

Instructions for New ASERL Documents

Disposition Database



ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

As a part of the Association of Southeastern Research Libraries (ASERL) Collaborative Federal Depository initiative Virginia will begin to use the ASERL Disposition Database (<http://apps.uflib.ufl.edu/GovDocs>) for our offers lists. This will enable regionals, Centers of Excellence, and selectives from around the Southeast to collaboratively build their U.S. government information collections. The best thing is that the new system is easy to use and fairly automated. Please refer to the ASERL Guidelines for more information (http://www.aserl.org/wp-content/uploads/2011/07/ASERL_FDLP_GUIDELINES.Approved-042011.pdf)

The database was designed by the University of Florida Library. They have also put up an excellent LibGuide on the database and its use. This sheet is meant to supplement that LibGuide - <http://guides.uflib.ufl.edu/ASERL-DispositionDB>.

Accounts & Access

- Set up a Google Account (<http://www.google.com/>) for any staff members who will be posting to the database. This should not be their personal Google account, but one that they use for the purpose of the disposition database. **If you do not “add Gmail” to this account then no email will be sent to it.**
- Send your Google account ID(s) to Government Documents staff at the University of Florida (dispositiondb@uflib.ufl.edu). (See the Signing on page of the LibGuide (<http://guides.uflib.ufl.edu/ASERL-DispositionDB>) for more information.
- When you first log into the database you’ll be prompted to input an email address for the account. You can use your work email or a generic one that several people may read. (Hint: You may first get a message about your email *not* being in the database records. Click on Save, and then it will let you enter an email address for your account.)
- Once you are notified by the UF folks you will be able to begin to post offers.

Virginia Needs List

- Please continue to consult the Virginia Regional Needs List (http://www2.lib.virginia.edu/govtinfo/depos/docneed/Docneed12_20_2006.pdf) prior to posting to the database.

Posting

- Posting to the ASERL Documents Disposition Database can be done on an item by item basis or by batch mode. Libraries do not have to post huge lists all at once. Any number of items can be posted. Offers remain active for 45 days then cycle off the database. You will receive an “Items expired” notice when the 45 days is up.
- According to the ASERL guidelines (page 11) any documents older than 1907 should also be offered on the National Needs & Offers database (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html). I will be happy to consult with any Virginia libraries on other materials which might be appropriate to offer nationally.

Posting individual items (<http://guides.uflib.ufl.edu/content.php?pid=169679&sid=1429069>)

To post individual offers using the form simply log into the Database, scroll to the bottom of the screen, click the ADD ITEM button and fill out the form. See the Offering Documents – Add Item page of the LibGuide.

