UC Federal Documents Archive Implementation Oversight Team
December 13, 2014

Charge

The UC Federal Documents Archive (FedDocArc) is designed as a persistent archive that consists of one print and one digital copy of all US federal government documents owned by the UC Libraries. Print copies may be shelved at a UC Regional Library Facility or a UC campus library; all print copies will be available to library patrons as "library use only." Digital copies will be preserved in the HathiTrust repository.

In September 2014 the Council of University Librarians and SAG3 endorsed the "UC Federal Documents Archive: Report and Recommendations" and approved implementation of the first two phases for the creation of the archive. Phase One formally designates one print copy of each title and volume shelved at an RLF as the foundation for the FedDocArc. Phase Two ensures a complimentary digital copy of all items designated as part of the archive is available, with sheet-fed digitization in partnership with Google for items not available online. Phase One is estimated to run January 2015 – December 2016; Phase Two is estimated to run July 2015 – June 2018.

This oversight team will investigate issues, evaluate approaches, develop processes, and confirm procedures involved in all aspects of completing Phase One and Phase Two. Initial work includes filing a Selective Housing Agreement, confirming our disposition process with the California State Library, implementing a system for managing large-scale offers and requests for unneeded duplicate copies of federal government documents to other depository libraries, gauging the accuracy of RLF records and shelving prior to disclosure of items as shared print, testing the workflow and procedures for items designated for Google sheet-fed digitization, advocating for HathiTrust to provide full-text downloadable views of federal government documents, and documenting any resources needed for successful completion of these initial phases. The infrastructure and procedural issues will be resolved early in the team's work.

Initial resources for the pilot phases are being provided by current staffing at UCB, NRLF, and SRLF to enable the oversight team to better understand the type and scope of work involved and resources required to create the best lightweight implementation of the creation of the archive while also ensuring a quality result for the UC Libraries. If additional resources are required for completion of Phase One or Phase Two, those will be documented and requested through SAG3.

The oversight team will provide progress reports to the UC Libraries through SAG3 and the Coordinating Committee, and encourage clear communication between the RLFs and UC Libraries about project steps. The FedDocArc project will be a regular item on SAG3 agendas, providing an agile approach for feedback, iterative planning, resource allocation, decision-making, and requests for input and approvals from other groups as needed.

At the completion of Phase One, the oversight team will submit a report with an assessment of the project and a recommendation for staffing and costs associated with Phase Three for review and approval by SAG3, the Coordinating Committee, and the Council of University Librarians before continuing.

The oversight team is a small group of people who represent key aspects of the project, and their appointments will continue through completion of Phase Two, estimated for summer 2018. The membership of the team can evolve as needed, with confirmation of changes handled through SAG3. Additionally, the team will be calling upon the expertise of other staff at CDL and the UC Libraries, especially members of the original project team and GILS, as needed for specific aspects of this project.

Members:
- Elizabeth Dupuis (Project Lead, SAG3, UCB)
- Jesse Silva (Collection Lead, GILS, UCB)
- Colleen Carlton (SRLF Director)
- Erik Mitchell (NRLF Director)
- Heather Christensen (Google Books liaison, SAG3, CDL)
- Emily Stambaugh (Shared Print, CDL)