SOD Collections Management Organization

Approved: June 12, 2003

Collections Management SLS-3

This organization is responsible for the day-to-day acquisition, bibliographic control, collection management, and dissemination of tangible and electronic Federal Information from the Superintendent of Documents collections in accordance with established policies, goals, and objectives.

Acquisition and Development PG-15

- Agency Outreach in Support of Programs/Collections
- Participation in Customer Service Teams for Prod. /Printing Proc.
- Product and Service Development
- Historically Significant Designation for Sales
- Development of Partnerships with Agencies/Others
- Web Harvesting
- Ride and Format Decisions for FDLP, Sales, and IES
- Initial Digitization/Microfiche Conversion Decisions
- Inventory Management Decisions

Bibliographic Services PG-14

- Cataloging and Indexing Services for All Programs/Collections
- ILS/National Bibliography Portal
- Conversion/Crosswalk of Bibliographic Records
- Retrospective Conversion of Bibliographic Records
- Maintenance of SOD Classification System
- Establish Item Numbers
- GILS Maintenance and Coordination
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Permanent Collection PG-15

- Collection Development
- Preservation of both Digital and Physical Products
- Tangible Collection/Library
- Retrospective/Digitization/Microfiche Conversion
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Product Storage and Distribution PG-14

- Facility Management
- Depository Distribution
- By-Law Distribution
- IES Distribution
- Promotional Materials Distribution
- Reimbursable Distribution
- Sales Distribution
- Claims
- Worforce Communication Distribution
- Retail Sales Outlets
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