results showed the workability of the model for all depositories in Florida, USVI, and PR. The training module will be demonstrated at the meeting described above.

4) Develop a connection for the libraries in Puerto Rico and the US Virgin Islands with the Digital Library of the Caribbean.

I have worked with a librarian in Puerto Rico on another project that involved the development of a collection of federal documents that can potentially added to the state-wide digitization project. Our agriculture librarian is working with a colleague in USVI that also has potential.

B. List intended benefits of this FEO to your department, college and/or the university and indicate if achieved.

As a result of this FEO the skill sets of members of my department have been elevated in the areas of virtual instruction as well as digitization models to be used for the project. It brought together faculty members from other areas of the libraries who will be involved in the state-wide project and exposed them to a field of national experts in the area of digitization.

The results of the FEO will be presented in April at a national meeting hosted by the U.S. Government Printing Office. This will bring recognition to my department, the Smathers Libraries as well as the University of Florida.