

**New Mexico State Library  
Digital Documents in New Mexico**

**Final Report on the Evaluation of 2004-2005 Amigos Fellowship Grant**

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## **Background**

The New Mexico State Library is developing an extensive and effective collection of digitally archived government publications. The effort, known as the State Document Digital Archive Project (The Project), has had a major impact on the New Mexico State Depository Library Program. The Project has encouraged us to re-think the way we carry out our state depository mandate, and how we provide access to “born digital” materials. This, in turn, has had an impact on the twenty-three state document depository libraries throughout New Mexico.

The New Mexico State Library has been using OCLC’s Digital Archive subscription product since May 2003. At the State Library we use the product to harvest and preserve both state and federal documents. After state depository materials are selected for inclusion in the Digital Archive by the State Documents Librarian, Marcia Faggioli Smith, they are cataloged by the Government Documents Cataloger, Tim Skeers, using the Connexion browser, and all records are available on Worldcat. The State Documents Library Technician, Monica Villaire-Garcia, prepares a shiplist of all newly cataloged state documents—serials, monographs, and digital documents. The shiplists, along with any physical materials, are sent to each state depository library. These shiplists contain a full cataloging record, including the OCLC record number, and the State Documents call number. This information facilitates the both the exporting of these records into the depository libraries local systems, and with making these materials available on local depository shelves.

Since adding cataloging records when there are no physical pieces that accompany the digital documents is a new concept we found that staff in the depository libraries need assistance with the planning and implementation of the Project at the local level. The State Library considers depository libraries and their needs to be an integral part of the State Depository Library Program, as both traditional and digital partners. To this end, we requested monies to produce and support two meetings of librarians from the New Mexico State Depository Library Program participating libraries. The Amigos Fellowship Selection Committee funded our project for \$3140.00. The Selection Committee stated that our Project would “promote library cooperation and especially resource sharing; allow digital technology to be more fully shared and utilized by a number of libraries; and support statewide cooperation, interaction, and access to collections.”

The goal for these Amigos funded meetings was, through training, discussion and brainstorming, to fully implement the State Document Digital Archive Project using the OCLC Digital Archive tool on a statewide basis. The agendas for the meetings were designed to give librarians from all twenty-three depository libraries the education and technological expertise they need to make this statewide digital collaboration a success.

## **Report findings**

To begin this report, we would like to address the suggestions made by the Amigos Fellowship Selection Committee in the funding award letter, and inform the Committee about how well we were able to incorporate those suggestions into our meetings and planning.

**The committee's first suggestion was to "Lay groundwork for buy-in at the State institutions before beginning the project".**

Groundwork accomplished before Grant:

- Marcia Faggioli Smith, State Documents Librarian had spent two years working with state agencies on the state portal committee and on developing a state search engine, in hand with educating the other state agencies involved with the committees on the importance of, and legal mandates on, preserving state digital documents as part of the State Depository Library Program in New Mexico.
- State Library documents staff had already worked with a number of other state agencies' staff, including staff at our State Archives, on how the State Library uses the OCLC tool to digitally archive the documents that those agencies produce.
- The State Library had also already set up a state documents e-mail address to which state agencies are asked to file their electric and web-based publications in order to fulfill their mandate to file all publications with the State Depository Library Program.
- Marcia Faggioli Smith continues to work with state agencies, especially the State Archives, on implementing a workflow which facilitates the electronic filing of state documents. She has been serving on a committee with the State Archives on establishing the Metadata standards for submission of electronic filings to the State Archives.

**The second suggestion was that we consider a train-the-trainer approach.**

Both of our day-long workshops used this approach. Depository staff who attended represented a mix of both reference and technical services staff.

- At the October 29, 2004 meeting, those catalogers who attended have trained the home library staff (depository support staff, or other catalogers) how to export MARC records for the digital documents into their local systems.
- At the July 29, 2004 meeting we demonstrated and trained attendees to use the Digital Archive tool for capturing, harvesting and digitally archiving web-based documents.
- We did find that the learning curve for using the harvesting tool is quite high and, while these attendees might in time be able to train their staff and co-workers, they are not currently proficient enough on using the tool to train others. In addition most of the attendees were new to using the Connexion browser interface and that added an additional learning curve for them in being able to use the Digital Archive tool effectively.

**The Selection Committee's third suggestion was to hold an additional meeting at the New Mexico Library Association (NMLA) meeting in the spring.**

- We found that the Digital Archives is a technology that needs hands-on use. We were not able to setup a classroom training situation at NMLA in April.
- We originally planned to hold the second training meeting in Socorro, but no electronic classroom was available there for effective training on using the tool.
- We performed individual site visits to depository libraries, and also held all day-long training in an electronic classroom here at the State library. This was the most effective way, not only to encourage use of the digital archiving tool, but to impart the skills needed to use it effectively. Depository libraries were consulted about the training location, and all agreed that a Santa Fe meeting would be most effective.

**The Selection Committee also mentioned that the significance of the project to the career development of the grant recipients was unclear.**

We are pleased to report that our work on the Digital Archive Project, both in conjunction with the workshops and training we held with the grant funding, and with money provided by the New Mexico State Library, has allowed the recipients to learn more about digital preservation and digital project planning, and has allowed us to participate in several meetings on the state and national level.

- Patricia Hewitt attended the 10<sup>th</sup> Anniversary of the Northeast Document Conservation Center's School for Scanning in June 2005, where she presented a poster session on the Project.
- During the term of this grant the New Mexico State Library has participated as a member of the Library of Congress's National Digital Information Infrastructure and Preservation Program (NDIIPP)'s State Governments Advisory Committee on the Preservation of State Government Digital Information, and in a series of NDIIPP national meetings addressing the needs, abilities and current status of the fifty states as they each deal with the challenge of collecting and preserving born digital state government information.
- We have also been interviewed by six other state libraries on how we are using the digital archive tool as part of our State Depository Library Program - in order to advise those states of our activities as they develop their own digital archiving programs.
- Patricia Hewitt made a presentation on the Project at the Archivists of New Mexico quarterly meeting on August 19, 2005.
- We have been asked by OCLC to participate in the beta testing of two new add-ons to the Digital Archive. We are beta-testing the Web Archives Workbench, which will allow for the automatic harvesting of state-specific web domains, which will assist us in the collection development aspect of our Project. We will also be participating in the Content Cooperative Pilot, which will test the feasibility of harvesting non-web based files into the Digital Archive.

- Marcia Faggioli Smith created a new web page on the Digital Archive Project, which facilitates our marketing of the Project, and provides a quick reference tool for answering questions about the Project.  
(<http://www.stlib.state.nm.us/DigitalArchive.htm>)
- We were interviewed by graduate student Chi-Shiou Lin, and Dr. Kristin Eschenfelder of the School of Library and Information Studies, at the University of Wisconsin, Madison, for their paper entitled “Selection Practices for Web-Based Government Publications in State Depository Library Programs: Comparing Active and Passive Approaches.” This manuscript will be sent to a scholarly journal for publication. Also, they presented their project in a poster session of the 2005 ASIST Annual Conference, Oct 28 to Nov 2, Charlotte, NC.
- The New Mexico State Library was awarded the Depository Library of the Year Award 2005 by the Government Printing Office. The award announcement ([http://www.access.gpo.gov/su\\_docs/fdlp/fdllofyear/05.html](http://www.access.gpo.gov/su_docs/fdlp/fdllofyear/05.html)) states “The New Mexico State Library Digital Archive Project provides a mechanism for the library to capture “fugitive” electronic documents from regional Federal agencies that have been identified on the New Mexico News Plus service or through local agency contacts. Many documents produced by regional offices of Federal agencies would never find their way into the program without this project.”
- Marcia Faggioli Smith made a presentation on the Project to the New Mexico IT Legislative Advisory Committee on October 24, 2005.
- In February 2006 we will be participating in a Webinar for OCLC to explain how we have implemented the product in our State Documents Clearinghouse, and how the state depository libraries have incorporated the Digital Archive materials into their routine documents workflow.

### **Summary of Project Activities:**

**October 29, 2004** – Day long meeting of the State Library, State Archives and twenty-three Depository Libraries to introduce the Digital Archive Project as part of the New Mexico State Documents Depository Library Program. The meeting served as a training session for the attendees on the cataloging of electronic resources according to AACR2 and MARC standards and on incorporating digital document archive records into their local catalogs. The meeting was held in Santa Fe. Forty-three people attended. Please see attachments of the Agenda, and handouts.

**November 2004 through Spring 2005**- Visits by State Library staff to Depository Libraries for onsite training on incorporating state documents digital archive records into local catalogs. State Documents Librarian (Marcia Faggioli Smith), Government Documents Cataloger (Tim Skeers), and Director of Technical Services (Patricia Hewitt) made the visits. Sixteen depository libraries throughout the state were visited in sixteen months.

**July 29, 2005** – Day long meeting of Depository Libraries interested in developing their own local documents collections using the OCLC Digital Archive tool in conjunction with the New Mexico State Library. Six of the twenty-three Depository Libraries were

interested in attending. The meeting covered brainstorming of future digital archive projects, training on using the Digital Archive tool and copyright issues. The meeting was held in Santa Fe. Nineteen people attended. Please see attachments of the Agenda and handouts.

### **Evaluation of the Project:**

In our proposal we noted that we would evaluate the success of our project using three criteria. We would:

- 1) Assess the number of State Depository Libraries that have made digitally archived state documents accessible through their OPACS.
  - 2) Assess how many of those libraries provide access to **all** the digitally archived documents that go through the Document Clearinghouse (State Documents Depository Program).
  - 3) Assess the number of depository libraries that plan to develop digitally archived collections of government documents (state, federal, or local) that have meaning for their local communities.
- Our evaluation is as follows:
    - 1) Seventeen of the twenty-three depository libraries have added digitally archived state documents to their online catalogs so that their local patrons have access to the full text of these documents.
    - 2) These seventeen depository libraries have added **all** of the digital archive records that pass through the depository program into their local catalogs.
    - 3) Six depository libraries are interested in learning more about the digital archive tool, beyond simply incorporating the digital materials they receive in the shiplists. These libraries received a day-long training on using the harvesting tool to start to develop their own local digital collections at some point in the future.

The above provides a succinct assessment of how much the New Mexico State library has accomplished with the help of the Amigos grant to further the use of the OCLC Digital Archive tool as an integral part of the New Mexico State Depository Library Program during the course of the grant period.

### **Other significant findings**

In addition to the items listed in the evaluation section, during the past year we have made interesting and valuable connections and understandings about our depository

libraries in regards to our state documents digital archive project, and our depository program in general.

- First of all, the process for incorporating digital archive records into local OPACs is simple. Most depository libraries, if they were motivated, had few problems incorporating digital archive records into their catalogs, even if they were not OCLC members. While the October training served as an introduction to the MARC cataloging, and exporting process, site visits by the State Library as a follow-up to that training were conducted. This was the most effective way to get local catalogers, who were often not part of the local library's depository staff, onboard and fully functioning in terms of incorporating digital document archive MARC records into their local catalogs. State Library staff also met with the local depository library director to discuss this Project during the site visits.
- Secondly, those depository libraries that have not yet used the digital archive records in their OPACS made this choice because they either do not have an online catalog, or they do not catalog state documents at all, not because they are unwilling to be part of the digital documents archive project. Included on the this list of depository libraries is the New Mexico Legislative Council Service Library, four public libraries in smaller New Mexico towns and the Library of Congress, whose state documents division has, as yet, no plans to incorporate digital state document into their collection. The State Library will continue to work with these libraries to make sure that they continue to use the Digital Archive (and other state document cataloged materials) via the State Library's iPac. The State Library will also be available to assist them if they do get an online catalog in the future or begin to import state documents catalog records locally.
- Thirdly, feed-back from our depository libraries has been valuable in helping the State Library finalize our state documents digital archive cataloging procedures and policies. For example, comments made during one of our site visits led us to make changes in how URLs are handled in our local catalog records' 856 fields, and in how they are displayed in our iPac in order to be less confusing to our users.
- Fourthly, some of the university depository libraries have cooperative cataloging systems, so that when one of the members adds a digital archive record, the others automatically have access to it for their patrons in their local OPACs. Some interesting discussions have arisen between the members of these cooperative catalogs regarding the cataloging and patron use of electronic and digitally archived document records as a result of our training meetings.
- And lastly, we are very pleased with the interest of a few of our depository libraries in working on the digital archiving of local and federal web-based documents of local interest. The July 29<sup>th</sup> brainstorming meeting was very successful and already six documents of local interest have been digitally

archived and placed in the state library's iPac, as well as in the referring depository library's local catalogs. Several participants at the meeting brought URLs of their local documents and digitally archived them in the training session. After the meeting, we continued working with libraries over the phone to help them add records to their OPACS and the State Library Digital Archive Collection. While this meeting was originally intended to serve as a second introduction to the OCLC digital archive tool and as an evaluation of how libraries were incorporating digital documents into their collections, it turned out to be a meeting devoted to training on using the tool itself and planning for future archiving activities in regards to local documents.

### **Future goals**

We have definite interests on the part of two New Mexico public universities to work with the State Library on future joint digital archive projects. One university is interested in capturing federal documents of local interest and the other is interested in capturing and archiving local university publications (many of these documents are considered state publications but are not part of the depository program). While the interest is real, there will need to be quite a bit of further planning, institutional buy-in and training in order for these cooperative projects to really develop. The other four attending libraries are also interested in pursuing digital archiving of some local documents- but staff and time issues will have to be addressed first.

In the course of the past year, through our onsite visits to depository libraries and during our July 29<sup>th</sup> local digital documents meeting, the State Library has heard many library requests for statewide price agreements for both the OCLC Digital Archive and the OCLC Content DM tool. While we do not yet know where all this discussion will lead, it has opened up a statewide discussion of the use and value of cooperative projects that might be possible using these and other digital archiving tools.

### **Summary**

The New Mexico State Library Digital Archive Project has:

- over 1500 Digital Archive documents (both state and federal) in our collection and accessible through our iPac.
- continued to send out two to ten digital archive items on each ship list to our depository libraries which they in turn include in their OPACS.
- sent a total of sixty-three state document digital archive records out on shiplists to the depository libraries during the course of this grant.
- statistics for the number of times the Digital Archive records were accessed in our iPac and through Firstsearch which shows an increase during the grant period. This chart shows the access figures for one month before each training session, and the two months following each training session.

**2004 (1<sup>st</sup> grant-funded training October 29, 2004)**

September	50
October	54
November	74
December	24

**2005 (2<sup>nd</sup> grant-funded training July 29, 2004)**

June	51
July	121
August	161
September	222

We feel that the Amigos grant has given the State Library and our depository libraries a great boost in developing not only interest in the Project, but actual statewide cooperation for the Digital Archive Project. The Project is now an ongoing part of the New Mexico Depository Library Program's workflow, not just at the State Library, but at the local depository libraries as well. In the course of this past year, in addition to knowing that our digital state documents are being collected, archived and given access to patrons via the State Library's and the depository libraries' OPACs, we have been gratified to be able to share our endeavors with other state libraries on a institutional level through conference calls, e-mails and interviews, and also on a national level through NIDIPP meetings and committee membership.

We would like to thank Amigos Library Services for allowing us the opportunity to expand our Digital Archives Project on a statewide basis in New Mexico. The grant recipients, Marcia Faggioli Smith, and Patricia Hewitt, would also like to thank all of the New Mexico State Library staff, and the state depository library staff, whose contributions to the Project make it such a success. We are pleased that our hard work over the past three years that we have been using the Digital Archive product has been recognized by our peers at the State Library and beyond, and that we continue to receive both financial and managerial support for our Project.