

The Desert States Primary Materials Inventory Project

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Introduction	2
- The Project's Purpose	2
- The Current Status of the Project	2
The Spreadsheets	3
- Introduction	3
- The Lists	3
- Additional Feedback	3
Quality and Binding Codes	4
- Quality Codes	4
- Binding Codes	5
Implementation and Timetable	6
Desert States Primary Materials Project Contact List	7

Introduction

The Project's Purpose.

Stating the purpose of this project is significantly simpler than it's implementation: to collect, from each Consortium law library, a complete and accurate list of its primary legal holdings for Arizona, Colorado, Nevada, New Mexico, Utah, and Wyoming. Once the information is collected, to consolidate the data into a format that is easy to use and readily available to all interested users. This information will be essential for a variety of future projects, including collection completion and restoration, digitization of collection materials, and last copy retention projects.

In working on the project, I've identified several collection criteria which will ensure the project's success. This project will be more successful, and the information gathered more useful, if:

1. The data is complete and accurate.
2. The data is easy to correct and update.
3. The data is stored in a searchable, electronic format.
4. The data from all participating libraries can be retrieved and compared easily.
5. The collection of the data should be made as painless as possible.

In order to satisfy all these criteria, I've developed a series of Excel spreadsheets which contain an inventory of primary legal materials for each of the six states. My plan is to have each of the participating libraries complete a spreadsheet and return it to me. I will then consolidate these lists into six master lists which can be used to assist with digitization projects, streamline current collections, and help to locate and replace missing or damaged volumes.

The Current Status of the Project.

In the past six months, literally thousands of volumes have been listed on Excel spreadsheets. My goal is to collect feedback from this meeting, implement your suggestions into the spreadsheets, and distribute them by not later than June 15, 2007.

The Spreadsheets.

1. Introduction. The Primary Materials Lists will be an spreadsheet format and will contain a volume specific list of possible holdings.
 - a. Pocket parts are not counted at this time.

2. Lists (or Pages). There are five “sub-lists” to each master list.
 - a. Constitutions.
 - i. Original Publications of Constitutions?
 - b. Legislative.
 - i. Again, no pocket parts.
 - ii. Sources for pre-statehood codes?
 - iii. House and Senate Journals?
 - iv. Additional legislative materials other than session laws and compiled laws.
 - c. Executive.
 - i. Administrative codes. Catalogs of volumes?
 - ii. Executive Orders and sources.
 - iii. Additional materials?
 - d. Judicial (opinions, not court rules).
 - i. Additional materials.
 - ii. Local court opinions?
 - e. Local.
 - i. City and County Ordinances.
 - ii. Do we want to make a master list or just list what we have?

3. Additional feedback.

Quality and Binding Codes.

To prevent confusion and to increase the usability of the lists, a common set of quality and binding codes should be used to perform the inventory. The volumes in our collections will be primarily used for either (1) circulation or (2) digitization purposes. Identifying the condition of the volume will assist in locating the best volumes for the particular purpose.

Code	Description
E	This book is in excellent condition. A book in excellent condition has no defects or page markings. The binding is still tight and not broken. The volume can contain library tags and stamps.
G	This book is in good condition. A book in good condition may have minor defects on the cover but the pages are unmarked and in good condition. The binding can be flexible and loose but is otherwise still holding strong.
F	This book is in fair condition. A book in fair condition can have some damage to the cover, and the pages are can be scuffed, but are complete and the text is legible. The pages can contain markings (highlighting or underlining), so long as it's not significant and it doesn't interfere with the text on the page.
P	This book is in poor condition. A book in poor condition has significant cover damage, or it's covers are either missing or unattached. Some of the pages may be damaged or missing.

Binding Codes:

Code	Description
OA	Original binding, acceptable for public use. A busy library could place this volume in circulation.
OU	Original binding, unacceptable for public use. This volume could not be circulated without further damage to the book.
R	This volume has been rebound.

Implementation and Timetable.

The following outline is a project plan for the completion and implementation of the project:

1. Complete initial draft of six state spreadsheets. **June 15, 2007.**
This step will include finishing the spreadsheets and implementing the feedback from this conference. It will also include the University of Utah's inventory.

2. Distribute spreadsheets to Consortium libraries for review and inventory.
The spreadsheets will be distributed to the Consortium libraries, to be used to conduct their own inventories. At this time, the lists should be edited for corrections and volumes not included be added. Upon completion, the spreadsheets should contain a complete inventory of the Consortium library's holdings.

3. Creation of master lists.
Upon completion of the inventories by the Consortium libraries, the Excel spreadsheets will be sent back to the University of Utah. The information in these spreadsheets will then be consolidated into six master lists.

4. Review and verification of master lists.
When the master lists are completed, they will be redistributed for review and verification by the Consortium libraries.

Desert States Primary Materials Inventory Project
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