Clemson University

TigerPrints

Presentations   University Libraries

8-3-2022

Primed for PrimoVE

Michelle Colquitt

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Expertise Exchange:
An Electronic Resources Librarian Walks Into Government Documents Land

Primed for PrimoVE

Michelle Colquitt, Clemson University

Continuing Resources & Government Information Management Librarian

August 3, 2022

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Introducing Michelle Colquitt

- Juvenile Probation Officer for 10.5 years
- MLIS, M.Ed. (Plot Twist: I don't want to be a teacher!)
- Worked in Technical College System of Georgia (TCSG) and the University System of Georgia (USG) Libraries
- Paraprofessional (Generalist) to Resource Management Librarian
- Newbie to Gov Docs Land!

Primed for PrimoVE

- GALILEO Libraries–switching to PrimoVE right as I left Georgia Gwinnett College
- Attended Trainings
- Impressed by being able to catalog/see changes in real time–rather than wait for a publishing job

The Situation

Perfect Storm:
- Alma Migration (2020)
- COVID Pandemic (2020-ongoing)
- Retirement of Long Term Continuing Resources and Government Information Management Librarian (1998-2021)

Result:
- Backlog of Government Documents from February 2020 to March 2022 (both physical and electronic)
- Decisions?

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Responses

Activating Prior Knowledge (M.Ed. "Eduspeak")

Created Import Profiles:

- MARCIVE Physical Documents
- MARCIVE Electronic Documents
  - Local Electronic Collection for MARCIVE Gov Docs (Over 175k items)

Created Documentation

- Print Documentation for the Physical Documents Import
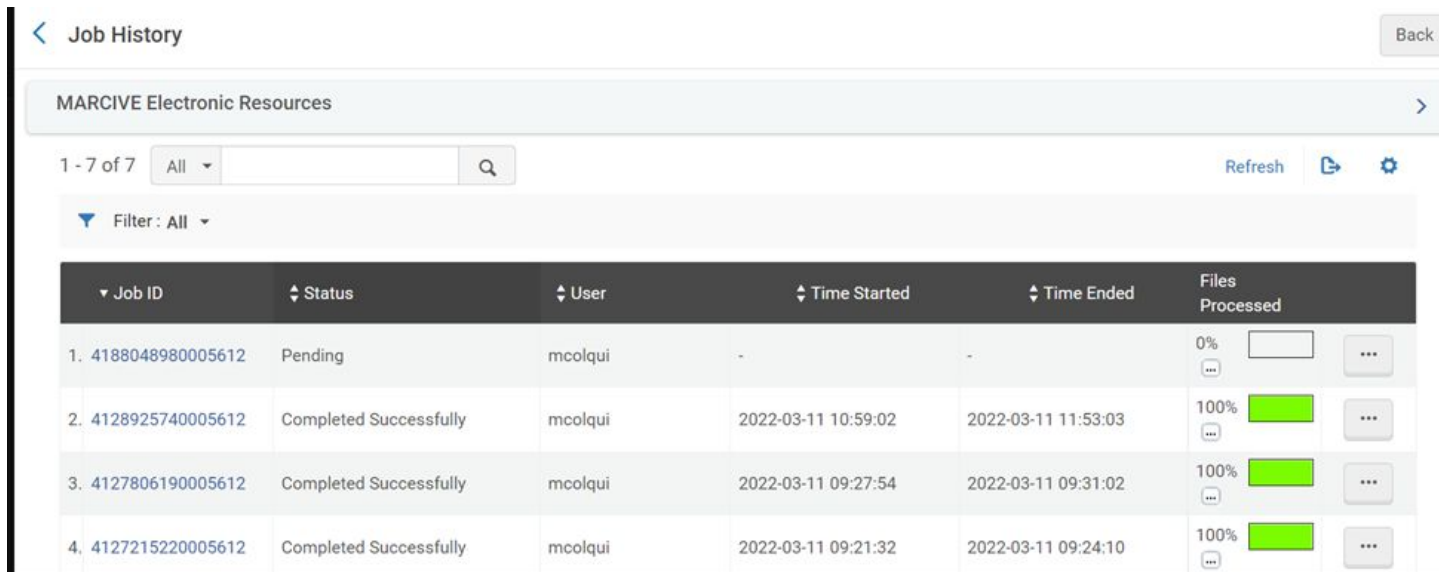- Screenshare video of this process

Best Practices for Print Documentation

- Sketch out the process you're documenting
- Input from a variety of stakeholders
- Multiple Formats
- Plenty of legible screenshots
- Accessibility
- Don't make assumptions

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Example of Documentation
7 pages, but only 621 words.

Uploading this file triggers a job in Alma. Here's the screen where you're redirected to:

	Job ID	Status	User	Time Started	Time Ended	Files Processed	
1.	4188048980005612	Pending	mcolqui	-	-	0%	...
2.	4128925740005612	Completed Successfully	mcolqui	2022-03-11 10:59:02	2022-03-11 11:53:03	100%	...
3.	4127806190005612	Completed Successfully	mcolqui	2022-03-11 09:27:54	2022-03-11 09:31:02	100%	...
4.	4127215220005612	Completed Successfully	mcolqui	2022-03-11 09:21:32	2022-03-11 09:24:10	100%	...

This screenshot shows that one job is pending, and it also provides information about the history of files I've uploaded.

Depending on the file size, this could either take a long time (hours) or a short period of time (seconds). You will receive an email when this process is completed. Here's what that looks like:

Screenshare Process Video

Best Practices:

- Easier to create once you've created your process document
- Clearly enunciate all steps of the process
- Know your audience (Still DON'T assume anything about your audience)
- Before sharing this with the world, stakeholder review!
- Screenshare Program (pick what works for you...campus software vs. personal screenrecording program)

Extend Grace and Kindness!

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Thank You!

Thank you to PASCAL and the Discovery, Reference, and User Experience Working Group!

Questions?

Michelle Colquitt

mcolqui@clemson.edu