Basics

Note: for a listing of helpful resources, a description of GPO units, and an explanation about how to communicate with appropriate contacts at GPO, please consult the <u>overview</u> of this Self-Study module.

For more information about working with these Self-Study modules and for more information on working with PDFs, please consult the detailed information in our <u>Introduction</u> module.

FINDING YOUR LIBRARY'S OFFICIAL DEPOSITORY LIBRARY NUMBER

Do you know your Federal Depository Library (FDL) number?
   Yes   **No**

If you need to identify your FDL number, an easy way to do this is to use the public view of the <u>Federal Depository Library Directory</u>. The depository library number is also located on the inside flap of the depository shipment box from GPO.

FDL numbers start with numbers, with one or more leading zeroes. A zero or zeroes and any letter is part of the depository library number. They may also contain a letter on the end of the number, e.g., 0123C.

This number is necessary for your communication with GPO and often with other Federal depository libraries (FDLs). Please include your entire depository library number in all communications with GPO.

OBTAINING YOUR DEPOSITORY LIBRARY PASSWORDS

Note: Please see <u>Passwords Used By Depository Libraries</u> for the list of currently available passwords.

Do you know all of your library's depository library user IDs and passwords?
   Yes   **No**

If No, please request any user ID and password that you do not have. The article listed above describes how to create or obtain these.

To protect the integrity of the confidential passwords, please note that GPO may only provide passwords to the library's director or designated depository coordinator and must verify the official status of the director or coordinator through the Federal Depository Library Directory, a library's Web pages, or other means before providing the information.

UPDATING YOUR LIBRARY'S DIRECTORY INFORMATION WITH GPO

Is your library's <u>Federal Depository Library Directory</u> (FDLD) entry current?
   Yes   **No**

Please keep your library's directory information up-to-date as this is how GPO identifies the depository's director and depository coordinator and communicates with your library. It is also important information for the public to use to locate your library through <u>GPO Access</u> and the <u>Catalog of U.S. Government Publications</u> "Locate a Library" feature.

Note that the public interface can be viewed by anyone, while the depository staff interface requires logging in using the library's depository number and internal password. To update your library's directory information in real time, login through the staff interface.

Some fields may only be updated by GPO personnel. If, after logging in to view your library's directory entry you cannot edit the fields that you want, please contact GPO through the askGPO service to effect changes to these fields.

SIGNING UP TO RECEIVE OFFICIAL COMMUNICATION FROM GPO

Is the depository coordinator or someone else in your library subscribed to <u>FDLP-L</u>?
  Yes   **No**

If No, the designated coordinator or another library staff member must sign up. This is a requirement in the FDLP.

In order to stay up-to-date with official and important communications from GPO, the Federal depository library coordinator and any other depository library personnel who are interested should be subscribed to this low volume announcement service, FDLP-L.

DETERMINING YOUR LIBRARY'S DESIGNATION TYPE AND YEAR OF DESIGNATION

It is important for depository personnel to know the provisions under which their library entered the FDLP. Knowing this information will help you determine if your library follows a different set of depository rules. (See the <u>Introduction</u> to the Self Study, "Library Types"). It also helps you plan for celebrations or anniversaries and promote depository materials as a longstanding valuable collection within the library.

Does your library have copies of the official designation documentation?
  Yes   **No**

If your library does not have the designation records or more information about designation, consider the following suggestions.

- Contact GPO through <u>askGPO</u> to determine if the agency has the original designation records in the official file maintained for your depository library. GPO's individual library official files, which typically have information from the 1960s forward, contain important documents, such as designation paperwork, Biennial Survey of a Depository Library submissions, Inspection and Self-Study reports, copies of selective housing site agreements, and other important information.
- Check with your regional library to see if they have copies of the designation records.
- Check with your library's archives, if available. It is possible that designation information is in collections of letters to library directors, library annual reports, etc.
- Check with your institution's archives.
- Check with the designating official's papers if your library was designated by an elected official. The papers may be located in a state archives or state library.
- Review local newspaper archives to determine if the designation was announced through a local newspaper.

Do you know your library's designation type and year of designation as a Federal depository library?
   Yes   No

If No, please review the following information.

Most libraries in the FDLP were designated by an elected official, but libraries enter the FDLP through one of three ways:
- Congressional designation
- Senatorial designation
- By-law status eligibility, which includes:
    o State libraries
    o Land grant institutions (including Native American Tribal Libraries)
    o Highest appellate state court libraries
    o Accredited law libraries
    o Federal agency libraries
    o Military service academy libraries
    o Federal independent agency libraries

If you do not have copies of your library's designation documentation, you can determine how your library entered the program (designation type) and the date by referring to the Federal Depository Library Directory (FDLD).

Please note that libraries also fall into other categories that are used to help identify the type of institution where the depository is located. These library types can be found in the FDLD and are:
- Academic (general)
- Academic law
- Community college
- Federal agency
- Federal court
- Highest state court
- Military service academy
- Public
- Special
- State

IDENTIFICATION OF YOUR REGIONAL DEPOSITORY LIBRARY

There are two types of depository libraries: selective and regional depositories.

Selective libraries have the option of tailoring the collection to fit the needs of their library community. They agree to retain the material for at least 5 years, allowing for the supersession or substitution of them as appropriate, and by retaining materials beyond the 5 years as needed. Two selective depositories may be designated within each congressional district, although at any given time there may be more than two in some districts because of redistricting. In addition, each U.S. Senator can designate two depositories in their state providing there is an opening in that Senator's class. The number of selective depositories in a congressional district can also be augmented by designations for certain types of libraries allowed by special provisions in Title 44.

Regional libraries have agreed to receive at least one tangible copy of all publications made available to depositories and to retain them in perpetuity (with some exceptions). U.S. Senators may designate libraries in their state as regional depositories. Each state may have two regional depositories, though most have only one and a few states are served by regional depositories in neighboring states. In addition to selection and retention requirements, regional depositories serve as liaisons between the selective libraries in the state (or region) and LSCM. Regional depositories also provide consultation, coordinate planning, review publication disposal lists, and offer other services to selective depositories in their regions. The statutory authorization for regional depositories is found in United States Code, Title 44, chapter 19, §1912.

Do you know which library is your regional depository library (if your library is not a regional)?
   Yes   **No**

If No, go to the <u>Federal Depository Library Directory</u> and search by "Depository Type" for Regional Depository Library and your state. Note that some states have more than one regional library while others are served by another library in another state. If you are unable to identify your regional library, use the <u>askGPO</u> service to inquire.

FINDING YOUR LIBRARY'S ITEM NUMBER SELECTION PROFILE

The following is more information about item numbers and library item selection profiles. For a more detailed overview of the item numbers and how they are used, review the FDLP Desktop article <u>Item Number System</u>. For an overview of how to update your item selection profile, see the FDLP Desktop article the <u>Annual Item Selection Update Cycle Instructions</u>.

Libraries in the FDLP select publications for their collections by selecting "item numbers" instead of individual publications. The concept is similar to setting up a tailored standing order through commercial book suppliers, albeit with a slightly different approach.

Are you aware of your library's current depository item number selections?
   Yes   **No**

If No, use the <u>Item Lister</u> and enter in your FDL number.

Is your library selecting item numbers 0556-C and 1004-E?
   Yes   **No**

If you are not selecting these item numbers, please contact GPO through <u>askGPO</u>. We may be able to add them outside of the regular item selection update cycle. GPO will distribute titles under these item numbers throughout the year if the informational content of publications are deemed relevant to all depository libraries.

DETERMINING COMPLIANCE WITH SELECTED LEGAL REQUIREMENTS

Federal Depository Libraries agree to follow the rules and requirements stated in 44 U.S.C. §19.

Each FDL must submit the Biennial Survey of Depository Libraries in a timely manner.

Were you aware that your library is required by law to fill out and submit the Biennial Survey of Depository Libraries?
   Yes   **No**

If not, watch for the next Survey to be announced. For more information, including past Biennial Survey electronic submissions from your library that may be useful background information to use in preparation for the next Survey, please see the <u>Biennial Survey</u> section on the FDLP Desktop.

Each FDL must have and maintain 10,000 books (other than depository publications) in the library's collection in order to be designated.

Does your library's collection have 10,000 books?
   Yes   No

If not, determine the number of books needed to achieve this minimum and acquire the needed publications.

For review of other legal requirements relating to free, public access and proper depository collection maintenance and disposition, see the related Self-Study modules.

RESEARCH - LOCAL RESOURCES USEFUL FOR LEARNING ABOUT YOUR COLLECTION

If you are new to working with Federal depository materials, there are several local resources you can use to help you get a sense of your collection. GPO recommends that you track down any or all of the following that are available to you. Review these materials to determine whether the depository operation is in compliance with FDLP rules and requirements.

Biennial Survey of Depository Libraries

Each library's Survey submission should be retained by each depository library and passed on to successive depository staff members. The Superintendent of Documents, under the direction of the Public Printer, is responsible for administering the Biennial Survey of Depository Libraries, required by 44 U.S.C.§1909. The Biennial Survey provides GPO with important information concerning the conditions of individual depository libraries as well as the depository library program as a whole. This data is used to administer the program and to assist in the assessments of the conditions and services of depository libraries. Electronic submissions from 2003 – forward may be located on the FDLP Desktop under <u>The Biennial Survey</u>. If you are unable to locate copies of earlier Surveys, please contact your regional librarian or use <u>askGPO</u> to inquire about records that are available in GPO's files.

Individual library assessment reports

GPO investigates individual library conditions as required by 44 U.S.C.§1909. These are valuable sources of historical information of the depository operation at your library. Currently, GPO has a Public Access Assessment (PAA) program, but since it is a new program, very few libraries have PAA reports. Almost all libraries should have older inspection reports. Some libraries will also have the earlier Self-Study of a Federal Depository Library report and GPO's evaluation of the report. If you are unable to locate these reports, please contact your regional librarian, which should have copies, or contact GPO through askGPO.

Library planning resources

Locate the library's mission, vision, goals, and strategic planning documents so that you know how the depository operation fits into your institution's setting and plans.

Department annual or other reports covering your depository operations

Review these reports for information about the depository operation, including staffing, budget, circulation statistics, outreach and promotional efforts, and more.

Statistical reports covering your depository operations

It is helpful to know what types of statistical data were collected by your library in the past, so you know what is important to report on in the future. It may be useful to identify benchmark statistical data to help evaluate your present operations.

Library or depository policies

Policies and procedures that should be in place at your library, according to the Federal Depository Library Handbook, are:
- Access policy
- Collection development policy
- Technical services processing manual (including cataloging)
- Collection maintenance policy or procedures (including binding and publication replacement)
- Internet Use Policy Guidelines
- Public Service Guidelines for Government Information in Electronic Formats

Other policies useful to the depository operation are:
- State plan, if any
- Conduct or user behavior policy
- Preservation policy
- Disaster recovery policy
- Circulation policy
- Reference policy
- FDLP promotion policy

The following are suggestions related to policies:
- Written policies and procedures covering the depository operation may be specific to the depository or part of larger library-wide policies or procedures. Many of the separate library policy and procedures listed above may be incorporated into a larger policy or procedures document as well.
- GPO encourages each depository library to disseminate policies and procedures, as appropriate, through their Web site, to advise library users on what level of service to expect.
- Depository personnel are encouraged to review non-depository library policies and procedures to ensure that the information therein is in accordance with FDLP requirements and the library's depository policies and procedures.
- Stay up-to-date with information in the FDLP about library policies through the FDLP Desktop, FDLP-L, and email discussion lists.
- Sample policies may be found at the non-GPO resource ALA Government Documents Round Table Government Information Clearinghouse and Handout Exchange.

Selective housing agreements, if any

Determine if your library has any official selective housing sites. Libraries may selectively house publications at other libraries or locations. An official agreement is needed if the other housing site(s) are not under the administrative control of the designated depository library's director. If your library has official agreements, review these for currency. Visit the selective housing site(s) to determine if the content of the agreement is still current. Some have expiration dates and must be updated when expired, even if the other content is still current. If your library selectively houses publications at locations not under the administrative control of the designated depository library director and a selective housing site agreement has not been established, either return all of the selectively housed publications to the designated library, or establish an official agreement. A template for establishment of this agreement is in the Federal Depository Library Handbook, Appendix D. Selective housing sites must follow all rules of the FDLP.

Official GPO Partnership agreements, if any

Libraries participating in the FDLP are part of a large network of libraries spread across the country. Some libraries are able to further strengthen their ties to the community by forming official partnerships with GPO. These agreements have specific direction for each partnership. For more information, see Partnerships information on the FDLP Desktop.

There are 3 types of official partnerships:

- Content Partnerships which partner to permanently provide online access to depository content
- Service Partnerships which partner to provide services specifically to meet a service need amongst FDLs and GPO
- Hybrid Partnerships, which partner to do a little of both of the above